

## **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

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
Ophthalmic biopsy specimens:	Call 585-275-8223

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 Patient Outreach Services, 585-275-8181. See page 4 for instructions for completing requisitions and specimen labelling.

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.

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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**

Lymph nodes removed for diagnostic evaluation 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**

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 BIOPIES**

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**

During weekdays 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.

### **ONCOTECH STUDIES**

Contact the Surgical Pathology Accessioning Room (275-1878) at least 2 days in advance to ensure that a supply of the appropriate transport medium is available. Immediately after the specimen has been obtained, it should be hand-delivered to the Surgical Pathology Gross Room (G-5415) in a sterile container with a requisition form that clearly identifies that the specimen is for Oncotech studies.

### **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. Special metal-free containers are stored in the GI Unit for use by the gastroenterologist, surgeon or interventional radiologist. Additional material for light microscopy should be submitted in 10% Formalin. The Surgical Pathology requisition form must include a request for quantitative copper or iron evaluation. It and specimen are sent to the Surgical Pathology Gross Room for processing.

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

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**

Joint specimens from patients with the pre-operative diagnosis of gout must be submitted fresh or in 100% alcohol rather than Formalin.

### **NEUROSURGICAL BIOPSIES**

Specimens are processed through the Neuropathology Laboratory. Operating Room consults and requests for frozen section examinations on tissue from the central nervous system should also be directed to this laboratory (585-275-3202). Neuropathology studies often require special handling in order to maximize benefit to the patient; therefore, prior consultation with an attending neuropathologist is strongly encouraged, particularly in cases where brain biopsies are contemplated (e.g. AIDS, or viral encephalitis, demyelinating diseases, "storage" diseases, etc.)

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.

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**

Muscle biopsy specimens require special handling and must not be placed in Formalin. Prior consultation with Neuromuscular Disease Center (275-6372) physicians is necessary to maximize the information to be obtained from the specimen.

### **OPHTHALMIC BIOPSIES**

Whole eye enucleation specimens and periorbital tissue biopsy samples are submitted to Surgical Pathology for processing in the Ocular Pathology Laboratory. Specimens for lymphoma evaluation (including vitrectomy samples) should be submitted unfixed and in saline or saline soaked 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. Vitrectomy and phacoemulsification specimens collected in saline should be submitted in formalin in a 2:1 ratio. Temporal artery biopsy specimens from Ophthalmic surgeons are submitted to Surgical Pathology and processed by the Ocular Pathology Laboratory. For specific or unusual sample requests, contact ocular pathology (275-8223) or hematopathology (275-3191) 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.

### **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.

### **SPECIAL DIAGNOSTIC PROCEDURES**

Electron microscopy, immunocytochemistry, immunofluorescence or special stains may be recommended by an attending pathologist. These services, as well as professional consultative services and routine histology, are also available to researchers and to pathologists at other hospitals and laboratories. Information regarding charges may be obtained from the Laboratory Billing Office at 585-784-8865.

## 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 Birthdate

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 Patient Outreach Services, (x58181). 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.