



MAEER PUNE's

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)



SOP – DEPARTMENTAL STORE AND EQUIPMENT

Scope:

- All material required for the department like stationary
- All material required for the histopathological laboratory
- It involves all essential equipments and materials required.

Purpose:

- To assure proper maintenance & hygiene in the store area.
- To assure the maintenance of all the equipments in the department.

Responsibility:

- All staff members
- Lab technician
- Peon

Procedure:

- 1] Only departmental staff members, lab technician and peon are allowed to enter the store room area.
- 2] All documents such as internal exam papers are stored in a store room available for archival of records. It is the responsibility of staff members to ensure that all students' internal assessment files are prepared, maintained, and kept securely for a period of 5 years under a proper system that ensures confidentiality and facilitates retrieval at any time.



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- 3] Equipments such as Monocular, Binoculars, and Specialized microscopes placed in special compartments within storage areas.
- 4] Key is placed in a safe place in sealed drawer. Key with access to them should be kept by the staff member and lab technician only.
- 5] Items required for the histopathological laboratory are stored in cub boards.
- 6] Frequent checking of the laboratory materials is carried out by staff member and lab technician.
- 7] Indenting the required material from the central store of the college by lab technician and peon.
- 8] Peon prepares the indent list which is checked and signed by staff members.
- 9] Material is then stocked in its respective place in the store and entered accordingly in the consumable register and dead stock register.
- 10] Lab technician monitor reagent levels before start up every week.
- 11] All freshly prepared stains to be tested for duration of staining and weekly changing of staining solutions.



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SR. NO.	LIST OF EQUIPMETS
1.	Paraffin wax bath thermostatically controlled)
2.	Leukhardt pieces, block holders
3.	Block Holder
4.	Automatic microtome knife sharpener
5.	Tissue floatation water bath (thermostatically controlled)
6.	Slide warming table
7.	Steel slide rack for staining
8.	Diamond glass marker
9.	Semi automatic microtome
10.	Research microscope with phase contrast, dark field, polarization, CCTV & photomicrography attachments
11.	Binocular compound microscope
12.	Aluminium Slide trays
13.	Electronic dispensing machine
14.	Diamond glass marker
15.	Wooden/plastic slide boxes
16.	Wax block storing cabinet
17.	Slide storing cabinet
18.	Refrigerator
19.	Computer with Scanner
20.	Fluorescent Microscope

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21.	Image analysis software
22.	Microwave

