Histology Consultation: Routine Procedures for the Care and Handling of Tissue Specimens

All tissue/biopsy specimens must reach the laboratory in good condition. The pathologist and other laboratory personnel may then sample and test these specimens, rendering a final diagnosis.

For special procedures such as kidney, muscle, or nerve biopsies, please contact the Histology Department at 262-928-2111 at least 24 hours prior to scheduling/performing these procedures to obtain current protocols and/or supplies needed and to notify laboratory to make preparations for receipt of specimen. Containers, fixatives, and request forms are supplied.

1. All appropriate immunoperoxidase studies and special stains are ordered after tissue has been processed and is initially examined by pathologist. These stains/studies are ordered to aid in the final diagnosis. Questions concerning these studies should be directed to the Pathology Office at 262-928-2287 and to the pathologist reading case.

2. For questions regarding specimen pickup, please call the Laboratory Service Center at 262-928-2105.

3. For information about bringing specimens to Waukesha Memorial Hospital (WMH) for processing or to start a new service, please call 262-928-7899.

4. Follow “General Transporting Requirements for all Specimens” below, and immediately forward specimen to laboratory.

General Transporting Requirements for all Specimens

1. Specimen container must be completely labeled with patient’s full name, type of specimen, and date of collection.
2. **ALL FRESH, UNFIXED SPECIMENS MUST ARRIVE AS SOON AS POSSIBLE AFTER COLLECTION.**
3. Formaldehyde warning labels must be affixed to any specimen container with formalin. This is an OSHA requirement. Warning labels are supplied.

Example:

```
10% FORMALIN
POISON
PRODUCT CONTAINS FORMALDEHYDE
WAUKESHA MEMORIAL HOSPITAL
BAXTER DIAGNOSTICS, INC.
1-800-964-5227
1210 WAUKEGAN RD.
MCGAW PARK, IL  60085

PATHOLOGY SPECIMEN
TISSUE ______________________
NAME ______________________
Hosp. No. __________________
Date ______________________
Doctor _____________________
```

4. Please complete a “Gynecologic Cytology Requisition” in “Special Instructions” or a “Medical Cytology Request/Histology Request Form” in “Special Instructions” and/or an “OR Specimen Collection Form” in “Special Instructions.” Include patient’s full name, date of birth, physician(s) data, hospital/clinic data, insurance information, source of specimen, clinical diagnosis, and pertinent clinical history. These forms are supplied.

5. After properly fixing and labeling specimen (see appropriate instructions in specimen required section of test), place in a large, red biohazard bag or other approved container with a biohazard label, and promptly transport to laboratory with paperwork included.

6. Please call Histology Department at 262-928-2111 for any handling instructions not outlined above or with any questions.
# Medical Cytology Request/Histology Request Form

## ANATOMIC PATHOLOGY DEPARTMENT
### MEDICAL CYTOMETRY REQUEST
### HISTOLOGY REQUEST FORM

**Please fill out all patient information and choose Cytometry or Histology portion and fill out appropriately.**

<table>
<thead>
<tr>
<th>Please print or affix label</th>
<th>LAB USE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Specimen Deficiencies:</td>
</tr>
<tr>
<td><strong>LAST</strong></td>
<td>Specimen Handling:</td>
</tr>
<tr>
<td><strong>FIRST</strong></td>
<td>Date Received:</td>
</tr>
<tr>
<td><strong>DOB</strong></td>
<td>____________</td>
</tr>
<tr>
<td></td>
<td>Tech:</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Centrifuge:</td>
</tr>
<tr>
<td><strong>Street</strong></td>
<td>Diff. Quik:</td>
</tr>
<tr>
<td><strong>City/State/Zip</strong></td>
<td>Slides Rec’d:</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>Slides Made:</td>
</tr>
<tr>
<td><strong>Guarantor</strong></td>
<td>Cell Block:</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Gross Description:</td>
</tr>
<tr>
<td><strong>(Must Send Copy of Card)</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>Physician</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>Copies to</strong></td>
<td>__________________</td>
</tr>
<tr>
<td><strong>ICD-9:</strong></td>
<td>__________________</td>
</tr>
</tbody>
</table>

