

NSH Handout Standards for the 44th Annual Symposium/Convention



GENERAL POLICIES

Copyright

- Photos, drawings, etc. off web pages or books or articles, must include a reference citation to the author, webpage, article etc.
- It is OK to use any drawings, photos, etc. that you have made personally, or that were made by someone in your facility specifically for use in this presentation.
- It is OK to use “free” images and clip art found on computers and/or websites (Slides # 3, 4, 15 of below sample presentation)
- Wikipedia images are fine, as long as the web page is cited.

Confidentiality (See #9 and 12 of attached presentation)

- Remember patient confidentiality – no patient names should be seen, nor any photos of patients.
- Check with your facility – photos of co-workers (or even yourself) might have to be approved in writing.

Companies (See #6 and 13 of attached presentation)

- NSH has a policy to assure fairness to all vendors.
- It is OK to mention all companies that sell a product, or at least as many as you are aware of. It is NOT OK to endorse one company.
- If you work for a vendor, you may list your company on the title PowerPoint, but not on any other slide (this includes background logos).

POWERPOINT GUIDELINES

a Number of slides in presentation

- i. You can have as many “slides” as will comfortably fit into the time allotted for your presentation. Please allow time for questions

b Title (See slide #1 in attached presentation)

- i. Place the presentation title, your name and credentials, place of employment and address, and email.
- ii. If you work for a vendor, you may list your company on the title PowerPoint, but not on any other slide (this includes background logos).

c Objectives (See slide #2 in attached presentation)

- i. Start objective slide with “Upon completion of this workshop, participants will be responsible to:”
- ii. Then add 3-4 objectives, all starting with a verb.
 1. Use measurable verbs like: State, Discuss, Explain, Select.
 2. Do NOT use the verbs “know”, “understand”, “learn” – these are not measurable

d Labels, Letters and Arrows (# 8, 9 & 10 of attached presentation)

- i. Place titles above images, to help participants identify what they are looking at (# 8-12 in below presentation)

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- e **Photos, Graphs, Charts, Drawings, etc.** (Slides #3-12, 15 in below presentation)
 - i. See examples of slides with words, art, photos, etc.
 - ii. Make the images large enough to see
 - iii. If there is a complicated chart, add this as a separate full page handout that participants can refer to.
- f **References are Required** (See Slide #14 of below presentation)
 - i. These can be placed on the last presentation slide or on the “additional handouts”
 - ii. Books, journal articles, personal communication, etc. are acceptable.
- g **Number Slides** (See Slides #1-15 of below presentation)
 - i. Click on “Insert”, then click on “Slide Number”
 - ii. There are 4 boxes on the left side. You will want to click on all of them.
 1. Top box – Unclick “Date and Time” - we do not place dates on the handouts.
 2. 2nd box down – Click on “Slide Number”
 3. 3rd box down – Click on “Footer”, and then type in “2018 Annual NSH Symposium/Convention WS# INSERT WS#”. This can be one line or two.
 4. Bottom Box – Click on “Don’t Show on Title Slide”. That way, the numbering, etc. will not show up on the title slide

SUBMITTING YOUR PRESENTATION/HANDOUTS

Deadline

Handouts are due by **August 3, 2018**. Handouts **are required** for each workshop and must be reviewed by NSH prior to their distribution at the convention.

Handout Submission

Handout files must be sent in their original format – eg. PPT files should not be converted to PDFs. NSH will not alter the content of your presentation but we do reserve the right to determine how it is formatted for distribution. All handouts must be submitted to NSH in electronic format in one of 3 ways:

- 1) Via email to aubrey@nsh.org
- 2) Via FTP – NSH can accept dropbox links, google docs, etc.
- 3) Upload your handout via the online Speaker Service Center

Editing

The NSH Convention Committee Program Team will review the presentation and other handouts, and will make suggested changes as needed. Suggested changes will be run past the presenter for approval

Typical editing includes:

- Spelling, grammar changes
- Standardization of font type, font size, color scheme
- Addition of arrows to point out objects
- Making certain that the handouts will print out correctly.
- Checking for fairness to vendors.
- Checking for references

Other suggested changes, such as need for additional slides for clarification, or to see if other photos can be added may also be communicated.

