

UW Medicine Anatomic Pathology Specimen Collection Manual

UW Medicine Pathology Mission Statement

The Division of Anatomic Pathology is committed to excellence in the diagnosis of human disease. We strive to provide services that recognize the central importance of patient care in our health care system, to provide resident training that brings state of the art practice in pathology to the WWAMI community, to provide educational services within UWMC that enhance the clinical expertise of our medical colleagues, and to promote the advancement of medical knowledge through basic and clinical research.

UW Medicine Pathology Vision Statement

The Division of Anatomic Pathology will be a recognized leader in quality diagnostic excellence, state of the art research, and comprehensive teaching.

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Laboratory Contact Information

Harborview Medical Center

Ninth and Jefferson Building - 2nd Floor (2NJB-244)

Telephone: (206) 744-3145

Fax: (206) 744-8240

University of Washington Medical Center

UWMC - 2nd Floor (BB220)

Telephone: (206) 598-6400

Fax: (206) 598-5068

Specimen Labeling and Submission

The laboratory accreditation organizations uphold strict guidelines for specimen labeling and submission. To avoid delays in testing / diagnosis and to prevent potential specimen rejection the following requisition and specimen container requirements must be followed.

Requisition:

1. Patient's First Name
2. Patient's Last Name
3. Patient's Middle Initial (if applicable)
4. Patient's Medical Record Number
5. Patient's Date of Birth
6. Date of Specimen Collection
7. Time of Specimen Collection
8. Referring Providers Name
9. Clinical Data (if applicable)
10. Name and Contact Phone Number of Person Completing the Form

Specimen Container:

1. Patient's First Name
2. Patient's Last Name
3. Patient's Middle Initial (if applicable)
4. Patient Medical Record Number and/or Patient Date of Birth

Slides for Cytopathology:

1. Patient's First Name
2. Patient's Last Name
3. Patient's Middle Initial (if applicable)
4. Patient Medical Record Number and/or Patient Date of Birth

For Cytopathology:

Each prepared slide must be labeled separately and any specimen container with additional collected material must also be labeled.

Specimen Rejection

All specimens must be properly labeled to ensure patient safety and prevent errors in diagnosis and treatment. Anatomic Pathology laboratories do not accept unlabeled and/or mislabeled specimens. See UWMC APOP policy 65-4, Labeling Requirements for Laboratory Specimens and Handling of Mislabeled Specimen or HMC APOP 65.1, Laboratory Specimen, Mislabeling (depending on originating institution) for further details.

Definitions of Unlabeled and Mislabeled Specimens:

Unlabeled Specimen:

- Specimen with no patient identifiers (i.e. patient name, patient medical record number) / specimen that has not been labeled.

Mislabeled Specimen:

- Specimen that has not been labeled with two patient identifiers.
- Specimen labeled with a patient name and/or medical record number that are different from that on the accompanying laboratory request form.
- Specimen removed from correct patient but labeled with a wrong name and/or medical record number / date of birth.

Gynecological Cytology Services

Gynecological ThinPrep Pap Test:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time:	2-5 business days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Preservcyt Vial • Plastic Spatula • Endocervical brush • Biohazard Safety Bag • Cytology Requisition <p>For Conventional Smear:</p> <ul style="list-style-type: none"> • Glass Slide • 95% Ethanol Fixative • Specimen Collection Container
Specimen Collection:	<p>Label vial with two patient identifiers. Obtain adequate sample from ectocervix and endocervical canal using plastic spatula and endocervical brush. Immediately rinse vigorously 10 times in solution to remove any residual sample from spatula and brush. Discard the collection device. Tighten cap and place vial and requisition in bag for transport to laboratory.</p> <p>If conventional smear is desired, label glass slide and immediately place into 95% Ethanol fixative. Label fixative container, mark appropriate boxes on requisition, and place both in bag for transportation to laboratory.</p>
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	As Soon As Possible Delivered / Send to Laboratory
Comments / Special Instructions:	Do not use formalin as a fixative
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative • Specimen received with collection device still in vial
Retention Time of Specimen:	Six (6) Weeks After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Non-Gyn Cytology Services

Bladder Washing:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Collection Container <p>If delay is anticipated to be longer than 24 hours for delivery:</p> <ul style="list-style-type: none"> • 50% Ethanol
Specimen Collection:	<p>Collect specimen and deliver fresh specimen to laboratory immediately.</p> <p>If a delay of more than 24 hours to deliver is anticipated, add equal volume 50% ethanol.</p>
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection.*</p> <p>*If slight delivery delay is anticipated, refrigerate *If a longer delivery delay is anticipated, add equal volume 50% ethanol</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	As Soon As Possible Delivered / Send to Laboratory
Comments / Special Instructions:	<p>Bladder washing is a valuable addition to cystoscopy in symptomatic patients. Typically it is performed prior to cystoscopy with the injection of 50-75ml of physiological saline through a catheter or the cystoscope. Bladder visualization is performed by injecting water to dilate the bladder.</p> <p>Cystoscopic examination should be performed after the irrigation for cytology, because water causes cellular degeneration. Highly cellular specimens are obtained in this manner.</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative. Do not use formalin as a fixative.
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Body Cavity Fluids (Peritoneal Wash, Pleural Ascites, Pericardial, etc):

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • EDTA or Sodium Heparin • Specimen Collection Container
Specimen Collection:	<p>Optimum volume is 100-300ml (more if available).</p> <p>For bloody specimens, add 0.5ml EDTA or Sodium Heparin for every 100ml collected into a clean container.</p>
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection*</p> <p>*If delivery delay is anticipated, refrigerate</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	As Soon As Possible Delivered / Send to Laboratory
Comments / Special Instructions:	Do not use formalin as a fixative
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative. Do not use formalin as a fixative.
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Bronchial Brushing:

