

COLLECTION PROCEDURES FOR NON-GYNECOLOGIC SPECIMENS

SPECIMEN TYPE	FIXATION AND HANDLING GUIDELINES
Anal Cytology	Collect the sample using a moistened Dacron swab or a cytobrush, from distal rectum outward with lateral pressure on anal canal mucosa (3-4 cm). Rinse the swab/brush as quickly as possible in PreservCyt Solution (A ThinPrep Pap container) by rotating the device in the solution 10 times while pushing against the vial. Discard the device. Use a non-gynecological requisition and write Anal Pap and mark specific testing requested (such as HR-HPV testing).
Breast/ Nipple Discharge	Smear specimen onto a frosted-end slide labeled with the patient's name and specimen site. Fix expressed material immediately in 95% alcohol or spray with cytology fixative. Smears may also be air dried if there is adequate specimen.
Bronchial Alveolar Lavage	Refrigerate immediately upon collection and transport on cool packs. Do not submit at room temperature and never add alcohol to the specimen. Label the specimen and requisition as a BAL. Microbiology tests must be ordered separately and submitted in a separate container.
Bronchial Brushings	Following collection immediately place the brush in the CytoLyt container and swirl vigorously to dislodge the material into the container. Discard the brush. Label the container with the patient's name, DOB, and specimen site.
Bronchial Washings	Add specimen to CytoLyt fluid container. Label container with the patient's name, DOB, and specimen site.
Cerebrospinal Fluids	Fresh specimens must be delivered to Physicians Laboratory within 20 minutes of collection. If there is a delay, e.g. out of town facilities, add the specimen to a CytoLyt fluid container. Label the containers with the patient's name, DOB, and specimen site.



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<p>Fine Needle Aspiration Biopsy</p>	<p><i>For instructions on how to collect an FNA specimen please refer to the FNA collection document under Collection Instructions.</i></p> <p>Upon aspiration, fix 4-5 slides by immediately immersing them in 95% alcohol. Air-dry an additional 4-5 slides. Aspirate the remainder into a jar of CytoLyte solution by inserting the syringe into the container, drawing up some of the fluid and re-aspirating it back into the container. Using a sharp pencil label all slides and containers with the patient's name and date of birth. Do NOT use any kind of sticky label, as this will cause problems with staining. Indicate if the slides are alcohol-fixed or air-dried. Indicate which side, right or left, was aspirated. If both were aspirated, be sure to specify which side on all slides and containers. Submit the specimen with a properly filled out requisition, including pertinent patient history. A history form is provided on the back of the requisition for FNA's of the thyroid.</p>
<p>Fine Needle Aspiration Biopsy Flow Cytometry Collection</p>	<p>Occasionally a specimen is collected that may need further testing and classification by flow cytometry, primarily lymph node aspirations. If you need to send a specimen for flow cytometry, call Physicians Laboratory to obtain RPMI media before collecting the specimen. Dedicate at least one pass to collection of the specimen for flow and rinse the needle directly into the RPMI media. Label with the patient's name and DOB. Indicate what testing you desire on the requisition and send with any prepared slides and/or fluid in CytoLyte solution.</p>



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Scheduling Fine Needle Aspiration Biopsies	FNAs may be scheduled at Physicians Laboratory of Sioux Falls by calling Client Services at 605-322-7212 or by calling the pathologist directly. FNAs at Physicians Laboratory of Northwest Iowa may be scheduled by calling 712-262-3795.
Body Fluids/Cyst Fluids Pleural, Peritoneal, Pericardial, Thoracentesis, Paracentesis, Ovarian, Cysts	Send all the fluid that is collected in appropriate containers. Instructions for collection are at the bottom of this document. Add 1cc of heparin per 100mls of fluid to prevent clotting. Smaller amounts of fluid may be collected in CytoLyt fluid if desired. Label the specimen with the patient's name, DOB, and specimen site.
Sputum	Provide the patient with a CytoLyte fluid specimen container. Instruct the patient to cough deeply and expectorate the deep cough material into the container. Label the jar with the patient's name and DOB. <i>Find more specific patient collection instructions under the Collection Instructions tab.</i>
Urine Specimens, including: Voided, Catheterized, Bladder Washings, and Barbotage	Add the specimen to a CytoLyt fluid container. Label the jar with the patient's name, DOB, and specimen type (see descriptions at left). <i>For specific patient collection instructions for voided urine specimens see the Collection Instructions tab.</i>



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<p>Voided Urine Specimens for UroVysion Testing</p>	<p>A minimum of 55mls of voided urine is needed for testing. Add the specimen to a UyroCyte (NOT CytoLyte) collection jar. If you have no UroCyte, a ThinPrep Pap specimen container may be used. Be sure to label it clearly as a urine specimen along with the patient's name and DOB. Fill out the patient history for UroVysion on the non-gyn requisition form and mark the appropriate boxes if cytology is also ordered. To ensure sample quality the specimen should be refrigerated immediately and received into the laboratory within 24 hours of collection. Specimens should NOT be sent on Thursdays or Fridays or within 2 days of a holiday weekend.</p>



BODY FLUID COLLECTION PROCEDURE

Physicians Laboratory requests that ALL fluid collected for cytology testing be sent to the laboratory. Add 1cc of heparin per 100mls of fluid and keep the specimen refrigerated until pickup. Specimens collected over the weekend can just be refrigerated also. If it is a holiday weekend, please place some of the fluid into a CytoLyte container for preservation but continue to send the rest of the fluid. Physicians Laboratory will supply containers for transporting the specimen. Please follow the appropriate procedure below.

Scenario	Fluid Amount	Original Container	Secondary Container	Tertiary Container	Storage
A	1 liter	Glass Bottle	Large Snap Top Container provided by PL	Orange Biohazard Bag	Refrigerate until Opening
B	1 liter	Collapsible Plastic Container	Large Ziploc Biohazard Bag	Orange Biohazard Bag	Refrigerate until pickup
C	1 liter	CytoLyte container	Ziploc Biohazard Bag	N/A	If CytoLyte not added refrigerate until pickup

Scenario A: If the fluid is in a glass liter bottle, place the entire bottle in the secondary container. Be sure the primary bottle is labeled with the patient's name, DOB, and specimen source. Place the secondary container in a biohazard bag and refrigerate until pickup. PL will return the secondary container for reuse.

Scenario B: If the specimen is in a plastic collapsible liter container, place the entire container in a large Ziploc biohazard bag. Be sure the primary container is labeled with the patient's name, DOB, and specimen source. Place the Ziploc bag into a biohazard bag and refrigerate until pickup.

Scenario C: If the specimen is less than 1 liter, you may use a CytoLyte container. Label with the patient's name, DOB, and specimen source. Place the container in a Ziploc biohazard bag. If the specimen is in CytoLyte it does not need to be refrigerated.

Specimen requirements:

A minimum of 1 cc of specimen is required for cytology processing. Please keep in mind that in most cases, if fluid is collected for other testing in addition to cytology, e.g. cultures, chemistry, etc., those other tests take precedence and the left over fluid will be used for cytology testing. Whenever possible send the entire available specimen for testing.

