

**Surgical Pathology**  
**Provides Diagnostic Consultative Services on Tissue Specimens**

Telephone Main Desk: 585-275-3191 (Fax: 585-273-3637)  
Specimen Delivery: Room G-5405, 6:00am -10:30pm, Monday-Friday (585-275-1878)  
Evenings and Weekends: Surgical Pathology Resident on Call (use webpage page service -Pathology  
Frozen/Surg) or Call SMH page operator (585-275-2222)  
Neurosurgical Biopsy Specimens: Call 585-275-3202  
Muscle and Nerve Biopsy Specimens: Call 585-275-2559

All specimens must be accompanied by a COMPLETED REQUISITION FORM or an eRecord label including all relevant clinical history, biopsy site written on both the requisition/eRecord label order and the specimen container, collection date and time, 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, 585-758-0510. (See instructions below 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% Neutral 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 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**

An accessioning room technician (“runner”) is scheduled from 8:00am to 10:00pm for “at the door” pick up of operating room specimens when called. At the time the “runner” picks up the specimen, an 8-point safety check is performed. This is to ensure there are no discrepancies with patient/specimen identification and all information necessary to process the specimen is present and correct. The “runner” will then send the specimen via the pneumatic tube system to Surgical Pathology.

After 10:00pm weekdays or on weekends and holidays, specimens obtained in the operating room are brought to the tube station by the OR staff. The patient and specimen information is entered in the specimen log, formalin is added to the specimen container (**unless special handling is required - see below**) and the specimen is placed in the refrigerator on the designated Surgical Pathology shelf. The refrigerator is checked for specimens by Surgical Pathology Staff nightly, Monday through Friday at 10:00pm, and is checked each morning at 7:00am Monday through Friday and once on Sunday.

**SPECIMEN REQUIRING SPECIAL HANDLING**

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 Surgical Pathology Office (days) or through the webpage (Pathology Frozen/Surg) or the page office (evenings and weekends).

## **RETAINED FOREIGN BODY**

Surgical Pathology maintains all specimens for 2 weeks after sign out per NYS and CAP guidelines, unless otherwise notified. If a specimen, medical device or foreign body requires a longer retention timeframe, it should be noted on the specimen requisition. Retained foreign bodies that are reportable to NYPORTS or have potential legal action may be kept for up to one year. Any question should be directed to the Surgical Pathology Manager or the Gross Room Supervisor.

Please follow Policy Stat 6.9 for Forensic Evidence Removed during Surgery.

## **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 GAUZE and delivered immediately to the Surgical Pathology Gross Room (G-5405). After 5:00pm and on weekends, the Surgical Pathology Resident on call should be contacted through the page office or webpage (Pathology Frozens/Surg), preferably before the procedure is started. He/She/They will receive the specimen so that the appropriate processing, including immunophenotyping of lymphomas, can be carried out. Requisition forms should indicate whether cell markers (flow cytometry) or molecular diagnostic studies are desired.

## **ELECTRON MICROSCOPY**

### **\*\*CALL AHEAD\*\***

If it is anticipated that electron microscopy examination of tissue samples may be indicated, the Electron Microscopy Laboratory (275-1946) or the Surgical Pathology Resident on call should be contacted for information regarding specimen handling. Use the page office or webpage system (Pathology Frozens/Surg),

## **RENAL BIOPSIES**

### **\*\*CALL AHEAD\*\* NO FORMALIN\*\***

Pick up of specimens can be schedule during weekdays at extension 275-1946. On weekends, please contact the resident on call. Use the page office or webpage system (Pathology Frozens/Surg). The resident on call should be contacted in advance. On weekends, the EM technician will pick up and triage the specimen. The EM technician can be contacted through the page office.

## **SPECIMENS FOR DIRECT IMMUNOFLOUORESCENCE (DIF)**

### **\*\*NO FORMALIN\*\***

Specimens that require Direct Immunofluorescence (DIF) should be submitted in transport media or Michel's fixative. Specimens submitted in formalin will not be accepted. Please call Surgical Pathology with questions.

## **PRODUCTS OF CONCEPTION FOR CYTOGENETIC STUDIES**

### **\*\*NO FORMALIN\*\***

Specimens are submitted fresh or in saline. Specimens submitted for cytogenetic testing must be accompanied by a separate cytogenetics requisition, signed by the patient indicating consent for testing. On weekends the Surgical Pathology Resident (Pathology Frozens/Surg) on call should be contacted via the page office.

## **SPECIMENS FOR QUANTIFICATION OF COPPER AND IRON**

Liver biopsy specimens for quantitative assessment of copper or iron must NOT come into contact with any metal other than the liver biopsy needle. Tissue is submitted in 10% Neutral Buffered Formalin. The Surgical Pathology requisition must include a request for quantitative copper or iron evaluation. Send to Surgical Pathology Laboratory for processing.

