



# Guide for Pathology Services

# Directory

## Pathology – Longview location

- Main: 360-636-8760
- After hours for pathologist on-call: 360-636-4868
- Fax: 360-414-7599
- Laila Naqib, MD. Medical Director: 360-636-8754
- Helen Kim, MD. 360-636-8757
- Sheila Lynam, MD. 360-636-8759

## Pathology – Vancouver location

- Client Services: 360-514-3588
- Fax: 360-514-6517
- After hours: 360-869-8564
- Berle Stratton, MD, Medical Director: 360-514-2237
- Mohi Ghofrani, MD: 360-514-2708
- Di Lu, MD: 360-514-2417
- Camilla Allen, MD: 360-514-2116

## Other Pathology resource contacts

- Laboratory Manager: Kari Kienitz, HT(ASCP), (desk) 360-514-2827 or (mobile) 360-636-8710
- Account Manager: Mary McClinton, (desk) 360-514-2701, (mobile) 360-751-7014 or [mmclinton@peacehealth.org](mailto:mmclinton@peacehealth.org)
- Anatomic Pathology Lab: 360-514-4194
- Gross Dissection Lab: 360-514-4194
- Cytology Lab: 360-514-3837 or 360-514-3839
- Histology Lab: 360-514-2181

# Specimen Submission

## **PURPOSE**

To provide instructions for specimen handling requirements and submission to the Anatomic Pathology Labs (APL) and the Cytology Department at PeaceHealth Southwest.

## **REQUIREMENTS**

1. The laboratory performs tests only at the written or electronic request of an authorized person.
2. A label with at least two identifiers (such as full first and last name plus any of the following: date of birth, medical record number, requisition number or accession number).
3. The specimen container label must also include the anatomic site of the specimen. (i.e. skin biopsy, right hip)
4. All specimen submissions must also be accompanied by clinical information and patient demographics to include updated insurance coverage.

## **GENERAL INSTRUCTIONS FOR PREPARATION OF PATHOLOGY SPECIMENS**

(Prior to delivery to AP Laboratory)

1. Requisition form will include:
  - 1.1. Patient's legal name – legibly printed or typed.
  - 1.2. Patient's date of birth.
  - 1.3. Preliminary diagnosis with ICD code(s)
  - 1.4. Type of specimen submitted.
  - 1.5. All tests desired.
  - 1.6. Office or hospital submitting specimen.
  - 1.7. Date and time of removal.
  - 1.8. Physician or clinicians name

**NOTE:** If any information on the requisition is unclear or difficult to interpret the clinician must be called as soon as possible to confirm or clarify the information.

2. Specimen container will indicate:
  - 2.1. Two unique identifiers; patient's name, DOB, Social Security number, medical number, specimen site, etc. either written on container or on label firmly affixed to the container.
  - 2.2. Specimen submitted.
  - 2.3. Type of fixative (specimen container should be leak-proof).
    - Fixative and preparations necessary for specific tissues (fixatives should be added immediately) in the ratio 10 parts fixative to 1-part tissue)
3. All **tissue specimens (histology)** submitted for routine histology should be placed in **10% neutral buffered formalin (supplied by Columbia Pathology)**.
4. For all tissue needle-core specimens, a minimum of four (4) cores should be obtained, if possible.
5. **Exception List – specimens that should not be put into formalin**

Anything labeled with the following words:

  - Frozen Section
  - Lymphoma (submit in RPMI liquid culture media; supplied by Columbia Pathology)
  - Flow Cytometry (submit in RPMI liquid culture media; supplied by Columbia Pathology)
  - Placental Tissue (for chromosomal analysis)
  - POC for chromosomal analysis (submit in RPMI liquid culture media; supplied by Columbia Pathology)
  - Miscarriage for chromosomal analysis (submit in RPMI liquid culture media; supplied by Columbia Pathology)
  - Chromosome Analysis (submit in RPMI liquid culture media; supplied by Columbia Pathology)
  - Stones or Calculi (kidney, ureter, or bladder)
  - Cytology Fluid
  - Breast tissues specifically labeled "weigh with fluid"
  - Culture requests (submit in appropriate culture media/tube supplied by your clinical laboratory provider)
  - Gout
  - Lymph nodes not accompanied by other specimens
  - Oil Red O stain requests
  - Spleen (received alone-not attached to other organs)
  - Vaping history
6. For **body fluid specimens (cytology)** please follow the guidelines below:
  - 6.1. **Body Fluids (Effusions)**
    - 6.1.1 Effusions (pleural, pericardial, peritoneal and joint fluids) should be submitted fresh, unfixed.

