

WCP LABORATORIES, INC.

IMMUNOCYTOMETRICS SPECIMEN COLLECTION AND HANDLING PROTOCOL

INTRODUCTION

WCP Laboratories, Inc. is committed to providing the highest quality laboratory services in the industry. In doing so, a well-defined and easy-to-follow specimen collection protocol is vital. Procedures related to specimen procurement, transport, and accessioning are critical for obtaining accurate testing results.

Guidelines for submitting specimens to the Immunocytometrics laboratory were developed to encompass all activities, from removal of the specimen to its acceptance by the laboratory. WCP Laboratories, Inc. only accepts specimens referred from licensed physicians or licensed organizations.

PREPARATION

SPECIMEN TYPE	TEST REQUESTED	COLLECTION MEDIA AND SPECIFICATIONS
Bone Marrow Aspirate	Cytogenetics	Green top tube (sodium heparin). Requires 1 ml of aspirate. Ship within 4-8 hours.
Bone Marrow Aspirate	FLOW Cytometry	Purple top tube (EDTA). Requires 1 ml of aspirate. Ship within 4-8 hours.
Bone Marrow Aspirate	Slide Interpretation	7 smears on plus-charged slides.
Bone Marrow Clot	Morphology Only	Collect in formalin jar.
Bone Marrow Core	Morphology Only	Collect in formalin jar.
Bone Marrow Core	Slide Interpretation	1-3 touch imprints on glass slide.
Bone Marrow Core (Dry Tap)	FLOW Cytometry	Flush into RPMI media and ship within 4-8 hours. Keep refrigerated.
(CSF) Cerebrospinal Fluid	FLOW Cytometry	Collect specimen. Ship 4-8 hours. Place on ice.
Fine Needle Aspirates	IHC Stain	Flush into RPMI media and ship within 4-8 hours. Keep refrigerated
Lymph Node - Fresh	FLOW Cytometry	Place into RPMI media or saline solution. Requires marble size. Ship 4-8 hours. Keep refrigerated.
Peripheral Blood	Cytogenetics	Green top tube (sodium heparin). Requires 3 ml of aspirate.
Peripheral Blood	FLOW Cytometry	Purple top tube (EDTA). Requires 3 ml of aspirate. Ship within 4-8 hours.
Peripheral Blood	Immune Deficiency (CD4/CD8)	Purple top tube (EDTA). Requires 3 ml of aspirate. Ship within 4-8 hours.
Peripheral Blood	Slide Interpretation	1-3 whole blood smears on plus-charged slides.
Products of Conception (POC)	Cytogenetics	Place in Genzyme solution for best results. RPMI media OK, but not preferred. Keep refrigerated. Ship within 4-8 hours
Renal Tissue - Fresh	Immunofluorescence	Place in Michel's, saline or RPMI media. Keep refrigerated.
Skin - Fresh	Immunofluorescence	Place in Michel's or RPMI media. Ship within 4-8 hours. Keep refrigerated.
Solid Tumor	Morphology/IHC stain	Collect in formalin jar.
Solid Tumor - Fresh	FLOW cytometry	Place in RPMI media. Ship within 4-8 hours. Keep refrigerated.

Genital	HPV – ISH	ThinPrep vial / Preservcyt.
Genital	Chlamydia / Gonorrhoea (PCR)	ThinPrep vial or M4 media. Keep refrigerated.
Genital	Strep B (PCR)	Collect with LQ Stuart clear top swab. Keep refrigerated.
Genital	Herpes I / II (PCR)	Place swab in M4 media. Keep refrigerated.

If presented with a specimen that you cannot find on the above list or cannot obtain the quantity of specimen as indicated, please call the Immunocytometrics Laboratory at (314) 991-4313, ext. 218.

SPECIMEN PROCUREMENT, TRANSPORT, AND ACCESSIONING

The procurement of specimens for Immunocytometrics evaluation consists of the following elements:

1. Correct identification and integrity of identification
2. A completed laboratory requisition
3. Preservation or special handling appropriate to the specimen
4. Prompt delivery of the specimen to the laboratory
5. Proper accessioning

The initial responsibility for proper specimen collection & handling, including preservation and labeling, lies with the submitting physician. In general, the submitting physician is responsible for ensuring specimens are collected and labeled appropriately, are correctly preserved and comply with WCP Laboratories, Inc. requirements for submission. While the laboratory cannot be responsible for the material until it is accepted, WCP Laboratories, Inc. works very closely with our clientele to train and provide to them the proper guidelines for submitting and preserving Immunocytometrics specimens. Our laboratory's main responsibility is to ensure adequate material for proper diagnosis. Any specimen referrals for special procedures or research will be done through the direction of our laboratory director and/or pathologists. In general, the timing of such procedures will take into account the work schedule of our laboratory personnel and internal policies.