Days & Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Bronchial Brush • Specimen Collection Container • CytoLyt Solution
Specimen Collection:	<ol style="list-style-type: none"> 1. Label specimen container with 2 patient identifiers. 2. Collect specimen on brush. 3. 4. 5. Cut off brush end and immediately submerge brush in CytoLyt to avoid air-drying effects
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection*</p> <p>*If delivery delay is unavoidable, refrigerate</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	As Soon As Possible Delivered / Send to Laboratory
Comment / Special Instruction:	<ul style="list-style-type: none"> • Do not fix brush in formalin or let dry. • Do not fix slides in formalin or let dry • CytoLyt solution can be obtained from Cytology at HMC or the Pathology Gross Room at UWMC
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative. Do not use formalin as a fixative.
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Bronchial Washing:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Collection Container
Specimen Collection:	<p>During a bronchoscopy, washings are obtained after the insertion of about 10 ml of physiological saline. This is instilled in small portions of 2-3ml at a time and collected in a tube connected as a trap in the vacuum line, via the bronchoscope while the patient coughs. The flexible tip of the scope may be directed towards the opening of the smaller bronchioles and several areas sampled. Additional material may be obtained by rinsing the bronchoscope after withdrawal. In order to localize the lesion, separate bronchoscopes must be used for each lobe in question.</p> <p>The diluted lavage or wash is sent immediately to the lab for processing, in the capped collection tube.</p>
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection* (up to four [4] hours)</p> <p>*If delivery delay is anticipated, refrigerate to prevent bacterial growth.</p> <p>*If delay is longer than overnight, add equal amount of 50% ethanol for proper fixation.</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	As Soon As Possible Delivered / Send to Laboratory
Comment / Special Instruction:	<ul style="list-style-type: none"> • Excessive fixative should be avoided, as it will cause greater shrinkage and hardening of the cells. • If the specimen is scanty, dilute the fixative before adding in order to maintain a final concentration of 25% alcohol. • If specimen is too large for an equal volume of fixative in the collection tube, divide in between two containers and add an equal volume of 50% ethanol to each
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Contact Information:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Cerebrospinal Fluid (CSF):

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Collection Container <p>If delay is anticipated to be longer than 24 hours for delivery:</p> <ul style="list-style-type: none"> • CytoLyt solution
Specimen Collection:	<ol style="list-style-type: none"> 1. Discard the first drops from the tap. 2. Obtain as much spinal fluid as clinical judgment allows. 3. Place a screw-top tube supplied by the floor. Prioritize the necessary lab tests, i.e. microbiology, hematology, cytology.
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection.*</p> <p>*If slight delivery delay is anticipated, refrigerate</p> <p>*If a longer delivery delay is anticipated (more than 24 hours), record the volume of the specimen and deposit the specimen in CytoLyt solution.</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	Immediately Delivered / Send to Laboratory
Comments / Special Instructions:	<p>CSF is a highly perishable specimen; if specimen is to be obtained in the afternoon notify the laboratory.</p> <p>CytoLyt solution can be obtained from Cytology at HMC or the Pathology Gross Room at UWMC</p> <p>For Lymphoma/Leukemia send directly to Hematopathology in SCCA (206-288-7060)</p> <p>Do not fix in formalin</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative • CSF that has been frozen or spun
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Fine Needle Aspiration (FNA):

Day(s) / Time(s) Performed:	Monday-Friday 8am - 5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Slides • Pap fixative (95% Ethanol) • Needle • Syringe • Physiological Saline If Delayed: <ul style="list-style-type: none"> • 50% Ethanol or, • CytoLyt Solution
Specimen Collection:	<ol style="list-style-type: none"> 1. Label slides with at least 2 patient identifiers 2. Express one drop of aspirated material on a labeled slide. The needle tip should be brought close to the slide with the beveled edge of the tip facing down towards the slide. 3. Touch the drop of material with another clean labeled slide and apply gentle pressure to procedure a monolayer of cells on both slides. 4. Immediately drop the two slides back to back into pap fixative (95% ethanol). 5. Rinse the needle by drawing saline into the syringe and expel back into the saline container. <p>If slides and pap fixative are not available, deposit and rinse the entire sample in CytoLyt solution</p>
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection.*</p> <p>*Refrigerate if delay is anticipated *If more than a 24 hour delay is anticipated, express the sample into CytoLyt solution.</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	Immediately Delivered / Send to Laboratory
Comments / Special Instructions:	<p>To request a fine need aspirate (performed by a Cytopathologist) call Harborview Pathology to schedule assistance.</p> <p>CytoLyt solution can be obtained from Cytology at HMC or the Pathology Gross Room at UWMC</p> <p>Do not fix in formalin</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors

Miscellaneous Aspirations (Cysts, Joints, etc):

Day(s) / Time(s) Performed:	Monday-Friday 8am - 5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Needles • Syringe • Specimen Collection Container • CytoLyt Solution
Specimen Collection:	<ol style="list-style-type: none"> 1. Collect fluid in syringe. 2. Transfer fluid into a clean labeled container. Or remove the needle, cap off the syringe and submit the specimen in the syringe. 3. Label the syringe or container with patient identifiers. <p>For small volume of fluids (less than 5ml) and/or if delivery delay is anticipated, deposit the fluid in CytoLyt solution.</p>
Specimen Handling:	<ul style="list-style-type: none"> • Fresh unfixated specimen • Room temperature if specimen is delivered upon collection.* <p>*Refrigerate if delay is anticipated *If deliver delayed by more than 24 hours, deposit in CytoLyt solution.</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	Immediately Delivered / Send to Laboratory
Comments / Special Instructions:	<p>Do not use formalin as a fixative</p> <p>CytoLyt solution can be obtained from Cytology at HMC or the Pathology Gross Room at UWMC</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors

Miscellaneous Brushings (Renal, Gastric, Common Bile Duct, Endocervical Cytobrush, etc):

Day(s) / Time(s) Performed:	Monday-Friday 8am - 5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Brush • CytoLyt Solution • Specimen Container
Specimen Collection:	<ol style="list-style-type: none"> 1. Obtain specimen on brush by brushing lesion. For endocervical brushings, the cytobrush is passed into the endocervical canal and rotated 360° five times. 2. Cut off brush end and place in CytoLyt solution immediately.
Specimen Handling:	Room temperature if specimen is delivered upon collection.
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytology Specimen Requisition
Transportation:	Immediately Deliver / Send to Laboratory
Comments / Special Instructions:	<p>Do not fix specimen in formalin or let dry.</p> <p>CytoLyt Solution can be obtained from Cytology at Harborview or UWMC Pathology Gross Room</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors

