**UW Medicine - Pathology**

6000-02-01-03

Processor (Peloris / VIP) Rotation Maintenance Procedure

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| Adopted Date: 09/27/10  Review Date:  Revision Date: 04/05/11 |

PURPOSE

To provide directions for the tech on processor rotation.

PROCEDURE

1. **Peloris:**

*Become familiar with the Flip - Chart or manual and ask questions of others in unfamiliar situations. The supervisor level access code is "1234".*

1. The person on the processor rotation is primarily responsible for changing the solutions on the Peloris when needed. A periodic visual check should be made during the shift to see if any of the stations are "graded" and need changing, and the solutions should be changed if indicated.
2. A daily check should be made of the levels of ALL the bottles to ensure that they are up to the "MAX FILL" line. The formalin stations in particular have been known to have low levels after several uses and need to be "topped off" (be sure not to reset properties when topping off unless actually changing all the contents). Be sure all bottles are pushed in firmly as they can "walk" out after repeated filling / emptying.
3. A daily check should be made of the "Event Log" to see if any other items need attention. The messages are color-coded indicating level of concern and often indicate low level of a bottle, an error message, or the need to change the carbon filter. Notify supervisor of any instrument issues.
4. A general cleaning of the processor needs to be done weekly or anytime that paraffin is spilled in the unit. Use the plastic scraper to remove paraffin drips or an alcohol wipe for solution residues that may accumulate.
5. When changing a Formalin station or the Cleaning Alcohol, check inside the bottle (when empty) for buildup either on the bottom of the bottle or around the upper fill level. The Formalin has produced a sludge buildup around the upper fill level, and the cleaning alcohol can get an accumulation of un-dissolved paraffin at the bottom. There are spare bottles if the bottle is needed before it can be cleaned.
6. There are spare parts (lower left drawer below Dako Artisan special stainers) such as replacement bottle caps or fill tubes if needed.
7. If there is a filling error occurring the most likely the cause is a dirty sensor in the retort. The lens of the sensor should be cleaned with 1% Glacial Acetic Acid (found in the special stain area) on a cotton-tipped applicator stick. Another possible cause is a loose cap (front of bottle) or fill tube seal (rear of bottle).
8. In case of unresolved malfunction call Scientific Instruments (543-5580) for help or call the Peloris Technical Assistance phone number (found on the sticker on each unit) with the serial number handy. There is a maintenance contract in effect.
   1. VIP: Mold Cleaning and Solution Maintenance
9. The VIP Processors are used primarily for mold cleaning and as back-up tissue processors. The VIPs are marked "L" and "R".
10. Mold must be cleaned daily after the evening embedding is completed and again late morning, or more often if needed.
11. Use the baskets and plastic weights designed for the VIPs, place molds in the basket (do not over fill), place plastic weights on top of molds. Close and lock lid.
12. Use only cleaning cycle 1. Instructions to select the cleaning cycle are posted on the wall behind the VIPs.
13. The cleaning cycle will take approximately 70 minutes to complete.
14. Remove molds from the retort and place on a tray covered with a surgery towel and let air dry and approximately 30-45 minutes. Once molds are dry they are to be stacked according to size and placed in the embedding centers.
15. Wipe out retort after each cycle.
16. Cleaning reagents should be changed every 5 cleaning cycles using recycled xylene and Flex 100. The "Clear Used Count" is done each time cleaning reagents are changed. Instructions are posted on the wall behind the VIPs
17. Record cleaning reagent changes on the provided VIP Processor Reagent Change Log.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Supervisor / Manager