## HISTOLOGY REQUEST □

**Surgical #:**
**Tissue:**
**Specimen Origin:**

**Date Taken:**
**Surgeon:**
**CPT:**
**Pre-op Dx:**

## MEDICAL CYTOMETRY REQUEST □

**Specimen Origin:**

<table>
<thead>
<tr>
<th><strong>Collection site R / L</strong></th>
<th><strong>FNA: Site:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Cyst Asp</td>
<td>Immediate:</td>
</tr>
<tr>
<td>□ Nipple</td>
<td>Adequate:</td>
</tr>
<tr>
<td>□ FNA</td>
<td># Passes:</td>
</tr>
<tr>
<td>□ Bronchial</td>
<td>GI: Brushing:</td>
</tr>
<tr>
<td>□ Washing</td>
<td>Washing:</td>
</tr>
<tr>
<td>□ Brushing</td>
<td>□ Peritoneal Fluid</td>
</tr>
<tr>
<td>□ Lavage</td>
<td>□ Pleural fluid</td>
</tr>
<tr>
<td>□ FNA</td>
<td>□ Pericardial fluid</td>
</tr>
<tr>
<td>□ Sputum</td>
<td>□ Other:</td>
</tr>
<tr>
<td>□ Cerebro Spinal Fluid</td>
<td>Viral Smear Site:</td>
</tr>
<tr>
<td>□ Urine</td>
<td>__________________</td>
</tr>
<tr>
<td>□ Voided</td>
<td>Clinical dx:</td>
</tr>
<tr>
<td>□ Catheterized</td>
<td>__________________</td>
</tr>
<tr>
<td>□ Washing</td>
<td>__________________</td>
</tr>
<tr>
<td>□ Kidney</td>
<td>__________________</td>
</tr>
<tr>
<td>□ Ureter</td>
<td>__________________</td>
</tr>
</tbody>
</table>
Routine Preparation of Specimens
If possible, specimens are to be placed in a biohazard specimen bag. Paperwork is to be placed in the outer pouch. Please be certain that the specimen container is tightly sealed prior to placement in the biohazard bag.

Place large specimens in double-bagged, red biohazard bags. Ensure that bag is properly labeled. Send paperwork separately outside of the bag.

Specimen Labeling Protocol
Specimen label must include:

- Patient’s full name and date of birth
- Name and source of specimen
- Date and time of collection

Histology Specimens

1. Amputations:
   a. Pad bone ends and submit specimen double-bagged in a red biohazard bags.
   b. Send fresh.
2. Biopsy Specimens:
   a. All routine biopsies are to be placed in 10% buffered formalin solution and covered with 2 to 3 times specimen volume. Container should be large enough to include specimen and fixative without overfilling the container.
   b. Large surgical specimens such as breast, bowel, stomach, etc. can be submitted fresh in a covered, sterile container.
3. Breast Surgical Specimens:
   a. All breast tissue must be sent fresh in a sterile container, not in formalin unless specified by the surgeon.
   b. “Localized” lumpectomies should be sent to the Women’s Breast Center first with mammograms. If not localized, ask the surgeon where and how specimen should be sent.
   c. Lumpectomies should be oriented on a breast specimen card and outlined with a marker in case the specimen moves.
4. Bullets or other weapons:
   a. Give directly to the law enforcement officer being certain that a biohazard bag is used.
   b. Documented release is required.
5. Calculi:
   a. Place dry specimen in a sterile, properly labeled container and forward promptly.
   b. Specify stone type.
   c. All calculi will be sent for chemical analysis unless the physician requests otherwise.
6. Cervical Cone:
   a. Always send fresh.
   b. Orient, attach to cork board with stick pins, and label the “12:00 position” or mark with a suture at “12:00 position” and include diagram indicating orientation.
   c. Place in sufficient saline to keep moist according to physician preference.
7. Foreign Body:
   a. Place in formalin or dry, sterile container, depending on the physician’s preference.
   b. Send to pathology for identification.
8. Frozen Sections:
   a. Call Histology Department at 262-928-2111 and advise that a frozen section is coming.
   b. Tissue is submitted fresh and immediately delivered to laboratory.
   c. Specimen should be covered.
9. Gastrointestinal (GI)/Lung Biopsy Specimens:
   a. Place specimen in a sterile container with Bouin’s fixative supplied.
   b. Place container in a biohazard bag.
10. Hardware Removal:
    a. Place specimen in a sterile container.
11. Lymph Nodes:
    a. Send specimen fresh and STAT to Histology on a saline moistened telfa pad if the specimen is to be triaged for lymphoma or for frozen section.
    b. Place in formalin if the specimen is not for frozen section and does not need to be triaged. Always verify with surgeon.
    c. For a sentinel node, indicate color status and whether or not the specimen was “hot.”
    d. For a thoracic node, label specimen with correct nodal station designation using the American College of Surgeons Lymph Node Map.
12. **Placentas:**
   a. Place fresh specimen in a red biohazard bag with an orange placenta sticker supplied.

   Example:

   ![Placenta Biohazard Bag](image)

13. **Products of Conception or Stillbirth:**
   a. If only pathology is requested, submit entire specimen in formalin.
   b. If genetics testing is needed, **DO NOT** place specimen in formalin. Send fresh, unpreserved specimen in a sterile container.
   c. Transfer to laboratory as soon as possible after collection.

14. **Surgical Pathology Consultation:**
   a. Upon physician's request, slides/blocks may be submitted and reviewed for consultation.
   b. Contact Pathology office at 262-928-2287 with any questions concerning this process.

**Cytology Specimens**

1. **Brushings:**
   a. Place brush in CytoLyte® fixative vial with collection site clearly indicated.
   b. Different collection sites should be placed in separate vials.
   c. If a specimen must be shared between Microbiology and Cytology, place in a small volume of sterile saline and send immediately.

2. **Urine:**
   a. Indicate specimen source and collection method (catheterized, voided, etc.).
   b. Place in an equal volume of CytoLyte® fixative or deliver to Cytology immediately.
   c. Describe original volume, color, and appearance of specimen.
   d. If voided specimen, first-morning specimen is **NOT** desirable.

3. **Washings and Lavages:**
   a. Always send fresh and immediately to Cytology.
   b. Place in a sterile container, if possible.
   c. May be sent in suction canister if specimen is a large amount of fluid.