



## **ANATOMIC PATHOLOGY COLLECTION GUIDE**

### **Thin Prep and HPV Collection**

Utilize the PreservCyt® Solution for Thin Prep Collection provided by Alverno. Media is stable at room temperature until the expiration date printed on the vial. Once a specimen is placed in the vial, the vial is only good for 21 days from the collection date. Vials should be stored at room temperature.

**WARNING:** DO NOT use a cytobrush on a pregnant patient. DO NOT use a cytobrush to sample the endometrium of any patient.

### **Plastic spatula**

1. Obtain an adequate sampling from the ectocervix using a plastic spatula.
2. Rinse the spatula into the PreservCyt® Solution vial by swirling the spatula vigorously in the vial 10 times.
3. Discard the spatula.

### **CytoBrush device**

1. Obtain an adequate sampling from the endocervix using an endocervical brush device. Insert the brush into the cervix until only the bottommost fibers are exposed. Slowly rotate  $\frac{1}{4}$  or  $\frac{1}{2}$  turn in one direction. **DO NOT OVER-ROTATE.**
2. Rinse the brush in the PreservCyt® Solution vial by swirling the device in the vial 10 times while pushing against the vial wall. Swirl the brush vigorously to further release material.
3. Discard the brush.

### **Broom-like device**

1. Obtain an adequate sampling from the cervix using a broom-like device. Insert the central bristles of the broom into the endocervical canal deep enough to allow the shorter bristles to fully contact the ectocervix. Push gently, and rotate the broom in a clockwise direction five times.
2. Rinse the broom into the PreservCyt® Solution vial by pushing the broom into the bottom of the vial 10 times, forcing the bristles apart. As a final step, swirl the broom vigorously to further release material.
3. Discard the collection device.

### **ALL**

4. Tighten the cap so that the torque line on the cap passes the torque line on the vial.
5. Record the patient's name, date of birth and collection date/time on the vial.
6. Record the patient information and medical history on the Anatomic Pathology requisition form.
7. Place the vial and requisition in a specimen bag for transport to the laboratory.

### **Conventional Pap Smear**

Alverno provides pap Kit.

### **Spatula and CytoBrush**

1. Using a spatula obtain an ectocervical scraping. Spread the material over half of slide nearest the frosted end. Spray the slide immediately with a fixative until saturated.
2. Then obtain material from the endocervix by gently inserting a cytobrush into the endocervical canal and slowly turning the cytobrush one full turn.
3. Remove the cytobrush and spread the material on the other half of the slide by rolling and twisting the cytobrush over the slide surface.

### **Cytobrush ONLY**

1. Using the cytobrush, sample the vaginal fornix and portio. Then gently insert the cytobrush into the endocervical canal and slowly turning the cytobrush one full turn.
2. Remove the cytobrush and spread the material on the other half of the slide by rolling and twisting the cytobrush over the slide surface.
3. IMMEDIATELY spray fixative over the entire slide surface. Excess fixative is not harmful.

### **ALL**

4. IMMEDIATELY spray fixative over the entire slide surface. Excess fixative is not harmful.
5. With a pencil, print the patient's last name and first initial on the frosted end of the glass slide.
6. Allow the slide to dry completely. Place the slide in folder, close and secure the lid.
7. Discard collection device. NEVER reuse collection devices.
8. Complete the patient information and medical history on the Anatomic Pathology requisition form.
9. Place the slide and requisition in a specimen bag for transport to the laboratory.

### **Cytology Non-Gyne specimens**

See individual test instructions in the alphabetic collection requirements.

### **Tissue Specimen**

Alverno provides tissue Kits. Kit is stable at room temperature until the expiration date printed on the vial. Once a specimen is placed in the vial, the vial is good indefinitely. Vials should be stored at room temperature.

General considerations when handling 10% formalin. Persons should wear chemical safety goggles, chemical resistant gloves and protective clothing when handling chemical. Chemical is a potential carcinogen. If chemical comes into contact with eyes or mucous membranes, flush with water for 15 minutes. If chemical is ingested, consult with a physician immediately to determine appropriate treatment. In case of a spill, absorb on paper, vermiculite, etc. To dispose of waste, consult federal, state and local regulations. If a copy of the MSDS sheet is required, please contact the Client Service Department.

#### **Specimen Handling**

1. Place specimen in buffered 10% formalin fixative screw-capped container.
2. A separate container must be used for each "source" of tissue.
  1. Assure that the container has been properly labeled with the patient's full name and tissue source.
  2. Care should be taken to assure that the specimen is not leaking.
  3. Record the patient information and medical history on the Anatomic Pathology requisition form.
  4. Specimen is to be placed in a zip-lock plastic bag with the requisition in the outside pouch.

### **SPECIMEN REJECTION**

Occasionally, the laboratory may reject specimens. Some common reasons for rejection are: insufficient specimen for the test(s) ordered (QNS), hemolyzed specimens, clotted anti-coagulant tubes, incorrect tubes drawn and specimens not maintained at the appropriate temperature. Please refer to the test section (pages A-Z) for the optimal specimen volumes, tube types, temperatures, etc.

The optimal amount of specimen is noted in each entry and should be sent unless there is difficulty in performing the specimen collection. Sometimes less sample will be acceptable. However, it is best to check with the lab for minimum requirements whenever necessary.

### **SPECIMEN TRANSPORT**

OSHA and DOT guidelines mandate that specimens of blood or other potentially infectious materials shall be placed in a container, which prevent leakage during collection, handling, storage, transport or shipping. All specimens transported to Alverno Clinical Laboratories must be placed in an Alverno Ziplock™ bag, along with the requisition in the separate outside pouch. Process and store specimens appropriately until delivery to Alverno.