Sputum:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none">• Specimen Collection Container
Specimen Collection:	Early morning spontaneous deep cough technique is appropriate for symptomatic patients with pulmonary disease and free airways. The patient should be given three, wide mouth, disposable, labeled containers and instructed as follows: <ol style="list-style-type: none">1. For three successive mornings, upon waking, clear throat of any material that accumulated overnight and discard.2. Rinse mouth out with water several times.3. Cough deeply several times during the waking hour each morning.4. Spit whatever rises with the coughs into the specimen collection cup, using different cups each morning.5. Refrigerate containers until delivered to laboratory.
Specimen Handling:	Refrigerated
Specimen Requirements:	<ul style="list-style-type: none">• Labeled with two (2) patient identifiers• Completed cytology specimen requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment/Special Instruction:	Three consecutive early morning specimen's increase they yield of malignant cells. Do not use formalin as a fixative
Rejection Criteria:	<ul style="list-style-type: none">• Inadequate information / missing requisition• Unlabeled / Mislabeled Specimen• Specimen received in inappropriate fixative
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Sputum for PCP:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Collection Container
Specimen Collection:	Collect fresh unfixed induced specimen.
Specimen Handling:	Refrigerated
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed cytology specimen requisition, include r/o PCP request
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment / Special Instruction:	<p>Sputum induction is intended primarily for the detection of early lung carcinoma in asymptomatic persons who have too little sputum to be raised naturally. It is also used for the detection of PCP.</p> <p>Non-induced specimen will not be processed for PCP.</p> <p>Do not use formalin as a fixative</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative • Non-induced specimen
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Thyroid Aspriate:

Day(s) / Time(s) Performed:	Monday-Friday 8am - 5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Slides • Pap Fixative (95% ETOH) • CytoRich Red Collection Fluid
Specimen Collection:	<ol style="list-style-type: none"> 1. Label each slide with patient's name. 2. Once aspiration is obtained, express one drop of aspirated material on a labeled slide with the beveled edge on tip facing down towards the slide. 3. Touch the drop of material with another clean labeled slide and apply gentle pressure to procedure a monolayer of cells on both slides. 4. Immediately drop the two slides back to back into pap fixative (95% ethanol). 5. Rinse the needle by drawing CytoRich Red solution into the syringe and expel back into the vial for each pass. <p>If slides and pap fixative are not available, deposit and rinse the entire sample of CytoRich Red Solution.</p>
Specimen Handling:	Room temperature if specimen is delivered upon collection
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed cytology specimen requisition
Transportation:	Immediately Deliver / Send to Laboratory
Comments / Special Instructions:	<p>CytoRich Red Collection Fluid can be obtained from Cytology at HMC</p> <p>Do not fix in formalin</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors

Urine (voided):

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Collection Container <p>If long delay is anticipated for delivery:</p> <ul style="list-style-type: none"> • 50% Ethanol
Specimen Collection:	Optimum volume is 100ml. 50-100ml is adequate.
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection*</p> <p>*If overnight or weekend delay is anticipated, refrigerate</p> <p>*If a longer delivery delay is unavoidable, add equal volume 50% ethanol</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed cytology specimen requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment / Special Instruction:	<p>Optimal sample should be obtained after hydration and exercise. Clean-catch, midstream urine is recommended.</p> <p>Pooled 24 hour and/or concentrated early morning specimens are not recommended due to an increased chance of cellular deterioration and accumulation of salts.</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative. Do not use formalin as a fixative. • First morning urine specimens
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Urine (Catheterized):

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm
Turn Around Time**:	24 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Collection Container <p>If long delay is anticipated for delivery:</p> <ul style="list-style-type: none"> • 50% Ethanol
Specimen Collection:	Optimum volume is 100ml. 50-100ml is adequate.
Specimen Handling:	<p>Room temperature if specimen is delivered upon collection*</p> <p>*If overnight or weekend delay is anticipated, refrigerate</p> <p>*If a longer delivery delay is unavoidable, add equal volume 50% ethanol</p>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed cytology specimen requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment / Special Instruction:	<p>Catheterized urine is preferred for the lack of contamination and greater content of transitional cells.</p> <p>If there are questions of low-grade transitional carcinoma, prior to insertion of catheter, it is helpful to collect voided baseline urine for comparison to the catheterized specimen.</p> <p>Excessive lubricant should be avoided as it may obscure the cells.</p> <p>Do not send first morning urine.</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen received in inappropriate fixative. Do not use formalin as a fixative. • First morning urine specimens
Retention Time of Specimen:	One (1) Week After Final Report is Issued
Laboratory Testing Performed:	Cytopathology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Molecular Diagnostics Services

Human Papilloma Virus (GYN in ThinPrep Media):

Day(s) / Time(s) Performed:	Variable Depending on Workload Tests Run 2-3 Times per Week
Turn Around Time**:	Four (4) Business Days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Preservcyt Vial • Plastic Spatula • Endocervical brush • Biohazard Safety Bag • Requisition <p>For Conventional Smear:</p> <ul style="list-style-type: none"> • Glass Slide • 95% Ethanol Fixative • Specimen Collection Container
Specimen Collection:	<ol style="list-style-type: none"> 1. Label vial with two patient identifiers. 2. Obtain adequate sample from endocervix and endocervical canal using plastic spatula and endocervical brush. 3. Rinse vigorously 10 times in solution to remove any residual sample from spatula and brush. 4. Tighten cap and place vial and requisition in bag for transport to laboratory <p>If conventional smear is desired, label glass slide and immediately place into 95% Ethanol fixative. Label fixative container, mark appropriate boxes on requisition, and place both in bag for transportation to laboratory.</p>
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Molecular Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	<ul style="list-style-type: none"> • Ordered as Co-Test or Reflexive to Pap results. • Genotyping¹ (16, 18, and Other 12 types)
Rejection Criteria:	<ul style="list-style-type: none"> • Incorrect Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Incorrect or Expired Collection Media
Retention Time of Specimen:	Three (3) Months
Laboratory Testing Performed:	Molecular Diagnostic - Harborview

1. In concordance with *HPV Genotyping Clinical Update*, 2009, reported by American Society of Colposcopy and Cervical Pathology

**Turn around times vary depending on multiple specimen and laboratory factors.

Human Papilloma Virus (GYN in SurePath™ Media):

