PRINCIPLE:
To ensure proper collection, preservation and subsequent handling of surgical pathology specimens

SPECIMEN:

  Patient Preparation:  N/A
  Type:  Various

Handling Conditions:

Use Standard (Universal) Precautions for handling all blood, body fluid and fresh tissue specimens. (all Springfield Hospital standard policies are available electronically in Policies and Procedures: Bloodborne Pathogens Policy. Use shortcut on computer desktop.)

EQUIPMENT AND MATERIALS:

  30ml 10% Neutral Buffered Formalin in plastic, screw top containers
  180ml 10% Neutral Buffered Formalin in plastic, screw top containers
  480ml 10% Neutral Buffered Formalin in plastic, screw top containers
  64oz & 120oz large plastic buckets with snap lids, half-filled with 10% Neutral Buffered Formalin

CAUTION: CONTAINS FORMALDEHYDE

Toxic by inhalation and if swallowed. Irritating to the eyes, respiratory system and skin. May cause sensitization by inhalation or by skin contact. Risk of serious damage to eyes. Potential cancer hazard; repeated or prolonged exposure increases the risk. Copy of the Safety Data Sheet for Formaldehyde is available upon request from the Pathology Department.

Storage Requirements:
PROCEDURE - STEPWISE:

1. **FIXATION**: Immediate and proper fixation cannot be stressed enough. As a general rule, place the specimen container of Formalin five times the size of the specimen.

**EXAMPLES:**
- Endoscopy biopsy - 30ml biopsy bottle
- Gallbladder - 180ml medium size bottle
- Breast biopsy – 480ml large size bottle
- Uterus - 64oz small bucket
- Placenta - 120oz large bucket
- Breast mastectomy or large colon resection - always in large bucket.
- Fallopian tubes - 30ml biopsy bottle

**NO TINY SPECIMENS IN LARGE BOTTLES**

**NO FROZEN SECTION SPECIMENS IN DENTURE CUPS OR OPEN EMESIS BASINS - USE A STERILE URINE CONTAINER PLEASE.**

2. **SPECIAL HANDLING**: If a specimen requires some special handling such as Frozen Section, Flow Cytometry or Cytogenetics it is the responsibility of the surgeon and/or the O.R. staff to make sure that the pathologist is properly informed as to the requirement for special handling preferably at the time of O.R. scheduling.

**A PATHOLOGIST CONSULTATION SHOULD ALWAYS BE SCHEDULED FOR LYMPH NODE BIOPSIES.**
Other special handling situations:

1. CytoRich Red fixative is used for the fixation of Bronchial Washings and Sputum.
   (These specimens will be transferred into the fixative upon arrival in the lab.
   Please let a Lab Employee know that you are delivering one!

2. Placentas: To eliminate the exposure of Formaldehyde in the Childbirth Center, the
   placentas should be placed in a large bucket without formalin. The specimen is
   identified as usual and placed in a red Biohazard bag and brought to the Grossing Room where
   Laboratory staff will add Formalin during the day shift.
   Nursing is responsible for adding Formalin after hours and on weekends.

3. Products of Conception (POC): Karyotyping is sometimes ordered on POC. See procedure "Fetal-
   Placental Tissue for Cytogenetics" for complete instructions.

4. Limbs: Amputated limbs should be securely wrapped in absorbent towels and double
   bagged in red biohazard bags. Upon arrival in the Pathology Department, place the
   limb in the designated refrigerator.

5. Long bowel resections: Specimens too large to fit in the large buckets may be placed
   in a large stainless steel O.R. basin and double bagged in red Biohazard bags. Please
   give it directly to a Lab employee so that the Pathologist can be notified. The
   Pathology Department has special containers for pinning out the bowels after they
   have been opened.

3. SPECIMEN IDENTIFICATION: Two patient identifiers are required on all specimens.
   Always write legibly or use patient stamper on a paper label with the following required information:

   1. REQUIRED: Patient's last and first name
   2. REQUIRED: Date of birth
   3. Date of service
   4. Surgeon's name
5. Type or site of specimen: example: "cx 6:00"

NEVER IDENTIFY THE SPECIMEN ON THE COVER OF THE CONTAINER! ALWAYS USE SEPARATE CONTAINERS FOR SEPARATE SPECIMENS:

Example: An appendix and a hernia from the same case should be placed in two separate containers, not the same one.

