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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 Alcohols  10% Neutral Buffered Formalin  Paraffin  Xylene | | PPE  Fume hood  Tissue Tek VIP5  Leica ASP300 |
| Records/Forms/  Required | Document daily maintenance performed  VIP 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 Manual  Leica ASP300 Operation Manual  Histotechnology 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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