

Specimen Collection and Submission Guidelines

Supplies provided:

- Formalin bottles (7ml, 15ml, 60ml, 120ml)
- IF bottles (Michel's Transport Media)
- Biohazard bags
- White/yellow requisition slips for pathology request
- Pink/white requisition slips for slide prep/TC only
- Bottle labels
- UPS/Fed Ex packing supplies

All specimen bottles must be labeled with:

- Patient Name
- Secondary identifier (DOB, SSN, Medical record number)
 - The name and secondary identifier must match the information submitted on the requisition slip
 - DOB is preferred
- Biopsy site
- Biopsy date

The requisition slip must include:

- Patient name and secondary identifier
- Patient DOB
- Name and address of authorized person requesting the pathology
- Date of the biopsy
- Biopsy site and type of biopsy (shave, punch, excision, etc)
- Clinical history and clinical diagnosis
- Previous case number if applicable
- ICD-10 code
- Demographic information
- Billing information
- The correct requisition slip should be used:
 - White/yellow for pathology reading
 - Pink/white for slide prep or Technical Component only
- A computer generated requisition slip is acceptable as long as it contains all the required information in an easy to read format.

Routine Histology

- Collect specimens in accordance with your facility's procedures.
- Specimens should be submitted in 10% buffered formalin. The volume of the formalin should be at least 10-15 times that of the size of the tissue for proper fixation.

- Please make sure that the cap is screwed on securely to prevent leakage.
- Place the bottle(s) into the provided biohazard bag. The requisition slip should be placed in the outside pocket of the bag.

Consultation

- Completed white/yellow requisition slip is required (or computer generated requisition from your EMR)
- Slides should be sent in a hard plastic, top loading case that has been taped closed.

Specimens for Direct Immunofluorescence

- Specimens should be submitted in Michel's Transport Media. If you don't not have any Michel's, keep the tissue fresh (in saline soaked gauze, placed in the refrigerator) and please contact (425) 455-9945 immediately for further instruction. Saline is not a preservative and cannot be used for more than a couple of hours before testing may be compromised.
- Do not place in 10% buffered formalin or any other fixative. DIF cannot be performed on formalin fixed tissue.
- Michel's Transport Media has an expiration date. Double check date on bottle to ensure use is prior to expiration.
- Specimens placed in Michel's should be submitted to the lab within 72 hours. Refrigeration is not required.
- Place the bottle(s) into the provided biohazard bag. The requisition slip should be placed in the outside pocket of the bag.

Immunohistochemistry/ special stains

- Submit formalin fixed tissue, paraffin block or unstained slides.
- Please review list of special/ IHC stains available.
- If we do not perform the slides in-house, the specimens will be sent to a reference lab for completion.

Submission of blocks (preferred)

- Our testing is validated for formalin-fixed tissue. Please contact the lab if a different fixative was used. If a fixative other than formalin was used, the information must be included on the requisition slip.
- One block per envelope.
- If extreme heat conditions are possible during shipping, please enclose in Styrofoam box with a small ice pack included to prevent melting.

Submission of unstained slides

- One slide per requested stain please 3-4 extra slides.
- Sections must be on positively charged slides and air-dried.
- For immunos, sections must be 4µm thick and picked up on distilled water.
- For special stains, sections should be 5µm thick.
- Slides should be sent in a hard plastic, top loading case that has been taped closed.

Specimen Rejection Criteria

- Incorrectly labeled bottle/requisition slip
 - Missing label
 - Discrepancy between bottle and requisition slip (patient demographics, specimen site)
 - Specimen with no requisition slip
 - Missing specimen

When possible, the submitting office will be contacted to see if the discrepancy can be rectified over the phone. If not possible, the case will be returned to the submitting office. All changes made are documented and all specimens returned are done so with a rejection notice.

- Insufficient tissue

Unfortunately, it is often impossible to know if the quantity is insufficient prior to processing. In the event that a very small specimen does not survive processing, it will be documented on the pathology report and the submitting physician will be notified.

For blocks submitted for stains, consults, IHC it may not be possible to determine if the quantity is insufficient until some of the testing has been attempted.

- Expired fixative/ Michel's Transport Media

Attempts will be made to run the tests. Possible compromise of the specimen will be noted in the pathology report.

- IF Specimen received in formalin or other fixative

The submitting office will be contacted to see if the specimen should be run as an H&E or returned to the clinician.