SP 128 Labeling Handling and Transport of Surgical Pathology Specimens

Copy of version 3.1 (approved and current)

Last Approval or Periodic Review Completed 4/25/2017
Next Periodic Review Needed On or Before 4/25/2018
Effective Date 5/1/2017

Comments for version 3.0 (last major revision)
added ciliary bx
added mercy
added ciliary biopsy collection

Comments for version 3.1 (this revision)
updated misID form (attachment 6.2) and linked to AP Admin 400

Approval and Periodic Review Signatures

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<th>Date</th>
<th>Version</th>
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Version History

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Linked Documents

- SP 117 Accessioning of Cases in Surgical Pathology
- SP 118 Specimens Exempt from Pathologic and/or Microscopic Examination
SUBJECT: Labeling, Handling and Transport of Specimens to Surgical Pathology

1.0 POLICY
1.1 All specimens (including devices and hardware) removed from a patient are sent to surgical pathology for examination. Exceptions are made for a defined list of specimens exempt from pathologic exam (refer to SP 118- Specimens Exempt from Pathologic and/ or Microscopic Examination) and for specimens removed, but required for inclusion in an IRB approved research protocol.
1.2 General laboratory collection procedures are available on the UPMC Infonet and the Department of Pathology website, www.path.upmc.edu. For additional information contact the laboratory.

2.0 PURPOSE
2.1 The purpose of this policy is to inform staff of the proper labeling, handling and transport requirements of surgical pathology specimens (i.e. biopsies, tissue, organs, and products of conception).

3.0 RESPONSIBILITY
3.1 Individuals involved in the collection of surgical pathology specimens are responsible for proper labeling and handling.
3.2 The pathology staff is responsible for accepting and rejecting specimens as defined by this policy.

4.0 PROCESS
4.1 General Information: Specimen and requisition labeling
4.1.1 All specimens must be labeled with a minimum of the following:
   4.1.1.1 Patient’s complete first and last name
   4.1.1.2 Medical record number (if unknown, social security number is acceptable if available)
   4.1.1.3 Only specimens collected in physician offices may use date of birth in lieu of a medical record number.
   4.1.1.4 Date and time of specimen collection
   4.1.1.5 Initials of the person responsible for specimen collection
   4.1.1.6 Source of specimen for each container (i.e. biopsy site, tissue type).
4.1.2 Specimens should always be labeled immediately after collection at the bedside or point of collection by a person who obtained the specimen.
4.1.2.1 Never obtain a specimen until a label is received and ready to affix to the specimen.
4.1.3 All specimens must be accompanied by an electronic order via a system interface or requisition. An appropriate example is attached (Attachment 6.1) but other forms are considered acceptable. All should include:
   4.1.3.1 Patient’s complete first and last name
   4.1.3.2 Medical record number (if unknown, social security number is acceptable if available)
   4.1.3.3 Date of birth
   4.1.3.4 Operative procedure
4.1.3.5 Physician/surgeon name legally authorized to submit specimen as well as address/phone/fax for where report is to be communicated.

4.1.3.6 Pertinent medical history; all attempt should be made to complete LMP (last menstrual period) date particularly for products of conception and endometrial biopsy specimens

4.1.3.7 Specimen type and source site for each container submitted

4.1.3.8 Date and time of collection

4.1.3.9 Any additional testing requested (i.e. genetics, microbiology).

4.1.4 Products of conception (POC) specimens should include the gestational age or other means of dating the pregnancy when possible.

4.1.4.1 Any POC specimens under 16 weeks of gestational age follow standard labeling as detailed above.

4.1.4.2 Any POC specimens over 16 weeks of gestational age require additional paperwork. Please refer to MWH Pathology policy PTH-601 “Morgue – Authorization of Post Mortem Examination” for detailed instructions.

4.2 Specimen Handling

4.2.1 Most specimens collected at off-site facilities or physician offices are sent in formalin (10% buffered formalin). The specimen should be placed in formalin immediately after collection. Exceptions are noted in Attachment 6.3.

4.2.2 Specimens sent from the operating rooms are mostly sent fresh, but smaller specimens that fit appropriately in the pre-filled formalin containers may be sent fixed (at the discretion of the surgeon).

4.2.3 Attachment 6.3 fixative and handling of different specimen types.

4.2.4 Sites should contact the pathology department and talk to a gross room staff member regarding questions of specimen handling and transport.

4.3 Specimen Packaging

4.3.1 The primary specimen containers should be plastic and leak-resistant. Tape or wax sealing paper may be used to ensure the lid is secure during shipment.

