COREPATH	Laboratory: **CorePath Laboratories, PA**	Document ID	GE-PR-0030
		Manual	General
Specimen Collection Manual		Approval Date	1/9/2014

I. PURPOSE:
- A. To ensure the proper collection of specimens for testing.
- B. The collection procedures that are applicable to each laboratory may differ, however, those that apply are required to be adhered to.

II. PRINCIPLE:
- A. It is a principle for any laboratory test that the value of the test is compromised or even negated by using specimens that have not been properly collected, labelled, handled or stored prior to and during the testing process.
- B. The laboratory will follow all local, state and federal guidelines for the shipping of specimens, which ensures the safety of the specimen and all persons participating in the shipping and handling process.

III. CLINICAL SIGNIFICANCE:
- A. Collection and transport of these specimens for histopathological examination involves a series of essential steps from the time it is taken from the patient at the time of collection up to its reception in the laboratory. These include putting the specimen in an appropriate container immersed in an appropriate type and amount of fixative; accurate identification and labelling of the specimen container with corresponding patient details in the request form; and completeness of information in the request form including relevant clinical details.
- B. The proper collection of a specimen for culture is the most important step in the recovery of pathological components responsible for disease. A poorly collected specimen may lead to failure in isolating the causative reasons for disease.

IV. SPECIMEN COLLECTION FOR FLOW CYTOMETRY OF HEMATOLOGICAL DISORDERS:
- A. **Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.**
- B. **All collection supplies must be used within expiration date and stored per the manufactures' instructions.**
- C. Specimen Collection of Peripheral Blood
  1. Collection:
     - a. Collect peripheral blood aseptically into a sterile EDTA (lavender top) blood collection tube or Sodium Heparin (green top) tube.
  2. Requirements for peripheral blood
     - a. A minimum of 2 ml of whole blood is required.
     - b. For peripheral blood, a white cell count and a differential count should be performed on the same day by the requesting facility.
     - c. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
  3. Transportation:
     - a. Maintain and transport peripheral blood samples at room temperature (20° C to 25°C).
     - b. Transport samples in a seal-able plastic biohazard bag.
     - c. Avoid drastic temperature changes, such as $<10^0$ C or $>37^0$ C. It may be necessary, in hot weather, to pack the specimens in a container which has insulating material around it and

place this container inside another that contains a cold pack (ice pack) and some type of absorbent material. This will help maintain the specimen at ambient temperature.

d. NOTE: DO NOT PLACE BLOOD SPECIMENS DIRECTLY ON ICE OR REFRIGERATE. DO NOT FREEZE.

e. Local guidelines for transporting samples should be used within state; Federal guidelines should be used for interstate shipping.

4. Specimen Rejection:

a. Sample quality: Check with supervisor or medical director for instructions if any of the following situations occur.)

i. Sample is older than 24 hours.

ii. Clots are visible.

iii. The blood is hemolyzed or frozen.

iv. Abnormalities in light-scattering patterns reveal a compromised specimen in such instances where the specimen was exposed to drastic temperature changes.

b. Clerical:

i. The identifying name on the specimen tube does not match the requisition sheet.

D. Specimen Collection of Bone Marrow

1. Collection:

a. Collect bone marrow aseptically into a sterile K_3EDTA (lavender top) blood collection tube. (ACD or heparin is acceptable anticoagulants if K_3EDTA is not available.)

2. Requirements:

a. A minimum of 2ml of bone marrow is required.

b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.

3. Transportation:

a. Maintain and transport bone marrow samples at room temperature (20^0 C to 25^0C)

b. Transport samples in a reseal-able plastic biohazard bag.

c. Avoid drastic temperature changes, such as <10^0C or >37^0C.

i. In hot weather, pack specimens in a container which has insulating material around it and place this container inside another that contains a cold pack (ice pack) and some type of absorbent material. This will help maintain the specimen at ambient temperature.

ii. NOTE: DO NOT PLACE BONE MARROW SPECIMENS DIRECTLY ON ICE OR REFRIGERATE. DO NOT FREEZE.

iii. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

iv. NOTE**:** Use reliable overnight carriers to ensure delivery the following day.

