
Anatomic Pathology Specimen Collection

To ensure proper handling of specimens, a 3-part process is involved it includes:

I. Preparation

II. Routing

III. Documentation.

For any specimen collection and submission questions, please call

- Ochsner Main Campus: Anatomic Pathology 4th floor Benson Cancer Center at 504-842-3330 or after hours contact Anatomic Pathologist On-Call via the operator (the on-call pathologist may also be found in the On-Call Finder in Epic).
- Ochsner Health Community sites: Please contact the on-site Laboratory for questions or after hours contact the Community Pathologist On-Call via the operator. (the on-call pathologist may also be found in the On-Call Finder in Epic).

I. Preparation:

1. Fresh specimens

Submit small specimens in sterile plastic containers and moisten with saline. Submit large specimens in basins or for amputations see section below.

*Note: Deliver Fresh Specimens ASAP to Anatomic Pathology Lab

After 5p.m. log into logbook, place the specimen in Main OR refrigerator with appropriate documentation, log in surgery log. AP courier will pick up the specimen and document in log that specimen is picked up.

2. Routine specimens

- a. Small biopsies are submitted in containers with 10% buffered formalin.
- b. Large specimens are submitted **fresh** in a container with a secure lid.

*Note: Deliver Large Fresh specimens ASAP to Anatomic Pathology Lab **After 5p.m. log into logbook, place the specimen in Main OR refrigerator with appropriate documentation, log in surgery log. AP courier will pick up the specimen and document in log that specimen is picked up.** Ochsner Main Campus: Benson Cancer Center Building: 4th floor.

- Ochsner Community Sites: Route to your on-site Laboratory for submission.
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3. Frozen section specimens

- a. Fill out *Frozen Section Request Form*.
- b. Submit fresh specimen - HAND DELIVER immediately to Anatomic Pathology

4. Bone Marrow Specimen

- a. Submit bone marrow biopsy and clot section in 10% buffered formalin.
- b. Submit accompanying glass slides (smear) with bone marrow biopsy and clot.
- c. Submit any accompanying material for FLOW cytometry or genetic testing, see test specific specimen submission criteria per test in the laboratory collection manual. LINK <https://ochsner.testcatalog.org/>

5. Liver Biopsies

- a. Submit in 10% buffered formalin

6. Breast Core Biopsies

- a. Submit in 10% buffered formalin
- b. On requisition, note the time and date the tissue was removed from the patient, and the time tissue was placed in formalin.

7. Breast Tissue

- a. Breast specimens should be immersed in 10% neutral buffered formalin fixative within 1 hour of the biopsy or resection procedure. The volume of formalin should be at least 10 times the volume of the specimen.

If delivery of a resection specimen to the pathology department is delayed (e.g., specimens from remote sites), the tumor should be bisected prior to immersion in fixative. In such cases, it is important that the surgeon ensures that the identity of the resection margins is retained in the bisected specimen; alternatively, the margins may be separately submitted.

- b. The time of removal of the tissue and the time of immersion of the tissue in fixative should be recorded and submitted to the laboratory. Breast tissue specimens received in the anatomic pathology lab are processed in a manner that ensures optimal fixation time in 10% buffered formalin for Estrogen Receptor (ER), Progesterone Receptor (PR) and Her2 staining by immunohistochemical methods.

***Note regarding Fixation Requirements for breast tissue and cancer resections:**

Optimal fixation time for the breast tissue to ensure fixation for biomarker testing is defined as follows:

- Specimens should be immersed in fixative ***within 1 hour*** of the biopsy or resection procedure.
 - If a breast tissue is removed from a patient and will not be routed to the lab within this 1-hour time frame with the routine laboratory pick-ups it should be hand delivered to the Anatomic Pathology laboratory at your facility to ensure it will be placed in formalin in this timeframe.
- Fixation in 10% Neutral Buffered Formalin for at least 6 hours and up to a maximum of 72 hours. The fixative the tissue is placed in (10% Neutral Buffered formalin) must at least 10 times the volume of the specimen.
 - Please ensure breast tissue biopsies placed in pre-filled formalin containers are routed to the lab within this time frame.
- Decalcification solutions should not be placed on breast tissues.

8. Tissue for Flow Cytometry

- a. Submit fresh tissue in RPMI media along with Epic Order to the IMMUNOLOGY/FLOW Lab

Community sites route to their on-site lab facility, where it will be received and routed from your facility lab to the Flow Cytometry Lab at OMC-Jefferson hwy.

- b. RPMI Media should be obtained before the procedure.
- c. For Shared Anatomic and Flow specimens: see “**Division of Specimens for Both Surgical Pathology and Flow Cytometry (Lymphoma Workup) Testing – OHS.SURG.OS.006** in Policy Tech for more information.