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DISTRIBUTION OF YOUR PRESENTATION TO ATTENDEES

Your PowerPoint presentation and additional documents will be converted to a PDF and then a standard NSH cover sheet with disclaimer will be added. The final PDFs now labeled “Handouts” by NSH will be uploaded into the secure, password protected online Attendee Service Center and into the secure, password protected mobile app for attendees to access. A sample cover sheet with disclaimer is below before the PPT sample.



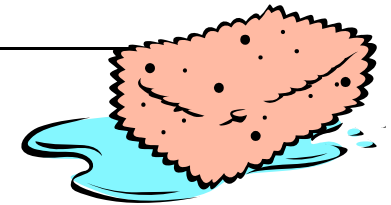
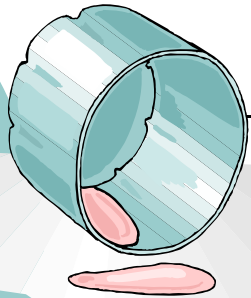
WS#52 TITLE

Saturday, September 22, 8:00 AM - 11:30 AM

HANDOUT

Disclaimer: The following document was distributed as a handout at the 44th Annual NSH Symposium/Convention and is designed to enhance the workshop you have attended. NSH makes no representations to the factual correctness of any information contained herein. All of the content comprising this handout is the exclusive property of the presenter and the National Society for Histotechnology. It may not be copied, reproduced, distributed, displayed or transmitted without the consent of the presenter or the National Society for Histotechnology.

TITLE



By Presenters Name & Credentials

Presenters Title

Company, Facility or Hospital

Email address



OBJECTIVES

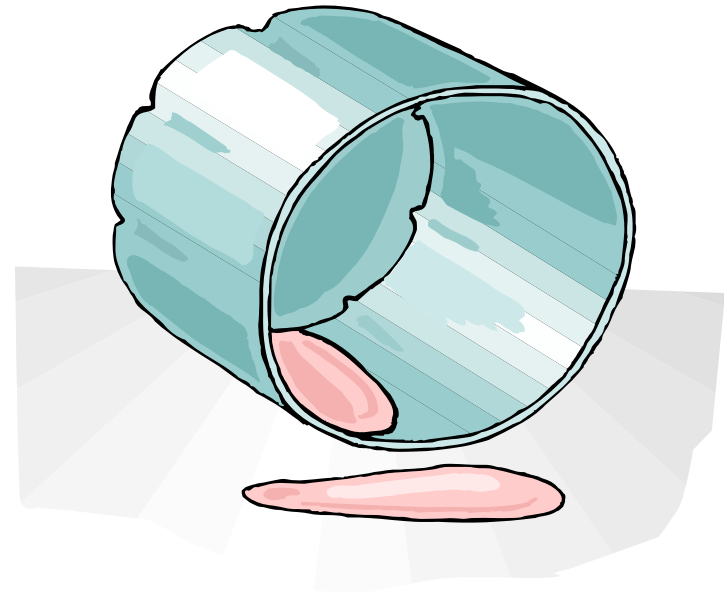
Upon completion of this workshop, participants will be responsible to:

- **Explain** why spill kits must be used
- **Select** appropriate spill response kits based on the chemicals involved
- **Describe** the proper course of action for spills that can be cleaned up and those that cannot
- **Name** protective clothing that should be worn during spill clean up
- **Discuss** health effects of formaldehyde
- **Suggest** methods to reduce exposure to formaldehyde vapors

WHAT IS A SPILL?

○ Any chemical or solution that is in a location where it is NOT supposed to be

- Liquid/Solid
- Accidental
- NOT food



WHY CAN'T I CLEAN IT UP WITH WATER?

