

Laboratory Services

Pathology and Cytology Specimen Collection Guidelines

Anatomic Pathology Services at Southwest General Health Center include the following: Surgical Pathology and Non-GYN Cytology.

Consultations regarding the ordering of appropriate tests or medical significance of laboratory data are provided upon request.

GUIDELINES FOR PATHOLOGY SPECIMEN COLLECTIONS

**INSTRUCTIONS FOR COMPLETING THE TWO-PART YELLOW
PATHOLOGY REQUISITION FORMS (Form #16248- see sample below)
(OUTPATIENT NOTE: IF PATHOLOGY FORM NOT AVAILABLE,
USE GENERIC LAB REQUISITION)**

1. Cerner Registration Label if available
2. Patient Last Name, First Name and Date of Birth or Cerner Registration Label
3. Ordering Physician/Surgeon
4. Copy to Physician
5. Date of procedure
6. Time specimen removed
7. Time specimen placed in formalin
8. Pre-Op diagnosis
9. Post-Op diagnosis
10. Procedure
11. Specimen
12. Neoadjuvant TX: Yes/No
13. Requested specimen processing
14. Surgical Room Extension
15. Specimen Verification (Initials)
16. Time Stamp and Initial when transporting to Laboratory

PATIENT INFORMATION		NOTE: FAILURE TO COMPLETE ALL INFORMATION MAY CAUSE DELAYED RESULTS	
		ORDERING PHYSICIAN/SURGEON:	PATH NUMBER:
COPY TO PHYSICIAN:		S/P NEOADJUVANT TX: YES NO	
PRE-OP DIAGNOSIS:		TIME SPECIMEN SURGICALLY REMOVED:	TIME FIXATIVE ADDED:
POST-OP DIAGNOSIS:		DATE OF PROCEDURE:	EXTENSION:
PROCEDURE:			
SPECIMEN:		SPECIMEN VERIFICATION COMPLETED? (INITIALS)	
REQUESTED		LAB USE ONLY:	
FROZEN SECTION	IMMEDIATE GROSS EXAM	TRANSPORTED BY:	DATE/TIME:
ROUTINE SURGICAL (H+E)	ERA / PRA / DNA	RECEIVED BY:	DATE/TIME:
CYTOLOGY (NON-GYN)	OTHER:	HISTOLOGY TECH:	DATE/TIME:

INSURANCE INFORMATION

Include patient insurance information. This is most important for private patients. Insurance information for SWGHC patients is usually captured during registration

INSTRUCTIONS FOR LABELLING SPECIMEN CONTAINERS

Specimen containers must be labeled with patient full name, first and last and date of birth. Cerner registration labels are acceptable. Specimen container must also be labeled with specimen type. Name on container and requisition must match exactly.

INFECTION CONTROL

Standard precautions mandate that all unfixed specimens are treated as potentially infectious. Specimen containers must be leak proof, with lid properly secured. For transport through the health center, place specimen container in a transport biohazard bag.

PATIENT PREPARATION

Patient preparation instructions may vary per procedure and provider. Patients should follow the directions given to them by their provider.

Surgical Pathology Specimens are processed Monday thru Friday 6am-3pm and 8am-noon on Saturdays

All specimens must be accompanied by a COMPLETED REQUISITION FORM including all relevant clinical history and names of all persons to whom results should be sent. Requisition forms are available from the Pathology Laboratory. (See instructions for completing requisitions and specimen labeling)

Routine specimens should be submitted in formalin (exceptions include Frozen Tissue Request, Placenta Tissue, Lymph Node and Products of Conception (POC) for

Cytogenetic Studies. Refer to guidelines for collection of these tissues). Formalin is available from The Pathology Laboratory.

Operating Room/Surgical Suite specimens: Deliver to the Gross Lab immediately, and fill specimen container with Formalin located in the Gross Lab.

Endoscopy Specimens: Submit specimen in Formalin. Monday thru Friday deliver to the Gross Lab between 8am-3pm, after 3pm and on weekends, deliver to the Pathology Laboratory, Specimen Receiving, and place in the specimen refrigerator.

