

TITLE: COLLECTION OF CYTOLOGY SAMPLES**IDENTIFIER: S-LAB-IM-****APPROVED: 01/2013****ORIGINAL FORMULATION: 2/1997****REVISED: 12/2012****REVIEWED: 12/2012****EFFECTIVE:**☐ **Acute Care:****ENC:** _____**GH:** _____**LJ:** _____**MER:** _____☐ **Home Health:**☐ **SHAS:**☐ **SMF:****SC:** 01/13**SCMC:** _____**CSC:** _____**KEYWORDS: CY.GEN.9****I. General Instructions**

- A. Unlabeled Thin Prep vials and/or smears are unacceptable. Thin Prep vials and/or requisition forms submitted with labels from different patients are not acceptable and will be rejected. Unlabeled Non GYN specimens may be accepted after proper identification by the responsible physician or nurse, at the discretion of the pathologist.
- B. Never add formalin or absolute alcohol to a cytology specimen.
- C. If presented with a specimen that you cannot find on this list or that you are unfamiliar with, call Cytology at (858)554-9728 for assistance. After hours, contact the On-call pathologist through the Scripps Green Hospital Operator, (858)455-9100.
- D. Any non-GYN cytology specimen received in the lab after 3:00 p.m. will not be processed until the following day (excluding weekends) and the results will be available one day later.
- E. All glass slides and containers must be labeled with the patient's name and/or medical record number.
- F. The laboratory requisition shall include:
 - 1. Patient name and unique identifier if available.
 - 2. Test requested
 - 3. Physician name and number
 - 4. Anatomic source and/or type of specimen
 - 5. Patient age and/or date of birth
 - 6. Last menstrual period (where applicable)
 - 7. Pertinent clinical history
 - a) History of benign or malignant tumors, origin and tumor type.
 - b) Previous and present therapy (endocrine, surgical, radiation, chemotherapy) including dates and duration.
 - c) Patient on Birth Control pills, or receiving hormonal therapy or has I.U.D.
 - d) Non gynecological samples should have appropriate and complete history. Requests for special stains or studies must be written on the requisition.
 - 8. Specimen collection date
 - 9. ICD9 code
- G. A reflex HPV test will be performed on all ASCUS cases (Atypical Squamous Cells of Undetermined Significance) unless declined by patient and or physician at the time of ordering the pap test.

- H. Chlamydia/ GC will be performed on all patients 16-24 years old unless declined by patient and or physician at the time of ordering the pap test.
- I. Cytology results are available in Allscripts. If a case is pending, call the Cytology Lab (858)554-9728.
- J. If rush processing is desired, alert the cytology lab (858)554-9728 that a rush/stat specimen is en route, and be sure to include a phone or pager number for call back of results.

SPECIMEN TYPE	SPECIMEN PREPARATION	TYPE OF FIXATIVE
* Vaginal & Cervical	<u>Thin Prep</u> Collect with Spatula/Brush, swish the device in the solution and discard it immediately. *Do not allow collection device to sit in the vial.	Thin Prep Preservcyt solution
Sputum	Provide patient with a clean cup (sterile if cultures are ordered). Early morning collection, 3 consecutive mornings	None. Deliver fresh. If not delivered immediately, refrigerate.
Bronchial Brushes	Dab the brush and lightly smear the slides. Spray fix immediately. Brush tip into Thin Prep vial.	95% alcohol for smears. ThinPrep Preservcyt for brush tip.
Bronchial Wash/BAL	Submit washing in Luken's Trap without preservative.	None. Deliver fresh. If not delivered immediately, refrigerate.
Urine	Collect fresh. Avoid first morning specimens that may show poor preservation. Send entire voided sample if less than 100cc is collected.	None. Refrigerate up to 24 hours. If a delay in delivery is anticipated add equal volume of 50% alcohol or Preservcyt solution. Note on the specimen container that preservative was added.
Body Cavity Fluids	Submit fresh or refrigerate. Optimally submit 200 ml of fluid to maximize diagnostic yield.	None. Refrigerate.
Cerebrospinal Fluid	Submit fresh or refrigerate immediately.	None. Refrigerate
Oral Smear	After brushing area, rinse collection device in ThinPrep vial.	Thin Prep Preservcyt solution
Nipple Discharge	Using thumb and forefinger gently strip the subareolar and nipple area. If discharge appears, only allow a small drop to accumulate. While supporting Nipple and areola with one hand, place a slide upon the nipple touching the drop; then draw the slide quickly across the nipple.	Spray fixative or 95% ETOH.
Cyst Aspiration Fluid	Submit fresh or refrigerate until delivery.	None
Anal Pap	After brushing the area, rinse the collection device in the vial. Do not allow collection device to sit in the vial.	ThinPrep Preservcyt solution

Tzanck Smear	After cleansing the skin/vesicle area, allow area to dry. Scrape base of lesion and smear material on a labeled glass slide.	None.
Fine Needle Aspiration (Submitted Fresh)	Deliver fresh. If not delivered immediately, refrigerate. Call cytology (858)554-9728 to alert us that an FNA is in route.	None.
Fine Needle Aspiration-Air Dried and Fixed Smear Technique	<p>A. Specimen Identification:</p> <ol style="list-style-type: none">1. Label slides with patient's last name, and specimen pass if applicable.2. Label container of 95% ethanol alcohol with patient's name and MRN or DOB.3. Label container of 10% formalin with patient's name and MRN or DOB for cell block.4. Submit clinical history and physical findings on request form. <p>B. Smear Preparation</p> <ol style="list-style-type: none">1. Have 95% ethyl alcohol container or spray fixative ready for immediate fixation (spray fix, then 95% container for delivery)2. Place the bevel of the needle against the slide while expressing the drop to prevent air-drying artifacts from occurring.3. Place the specimen on a slide. Place a second slide over the specimen and allow the specimen to spread evenly between the slides. Pull slides apart and place one slide in the alcohol jar immediately. Air-dry the second slide for special staining.4. Use 2 slides for each aspirate. However if the cell yield is low, use only one slide for each aspiration. Alternate with air dry and alcohol fixed preparations.5. Use any additional aspirate for the cellblock, or flush the needle in the cellblock solution after each aspiration. Prepare an alcohol slide if only one slide can be prepared.	
Fine Needle Aspiration – Thin Prep Method	<p>A. Flush aspiration needle in preservcyt solution and inspect needle hub for possible residual specimen.</p> <p>B. Label the specimen/vial and deliver to the laboratory with the cytology request form.</p>	

- Specimens are ordered in Allscripts and are submitted with a cytology request form.
- If a Pap test is interpreted as ASC-US, a reflex high risk HPV test will be performed unless declined by patient and/or physician on the requisition form.
- Chlamydia/GC will be performed on all patients 16-24 years old unless declined by patient and/or physician on the requisition form.

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II. REVIEW/UPDATE

Policy/Procedure Development	
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