

# Anatomic Pathology Specimen Collection Guidelines

## INTRODUCTION

Proper specimen handling requires that specimen integrity be maintained by proper preservative (where required) and that the sample identification and patient identification be clearly labeled on the specimen container and test requisition. The information below will assist with that objective.

## GENERAL INFORMATION

All histology specimens received by the laboratory must be accompanied by a completed surgical pathology requisition that includes the following information:

- Patient's full, legal name
- Physician(s) name
- Patient's date of birth
- Patient's gender
- Date of specimen collection
- Source of specimen (anatomic site)
- Brief clinical history/ore-operative diagnosis (CLIA requirement)
- Billing information

Confirm correct patient sample labeling by comparing all of the information listed on the specimen container with the information written on the requisition and information verbalized by the patient or responsible party (if minor or unable to do so).

The physician and nursing staff should verbally verify the source, nature, number of specimens and appropriate container/preservative prior to the delivery of the specimen to the laboratory.

Tissue specimens received in the laboratory after 4:30 p.m. on weekdays, as well as any time on weekends or holidays, will be evaluated by the laboratory staff to see that they are properly preserved to prevent cellular degeneration. Testing will be done on the next routine processing day.

## LABELING SPECIMEN CONTAINERS

Specimen containers should not be pre-labeled. They should be labeled immediately after the specimen is placed into the container.

Specimen containers must be labeled with the patient's complete name, a second patient identifier (i.e. date of birth), and specimen (anatomic) site. Specimen must be labeled with patient identification on the bottle, not on the cap. Place multiple specimens in individual containers.

Properly identify the surgical specimen(s) by listing WHAT the specimen is (mass, tumor, bone, etc.) and WHERE (anatomical site) it was obtained. Include whether it is from a RIGHT or LEFT anatomical site. Sterilization specimens (tubes and vas) should be sent in separate containers.

A review of the completeness and accuracy of the requisition in comparison with the labeling of the specimen container and patient should occur prior to leaving the procedure area.

## SPECIMEN REQUIREMENTS

Most specimens should be preserved and delivered to the lab in 10% Neutral Buffered Formalin to avoid cellular degeneration (see specimen listing below for specimens that should not be placed in formalin). Formalin and a variety of specimen containers are available through the laboratory lab supply department at 630.933.2063. Brown bottles are not acceptable. The amount of formalin should be approximately ten times the tissue volume (20 mL minimum).

### **FETAL CHROMOSOME STUDIES**

1. Specimen should be submitted fresh in a sterile container without fixative.
2. Indicate on the specimen container as well as the requisition the request for "Chromosome Analysis".
3. Include a completed [Invitae Pregnancy Loss Requisition](#) form with the specimen and surgical pathology order.

### **FRESH TISSUE FOR LYMPHOMA STUDY**

1. Specimen should be submitted fresh in a sterile container without fixative.
2. Indicate on the specimen container as well as the requisition the request for "Lymphoma".
3. After hours the specimen should be given directly to the Laboratory Relief Supervisor at 630.933.1750.

### **FROZEN TISSUE SECTIONS**

1. Call the gross room to inform personnel of scheduled/unscheduled frozen sections at 630.933.1810. During evening hours, page the pathologist at 630.255.5533
2. Send fresh tissue to the laboratory in a sterile container with no fixative. Place a green dot on the lid to indicate "frozen sample".
3. A surgical pathology order for "frozen" should be entered into EPIC with the correct patient identification criteria, operating suite and phone numbers.

### **KIDNEY BIOPSY**

1. Obtain a renal biopsy kit from the gross room at least 24 hours in advance. (Procedure not to be done after hours or on Friday)
2. Please refer to [Renal Biopsy Procedure](#) instructions on how to obtain/submit the specimen(s).
3. Submit specimen(s) to the laboratory (before noon) with the completed Mayo Laboratories [Renal Biopsy Patient Information](#) form and billing information. (Please include ICD-10 codes)

### **RENAL CALCULI ANALYSIS**

Use a clean and dry screw-capped container (urine container) to submit the specimen(s) to the laboratory. Stones should be clean and dry to not interfere with any testing results. All labeling requirements still apply.

### **MUSCLE BIOPSY**

1. Inform pathology staff at least 24 hours in advance (not to be done after hours or on Friday).
2. Mayo Laboratories [Muscle Histochemistry Patient Information](#) form must be filled out prior to the biopsy. This form along with the patient's H&P and billing information need to be faxed to 630.933.1342 prior to the procedure or sent with the specimen. (Please include ICD-10 codes)
3. Submit specimen immediately to the laboratory wrapped in a moist telfa pad.
4. The gross room (630.933.1810) should be notified at least 20 minutes prior to bringing the specimen to the laboratory.

### **MYOCARDIAL BIOPSY**

1. The physician collecting the biopsy should call/page Dr. Lomasney (Phone: 312.503.0450; Pager: 312.707.3447) to determine appropriate fixative needed.
2. Call the gross room at 630.933.1810 to obtain any necessary fixative.
3. Specimen(s) need to be received before noon, Monday-Thursday and will be sent to Northwestern Medicine Memorial Hospital for processing.

### **NERVE BIOPSY**

1. Inform pathology staff at least three days in advance (not to be done after hours or on Friday).
2. Mayo Laboratories' [Nerve Biopsy Patient Information](#) and [Pathology/Cytology Information](#) form must be filled out prior to the biopsy. These forms along with billing information need to be faxed to 630.933.1342 prior to the procedure or sent with the specimen. (Please include ICD-10 codes)
3. Submit specimen immediately to the laboratory (before 10:30 a.m.) on saline-moistened gauze.

### **POLICY ON RELEASE OF SURGICAL SPECIMENS TO PATIENTS**

No tissue specimens will be released to patients.