
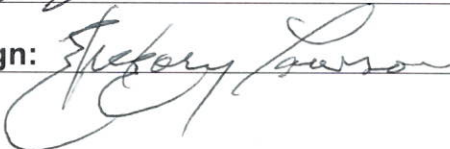




OFFICE OF LABORATORY ANIMAL CARE

# Working Instructions

<b>WIN Number:</b>	711	<b>Necropsy and Tissue Logging</b>	<b>Revision #:</b>	0
<b>Date Effective:</b>	9/1/23		<b>Supersedes:</b>	0

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## PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

### 1. Necropsy

- Perform necropsy in the appropriate room with adequate PPE (minimum lab coat or gown and gloves).
- Save any tissues that may be used for further histopathologic evaluation in 10% buffered formalin in an appropriate container with a tight-sealing lid.
  - Follow all safety measures when handling formalin.
- Record necropsy findings in the Necropsy log.
  - This document is in Google Drive under the title "OLAC Necropsy Log".
  - Create a new tab for each calendar year.
  - Complete all relevant information for the necropsy case.
  - A case number is required only when necropsied tissues are saved in formalin.

### 2. Formalin fixed tissues

- Log any tissues saved in formalin using the physical Fixed Tissues & Histopathology Log.
- A printed hard copy should be placed near the storage area for formalin fixed tissues.
  - A log template is saved in the Google drive under the title "Fixed Tissues & Histopathology Log".
  - Assign each set of formalin fixed tissues a case number, in the format XX-YYY, where XX are the last two numbers of the current year, and YYY is a sequential number starting from 001.
- Apply a sticker with Case #, PI Name, Species, and Date to the jar(s) of formalin fixed tissues.

- d. Store labeled formalin fixed tissues in designated hood.
- e. Update Fixed Tissues & Histopathology Log as necessary (ex: when tissues are sent out for histopathology).

**REFERENCE DOCUMENTS**

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)