



Document Number: SuRF-HIS-012.01
Title: Use of Slide Writers
Version 1.0
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Effective from:	01/06/2013
Reviewed annually	

SOP History		
Number:	Date:	Reason for Change:
01	01/06/2013	Original

1.0 Purpose:

This Standard Operating Procedure (SOP) describes the current procedure for operating the slide writers.

2.0 Scope:

This SOP applies to all Histology staff, students, visitors and any other supervised/trained individuals involved in this procedure within the Shared University Research Facilities (SuRF), based in the Queen’s Medical Research Institute (QMRI), Edinburgh.

3.0 Responsibilities:

This document is a guide only – on site training is essential before use

- 3.1 All staff involved in this procedure are responsible for ensuring that methods are followed in accordance with this SOP after suitable training.
- 3.2 All staff must have read and signed any relevant risk assessment document(s) relating to this SOP before performing this procedure.

4.0 Procedure:

INSTRUCTIONS FOR USING:-

4.1 Thermo Shandon slide writer



- 4.1.1 Double click on the “Shandon” slide label icon.
- 4.1.2 Type in which person you wish to print slides for.
- 4.1.3 Type the HL slide number in the small box at the bottom
- 4.1.4 Type in the sample identification code(s)
- 4.1.5 Click on number of slides that you want to print
- 4.1.6 Click “send to print”
- 4.1.7 Repeat for all your slides and then press “start print”
- 4.1.8 If an error message occurs then please refer to the key instructions attached to the machine.
- 4.1.9 Cleaning and maintenance should be carried as per manufacturer’s instructions.

4.2 Leica slide writer

- 4.2.1 Double click on the slide label icon.
- 4.2.2 Select which person you wish to print slides for. To create a new slide, right click any person to make a copy, then right click copy to rename.
- 4.2.3 Type the slide number in the small box. Every box is a different slide.
- 4.2.4 Click “file” and then “print”
- 4.2.5 Click on pages and type in the number of boxes used. Each small box used counts as one page
- 4.2.6 Adjust “number of copies” to the number of each slide that you want.
- 4.2.7 If an error message occurs then please refer to the key instructions attached to the machine.
- 4.2.8 Cleaning and maintenance should be carried as per manufacturer’s instructions.

5.0 Related documents /references:

- Manufacturer’s manuals / instructions
- The University of Edinburgh Health & Safety Policy / Codes of Practice (available on University’s Health and Safety Department website)
- College of Medicine and Veterinary Medicine Health and Safety Manual (available on University’s Health and Safety Department website)
- Bancroft J.D., and Gamble M. Theory and Practice of Histological Techniques 6th Edition (2008) Churchill Livingstone, Elsevier Limited



6.0 Approval and sign off:

Author:

Name: Melanie McMillan
Position: Responsible Scientist

Signature: _____ Date: _____

Management Approval by:

Name: Mike Millar
Position: Facility Manager

Signature: _____ Date: _____

QA Release by:

Name: Robin Sellar
Position: QA Manager

Signature: _____ Date: _____

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7.0 Verification by users:

Sign below to indicate you have read and understood the activity outlined above and the risk control measures that you must implement, use and / or wear. Ensure you have received sufficient information, instruction and training to enable you to conduct this activity with the minimum of risk to yourself and others.

Signature:	Date:



Signature:	Date:

COPY



Signature:	Date:

