



Document Number: SuRF-HIS-012.01
Title: Use of Slide Writers
Version 1.0
Author: Melanie McMillan

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: _____

COPY