Diluting the chemical does not make it safe



Acid Carriers and Storage



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5

Base/Caustic Spill Agents pH greater than 7

- Do NOT use on:
 - Chlorine
 - Bleach
 - Sodium hypochlorite
 - Hydrogen peroxide
 - Oxidizers
 - Sulfurous fluoride
 - Sodium amide



Chemical CAN be handled by one person

A. Wear Protective Clothing (3 G's)

Chemical Goggles from kit

- Fumes are our concern in a spill, not splashes
- Regular glasses or splash shield glasses will not protect



● Chemical Gloves from kit = **Nitrile gloves**

- Latex and vinyl will not protect you from fumes
- Chemicals are smaller than bacteria



● **Fluid resistant** lab coat/gown or plastic apron

- **NOT** cloth lab coat, not just scrubs
- Protect vital organs, skin



Bag of PPE and Scrapers

Scraper &
Scooper

Plastic
Bag

Gloves

Chemical
Goggles



Powered Air Respirator



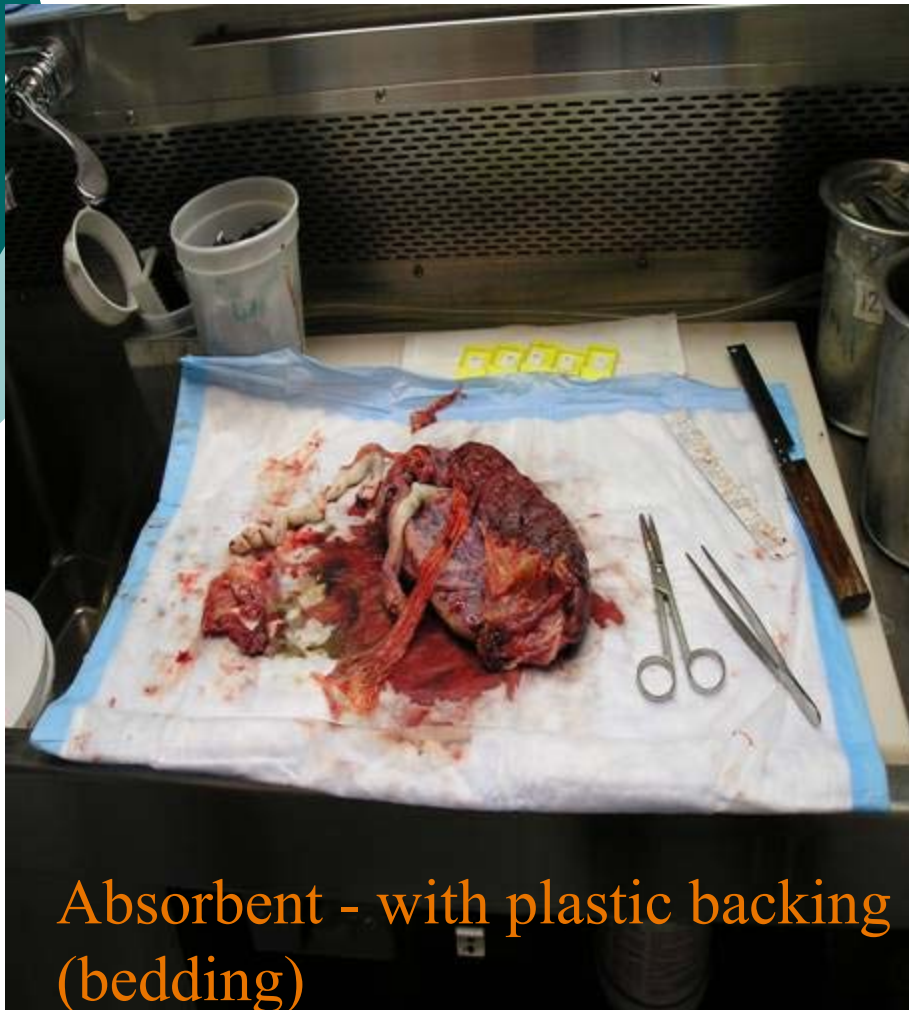
September 22, 2018

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Symposium/Convention WS# 52

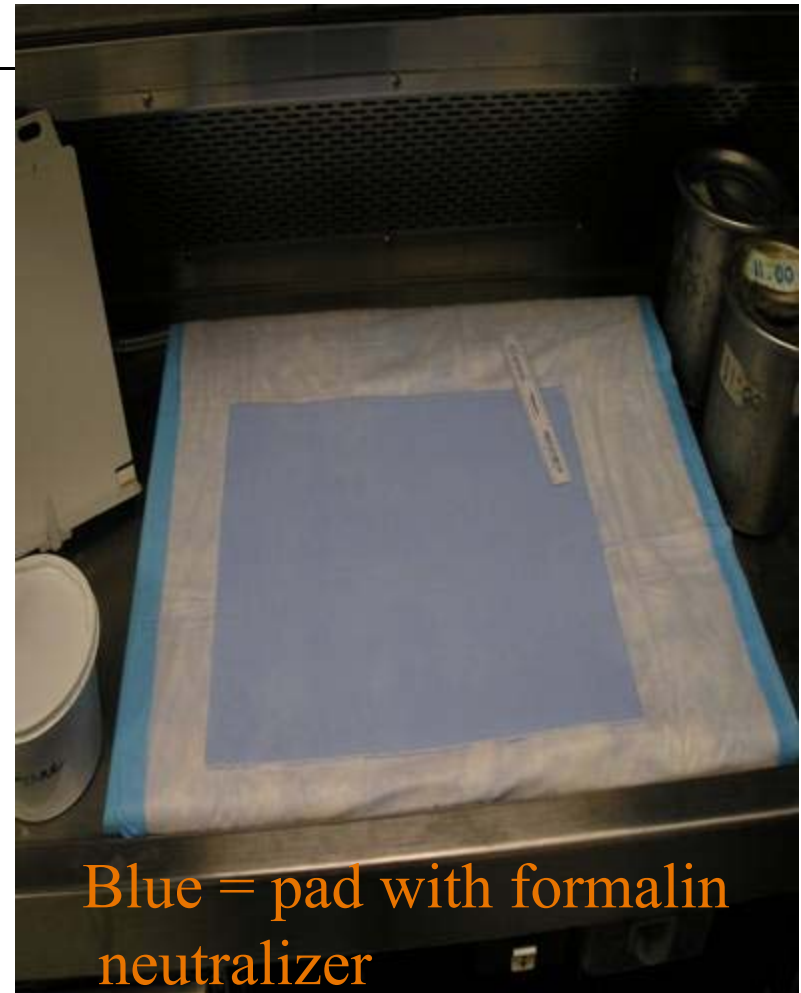
Waste Can - Ventilated



Pads



Absorbent - with plastic backing
(bedding)



Blue = pad with formalin
neutralizer

Pads

Note: all labels with names need to be covered.



Are

Not

Plastic

