

St. Joseph's / Candler Health System	CLINICAL LABORTORY PROCEDURE Title: Guide to Anatomic Pathology Services	Policy Number: CL-AP001 Effective Date: 05/21/2026 Page 1 of 2
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Policy Statement

It shall be the policy of St. Joseph's/Candler Health System (SJ/C) Laboratories Department of Anatomic Pathology to examine and report all tissues, foreign bodies, and similar substances removed from patients with the exception of those specimens excluded and approved by the Medical Staff. All surgical tissue diagnosis will be made by a Pathologist.

Procedures

1. Place all collected specimens in the proper container, which must be labeled with at least 2 identifiers (name and date of birth), hospital number, sex, name of physician, specimen source (nature of the specimen).
2. A requisition must accompany the specimen and must include the patient's name, age, sex, room number, surgeon, operation or procedure, date of procedure, hospital number, and the pre and post-operative diagnosis (if available). Scan the requisition into the patient's Electronic Medical Record.
3. Monday-Friday 8am-4pm, personnel will deliver routine specimens to the Histology department or other location deemed appropriate by Laboratory Administration. **NOTE:** Specimens not in fixative must be delivered without delay. The fixation of surgical tissue is very important to prevent autolysis and or drying effects, which can mask the diagnostic properties of the specimen.
4. See CL-A009 attachments D and E for the after-hours and SJ Core Lab specimen handling procedures.
5. The first choice of fixative is 10% neutral buffered formalin. This is supplied to the surgical suites in various sizes of pre-filled containers and in a five (5) gallon container from which to fill larger empty containers.
6. When any fixative is used a minimum of twice, the volume of fixative should be used for each volume of tissue submitted. The maximum ratio being 20:1. Completely submerge the specimen in the fixative.
7. Some specimens require special fixatives dependent upon the test requested. A few examples are:
 - a. RPMI solution - chromosome studies, flow cytometry
 - b. 8% Glutaraldehyde - electron microscopy studies,
 - c. 100% Alcohol - glycogen and suspected gout specimens,

NOTE: These fixatives are available, upon request, in the laboratory. Questions concerning

the proper handling of surgical specimens for pathologic diagnosis can be directed to the Histology department at extension 6078.

8. Specimens submitted for frozen sectioning or that require special studies on fresh tissue (ex: flow cytometry, cultures, etc.), should be sent to the Histology department without delay. These specimens must be transported in clean, dry, containers with no fixative added. **ALL OTHER TISSUE MUST BE SUBMITTED IN FIXATIVE.**
9. Specimens that require a microbiology culture examination must be aseptically divided. Place a portion in a sterile dry container (**no fixative**) and submit to the Microbiology department. DO NOT refrigerate the Microbiology portion. The second portion will be submitted to the Histology department in a container with fixative.

NOTE: Report delays can be expected if further studies or consultations are deemed necessary by the Pathologist.

Approved:

Signature

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