

CHARLES S. CURTIS MEMORIAL HOSPITAL (Laboratory Policy and Procedure Manual)

Section:	HISTOLOGY	Number:	<u>VIII-05</u>
Topic:	<u>General Organization</u>	Date:	O – 1985 05 R – 1991 03 R – 1999 04

1. When a specimen is received with the accompanying requisition it is checked for any errors and then entered into the Meditech system which assigns a number.
2. Specimen labels are then printed out and attached to the requisition and the specimen container.
3. The specimens are lined up by number and the processing cassettes are labeled.

Note: Colored cassettes are used:

- White for large pieces of surgical specimens
- Grey and/or Grey mesh for small biopsies
- Blue for autopsies

4. A surgical pathology worksheet is then filled out.
5. After Grossing:

Place cassette in fixative and remaining specimen container on shelf. If there is no specimen left in container, pour out fixative before placing on shelf. Place any decalcification specimens in decalcifying fluid.

6. Give the tape to the Pathologists Secretary, preferably with the indication of the Starting specimen number.
7. Place the basket of cassettes on the processor for overnight processing. Always Check that the reagent containers on the processor are full
8. The next morning the specimens are removed from the processor and moved to the embedding center. The processor is then flushed. The specimens are embedded in wax and cooled on the cold plate of the embedding center.
9. Blocks are cut on the microtome at 3u and placed on slides and into slide staining racks.
10. The slides are dried in the oven for 45-60 minutes.

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11. Slides are stained on the Autostainer for the H&E stain. The “special” stains are done manually.
12. Mount each slide with a coverslip, place in slide trap in numerical order and put on the Pathologist desk with corresponding requisitions.
13. When returned by the Pathologist, slides are left to dry for 2 weeks and then filed in alphabetical order.
14. Blocks are filed at the end of each day if time permits.