Day(s) / Time(s) Performed:	Variable depending on Workload Tests run 2-3 times per week
Turn Around Time**:	Four (4) business days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • SurePath™ preservative vial • Broom Collection Device with Detachable Head • Combination Cytobrush/plastic Spatula with detachable heads
Specimen Collection:	<ol style="list-style-type: none"> 1. Label SurePath™ preservative vial with a minimum of patient's name and birthdate or requisition label 2. Include all pertinent clinical information (LMP, hormone use, Pap and biopsy history, etc) on the test requisition 3. Prior to specimen collection, clean away visible blood, mucus and/or discharge from cervix. 4. A. Insert broom device into endocervical canal and rotate 5 times clockwise. Detach head of broom and place in vial. 4. B. Insert contoured end of plastic spatula into endocervical canal and rotate 360 degrees. Detach head and place in vial. Insert Cytobrush into endocervical canal and slowly rotate 1/4 to 1/2 turn in one direction. Detach head and place in vial
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Molecular Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	<ul style="list-style-type: none"> • Genotyping¹ (16, 18, and Other 12 types)
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Incorrect or Expired Collection Media
Retention Time of Specimen:	Three (3) Months
Laboratory Testing Performed:	Molecular Diagnostic - Harborview

1. In concordance with *HPV Genotyping Clinical Update*, 2009, reported by American Society of Colposcopy and Cervical Pathology

**Turn around times vary depending on multiple specimen and laboratory factors.

Human Papilloma Virus [GYN in Qiagen Specimen Transport Media (STM)]:

Day(s) / Time(s) Performed:	Variable depending on Workload Tests run 2-3 times per week
Turn Around Time**:	Four (4) business days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Qiagen STM collection kit (Tube with 1ml STM and pre-scored Dacron Swab) • Optional: Cytobrush
Specimen Collection:	<ol style="list-style-type: none"> 1. Label Qiagen STM tube with a minimum of patient's name and date of birth or requisition label. 2. Include all pertinent clinical information (LMP, hormone use, Pap and biopsy history, etc) on the test requisition 3. Prior to specimen collection, clean away visible blood, mucus and/or discharge from cervix. 4. A. Insert Cytobrush into endocervical canal and rotate 3 times. Place brush in STM tube and break off shaft of brush. 4. B. Insert Dacron Swab into endocervical canal and rotate in alternating directions 5 times. Place brush in STM tube and break off shaft of brush
Specimen Handling:	Room Temperature <i>Note: Can be stored at room temperature for up to two (2) weeks. After two weeks, needs to be stored at 2-8^oC</i>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Molecular Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	<ul style="list-style-type: none"> • Genotyping¹ (16, 18, and Other 12 types)
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Incorrect or Expired Collection Media
Retention Time of Specimen:	Three (3) Months
Laboratory Testing Performed:	Molecular Diagnostic - Harborview

**Turn around times vary depending on multiple specimen and laboratory factors.

Human Papilloma Virus [Anal in Qiagen Specimen Transport Media (STM)]:

Day(s) / Time(s) Performed:	Variable depending on Workload Tests run 2-3 times per week
Turn Around Time**:	Four (4) business days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Qiagen STM collection kit (Tube with 1ml STM and pre-scored Dacron Swab) • Optional: Cytobrush
Specimen Collection:	<ol style="list-style-type: none"> 1. Label Qiagen STM tube with a minimum of patient's name and date of birth or requisition label. 2. Include all pertinent clinical information (LMP, hormone use, Pap and biopsy history, etc) on the test requisition 3. Prior to specimen collection, clean away visible blood, mucus and/or discharge from area of interest. 4. A. Insert Cytobrush into area of interest and rotate 3 times. Place brush in STM tube and break off shaft of brush. 4. B. Insert Dacron Swab into area of interest and rotate in alternating directions 5 times. Place brush in STM tube and break off shaft of brush
Specimen Handling:	Room Temperature <i>Note: Can be stored at room temperature for up to two (2) weeks. After two weeks, needs to be stored at 2-8⁰C</i>
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Molecular Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	<ul style="list-style-type: none"> • Genotyping¹ (16, 18, and Other 12 types)
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Incorrect or Expired Collection Media
Retention Time of Specimen:	Three (3) Months
Laboratory Testing Performed:	Molecular Diagnostic - Harborview

1. In concordance with *HPV Genotyping Clinical Update*, 2009, reported by American Society of Colposcopy and Cervical Pathology

**Turn around times varies depending on multiple specimen and laboratory factors

Human Papilloma Virus (GYN in ThinPrep Media):

Day(s) / Time(s) Performed:	Variable Depending on Workload Tests Run 2-3 Times per Week
Turn Around Time**:	Four (4) Business Days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Preservcyt Vial • Plastic Spatula • Endocervical brush • Biohazard Safety Bag • Requisition <p>For Conventional Smear:</p> <ul style="list-style-type: none"> • Glass Slide • 95% Ethanol Fixative • Specimen Collection Container
Specimen Collection:	<ol style="list-style-type: none"> 1. Label ThinPrep vial with a minimum of patient's name and date of birth or requisition label. 2. Include all pertinent clinical information (LMP, hormone use, Pap and biopsy history, etc) on the test requisition 3. Prior to specimen collection, clean away visible blood, mucus and/or discharge from area of interest. 4. A. Insert Cytobrush into area of interest and rotate 3 times. Place brush in ThinPrep vial and break off shaft of brush. 4. B. Insert Dacron Swab into area of interest and rotate in alternating directions 5 times. Place brush in ThinPrep vial and break off shaft of brush
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Molecular Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	<ul style="list-style-type: none"> • Ordered as Co-Test or Reflexive to Pap results. Genotyping¹ (16, 18, and Other 12 types)
Rejection Criteria:	<ul style="list-style-type: none"> • Incorrect Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Incorrect or Expired Collection Media
Retention Time of Specimen:	Three (3) Months
Laboratory Testing Performed:	Molecular Diagnostic - Harborview

1. In concordance with *HPV Genotyping Clinical Update*, 2009, reported by American Society of Colposcopy and Cervical Pathology

**Turn around times vary depending on multiple specimen and laboratory factors.

Histology Services

Frozen Section Specimen:

