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|  | <b>DOCUMENT TYPE:</b><br>Procedure               | <b>ORIGIN DATE:</b><br>6/13/1999          |
| <b>CLIA Lab Director:</b><br>Dr. Gregory Pomper                                   | <b>LAB DEPARTMENT:</b><br>Central Processing Lab | <b>CONTACT:</b><br>Central Processing Lab |

**APPLICABLE LABORATORY(S):**

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

**PURPOSE**

The purpose of this procedure is to provide guidelines for proper handling of Surgical Pathology specimens received in the Central Processing Lab.

**SCOPE**

This procedure applies to Central Processing Lab teammates.

**DEFINITIONS**

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

**SUPPLIES/MATERIALS**

Use appropriate personal protective equipment (PPE) when handling biohazardous specimens.

**PROCEDURE GUIDELINES**

**A. During Business Hours (Mon-Fri 7am-5pm)**

**RUSH/STAT**

1. Review requisition to note if it is marked as RUSH. Samples marked as RUSH are in need of immediate attention. Call the Surg Path Lab to see if a tech can transport the sample. If they are not available, the lab courier or a CP staff

- member should take it to the Surgical Pathology Receiving Lab as soon as possible.
2. Place Surgical Path specimens in the tube room in the Surg Path bin until they can be transported.
  3. Specimens not received in formalin or a fluid should be refrigerated and a Surg Path tech called immediately.

### **ROUTINE SPECIMENS**

1. Weekdays 8am-4:30pm- Routine samples are delivered by lab courier staff to the Surg Path periodically throughout the day. Place Surg Path samples in the tube room in the Surg Path bin until they can be transported.
2. Specimens not received in formalin or a fluid should be refrigerated and a Surg Path tech called immediately.

### **B. After Hours (Mon-Fri 5pm-7am, weekends, and holidays)**

#### **RUSH/STAT**

1. Page the Pathology Resident on call through the Wakeone paging system using -9627 for processing instructions. Send an email to lab\_specimenissues\_ap\_dl stating the specimen type, where it is stored, and who you spoke to about it.

**NOTE:** samples in formalin can be left at room temperature.

#### **FRESH SPECIMENS (Not received in formalin)**

1. Specimens not received in formalin or a fluid should be refrigerated.
2. Page the Pathology Resident on call through the Wakeone paging system using -9627 for processing instructions. Send an email to lab\_specimenissues\_ap\_dl stating the specimen type, where it is stored, and who you spoke to about it.

### **ROUTINE SPECIMENS**

1. Place routine samples received in formalin in the tube room Surg Path bin until they can be transported.

#### **LITERATURE REFERENCES**

None

#### **RELATED PROCEDURES/POLICIES IN NAVEX**

None

#### **ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21**

Spin Procedures, CP-SOP-0015  
Specimen Receipt and Tracking, CP-SOP-0028

**REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.**