

# Anatomic Pathology Specimen Collection Guidelines for Des Moines Hospitals

(Iowa Lutheran Hospital, Iowa Methodist Medical Center, and Methodist West Hospital)

## Introduction

Proper specimen handling requires that specimen integrity be maintained by proper preservative (where required) and that the sample identification and patient identification be clearly labeled on the specimen container and test requisition. The information below will assist with that objective.

## General Information

All histology specimens received by the laboratory must be accompanied by printed epic orders or a completed surgical pathology requisition that includes the following information:

- Patient's full, legal name
- Physician(s) name
- Patient's date of birth
- Patient's gender
- Date of specimen collection
- Source of specimen (anatomic site)
- Brief clinical history/pre-operative diagnosis (CLIA requirement)
- Time that specimen was removed from the body.
- Time that specimen was submerged in formalin.
- Billing information
- Electronic or handwritten signature of ordering provider

Confirm correct patient sample labeling by comparing all the information listed on the specimen container with the information written on the requisition and information verbalized by the patient or responsible party (if minor or unable to do so).

The physician and nursing staff should verbally verify the source, nature, number of specimens and appropriate container/preservative prior to the delivery of the specimen to the laboratory.

Ensure that any tissue specimens received in the laboratory after 4:30 p.m. on weekdays, as well as any time on weekends or holidays, that the tissue specimen is either has the appropriate amount of formalin on it or is refrigerated that way the specimen is properly preserved to prevent cellular degeneration.

Testing will be done on the next routine processing day.

## Labeling Specimen Containers

Specimen containers should not be pre-labeled. They should be labeled immediately after the specimen is placed into the container.

Specimen containers must be labeled with the

1. patient's complete name,
2. medical record number or other unique patient identifier (i.e. date of birth), and
3. specimen (anatomic) site.
4. Physicians name

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Specimen must be labeled with patient identification on the bottle, not on the cap. Place multiple specimens in individual containers.

Properly identify the surgical specimen(s) by listing WHAT the specimen is (mass, tumor, bone, etc.) and WHERE (anatomical site) it was obtained. Include whether it is from a RIGHT or LEFT anatomical site. Sterilization specimens (tubes and vas) should be sent in separate containers.

A review of the completeness and accuracy of the requisition in comparison with the labeling of the specimen container and patient should occur prior to leaving the procedure area.

## Specimen Requirements

Most specimens should be preserved and delivered to the lab in 10% Neutral Buffered Formalin to avoid cellular degeneration (see Special Specimen Collection list below for specimens that should not be placed in formalin). Formalin and a variety of specimen containers are available through the laboratory. Brown bottles are not acceptable. At minimum the amount of formalin should be approximately a (10:1) ratio of formalin to specimen.

## Release of Pathology Specimens to Patients

Pathology specimens may be released to a patient after all medical testing ordered has been completed and required retention period has been completed. Refer to consent "Release of Specimen - Pathology to Patient" CON 9001 or "Release of Placenta and/or Blood - Maternity to Patient" CON 9006

## Special Specimen Collection

### Fetal and Products of Conception Chromosome Studies

1. Order CHROMOSOMAL MICROARRAY [LAB7043] in epic in addition to PATHOLOGY/TISSUE SPECIMEN [LAB2255]
2. Specimen should be submitted fresh in a sterile container without fixative.
3. Indicate on the specimen container as well as the requisition the request for "Chromosome Analysis".

### Frozen Tissue Sections

1. Specimens for frozen sections should be sent immediately to Histology. Do not use formalin.
2. Order PATHOLOGY/TISSUE SPECIMEN [LAB2255] in epic and print copy of order to accompany the specimens.
3. Include two epic labels with the patient information with each specimen. The following information should be included:
  - a. First and last name of the patient
  - b. Medical Center identification number or unique identifier
  - c. Name of initials of person collecting the specimen
  - d. Date and time of collection

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- e. Name of the Surgeon
- f. Specimen type
- g. Date taken to Histology
- h. Operating room number and phone number to where report the pathologist is to return report.
- i. Notation if the patient is under anesthetic, local anesthetic or awake.
- j. Note: Breast needle localized Specimens will be taken to histology for inking, then given to Radiology for mammography films, then returned to pathology for frozen section.

## Kidney Biopsy

1. Order PATHOLOGY/TISSUE SPECIMEN [LAB2255] in epic.
2. Obtain an Arkana Laboratories Renal Biopsy Kit from the laboratory.
3. Refer to instructions in the kit regarding collection. Each kit contains two (2) bottles - Michels Fixative (green top) and 10% Neutral Buffered Formalin (white top)
4. Complete the paperwork in the kit and deliver to the laboratory to be sent out to Arkana Laboratories.

## Kidney Stone Analysis

1. Order STONE ANALYSIS [LAB564] in epic.
2. Obtain Stone Analysis Collection Kit (Mayo T550) from the laboratory or use a clean, sterile container for submission to the laboratory.
3. If a patient self-collection, provide patient with the [Patient Collection Instructions for Kidney Stones](#).
4. Indicate source of specimen on the outside of the container (eg, left kidney, bladder, right ureter).
5. Repeat steps 2 through 5 for each stone received.
6. Deliver specimen to the laboratory to be sent out to Mayo Medical Laboratories.

## Muscle Biopsy

1. Order PATHOLOGY/TISSUE SPECIMEN [LAB2255] in epic.
2. **Submit specimen immediately to the Histology laboratory. Place specimen in wet gauze moistened by saline, in a bag, and on wet ice.**

## Nerve Biopsy

1. Order PATHOLOGY/TISSUE SPECIMEN [LAB2255] in epic.
2. **Submit specimen immediately to the Histology laboratory in a dry sterile container or on a dry Telfa Non-Stick Pad.**

## Placenta

1. Order PATHOLOGY/TISSUE SPECIMEN [LAB2255] in epic
2. Place placenta in formalin or in a sterile container.
3. Label specimen and deliver to the laboratory.