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Title: Fixing cells in urine for Hologic slide preparation

Version: v3

Author: In Hwa Um

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| SOP History | | |
|--------------------|------------|-------------------|
| Number | Date | Reason for Change |
| v1 | 11/04/2016 | Original |
| v2 | 11/04/2018 | Update |
| v3 | 11/04/2020 | Biennial Update |
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1.0 Purpose –

This SOP describes the current procedure for fixing cells from fresh urine in preparation for mounting on microscope slides on the Hologic platform in the clinical research facility of the Victoria Hospital in Kirkcaldy, the clinical research labs of the Queen Margaret hospital in Dunfermline and in lab 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

The scope of this document is to describe the procedure for fixing cells in fresh urine for Hologic slide preparation.

3.0 Responsibilities –

All staff involved in the fixing of cells from fresh urine for Hologic slide preparation are responsible for ensuring that the methods are followed in accordance with this SOP. All staff must have read and signed the relevant risk assessment documents before performing this procedure.

4.0 Procedure –

1. Document the colour of fresh urine sample and if it contains blood.
2. Place falcon tube containing fresh urine sample into the centrifuge (preferably minimum of 30mls) with appropriate counter balance if required.
3. Centrifuge the samples at 2500rpm for 5min.
4. Discard the supernatant in a sluice sink or a container containing disinfectant (e.g Haztab 140ppm chlorine solution).
5. Vortex the pellet until dissolved.
6. Add 30ml of Cytolyt solution to the falcon tube containing the dissolved pellet (Figure 1), vortex the solution for 2 seconds prior to a further centrifuge spin at 2500rpm for 5min.



Figure 1 Cytolyt solution

7. Discard the supernatant as in step 4 and assess pellet (if there is one) for colour and/or sediment and depth of pellet. Record assessment in project database.
8. Vortex the pellet in order to dissolve it before adding the full contents of a PreservoCyt solution pot (Figure 2) by pouring PreservoCyt solution into the flask containing the urine pellet. Vortex the tube for 2 seconds before decanting the contents back into the PreservoCyt solution.

Method Procedure

**Figure 2 PreservCyt solution vials**

9. Store the sample within the PreservCyt solution pot at 4C.
10. Record in fridge log book and keep the PreservCyt vial in the fridge until collected.

5.0 Troubleshooting

Thinprep Non-Gynae user's manual is available

http://www.thinprep.com/pdfs/man-01390-001_005_02.pdf

6.0 Personal protection -

A Howie laboratory coat and lab gloves must be worn at all times.

7.0 Spillages -

Always clean up and disinfect any spills immediately after use, only you know what you have spilt and are aware of its hazard.

8.0 Training -

All staff should undergo training in this technique before performing procedure.



9.0 Approval and sign off –

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