## HISTOLOGY / CYTOLOGY SPECIMEN COLLECTION GUIDELINES

All specimens submitted to the Pathology Department must be labeled with PATIENT NAME, DOB or MRN#, SPECIMEN TYPE, and identification of any preservative added. It must also be accompanied by a requisition that includes patient information, surgical procedure performed, relevant clinical information, TYPE and # of specimens, DATE and TIME of collection.

<table>
<thead>
<tr>
<th>Specimen Site</th>
<th>Preservative</th>
<th>Comments</th>
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| **Histology Specimens all sources** | Transport in 10% Formalin (approx. 20x volume of specimen) | • Small pieces should be placed on filter paper  
• Specimen is surgically removed.  
• Size of container dependent on size of specimen  
• Identify preservative used  
• Do not place formalin fixed specimens in the refrigerator, place them in the blue container on the desk next to the computer when entering the Histo lab. |
| **Cytology Specimens** | **Washings: Bronchial, Esophageal, Gastric:**  
**For Shared specimens where cultures are needed first: ONLY AFTER aliquot is taken for cultures, add Saccomanno fluid equal to the volume of specimen and refrigerate. Keep all Cytology specimens refrigerated in Cytology bin in Micro. Fridge.**  
**Urine:** Add Saccomanno fluid as above** and refrigerate.  
**Body fluids:** Pleural, Peritoneal, Pericardial, Ascites: Add Saccomanno fluid as above** and refrigerate.  
**Sputum:** Add Saccomanno fluid as above** and refrigerate. | **For Shared specimens where cultures are needed first,** add Saccomanno fluid equal to the volume of specimen ONLY AFTER aliquot is taken for cultures and refrigerate.  
• All Cytology specimens received by CP lab personnel must be preserved by adding Saccomanno Fluid (after hours as applicable**), labeled as such and placed in the Microbiology refrigerator. Histo techs will process the next work day.  
• All fluids for Non-gyn Cytology must be refrigerated in designated “Cytology after hours bin” inside Micro. refrigerator. Histology will check there for Cytology specimens throughout the day until 2:30 PM.  
• Cytology specimens will be processed according to department procedures by the Histology technologists. |
| **CSF (See below)** | | **For Shared specimens where cultures are needed first,** add Saccomanno fluid equal to the volume of specimen ONLY AFTER aliquot is taken for cultures and refrigerate.  
• All Cytology specimens received by CP lab personnel must be preserved by adding Saccomanno Fluid (after hours as applicable**), labeled as such and placed in the Microbiology refrigerator. Histo techs will process the next work day.  
• All fluids for Non-gyn Cytology must be refrigerated in designated “Cytology after hours bin” inside Micro. refrigerator. Histology will check there for Cytology specimens throughout the day until 2:30 PM.  
• Cytology specimens will be processed according to department procedures by the Histology technologists. |
| Breast and Thyroid FNA’s for Cytology that have Saccomanno already added will simply require refrigeration. | Thin Prep® preservative containers for Non-gyn Cytology do not require addition of fixative. | |
| **Cytology – CSF** | Should be processed immediately upon arrival. Refrigerate to preserve viability. Do not add preservative. | • Prepare two cytospin slides.  
• Refrigerate any remaining specimen in Histo or Micro refrigerator. |
| **Amputations** | No preservative, keep refrigerated | Appropriate paperwork should be brought to histo and placed in the blue container on the desk next to the computer. The amputation should be put in the morgue refrigerator. |
| **Frozen Section Specimens** | Keep moist in sterile saline | Arrange with Pathology to reduce delay |
| **Fresh Tissue** | Keep moist in sterile saline | Contact Pathology if requires reference lab testing. |
| **Bone Marrow** | Core Bx. (and clot if submitted) in 10% formalin to Histology | Hematology prepares Wright & unstained air dried smears. Slides should be correctly labeled with two patient identifiers. If 2 Touch preps. are received, 1 goes to Hematology for Wright stain and 1 to Histology for Iron stain. If only 1 Touch Prep received, give to Hematology for Wright stain only. Tubes for Flow Analysis send out to Clarient. |
| **Placenta for Chromosome Analysis** | Transport medium in histology refrigerator (Hank’s Solution) | • Transport to Lab immediately  
• Refrigerate specimen in transport medium – DO NOT FREEZE  
• Must reach Reference Lab within 24 hours |
| **Foreign Body, Calculi or Stones** | No preservative, keep dry Room Temp | Lab is unable to return specimen/stones to patient |