Neutralizing
Pads

Tight Lids



Companies

- **American Bio-Safety Inc.** 800-624-8021;
 - <http://www.AmericanBioSafety.com>
- **American Master Tech** 800-860-4073
 - <http://www.americanmastertech.com>
- **Anatech, Ltd.** 800-262-8324
 - <http://www.anatechltdusa.com>
- **Fisher Scientific** 800-766-7000
 - <http://www.fishersci.com>
- **Laboratory Safety Supply** 800-356-0783
 - <http://www.LSS.com>
- **Pacific Southwest Lab Equipment, Inc.** 866-429-0618
 - <http://psl-equip.com>
- **Sakura Finetek** 800-725-8723
 - <http://www.sakuraus.com>
- **S&S Company of GA** 800-332-2694
 - <http://www.sascochemical.com>
- **Surgipath** 800-225-3035
 - <http://www.surgipath.com>

References

- Carson, Freida: Histotechnology: A Self-Instructional Text. 2nd Edition. ASCP Press. 1997.
- Bancroft, John D and Stevens, Allan: Theory and Practice of Histological Techniques. 4th Edition. Churchill-Livingstone. 1996
- Dapson, Richard and Dapson, Janet. Hazardous Materials in the Histopathology Laboratory. 4th Edition. Anatech Ltd. 2005
- Clinical and Laboratory Standards Institute. Clinical Laboratory Waste Management. 2nd Edition. Document GP05-A2. CLSI. 2002
- Literature, Website and/or Personal Communication
 - Anatech, Ltd.
 - American Biosafety
 - S&S of Georgia

ANY QUESTIONS?

