

UW Medicine - Pathology

100-02-01-32

Transportation of Specimens from UWMC to HMC Procedure

Adopted Date: 06/11/12 Revised Date:

PURPOSE

To establish a method for the delivery and receipt of surgical specimens moving from UWMC to HMC.

SCOPE

Applies to all individuals sending and/or receiving specimens from UWMC to HMC.

PROCEDURE

1. Accession and label all specimens being sent to HMC in accordance with the correct accessioning procedure.
 - a. Surgical specimens use the SH prefix
 - b. Neuropath specimens use the NP prefix

Exception: CG/CN cases are not required to be accessioned prior to shipment. Specimen must be documented on the Specimen Tracking Log Sheet, see 3c.
2. Once accessioned:
 - a. For all non-GU cases, retain in specimen container originally received.
 - b. For GU biopsies / prostatectomies:
 - i. Gross the specimen;
 - ii. Place the specimen into cassette(s); and
 - iii. Put the cassette(s) into the tissue processing rack.
 - iv. Any specimen grossed at UWMC must have all of the residual tissue sent in the original specimen container, after placing the container into a Ziploc bag, with the cassette(s).
 - c. For large and other GU tissue:
 - i. Prepare, stabilize, and fix the tissue per the Specimen Triage protocol; and
 - ii. Place the specimen in a specimen container and seal the container in a Ziploc bag, then transport to HMC.
3. Place specimens, original specimen requisition(s) and specimen tracking log sheet(s) in transportation container:
 - a. For racks:
 - i. Place the rack in the primary container and secure the lid;
 - ii. Place the primary container in a Ziploc bag and seal.
 - iii. Place the Ziploc bagged primary container into the secondary container that includes a formalin absorption pad, and secure the lid.
 - b. For specimen containers:
 - i. Ensure the container lid is securely fastened.
 - c. For the original requisition(s) and specimen tracking log sheet(s):

- i. The specimen tracking log sheet(s) are to be completed by the staff packaging/sending the specimens.
4. The courier picks up the specimens from UWMC at: 07:30, 10:00, 14:00, and 15:30. These should arrive at HMC approximately 30 minutes later, contingent on traffic and other intangibles. All specimens to be shipped to HMC and processed should be ready for pick up by the courier no later than 15:30.
 - a. All delays of specimens after the 15:30 courier run must immediately be communicated to the HMC gross room staff via a phone call to 744-4278.
 - b. For delayed specimens the courier driver is expected to contact the HMC gross room, at 744-4278, to inform staff of expected arrival time.
5. Upon arrival of the specimen in the HMC gross room fridge, staff will unpack all specimen and rack containers.
6. The specimen tracking log sheet is to be verified with all specimens/cassettes in the container. A check mark is to be placed next to verified specimens/cassette descriptions on the log.
7. Place the verified specimen tracking log sheet in the manila folder, Specimen Log Sheet, located above the HMC gross room accessioning computer.
8. Cassettes are to be transferred into the proper tissue processing racks under the fume hood in the gross room.
 - a. Biopsy specimens in the biopsy rack
 - b. Routine specimens in the routine rack
9. Once the cassettes are transferred and the large specimens have been removed from the transportation container:
 - a. Place an empty primary and secondary container inside the large specimen transport container; and
 - b. Take the main container to the front office courier pick up location, below the mailboxes.

RELATED DOCUMENT

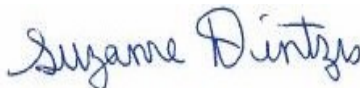
Surgical Specimen Accessioning Procedure – HMC, 600-01-03-01

Surgical Specimen Accessioning Procedure – UWMC, 600-01-03-02

Neuropath Specimen Accessioning Procedure – UWMC, 6000-01-03-05

UWMC Pathology Chief of Service:

(Signature and Date)



5/23/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:

(Signature and Date)



5/23/13

Stephen Schmechel, MD, PhD

Written by:

(Signature and Date)

Amanda Thomson

Revised by:

(Signature and Date)