**UW Medicine - Pathology**

6000-01-02-01

Frozen Section Room Set-Up Procedure

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| Adopted Date: 09/08/05  Review Date:  Revision Date: 03/31/11 |

PURPOSE

The frozen section room is cleaned and stocked daily in the morning.

PROCEDURE

1. Change stains and clean staining area. Remove all used paper towels and stock the appropriate selection of coverslips.

Daily:

* 1. Change ETOH's, Xylenes, Pre-Fix, Bluing, Clarifier
  2. Filter Hematoxylin, top off
  3. Filter Eosin, top off

Mondays:

1. Hematoxylin, filter
2. Change Eosin
3. Clean cryostat: cleaning out tissue waste and all OCT with 95% alcohol, replace used microtome blade, and wipe down all surfaces and instruments with alcohol. Every other day lubricate the cryostat turn wheel.
   1. Wipe out all OCT (under panels as well)
   2. Wipe down entire inside with ETOH (under panels as well)
   3. Clean the weights, rinse with ETOH and completely dry before refreezing
   4. Change blade
4. Clean and stock both grossing stations. Please refer to stock and par lists.

Cleaning:

* 1. Clean dirty instruments and cryo chucks
  2. Wipe down counters with bleach and towels

Stocking work areas:

1. Gloves: on wall
2. Cryobaldes: on cryostat
3. Slides: One extra box on cryostat
4. Slide pallets
5. Mounting media
6. OCT: one extra bottle on cryostat
7. Coverslips: add extra box if low on a size
8. Paper towels
9. Gauze
10. Blade removers: check if full and replace / discard
11. Turn on digital camera
12. Saline / Acetic acid: top off
13. Inks: Keep 3/4 full
14. Tissue wraps: 1 box per stating
15. Cassette Lids
16. Pens
17. Tupperware containers
18. White specimen containers
19. Formalin cube (5 gallons)
20. Pre-filled specimen containers
21. Cloth towels
22. Cardboard Trays
23. Formalin neutralizing pads
24. Paraffin block (small, medium, large)
25. Log in and turn on digital photography program.
26. Pick up all specimens in pathology refrigerator or surgery pavilion.
    1. Gather any left over frozens or specimens
27. Accession, make cassettes and scan paperwork.
28. Accession and collect slides from frozen cases done after hours.
29. Collect all paperwork and specimens to be grossed by resident and transport via red cart to grossing room. (This includes all specimens that were just picked-up, as well as those left over from the day before.) Any cassettes that are ready to be processed are to be moved to the gross room at this time.
30. Drop off specimens and paperwork.
31. Deliver frozen section slides to histology.

RELATED DOCUMENTS

Stock and Par Lists

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Supervisor / Manager