

Pathology Specimen Handling Instructions

HISTOLOGY DEPARTMENT Questions: Call 34851			
SPECIMEN TYPE/TEST	HANDLING	PHONE NUMBER	SPECIAL INSTRUCTIONS
ROUTINE	Place in an appropriately sized container and cover specimen with formalin utilizing 10:1 ratio.	NO CALL	<ul style="list-style-type: none"> • Any breast-related specimen <u>MUST</u> include a time out of body & time in formalin on the requisition/order. • Any lung-related specimen <u>MUST</u> include lobe designation on the requisition/order.
FROZEN or GROSS CONSULT	Fresh specimen to be brought to frozen room in the OR. Appropriate paperwork & forms ready. Call for pathologist.	Call pathologist. 36491	Main hospital or scheduled with pathology office.
FLOW	Can be fresh or placed in RPMI solution. Immediately call for stat pickup	Always call for stat pickup. 34851	M-TH: <ul style="list-style-type: none"> • 4:30 a.m.- 3:30 p.m. – Call for stat pickup. • After 3:30 p.m. – Refrigerate. FRI: <i>Must call for stat pickup by 2 p.m. to send out the same day. Specimens may not sit over the weekend.</i>
FRESH/STAT	Place in an appropriately sized container, note as fresh specimen. Immediately call for stat pickup.	Always call for stat pickup. 34851	*Relay pertinent information: why it is fresh; what tests need to be run, if any; make sure to have necessary paperwork/order, if necessary.
POC W/ MICROARRAY	Can be fresh or placed in RPMI solution. Immediately call for stat pickup or hand deliver to gross room. If after hours, place in morgue cooler & notify staff in the morning. Notify by calling the ext. or emailing.	Always call for stat pickup. 34851	* <u>MUST</u> have completed microarray form, requisition/order and completed Form 202422 Consents.
POC W/O MICROARRAY	Place in an appropriately sized container & cover specimen with formalin utilizing 10:1 ratio.	NO CALL	* <u>MUST</u> have requisition/order and completed Form 202422.
GOUT	Can be fresh or placed in 100% alcohol. <u>If fresh, call immediately for stat pick up.</u>	34851	
AMPUTATION	Fresh, must be double bagged, boxed, and labelled appropriately. Before 3:30 p.m. Call ext. for stat pickup. After 3:30 p.m., place in morgue cooler and fill out documents in the morgue office.	34851	* <u>MUST</u> complete proper documentation in the morgue office, including filling out the limb log.

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CYTOLOGY DEPARTMENT Questions: Call 34845			
SPECIMEN TYPE/TEST	HANDLING	PHONE NUMBER	SPECIAL INSTRUCTIONS
ROUTINE	Specimens such as endoscopic brushings, bronchoscopy specimens, fine needle aspirations (FNAs): Place into appropriate size container with preservative (Cytolyt solution).	NO CALL	<p>*MUST have requisition/order completed with clinical history.</p> <p>Bronchoscopy specimens: Cytology will deliver portions designated for other departments (e.g., microbiology) with appropriate requisitions and/or Bronchoscopy Worksheet (Form 1217).</p> <p>After 3:00 p.m. routine pick-up: Deliver specimens directly to microbiology laboratory on the 4th floor for refrigeration.</p>
STAT	Includes all body fluids (except routine listed above)/FNAs for Flow. Immediately call for stat pickup.	Always call for stat pickup. 34845	<p>*MUST have requisition/order completed with clinical history.</p> <p>For Flow: M-TH:</p> <ul style="list-style-type: none"> • Call for stat pickup by 3:30 p.m. • After 3:30 p.m. – Refrigerate. <p>FRI: <i>Must call for stat pickup by 2 p.m. to send out the same day. Specimens may not sit over the weekend.</i></p>
EBUS and FNAs with preliminary diagnosis	Fresh specimen to be collected. Call cytology for assistance and pathologist review.	Always call for stat pickup. 34845	<p>For Flow: M-TH</p> <ul style="list-style-type: none"> • Call for stat pickup by 3:30 p.m. • After 3:30 p.m. – Refrigerate. <p>FRI: <i>Must call for stat pickup by 2 p.m. to send out the same day. Specimens may not sit over the weekend.</i></p>

PATHOLOGY LABORATORY ROUTINE SPECIMEN PICKUP SCHEDULE FOR MAIN HOSPITAL

Monday – Friday: 6 a.m., 10:30 a.m., 1:30 p.m., 3 p.m.

Saturday, Sunday & holidays: **CLOSED**