4. Specimen rejection:

a. Sample quality: (Check with supervisor or medical director for instructions if any of the following situations occur.)

i. The specimen has been collected >24 hours before processing.

ii. Clots are visible.

iii. The marrow is hemolyzed or frozen.

iv. Abnormalities in light-scattering patterns will reveal a compromised specimen, such as being exposed to drastic temperature changes (<10^0 C or > 37^0 C).
v. The identifying name on the specimen tube does not match the requisition sheet.

E. Specimen Collection of Lymphoid Tissue
1. Collection:
a. Place the lymphoid tissue in a conical tube with RPMI medium. Tissue for flow cytometry should only be collected after tissue has been submitted for histology in formalin or BS fixative.
2. Requirements:
a. A minimum of 0.5 cm^3 of tissue, in a conical tube containing RPMI medium, is required. If less tissue is available, please contact the lab.
b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
3. Transportation:
a. Maintain and transport lymphoid tissue samples at 4 degrees Celsius.
b. Transport samples in a sealed plastic biohazard bag.
c. Local guidelines for transporting samples should be used within state; Federal guidelines should be used for interstate shipping.
4. Specimen rejection:
a. Sample quality: (Check with medical director for instructions should any of the following occur.)
i. Sample has not been stored at 4^0 C or delivered immediately to the lab.
ii. The specimen has been collected >24 hours before processing.
iii. The sample has not been kept moist.
iv. The sample is frozen or fixed.
v. Abnormalities in light-scattering patterns will reveal a compromised specimen, such as being exposed to drastic temperature changes (<4°C or > 37°C)
b. Clerical:
i. The identifying name on the specimen tube does not match the requisition sheet.

F. Specimen Collection of Body fluids
1. Collection:
a. Collect spinal fluid (CSF) in a sterile container.
b. Collect pleural fluid/ascitic fluid in a ratio of 1 ml of sodium heparin or ACD to 100 ml of fluid.
2. Requirements:
a. CSF - a minimum of 5 ml is required.
b. Pleural fluid / ascitic fluid - a minimum of 20 ml is required.
c. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
3. Transportation:
a. Maintain and transport samples at 4°C.
b. Transport samples in a sealed plastic biohazard bag.
c. Local guidelines for transporting samples should be used within state; Federal guidelines should be used for interstate shipping.
4. Specimen rejection:

a. Sample quality: (Check with the supervisor or medical director for instructions should any of the following situations occur.)
   i. Sample has not been stored at 4^0 C or delivered immediately to the flow lab.
   ii. The specimen has been collected >24 hours before processing.
   iii. The sample is frozen or fixed.
   iv. Abnormalities in light-scattering patterns will reveal a compromised specimen, such as being exposed to drastic temperature changes (<4° or > 37° C)

b. Clerical:
   i. The identifying name on the specimen tube does not match the requisition sheet.

V. SPECIMEN COLLECTION FOR CHROMOSOME ANALYSIS OF HEMATOLOGIC DISORDERS:

A. **Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.**

B. **All collection supplies must be used within expiration date and stored per the manufactures' instructions.**

C. Specimen Collection of Bone Marrow
   1. Collect approximately 1.0-2.0ml of the first aspirate aseptically in a Sodium Heparin Vacutainer (green top). If Sodium Heparin vacutainers are unavailable, then an EDTA Vacutainer (lavender top) may be used. Mix by inversion immediately. Store the specimen at room temperature until ready for delivery or pick-up by lab Courier.

D. Specimen Collection of Peripheral Blood
   1. Peripheral blood may be used if the white blood cell count is increased and if ~7-10% or more blasts are present. Collect 5.0ml aseptically in a Sodium Heparin Vacutainer (green top). If Sodium Heparin vacutainers are unavailable, then an EDTA Vacutainer (lavender top) may be used. Store the specimen at room temperature until ready for delivery or pick-up by lab Courier.

E. Specimen Collection of lymphoid or fresh tissue
   1. A minimum of 0.5 cm^3 of tissue, in a conical tube containing RPMI medium, is required. If less tissue is available, please contact the lab.
   2. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing and placed inside a sealed biohazard bag.
   3. ***NOTE: In order to perform chromosome analysis, the tissue specimen must NOT be put in formalin or any other fixative.***

F. Local guidelines for transporting samples should be used within state; Federal guidelines should be used for interstate shipping.

