

**Beaumont**

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 Applicability Royal Oak

## Anatomic Pathology Specimen Handling-Royal Oak

Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

Specimens intended for Anatomic Pathology, which include blood, tissue, fluid and biopsies may be delivered to Clinical Pathology. The purpose of this procedure is to assure that Anatomic Pathology specimens are properly handled, stored and delivered to their final testing destination. **Specimens for Anatomic Pathology are irretrievable and should never be delivered via the pneumatic tube system.**

### II. INTRODUCTION:

Anatomic Pathology (AP) includes:

- A. Surgical Pathology/Histology x89042
- B. Cytology x89035
- C. Cytogenetics x89030
  - 1. **Exception: Bone marrow specimen transportation will be handled through the Hematology Department.**
- D. Electron Microscopy
- E. Advanced Diagnostics (AP Molecular Pathology)
- F. Autopsy

### III. DEFINITIONS:

- A. **Histology/Surgical Pathology specimens:** consist of different types of tissues.

- B. **Cytogenetic specimens:** consist of body fluids (e.g. blood, fluids, and bone marrow).
- C. **Cytology specimens:** consist of body fluids.
- D. **Irretrievable specimens:** Specimens that cannot be obtained again, or should not be obtained again due to an inconvenience to the patient. Examples of an irretrievable specimen are Fresh Tissue, Bone Marrow, All Fluids, Biopsy, and Fine Needle Aspiration (FNA). **NOTE:** When Anatomic Pathology (AP) specimens are received in Clinical Pathology and staff is not clear as to which AP department the specimen belongs, call x 89060

## IV. EQUIPMENT/ SUPPLIES:

- A. Anatomic Pathology specimen
- B. Specimen refrigerator
- C. Specimen storage bin
- D. Biohazard bags
- E. Requisition paperwork

## V. PROCEDURE:

### For Histology/Surgical Pathology, Bone Marrows, Cytology and Cytogenetic Specimens

#### A. Core Laboratory

1. To process Anatomic Pathology specimens received in the Clinical Pathology **Core Lab**, Specimen Processing, follow this procedure. ***Always make sure specimen tops/lids are tightly sealed before placing into biohazard bag. All specimens must be put in a biohazard bag before placing in bins.***
  - a. Place specimens in a clear Biohazard bag, along with any paperwork, in the designated "Anatomic Pathology Specimen" container located in the Beaumont Reference Laboratory (BRL) Outreach designated refrigerator.
  - b. **Never send a specimen for Anatomic Pathology through the pneumatic tube system.**

#### B. Stat Laboratory

1. To process Anatomic Pathology Pathology specimens received in Clinical Pathology **Stat Lab**, Specimen Processing, follow this procedure:
  - a. If a specimen arrives which is for one of the Anatomic Pathology sections: Place a call to the specific section.
    - i. x89042 for Histology / Surgical Pathology
    - ii. x89035 for Cytology
    - iii. x89030 for Cytogenetics
  - b. Notify the department that a specimen has arrived in Stat Lab.

- c. If there is no answer, leave a message stating: "This is (your name) from Stat Lab. I received a (type of specimen) on patient \_\_\_\_\_ and will hold it in our refrigerator. (Be specific as to the type of specimen.) Our phone number is x80325
- d. **Never send a specimen for Anatomic Pathology through the pneumatic tube system.**
- e. Place specimen in the designated "Anatomic Pathology" container located in the Stat Lab walk in refrigerator.
- f. Log specimen information onto the "AP Log Sheet".
- g. Cytology Employees make sweeps periodically throughout the day to retrieve these specimens.
- h. The day shift processors are responsible for checking the "Anatomic Specimen" bucket each morning and notifying the appropriate AP department if a specimen has been left in Stat Lab overnight. (see phone numbers above in B,1(a).
- i. Leave a message, as stated in B,1(c) if there is no answer to your call.
- j. When a specimen is picked up by AP, AP staff will note this activity on the log sheet.

#### **C. Stat Laboratory - Cytogenetics Specimens**

1. To process Cytogenetics specimens that are received in the Clinical Pathology Stat Lab, Specimen Processing, follow this procedure:
  - a. **During the hours of 6:30 am - 5:00 pm Monday - Saturday**
    - i. Place specimen(s) in the receptacle labeled "Cytogenetic Specimens" which is located next to the Stat Lab processing window.
    - ii. Call Cytogenetics at x89030 and notify personnel of specimen(s) residing in the Stat Lab.
    - iii. Specimens are to be picked up by Cytogenetics personnel.
  - b. **After 5:00 pm Monday - Saturday, Sundays and holidays.**
    - i. Always make sure that specimen container(s) are tightly sealed. Place specimen(s) into a biohazard bag.
    - ii. Call Cytogenetics a x89030 and notify personnel of specimen(s). If someone is available, they will direct you as to what to do with specimen(s).
    - iii. If there is no answer, leave a message. "This is (your name) from Stat Lab. I received an AP specimen on patient \_\_\_\_\_ and will hold this in our refrigerator (located in Stat Lab).
    - iv. Place specimens in the "Anatomic Specimen" bucket in the walk in refrigerator (located in the Stat Lab).
    - v. Log specimen information onto the "AP log sheet".

- vi. Attach laminated "Cytogenetics Lab Specimen" sheet to the refrigerator door after placing specimen in AP container.
- vii. Day shift processing is responsible for checking the "Anatomic Specimen" bucket each day.
- viii. Notify Cytogenetics at x89030 of specimen. Leave a message as stated above in b,(iii).
- ix. Log date of call/ and notification onto log sheet.
- x. Once specimen has been picked up by Cytogenetics, log this information onto the AP log sheet

## VI. SPECIAL NOTES:

### A. Anatomic Pathology/ Clinical Pathology Shared Specimens.

1. For Cytology fluid specimens that arrive in Stat Lab and must be shared, Stat Lab personnel are to pour over the quantity of specimen that is required for STAT testing and the original specimen is to be forwarded to Cytology. (Refer to [Specimen Aliquots and Dilutions-Chemistry](#))
2. If the specimen is being split, the Cytology portion can be aliquoted into a non-sterile cup.

## Attachments

[Anatomic Pathology Specimen Receipt in Stat Lab.pdf](#)

[Flow Cytometry Specimen Receipt in Stat Lab.pdf](#)

## Approval Signatures

Step Description	Approver	Date
Medical Director	Ann Marie Blenc: System Med Dir, Hematopath	5/24/2023
Lab Chemistry Best Practice Committee	Caitlin Schein: Staff Physician	5/24/2023
Lab Chemistry Best Practice Committee	Nga Yeung Tang: Tech Dir, Clin Chemistry, Path	5/19/2023

Policy and Forms Steering  
Committee Approval (if  
needed)

Robin Carey-Ballough: Medical  
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5/19/2023

Colette Kessler: Mgr, Division  
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5/19/2023

Robin Carey-Ballough: Medical  
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5/18/2023

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