6.1.2 Immediately submit the entire specimen with a pathology requisition for inpatients or an outpatient requisition for outpatients to PHSW Laboratory.

6.1.3 If the specimen cannot be transported immediately, then the fluid can be refrigerated briefly before submitting to the laboratory.

## **6.2. Washings (Bronch, Pelvic, Bladder)**

6.2.1 Washings (Bronch, Pelvic, Bladder etc.) should be submitted fresh, unfixed.

6.2.2 If specimen cannot be delivered immediately, it should be refrigerated until transport.

6.2.3 Deliver to Columbia Pathology with a completed requisition.

6.2.4 INCLUDE ANY RELEVANT HISTORY.

## **6.3. Brushings (Bronch, CBD)**

6.3.1 Brushings (Bronch, CBD) should be submitted in CytoLyt® Solution.

6.3.2 Specimen's fixed in CytoLyt® Solution can be left out or refrigerated until processed by Cytology.

6.3.3 Deliver to Columbia Pathology with a completed requisition.

6.3.4 INCLUDE ANY RELEVANT HISTORY.

## **6.4. Cerebrospinal Fluid**

6.4.1 Fresh spinal fluid should be delivered immediately to Columbia Pathology.

6.4.2 Submit **fresh** if any tests, other than Cytology, are requested.

6.4.3 Specimen's fixed in *CytoLyt*® Solution can be left out or refrigerated until processed by Cytology.

6.4.4 Submit the specimen and completed requisition to Columbia Pathology.

6.4.5 INCLUDE ANY RELEVANT HISTORY

## **6.5. Sputum**

6.5.1 Any deep-cough specimen is expectorated fresh into a clean container or directly into 30 ml *CytoLyt*® Solution; specimens collected in early morning or immediately following bronchoscopy are optimum. Saliva is inadequate. DO NOT collect into carbo wax fixative.

6.5.2 If the patient experiences difficulty in producing a deep-cough specimen, contact Respiratory Therapy for sputum induction.

6.5.3 Submit the specimen and completed requisition to Columbia Pathology.

6.5.4 INCLUDE ANY RELEVANT HISTORY.

## 6.6. Urine

- 6.6.1 Urine should be submitted fresh, unfixed.
- 6.6.2 Unfixed urine should be delivered immediately to PHSW Laboratory. If it cannot be delivered immediately, it should be refrigerated until transport.
- 6.6.3 Submit the specimen and completed requisition to Columbia Pathology.
- 6.6.4 INCLUDE ANY RELEVANT HISTORY.

## 6.7. Nipple Discharge

- 6.7.1 Directly smear nipple discharge on slide; submit air dried.
- 6.7.2 Submit the specimen and completed requisition to Columbia Pathology.
- 6.7.3 INCLUDE ANY RELEVANT HISTORY.

## 6.8. Fine Needle Aspiration

- 6.1.1 Prepare air-dried and alcohol-fixed direct smears.
- 6.1.2 Express the remaining sample into tube with *CytoLyt*<sup>®</sup> Solution.
  - ***If Flow Cytometry is requested, see below.***
- 6.1.3 Submit the specimen and completed requisition to Columbia Pathology.
- 6.1.4 INCLUDE ANY RELEVANT HISTORY.

## 6.9. Flow Cytometry

- 6.9.1 RPMI is supplied by PHSW Cytology Department.
- 6.9.2 One or two passes of materials rinsed with 8-10 ml of RPMI, or at least 10 times more than the FNA specimen volume.
- 6.9.3 Deliver to laboratory STAT. Keep refrigerated.
- 6.9.4 Submit the specimen and completed requisition to Columbia Pathology.
- 6.9.5 INCLUDE ANY RELEVANT HISTORY.

7. Discard RPMI media that is bright pink (magenta), hazy or expired.

## HELP



Further guidance concerning this policy may be obtained from APL Laboratory: 360-514-4194.

# Specimen Exemptions

## PURPOSE

To establish universal guidelines for gross dissection of surgical pathology specimens to ensure that the requirements for laboratory testing are in compliance with CAP standards.

## REQUIREMENTS

All patients of PeaceHealth will receive accurate and cost-effective diagnostic and prognostic laboratory information. All human tissue from peri-operative services at PeaceHealth will be submitted. *If in question, submit.*

## PROCEDURE

### 1. ORDERS FOR TESTS

All laboratory tests are ordered at the discretion of the attending physician.