G. **NOTE:** Avoid freezing or heating above 35°C.

H. Please send with the specimen:
   1. Physician's name and contact numbers
   2. Hospital information (i.e. patient's ID number, address to mail report, etc.)
   3. Provisional diagnosis
   4. Patient's name, sex, date of birth
   5. Specimen type
   6. Date of collection
   7. Billing information
   8. Any pertinent patient history

I. **NOTE: In case of bone marrow or other transplant, sex of the DONOR is essential for interpretation of the results.**

J. **NOTE:** Specimens collected in anticoagulants other than the above are not desirable for optimal quality. In the best interest of the patient, the specimen will be processed; however, the quality may be less than optimal.

K. Samples should be placed in a sealing biohazard specimen bag to protect against leakage and properly packed in a styrofoam container during transport.

VI. SPECIMEN COLLECTION FOR MORPHOLOGIC EVALUATION OF HEMATOLOGIC DISORDERS:

A. **Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.**

B. **All collection supplies must be used within expiration date and stored per the manufactures' instructions.**

C. Specimen Collection and Handling of Bone Marrow for Aspirate Smears

1. Collection:
   a. Collection of the bone marrow aspirate for aspirate smears is ideally performed at the bedside. If this is not possible, the aspirate should be in anticoagulant for a maximum of two hours prior to making aspirate smears.
   b. An aliquot of aspirate is placed on a watch glass. The watch glass is rotated to expose particles. The particles are aspirated in a fine tip pipette and placed on a properly labeled glass slide. Excess blood is removed from the slide by aspirating it back into the pipette, being careful not to remove the particles. A second glass slide is placed on top of the slide containing the specimen allowing the weight of the glass slide to spread the particles (Note: pressure should not be applied!). Once spreading has occurred, the two slides are gently slid apart in a direction toward the end of the slide containing the specimen.
2. Requirements:
   a. Ideally, five well-made bone marrow aspirate slides are prepared.
   b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
   c. Shipping:
      i. Slides must be completely dried prior to packaging for send out.
      ii. Slides are placed in a plastic slide holder and shipped to the laboratory in the provided shipping box.

D. Specimen Collection and Handling of Bone Marrow Aspirate for Bone Marrow Clot

1. Collection:
   a. Ideally, approximately 8-10ml of aspirate are obtained at the bedside. Once an aliquot of the bone marrow aspirate has been provided in EDTA and Sodium Heparin vacutainers for the ancillary studies and on the watch glass for the aspirate smears, the remainder of the aspirate must remain in the syringe until it has clotted (Note: if the practitioner has heparinized the syringe prior to aspiration, the specimen may not clot). Once the specimen has clotted the plunger is removed from the syringe and the clot is dumped into the provided container of 10% neutral buffered formalin, through the backside of the syringe.
2. Requirements:

a. Ideally the clot should be at least a 2ml volume.
b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.

3. Shipping
   a. The clot is placed in the 10% neutral buffered formalin and the jar is sealed with parafilm. Two patient identifiers are placed on the specimen jar along with the specimen type (e.g. Bone marrow clot).
   b. The specimen is shipped in the provided shipping box along with the provided frozen cold pack that should be separated from the specimen by the cardboard divider.

E. Specimen Collection of Bone Marrow Core Biopsy and Touch Imprints
1. Collection:
   a. Touch Imprints
      i. Once the core biopsy is obtained, it is place on a piece of gauze in the fresh state (prior to placing in formalin). Any blood clot on the surface of the core biopsy is removed with forceps and placed in the jar of formalin. The core biopsy is then placed on an appropriately labeled glass slide and gently rolled along the surface of the slide with another glass slide or forceps, without applying pressure.
   b. Core Biopsy
      i. Once the touch imprints are prepared, the biopsy is place in the provided container filled with 10% neutral buffered formalin.
2. Requirements
   a. Bone Marrow Core
      i. Ideally a core biopsy should be at least one cm long and be free of crush and aspiration artifact.
   b. Touch Imprints
      i. At least 5 well-made touch imprints should be prepared
   c. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
3. Shipping
   a. The core biopsy is placed in the 10% neutral buffered formalin and the jar is sealed with parafilm. Two patient identifiers are placed on the specimen jar along with the specimen type (e.g. Bone marrow core).
   b. The Touch imprints must be dried and then they are place in the provided plastic slide mailer.
   c. The specimen is shipped in the provided shipping box along with the provided frozen cold pack that should be separated from the specimen by the cardboard divider.

