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| **Handling of Molecular Requests for Reference Labs** |
| **Purpose** | This procedure provides instructions for handling Molecular requests for reference labs. Every reference lab requests a bit different in terms of number of sections and the thickness of sections. Some labs requests unstain sections and some may request scrolls. Care should be taken to prevent cross-contamination when handling the specimens for molecular testing.  |
| **Scope** | Histology Technical Staff |
| **Materials** | **Supplies** | **Reagents** | **Equipment** |
|  | * Charged glass slides
* Blue top Tubes
* Secureline markers
* Parafilm
 | * Alcohol
* Xylene
 | * Microtome
* Water bath
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| **Procedure** | 1 | Clean workstation before beginning:* Sweep all paraffin fragments and tissue debris from workstation.
* Clean the workstation and all instruments with xylene followed by absolute alcohol.
* Change blade between each patient.
* Change the water in the water bath, using distilled water.
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|  | 2 | **Unstained Sections**:* Document in Copath under Histology Data Entry Edit, and in slide Sendout functions.
* Print the slides (using charged or "Plus" slides). Take care not to touch the slide(s) where the tissue sections will be mounted.
* Soak the paraffin block on ice.
* Sections can be the standard 4 microns thick, or may range from 5 to 10 microns, depending on the request from the reference lab.
* Cut all sections needed using clean tools.
* Do not dry the sections/ slides in the drying oven. Slides may be placed in front of a fan to facilitate drying of water from the slides.
* Once the slides are dry, place them in the mailing/ shipping slide holder.
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|  | 3 | **Tissue Scrolls**:* Document in Copath, under Histology Data Entry Edit and in Slide Sendout functions.
* Label the blue top tube with patient/specimen identifier (one may use a printed CoPath container label.)
* Scrolls can be between 10 and 50 microns thick, depending on the request from the reference lab.
* Cut all scrolls needed (usually 5-6 scrolls) using clean tools.
* Pick up the scrolls with clean tools and place them in the blue top tube. Affix the tube lid. It may be helpful to also seal the tube with Parafilm prior to taking the case to the send out department.
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|  | 4 | Fill out the send out request form, and choose the appropriate test. If the test is not on the form, document the test on the sendout form in clear block lettering. Give the slides/scrolls and the completed form to send out personnel.  |
| **Authorization** |  | **Signature** | **Date** |
| **Medical Director** | Megan K. Dishop MD | 10/30/17 |
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| **Annual Review** | **Designee** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
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