

# WCP LABORATORIES, INC.

## SURGICAL PATHOLOGY 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 tissues and other specimens to the surgical pathology laboratory were developed to encompass all activities, from removal of the specimen to its acceptance by the surgical pathology laboratory. WCP Laboratories, Inc. only accepts specimens referred from licensed physicians or licensed organizations.

### PREPARATION

HISTOLOGY SPECIMENS SHOULD BE SENT TO THE LABORATORY AS SOON AS POSSIBLE AFTER THEY ARE OBTAINED.

SPECIMEN TYPE	SPECIMEN PREPARATION	TYPE OF FIXATIVE
All anatomical tissues for routine histology (r/o malignancy)	Please see below.	10% neutral-buffered formalin
All breast tissue	Please note the time and date on the requisition that the specimen is placed in fixative.	10% neutral-buffered formalin
Bone marrow	Submit: complete blood count (CBC) results and blood smears, unstained aspirate smears and touch preps.	Send clot and core in 10% neutral-buffered formalin.
Kidney stones	Please see below.	No fixative necessary.
Tissue for crystal analysis	Please see below.	Fresh or in 95% alcohol.
Tissue for Immunofluorescence	Please see below.	One piece in 10% neutral-buffered formalin and one piece in Michel's fixative OR split specimen and submit as above.
Kidney (renal) biopsy	Please see below.	Send fresh – call lab for pickup.

If there are any questions as to the specimen criteria above, please call the Manager of Histology at (314) 991-4363 x230.

### PREPARING SAMPLE FOR TRANSPORT TO LABORATORY

1. Place specimen bottle in a clear plastic BioHazard (OSHA approved) ziplock bag.
2. Put all paperwork in a separate pouch, place within the specimen bag.
3. Keep Histology and Cytology specimens separate.
4. Call the Immunocytometrics Laboratory at (314) 991-4313 x218 for instructions on submitting breast tissue for ER/PR or lymph node specimens.

## **SPECIMEN PROCUREMENT, TRANSPORT, AND ACCESSIONING**

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

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

The initial responsibility for proper anatomical 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 pathology 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 for 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 is 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 (if appropriate))
3. Age (date of birth)
4. Date obtained
5. Organ/tissue site
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. The 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 these forms and any educational or other follow up with the submitting client is recorded.

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 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. 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 documented by the appropriate personnel and reviewed by the supervisor/manager of the laboratory.

## **FIXATION**

Specimens may be submitted without fixative if they are delivered to the surgical pathology laboratory promptly or if frozen section is requested. When a fixative is used, it should be one that is acceptable by WCP Laboratories, Inc. (See special fixatives and media under ICM tab). If the specimen has inadequate fixative, the sample may be rejected and notification to the client is made promptly. This information is documented on WCP Laboratories, Inc. "Fixative 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 periodic basis. If a specimen is referred to as a "stat" special pickup is performed.

Fixation 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 \_\_\_\_\_

<b>REASON FOR REJECTED/UNSATISFACTORY SPECIMEN</b>
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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 Fixative Or Improper Fixative 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) No Performed In Histology

\_\_\_\_\_ Multiple Accession Numbers For Same Patient

\_\_\_\_\_ Other (Please describe under Comment Section below)

COMMENTS:

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\_\_\_\_\_  
\_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



