

For All Specimens: Submit specimens labeled with patient's name and matching completed PDL Request Form. Please use the detachable sticky label from the request form to identify each specimen container. **Slides should be labeled with a #2 pencil only, no label.** Previous pathology is helpful, particularly if it was performed at another laboratory. A copy of the outside report is appreciated. **Improperly labeled specimens will be returned to the physician's office for correction, which may cause a delay in receiving results and reports.**

Pap Smears submitted for thin layer preparation. Once the sample has been obtained gently roll the brush around the perimeter of the container, beneath the level of preserocyte to dislodge the cellular material. Gently shake the brush from side to side to free all cellular material. Discard brush and seal container. Please be sure to include the clinical history, diagnosis and indicate high risk or low risk for Medicare pap smear specimens. For Patients having a biopsy and pap smear on the same date of service both specimens should be labeled and placed in the same biohazard bag.

Fine Needle Aspirate specimens should be prepared as follows: if possible two air-dried smears (prepared and left to dry without preservative) and two alcohol (95%) fixed smears (prepared and put into 95% alcohol container). When sending samples for bilateral lesions please indicate "right" and "left" sides (i.e. "Rt breast") on the slides and specimen bottle. Please **use a #2 pencil** to label all slides with the patient name (last & first), birthdate and **WF** (wet fixed, alcohol prepared) or **AD** (air dried). Any remaining aspirate material should be expressed directly into a 30-ml aliquot of Cytolyt solution.

Urine samples should be prepared in a 30-ml aliquot of CytoLyt solution.

Voided Urine or Bladder Washings **catheter or clean catch** at least 30 ml of sample into specimen container including fixative tablet. Please be sure to tighten the lid past the "click" to prevent leakage.

CSF samples should be refrigerated and sent within 24 hours. If the specimen cannot be refrigerated please express directly into a 30-ml aliquot of Cytolyt solution.

Pleural, Ascetic and Pericardial Effusions add 1 unit of heparin per 1000 cc of fluid.

Nipple Discharge smears are obtained by blotting the nipple with absorbent cotton then smearing the surface of a previously labeled slide across the new secretion from the nipple. Use an additional labeled slide and smear the two slides against each other in a one stroke motion to spread the specimen across the slides. Immediately place one slide into a 95% alcohol container and the other slide in a cardboard slide holder to air-dry. If there is additional discharge material it should be expressed directly into a 30-ml aliquot of CytoLyt solution. **Please be sure to use a #2 pencil to label all slides.**

Tissue Specimens. Most specimens should be placed in a formalin container, with at least three times the volume of formalin compared to tissue.

Breast Tissue. Specimens should be immersed in fixative within 1 hour of the biopsy or resection procedure. If delivery of a resection specimen to the pathology department is delayed, more than 24 hours, the tumor should be bisected prior to immersion in fixative. In such cases, it is important that the surgeon ensure that the identity of the resection margins is retained in the bisected specimen; alternatively, the margins may be separately submitted. The time of removal of the tissue and time of immersion of the tissue in fixative should be recorded and submitted to the laboratory

Fresh Specimens. A few specimens should be transported fresh on a sterile telfa pad moistened with sterile saline for urgent handling in the lab. Please call STAT courier for transport. These include:

- Lymph nodes or other specimens to rule out lymphoma.
- Frozen section specimens.
- Muscle Biopsies- send no later than 1pm Monday through Thursday only.
- Nerve Biopsies – send no later than 1pm Monday through Thursday only.

If in doubt about submission of specimens please contact Pathologists Diagnostic Laboratory at (336) 306-5777

For additional information please contact Carla Smith, Client Service Representative, at (336) 817-9768