F. Handling of Previously Prepared Glass Slides and Paraffin Blocks of Tissue
1. Shipping
   a. Slides
      i. Slides prepared at another institution and sent to the laboratory for consultation should be placed in appropriate slide mailers and wrapped in a manner that prevents breakage.
   b. Paraffin Blocks
      i. Paraffin Blocks should be placed in a placed bag and shipped in a manner that will guarantee that exposure to heat will not cause melting of the block. This may

include shipping along with a cold pack and/or avoiding shipping by non-climate controlled methods.

c. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.

VII. SPECIMEN COLLECTION FOR COMPREHENSIVE CANCER RISK ASSESSMENT:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection and Handling of Buccal Swabs

1. Collection
   a. Obtain the sample at least one hour after eating, drinking, or cleaning of teeth. For best results, rinse mouth with water immediately prior to sampling.
   b. Open the analysis kit and complete the accompanying paperwork. Write patient's name and date on the outside of each plastic swab tube.
   c. Remove the swab from the tube, taking care not to touch the white swab head. Use two swabs per patient.
   d. Insert the swab into the patient's mouth and rub firmly against the inside of the check or underneath the lower and upper lip. For standard DNA collection rub for a minimum of 45 seconds.
      i. Important- use reasonable, firm and solid pressure.
   e. Place swabs back into each tube. Do not touch swab head.
   f. Seal the tube securely with the cap provided and repeat procedure
2. Requirements
   a. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
   b. Obtain and submit 2 swabs per patient.
3. Shipping
   a. Place the sealed tubes and complete requisition form in the provided shipping box.
   b. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

VIII. SPECIMEN COLLECTION FOR PODIATRY EVALUATION:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection and Handling

1. Collection
   a. The collection of the following tissue types is at the discretion of the clinician.
      i. Skin/Soft Tissue/Nail Unit
      ii. Dry Keratin (Nail/Skin Scrapings)
      iii. Wound Aspirations
2. Requirements

a. Skin/Soft Tissue/Nail Unit
   i. The skin/soft tissue should be submitted in formalin fixative in a sealed container.
   ii. The nail unit may be submitted in a sealed bag or in formalin fixative
b. Dry Keratin (Nail/Skin Scrapings)
   i. The nail/skin scraping should be submitted in a sealed dry keratin bag.
c. Wound Aspirations
   i. The wound aspirations should be submitted in a sealed E-Swab, Swab with GEL or aspirated into a syringe. The syringe should be submitted sealed without a needle present.
d. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.

3. Shipping
   a. Place the sealed materials and complete requisition form in the provided shipping box
   a. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

IX. SPECIMEN COLLECTION FOR GASTROINTESTINAL EVALUATION:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection and Handling of GI biopsies

1. Collection: The collection of GI biopsies is at the discretion of the clinician.
2. Requirements
   a. Gastrointestinal Biopsy
      i. The GI biopsies should be submitted in formalin, in a sealed container.
   b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
3. Shipping
   a. Place the sealed materials and complete requisition form in the provided shipping box.
   b. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

X. SPECIMEN COLLECTION FOR BREAST TISSUE:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection and Handling of breast biopsies

1. Collection: The collection of breast biopsies is at the discretion of the clinician.
2. Requirements
   a. Breast Biopsy
      i. The breast biopsies should be submitted in formalin, in a sealed container.
      ii. The time the biopsy was placed in formalin should be submitted with the specimen.

iii. The time the biopsy was removed from the body should be submitted with the specimen.
iv. The breast biopsy must be in formalin a minimum of 6 hours but not to exceed 72 hours.

b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.