FROZEN SECTIONS AND OPERATING ROOM CONSULTS

These services are available 24 hours a day, 7 days a week. During Laboratory working hours, (Mon-Fri. 7:30am-4pm) requests should be directed through the Gross Lab 816-6237. Weekend, holiday and off hours, the on call Pathologist can be reached by phone. Complete list of phone numbers available on the Pathology schedule located in the Laboratory office and the surgical control desk.

BREAST SPECIMENS

Submit specimen in formalin:

BOTH the time the tissue was removed, and the time formalin was added must be documented on the requisition.

Rapid immersion of specimens in formalin is critical and must occur within one hour of the biopsy or resection.

LYMPH NODE BIOPSIES

*****NO FORMALIN*****

All Lymph nodes removed and those with clinical suspicion of lymphoma should not be placed in formalin. The specimen should be placed on sterile saline moistened gauze and delivered immediately to the Gross Lab. After hours, weekends and holidays, call the on call Pathologist for further instructions. Phone numbers for the on call Pathologist can be found on the Pathology schedule located in the Laboratory and the Surgical Control Desk.

AMPUTATED LIMBS

Form #19036 “Permit For Examination And Disposal Of Amputated Limb” must be filled out completely and attached to specimen along with the Pathology Requisition.

During regular hours, take specimen directly to the Gross Lab

After hours and weekends, place specimen in limb refrigerator located in the Surgical Pavilion.

RENAL BIOPSIES

*****CALL AHEAD*****

*****FRESH SPECIMEN, NO FORMALIN*****

Call the Pathology Office 816-8856

Collect specimen Monday thru Friday and deliver to the Gross Lab before 1pm to ensure timely delivery to reference lab. Renal Biopsy Clinical Information Form (#219573x0719) in addition to the Pathology Requisition must accompany the specimen. Worksheet is available in Hospital forms on the Intranet.

MUSCLE AND NERVE BIOPSIES

*****CALL AHEAD*****

*****FRESH SPECIMEN, NO FORMALIN*****

Call the Pathology Office 816-8856

Collect specimen Monday thru Friday and deliver to the Gross Lab before 1pm to ensure timely delivery to reference lab. Muscle/Nerve Worksheet in addition to the Pathology Requisition must accompany the specimen.

Muscle biopsies are submitted fresh on a muscle clamp. Ideally, the surgeon should obtain three 1 x 1 cm pieces of muscle, obtained along the longitudinal orientation of the muscle fibers and away from the tendon insertion.

Nerve biopsies are submitted fresh on a sterile saline moistened telfa pad

IMMUNOFLUORESCENT STUDIES

*****CALL AHEAD*****

*****FRESH SPECIMEN, NO FORMALIN*****

Call the Pathology Office 816-8856

Collect specimen Monday thru Friday and deliver to the Gross Lab before 1pm to ensure timely delivery to reference lab. Pathology Requisition must accompany the specimen.

ELECTRON MICROSCOPY

*****CALL AHEAD*****

*****FRESH SPECIMEN, NO FORMALIN*****

Call the Pathology Office 816-8856

Collect specimen Monday thru Friday and deliver to the Gross Lab before 1pm to ensure timely delivery to reference lab. Pathology Requisition must accompany the specimen.

PRODUCTS OF CONCEPTION FOR CYTOGENETIC STUDIES

*****NO FORMALIN*****

Specimen submitted fresh, 1 cubic centimeter (size of sugar cube). Cytogenetic Worksheet in addition to the Pathology Requisition must accompany the specimen. The worksheet is available in Pathology or Labor & Delivery.

JOINT SPECIMENS FROM PATIENTS WITH GOUT

*****NO FORMALIN*****

Joint specimens from patients with the pre-operative diagnosis of gout must be submitted fresh. The requisition must indicate the pre-operative diagnosis of gout.

After hours, holidays and weekends, submit specimen in 100% reagent alcohol, available from the Pathology Laboratory. Indicate on the requisition that specimen has been submitted in alcohol.