Note: Specimens lacking this information will be entered into an Incident Log kept by the Pathology secretary. The responsible department will be contacted and expected to make the needed identification before the case is processed.

4. REQUISITION COMPLETION: A Surgical Pathology or Cytology requisition must accompany all samples sent to the lab!

The following information is required:

1. Patient's last and first name
2. Date of birth
3. Date of service
4. Surgeon's name and attending physician, if applicable
5. Patient's pre and post-op diagnosis
6. Specimen site for each specimen
7. History and operative findings
8. Additional copies to: as specified

5. SPECIMEN TRANSPORT: Unless special arrangements have been made (i.e. Fine Needle
Aspirations or extremely large samples), all specimens will be delivered to the Pathology department by O.R. personnel following completion.

**REPORTING RESULTS:**

Surgical Pathology report as dictated by the pathologist.

**PROCEDURE NOTES:**

1. If a case is "urgent", it must be so indicated by marking RUSH on the requisition with prompt delivery to the Laboratory. Every effort will be made to report the results as soon as possible and within 24 hours of receipt. All positive and RUSH cases will be called directly to the physician by the Pathologist or designee.

2. All specimens must be placed in 'Biohazard' bags for transport to the laboratory. Care should be taken to prevent the contamination of the outside of the container with blood. If contamination does occur, clean the outside surface with 10% Bleach before submitting to the laboratory.

3. The pathologist will charge for the interpretation of all pathology cases (Part "B" billing). Springfield Hospital will charge for the technical preparation of all pathology cases (Part "A" billing).

**LIMITATIONS OF THE PROCEDURE:**

None noted

**REFERENCES:**
1. Prophet, E.B., Sobin, L.H, MD; Armed Forces Institute of Pathology: Laboratory Methods in Histology; American Registry of Pathology, Washington, DC; 1992

2. Sheehan, D.C., Hrapchak, B. B.; Theory and Practice of Histotechnology; Battelle Press, Columbus, OH;

**METHOD CHANGE DOCUMENTATION LOG**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENTS (Why &amp; What Changed?)</th>
<th>BY</th>
<th>DIR APP</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/26/2008</td>
<td>Changed section in Special Handling to include instructions for Placentas and POC to be refrigerated fresh after hours in case Karyotyping is needed.</td>
<td>J Benzaia</td>
<td>T Masuck, MD</td>
</tr>
<tr>
<td>12/26/2008</td>
<td>Changed location of where Standard Precautions are available from Lotus Notes to Policies &amp; Procedures on computer desktop shortcut.</td>
<td>J Benzaia</td>
<td>T Masuck, MD</td>
</tr>
<tr>
<td>12/26/2008</td>
<td>Added Method Change Documentation Log</td>
<td>J Benzaia</td>
<td>T Masuck, MD</td>
</tr>
<tr>
<td>01/06/2009</td>
<td>Reformatted and put in SH Policies &amp; Procedures online.</td>
<td>N Lezer</td>
<td></td>
</tr>
<tr>
<td>01/15/2010</td>
<td>Changed section in Special Handling to delete that Lab employees will add Formalin to Placentas - these will be placed fresh in the refrigerator until it has been determined if Karyotyping is needed on fresh specimen.</td>
<td>J Benzaia</td>
<td>T Masuck, MD</td>
</tr>
<tr>
<td>04/15/2010</td>
<td>Added requirement of two patient identifiers on all specimens.</td>
<td>J Benzaia</td>
<td>T Masuck, MD</td>
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<tr>
<td>11/28/2012</td>
<td>Biennial review</td>
<td>J Benzaia</td>
<td></td>
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<tr>
<td>12/16/2014</td>
<td>Biennial review</td>
<td>J Benzaia</td>
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<td>12/11/2016</td>
<td>Biennial review</td>
<td>J Benzaia</td>
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<tr>
<td>01/01/2019</td>
<td>Change of Laboratory Directorship</td>
<td>J Benzaia</td>
<td>C Cocklin, MD</td>
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