CORRECT IDENTIFICATION OF SUBMITTED SPECIMENS

Correct identification and integrity of identification from specimen removal to accessioning within WCP Laboratories, Inc. are essential. Proper identification should be on the specimen container and include at the minimum:

1. Patient's full name
2. Unique Identifying number (hospital number, accession number, etc.)
3. Age (date of birth)
4. Date obtained
5. Type of Specimen
6. Name of Submitting Physician or location (hospital, etc.)

***NOTE:** All specimens should be presumed to be infectious. Universal safety precautions are followed in handling all specimens. If a specimen presents a known or suspected biohazard, the container should be marked to indicate such. This identifying information should match the information on the specimen requisition form. Best method is to place identification on the body of the container rather than the top, as the top may be inadvertently transferred.

The laboratorian (technician/clerk) who accessions the specimen into the laboratory computer should not accept specimens that are either improperly labeled, incompletely labeled, or without proper accompanying specimen requisition. If any of these items are not met, the accessioning personnel will follow the specimen rejection protocol within this manual. Criteria for specimen acceptance or rejection are specifically listed in that protocol and are monitored for compliance and internal efficiency. The laboratory manager/QC

coordinator, on a monthly basis, reviews and records these forms and any educational or other follow up material.

WCP Laboratories, Inc. has developed methods for obtaining and assuring correct identification in sample submission. These methods include timely follow up with the client to assure a correctly labeled specimen is obtained or resubmitted to the laboratory. WCP Laboratories, Inc. uses a "Specimen Rejection Form" to document and monitor improper specimen(s) received in the lab. (Please see Attachment A).

REQUISITION FORM

A properly completed specimen requisition form is mandatory for all testing of samples at WCP Laboratories, Inc. The following information is required on the form for the sample to be accepted for testing:

1. Patient's full name
2. Unique identifying number (Social Security Number, hospital number, etc.)
3. Date of birth
4. Name of submitting and/or attending physician
5. Date of specimen collection
6. Site of specimen
7. Type of specimen (incisional, excisional, resection, etc.)
8. Brief clinical history (if applicable)
9. Clinical Diagnosis
10. Appropriate billing identifiers (CPT code, ICD-9, etc.)

All identifying information on the requisition form should match that on the specimen container and/or slide. All accessioning personnel are responsible for checking for compliance in this area. If a specimen presents a known or suspected biohazard, this information should also be located on the specimen and requisition form.

A requisition form **MUST** accompany all specimens. Patient identification data should be correct and legible. Requisition forms **MUST** be retained for the regulatory amount of time depending on the sample, etc. (Please see records retention protocol within this manual). Quarterly, requisitions problem log (please see Attachment B for Requisition Form Problem Log) are reviewed and any follow up with clients is then documented by the appropriate personnel and reviewed by the supervisor/manager of the laboratory.

SAMPLE PRESERVATION

When a preservative is used, it should be one that is acceptable by WCP Laboratories, Inc. Please see above for specific preservatives per specimen type. This information is documented on WCP Laboratories, Inc. "Sample Preservation Problem Log", (please see Attachment C). Again these logs are reviewed on periodic basis and follow up performed with the client.

PROMPTNESS OF DELIVERY TO THE LABORATORY

In general, specimens should be delivered to the laboratory as soon as possible after they are obtained. WCP Laboratories, Inc. follows a courier pickup system where specimens are picked up from our clients on a periodic basis. If a specimen is referred to as a "stat", then a special pickup is performed.

Preservation or refrigeration of specimens is required if delivery to the laboratory is delayed. In order to monitor specimens delivered to the laboratory, the date of accessioning **MUST** be matched against the date of surgery, or sample collection date (which is a date required on the requisition).

ATTACHMENT A

Submitting Location or Physician _____ Accession# _____

Date Received _____ Received From _____

REASON FOR REJECTED/UNSATISFACTORY SPECIMEN
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- _____ No Client Or Physician Identified On Requisition Or Container
- _____ Container Not Labeled With Complete Patient Name
- _____ Container Not Labeled At All
- _____ Patient's Age/DOB Not On Requisition
- _____ No Date Of Service (Specimen Taken) Given
- _____ Incorrectly Labeled (Container vs. Requisition)
- _____ All Specimen Container(s) Not Indicated/Labeled As Per Requisition
- _____ No Preservative Or Improper Preservative For Test
- _____ No Specimen Identified in Container
- _____ Specimen Received Broken Beyond Repair (Acceptability)
- _____ No Sites Listed on Requisition On Container(s)
- _____ Requisition Indicates Test(s) Not Performed In Department
- _____ Multiple Accession Numbers For Same Patient
- _____ Other (Please describe under Comment Section below)

COMMENTS:

Reviewed by _____ Date _____

