

**SURGICAL PATHOLOGY**  
**PROVIDES DIAGNOSTIC CONSULTATIVE SERVICES ON TISSUE SPECIMENS**

Telephone: 585-275-3191 FAX: 585-273-3637

Specimen delivery: Room G-5415, 8:00 AM - 5:00 PM, Monday – Friday 585-275-1878

Evenings and weekends: Call SMH page operator 585-275-2222 for Surgical Pathology on call team

Neurosurgical biopsy specimens: Call 585-275-3202

Muscle and nerve biopsy specimens: Call 585-275-2559

All specimens must be accompanied by a COMPLETED REQUISITION FORM including a relevant clinical history and names of all persons to whom results should be sent. Requisition forms are available on the hospital units, in the outpatient departments and from Pathology and Laboratory Outreach Services, 585-350-2600 or 800-747-4769. (See instructions for completing requisitions and specimen labeling.)

Specimens may be submitted without fixative, if they are delivered to the laboratory immediately after they have been obtained. In most circumstances it is preferable to place the specimen in 10% **BUFFERED FORMALIN**, ideally 10 times the volume of the specimen (**see exceptions below**). Biopsy specimens obtained after the laboratory has closed should be placed in Formalin and stored in a refrigerator until they can be delivered to the laboratory (except as noted below). RUSH specimens obtained in late afternoon should be **HAND DELIVERED** to Surgical Pathology to ensure next day results.

#### **OPERATING ROOM PICK UP**

An accessioning room technician is scheduled from 7:15 AM – 10:00 PM for “at the door” pick up of operating room specimens when called. At the time the “runner” picks up the specimen an 8 point checklist is reviewed to ensure there are no discrepancies with patient/specimen identification, and all information necessary to process the specimen is present and correct. The specimen is sent by the technician via the pneumatic tube system to Surgical Pathology.

After 10:00 PM weekdays and on weekends and holidays specimens obtained in the operating room are brought to the tube station room by the O.R. staff. The patient and specimen information is entered in the specimen log, formalin is added to the specimen container (**see exceptions below**) and the specimen is placed in the refrigerator. The refrigerator is checked for specimens by Surgical Pathology nightly, Monday through Friday, at 11:15 PM, and is checked each morning at 7:00 AM, Monday – Saturday.

Certain specimens require **SPECIAL HANDLING** in order that appropriate examinations can be carried out. These are listed below. Any questions regarding specimen handling should be referred to the Surgical Pathology office (days) or the Surgical Pathology resident on call (evenings and weekends).

#### **LYMPH NODE BIOPSIES**

**\*\*\*NO FORMALIN\*\*\***

Lymph nodes removed with the clinical suspicion of lymphoma should not be placed in formalin. The specimen should be wrapped **IN A SALINE MOISTENED SPONGE** and delivered immediately to the Surgical Pathology Gross Room G-5415. After 5:00 PM, and on weekends, the surgical pathology resident on call should be contacted through the page operator, preferably before the procedure is started. He/she will receive the specimen so that the appropriate processing, including immunophenotyping of lymphomas, can be carried out. Requisition forms should indicate whether cell markers (flow cytometry) or molecular diagnostic studies are desired if the patient has consented for tissue to be used for the tissue bank.

## **ELECTRON MICROSCOPY**

**\*\*\*CALL AHEAD\*\*\***

If it is anticipated that electron microscopy examination of tissue samples may be indicated, the Electron Microscopy Laboratory (275-1946), the Surgical Pathology office (275-3191) or the Surgical Pathology resident on call should be contacted for information regarding specimen handling.

## **RENAL BIOPSIES**

**\*\*\*CALL AHEAD\*\*\***

Pick-up of specimens can be scheduled during weekdays at extension 275-1946. On weekends, the resident on call will be available to pick up and triage renal biopsy specimens. The resident on call should be contacted in advance. On weekends, the renal pathologist on call should be contacted through the SMH page office.