SPECIMENS FOR QUANTIFICATION OF COPPER AND IRON

Liver biopsy specimens for quantitative assessment of iron or copper must not come in contact with any metal other than the liver biopsy needle. The specimen is submitted in formalin. The Pathology Requisition must include a request for quantitative copper or iron evaluation.

GUIDELINES FOR CYTOLOGY SPECIMEN COLLECTION

INSTRUCTIONS FOR COMPLETING REQUISITION FORMS

- 1 Cerner Registration Label if available
- 2 Patient Last Name, First Name and Date of Birth or Cerner Registration Label
- 3 Submitting Physician/Surgeon
- 4 Date of procedure
- 5 Pre-Op diagnosis
- 6 Post-Op diagnosis
- 7 Procedure
- 8 Specimen Source
- 9 LMP if applicable
- 10 Requested specimen processing

INSURANCE INFORMATION

Include patient insurance information. This is most important for private patients. Insurance information for SWGHC patients is usually captured during registration

INSTRUCTIONS FOR LABELLING SPECIMEN CONTAINERS

Specimen containers must be labeled with patient full name, first and last and date of birth. Cerner registration labels are acceptable.

Specimen container must also be labeled with specimen type.

Name on container and requisition must match exactly.

INFECTION CONTROL

Standard precautions mandate that all unfixed specimens are treated as potentially infectious.

Specimen containers must be leak proof, with lid properly secured. For transport through the health center, place specimen container in a transport biohazard

SPECIMEN COLLECTION

Thin-Prep GYN Specimens – Please use the “Thin-Prep” kits supplied by the Specimen Accessioning Department (Front Office) in the Main Laboratory. Directions are included with the “Thin-Prep” kits for proper specimen collection. **Patient name on thin prep vial must match patient name on requisition.**

NON-GYN SPECIMEN GUIDELINES

If specimen needs microbiology work up – never add fixative of any type and always submit the specimen to Microbiology first.

a. RESPIRATORY CYTOLOGY (SPUTUM AND TRACHEAL)

1. Submit a single, early morning (before breakfast), deep-cough specimen on three successive days.
2. Collect directly into plastic sputum container filled with Cytolyt Fixative. Containers of Cytolyt Fixative are available in the Histology Laboratory **or** have specimen collected in sterile container and pour Cytolyt onto specimen.
3. Send to Laboratory without delay.
4. NEVER send 24 hour sputum collection for cytology.
5. If the specimen needs Microbiology workup, please do **not** add any fixative, transport as soon as possible to Laboratory, and refrigerate as soon as possible.

b. RESPIRATORY CYTOLOGY (BRONCHIAL BRUSHING)

1. Immediately after withdrawing the **brush**, place the brush in a container of fixative (available in Histology Laboratory).
2. If the specimen needs Microbiology workup, please do **not** add any fixative, transport as soon as possible to Laboratory, and refrigerate as soon as possible

c. RESPIRATORY CYTOLOGY (BRONCHIAL WASHINGS)

- a. Submit **fluid** from washing in a clean, dry, plastic Lukens tube, or, if **no** Microbiology tests are ordered, place in a container with Cytolyt fixative (available in the Histology Laboratory).
- b. If the specimen needs Microbiology workup, please do **not** add any fixative, transport as soon as possible to Laboratory, and refrigerate as soon as possible

**d. BODY CAVITY FLUIDS COLLECTIONS
CUL-DE-SAC FLUIDS**

SEROUS FLUIDS

1. Submit as large a sample of the fluid as possible, up to 200 ml.

2. If submitting an aliquot of fluid, be sure the whole fluid collection is first well mixed, since cells settle to the bottom of some fluids very quickly.
3. Submit fluid in 200 ml. plastic bottle containing EDTA, an anticoagulant powder/liquid. Swirl well to dissolve and mix the EDTA.
4. Send to Laboratory without delay or refrigerate until you can send to Laboratory.
5. If collected on a weekend, send to the Laboratory and place the sample in the refrigerator for the next working day. **This applies to Cytology fluids only.** All other fluids must be processed ASAP.

