Clinical Non-gyn
Procedure
nongyn17.01

Microscope Maintenance

| Final Approval: October 2010 | Effective: October 2010 | Next Review Date: October 2012 |

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>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Magilner MD</td>
<td>9/2/10</td>
<td>X</td>
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<tr>
<td>Jeffery Hadley</td>
<td>10/4/2010</td>
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<td>Jeffery Hadley</td>
<td>8/17/11</td>
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Describe briefly the most recent revision made to this policy, procedure or protocol & why:
New Procedure

Purpose/Policy Statement:
Routine microscope maintenance is performed by the technologist operating it. An outside company performs annual microscope maintenance

Definitions:
- n/a

POLICY CONTENT

PROCEDURE:

1. Each technologist checks his or her microscope each day for any mechanical or electrical problems which, if any exist, are documented on the individual’s microscope maintenance form and reported to the pathology supervisor and the lab administrator.
2. Microscopes are cleaned thoroughly on a monthly basis and this is documented on the microscope maintenance form.
3. Microscope maintenance forms are turned in to the manager at the end of the year.
4. Microscopes are cleaned and checked by outside professionals annually and records for all areas are maintained in the main lab with the laboratory administration. All microscopes have a sticker, which are dated by the professionals performing the maintenance procedure.

Equipment/Supplies (If Applicable):

Form Name & Number or Attachment Name (If Applicable):
nongyn17
Pathology microscope maintenance log

Author Position:

Review/Revision Authority (Position Not Individual Name):