

Title: Collection and Handling Manual

Purpose: To regularly assess collection and handling procedures to ensure their accuracy and ensure that the manual remains comprehensive based on expanding test menus or changes in methodology.

Procedure:

1. The laboratory director or designee reviews the Collection and Handling Manual at least every two years. In addition, the director approves any new additions or revisions of the manual prior to implementation.
2. The PML Collection and Handling Manual is distributed to all PML Clients including Mission Hospitals, AdventHealth Hendersonville, Pardee Hospital, St. Luke's Hospital Haywood Regional and all outpatient offices.
3. The manual includes instructions for types of collection containers, amount of specimen necessary for testing, needs for special handling or timing of collection, proper labeling and need for appropriate clinical data.
4. **As of November 2009, clients have been notified by letter and PML's website that all specimen containers MUST have two patient identifiers for acceptance (see attached).**
5. The manual includes proper collection, handling, preparation and transportation of cytologic and tissue specimens.

PML PATHOLOGY SPECIMEN COLLECTION INSTRUCTIONS

PML Pathology strives to ensure patient safety and provide quality diagnostic services. Please adhere to the following collection procedures. Call PML Pathology @ 253-0762 for any questions or specimen issues not addressed in these handling instructions.

All specimens must be appropriately labeled with two patient identifiers, i.e. **name, birth date, social security number or chart number (medical record number)**, checked for complete sealing of the container lid and placed in a well-sealed biohazard bag with a **complete** requisition slip. Do not use expired specimen containers.

Surgical Pathology Specimens:

All specimens for routine processing are placed in the plastic formalin containers, labeled with the patient's name, a second unique identifier (birth date, social security number) and tissue site. Specimens too large for formalin filled containers should be securely wrapped in biohazard bags and labeled with the patient's name.

Non-Gyn Cytology Specimens:

- A. **Fine Needle Aspirations:** Aspirated materials are submitted in Cytolyt filled conical containers supplied by PML, labeled with the patient's name, a second unique identifier (**birth date, social security number**) and specimen source.
- B. **Urine:** Urine is submitted fresh or in Cytolyt filled conical containers supplied by PML, labeled with the patient's name, a second unique identifier (**birth date, social security number**) and specimen source. Please specify urine type (i.e. voided, catheterized, ileal loop, etc).
- C. **Body Cavity Fluids (pleural & ascitic):** Samples are to be submitted fresh in tightly sealed clean containers, labeled with the patient's name, a second unique identifier (**birth date, social security number**) and specimen source.
- D. **Cerebrospinal Fluid:** CSF is submitted fresh, labeled with the patient's name, a second unique identifier (**birth date, social security number**) and specimen source.
- E. **Nipple Discharge:** Extracted material is smeared on the slide labeled with the patient's name, a second unique identifier (**birth date, social security number**) and sample site. Submit to the laboratory air-dried (do not spray with fixative).
- F. **Anal Paps:** Lubricant should not be used prior to collection. Use a Dacron or polyester tipped swab moistened with tap water inserted 2 to 3 inches into the anus. Rotate swab 360° with firm pressure for 15 to 30 seconds. Vigorously agitate the swab in the Thin Prep Pap test vial. Label with the patient's name, a second unique identifier (**Birth Date, Social Security Number**) and specimen source.

Gyn Cytology (Monolayer (ThinPrep) Method):

Cervicovaginal specimens are to be submitted in Preservcvt filled containers, labeled with the patient's name and a second unique identifier (**birth date, social security number**). Please refer to the laminated ThinPrep reference guide for collection technique. HPV, Chlamydia, Gonorrhea, Trichomonas, HSV and cystic fibrosis (CF) testing can all be performed on the ThinPrep monolayer sample.

Gyn Cytology (Conventional Pap Smears):

Ectocervical & endocervical sampling should be smeared on the slide labeled with the patient's name, a second unique identifier (**birth date, social security number**) and sample site. Fixative should immediately be sprayed on the slide and allowed to dry before packaging.

Special Procedures:

A. **Flow Cytometry:** Place tissue or aspirated material in the Integrated Oncology RPMI (pink fluid) tube, labeled with the patient's name and a second unique identifier (**birth date, social security number**). Media may be requested from PML Pathology (Please note: The fluid must be pink in order to ensure specimen integrity).

B. **Immunofluorescence:** Call PML Pathology for Michel's media. Place tissue in special container with Michel's media labeled with the patient's name and a second unique identifier (**birth date, social security number**). Please call PML Pathology for same day transport to ensure specimen integrity.

Requisitions:

Requisitions provide crucial demographic and clinical information vital to patient safety and accurate diagnosis. The requisitions must be completed in their entirety. Incomplete requisitions and/or inappropriately labeled specimens will be returned to the office/hospital for corrected identification.