

CHARLES S. CURTIS MEMORIAL HOSPITAL

(Laboratory Policy and Procedure Manual)

Section: **HISTOLOGY**

Number: **VIII-05**

Topic: **General Organization**

Date: **O – 1985 05**

R – 1991 03

R – 1999 04

R - 2007 05

MISCELLANEOUS INFORMATION

The following procedures should be carried out to maintain a good quality of work in the Histology Laboratory.

1. The “American Optical” Microtome is greased every week.
2. Check flush reagents on the processor everyday and change if dirty; then reset the number of flushes on the processor. If the flush has been used 5 times, change the “flush” reagents and reset the number of flushes on the processor.
3. All reagents including wax must be changed once a month and more often if found to be dirty on daily checks.
4. Change the Alcohol and Acid Alcohol containers on the Autostainer everyday.
5. Change all reagents on the Autostainer once a month. Clean all reagent containers and inside of Autostainer every second month.
6. All surgical specimens are kept for at least 2 months. When specimens are discarded, drain the fixative into the waste containers provided. The specimen itself is placed in a biohazard bag and stored in the freezer until it can be discarded by qualified personnel. The specimen containers are discarded in a biohazard bag after autoclaving.
7. Alcohol, Xylene and Acetone are ordered through the Materials Management Department. The 10% Formalin and Wax are stocked in the Histology laboratory.