**LOURDES HOSPITAL**

**169 Riverside Drive**

**Binghamton, New York 13905**

**LAB MANUAL**

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**SUBJECT: Histology and Cytology**

 **Handling of Specimens ORIGIN DATE: 1997**

**Reviewed: 6/11/2021 Rev.: 3/2/1999, 10/2/04, 1/22/14,6/6/2017**

**REGULATORY REFERENCES: CROSS REFERENCES:**

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**TRANSPORTATION AND PRESERVATION OF CYTOLOGY SPECIMENS**

1. All gynecological specimens are received in Thinprep vials with preservative. They should be placed in a biohazard bag and be accompanied with a completely filled-out Cytopathology requisition form.

2. **For ThinPrep PapTest :** Refer to Quick Reference Guide included in this section.

1. All non-gynecological cytology specimens are received fresh in sterile specimen containers or cytolyt solution.
2. **Urines for Cytology**: These urines should be collected at the out-patient laboratory at Lourdes to ensure they receive prompt attention and fixation. If collecting at a doctor’s office or primary care site, there should be fixative available to preserve the urine. There should be equal amounts of fixative and urine in the container. This preservative is available from the Lourdes Cytology department. To order, please call 798-5219 and ask for Cytology. If fixative has been added prior to sending to the laboratory, please note this on the requisition.

5. Specimen handling by the laboratory:

 Gynecological and non-gynecological slides are prepared and stained separately.

 The 95% alcohol fixative is filtered for reuse.

 The non-gynecological specimens are stored in the Cytology refrigerator until they are resulted.

 The Thinprep vials are stored for 30 days before they are discarded.

 Weekly, all resulted non-gynecological specimens are placed in a bio-hazard bag, sealed, and discarded with the rest of the Bio-hazard waste.

All gynecological and non-gynecological slides are filed numerically in the file cabinets for the specified number of years.

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**TRANSPORTATION AND PRESERVATION OF HISTOLOGY SPECIMENS**

1. All specimens delivered to the laboratory must be accompanied by an order requisition, which includes the complete pertinent patient information.
2. All containers should be labeled appropriately. This should include the patient’s name and the type of specimen and site.

3. All specimens that are processed in the Histology Department are to be clocked in and

 initialed upon receipt by the laboratory.

4. All breast specimens are to be brought down to the lab in the fresh state. Hand the specimen to someone in Pathology when it is brought to the laboratory.

5. Needle localization breast biopsies are to be submitted on x-ray film with markers for

 orientation, and accompanied by the specimen x-ray.

6. All large specimens such as kidney, colon, stomach etc. are to be brought down to the laboratory in the fresh state. Hand to someone in Pathology and notify verbally that specimen is fresh. After 4 P.M. hand to any tech who will refrigerate specimens, leave requisition on the Histology counter.

7. All lymph nodes are to be brought down in the fresh state or in saline solution. Hand the lymph node to someone in Pathology and notify verbally that specimen is fresh.

8. All other specimens are to be put in fixative and transported to the laboratory.

1. Fluids for cell-block are to be brought to the laboratory immediately. The fluid is spun down and the sediment is put in Lillies for fixation by the laboratory.

10. **Muscle biopsies**: These are to be scheduled Monday through Thursday MORNINGS only. The histology department must be notified 24 hours in advance of these biopsies. These require very special handling.

11. Cervical cone biopsies are to be submitted fresh, to be described, opened, pinned out and fixed prior to serial sectioning. If received after 5 P.M., place specimen in the Histology refrigerator and leave requisition taped to the refrigerator or placed on the counter.

12. Whenever a question of fixation arises, a specimen may be preserved by refrigeration only, for up to 18hrs. NOTIFY HISTOLOGY. Extensions: 2086 or 5219 (Pathology office)

 **Electronic Authorizations:**

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