Day(s) / Time(s) Performed:	Monday - Sunday
Turn Around Time**:	Single Requests - 20 minutes Multiple Requests - Varies
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Specimen Biohazard Bag / Sterile Container
Specimen Collection:	Fresh Tissue
Specimen Handling:	<ul style="list-style-type: none"> • Room temperature • Sent STAT
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Surgical Specimen Requisition • Fresh Tissue
Transportation:	Immediately Deliver
Comment / Special Instruction:	For proper specimen management specimens must be fresh and sent immediately.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen Submitted in Formalin
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview and UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Gross Examination:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	The Following Business Day - Prior to 3pm
Specimen Collection Supplies:	<ul style="list-style-type: none"> • 10% Neutral Buffered Formalin (NBF) • Sterile Specimen Collection Container - if appropriate for size
Specimen Collection:	As deemed appropriate by physician / surgeon
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Surgical Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Gross Room Refrigerator
Comment / Special Instruction:	
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative other than the preferred preservative for required testing method.
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview and UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Bone Marrow:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24 - 72 Hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • 2-20ml containers 10% Neutral Buffered Formalin (NBF)
Specimen Collection:	<ul style="list-style-type: none"> • Bone Marrow Partical Prep (wrapped in tissue) submitted in 10% neutral buffered formalin • Bone Marrow Biopsy Core submitted in 10% neutral buffered formalin.
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Surgical Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory to Gross Room Refrigerator
Comment / Special Instruction:	Include all relevant clinical history (e.g. previous malignancy, radiation / chemotherapy, drugs, etc.)
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative other than the preferred preservative for required testing method.
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview and UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Renal Biopsy Specimen:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24 - 72 Hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • EM Fixative • Michel's IF Media • Formalin • At HMC, all the above fixatives can be obtained as a kit from HMC Gross Room refrigerator (2NJ274).
Specimen Collection:	<ul style="list-style-type: none"> • Tissue Core Biopsies
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Surgical Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Gross Room Refrigerator. Deliver to NW211 Monday-Friday if STAT.
Comment / Special Instruction:	Fixatives can be obtained from HMC Gross room refrigerator (2NJ274) or UWMC Gross Room refrigerator (NW211B). Access code required.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative other than the preferred preservative for required testing method.
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Surgical Tissue:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24 - 72 Hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • 10% Neutral Buffered Formalin (NBF) - if fixation is necessary • Sterile Specimen Collection Container - if appropriate for size
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by physician / surgeon • As appropriate for rule out.
Specimen Handling:	<ul style="list-style-type: none"> • Room temperature if delivered immediately or fixed in 10% Neutral Buffered Formalin • Refrigerated if delayed delivery is anticipated and specimen is fresh
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Surgical Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Gross Room Refrigerator
Comment / Special Instruction:	For proper specimen management, specimens should be received in pathology as soon as possible
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative other than the preferred preservative for required testing method.
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview and UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Tissue Biopsy Specimens:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24 - 72 Hours
Specimen Collection Supplies:	10% Neutral Buffered Formalin unless special testing is requested like cytogenetics (i.e., flow cytometry) [per Lindi Farrell]
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by physician / surgeon • As appropriate for rule out
Specimen Handling:	<ul style="list-style-type: none"> • Room temperature - if sent to pathology as soon as possible or fixed in 10% Neutral Buffered Formalin • Refrigerated - if submitted fresh and delay is anticipated.
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Surgical Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment / Special Instruction:	For proper specimen management, fresh tissue specimens should be received in pathology as soon as possible.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative other than the preferred preservative for required testing method.
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview and UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Neuropathology Services

Brain / Spine Biopsy Specimen:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	48 - 120 hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • 10% Neutral Buffered Formalin—unless special testing is requested (i.e., flow cytometry) [per Lindi Farrell]
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by surgeon • As appropriate for rule out
Specimen Handling:	<ul style="list-style-type: none"> • Room temperature - if sent to pathology as soon as possible • Refrigerated - if delay is anticipated
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Neuropathology Specimen Requisition
Transportation:	Immediately Deliver to Gross Room Refrigerator at UWMC (NW211B) or HMC (2NJ274)
Comment / Special Instruction:	For proper specimen management, fresh tissue specimens should be received in pathology as soon as possible.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Brain Tumor Biopsies for Fluorescent In Situ Hybridization (FISH):

Day(s) / Time(s) Performed:	Monday's and Thursdays
Turn Around Time**:	10 Business Days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Sterile Specimen Collection Container
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by surgeon • As appropriate for rule out
Specimen Handling:	<ul style="list-style-type: none"> • Room temperature - if sent to pathology as soon as possible • Refrigerated - if delay is anticipated
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Molecular Specimen Requisition
Transportation:	Immediately Deliver to Gross Room Refrigerator at UWMC or HMC
Comment / Special Instruction:	For proper specimen management, fresh tissue specimens should be received in pathology as soon as possible.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Molecular Diagnostic Laboratory - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Muscle Biopsy Specimen:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	10 Business Days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Tongue Blade or Stiff Paper • Saline • Telfa or Gauze • Sterile Specimen Container / Petri Dish • Specimen Biohazard Bag • Wet Ice
Specimen Collection:	<ol style="list-style-type: none"> 1. Obtain a longitudinal muscle biopsy, 0.8 to 1.0 cm in diameter and at least 3 cm in length. If the initial sample is too small, additional sample should be taken. 2. Place the specimen on a tongue blade or stiff paper and cover the muscle with Telfa or gauze moistened with saline. 3. Place the specimen in a container (Petri dish or Specimen Jar) with wet ice and place in a biohazard bag. <p>Do not immerse the specimen in saline. Do not use muscle clamps unless surgeon requires their use.</p>
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Neuropathology Specimen Requisition
Transportation:	Immediately Deliver to Gross Room at HMC (2NJ274) or UWMC (NW211)
Comment / Special Instruction:	For proper specimen management, muscle biopsies should be delivered immediately to the Gross Room.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Muscle Immersed in Saline or improper fixative used.
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Nerve Biopsy Specimens:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	10 Business Days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Tongue Blade or Stiff Paper • Saline • Telfa or Gauze • Sterile Specimen Container / Petri Dish
Specimen Collection:	<ol style="list-style-type: none"> 1. Obtain specimen at least 3 cm long. 2. Place specimen on a tongue blade or stiff paper and cover the nerve with Telfa or gauze moistened in saline. 3. Place specimen in specimen container <p>Do not immerse specimen in saline</p>
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Neuropathology Specimen Requisition
Transportation:	Immediately Deliver to Gross Room at UWMC (NW211) or HMC (2NJ274)
Comment / Special Instruction:	For proper specimen management, nerve biopsies should be delivered immediately to the gross room.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Nerve Immersed in Saline or Improper Fixative Used
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Ocular Biopsy:

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	2-5 Business Days (except Eye Globes)
Specimen Collection Supplies:	<ul style="list-style-type: none"> • 10% Neutral Buffered Formalin—unless special testing is requested (i.e., flow cytometry) [per Lindi Farrell]
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by surgeon • As appropriate for rule out • Specimen should be delivered fresh
Specimen Handling:	Room temperature. Refrigerate if not delivered immediately.
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Neuropathology Specimen Requisition
Transportation:	Immediately Deliver to Gross Room at UWMC (NW211) or HMC (2NJ274)
Comment / Special Instruction:	For proper specimen management, ocular biopsies should be delivered immediately to the gross room.
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Improper fixation method used
Retention Time of Specimen:	Two (2) weeks after Final Report is Issued
Laboratory Testing Performed:	Gross Room / Histology - Harborview

**Turn around times varies depending on multiple specimen and laboratory factors

Immunohistochemistry (IHC)

DIRECT IMMUNOFLUORESCENCE STUDIES

Oral Biopsy Specimens

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24-72 Hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • • IF Transport Media ONLY
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by surgeon • 4mm punch biopsy • 5mm punch biopsy, if biopsy is to be divided
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Pathology
Comment / Special Instruction:	<p>Immunofluorescence panel includes: IgG, IgA, IgM, C3 &Fibrinogen.</p> <p>IF Transport Media may be obtained from Gross Room refrigerator (NW211B) at UWMC. Access code required.</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative not preferred for required testing methodology • Specimen received in formalin • Specimen received in saline
Retention Time of Specimen:	6 Months After Final Report is Issued - Specimen is Frozen **please refer to Dr. Schmechel for final retention period
Laboratory Testing Performed:	Immunohistochemistry (IHC) - UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Skin Biopsy Specimen

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24-72 Hours
Specimen Collection Supplies:	<ul style="list-style-type: none"> • Sterile Specimen Collection Container • IF Transport Media • Michels
Specimen Collection:	<ul style="list-style-type: none"> • As deemed appropriate by surgeon • 4mm punch biopsy • 5mm punch biopsy, if biopsy is to be divided
Specimen Handling:	Room temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Pathology
Comment / Special Instruction:	<p>Immunofluorescence panel includes: IgG, IgA, IgM, C3 & Albumin, C1q, H&E.</p> <p>Include all relevant clinical history; e.g. sun exposure, involvement of specimen</p> <p>IF Transport Media may be obtained from Gross Room refrigerator (NW211B) at UWMC. Access code required.</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Specimen submitted in preservative not preferred for required testing methodology • Specimen received in formalin
Retention Time of Specimen:	6 months After Final Report is Issued - Specimen is Frozen **Please refer to Dr. Schmechel for final retention period
Laboratory Testing Performed:	Immunohistochemistry (IHC) - UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

IN-DIRECT IMMUNOFLUORESCENCE STUDY

Serum Specimen

Day(s) / Time(s) Performed:	Monday - Friday
Turn Around Time**:	24-72 Hours
Specimen Collection Supplies:	<ul style="list-style-type: none">• Capped Test Tube / Vial• Red Top Tube for Peripheral Blood
Specimen Collection:	<ul style="list-style-type: none">• 2 ml Serum (preferred)• 7 ml Peripheral Blood - use Red Top Tube for blood
Specimen Handling:	Refrigerated
Specimen Requirements:	<ul style="list-style-type: none">• Labeled with two (2) patient identifiers• Completed Specimen Requisition to include collection time. Differential Diagnosis request required.• Peripheral Blood must be received within 2 hours of blood draw• Notify lab ahead of sending specimen by calling 206-598-4028 or 206-598-6400
Transportation:	As Soon As Possible Deliver / Send to Pathology BB220 Monday through Friday. Send on ice packets - do not freeze blood
Comment / Special Instruction:	Serial dilution performed on serum applied different substrate tissue dependent on the differential diagnosis <ul style="list-style-type: none">• Centrifuge blood ASAP to separate serum
Rejection Criteria:	<ul style="list-style-type: none">• Inadequate information / missing requisition• Unlabeled / Mislabeled Specimen• Specimen submitted in preservative not preferred for required testing methodology• Blood is Frozen
Retention Time of Specimen:	6 months After Final Report is Issued **please refer to Dr. Schmechel for final retention period
Laboratory Testing Performed:	Immunohistochemistry (IHC) - UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Cytogenetics Services

Amniotic Fluid:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none"> • Chromosome Analysis: 7-10 days • Prenatal Aneuploidy FISH Panel: Preliminary 1-3 days • Prenatal Array CGH: 10-14 days
Specimen Collection Supplies:	<p>Corning tissue culture tubes or tubes from a Baxter amniocentesis tray kit</p> <p>*For Array CGH: same as listed above or 2 T-75 Flasks that are 80-100% confluent</p>
Specimen Collection:	<p>Collect 15-30ml of fluid obtained under sterile conditions. Place the fluid into the Corning tissue culture tubes or tubes from the amniocentesis tray kit. Discard the first 1ml of fluid or use for AFP testing.</p> <p><i>*For Array CGH: Collect 15-20ml of amniotic fluid or 2 T-75 flasks that are 80-100% confluent</i> <i>Note: only if not previously done, 30ml of fluid is required for Karyotype Analysis performed with Array CGH (aCGH)</i></p>
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Specimen Container labeled with two (2) patient identifiers • Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment/Special Instruction:	n/a
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Improper fixation of specimen
Retention Time of Specimen:	Two (2) weeks after Final Report is Issued
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control.

