**UW Medicine - Pathology**

6000-01-06-06

GYN and Non-GYN Cytology Transportation Procedure

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| Adopted Date: 09/27/10Review Date: Revision Date: 04/05/11 |

PURPOSE

To document the procedure of transportation of Cytology specimens sent from UWMC Anatomic Pathology to HMC Cytology.

PROCEDURE

**Materials:**

* Gloves
* Lab Coat
* HMC Transport Bin

**Procedure:**

All Cytology specimens and diagnostic materials are gathered on weekday mornings by Histology staff from Specimen Processing (room NW220) and from the Gross Room Cytology shelf in the refrigerator (room NW211C) and place in transport bin for delivery to HMC Cytology. The bin is picked up at 7am by NCM Direct courier and delivered to HMC.

Again at 1:30pm weekdays, specimens are collected from the Cytology shelf in the Gross Room refrigerator (only) by Histology staff and placed in the transport bin for pickup and delivery at 2:00pm to HMC Cytology by NCM Direct courier.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Supervisor / Manager