3. Shipping
   c. Place the sealed materials and complete requisition form in the provided shipping box.
   d. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

XI. SPECIMEN COLLECTION FOR URINE FOR UROVISION:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection and Handling of Urine Specimens

1. Collection:
   a. Perform urine collection (≥33 mL) at the physician's office.
   b. Mix voided urine 2:1 (v:v) with preservative.
      i. Carbowax (2% polyethylene glycol in 50% ethanol) or PreservCyt preservatives are recommended.
      ii. **Note:** Use of any other preservative must be validated by the laboratory.
   c. Transfer to a 50 ml centrifuge tube(s) or other tightly capped plastic container.
2. Requirements:
   a. If urine is not shipped immediately after collection, refrigerate immediately and ship overnight within 24 hours.
   b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
3. Shipping:
   a. Place the sealed materials and complete requisition form in the provided shipping box.
   b. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

XII. SPECIMEN COLLECTION FOR CYTOLOGY PREPARATIONS:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection and Handling of Urine Specimens

1. Collection:
   a. The collection of cytology specimens is at the discretion of the clinician.
   b. The specimens may include gynecological smears, sputum, brushings, washings, urine, cerebrospinal fluid, abdominal fluid, pleural fluid, synovial fluid, seminal fluid, and fine-needle aspirations, tumor touch samples or other materials containing loose cells.

2. Requirements
    a. If applicable to the sample type, the samples must be placed in a PreservCyt Solution vial.
    b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
3. Shipping
    e. Place the sealed materials and complete requisition form in the provided shipping box.
    f. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

XIII. SPECIMEN COLLECTION FOR MOLECULAR DIAGNOSTICS

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufactures' instructions.

C. Specimen Collection of Bone Marrow
1. Collect approximately 2.0ml of the first aspirate aseptically in a EDTA Vacutainer (lavender top. Mix by inversion immediately. Store the specimen at room temperature for DNA based tests and under cold conditions for RNA based tests temperature until ready for delivery or pick-up by lab Courier.

D. Specimen Collection of Peripheral Blood
1. Collect approximately 4.0ml of the first aspirate aseptically in a EDTA Vacutainer (lavender top. Mix by inversion immediately. Store the specimen at room temperature for DNA based tests and under cold conditions for RNA based tests temperature until ready for delivery or pick-up by lab Courier.

E. Specimen Collection of Tissue Block
1. Submit a formalin-fixed, paraffin-embedded tissue block after following the collection process for morphologic evaluation.

F. Specimen Collection of Unstained Slides
2. Submit one H&E-stained slide and 10 unstained slides after following the collection process for morphologic evaluation.

G. Specimen Collection of FFPE Tissue
1. Submit a formalin fixed, paraffin-embedded tissue block.
2. Submit one H&E-stained slide and 5 unstained slides.
3. Follow the collection process for morphologic evaluation.

H. Requirements:
1. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.

I. Specimen Rejection
1. Rejection criteria
    a. Incomplete or unclear submission documentation.
    b. Incorrect, incomplete, or unclear specimen label.
    c. Incorrect sample type.
    d. Wrong container type or samples drawn in the wrong anticoagulant tube.
    e. Unlabeled tubes or mislabeled specimen
    f. Clotted or hemolyzed samples.

g. Insufficient specimen for the required test
h. Inappropriate volume of specimen
i. Broken tubes.
j. Leaking containers
k. Specimens that have questionable integrity in terms of improper collection, transport conditions, delay in arrival for testing.

J. Shipping:
a. Preferably specimens should be submitted within 48 hours of collection.
b. For DNA-based testing, molecular specimens can be transported at room temperature.
c. For RNA-based testing, molecular specimens should be transported under cold conditions to preserve RNA integrity and lability. Cold packs are provided within the shipping box and should not be placed in direct contact with specimens.
d. Place the sealed materials and complete requisition form in the provided shipping box.
e. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