Bone Marrow/Oncology Blood:

Day(s) / Time(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none"> • Chromosome Analysis: 5-10 days • • STAT Chromosome Analysis Preliminary 2-3 days/Final 7 days • Neoplasia FISH Study: 2-3 days • Additional FISH Study: 1-3 days • STAT FISH Analysis Preliminary 24 hours/Final 2-3 days
Specimen Collection Supplies:	Preservative-Free Sodium Heparin Green Top Vacutainer or a Sterile Heparinized Syringe
Specimen Collection:	Collect 3-5ml of bone marrow or 5-10ml of blood in a preservative-free sodium heparin (green top vacutainer) or in a sterile heparinized syringe.
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Specimen Container labeled with two (2) patient identifiers • Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment/Special Instruction:	n/a
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Improper fixation of specimen
Retention Time of Specimen:	Wet specimen/Fixed Cell Pellet - 2 Weeks After Final Report is Issued
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control.

Chorionic Villi:

DayTime(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none"> • Chromosome Analysis: 7-10 days • Prenatal Aneuploidy FISH Panel: Preliminary 1-2 days • Prenatal Array CGH: 10-14 days
Specimen Collection Supplies:	<p>Sterile Flask or tube with sterile tissue culture media</p> <p>*For Array CGH: 3 T-25 flasks that are 70% confluent or 2 T-25 flasks that are 100% confluent</p>
Specimen Collection:	<p>Collect chorionic villi in a sterile flask or tube with sterile tissue culture media.</p> <p>* For Array CGH: Collect 3 T-25 flasks that are 70% confluent or 2 T-25 flasks that are 100% confluent</p>
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Specimen Container labeled with two (2) patient identifiers • Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment/Special Instruction:	n/a
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Improper fixation of specimen
Retention Time of Specimen:	Two (2) Weeks After Final Report is Issued
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control.

DNA Samples:

Days & Time(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none">• Prenatal Array CGH: 10-14 days• Routine Array CGH: 14-21 days
Specimen Collection Supplies:	TE-Buffer
Specimen Collection:	Obtain 20-30mg of DNA suspended in TE-buffer
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none">• Specimen Container labeled with two (2) patient identifiers• Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	n/a
Rejection Criteria:	<ul style="list-style-type: none">• Inadequate Information / Missing Requisition• Unlabeled / Mislabeled Specimen• Improper fixation of specimen
Retention Time of Specimen:	Indefinitely
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control

Peripheral Blood:

Days & Time(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none"> • Prenatal Aneuploidy FISH Panel: Preliminary 1-2 days • Chromosome Analysis: 10 days • FISH Study: 7 -10 days • Mosaicism Study: 14 days • Family Chromosome Follow-up Study: 7-10 days • Newborn Chromosome Study: Preliminary 2-3 days / Final 7-10 days • Newborn STAT FISH to rule out Aneuploidy: Preliminary 2-3 days / Final 7-10 days • Breakage Chromosome Study: 10-14 days • Routine Array - CGH: 14-21 days
Specimen Collection Supplies:	Adults: Preservative-free sodium heparin Green Top Vacutainer Infants: Preservative-free sodium heparin Green Top Vacutainer or Sterile Heparinized Syringe Array CGH: 1 EDTA Purple Top Vacutainer and 1 Preservative-free sodium heparin Green Top Vacutainer Y-PCR for Male Infertility: EDTA Purple top Vacutainer
Specimen Collection:	Adults: 10ml whole blood preservative-free sodium heparin Infants: 1-3ml whole blood preservative-free sodium heparin Array CGH: (2 tubes of blood REQUIRED) 3-5ml whole blood in EDTA and 3-5ml whole blood in sodium heparin Y-PCR for Male Infertility: 5ml whole blood in EDTA
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • For SCE, X Inactivation and Breakage Studies provide a control sample. • Labeled with two (2) patient identifiers • Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	n/a
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Improper fixation of specimen
Retention Time of Specimen:	Fixed Cell Pellet - 2 Weeks After Final Report is Issued Wet Specimen / Tissue - Until Adequate Metaphase Cells are Obtained
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control.

Solid Tissue/Tumors (including Products of Conception, Skin Biopsies):

Days & Time(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none"> • Solid Tumor Chromosome Analysis: 14 days • Lymph Node Chromosome Analysis: 14 days • Paraffin Embedded Tissue FISH: 3-5 days • Products of Conception Chromosome Analysis: 14 days • Tissue Chromosome Analysis: 14 days • Routine Array CGH: 14-21 days
Specimen Collection Supplies:	*For Array CGH: sterile media or 2 T-25 flasks that are 70% confluent
Specimen Collection:	<p>Obtain sample under sterile conditions. If there is identifiable tissue in a POC, send chorionic villi. Stillbirth - if possible send fascia lata, lung, or kidney. Use separate containers with sterile media and label the material. If material is small and unidentifiable, send entire sample</p> <p>Note: Do Not Send Entire Fetus Note: Do Not Place Sample in Formalin, Formaldehyde, Alcohol or Saline.</p> <p>*For Array CGH: collect 15-20mg of tissue in sterile media or 2 T-25 flasks that are 70% confluent</p>
Specimen Handling:	Refrigerated - Send Sample in a Cooler
Specimen Requirements:	<ul style="list-style-type: none"> • Labeled with two (2) patient identifiers • Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comment/Special Instruction:	
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Improper fixation of specimen
Retention Time of Specimen:	N/A
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control.

Urine:

Days & Time(s) Performed:	Monday - Friday 8am-5pm Saturday 8am-4pm Sunday 10am-2pm
Turn Around Time**:	<ul style="list-style-type: none">• Urovysion FISH: 3-5 days
Specimen Collection Supplies:	ThinPrep Urocyte Collection Cup or Sterile Jar
Specimen Collection:	Obtain 35-40cc of urine in a ThinPrep Urocyte Collection Cup or a Sterile Jar. Cap, invert and store in a 4°C refrigerator until transported.
Specimen Handling:	Refrigerated
Specimen Requirements:	<ul style="list-style-type: none">• Labeled with two (2) patient identifiers• Completed Cytogenetics Specimen Requisition
Transportation:	As Soon As Possible Deliver / Send to Laboratory
Comments / Special Instructions:	n/a
Rejection Criteria:	<ul style="list-style-type: none">• Inadequate Information / Missing Requisition• Unlabeled / Mislabeled Specimen• Improper fixation of specimen
Retention Time of Specimen:	n/a
Laboratory Testing Performed:	Cytogenetics - UWMC

**Turn around times are averaged; some cases may be delayed due to slower than usual cell growth, incomplete paperwork, or other circumstances beyond the Cytogenetics Laboratory's control.

