

SURGICAL PATHOLOGY

PROVIDES DIAGNOSTIC CONSULTATIVE SERVICES ON TISSUE SPECIMENS

Telephone: 585-341-6517(Gross Room), 585- 341-6802 (lab office) FAX: 585-341-8267

Specimen delivery: OR specimens - Room West 130; other specimens - East 410 from 8:00 AM to 4:30 PM; after 4:30 PM - East 430A.

Evenings and weekends: Call operator for Pathologist on call for frozen sections.

Neurosurgical biopsy specimens: Call 341-6517 Monday-Friday from 8:00 AM - 5:00 PM.

Call operator for Pathologists on call (evenings and weekends).

Muscle and nerve biopsy specimens: Call 341-6517 Monday-Friday from 8:00 AM - 5:00 PM. Call operator for Pathologists on call (evenings and weekends).

All specimens except E-record orders must be accompanied by a COMPLETED REQUISITION FORM including a relevant clinical history and names of all persons to whom results should be sent. Requisition forms are available on the hospital units, in the outpatient departments and from Pathology and Laboratory Outreach Services, 585-350-2600 or 800-747-4769. (See instructions for completing requisitions and specimen labeling.) Specimens may be submitted without fixative, if they are delivered to the laboratory immediately after they have been obtained. In most circumstances it is preferable to place the specimen in 10% **BUFFERED FORMALIN**, ideally 10 times the volume of the specimen (see exceptions below). Biopsy specimens obtained after the laboratory has closed should be placed in Formalin and stored in a refrigerator until they can be delivered to the laboratory (except as noted below). RUSH specimens obtained in late afternoon should be **HAND DELIVERED** to Surgical Pathology to ensure next day results.

OPERATING ROOM PICK UP

Schedule: 7:30 AM - 3:30 PM, Monday-Friday.

Specimens obtained in the operating are delivered to West 130. The patient and specimen information is entered in the specimen log, formalin is added to the specimen container (see exceptions below) and the specimen is placed in the refrigerator if fresh. The refrigerator is checked for specimens by laboratory staff, Monday – Friday from 7:30 AM - 3:30 PM.

Certain specimens require **SPECIAL HANDLING** in order that appropriate examinations can be carried out. These are listed below. Any questions regarding specimen handling should be referred to the Gross Room or the Surgical Pathology office.

LYMPH NODE BIOPSIES

*****NO FORMALIN*****

Lymph nodes removed with the clinical suspicion of lymphoma should not be placed in formalin. The specimen should be wrapped **IN A SALINE MOISTENED SPONGE** and delivered immediately to the Surgical Pathology Gross Room East 410. After 5:00 PM, and on weekends, the specimen must be placed in the refrigerator. Processing, including immunophenotyping of lymphomas, can be carried out by the Pathologists' Assistant Monday-Friday. Specimens received on weekends will be processed on Monday.

Requisition forms should indicate whether cell markers (flow cytometry) or molecular diagnostic studies are desired if the patient has consented for tissue to be used for the tissue bank.

ELECTRON MICROSCOPY

Tissue for Electron Microscopy should be placed in EM fixatives. EM fixative is kept in the Gross Room refrigerator. Specimens are delivered to the Gross Room. After accessioning the specimen(s) is sent to SMH for processing.

RENAL BIOPSIES

Tissue should be placed in EM and IF fixatives and Formalin. Fixatives are stored in the Gross Room, East 410. Em fixative is kept in the refrigerator. Specimens are delivered to the Gross Room. After accessioning the specimens are sent to SMH for processing.

PRODUCTS OF CONCEPTION FOR CYTOGENETIC STUDIES

*****NO FORMALIN*****

Specimens are submitted fresh or in saline. On weekends the specimen must be kept in the refrigerator. The requisition form must indicate that cytogenetic testing is desired. The specimen must be accompanied by a completed cytogenetic form.

SPECIMENS FOR QUANTIFICATION OF COPPER AND IRON

Liver biopsy specimens for quantitative assessment of iron or copper must not come in contact with any metal other than the liver biopsy needle. Tissue is submitted in 10% buffered formalin. The Surgical Pathology requisition form must include a request for quantitative copper or iron evaluation. Send to the Surgical Pathology laboratory for processing.

SPECIMENS FOR PEDIATRIC ONCOLOGY GROUP PROTOCOL

*****CALL AHEAD*****

Contact the Surgical Pathology Gross Room at HH (341-6517) in advance or, on weekends, the Pathologist on call to arrange for procurement of tissue from patients participating in the POG.

JOINT SPECIMENS FROM PATIENTS WITH GOUT

*****NO FORMALIN*****

Joint specimens from patients with the pre-operative diagnosis of gout must be submitted fresh or in 100% alcohol rather than formalin. ***How the specimen is being submitted (fresh or 100% alcohol) and the pre-operative diagnosis of gout must be written on the specimen requisition.***

NEUROSURGICAL BIOPSIES

*****CALL AHEAD*****

Operating room consultations and requests for frozen section examination on tissue from the nervous system should be directed to Gross Room (East 410) on weekdays from 8:00 AM - 5:00 PM or page the Pathologist on call for weekends and after-hours requests.

Tissue samples for routine processing should be placed on saline-moistened gauze and sent to Surgical Pathology. Neuropathology studies often require special handling, therefore, prior consultation with an attending neuropathologist is strongly encouraged, particularly in cases where non-neoplastic brain biopsies are contemplated (e.g. infectious, inflammatory, demyelinating, and "storage" diseases, etc.)