## **PRODUCTS OF CONCEPTION FOR CYTOGENETIC STUDIES**

**\*\*\*NO FORMALIN\*\*\***

Specimens are submitted fresh or in saline. On weekends the pathology resident on call should be contacted via the SMH page operator. The requisition form must indicate that cytogenetic testing is desired.

## **SPECIMENS FOR QUANTIFICATION OF COPPER AND IRON**

Liver biopsy specimens for quantitative assessment of iron or copper must not come in contact with any metal other than the liver biopsy needle. Tissue is submitted in 10% buffered formalin. The Surgical Pathology requisition form must include a request for quantitative copper or iron evaluation. Send to the Surgical Pathology laboratory for processing.

## **SPECIMENS FOR PEDIATRIC ONCOLOGY GROUP PROTOCOL**

**\*\*\*CALL AHEAD\*\*\***

Contact the Surgical Pathology Gross Room (275-0910) in advance or, on weekends, the Surgical Pathology resident on call to arrange for procurement of tissue from patients participating in the POG.

## **JOINT SPECIMENS FROM PATIENTS WITH GOUT**

**\*\*\*NO FORMALIN\*\*\***

Joint specimens from patients with the pre-operative diagnosis of gout must be submitted fresh or in 100% alcohol rather than formalin. ***How the specimen is being submitted (fresh or 100% alcohol) and the pre-operative diagnosis of gout must be written on the specimen requisition.***

## **NEUROSURGICAL BIOPSIES**

**\*\*\*CALL AHEAD\*\*\***

Operating room consults and requests for frozen section examination on tissue from the nervous system should be directed to neuropathology at 275-3202 on weekdays from 7:30 AM-5:00 PM or page the Neuropathology attending on call for weekend/ after-hours requests. Tissue samples for routine processing should be placed on saline-moistened gauze and sent to Surgical Pathology. Neuropathology studies often require special handling, therefore, prior consultation with an attending neuropathologist is strongly encouraged, particularly in cases where non-neoplastic brain biopsies are contemplated (e.g. infectious, inflammatory, demyelinating, and "storage" diseases, etc.)

## **PERIPHERAL NERVE BIOPSIES**

**\*\*\*CALL AHEAD\*\*\***

Nerve biopsy specimens are processed through the Neuromuscular Disease Laboratory. Neuromuscular Disease Center physicians and technicians are skilled in the special techniques required to remove and process the sural nerve specimens without distortion. The technician must be present at the time the biopsy is taken by the surgeon. All peripheral nerve biopsy specimens should be scheduled through the Neuromuscular Disease Center (585-275-6372). Initial processing will take place in the Neuromuscular Disease Center, but some specialized procedures will be carried out in the Neuropathology Laboratory.

**\*\*\*NO FORMALIN\*\*\***

Skin biopsy specimens for peripheral neuropathies are processed through the Neuromuscular Disease Laboratory. These skin biopsy specimens require special handling and must not be placed in Formalin. Prior consultation with Neuromuscular Disease Center (275-6372) physicians is necessary.

**MUSCLE BIOPSIES**

**\*\*\*NO FORMALIN\*\*\***

Muscle biopsy specimens require special handling and must not be placed in formalin. Ideally, the surgeon should obtain three 1 x 1 cm pieces of muscle, obtained along the longitudinal orientation of the muscle fibers and away from the tendon insertion. All pieces should then be kept cool (not frozen) on saline-moistened (not soaked) gauze. Prior consultation with Neuromuscular Disease Center (275-6372) physicians is necessary to maximize the information to be obtained from the specimen.

**OPHTHALMIC BIOPSIES**

Samples are submitted to Surgical Pathology for processing. Specimens for lymphoma evaluation (including vitrectomy samples) should be submitted unfixed on saline moistened gauze in case flow cytometry evaluation is indicated. Other samples should be submitted in 10% neutral buffered formalin (NBF) with a 10:1 NBF to specimen ratio. For specific or unusual sample requests, contact Neuropathology (275-3202) for instruction prior to specimen submission.