4.3.2 Each primary container must have an individual label affixed to the outside of the container (not the lid) that includes the patient/collection information (detailed in section 4.1 as well as a unique specimen description for each container.

4.3.3 The primary container(s) is placed in a secondary container (usually a bag).

4.3.4 Physician offices/units – likely a ‘biohazard specimen bag’ is used

4.3.4.1 Multiple containers for one patient should be placed in the same bag.

4.3.4.2 The bag is sealed to contain any leaking of primary specimen containers.

4.3.4.3 The accompanying requisition(s) is folded and placed in the outside pocket of the biohazard specimen bag.

4.3.4.4 Each specimen is documented on a log sheet sent with the specimens. The log sheet reflects the patient information and each specimen sent for that patient.

4.3.4.5 The log sheet(s) is sent with the courier for every batch of specimens sent to pathology.

4.3.4.5.1 Replacement log sheets can be ordered through the UPMC MyPrintRequest application using the order number found on the bottom of the log sheet.
4.3.4.5.2 Note there are different log sheets for cytology, surgical pathology and clinical laboratory specimens.

4.3.5 Operating room - clear plastic bag(s)
4.3.5.1 Multiple containers and bags of varying sizes are commonly received from the OR.
4.3.5.2 The bag(s) from each case should contain specimens from only one patient.
4.3.5.3 The bags are brought to the pathology refrigerators at the various hospital operating room sites.
4.3.5.4 A sticker containing the patient information and specimens submitted to pathology is to be placed in an OR log notebook located next to the bin containing the specimen requisitions.
4.3.5.4.1 Stickers are placed in the log book once the entire surgical procedure is completed.
4.3.5.4.2 Stickers are required only if additional specimens are being dropped off. Cases wherein the entire specimen was retrieved by pathology staff as part of an intraoperative consultation or tissue procurement do not require a sticker in the logbook.

4.4 Correction of unlabeled/ mislabeled specimens

4.4.1 Definitions
4.4.1.1 Mislabeled specimen – discrepancy of patient identification information between label, requisition and/or order.
4.4.1.2 Unlabeled specimen – No label on the specimen.

4.4.2 Due to the irreplaceable (critical) aspect of most surgical pathology specimens, all attempts will be made to accurately correct labeling errors before discarding and attempting to recollect the specimen (when applicable).

4.4.3 Labeling errors identified before the pathology report has been issued
4.4.3.1 Pathology staff will identify the labeling error and contact the collector (or appropriate representative) from the office/unit to explain the error.
4.4.3.2 Pathology staff will begin to complete a specimen misidentification form (Attachment 6.2) with all available information.
4.4.3.3 Pathology staff will decide if specimen/requisition will be:
4.4.3.3.1 Corrected in pathology – specimen misidentification form sent/faxed to office/unit for completion OR pathology staff will correct and document error internally.
4.4.3.3.2 Corrected by office/unit – specimen/requisition and misidentification form all sent back to office for correction and completion.

4.4.3.4 Once the misidentification form is completed and returned to pathology, the specimen will be processed.
4.4.3.5 Completion of the form must require a signature of the person taking responsibility for the correction of the error as well as their printed name and title. Signature of this form does not implicate the signee is at fault for the initial error.
4.4.3.6 The form will be retained and scanned into the laboratory information system.

4.4.4 Labeling errors identified after specimen report has been issued

4.4.4.1 An amended report will be issued identifying the corrected areas of the report.

4.4.5 In the case of a completely wrong patient:

4.4.5.1 An amended report will be created to remove report from incorrect patient and state that ‘no specimen was received’.

4.4.5.2 Any bills for the incorrect patient will be credited.

4.4.5.3 A new report will be generated for the correct patient containing the report contents.

4.4.5.4 The incident will be reported to the hospital risk department via the Riskmaster reporting system as well as through internal (pathology) means of tracking and documenting errors.

4.5 Gross Lab hours of operation/ special handling

4.5.1 The gross rooms at PUH, SHY, MWH and Mercy are staffed from Monday through Friday from 7:30am-5:00pm and Saturday (PUH only) from 8am-9:30am.