CSF (CEROBROSPINAL FLUID) For Cytology

*****Other CSF Labs Must Be Processed Immediately*****

1. Submit in clean, dry tube with a screw top – no fixative.
2. Send to Laboratory immediately.
3. Never collect the CSF on weekends if you can avoid it. **IF IT MUST BE COLLECTED**, send to the Laboratory and place the sample in the refrigerator and the requisition in the receiving tray beside the refrigerator.
4. If leukemia or lymphoma is suspected, state on the yellow Pathology requisition form.

URINE

1. Voided urine from males is satisfactory, but bladder urine from females should be obtained by catheterization.
2. Indicate source of specimen on the requisition form (voided, catheterized bladder, urethral, etc.).
3. Submit in any clean, dry, covered plastic container, or the specimen maybe submitted in Cytolyt fixative (available in the Histology Laboratory). If the specimen is sent in Cytolyt fixative, it can remain at room temperature.
4. An early morning specimen is best for cytologic study. Never submit more than one specimen per day and never submit 24 hour collected urine for cytology.
5. Usually 1-3 specimens are sufficient.
6. If the specimen has no Cytolyt fixative, send to Laboratory without delay or refrigerate until you can transport to the Laboratory and place in the Laboratory refrigerator.

GASTRIC AND ESOPHAGEAL BRUSHING

1. Immediately after withdrawing the brush, immerse in Cytolyt fixative.
2. Drop the brush into the container with 5-10 ml. Cytolyt.
3. Send to Laboratory without delay and with a completed yellow Pathology Requisition.

NIPPLE SECRETIONS

*****Exposure of material on slide to the air for more than 10 seconds can cause severe air drying effect rendering cytologic diagnosis impossible*****

1. Label with Pencil 2 or more frosted end slides with patient's name, date of birth and the source of the specimen.

2. Place a paper clip on the frosted end of each slide.
3. Holding the bottle of 95% alcohol (available in the Histology Laboratory) near the secretion is expressed onto the slides, by gently pressing the areolar area.
4. Using another slide spread the secretion evenly on the slides.
5. Immediately immerse the slides into the 95% alcohol.
6. Place secretions into container of Cytolyt.

FINE NEEDLE ASPIRATIONS (FNA)

*****DO NOT DO NEEDLE ASPIRATIONS ON WEEKENDS*****

The procedure below should be followed in obtaining all fine needle aspiration cytology specimens. This technique is used for accessible solid or cystic masses in various anatomical sites. Unless otherwise indicated, a Pathologist should be contacted ahead of time to be available for immediate microscopic evaluation of the aspiration.

1. Use a syringe rinsed with heparin, unless you expect to obtain a large volume of non-bloody fluid (e.g. 5 ml. or more).
2. Submit it at once to the Histology Laboratory with collecting syringe and needle.
3. Or, place fluid into container with Cytolyt (available in Histology Laboratory).
4. If necessary, direct smears can be made by placing 1-2 drops of material on the slide close to the frosted end and quickly spreading the material with another slide.
5. Place both slides immediately in the 95% alcohol fixative. Make certain that the slides are separate from each other by a paper clip, or placed in the slide slits of the Coplin jar containing 95% alcohol (available in the Histology Laboratory).
6. Slides must be labeled with patient name and date of birth.

*****Other techniques can also be used – discuss with Pathologist prior to beginning the procedure at X8856 (Pathology Office) *****

TZANCK SMEARS

1. If smear is unfixed, take to Hematology for Wright Stain.
2. If smear is fixed in alcohol/sprayed with fixative, routine Pap Stain is done.
3. Interpretation done by Pathologist upon completion of staining. Reporting will follow standard operating procedure for non-gyn reports.

AUTOPSY SERVICES

Autopsy services must be arranged through Nursing Services and the Nursing Supervisor.

OTHER SPECIMENS

*****Call the Laboratory for instructions before you collect the specimen*****

Laboratory X8868

Pathology Office X8856