



Regional Health Authority
Central Manitoba Inc.
Office régional de la santé
du Centre du Manitoba inc.

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ISSUING AUTHORITY:	Surgical
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SUBJECT: TISSUE PATHOLOGY COLLECTION

PURPOSE:

To have guidelines for collection and transportation of pathology tissue specimens safely and efficiently to the pathology laboratory for analysis.

POLICY:

All programs required to collect and to transport pathology tissue specimens within Central Regional Health Authority will follow the Tissue Pathology Collection Policy.

IMPORTANT POINTS:

1. All tissue from the OR is sent for pathology analysis except those tissues listed in Attachment #1.
2. Formalin is a carcinogenic agent.
3. Use pre-filled Formalin containers only.
4. Due to the nature of specimens being sent for examination, the method of packaging these specimens for shipping is extremely important, for the protection of the personnel that are handling pathology samples as well as to adequately preserve the integrity of the specimen being submitted.
5. In case of spills, wear protective eyewear, water proof apron and gloves, and respiratory filter masks, spill absorber.
6. Do not send specimen on a piece of telfa or gauze.
7. Order requisitions from Material Management, Westman Pathology Lab (1-800-661-5458), or HSC Pathology Lab (1-204-945-6123): specimen containers, packing supplies, labels and absorbent packing.
8. Do not cut specimens.
9. Send all stones with gallbladder.
10. Bowel specimens should be cut open, rinsed and put in formalin.
11. Specimens are sent to Westman Lab in Brandon (1-800-661-5458), Cadham Lab: 945-6123
12. Label all specimens prior to removing from theatre.
13. Breast biopsy tissue transportation process – see attached #2 for HSC Pathology Department.
14. Lymph node biopsy tissue collection process – if you are sending breast tissue to Westman, use Westman Pathology Requisition.

15. Product of conception tissue collection process – see attached #4.

INFORMATION ON THE REQUISITION:

- Patient name
- PHIN number, hospital name/or hospital number
- Date of birth (mm/dd/yy)
- Name of referring clinician
- Anatomic site of specimen
- Appropriate medical history including previous history and clinical data portion of requisition
- Date of specimen collection

HARD-WALLED SPECIMEN SHIPPING CONTAINERS

DIRECTIONS FOR USE:

General Packing Requirements: The following requirements meet the standards of Transport Canada and International Air Transport (IATA) regulations.

- A. Inner Packing
1. A leak proof **primary** receptacle must be used.
 2. A water tight, **secondary** packaging – must be used, i.e. plastic bag.
 3. An **absorbent** material – must be used to absorb any leakage between the primary and secondary packaging.
 4. Enclose all specimen containers in one (1) plastic bag. Affix MSDS and To and From Labels. Clear tape should cover the labels and secure bag by tying with knot.
 5. Add requisition, in separate bag.
 6. Take to your facility lab to be transported to Westman or Cadham Lab.
- B. Outer Packaging – completed by Lab
1. Put: **FORMALIN STICKER ON OUTSIDE OF THE COOLER**
 2. Outer packaging must be of adequate **strength and** in cooler with absorbent packing.
 3. These transport packages must have proper **labeling and documentation**, i.e.:
 - TC 125 – 1B sticker (indicates shipping container meets Transport Canada regulation for shipping specimens for 1B classification)
 - Correct address
 - Facility's phone number
 - "Keep Frozen" stickers if required
 - "Dry Ice" stickers if required
 - *Shipping documents and declarations
- *A shipper's declaration for dangerous goods is required if transporting diagnostic infectious substances.

PROCEDURE:

Preparation and Collection:

1. Addressograph the demographic information of the patient on the pathology requisition.
2. Fill out the appropriate info, ensuring surgeon's name, date, family doctor, and number of specimens included. Label A, B, C, D., etc.
3. Ensure history is completed on the requisition
4. Indicate if the result needs to be phoned back, or faxed, or can return as a typed report. If the result is to be phoned please list the doctor's phone number in red on the requisition, and ask them to call him/her directly. If it's to be faxed, please list the appropriate fax.
5. Place tissue in 10-15 times its volume of 10% buffered formalin to fix. Mouth of the jar of formalin has to be as wide as the body of the jar.
 - Small specimens – (skin lesions, small appendices, small masses) less than 3 cm can be submitted in a 90 ml specimen container with adequate volume of formalin in the container. Screw lid on tightly ensuring not to cross thread the lid. Let stand for several minutes and then tighten again. On standing, these lids seem to loosen and checking them before continuing on is an extra insurance of proper specimen handling. Once the lid is secure, wrap paraffin around the lid of the container place absorbent packing around the container and place in a sturdy bag. Tie this bag with a knot, do not secure with a twist tie.
 - Medium specimens – Tissues (breast biopsies, gallbladders, large appendices, lipoma, etc.) greater than 3 cm can be submitted in specimen containers 250-750 ml in volume with screw top lid. The specimen must have a large enough volume of formalin in the container. If you cannot fit in the five times the volume of formalin to tissue then a large container must be used. Once the lid is secure, place absorbent packing around the container and/or paraffin wax around the lid, place in sturdy bag. Tie this bag with a knot, do not secure with a twist tie.
 - Large specimens – These are samples which require a 2-8 litre pail. Once the lid is secure, place absorbent packing around the container and/or paraffin wax around the lid and place in sturdy bag. Tie this bag with a knot, do not secure with a twist tie.
 - Miscellaneous specimens – There are times when a specimen cannot be placed in a fixative due to the nature of the specimen. An example of this would be a limb. In this case, the specimen should be wrapped in absorbent under-pads and placed in a sturdy plastic bag which is secured with a knot. Ice pack, not ice cubes, should then be placed around the specimen which is inside of large styrofoam cooler. The ice helps to preserve the tissue during transport by slowing the process of autolysis.
6. Ensure the lid is secure.
7. Label with the appropriate Lab sticker address, with a TO and FROM label.
8. Affix the MSDS sticker to bag indicating it contains formalin.
9. Transport to the lab drop off area or department. The specimens will then be transported to a referral lab.

DOCUMENTATION:

All specimens are to be logged in a specimen logbook indicating the patient's name, Med Record #, number of specimens, name of site the specimen was referred to, and urgency of the specimen.