


Standard Operating Procedure

 Eastern Health Laboratory Medicine	Section: Management System\Eastern Health\Pathology\Collection Manual\	
	Title: Tissue Handling-Routine Formalin Fixed Specimens	Number: 17324
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Effective Date: 1/22/2021		Status: Current

Purpose or Principle

This procedure provides instructions to physicians and nursing staff on submitting routine formalin fixed pathology specimens.

Materials

Reagents

- 10% Buffered Neutral Formalin

Supplies

- Pathology Requisition
- Pathology Specimen Logbook

Equipment

- Not Applicable

Sample

- Formalin fixed tissue samples

Special safety precautions

- Wear appropriate personal protective equipment for handling chemicals and potentially infectious tissue samples.

Quality Control

- Not Applicable

Procedure:

Follow the activities below to submit routine formalin fixed tissue specimens to pathology:

1. Place sample (that is normally placed in formalin) in 10% buffered neutral formalin as soon as possible, but no later than 30 minutes after removal from the body. The specimen should be in a suitable container to allow for a 10:1 ratio of formalin to tissue.
2. Complete a Pathology requisition with all pertinent information including Patient name, HCN, date, cold ischemic time(CIT), time in formalin, nature of specimen, physician's name and clinical history. Refer to **Specimen Labeling, Specimen Care** policy **260-OR-400**. You can also refer to the global policy : **Lab Requisitions** MED-LAB-050 if more information about requisitions is needed.
3. Complete a specimen label (NOT handwritten) and affix to side of specimen container (not the cover) **AFTER** collection. Never pre-label specimen containers.
4. Prior to submitting specimen to pathology, perform a visual inspection of the container to ensure tissue is present.
5. Enter the specimen information into the **Pathology Specimen Logbook**.
6. Bring specimen to holding area.

Calculations

- Not Applicable

Interpretation/Results/Alert values

- Not Applicable

Reference intervals

- Not Applicable

Method performance specifications/limitations

- Not Applicable

Result reporting

- Not Applicable

References

- Lester, Susan C. Manual of Surgical Pathology, Third Edition. Elsevier. 2010.

Related procedures

- Formalin Fixation OrigID 4439
- Specimen Labeling OrigID 4579
- Gross Room PPE OrigID 11291
- Specimen Care 260-OR-400

Documents/Forms/Records

- Pathology Specimen Requisition OrigID 10638
- Pathology Specimen Log Book

Document Change Log	
For significant changes to practice such as testing methods, sample type, formulations, calculations etc., you must provide the rationale and evidence used to justify the change.	
Date	Changes
30 September 2020	New document