### 2. TEST PROCESS

- 2.1. Columbia Pathology will perform all laboratory tests unless the test is not performed at PeaceHealth.
- 2.2. Tests which cannot be performed at Columbia Pathology will be sent to an approved reference laboratory. An attending physician may suggest a reference laboratory; however, the director of Pathology is responsible to assure all reference laboratories utilized meet hospital standards.

### 3. SURGICAL SPECIMENS

Every specimen removed by surgical procedure, except those on the following list, shall be sent to Columbia Pathology and examined by a pathologists' assistant or a pathologist. The pathologist shall determine the extent of the examination necessary for diagnosis.

***Exception List: Tissue/Foreign Material That Does Not Need to Be Submitted***

- 3.1. Sutures
- 3.2. Liposuction fat



- 3.3. Excised surgical scars and redundant skin (cosmetic only)
- 3.4. Arthroscopy fluid
- 3.5. Ureteral stents and catheters
- 3.6. Foreskin from neonates (per provider discretion may submit)
- 3.7. Orthopedic internal fixation devices whose presence or absence can be documented by x-ray
- 3.8. Redundant vaginal mucosa from anterior and posterior repair
- 3.9. Blood clot:
  - Exception 1: Blood clot from suspected ectopic pregnancy should be sent for examination.
  - Exception 2: Free blood in a body cavity when weighing of the blood clot is required to evaluate blood loss.
- 3.10. Pus:
  - Exception: If culture is required, a sample should go to Microbiology with appropriate requisition and/or orders, and does not need to be sent to Anatomic Pathology.
- 3.11. Urine:
  - Exception: If the provider requests clinical laboratory testing, the specimen should be sent to Specimen Processing following established procedure. If the provider requests cytologic examination, the specimen should be sent to Cytology following established procedure.
- 3.12. Body fluids:
  - Exception: If the provider requests clinical laboratory testing, the specimen should be sent to Specimen Processing following established procedure. If the provider requests cytologic examination, the specimen should be sent to Cytology following established procedure.
- 3.13. Feces
- 3.14. Mucous debris
- 3.15. Certain ocular tissues:
  - Cataracts
  - Extraocular muscle
  - Vitreous
  - Intraocular foreign body
- 3.16. Grossly normal placentas (see policies of the Family Birth Center)
- 3.17. Pannus
- 3.18. Foreign bodies from orifice

#### 4. GROSS ONLY SPECIMENS

If the following specimens are received, only a gross examination will be performed unless microscopic evaluation is specifically requested by the referring physician or deemed necessary by the pathologist.

- 4.1. Foreskin from neonates
- 4.2. Uvula from sleep apnea/nasal obstruction
- 4.3. Small bone fragments, e.g. bunions, ossicles, stapes, stirrups, etc.

**Note:** This does not include bone biopsies. If there is any question whether tissue should be submitted for microscopic exam on a particular specimen (because of gross appearance or history), then submit the tissue for routine processing for histologic exam.

An alternative is to call and discuss with the on-call pathologist.

- 4.4. Anastomotic rings (donuts)
- 4.5. Vaginal mucosa from A/P repair
- 4.6. Tonsils (patients under 16 years old)
- 4.7. Traumatic amputations
- 4.8. Knee cartilage
- 4.9. Hydrocele and spermatocele sacs (adolescents under 16 years old)
- 4.10. Hernia sacs (men only), but if incarcerated, put sections through
- 4.11. Teeth
- 4.12. Temporomandibular disk
- 4.13. Surgical scars unless from a prior malignancy
- 4.14. Loose bodies
- 4.15. "Extra" digits (sixth toe or finger)
- 4.16. "Liposuction fluid" from breast reduction procedures when there is accompanying tissue already sent for microscopic exam
- 4.17. Non-lesional skin that was removed as part of a wound.

- 4.18. Non-lesional adipose tissue
- 4.19. Prosthetic or foreign material
- 4.20. Laminectomy bone specimens and ligamentum flavum
- 4.21. Foreign bodies except those from an orifice

**5. ALL OTHER TISSUE**

All other tissue is sent to pathology for gross and microscopic exam.

