



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

For More Information Please Call us at 425.646.0922

## FINE NEEDLE ASPIRATION

### *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

**FINE NEEDLE ASPIRATION (FNA)** (Cystic or Solid Nodule(s) of Breast, Thyroid, Salivary, Lymph node or other soft tissue mass NOS)

**Cyst Fluid**

1. Rinse fluid obtained by fine needle aspirate directly into an equal volume of PreservCyt fixative if available. If no fixative is available, specimen may be refrigerated and submitted fresh. (EPI does not accept specimen syringes with the needle attached. Needles must be removed and discarded by the submitting physician/clinic.)
2. Cap tightly and refrigerate.

**Solid Mass**

Specimens may be submitted in collection fluid or smeared onto glass slides.

Smears

1. Using a pencil, write the patients name on the frosted end of two or more slides.
2. Place a single drop of fluid from the needle aspirate on a slide. Spread with a second slide, as you would with a blood smear.
3. Smears may be submitted fixed or air dried.
  - a. Air dried smears are preferred, to avoid artifact. **Indicate “air dried” smears on requisition as these require special processing.**
  - b. 95% Et OH are also accepted, as well as slides fixed with Pap-Pak fixative **Fix slides quickly so that no air drying occurs prior to fixation.**
4. Air dry smears and fix slide immediately with 95% alcohol or PapPak fixative.
  - a. Smears may be submitted fixed or air dried, although air dried is the preferred method.
  - b. Indicate air dried smears on the requisition as they require special processing
5. 95% EtOH died slides are also accepted, as are slides dixed with PapPak Fixative.

Collection fluid

1. Rinse the needle in a lab supplied fixative such as PreservCyt if available. If no fixative is available, specimen may be refrigerated and submitted fresh. (EPI does not accept specimen syringes with the needle attached. Needles must be removed and discarded by the submitting physician/clinic.)

For All Samples

1. Needles must be removed prior to submitting the specimen to EPI.
2. If tissue fragments are detected, place them in formalin and submit for a cell block.
3. Cap tightly and refrigerate.