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INSTRUMENT STANDARD OPERATING PROCEDURE MANUAL

College of Medicine



SAFETY AND LABORATORY COOMMITTEE, C.O.M, K.F.U.

Prepared by

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Document History

Document Section	Details of Amendments	Date	Modified by (Initials)
SOP	First Draft on SOP for the operation of LEICA TP 1020 automatic tissue processor	22.11.2020	

1. OBJECTIVE

- The document describes the operation of LEICA TP 1020 Automatic tissue processor.
- The LEICA TP 1020 Automatic tissue processor is a fully automatic basic instrument for tissue processing.

2. SCOPE

LEICA TP 1020 Automatic tissue processor Type 1:

- ☐ This is a fully automated tissue processor used for histological tissue fixation, dehydration, and infiltration with fixatives, alcohol, solvents and paraffin wax step by step.
- ☐ Biopsy tissues are kept in the embedding cassettes and placed into standard tissue basket which moves during tissue processing according to the set program.
- ☐ 80 biopsies can be processed at a time in each program (batch).

3. RESPONSIBILITIES

It is the responsibility of designated personnel in Research lab to train staff and students on this procedure and to ensure adherence to this procedure under supervision.

It is the responsibility of designated personnel (staff or Student) to follow the instructions of this procedure under supervision.

4. REFERENCES

- ☐ LEICA TP 1020 Automatic tissue processor operating manual.

5. DEFINITIONS

- LEICA TP 1020 Automatic tissue processor with control panel.**
- Container station platform- to hold glass containers**
- Glass containers with holder to fill reagent capacity 1.8 lit**
- Paraffin station equipped with heating paraffin capacity 1.8 lit**
- Standard tissue basket holder –capacity of 80 cassettes**
- Carousal cover with hook for tissue basket holding.**

6. SAFETY PRECAUTIONS

- Handle solvents carefully**
- Adequate ventilation should be ensured**
- Always use protective gloves and lab coat while operating**
- Make sure that heated wax baths are carefully filled with paraffin only**

7. PROCEDURE FOR OPERATING

LEICA TP 1020 Automatic tissue processor Type 1

7.1. Turning on the instrument:

- Turn on the main power supply.**
- Switch on the instrument.**
- Software Operation.**

7.2. Steps of the Procedure

- Place embedding tissue cassettes in the tissue basket**
- Hook the tissue basket into the basket holder**
- Program is selected on the control panel**
- Carousal cover with tissue basket move clockwise from container to container till it finish the process**
- End of automatic process with indication as DONE on the control panel**

7.3. Turning off the Instrument

Remove the tissue basket and unload the cassettes for further process
Turn off the electrical main power.



Safety and Laboratory Committee,

M. KFU