



Replaces Method of _____

Adopted *DA* 7/1/2016

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COM.06000 GEN.40530 Specimen Collection Manual

Patient identification, patient preparation, specimen collection and labeling, specimen preservation, and conditions for transportation and storage before testing, are consistent with good laboratory practice.

Other than Fine Needle Aspiration Biopsies, TPA lab does not collect specimen from patients.

Each container used to submit tissue for routine processing is labeled with two identifiers. Patient identifiers that are acceptable include name, date of birth, medical record, and accession number. Specimen that is unlabeled, not labeled with two patient identifiers on the container, or unaccompanied by adequate information will be returned to the facility or office where specimen was received from for proper identification.

The foundation of all good histologic preparations begins with adequate and complete fixation. Tissue should be placed in fixative immediately upon removal from the body or as soon as possible.

1. Fixation preserves post-mortem changes such as putrefaction and autolysis.
2. Fixation preserves various cell constituents in as life like manner as possible.
3. Protects by hardening the naturally soft tissue.
4. Converts normal semi-fluid consistency of cell to an irreversible semi-solid consistency.

BASIC GUIDELINE FOR PROPER HANDLING OF SURGICAL SPECIMENS

1. When collecting a specimen for histologic examination, the proportion of specimen to formalin should be approximately 1/10. (If the specimen measures approximately 5ml, it should then be in at least 50ml of 10% formalin).
2. To ensure proper fixation, all specimens are fixed 6 to 48 hours.
3. Large hollow organs (bowel, stomach, uterus...) should be opened prior to placing in 10% formalin.
4. Large solid organs and specimens (spleens, large tumors, kidney...) should be opened prior to placing in 10% formalin. (A clean straight cut please).
5. Surgical specimens must be totally surrounded by 10% formalin.
 - a) No parts of it should stick over the fluid surface.
 - b) No specimen should be placed in bags with fixative except if submitted fresh.
 - c) All fresh specimens should be transported to the lab immediately. If delay in transportation is anticipated the lab should be notified and consulted, so proper handling of the specimen can be assessed.

6. Specimen collected in RPMI for flow cytometry should be refrigerated or transported immediately to the lab. If the specimen is to stay over night it is to be placed in airconditioned room temperature.

O.S. Amour
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