



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

For More Information Please Call us at 425.646.0922

## THYROID TISSUE SPECIMENS

### *Specimen Handling Procedures*

Eastside Pathology clients will be provided with prefilled 10% Neutral Buffered Formalin (NBF) containers for their tissue biopsies. In certain cases that require specialty fixing, other fixatives such as Michel's Medium will be supplied in addition to formalin. All clients will be provided with supplies of Pathology requisition slips. The requisition slips will be sequentially numbered and have detachable stickers bearing the same number. After labeling the vial with the patient information, a detachable sticker from the requisition slip will be placed on the vial. The specimen is then transported to Eastside Pathology and the laboratory will accession the sample with a pathology reporting system number.

The tissue specimen will be grossly reviewed and described by a pathologist or a trained Pathology Assistant. A sample of the specimen will be placed in a biopsy cassette for automated processing. The tissue cassettes will have the pathology accession number written plainly on them with lead pencil. The cassettes will be placed in 10% NFB in preparation for processing. The specimens submitted in the specialty fixatives will be handled in a manner appropriate to that fixative (see the tissue fixative section of the manual).

The samples are processed and the Histology laboratory personnel prepare the slide for pathologist review. The pathologist will read the slide and dictate a final report which will be returned to the client. The entire process will take between 24 to 48 hours.

The specimen bottles containing any unused portions of specimens will be stored in the specimen storage area in the lab for a time period of one month, then disposed of appropriately (please refer to the Specimen Disposal Procedure).

## THYROID TISSUE SPECIMENS

Tissue sample in formalin and one air dried slide

1. Collect sample.
2. Using forceps very gently dab the sample two times onto a glass slide. Be very careful not to damage or crush the sample.
3. Using a pencil write the patient's name and the date of collection on the frosted end of a slide.
4. Allow the slides to air dry. **Write "air dried" on the slide and "slides are air dried" on the requisition.** Send the slide(s) to Eastside Pathology in a cardboard carrier.
5. Place tissue sample in 10% NFB. Make sure the cap is screwed on tightly.
6. Label specimen container with patients name or requisition number.
7. Complete the requisition, including the following patient information:
  - a. Patient name, date of birth, age, address and insurance information
  - b. Physicians name
  - c. Specimen source and date collected
  - d. Any pertinent information or observations including any related history
8. Place the specimen and slide carrier inside a biohazard bag and the requisition into the side pouch.