**NOTE:** The following items should still go to the Department of Pathology:

- Urinary tract calculi
- Vas deferens
- Surgical scars from a prior malignancy
- Skin tags

# CYTOLOGY SPECIMEN GUIDELINES

## Submittal/Transportation

Cytology Department: 360-514-3839

Specimen Source	Priority	Fresh or Fixed	Stability	Transportation
Flow cytometry-Tissue	<ul style="list-style-type: none"> <li>Routine</li> </ul>	<ul style="list-style-type: none"> <li>Submitted Fresh</li> </ul>	<ul style="list-style-type: none"> <li>Refrigerated</li> </ul>	<ul style="list-style-type: none"> <li>STAT</li> <li>Transport in cooler</li> </ul>
Flow cytometry-FNA	<ul style="list-style-type: none"> <li>Routine</li> </ul>	<ul style="list-style-type: none"> <li>Submitted in RPMI</li> </ul>	<ul style="list-style-type: none"> <li>Refrigerated</li> </ul>	<ul style="list-style-type: none"> <li>STAT</li> <li>Transport in cooler</li> </ul>
Fine Needle Aspirate (FNA)	<ul style="list-style-type: none"> <li>Routine or STAT results</li> </ul>	<ul style="list-style-type: none"> <li>Submitted in CytoLyt</li> </ul>	<ul style="list-style-type: none"> <li>Room Temperature</li> </ul>	<ul style="list-style-type: none"> <li>Within 4 hours after collection</li> <li>Transport <b>ambient or in cooler</b></li> </ul>
Urine Cytology	<ul style="list-style-type: none"> <li>Routine or STAT results</li> </ul>	<ul style="list-style-type: none"> <li>Submitted Fresh</li> </ul>	<ul style="list-style-type: none"> <li>Refrigerated</li> </ul>	<ul style="list-style-type: none"> <li>Within 4 hours after collection</li> <li>Transport in cooler</li> </ul>
Pleural/All Body fluid for cytology	<ul style="list-style-type: none"> <li>Routine or STAT results</li> </ul>	<ul style="list-style-type: none"> <li>Submitted Fresh</li> </ul>	<ul style="list-style-type: none"> <li>Refrigerated</li> </ul>	<ul style="list-style-type: none"> <li>Within 4 hours after collection</li> <li>Transport in cooler</li> </ul>
Nipple Discharge	<ul style="list-style-type: none"> <li>Routine or STAT results</li> </ul>	<ul style="list-style-type: none"> <li>Smear directly on slide; Air-dried</li> </ul>	<ul style="list-style-type: none"> <li>Room Temperature</li> </ul>	<ul style="list-style-type: none"> <li>Within 4 hours after collection</li> <li>Transport <b>ambient or in cooler</b></li> </ul>

# Pathology Laboratory Supply Order Form - Longview, WA

**CYTOLOGY** **QTY**

- CytoLyt Fixative \_\_\_\_\_
- Cytosmear Fixative \_\_\_\_\_
- RPMI \_\_\_\_\_
- Slides white \_\_\_\_\_
- Slide holders (plastic) \_\_\_\_\_

**HISTOLOGY** **QTY**

- 20 ml. Biopsyvial \_\_\_\_\_
- 60 ml. Biopsyvial \_\_\_\_\_
- 120 ml. Biopsy vial \_\_\_\_\_
- 240 ml. Biopsy vial \_\_\_\_\_
- Michel's Fixative \_\_\_\_\_

**MISCELLANEOUS** **QTY**

- Pathology Requisition \_\_\_\_\_
- Specimen Bags \_\_\_\_\_
- Pink 6 ml (EDTA)tube \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

CLIENT  
NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

ORDERED BY \_\_\_\_\_

Supply expiration dates verified  
Courier initials/date \_\_\_\_\_

Fax supply request form to:  
360-414-7599

## Pathology Laboratory Supply Order Form - Vancouver, WA

CYTOLOGY	QTY
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- |  |       |
|--|-------|
| <input type="checkbox"/> CytoLyt Fixative        | _____ |
| <input type="checkbox"/> Cytosmear Fixative      | _____ |
| <input type="checkbox"/> RPMI                    | _____ |
| <input type="checkbox"/> Slides white            | _____ |
| <input type="checkbox"/> Slide holders (plastic) | _____ |

HISTOLOGY	QTY
-----------	-----

- |  |       |
|--|-------|
| <input type="checkbox"/> 20 ml. Biopsy vial  | _____ |
| <input type="checkbox"/> 120 ml. Biopsy vial | _____ |
| <input type="checkbox"/> Michel's Fixative   | _____ |

MISCELLANEOUS	QTY
---------------	-----

- |  |       |
|--|-------|
| <input type="checkbox"/> Pathology Requisition | _____ |
| <input type="checkbox"/> Specimen Bags         | _____ |
| <input type="checkbox"/> Pink 6 ml (EDTA) tube | _____ |
| <input type="checkbox"/> Finwall band          | _____ |

CLIENT  
NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

ORDERED BY \_\_\_\_\_

Supply expiration dates verified  
Courier initials/date \_\_\_\_\_

Fax supply request form to:  
360-514-2840

S:\DEPT\LAB\CLIENT SERVICES (MAIN)