



UnityPoint Health

METHODIST PROCTOR PEKIN

LABORATORY

HISTOLOGY

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Section: UPM HISTO

Policy #: 02.021

Approved by: see signature block at end of document

Date: 01/15/18

Supersedes: 12/14/15

Date Revised: 2/11/04, 2/3/5, 8/23/11, 8/2/13

Submission by: Terrance Howard

CAP Standard:

SUBJECT:

RENAL BIOPSIES – ARKANA LABORATORIES

I. PRINCIPLE:

Renal biopsies may be subjected to the following techniques for diagnosis: Immunofluorescence, electron microscopy, and light microscopy. Therefore, the initial handling of these specimens is critical.

II. PURPOSE:

To provide instructions on how to handle renal biopsies.

III. GENERAL INFORMATION:

A. Specimen

1. Fresh renal biopsy wrapped in saline moistened gauze.

B. Reagents

1. All are stable at room temperature – *Do not freeze or use dry ice.*
2. Zinc Formalin – light microscopy and electron microscopy (white top).
3. Michel’s fixative – immunofluorescence transport solution (blue top).

C. Instrumentation/Equipment

1. Kept in Histology for Pathologist use (optional):
 - a. Fine forceps.
 - b. Large razor blades.
 - c. Applicator sticks.
 - d. Piece of "Bite" wax.
 - e. 10% Buffered formalin.
 - f. Labels.

IV. PROCEDURE:

A. General: Biopsy specimens may be obtained by percutaneous needle biopsy or “open” wedge biopsy. It is important to:

1. Cut the wedge biopsy tissue into tissue blocks 1-2 mm on a side.
2. Place portions of tissue from both wedge and needle biopsy source in the appropriate solutions.
3. Always use a sharp razor blade or scalpel and avoid crushing tissue.
4. A contact physician’s name and telephone number (for information and verbal report) is required.
5. Provide Arkana Laboratories address and phone number.
6. Send the specimen to Arkana Laboratories following the instructions enclosed in their specimen transport kits.

7. Include a completed Renal Biopsy Clinical Data Sheet and insurance information sheet to:

Dr. Patrick Walker, Renal Pathologist
Arkana Laboratories

10810 Executive Center Drive, Suite 100
 Little Rock, AR 72211
 1-501-604-2695

B. Biopsy handling protocol.

1. Two separate cores:
 - a. Place one core in Zinc Formalin for Light and Electron Microscopy studies.
 - b. Place one core in Michel's fixative for Immunofluorescence studies.
2. Single core/scant material:
 - a. The core should either be divided in half for Light and Immunofluorescence Microscopy or
 - b. The core can be submitted entirely for Light Microscopy.

C. Friday STAT Renal Biopsies

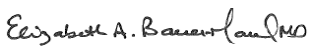

1. Histology staff will confirm with ordering physician that next day (Saturday) results are needed.
2. If it is before 15:30, then deliver the specimen to Laboratory Admin FedEx Pickup point.
 - a. If laboratory pickup has been missed, then items can be delivered directly to the mailroom located on the first floor. Packages must be delivered to the mailroom by 16:25.
3. If it is after 16:25 (past Methodist campus pickup times), then packages can be delivered by Laboratory Courier Service if received by 18:15.
 - a. To ensure delivery, the Pathology Secretaries or Histology Staff will fill out an internal *After-House STAT FedEx Shipment Tracking* form.
 - b. Once the Pathology/Histology portion of the form is filled out and the package is ready to be shipped, deliver the package to Customer Service, if they are still open and they will route the package to the next courier that can deliver the package to 906 S Bosch Rd by 7:00 PM.
 - c. If Customer Service is closed, then deliver the package to Reference Lab. The Reference Lab technician will take the specimen to 906 S Bosch Rd by 7:00 PM.
 - d. Once completed, the delivery will be documented on the form, which will then be returned to Customer Service with all other call/after-hours slips.

V. **REFERENCES:**

Patrick M. Walker, M.D., Arkana Laboratories

VI. **MAINTENANCE AND STORAGE:**

- A. All policies and procedures are reviewed every two years (safety standards are reviewed yearly) by Laboratory Administration and/or the Medical Director of the Laboratory or designee.
- B. The Laboratory Administration and Medical Director review policies and procedures when there are changes in practice standards, or requirements.
- C. All policies and procedures are reviewed every two years by staff or at the time new or revised ones are put in effect.
- D. All policies are retained 8 years after being discontinued or revised.
- E. All procedures are retained 2 years after being discontinued or revised.

MEDICAL DIRECTOR		
DATE	NAME	SIGNATURE
1/1/2017	Elizabeth A. Bauer-Marsh, M.D.	
SECTIONAL MEDICAL DIRECTOR		
12/13/16	Tracy M. Lundberg, MD	

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Changes to reflect company name vs. individual physician.	T. Howard	12/3/15
2	Updated to reflect name change to Arkana Laboratories, to add in procedure for STAT Friday specimens, and formatting. Also, created corresponding STAT Fed Ex Shipment Tracking Document - 02.021.01	T. Howard	1/15/18

REVIEWED BY

Lead	Date	Coordinator/ Manager	Date	Medical Director	Date
		<i>Jana Spears</i>	7/11/11	<i>Elizabeth A. Bauer MD</i>	8/23/11
		<i>Jana Spears</i>	8/2/13	<i>Elizabeth A. Bauer MD</i>	8/2/13
T. Howard	12/3/15	<i>Bobbi Harris</i>	12/7/15	<i>Elizabeth A. Bauer MD</i>	12/4/15
T. Howard	1/15/18	<i>Bobbi H. Depolden</i>	1/15/18	<i>Thyler G. ms</i>	1/15/18