Saratoga Hospital Laboratory

211 Church Street, Saratoga Springs, NY 12866

**Specimen Handling of Surgical SDO and Cytology Specimens**

**Purpose:**

To provide laboratory support staff with instructions on how to handle surgical specimen drop offs, and cytology specimens.

**Scope:**

This procedure applies to all laboratory support staff working in the Saratoga Hospital Laboratory.

**Surgical Specimen Drop Off (SDO):** *Refer to Attachment 1: Surgical and Cytology SDO Specimens*

1. **Weekdays from 6 am-4 pm** – Deliver tissue specimens with accompanying requisition to Cytology Prep Room.
2. **Weekdays after 4 pm and weekends** – Deliver tissue specimen in fixative (10% formalin) with accompanying requisition to Cytology Prep Room and place in blue bin.

**Cytology Specimen Drop Off (SDO):** *Refer to Attachment 1: Surgical and Cytology SDO Specimens*

***Note: It is not uncommon for cytology requisitions to be stapled to clinical requisitions. It is the responsibility of the Accessioner to check all paperwork attached to the clinical requisition, and it is the responsibility of the labeler to recheck all paperwork attached to the clinical requisition.***

* 1. Fixed Cytology Specimens:
		1. **Weekdays from 6 am to 4 pm** - Deliver specimens that are in fixative (Cytolyt or 50% alcohol) to Cytology Prep Room with accompanying cytology requisition.
		2. **Weekdays after 4 pm and weekends** – Deliver specimens that are in fixative with accompanying requisition to Cytology Prep Room and place in blue bin.
	2. Fresh Cytology Specimens:
		1. **Weekdays from 6 am to 4 pm** - Cytology specimens received fresh (no fixative) – Deliver specimen to Cytology Prep Room with accompanying cytology requisition.
		2. **Weekdays after 4 pm and weekends** – Cytology specimens received fresh (no fixative) are placed in walk-in cooler in plastic bin labeled “New Cytology Specimens” and cytology requisition is placed on counter in Cytology Prep Room.
	3. Shared Specimens: In cases where the patient has Urine for Cytology orders **Plus** orders for clinical testing, mix and pour off clinical specimens. Submit the **original urine container** to cytology.
		1. **Weekdays from 6 am to 4 pm** - Cytology specimens received fresh (no fixative) – Deliver specimen to Cytology Prep Room with accompanying cytology requisition.
		2. **Weekdays after 4 pm and weekends** – Cytology specimens received fresh (no fixative) are placed in walk-in cooler in plastic bin labeled “New Cytology Specimens” and cytology requisition is placed on counter in Cytology Prep Room.

**Urine Cytology Specimens Collected in Outpatients Procedure:** *Refer to Attachment 2: Urine for Cytology Specimens Collected in Outpatients*

***Note: All Urine for Cytology specimens collected in Outpatients are handled according to the Fresh Cytology Specimens******section found in this procedure.***

1. Urine for Cytology Orders Only:
	1. Collect specimen in a sterile container.
	2. Submit the **original urine container** to cytology.
2. Urine for Cytology Orders **Plus** Orders for Clinical Testing:
	1. Collect specimen in a sterile container.
	2. Pour off clinical urine specimens.
	3. Submit the **original urine container** to cytology.
3. Urine for Cytology to be Dropped off at a Later Date:
	1. Obtain a Urine for Cytology kit, and provide it to the patient.

**Attachments:**

Attachment 1: Surgical and Cytology SDO Specimens

Attachment 2: Urine for Cytology Specimens Collected in Outpatients

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| Date of Origin: | 11/17/15 |  |  Prepared By: | Teri Baldwin, Carolyn DeMarinis |
| **Date Placed in Service:** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Approved by: |  |  |  |  |  |  |  |
|  | Laboratory Support Services ManagerTeri Baldwin |  | Date |  |  Anatomic Pathology ManagerCarolyn DeMarinis |  | Date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Laboratory Administrative DirectorRichard Vandell |  | Date |  | Saratoga Hospital Laboratory Medical DirectorWilliam E. Field II, MD |  | Date |

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**Attachment 1: Surgical and Cytology SDO Specimens**

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**Attachment 2: Urine for Cytology Specimens Collected in Outpatients**