## **SPECIMENS FOR PEDIATRIC ONCOLOGY GROUP (POG) PROTOCOL**

### **\*\*CALL AHEAD\*\***

Contact the Pediatric Pathologist or the Surgical Pathology Gross Room (275-0910) in advance. On weekends, contact the Surgical Pathology Resident 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% ethanol, rather than formalin. Specimen cannot be processed if received in formalin. *Order as a surgical pathology specimen.*

**NOTE:** The pre-operative diagnosis of gout must be written on the specimen requisition.

## **PERIPHERAL NERVE BIOPSIES**

### **\*\*CALL AHEAD\*\***

Nerve Biopsy specimens are processed through the Neuromuscular Disease Laboratory. Neuromuscular Disease Center physicians and technician are skilled in the special techniques required to remove and process the sural nerve specimen 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 (585-275-1330). Initial processing and specialized procedures will take place in the Neuromuscular Disease Center, but some procedures will be carried out in the Histology Laboratory.

## **SKIN BIOPSIES FOR PERIPHERAL NEUROPATHIES**

### **\*\*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 (585-275-6372) 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 1.1 cm pieces of muscle 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 gauze. Prior consultation with Neuromuscular Disease Center (585-275-6372) is necessary to maximize the information that will be obtained from the specimen.

## **OPHTHALMIC BIOPSIES**

Samples are submitted to Surgical Pathology for processing. Specimens for lymphoma evaluation (excluding vitrectomy specimens) 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 to 1 NBF to specimen ratio. For specific or unusual sample requests, contact Surgical Pathology for instructions prior to specimen submission.

## **OPERATING ROOM CONSULTATION AND FROZEN SECTIONS**

These services are available 24 hours a day, 7 days a week. During laboratory working hours (7:30am to 10:00pm) requests should be directed through the Surgical Pathology Accessioning Room (275-1877). After 10:00pm calls should be paged to the resident on call using the webpage system (Pathology Frozen/Surg) or SMH page operator (585-275-2222). Alternatively ask for the Surgical Pathology Attending on Call.

## **STAT AND RUSH PROCEDURES**

Surgical Pathology is prepared to provide procedures on a STAT and RUSH basis in cases where appropriate and necessary for proper patient care. Specimens designated as RUSH are typically processed within 24 hours. STAT specimens, received by 11:00am Monday through Friday, are processed as soon as possible with preliminary results relayed the same day. STAT requests require approval by a staff pathologist and can be handled most expeditiously by direct consultation with the laboratory and a direct name/phone number for who to contact with preliminary results is required.

## **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 –some outpatient areas have special protocols for numbers and types of slides prepared.
2. **Patient Last Name, First Name (no nicknames or alias), Date of Birth** - Completed (or apply label) patient personal information in the appropriate space provided. Full name, account number, medical record number (MRN) and date of birth (DOB) are used together to ensure correct identification of patients when checking for 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. To ensure correct identification, the patient name and 2<sup>nd</sup> identifier (MRN or DOB) must be on the specimen label.
3. **Clinical History and Biopsy Site/Source** - Fill in exam/biopsy date, specimen information (biopsy site/source) and relevant clinical history to assist the pathologist in interpretation of the histologic findings. A brief relevant clinical history along with biopsy site/source is essential, a recommendation of NY State and other regulatory agencies, and is monitored under department quality assurance standards.
4. **Insurance Information** – Indicate the patients' 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 LABELING SPECIMEN CONTAINERS

1. **Containers and labels** – Patient care areas within the hospital stock specimen containers and preprinted or plain labels. Supplies for physician offices are available from Pathology and Laboratory Outreach Services, 585-758-0510 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. All labels should be applied to the container and not the lid attached to the container, as these can become separated during processing.
2. **Minimal Requirements** – Labels should include a minimum of the patient's last name, first name (no nicknames) and MRN or DOB. The site of the biopsy must be indicated on each container. In order to ensure proper identification, the patient's name and biopsy site on the specimen label should exactly match the patient's name and biopsy site on the requisition or the eRecord label
3. **Infection Control** – Universal precautions mandate that all unfixed specimens are treated as potentially infectious. All specimens and their requisition forms are to be placed in biohazard zip top bags when they are transported through the Hospital's pneumatic tube system, the hallways, or when being transported from outside physician offices.

## REQUESTS FOR ADDITIONAL STUDIES ON SPECIMENS

Requests for add-on special studies (molecular, special stains, immunohistochemistry) on specimens already processed should be submitted through eRecord as a 'Pathology Add On Test'. If ordering through eRecord is not possible, request for additional testing may be submitted by a written request signed by the requesting physician and faxed to the Surgical Pathology office (585-273-3637).

Reviewed and approved: J. Findeis - MD Date: 10/16/2025

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Loralee McMahon Date: 10-16-2025

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