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| **VIP5/ASP300 Tissue Processors** |
| **Purpose** | To provide working guidelinesfor the operation of the Tissue Tek VIP 5 & the Leica ASP300 tissue processors. |
| **Scope** | This procedure applies to Histology Technical staff and Pathology Assistant running and maintaining processors |
| **Materials** | **Reagents** | **Supplies** |
|  | Graded Alcohols10% Neutral Buffered FormalinParaffinXylene | PPE Fume hoodTissue Tek VIP5Leica ASP300 |
| Records/Forms/Required | Document daily maintenance performedVIP and ASP300 Preventative Maintenance Log |
| **Special Safety Precautions** | Formalin and xylene should both be used under a fume hood.  |
| **Quality Control** |  |
| **Procedure** |  |
|  | **Step** | **Action** |
|  | 1 | Place the rack with cassettes in the Processing Chamber and load the specimens to be processed. |
|  | 2 | Be sure to scan the process program for accuracy and lock the processor.NOTE: Current process programs are posted on the proces­sor and in the VIP5/ASP300 manuals. |
|  | 3 | Routine processing run will be completed at the next morning (end times may vary). |
|  | 4 | Remove specimens from processor |
|  | 5 | Choose Clean program and run clean cycle |
| **Reagent Rotation** | Processing reagents to be changed/ rotated every two weeks for the VIP5. This is recorded on the VIP5 Maintenance Log**Monthly**: Check alarm system, inspect solution caps and their gaskets, clean spill trays, inspect retort gasket and latches. Check overflow bottle**Every 6 Months**: Change charcoal filter |
|  | ASP300 Tissue processor is set up on a reagent management system. The processor shows you what reagents need to be changed on the reagent status screen. This is recorded on the Leica ASP300 Maintenance Log\* Change Cleaning reagents after 10 runs.**Monthly**: Check alarm system, inspect solution caps and their gaskets, clean spill trays, inspect retort gasket and latches. Check overflow bottle**Every 6 Months**: Change charcoal filter |
| **References** | Tissue Tek VIP5 Operation ManualLeica ASP300 Operation ManualHistotechnology A Self-Instructional Text, F.Carson 1990  |

**Historical Record**

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| Version | Revised by | Effective Date | Summary of Revisions |
| 1 |  |  | Initial version. |
| 2 | A. Dubbelde | 6/27/19 | Update format, add version, remove programs and replace clearite with xylene. |
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