

LABORATORY COLLECTION MANUAL	FIXING NON-GYN CYTOLOGY SPECIMENS BROUGHT TO THE LABORATORY AFTER-HOURS
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I. PURPOSE:

Many times, Non-Gyn Cytology specimens are received in the Laboratory after Pathology hours. These specimens must be fixed properly in order to save specimen integrity. It is vital to have procedures in place so that these specimens will be acceptable for cytology testing.

II. GENERAL NOTES AND PROCEDURES:

(PLEASE PLACE THE SURGICAL PATHOLOGY/CYTOLOGY FORM ON TOP OF THE CYTOLOGY REFRIGERATOR)

III. LIST OF SPECIFIC SPECIMEN SOURCES:

SOURCE OF SPECIMEN	HOW TO FIX
ACANTHAMOEBA (EYE SCRAPINGS)	The collection of this specimen will be in the Dr's office, but if questions are ever asked about proper collection; the collection device is immediately placed into a Preservcyte Solution vial (available from the Cytology department, in the Laboratory), and the device is agitated to suspend the cells in the fixative.
BODY FLUID IN BAG OR BOTTLES	Place in Cytology Refrigerator
BRONCHIAL BRUSHINGS	<i>Take Brush out of the sleeve</i> , Place in a 50 ml Falcon Tube. (If you need to cut the wire to fit in the falcon tube, there are some wire cutters in the Chemistry Department.) Then add 1 pump of Cytolyt
BRONCHIAL WASHINGS	Add 1 Pump of Cytolyt
CSF	Add equal parts of Cytolyt
HERPES OR TZANCK	The preferred specimen is collected in Cytolyt. (Specimen should not be collected with a cotton tip swab or wooden spatula.)
SLIDES <u>NOT SPRAY FIXED</u>	If we receive a slide that is NOT spray fixed— Place the slide in a tube of 95% Alcohol. The 95% alcohol tubes are already prepared and in a rack in the Cytology Department. Be sure to label the tube with the patient's name. Direct smears are NOT the preferred method of collection, but if there is ever a call for spray fixative, there is some in the flammable cabinet. Please let Pathology know when given to an office so that they can re-order.
SPUTUM	Add 1 Pump** of Cytolyt
URINE	Add equal parts of Cytolyt and place in the freg. If you have to split to larger container, do so with sterile urine containers.

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** One Pump of Cytolyt is approximately 30 ml.

☆ If 30 ml of Cytolyt will not fit in the container received, please transfer it to a 50 ml falcon tube or a urine container, and be sure to put the patient' name on the container.

WRITTEN BY: Susie Shaffer, HT(ASCP) DATE: 9-2002

APPROVED BY: Martin F. Belli, M.D. DATE: 9-2002

REVISED BY: Susie Shaffer, HT(ASCP) DATE: 6-2004 , 2-2006

APPROVED BY: Martin F. Belli, M.D. DATE: 6-2004, 2-2006

REVISED BY: Kay Shaw, MT(ASCP)SBB DATE: 3-2008

APPROVED BY: Martin F. Belli, M.D. DATE: 3-2008

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See original policy in the Laboratory for all documented annual reviews.