

CHECKLIST

TISSUE FOR CYTOGENETIC STUDIES ONLY

Completion of Requisition Form

- Complete the **ENTIRE** POC/Fetal Tissue requisition form (see Tab #3 – Sample Requisition). See Tab #1 – General Information for an explanation of cytogenetic POC/fetal tissue tests.
 - **If the baby was born alive and lived long enough to get a medical record number/hospital registration, submit non-placental samples under the baby's name/MRN, NOT under mom's name.**
 - For **placental samples only or stillborn fetuses**, submit the sample(s) under the mother's name/medical record number.
- Complete the disposition of remains box on the POC/Fetal Tissue requisition form.
 - If the specimen does NOT contain any fetal tissue, the lab will treat the sample as a surgical specimen and dispose of it accordingly.
 - If the fetus is less than 20 weeks, the lab will treat the sample as a surgical specimen and dispose of it accordingly UNLESS information regarding where to send the sample is indicated.
 - **If the fetus is ≥ 20 weeks, or was born alive at any gestational age, this box MUST be completed before results will be released. Indicate whether the specimen should be returned to the ordering facility, funeral home, or disposed of accordingly.**
 - **If the sample is to go directly to a funeral home from Nationwide Children's Hospital, applicable information for creation of the Death Certificate by the funeral home must be included. See Tab #1 – General Information Pathology Studies section for further details.**
- A copy of the maternal hospital records including prenatal history, pertinent clinical findings relevant to the suspected fetal diagnosis, labor and delivery notes, and laboratory studies should be submitted.
- Make copies of all forms for your records and send originals with the specimen(s) to Nationwide Children's Hospital.

Sample Preparation

- NOTE: If the baby was born alive, **peripheral blood or cord blood** is preferred. This results in increased study resolution and faster turnaround time.
- For tissue specimens, it is highly encouraged to submit the entire specimen for evaluation (or as much as possible). If unable to send the entire specimen, collect at least 1 cm³ samples (about the size of your thumb nail) from fetus **and** placenta for Cytogenetic studies. Always include chorionic villi from fetal side of placenta closest to umbilical cord insertion point when possible (see Tab #1 – Sample Collection Images). Put different specimen types in separate containers, labeled with two patient identifiers and the specimen type (i.e., placenta, cord, liver, skin, etc.).
 - For fetal samples, take samples from the healthiest-appearing tissue from a central location such as buttocks, upper arm/thigh, and internal organs; avoid distal locations like foot/hand and discolored areas.
- POC and placental samples **MUST BE SUBMITTED FRESH** – no preservatives, such as formalin, can be added.
 - Submit the sample in appropriate transport media: sterile saline, sterile Hanks, sterile Ringers, or NCH transport media (see Tab #1 – Cytogenetic Tissue Transport Media Storage for how to obtain NCH transport media).



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Laboratory Services

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- Sample should be placed in a clean plastic container with a leak-proof lid. Seal lid to specimen container using Parafilm or tape firmly wrapped around the perimeter of the lid.
- Container must be labeled with patient's name, medical record number, date of birth, specimen type (i.e. POC, placenta), and collection date and time.
- Pack the sample in a second watertight container or biohazard specimen bag. Do not use "biohazard waste" bags, which are visually similar to biohazard specimen bags. Label container to the attention of the Institute for Genomic Medicine Clinical Laboratory.
- Attach the completed requisition form on the outside of the package, or in the pocket of the sample bag.
- Refrigerate specimen material until shipment/transport. **DO NOT FREEZE.**
- For questions or to arrange for specimen transport, call Laboratory Services at (800) 934-6575 or (614) 722-5477, or send a courier your facility uses.
- Indicate on package:
 - Nationwide Children's Hospital Laboratory Services
 - Attn: Central Processing and Accessioning (CPA)
 - 700 Children's Drive, Room C1955
 - Columbus, Ohio 43205

