

LABORATORY COLLECTION MANUAL	NON-GYN CYTOLOGY SPECIMENS PROCUREMENT RECOMMENDATIONS
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GENERAL NOTES AND PROCEDURES:

- ◆ 00000000The Cytology section is open from 0730 to 1600 on Monday through Friday, excluding holidays and weekends.
- ◆ Specimen container must be labeled with appropriate identification of patient name, date of birth, and the source of specimen (i.e. sputum, urine, CSF, etc.). Patient demographic label can be used.
- ◆ Specimen fixation and preservation, as well as an adequate clinical history, are crucial for optimum results.
- ◆ Please submit with the specimen:
 - * For inpatients a Surgical Pathology/Cytology Form is completed
 - * For outpatients a Surgical Pathology/Cytology Form (form #2303) is completed.
- ◆ Refrigerate specimen if there is a delay in submitting the specimen to the Cytology Department.
- ◆ For handling all Bronchial Specimens (Bronchial Washings, Bronchial Brushings, and Bronchial Biopsies) please refer to the policy, "Procedures for Sending Bronchial Specimens to Laboratory and Pathology", this manual.
- ◆ Due to time restrictions on processing procedures, results on specimens submitted to Cytology after 1400 hours will not be available for 2 working days after the date of submission, unless special arrangements are made with the Supervisor of the Cytology Department.
- ◆ If the specimen is delivered after 4 p.m., on weekends, or over a holiday, the specimen needs to be taken to the Laboratory and logged onto the "PATHOLOGY SPECIMEN LOG" located in the laboratory, and the specimen then needs to be placed in the Cytology specimen refrigerator. (Policy: Laboratory Standard Operating Procedures--Title: Disposition of Pathology Specimens After Hours, On Weekends, and Holidays.)
- ◆ Contact the Cytology Department if there are any questions concerning these procedures.
- ◆ Please remove any needle from syringes before submitting specimens to the Cytology Department.
- ◆ All specimens should be delivered to the laboratory in a biohazard bag.
- ◆ Specimen will not be processed if:
 - * 00000000It is not properly and adequately labeled.
 - * The container's exterior is soiled.
 - * The specimen has not been refrigerated when necessary.
 - * Appropriate request slip is not available

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ALL SPECIMENS IN THE FOLLOWING TABLE ARE TO BE ORDERED BY USING A SURGICAL PATHOLOGY/CYTOLOGY FORM

FOR OUTPATIENTS, PLEASE FILL OUT THE SURGICAL PATHOLOGY/CYTOLOGY FORM (FORM # 2303):

Test	Specimen
Acanthamoeba (Eye Scrapings)	<u>PLEASE CONTACT THE PATHOLOGY DEPARTMENT PRIOR TO THE COLLECTION AND THE PRESERVCYT VIAL WILL BE PROVIDED!!!</u> The collection device is placed immediately into a Preservcyte Solution, and the device is agitated to suspend the cells in the fixative.
Aspiration Biopsy, Fine Needle	Radiologically directed FNA's , Transbronchial needle aspirates Transthoracic needle aspirates, FNA's of palpable lesions (breasts, thyroid, etc.). We assist FNA procedures scheduled through the Radiology Department. When a FNA is scheduled, please call the Pathology Department at 649-3104. FNA specimens received after working hours should be fixed with cytolyt and placed in specimen refrigerator. Any FNA received on a slide needs to be dry spray fixed, IMMEDIATELY . The preferred choice of collection is in cytolyt . Please call the Pathology Department for collection tubes. **
Bile for crystals	Submit in collection trap. Do not use fixative. **
Biopsy and Cytosurgical Pleural Biopsies	All small biopsies should be placed in the appropriate sized specimen bags with neutral buffered formalin, with the exception of Frozen Sections biopsies, which are submitted fresh and biopsies which need a special testing (immunohistochemistry, DNA, etc.) **
Body Cavity Fluids	Pleural, ascitic, peritoneal washings, etc. Submit in appropriate container. Specimen needs to be refrigerated. ** INDICATE right or left side.
Bronchial Specimens Sputum	At least 1 ml of sputum in sterile cup Comment: First AM cough after rinsing mouth to reduce oral-nasal contaminants. Induced sputum is preferred, SO <i>please</i> indicate if the specimen was "INDUCED", "EXPECTORATED", OR "TRANSTRACHEAL COLLECTION". If delay in submission of specimen will be greater than 24 hrs, please refrigerate the specimen. Add cytolyt when the specimen is received in the Lab after hours and refrigerate. **

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Bronchial Washing	Submit in collection trap. These specimens are usually a split specimen, and this needs to be indicated on the request if this is the case. After specimen is split, specimen needs to have cytolyt fixative added and placed in the refrigerator. **
Bronchoalveolar Lavage	Submit in appropriate container. Specimen needs to be fixed in cytolyt fixative and placed in refrigerator. **
Bronchial Brushing	Clip the bronchial brush to fit in a specimen bag without fixative and take immediately to the Lab. If after hours, the specimen can be fixed in a 50 ml falcon tube of cytolyt, <u>PLEASE REMOVE THE SLEEVE</u> and placed in the refrigerator. ** <i>INDICATE right or left side.</i>
Cerebrospinal Fluid	Place in sterile container. SUBMIT TO THE LAB IMMEDIATELY. This specimen needs to be fixed with cytolyt as soon as possible and refrigerated. **
Joint Fluid	Submit in a syringe with no fixative. **
Urine/Bladder Barbotages	THERE IS NO 24 HOUR URINE COLLECTION FOR CYTOLOGY <i>THE 1ST MORNING URINE IS NOT</i> THE BEST SPECIMEN TO COLLECT. Place the specimen in a sterile container. SUBMIT TO THE LAB IMMEDIATELY. Identify collection method. This specimen needs to be fixed with cytolyt as soon as possible and refrigerated. **
Gastric/Esophageal Brushings	(SAME AS FOR BRONCHIAL BRUSHINGS)
Gastric/Esophageal Washings	Submit in appropriate container. Add cytolyt and place in the refrigerator. **
Viral Inclusion Smears (Tzanck or Herpes)	The <i>preferred choice of collection is in Cytolyt.</i> Please call the Pathology Department at extension 3104 for collection tubes. Smear deep scraping of lesion on a frosted end glass slide, these are known as Tzanck prep smears. <u>Immediately</u> spray fix the slide. COMMENT: Specify site of lesion on the request form. Label slide in pencil with the patient's last name. When the slide has dried, place in a plastic slide holder. When ordering, order a request for Service NON-GYN Cytology, make sure to answer "Y" for yes for Tzanck Smear.

** Please be sure to document the total volume of the specimen and time collected! THANK YOU!

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REVISED BY: Tiffany Price, HT(ASCP) DATE: 8-2009

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