PERIPHERAL NERVE BIOPSIES

*****CALL AHEAD*** Call 341-6517 Monday-Friday from 8:00 AM - 5:00 PM.**

Page the Pathologist on call for weekends and evenings.

Nerve biopsy specimens are processed through the Neuromuscular Disease Laboratory at SMH. Neuromuscular Disease Center physicians and technicians are skilled in the special

techniques required to remove and process the sural nerve specimens without distortion. The technician must be present at the time the biopsy is taken by the surgeon. All peripheral nerve biopsy specimens should be scheduled through the Neuromuscular Disease Center (585-275-6372). Initial processing will take place in the Neuromuscular Disease Center, but some specialized procedures will be carried out in the Neuropathology Laboratory.

*****NO FORMALIN*****

Skin biopsy specimens for peripheral neuropathies are processed through the Neuromuscular Disease Laboratory. These skin biopsy specimens require special handling and must not be placed in Formalin. Prior consultation with Neuromuscular Disease Center (275-6372) physicians is necessary.

MUSCLE BIOPSIES

*****NO FORMALIN*****

Muscle biopsy specimens require special handling and must not be placed in formalin. Ideally, the surgeon should obtain three 1 x 1 cm pieces of muscle, obtained along the longitudinal orientation of the muscle fibers and away from the tendon insertion. All pieces should then be kept cool (not frozen) on saline-moistened (not soaked) gauze. Prior consultation with Neuromuscular Disease Center (275-6372) physicians is necessary to maximize the information to be obtained from the specimen.

OPHTHALMIC BIOPSIES

Samples are submitted to Surgical Pathology for processing. Specimens for lymphoma evaluation (including vitrectomy samples) should be submitted unfixed on saline moistened gauze, in case flow cytometry evaluation is indicated. Other samples should be submitted in 10% neutral buffered formalin (NBF) with a 10:1 **NBF** to specimen ratio. For specific or unusual sample requests, contact Neuropathology (275-3202) for instruction prior to specimen submission.

OPERATING ROOM CONSULTS AND FROZEN SECTIONS

These services are available **24** hours a day, 7 days a week. During laboratory working hours (8:00 AM - 6:00 PM) requests should be directed through the Surgical Pathology Gross Room (341-6517). At other times, the attending pathologist on call can be reached through the HH page operator.

STAT AND RUSH PROCEDURES

The Surgical Pathology Gross Room (East 410) is prepared to provide procedures on a STAT/ RUSH basis in cases where appropriate and necessary for proper patient care. Specimens designated as STAT/ RUSH are typically processed within 24 hours. STAT/RUSH specimens, received in the Surgical Pathology Gross Room by 4:30 PM Monday through Friday are processed as soon as possible with 24 hour turn-around time. On weekends and holidays the specimens will be sent to Strong Memorial Hospital via Specimen Management Department.

REQUESTS FOR STUDIES ON PROCESSED SPECIMENS

Requests for add-on special studies (molecular, special stains, immunohistochemistry) on specimens already processed must be submitted by written request of the submitting physician, and may be faxed to the Surgical Pathology office at 585-341-8267.

INSTRUCTIONS FOR COMPLETING REQUISITION FORMS

1. Location

Check the appropriate box for inpatient, ED, private ambulatory, or OPD patient. Fill in the floor number. This is important for patient identification and billing, and also because some outpatient areas have special protocols for numbers and types of slides prepared.

2. Patient Last Name, First Name (no nickname), and Date of Birth

Complete (or stamp) patient personal information in the appropriate space provided. Full name, account #, medical record number, and date of birth are used together to ensure correct identification of patients when checking previous history. Always include all four of these for SMH patients, and always include full name, address and date of birth for private ambulatory patients. Again, to ensure correct identification, the patient name on the requisition must exactly match the patient name on the specimen label.

3. Clinical history

Fill in exam/biopsy date, specimen information and a relevant clinical history to assist the pathologist in interpretation of the histologic findings. A brief relevant clinical history is essential, a recommendation of NY State and other regulatory agencies, and is monitored under departmental quality assurance standards.

4. Insurance information

Indicate the patient's insurance information. This is most important for private ambulatory patients. Insurance information for SMH patients is usually captured during registration.

5. Submitting physician(s)

Fill in the name and address of the referring ordering physician. Indicate the attending doctor and any other physicians to whom reports should be sent.

INSTRUCTIONS FOR LABELLING SPECIMEN CONTAINERS

1. Containers and labels

Patient care areas within the hospital stock specimen containers and preprinted labels. Supplies for physician offices are available from Pathology and Laboratory Outreach Services, 585-350-2600 or 800-747-4769. If a container does not have a label or place for writing, any plain white adhesive label can be applied to it with the patient identification details.

2. Minimal requirements

Labels should include a minimum of the patient's last name, first name (no nicknames) and medical record number. The site of the biopsy must be indicated on each container. In order to ensure proper identification, the patient's name on the specimen label should exactly match the patient's name on the accompanying requisition form.

3. Infection control

Universal precautions mandate that all unfixed specimens are treated as potentially infectious. All specimens and their requisitions forms are to be placed in zip -lock bags when they are transported.

**Reviewed and approved:
Chief of Pathology**

J. Scallone M.D. 11/6/17