**OPERATING ROOM CONSULTS AND FROZEN SECTIONS**

These services are available 24 hours a day, 7 days a week. During laboratory working hours (7:30 AM - 5:00 PM) requests should be directed through the Surgical Pathology Accessioning Room (275-1877). At other times, the attending pathologist and pathology resident on call can be reached through the SMH page operator.

For NEUROPATHOLOGY frozen sections, call Neuropathology at 275-3202 weekdays from 7:30 AM-5:00 PM or page the neuropathology attending on call for weekend/ after-hours requests.

**STAT AND RUSH PROCEDURES**

The Surgical Pathology Gross Room (G-5415) is prepared to provide procedures on a STAT and RUSH basis in cases where appropriate and necessary for proper patient care. Specimens designated as RUSH are typically processed within 24 hours. STAT specimens, received in the Surgical Pathology Gross room by 11 AM Monday through Friday and by 10 AM on Saturdays, are processed as soon as possible with same day turn-around time. STAT requests require approval by a staff pathologist and can be handled most expeditiously by direct consultation with the laboratory.

**REQUESTS FOR STUDIES ON PROCESSED SPECIMENS**

Requests for add-on special studies (molecular, special stains, immunohistochemistry) on specimens already processed must be submitted by written request of the submitting physician, and may be faxed to the Surgical Pathology office at 585-273-3637.

## **INSTRUCTIONS FOR COMPLETING REQUISITION FORMS**

### **1. Location**

Check the appropriate box for inpatient, ED, private ambulatory, or OPD patient. Fill in the floor number. This is important for patient identification and billing, and also because some outpatient areas have special protocols for numbers and types of slides prepared.

### **2. Patient Last Name, First Name (no nickname), and Date of Birth**

Complete (or stamp) patient personal information in the appropriate space provided. Full name, account #, medical record number, and date of birth are used together to ensure correct identification of patients when checking previous history. Always include all four of these for SMH patients, and always include full name, address and date of birth for private ambulatory patients. Again, to ensure correct identification, the patient name on the requisition must exactly match the patient name on the specimen label.

### **3. Clinical history**

Fill in exam/biopsy date, specimen information and a relevant clinical history to assist the pathologist in interpretation of the histologic findings. A brief relevant clinical history is essential, a recommendation of NY State and other regulatory agencies, and is monitored under departmental quality assurance standards.

### **4. Insurance information**

Indicate the patient's insurance information. This is most important for private ambulatory patients. Insurance information for SMH patients is usually captured during registration.

### **5. Submitting physician(s)**

Fill in the name and address of the referring/ordering physician. Indicate the attending doctor and any other physicians to whom reports should be sent.

## **INSTRUCTIONS FOR LABELLING SPECIMEN CONTAINERS**

### **1. Containers and labels**

Patient care areas within the hospital stock specimen containers and preprinted or plain labels. Supplies for physician offices are available from Pathology and Laboratory Outreach Services, 585-350-2600 or 800-747-4769. If a container does not have a label or place for writing, any plain white adhesive label can be applied to it with the patient identification details.

### **2. Minimal requirements**

Labels should include a minimum of the patient's last name, first name (no nicknames) and medical record number. The site of the biopsy must be indicated on each container. In order to ensure proper identification, the patient's name on the specimen label should exactly match the patient's name on the accompanying requisition form.

### **3. Infection control**

Universal precautions mandate that all unfixed specimens are treated as potentially infectious. All specimens and their requisition forms are to be placed in zip-lock bags when they are transported through the Hospital's pneumatic tube system or when being transported from outside physician offices.

Reviewed and approved: \_\_\_\_\_ Date: \_\_\_\_\_

David G. Hicks, MD  
Director, Surgical Pathology