



# Eastside Pathology, Inc., P.S. Specimen Collection Manual

For More Information Please Call us at 425.646.0922

## ORAL LESIONS

### *Collection and Submission*

Non gyn *fluid* cytology specimens may be submitted fresh, or in PreservCyt (preferred) solution. In all cases, fluid specimens should be refrigerated immediately after collection and kept refrigerated until the EPI courier can pick them up.

Note: Non-GYN specimens with less than optimal volume will be processed as usual and the volume stated in the gross description. It will be the responsibility of the reviewing cytotechnologist and pathologist to determine specimen adequacy. If the specimen container is essentially empty upon receipt either due to leakage into the secondary biohazard transport bag or scant specimen collection, the specimen will be handled as a problem specimen and the submitting nurse or physician will be notified.

Note: EPI does not accept specimen syringes with the needle attached. Needles must be removed and discarded by the submitting physician/clinic.

Smears prepared by clients may be submitted in two ways:

1. Fixed immediately in 95% alcohol or Pap-Pak fixative to prevent air-drying of the specimen.
2. Submitted air-dried for re-hydration or special stains to the lab (preferred). **If smears are air-dried, this must be clearly indicated on the requisition.** Failure to do so may result in sub-optimal specimen preparation.

Under no circumstances should any specimens for cytology be placed in formalin. Cytology specimens received in formalin are not satisfactory for cytological preparation and cannot be processed.

### PREPARATION

1. For unprepared specimens (sent in fluid form), write the patients name, specimen source and the date on the outside of the container.
2. For prepared specimens submitted on slides, use a pencil to write the patients name on the frosted end of the slide.
3. Complete the requisition, including the following patient information:
  - a. Test ordered
  - b. Patient name
  - c. Physician name
  - d. Date of examination
  - e. Date of birth
  - f. Source of specimen
  - g. Insurance information
  - h. Any pertinent clinical information
  - i. Number of vials/slides being sent
  - j. Place the container/slides inside a biohazard bag and the requisition into the side pouch

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1. Using a pencil, write the patients name on the frosted end of a slide.
2. With a tongue blade, which has been soaked in water, vigorously scrape the entire surface of the lesion several times in the same direction.
3. Rapidly and evenly spread the specimen on the slide. Fix immediately with 95% alcohol or Pap-Pak fixative *prior* to air-drying, or air dry and indicate that smear is air dried on the requisition.

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