

PROCESSING OF CYTOLOGY SPECIMENS IN THE 4867 MAIN LABORATORY

Purpose To define the Clinical Laboratory’s procedure for processing Cytology specimen(s).

- Workplace Safety**
- For equipment safety, proper body mechanics, sharp exposure, other safety practices, see LAMC-PPP-0123 - *Safety Practices*.
 - For proper use of gloves, see LAMC-PPP-0127 - *Infection Control*.
 - For exposure to body fluids, see LAMC-PPP-0128 - *Universal Body Substance Precautions*.
 - For proper handwashing, see LAMC-PPP-0132 - *Handwashing Policy*

Policy All cytology specimens received at 4867 Main Laboratory must have the appropriate fixative added upon receipt prior to transport to the Regional Laboratory for processing.

- Specimen**
- Body Fluids
 - CSF
 - Sputum
 - Urine

- Supplies**
- 50% alcohol
 - Cytology labels
 - Squirt /transfer bottles
 - PPE

Process **Non-GYN Cytology: Urine**

Determine adequacy of specimen

| STEP | ACTION | |
|------|---------------|---|
| 1 | IF | THEN |
| | Urine > 20 mL | Lab Asst to aliquot and proceed to next step |
| | Urine ≤ 20 mL | Specimen is given to designated CLS for further processing. |

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Non-GYN Cytology: Urine (Continued)

Addition of Cytology Fixative

| STEP | ACTION |
|-------------|--|
| 1 | Obtain an empty sterile container. |
| 2 | Place urine specimen side-by-side with the empty sterile container |
| 3 | Pour 50% alcohol fixative into the empty sterile container until the volume visually matches the level of urine in the cup |
| 4 | Pour the determined amount of fixative into the urine specimen. |
| 5 | Place lid securely in the urine cup |
| 6 | Affix “Cytology Fixative Only” sticker on the urine cup. |
| 7 | Proceed to Accessioning Non-GYN in Co-Path |

**Non-GYN Processing: Body Fluids, CSF, Sputum, FNA
 Micro Bacteriology Processing**

| Role: Lab Assistant assigned to Bacti section. | |
|---|--|
| STEP | ACTION |
| 1 | Check HealthConnect for all active orders including Cytology orders. Refer to “ <i>LAMC-PPP-0255 Processing Body Fluid Specimens at 4867 Laboratory</i> ” |
| 2 | Log in all specimens |
| 3 | Ensure that all Bacti specimen orders have been accessioned and processed. |
| 4 | Hand deliver to CLS with cytology orders. |

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Non-GYN Processing: Body Fluids, CSF, Sputum, FNA

Addition of Fixative

| Role: Bacti CLS | |
|------------------------|--|
| STEP | ACTION |
| 1 | Add equal amount of 50% alcohol fixative by the CLS. |
| 2 | Place the “Cytology Fixative Only” sticker on the specimen container |
| 3 | Return fixed specimen to Micro Lab Assistant for Accessioning in Co-Path |

Accessioning Non-GYN in Co-Path

| STEP | ACTION |
|-------------|--|
| 1 | Accession cytology in CoPath and print the cytology specimen label. Refer to SCPMG LIS – 0193, <i>Accessioning and Shipping Cytology (GYN and Non-GYN) Specimens in CoPath Plus</i> |
| 2 | Send to RRL Cytology Department. |

Controlled Documents The following controlled documents support this procedure.

| Document Number | Document Name |
|------------------------|---|
| LAMC-PPP-0123 | <i>Standard Precautions and Safety Practices in the Laboratory</i> |
| LAMC-PPP-0127 | <i>Infection Control</i> |
| LAMC-PPP-0128 | <i>Universal Body Substance Precautions.</i> |
| LAMC-PPP-0132 | <i>Handwashing Policy</i> |
| LAMC-PPP-0495 | <i>Specimen Collection, Packaging and Transportation</i> |
| LAMC-PPP-0255 | <i>Processing Body Fluid Specimens at 4867 Laboratory</i> |
| SCPMG LIS – 0193 | Accessioning and Shipping Cytology (GYN and Non-GYN) Specimens in CoPath Plus |