Electron Microscopy Services

Specimen for Electron Microscopy (Cilia, Skin, Renal):

Day(s) / Time(s) Performed:	Monday - Friday 6:30am-4pm
Turn Around Time**:	Three (3) days
Specimen Collection Supplies:	<ul style="list-style-type: none"> • EM fixative (Half-Strength Karnovsky's Fixative) • Blue Top Tissue Collection Vial • Blade • Dental Wax Plate • Nasal Brush (same type used for cervical brush) for cilia case.
Specimen Collection:	<p>Immediately after the biopsy is obtained place the specimen into a drop of EM fixative on the dental wax plate. Using a sharp razor blade cut the specimen into smaller pieces (1-2 mm on one side)*. Immediately put the tissue in the vial containing EM fixative. The specimen should be free of blood or extra connective tissue</p> <p>For Cilia brushing, put the entire brush in the vial containing EM fixative.</p> <p>*When cutting the tissue into smaller pieces avoid crushing.</p>
Specimen Handling:	Refrigerate
Specimen Requirements:	<ul style="list-style-type: none"> • Smaller pieces, 1-2 mm in one side • Specimen must be in EM fixative • Do not be dried out • Specimen Container labeled with two (2) patient identifiers • Completed Specimen Requisition
Transportation:	<p>Keep refrigerated before and during shipping (e.g. ship in crushing ice in a Styrofoam container).</p> <p>Do not freeze the tissue.</p>
Comment / Special Instructions:	<ul style="list-style-type: none"> • Specimen should be free of blood or extra connective tissue. <p>EM fixative can be obtained from the EM lab at UWMC.</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate information / missing requisition • Unlabeled / Mislabeled Specimen • Improper fixation method used • Tissue is Dried Out
Retention Time of Specimen:	Two (2) Months After Final Report is Issued
Laboratory Testing Performed:	Electron Microscope - UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

DNA Flow Cytometry Services

Specimens for DNA Flow Cytometry (Tumor / Tissue Biopsies):

Day(s) / Time(s) Performed:	Monday -Friday 7:30am-4pm
Turn Around Time**:	Fresh Tissue- 5 days Fixed tissue in paraffin-5 to 7 days
Specimen Collection Supplies:	DNA Flow Cytometry Media
Specimen Collection:	Fresh biopsies should be put in DNA Flow Cytometry media and placed on ice as soon as possible in labeled tubes (with 2 patient identifiers and location where biopsy was taken).
Specimen Handling:	Refrigerate or Frozen for fresh or frozen tissue
Specimen Requirements:	<ul style="list-style-type: none"> • Formalin fixed tissue embedded in paraffin. • Fresh or fresh frozen tissue in DNA Flow Cytometry media • Specimen container labeled with two (2) patient identifiers • Completed specimen requisition
Transportation:	<ul style="list-style-type: none"> • Fresh specimen in flow cytometry media on wet ice • Frozen specimen in flow cytometry media on dry ice.
Comments / Special Instructions:	<p>Please contact the DNA Flow lab with any questions regarding specimen submission.</p> <p>Flow Cytometry Media can be obtained from the Flow Cytometry Lab at UWMC</p>
Rejection Criteria:	<ul style="list-style-type: none"> • Unlabeled / Mislabeled specimen • Missing specimen requisition / inadequate information on requisition • Specimens that cannot be identified as tumor • Formalin fixed specimens that have not been embedded in paraffin • Specimens that require decalcification • Specimens fixed in methycarnoy's, Hollande's fixative or zinc formalin • Specimens embedded in methacrylate
Retention Time of Specimen:	1 year after analysis for all remaining cells
Laboratory Testing Performed:	DNA Flow Cytometry - UWMC

**Turn around times varies depending on multiple specimen and laboratory factors

Outside Slide / Block Reviews Services

Slide Reviews (UW Medicine patients):

Slide Consults (External consultation with UW Medicine Pathologists):

Days & Time(s) Performed:	Monday-Friday 8am-5pm
Turn Around Time:	2-4 working days
Specimen Collection Supplies:	n/a
Specimen Collection:	As appropriate, the following specimens are submitted: <ul style="list-style-type: none"> • Paraffin tissue blocks • Slides
Specimen Handling:	Room Temperature
Specimen Requirements:	<ul style="list-style-type: none"> • Pathology Service Request Form completed by requesting service • Pathology Report and/or Gross Description from outside facility that include patient's name, date of birth, and the outside facility accession number • Materials labeled with two patient identifiers.
Transportation:	Transport via trackable method of transport, such as 1 Express
Comments / Special Instructions:	n/a
Rejection Criteria:	<ul style="list-style-type: none"> • Inadequate Information / Missing Requisition • Unlabeled / Mislabeled Specimen • Demographic information / outside reports do not match patient information on requisition • Materials received are damaged and unable to be repaired
Retention Time of Specimen:	45 Days
Laboratory Testing Performed:	Pathology Accessioner Office

**Turn around times varies depending on multiple specimen and laboratory factors

Requisition Forms

Cytology Specimen Requisition form:

Form Number - UH070 (order through <http://hmc.myprintdesk.net/DSF/>)

Molecular Diagnostics Specimen Requisition form:

Form Number - UH070 (order through <http://hmc.myprintdesk.net/DSF/>)

Histology Services Specimen Requisition form:

UWMC: Form Number - UH 0657 (order through Materials Management)

HMC: Form Number - UH 0657 (order through <http://hmc.myprintdesk.net/DSF/>)

Neuropathology Specimen Requisition form:

Form Number - UH 0657 (order through <http://hmc.myprintdesk.net/DSF/>)

Cytogenetics Specimen Requisition form:

Click on link provided at

<http://www.pathology.washington.edu/clinical/cytogenetics/>

DNA Flow Cytometry Specimen Requisition form:

Form Number - UH 0657 (order through Materials Management)

Electron Microscopy:

Form Number - UH 0657 (order through Materials Management)

Outside Slide Reviews / Consultations:

Click on the link for service request forms, both UWMC & HMC, provided at:

<http://www.pathology.washington.edu/patient-care/servicerequest>