4.5.2 Stat biopsies will be accepted and processed same day as follows:

4.5.2.1 PUH- 11:00am, Monday-Friday and 9:30am, Saturday

4.5.2.2 SHY- 9:00am, Monday- Friday (depending on tissue type at the discretion of the pathologist).

4.5.2.3 MWH- 9:00am, Monday- Friday (depending on tissue type at the discretion of the pathologist).

4.5.2.4 Mercy- 9:00am, Monday- Friday (depending on tissue type at the discretion of the pathologist).

4.5.3 On Sunday, stat biopsies are only processed on an as needed basis at PUH. If there is a stat biopsy, the physician should email AP_STAT Bx Team and a staff member will make arrangements to have the biopsy processed and reported.

4.5.4 The pathologist on call is available 24 hours per day, 365 days per year via paging the operator.

5.0 REFERENCES

5.1 SP 118- Specimens Exempt from Pathologic and/ or Microscopic Examination

6.0 ATTACHMENTS

6.1 Surgical pathology requisition
6.2 Adverse event/ specimen misidentification form (AP Admin 400)
6.3 Surgical pathology specimen collection guidelines

Formerly policy #: AP Admin 55400, Magee- PTH-801
### Attachment 6.1

**UPMC LIFE CHANGING MEDICINE**

**PATIENT INFORMATION - AFFIX LABEL OR COMPLETE FIELDS**

- **Name:**
- **FIN #:**
- **DOB:**
- **Date:**
- **MRN:**
- **Sex:**

**SURGICAL PATHOLOGY REQUISITION**

- **Request:**
  - [ ] Routine
  - [ ] Rush
  - [ ] Frozen Section
  - [ ] Gross only

- **OR #:**
- **Date:**
- **Time:**
- **Ordering Provider:**
- **Phone:**
- **Copy to Provider:**

**Clinical history and pertinent history checklist: Failure to complete may delay diagnosis**

1. **Chief complaint/history of present illness (including preop and postop diagnoses):**

2. **Procedure:**

3. **Specific clinical question to answer:**

4. **Outside tissue diagnosis on this specimen?**
   - [ ] Yes
   - [ ] No
   - **Diagnosis:**
   - **When and where made:**

5. **Prior cancer/malignancy/tumor?**
   - [ ] Yes
   - [ ] No
   - **If yes, type:**

6. **Chemoradiation therapy?**
   - [ ] Yes
   - [ ] No
   - **Date of last dose:**

7. **History of organ transplant?**
   - [ ] Yes
   - [ ] No
   - **If yes, what organ(s):**

8. **History of immunosuppression?**
   - [ ] Yes
   - [ ] No
   - **If yes, type:**

9. **Any other underlying diseases?**
   - [ ] Yes
   - [ ] No
   - **If yes, type:**

10. **Cytogenetics tests?**
    - [ ] Yes
    - [ ] No
    - **Indicate reason:**

**Specimens:**

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**PATHOLOGY USE ONLY**

1PATH

UPMC-1275-0818
Attachment 6.2

**UPMC Lab Service Center - Urban Pathology**

**SPECIMEN MISIDENTIFICATION FORM**

REVISED 4/21/2017

<table>
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<tr>
<th>Today’s Date</th>
<th>Specimen Collection Date</th>
<th>Specimen Case Number</th>
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<td>/ / /</td>
<td>/ / /</td>
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**For Specimen Source Issue(s) Able to be Reconciled by Pathology via EMR Documentation, Complete Only the Top Portion of This Form**

**Patient Name:**

**DOB:**

**MRN/SSN:**

**Physician:**

**Office Location:**

The following information is **missing or discrepant:**

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<td>Container</td>
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<td>Requisition/Order</td>
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**Correct Source:**

The issue was able to be reconciled by using the EMR from:

- ☐ Powerchart
- ☐ MARs
- ☐ EPIC
- ☐ Surginet
- ☐ Aya
- ☐ HPF
- ☐ Other: ____________

(Check all that apply)

**For any patient IDENTITY ISSUE, OR IF SOURCE CANNOT BE RECONCILED USING EMR, COMPLETE THE BOTTOM PORTION OF THIS FORM.**

**From:** Lab Contact: __________________ Phone: __________ Fax: __________

**To:** Clinical Contact: __________________ Phone: __________ Fax: __________

The following information is **missing or discrepant:**

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<td><strong>Correct</strong></td>
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<tr>
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<td></td>
<td><strong>Demographics/Source</strong></td>
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The undersigned assumes full responsibility for changes made to the specimen label or to the requisition.

