

## **Anatomic Pathology Specimen Collection Guidelines**

*Proper handling of specimens includes: Preparation, Routing and Documentation*

### **A. Preparation:**

(1) **Fresh specimens**

Submit small specimens in petri dishes or plastic containers and moisten with saline.

Submit large specimens in basins.

**\*Note: Deliver ASAP.**

**After 5p.m. place in refrigerator**

(2) **Routine specimens**

Submit small specimens in 10% neutral buffered formalin containers.

Submit large specimens fresh in basins or appropriate containers and place in the refrigerator.

**\*Note: 10 parts formalin to 1 part specimen**

(3) **Gastrointestinal and colorectal biopsies**

Submit in 10% neutral buffered formalin.

If special studies are required, then specimen must be submitted fresh. Moisten fresh specimen with saline solution.

(4) **Bone Marrow biopsies**

Submit in 10% neutral buffered formalin.

(5) **Frozen section specimens**

Submit fresh and send immediately to the Pathology Department located in your facility via pneumatic tube system or hand carry to the laboratory

**Outside Client Specimens**

Follow Client's established process.

(6) **Liver biopsies**

Submit in 10% neutral buffered formalin and deliver immediately to the Anatomic Pathology Department.

**\*Note: Rapid Process specimens MUST be received in the Anatomic Pathology before 11 a.m.**

(7) **Testicular biopsies**

Submit in Bouin's Solution.

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- (8) **Pediatric colorectal biopsies for Acetylcholine Esterase only**  
Submit in saline moistened gauze and deliver immediately to the Anatomic Pathology Laboratory.
- (9) **Special studies such as Immunofluorescence, Electron Microscopy or Flow Cytometry**  
Submit tissue fresh **ASAP**.
- (10) **Kidney biopsies**  
Submit tissue fresh **ASAP**.  
**\*Note: If Electron Microscopy or Immunofluorescence is requested, the Anatomic Pathology Department will process and send out a portion of the specimen(s).**
- (11) **Amputated limbs**  
Submit fresh in a biohazard bag and deliver to the Anatomic Pathology Laboratory located in the New Research Building on the 4<sup>th</sup> Floor.  
  
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**After 5:00 p.m. if the limb is extremely large and it cannot be stored in the surgery refrigerator, the specimen should be sent to the cooler across from the morgue. The Tissue Examination Request MUST be sent to the Anatomic Pathology Department and the specimen must be logged into the specimen log in the surgery department noting the limb disposition.**  
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- (12) **Muscle or Nerve biopsies**  
Submit tissue fresh **ASAP**.
- (13) **Slides or Blocks**  
Submit with a Review of Outside Slide Form and complete EPIC order.

### **B. Routing specimen to the proper location:**

**\*\*\*All specimens must be logged at their proper destination\*\*\***

- (1) **Send Surgery specimens** to the Anatomic Pathology Laboratory via hand carry until 5:00 p.m. or at Jeff Hwy store the specimens in the surgery refrigerator
- (2) **Send frozen sections specimens immediately** via the pneumatic tube system or hand carry to the Anatomic Pathology Laboratory. At the Jeff Hwy location, notify the lab personnel that the frozen tissue has arrived or call x62271 for notification.

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**After 5:00 p.m. call the Anatomic Pathologist on call for your location**  
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- (1) Pathology Tissue Examination Request/ EPIC requisition must accompany all specimens.
- (2) The Pathology Tissue Examination Request / EPIC requisition should include patient name, age, date of birth, sex, patient clinic number, or other unique identifier, patient location, name and address of person requesting the examination, or name and address of the laboratory submitting the specimen, source of specimen, date of collection, Pre-Op diagnosis, Post-Op diagnosis, any required tests that are not routine, and the ICD-10 Diagnostic Code for all outpatient testing.
- (3) Frozen section specimens should be accompanied by a Frozen Section Request Slip. The Frozen Section Request should be filled with the information described above along with the name and phone extension of the Physician or Surgeon to be called.
- (4) Specimen containers should be labeled with the following information:
  - a. Name, clinic number, date of birth and sex.
  - b. Corresponding specimen number from Pathology Tissue Examination Request on each specimen container.

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- c. Site specific words, including laterality (Left vs Right, etc), of the biopsy location MUST be on every container sent as listed on the Pathology Tissue Examination Request

Any additional questions regarding handling and transport of specimens for Anatomic Pathology should be directed to OMC Jeff Hwy Anatomic Pathology Histology Lab at extension 64034 or 23340.