

CYTOLOGY SPECIMEN COLLECTION REQUIREMENTS

1. Conventional Pap Smear

Supplies needed:

- a) Pap PAK including frosted end glass slide, spatula, and brush
- b) Spray Fixative
- c) Pap smear requisition

Vaginal smears are obtained by scraping the middle or posterior 1/3 of the lateral vaginal wall; cervical by scraping the circumference of the cervical os and endocervical by brushing, scraping, or aspirating the endocervical canal. All 3 smears should be collected and then smeared on a single slide. Smears must be fixed immediately before they dry. A 95% solution of ethyl alcohol or spray fixative is used to fix the slide. The slides should be labeled in pencil with the patient's name AND date of birth and a properly completed Pap smear requisition should accompany the slide.

***Please refer to Section 3 on information for complete requisition requirements. All materials for Pap smears can be obtained by calling (785) 505-6171.

2. ThinPrep Pap Smear

Supplies needed:

- a) ThinPrep Pap Fixative Vial
- b) Spatula and brush or broom
- c) PAP smear requisition

Obtaining the cervical/vaginal/endocervical specimen is the same as for the aforementioned conventional PAP smear.

However, instead of smearing the cellular sample onto a glass slide, the brush/spatula are thoroughly rinsed into a properly labeled ThinPrep Pap test fixative vial. Specific instructions, as well as supplies should be obtained from the laboratory before specimen procurement. DO NOT leave collection device in vial. Once cellular material is dislodged from collection device, discard device.

3. Breast Discharge

Breast smears for cytology should be prepared and fixed similarly to cervical and vaginal smears. Expressing discharge from the nipple and directly smearing the slide from discharge site makes the actual smear. Immediate fixation is imperative. Label the specimen slides in pencil with patient name AND date of birth and complete pathology/cytology requisition.

CYTOLOGY SPECIMEN COLLECTION REQUIREMENTS (Continued)

4. Sputum

Specimens should be directly expectorated into a sterile specimen cup. Specimens may be collected at any time, but an early morning specimen upon the patient's arising from sleep is ideal. When a series of three (3) specimens are requested, it is best if obtained on three (3) consecutive days in the early morning. The container must be labeled with the date, patient name, date of birth, requesting physician name, and specimen source/type. The specimen should be delivered to the laboratory as soon as possible. If a delay is necessary, refrigerate the specimen in the interim.

5. Pleural, Peritoneal, Abdominal, Ascites, Paracentesis, and Thoracentesis Fluids

Immediate refrigeration or delivery to the laboratory is mandatory following specimen collection. If properly refrigerated, fixatives are not necessary. Anticoagulants are not necessary. If there will be a delay, fixation may be accomplished by the addition of an equal volume of CytoLyt (available in the Histology Department of the laboratory) to the specimen or an aliquot from the thoroughly mixed specimen. The container must be labeled with the date, patient name, date of birth, requesting physician name, and specimen source/type. The appropriate pathology/cytology requisition must be completed and accompany the specimen.

6. Fine Needle Aspiration Procedure (Various Sites)

Contact the Pathology Department at (785) 505-6170 for assistance of FNA specimens.

7. Tzanck Smear

The Tzanck Smear is a cytological preparation for the examination of viral inclusions. A pathology/cytology requisition is needed when ordering this test. Specimens should be left for the lab courier or taken directly to the main laboratory.

Supplies needed:

- a) Sterile saline solution
- b) Plastic spatula (the type used for PAP smears)
- c) Pathology/Cytology requisition
- d) Preservcyt Vial
 - *Alternate supplies
- e) Frosted end slide
- f) Spray Cytology Fixative

CYTOLOGY SPECIMEN COLLECTION REQUIREMENTS (Continued)

Preferred Procedure:

1. Label Preservcyt vial with patient name AND date of birth and specimen location. Moisten the area to be scraped with saline solution.
2. The lesion should be scraped vigorously at the base of the vesicles. Skin cells are needed, not the fluid inside the vesicle.
3. Place spatula in Preservcyt vial and swirl to dislodge cellular material into fixative solution. Discard spatula.
4. Transport the vial and requisition to the laboratory

Alternate Procedure:

1. Label the slide with the patient name AND date of birth in pencil. Moisten the area to be scraped with saline solution. Also moisten the spatula with sterile saline.
2. The lesion should be scraped vigorously at the base of the vesicles. Skin cells are needed, not the fluid inside the vesicle.
3. Smear the collected material on a slide in a thin layer. Fix immediately with the spray fixative. Immediate fixation is imperative to procuring an adequate sample.
4. Transport the slide and requisition to the laboratory.

HISTOLOGY SPECIMEN COLLECTION REQUIREMENTS

1. Tissues, Routine

Place surgically obtained specimen in a container of 10% neutral, buffered formalin. Specimen should be completely covered with solution. Container must be labeled with patient name, date of birth, date of service, physician, and specimen type. To request a pathological exam, an appropriate requisition (refer to Section 2) must be filled in with patient's name, date of birth, date of service, physician's name, type of specimen, area specimen is taken from, and clinical diagnosis. Applicable billing information is also compulsory. The requisition must accompany the specimen to the lab.

Formalin bottles and requisitions may be requested by filling out a Supply Request form (see Section 1) or by calling (785) 505-6171.

2. Tissues, non-routine

Any time non-routine testing is required advance notice is necessary. This will ensure the correct solutions are available and instructions for special handling are passed on. Tests such as chromosome analysis, Electron microscopy, muscle biopsies, or immunofluorescence are examples of non-routine specimen testing.

Please call Histology at (785) 505-6171 for any additional questions or requests for specimen collection supplies.