**Signature:** __________________ **Date:** __________________

**Print Full Name:** __________________

**This Form Must Be Signed and Dated to Proceed With Processing. Thank You!**

Laboratory Personnel, Please:

1. SCAN a copy of this form into Co-Path **AND**
2. ENTER an adverse event (AE1) with a resolution stating **FORM COMPLETED**

Page 6 of 11
### SURGICAL PATHOLOGY TESTS
Department of Anatomic Pathology

<table>
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<th>TEST (SPECIMEN)</th>
<th>MEDIA / HOW SPECIMEN SHOULD BE STORED</th>
<th>ADDITIONAL COLLECTION INSTRUCTIONS</th>
<th>COMMENTS</th>
<th>RESULTS FORWARDED WITHIN</th>
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<tr>
<td>Bone Biopsy for Metabolic Disease</td>
<td>Fresh (unfixed)</td>
<td>Sent to Mayo Clinic, form requires completion. Call Shadyside gross room for form.</td>
<td>Deliver specimens from outside offices and/or hospitals surgical pathology department. Specimens from the OR will be picked up on a set schedule</td>
<td>When available</td>
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<tr>
<td>Bone Marrow Biopsy</td>
<td>B5 Fixative</td>
<td>Contact Hematology with any questions regarding collection</td>
<td>Deliver specimens from outside offices and/or hospitals to the Clinical Lab Building (CLB)</td>
<td>2-5 Days</td>
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<td>Kidney Biopsy for Evaluation of Glomeruli</td>
<td>Fresh (unfixed) – Pathology to be present for collection</td>
<td>Contact Pathology to notify them before case begins. Pathology staff must be present during collection.</td>
<td>Surgical Pathology requisition with clinical history is required at time of collection.</td>
<td>When available</td>
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<td>Biopsies (Brain, Bronchial, Liver, Soft Tissue, etc.)</td>
<td>Formalin (unless suspected lymphoma or cytogenetic testing required)</td>
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<td>Deliver specimens from outside offices and/or hospitals surgical pathology department. Specimens from the OR will be picked up on a set schedule</td>
<td>2-5 Days</td>
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<td>Sunday STAT Biopsies (PUH only)</td>
<td>Formalin</td>
<td>Email AP_Stat Bx Team group to notify that a specimen needs to be processed on Sunday.</td>
<td>Deliver to Presbyterian gross lab (A625). Cut off is 9am.</td>
<td>1 Day</td>
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<td>Ciliary Biopsies</td>
<td>Fresh (unfixed) or RPMI or Karnovsky’s fixative</td>
<td>Contact Pathology to notify them before case begins. Pathology staff must be present during collection.</td>
<td>Forwarded and processed by EM laboratory.</td>
<td>When available</td>
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<td>Tissue with risk for CJD/Prion Disease</td>
<td>Fresh (unfixed)</td>
<td>PUH- notify neuropathology to pick up specimen intraoperatively. MWH/SHY/Mercy- notify pathology department via phone and label container “CJD precautions”.</td>
<td>Refer to policy HS-1C0605-CJD Prion Transmission Prevention</td>
<td>2-5 Days</td>
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<tr>
<td>Frozen Sections</td>
<td>Fresh (unfixed)</td>
<td>Immediate delivery to or retrieval by pathology</td>
<td>PUH- Between 7:30-17:00 use Responder 5 if available or call 647-3720, opt. 1 Between 17:00-7:30, page the on-call pathologist. SHY- Between 7:30-17:00 call 623-1328 Between 17:00-7:30, page the on-call pathologist. MWH- Between 7:00-17:00 call 354-4620 Between 17:00-7:00, page the on-call pathologist. Mercy- Between 7:30-16:00 call 232-7847 Between 16:00-7:30 page the on-call pathologist.</td>
<td>20 minutes</td>
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<td>Amputated Limbs</td>
<td>Fresh (unfixed)</td>
<td>Double bag in biohazard bag with patient label on outermost bag. Deliver to operating room refrigerator. Mercy- Deliver to surgical pathology refrigerator.</td>
<td>If limb is too large for routine refrigerator, deliver to gross room. PUH/MWH- After 5pm, deliver to morgue cooler. SHY- After 5pm, deliver refrigerator in back room of WG11 (SHY).</td>
<td>2-5 Days</td>
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<tr>
<td>Lymphoma work-up</td>
<td>Fresh or in RPMI media</td>
<td>Send to gross lab with instruction on requisition or in Surginet specimen description that states “lymphoma work up”</td>
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<td>7-10 Days</td>
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<td><strong>Muscle Biopsy</strong></td>
