

## **Quality Assurance:**

Updated 11-2022

### Histology Procedure and Specimen Handling

1. Specimens are received in formalin fixative (specimen containers are 20ml. and 90 ml.) and are matched with an accession form.
2. Histopathology Accession Form includes:
  - a. Hospital account number, name, phone and fax number
  - b. Veterinarian's name and desired method of delivery of report (mail, fax, email, phone)
  - c. Owner and Patient name
  - d. Date specimen taken
  - e. Species, breed, sex, and age of patient
  - f. History and description of lesion(s)
3. Each specimen is given a case number, in the order they are received. Each specimen container is labeled with the case number. If there is more than one container, they are designated #A, #B, #C etc.
4. Gross examination, description and sectioning are performed on all specimens. Tissues requiring gross diagnosis; such as brain, heart or eyes are examined by the pathologist.
5. Specimens are trimmed and placed in cassettes.
6. Specimens are processed overnight in the Processor. The specimens are embedded in paraffin blocks using the same cassettes, cut at 5 microns and adhered to slides by using 11 ml. of Sta-on® in the water bath. Slides are then put in racks and placed in the oven for approximately 30-40 minutes. Hematoxylin and Eosin stain is used. Special stains are ordered by the pathologist as needed. Labeling includes the case number (on the paraffin block ) and the stain being performed. All special stains are to have a control slide.
7. Blocks are filed numerically.
8. Blocks being sent to another site are to be recorded. Record is to include: date sent, method of transit (USPS, UPS, etc.), destination and date returned.
9. Remaining tissue is kept for two weeks and then can be discarded.

### Processing

1. Reagent levels are checked daily
2. Reagents are changed every two weeks (sooner if deemed necessary by the pathologist) and recorded
3. Paraffins are changed and rotated every two weeks (sooner if needed) and recorded
4. Paraffin temperatures are checked daily and recorded
5. The proper program and end time are checked before processing
6. Any services done on the Tissue-Tek Processor are recorded
7. Any problems in processing should be recorded as well as steps taken to solve the problem
8. If technical assistance is needed Analytical Instruments or Sakura tech support are consulted.

### Staining

1. Routine H&E stains and reagents are changed every two weeks and recorded. When a reagent is changed, filtered or rotated it should be recorded in the Quality Control log
2. Any problems in staining should be corrected immediately
3. Stains that are made in the laboratory are labeled with the following information: Name of stain, percentage (if applicable), date made and expiration date
4. Special stains are checked against a control slide which is to be run with the specimen
5. All stains and reagents are checked for an expiration date when received. Date of receipt is written on the bottle

Examination and reporting are performed by Dr. Rowland, a board certified veterinary pathologist.

If additional information is desired, please contact Peter Rowland, DVM, ACVP  
[phrowland6@gmail.com](mailto:phrowland6@gmail.com), 518 373 8820