9. Kidney needle biopsies

- a. Submit fresh **ASAP** to Anatomic Pathology department.
- b. Anatomic Pathology will submit for special studies as requested and as appropriate considering specimen size and test priority.
- c. Note on the requisition which sendout laboratory the tissue should be routed to.
- d. Rapid process kidneys must be received by 11AM to be interpreted same day.

10. Tissue for Immunofluorescence (skin, heart, and kidney bxs)

- a. Submit fresh to Anatomic Pathology in person **ASAP**.
- b. Satellite location should submit tissue in Michel's Fixative.
- c. Michel's Fixative should be obtained before procedure. Anatomic Pathology will provide fixative as requested.
- d. Any tissue for Immunofluorescence (IF) should be **CLEARLY LABELED** as in Michel's Fixative (please use green-top vials) and that the specimen is for IF routing.
- e. Select "NO FORMALIN" when ordering.

11. Amputated limbs

- a. Submit fresh in a double biohazard bag and deliver to Anatomic Pathology.
- b. On weekends, the specimen can be placed in the surgical refrigerator. If the specimen is too large, please hand deliver to the lab directly to lab personnel.

12. Muscle or Nerve biopsies for special studies

- a. Community Ochsner sites should notify the on-site laboratory that there is a scheduled Muscle or Nerve biopsy at least 1 day prior to the procedure to allow for obtaining needed supplies for processing. These biopsies should not be submitted on Fridays to avoid processing delays.
- b. Submit fresh immediately to Anatomic Pathology Department.
- c. Anatomic Pathology will submit for special studies as requested and as appropriate considering specimen size and test priority.
- d. All muscle and nerve biopsies must be submitted with the required patient history paperwork for complete processing, contact the lab for paperwork if needed prior to the submission of the specimen.

13. Outside Slides and/or Blocks

Submit with an Epic Order.

Routing Specimen to Proper Location:

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

1. **Frozen section specimens** are submitted **immediately; they are hand carried and handed off directly to lab personnel in person.** **DO NOT Leave on counter in any lab.** Notify the lab a Frozen section is coming by calling the laboratory personnel in the frozen section suite in your facility.
 **After 5PM on weekdays and on weekends, contact the Pathologist On-Call in advance for frozen sections.
1. **Ochsner Main Campus Merrill Hines Operating Rooms** will place fresh specimens with appropriate Epic labels in specimen refrigerator. Log the specimens into the logbook. These specimens are picked up by the AP lab courier numerous times throughout the day.
2. **Main Campus Operating Rooms** will place fresh specimens with the appropriate Epic labels in the specimen refrigerator. Log the specimens into the logbook. Specimens are picked up by the AP lab courier numerous times throughout the day.
3. **Community Site Operation Rooms:** Follow your facility specific delivery protocols for specimen delivery to your on-site laboratory.
4. **Clinic** will submit specimens in formalin and take specimens appropriately labeled with Epic labels to your specimen pick-up location in the community or if at Main Campus to Central Specimen Receiving (CSR). AP lab courier will pick up the specimens numerous times throughout the day from CSR.
- 5.

***NOTE: STATS, RUSH, FRESH, or FROZEN SECTION SPECIMENS ARE NOT SENT to CSR but are delivered in person to the Anatomic Pathology Department.**

III. Required Documentation for all Specimens Sent to Lab

If specimen documentation requirements are not met, specimen may be rejected which will delay final diagnosis. Certain specimens may be rejected with recommendation to recollect.

1. Each Specimen containers must be labeled with the following information:
 - a. Full patient name
 - b. MRN
 - c. Date of birth
 - d. Sex
 - e. Written specimen description with site specific words, including laterality (Left vs Right, etc.) that fully matches the description on the requisition
 - f. Ensure the “specimen collection step” is completed by the provider in EPIC prior to routing the specimen jar and requisition to the laboratory or the specimen processing will be delayed
2. Specimens are accompanied with Epic Orders that include the following information:
 - a. Full patient name
 - b. MRN
 - c. Date of birth
 - d. Sex
 - e. Patient location
 - f. Full name of physician and unique doctor number (if applicable)
 - g. Date of collection
 - h. Clinic history, if applicable
 - i. ICD-9 code for all out-patient specimens
 - j. Specimen description with site specific words, including laterality (Left vs Right, etc.) that fully matches the description on the specimen container
3. ***Frozen Section Request Forms*** must be complete and accompany tissue received for frozen sections.

Any additional questions regarding handling and transport of specimens for Anatomic Pathology should be directed to your on-site laboratory by phone.