XIV. SPECIMEN COLLECTION FOR COVID19 TESTING:

A. Personnel must confirm the patient identity by checking at least two identifiers before collecting a specimen.

B. All collection supplies must be used within expiration date and stored per the manufacturers' instructions.

C. Specimen Collection and Handling of Nasal Swab Specimens
1. Collection
a. Perform the collection of the nasal swab using universal transport media (UTM).
b. Aseptically remove the cap from the vial.
c. Peel open the sealed pouch of the nasal swab. Carefully hold the stem of the swab.
d. Carefully insert the nasal swab 0.05 to 1 inch into a nostril until resistance is met. Rotate the swab against the inside of the nostril for 3 seconds while applying pressure with a finger to outside of the nostril. Rotate the swab up to 5 times for 5-10 seconds to collect sample material.
e. Using the same swab, repeat in the opposite nostril.
f. Remove swab and insert into the sterile vial containing transport medium. Break the swab at the second breakpoint line. Replace the cap and secure the lid tightly.
g. Place vial into specimen absorbent sheet provided in collection kit. Place this along with blood specimens in biohazard bag.
h. Ship ambient to CorePath Laboratories on day of collection.

D. Requirements
a. Nasal swabs collected in universal transport media (UTM), stored at 4°C for a maximum of 3 days.
b. The sample must come with a complete requisition form that has been completed and signed by a person authorized to request testing.
c. Required communication with applicable governmental bodies to communicate infectious disease results will be carried out and documentation retained.

E. Rejection
1. Incomplete or unclear submission documentation.

2. Incorrect, incomplete, or unclear specimen label.
3. Incorrect sample type.
4. Unlabeled tubes or mislabeled specimen
5. Insufficient specimen for the required test
6. Leaking containers
7. Specimens that have questionable integrity in terms of improper collection, transport conditions, delay in arrival for testing.

F. Shipping
1. Place the sealed materials and complete requisition form in the provided shipping box.
2. State, local and/or state guidelines for transporting samples should be used. Federal guidelines should be used for interstate shipping.

XV. REAGENTS, SUPPLIES AND EQUIPMENT: See individual procedures above for more details.

XVI. REJECTION OF SPECIMENS:

A. Specimens may be rejected for the following reasons:
1. Gross contamination.
2. Specimen container unlabeled or unidentified.
3. Improper specimen for requested procedure.
4. Insufficient specimen quantity.
5. Specimen sent in improper container.
6. Specimen received frozen.
7. Sample delivered with lack of paperwork/patient information.
8. Broken glass Slides
9. Melted paraffin Blocks
10. Improper fixation of specimen
11. NOTE: *The supervisor is to be notified before any specimen is rejected. If the specimen is to be rejected, the Director or Supervisor will notify the requesting physician of the reason.*

XVII. SPECIMEN COLLECTION FEEDBACK: The laboratory will provide feedback to collectors of specimens on issues relating to specimen quality and labeling using the Specimen Collection Feedback Form (GE-FM-0340) or via verbal communication.

XVIII. SERVICES OFFERED

A. Flow Cytometry
B. Cytogenetics
C. FISH
D. Anatomic Pathology
E. Clinical Pathology
F. Molecular Diagnostics

XIX. SHIPPING ADDRESS AND CONTACT INFORMATION:

A. Mailing Address
1. CorePath Laboratories
6918 Camp Bullis Road

San Antonio, TX 78256
2. Phone: (210) 617-4445
3. Fax: (210) 617-4457
4. Hours of Operation: Monday- Friday 8am-5pm
5. Our Client Solutions Department is available for any questions, comments, concerns or any other communication using the above information.

XX. QUALITY CONTROL:

A. The collection procedures will be reviewed for effectiveness annually by the medical director or designee.
B. The laboratory will provide feedback regarding the quality of specimens received as per the above section with appropriate documentation.

XXI. REFERENCES:

A. http://www.slcog.lk/img/guidelines/Other%20national%20Gidelines/Pathologists/Book%204/Specimen%20Transport%20and%20Handling%20in%20Histopathology.pdf
B. http://www.hopkinsmedicine.org/microbiology/specimen/index.html
C. The Importance of Proper Specimen Collection and Handling. Kathy Nucifora, MPH, MT(ASCP), November 24, 2015. https://www.labtestingmatters.org/the-importance-of-proper-specimen-collection-and-handling/
D. Molecular Laboratory Specimen Ordering, Collection, Handling and Transport, ML-PC-0130
E. Molecular Laboratory Specimen Receiving, Acceptability, Rejection, Tracing and Storage, ML-PC-0140
F. SARS-CoV-2 (COVID19) Detection Using Real-Time Polymerase Chain Reaction (PCR), ML-PR-0180