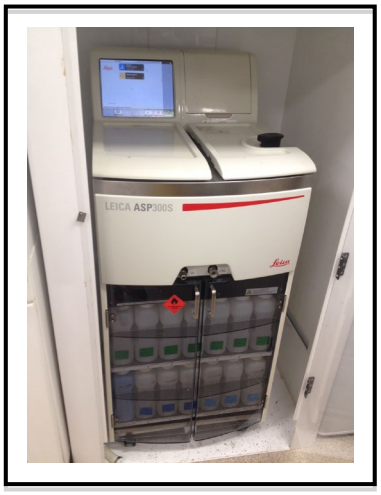
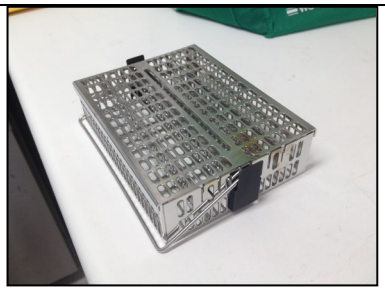
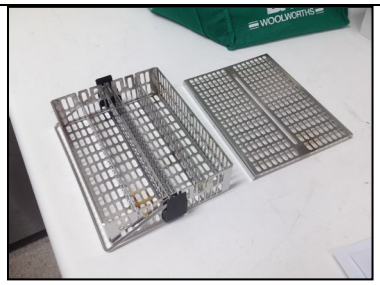
School of Biomedical Sciences
Standard Operating Procedures



Title	Operating the Leica ASP200S automatic tissue processor	
Date	11/04/2022	
Location	**Bld: 65 Skerman** **Room: 210**	
Equipment Custodian	**Contact: Darryl Whitehead**	**Expert User: Darryl Whitehead**

Task	
Pre start checks	• Complete SBMS OH&S Induction and local histology induction • Obtain equipment specific training provided by the Senior histologist • Read and understand SOP and Risk Assessments • Book appropriate device using the SBMS Online Booking System
Safety considerations	**Personal Protective Equipment (PPE):** 1. Lab coat or gown 2. Fully closed shoes 3. Gloves 4. Safety glasses as required **General precautions**: 1. Take care when using to avoid hot surface areas as they may cause burns 2. Avoid contact with hot wax as it may cause burns 3. Always validate that a sufficient amount of wax and stock chemicals are within the stock tank and bottles. 4. Validate the wax is fully melted before usage 5. Clean all tissues from the machine upon completion of its usage 6. Take care when obtaining new metal rack from within the pathcentre as they may contain melted wax, even when in the storage area **Emergency Procedures:** In the case of emergency, All incidents should be reported to the Facility Staff and Manager, Ext 51929, Safety Coordinator, Ext 53221, and/or Security 53333. All injuries must be reported to SBMS HSW Management, Ext 53221 or 51269, Building Management, Ext 53105. All incidents and injuries must be recorded in the UQ Incident and Injury Database.
Procedure	**Running the tissue processor** 1. Turn on evaporation fan above unit 2. Obtain a new metal rack from above unit or within the processor





3. Open and remove rack lid
4. Place histocassettes into racks within the four columns
5. Fill racks to almost maximum capacity before adding a second rack
6. Replace lid onto rack
7. Before bring specimen racks to processor validate the fill levels on all visible chemicals
8. Open chamber by rotating the latch clockwise 45 degrees until alarm sounds for 10 secs
9. Post alarm continue turning latch clockwise until 90 degrees from origin
10. Open the lids and place rack into the processing chamber
11. Repeat if second or third rack is required
12. Close lid and lock in place by turning latch 90 degrees counter clockwise
13. Press routine overnight processing
14. Type in total number of specimen cassettes
15. Press yes to start
16. Close door of fume hood

Removal of cassettes

1. Clean bench space for placing cassettes and cover with towel or benchcoat
2. Press tray drain button on the tissue processor
3. Open the wax tray on the embedding centre
4. Obtain a sufficient amount of paper towel
5. Open chamber by rotating the latch clockwise 45 degrees until alarm sounds for 10 secs

	6. Post alarm continue turning latch clockwise until 90 degrees from origin 7. Open the lid and Lift the top rack from the processing chamber 8. Clean excess wax from outside while rapidly emptying into embedding centre or on bench coat 9. Repeat if second or third rack is required 10. Clean the embedding chamber with paper towel to remove excess wax 11. Specifically clean the fill level sensors with paper towel 12. Clean excess wax from processing racks, each piece 13. Melt away excess wax with heat gun into metal bucket 14. Cleans racks with rapid wipes of paper towels 15. Put rack back together as original 16. Replace racks into tissue processor 17. Press extended clean on the tissue processor 18. Close door on fume hood 19. Post cleaning press OK to silence machine 20. Open chamber by rotating the latch clockwise 45 degrees until alarm sounds for 10 secs 21. Post alarm continue turning latch clockwise until 90 degrees from origin 22. Remove clean racks from the tissue processor 23. Turn off fume cabinet
Legislative requirements	▪ AS 2243.6 Safety in laboratories, mechanical aspects

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Date of Issue: 11/04/2022
Date of next review: 11/04/2025