Clinical Non-gyn
Procedure
nongyn7.01

Cover slipping Procedures

Final Approval: July 2010 Effective: July 2010

List all stakeholder(s) and dates of approval:

<table>
<thead>
<tr>
<th>Stakeholder Name(s):</th>
<th>Date:</th>
<th>Reviewed</th>
<th>Revised</th>
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<tr>
<td>Jeffery Hadley</td>
<td>7/29/10</td>
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<td>Mark Magilner, MD</td>
<td>7/29/10</td>
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<td>Jeffery Hadley</td>
<td>8/17/11</td>
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<td>Jeffery Hadley</td>
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Next Review Date: August 2013

Describe briefly the most recent revision made to this policy, procedure or protocol & why:
New Procedure

Purpose/Policy Statement:
Specific cover slipping procedures are followed to produce consistently clean, well cover-slipped slides while preventing cross-contamination of cells and trapped air under the cover slips and neat and accurate permanent labeling of the specimen.

Definitions:
- n/a

Personal Protective Equipment (PPE):
Goggles or Safety Glasses, Lab coat and Gloves.

POLICY CONTENT

PROCEDURE:

A. **HAND COVERSIPPING SLIDES.**
   1. Remove a slide from the staining rack, holding it horizontally by the edges of the frosted-label end.
   2. Dip the slide into clearing agent again if drying has occurred.
   3. Drop one or two drops of mounting medium onto the coverslip.
   4. Lower a slide carefully onto the long edge of the coverslip and allow it to cover the slide, spreading the mounting medium evenly and without air bubbles. If air bubbles form under the leading edge of the cover slip, move the cover slip up slightly and remove the air bubbles.
   5. Carefully wipe the back of the slide with a gauze pad or lint-free tissue.
   6. Preventing the slides from sticking to the folder. Drying may be done by leaving them on paper towels on the hot plate or oven for 30 minutes.

B. **AUTOMATED COVERSIPPING**
   1. Make sure machine is on and length is set to "short".
   2. Check mounting medium level in bottle to make sure it is sufficient.
   3. Remove slide carriage from clearing agent and place in loading rack. Check that labels/patient name face towards you.
   4. Press Xylene check and start button. Make sure that it processes the first few slides properly before leaving.
   5. When the machine signals that it is finished remove slide rack and move to fume hood. Replace receiving slide rack in Coverslipper.
   6. Dry cover slipped slides under fume hood and remove from the slide rack to tray up and label.
C. RE-COVER SLIPPING HAND COVERS LIPPED SLIDE:
1. If a slide needs to be re-covered, place the slide into the Xylene Coplin jar and secure the lid.
2. Slide may need from a couple of minutes to several days depending on how old the slide is.
3. Gently remove the cover slip once it has been loosened by the Xylene.
4. If necessary re-cover slip by hand as above in section A.

D. RE-COVER SLIPPING AUTOM ATED COVERS LIPPED SLIDE:
1. If a slide needs to be re-covered, place the slide into the Acetone jar and secure the lid until the cover slip is loosened.
2. Gently remove the cover slip once it has been loosened.
3. Place slide into Xylene Coplin jar and dip until mounting media is removed.
4. Re-cover slip with desired technique.

E. PROCEDURE NOTES:
1. All cover slipp ing is done under a cover slipping fume hood or in front of an adequate ventilation system.
2. Follow strict guidelines for disposal of xylene.

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Equipment/Supplies (If Applicable):
MATERIALS:
  a. Clear glass cover slip (24 x 50 mm.) resist weathering in storage, have a refractive index equivalent to that of the mounting medium, and slide, and cover all exposed specimen material on the slide.
  b. Mounting medium is transparent, has a refractive index equal to the cover slip, slide, and the material on the slide, and is miscible with the current agent.
  c. Automated cover slipper.
  d. Xylene or other clearing agent, Acetone.

Form Name & Number or Attachment Name (If Applicable):
nongyn7

Author Position:
Operation Manager

Review/Revision Authority (Position Not Individual Name):
Medical Director
Operations Manager

Expert Consultant Position/s (Not Individual Name/s):
N/A

References (Required for Clinical Documents):
N/A

Is there a Regulatory Requirement? Yes □ No □
If yes, insert requirement information here:

Review History (No Changes):
N/A

Revision History (Note changes in area under header):
N/A

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N/A

Policy, Procedure or Protocol Cross Reference Information:
N/A