



# Veterinary Health Center

AT KANSAS STATE UNIVERSITY

OFFICIAL PROTOCOL

## SELF HELP LAB RULES

**Purpose: To ensure that equipment is used and maintained properly. Located in E113 of Mosier Hall**

- Absolutely **NO** food or drinks in the lab!
- All specimens, including slides, must be labeled with your name, client's name or MR #, and the date. Any unlabeled or improperly labeled specimens **will be subject to immediate disposal. All specimens will be disposed of 1 day after date.**
- All spills, drips, and messes **must** be cleaned up immediately using hospital approved disinfectant.
- Replace the lids on the stain jars to avoid spills and reduce evaporation. Do not allow paint, Sheather's solution, etc. to dry on counter.

**Please do not use red top blood tubes for fecals or as water balance in the centrifuges. There are small and large tubes in the corner by the sink for this purpose. Blood tubes are expensive and must be charged for.**

## DIPOSAL OF USED ITEMS

- **DO NOT** put plastic pipettes, paper towels, kim wipes, or plastic tubes in the sharps containers. They are made for glass, needles, and sharps **ONLY**.
- Other contaminated materials, including pipettes and plastic tubes, must go in the biohazardous trash bin located to the left of the counter, **NOT IN THE TRASH!**
- Please thoroughly clean/disinfect fecal loops and reuse.

## MICROSOPES

1. Cleaning Oil objectives:
  - a. Remove oil by using lens paper (not Kim-wipes) and simply wiping the end of the objective; do not rub
  - b. Do not allow oil to dry on objectives
  - c. Remove any oil from dry objectives if accidentally applied
  - d. Oil on dry objectives will damage the objective
2. Cleaning Stage
  - a. Use lens paper moistened with lens cleaner solution to wipe surfaces
  - b. Dry all surfaces with lens paper
  - c. Never use Kim Wipes or other tissue on objectives or oculars as they are abrasive and can scratch the surface
3. Turn off the microscope when slide examination is completed

4. Put glass, sharps, and other biohazardous materials (tissue samples, fluid samples) in appropriate sharps/ biohazardous containers.

#### **CLAY PAWS**

- Please place clay paws on the shelf when you are not working on them and leave the counter open for others to use.
- Please complete the patient information on the label on the plate for identification purposes. When Clay Paws are completed please turn into Audry Fritz
- Please work on the covered countertop.
- Please rinse brushes thoroughly when finished (**do not use fecal cups for rinsing**).
  
- Please report any equipment issues or other concerns to Central Prep supervisor