<td>Fresh in clamp, in container on ice</td>
<td><strong>PUH</strong>- send immediately to Histology lab via pneumatic tube (station 320). <strong>SHY/MWH/ Mercy</strong>- should only be collected M-F until 2:00pm. Send to gross room.</td>
<td>7-10 Days</td>
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<tr>
<td><strong>Neonatal Deaths and Adult Autopsies</strong></td>
<td>Fresh (unfixed)</td>
<td>None</td>
<td>Autopsy permit and patient’s chart must accompany body to Morgue. When available Can take 30+ days depending on testing required</td>
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<tr>
<td><strong>Nerve Biopsy</strong></td>
<td>Fresh (unfixed), in container on ice</td>
<td>Keep specimen unfixed, on ice, wrapped in gauze and left intact. Biopsies should be at least 2.0cm in length.</td>
<td>Do not cut prior to sending to Histology laboratory. 10-14 Days</td>
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<tr>
<td><strong>Placenta</strong></td>
<td>Fresh (unfixed)</td>
<td>Refrigerate before shipping time. Note that placentas submitted to pathology cannot be returned to the patient.</td>
<td><strong>MWH</strong>- Sent by WCBC staff to mini-lab via pneumatic tube system throughout the day; CLB staff receives and gross room staff picks up daily M-F. <strong>Mercy</strong>- Delivered to surgical pathology refrigerator individually. 2-5 Days</td>
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<tr>
<td><strong>Precision Therapeutics (PTI)</strong></td>
<td>Fluids – fresh Tissue – fresh</td>
<td>Fluid and tissue specimens should be collected and submitted (fresh) to pathology as normal. Staff should indicate on the requisition if PTI is requested and pathology will send the specimen to PTI. Refrigerate until delivery to Pathology</td>
<td>Forward specimen to Pathology for transport to PTI. When available</td>
<td></td>
</tr>
<tr>
<td>Products of Conception (POC)</td>
<td>POC (unfixed)</td>
<td>If cytogenetic testing is required, indicate on the surgical pathology requisition or within the Surginet specimen description. The specimen container label should also indicated “genetics”.</td>
<td>MWH- Deliver specimens from outside offices and/or hospitals to mini-lab room 4662. Mercy- Deliver to surgical pathology refrigerator. Specimens from the OR/ SDS and mini lab will be picked up by path staff M-F until 4 p.m.</td>
<td>2-5 Days</td>
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<tr>
<td>Routine Biopsy Specimens</td>
<td>10% neutral buffered formalin.</td>
<td>Send tissue unfixed if it is too large to fit in a formalin bottle.</td>
<td>Deliver specimens from outside offices and/or hospitals surgical pathology department. Specimens from the OR will be picked up on a set schedule.</td>
<td>2-5 Days</td>
</tr>
<tr>
<td>Spontaneous IUFD fetus with or without uterine contents. &lt;16 weeks</td>
<td>Fresh (unfixed)</td>
<td>If cytogenetic testing is required, indicate on the surgical pathology requisition or within the Surginet specimen description. Refrigerate before shipping time.</td>
<td>Requests for private burial/funeral home should be made using the Authorization and Disposition form found within the Death packet.</td>
<td>2-5 Days</td>
</tr>
<tr>
<td>Spontaneous IUFD fetus with or without uterine contents. ≥ 16 weeks</td>
<td>Fresh (unfixed)</td>
<td><strong>MWH</strong>- Physician Order Form included in the death packet (yellow half-sheet with checklist for genetics, cultures). Refrigerate before shipping time.</td>
<td>Forward paperwork with autopsy permit, requisition and specimen to MWH Morgue</td>
<td>2-5 Days</td>
</tr>
<tr>
<td>Therapeutic Abortions with Placenta</td>
<td>Fresh (unfixed)</td>
<td>Physician Order Form included in the death packet (yellow half-sheet with checklist for genetics, cultures). Refrigerate before shipping time.</td>
<td>None</td>
<td>2-5 Days</td>
</tr>
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</tr>
<tr>
<td>Fresh (unfixed)</td>
<td>Physician Order Form included in the death packet (yellow half-sheet with checklist for genetics, cultures). Refrigerate before shipping time.</td>
<td>None</td>
<td>Forward paperwork with autopsy permit and disposition papers with specimen to Morgue</td>
<td>2-5 Days</td>
</tr>
<tr>
<td>Fresh (unfixed)</td>
<td>Physician Order Form included in the death packet (yellow half-sheet with checklist for genetics, cultures). Refrigerate before shipping time.</td>
<td>None</td>
<td>Specimens from the OR and mini lab will be picked up on a set schedule by the gross room staff</td>
<td>When available</td>
</tr>
</tbody>
</table>