



Eastside Pathology, Inc., P.S. Specimen Collection Manual

For More Information Please Call us at 425.646.0922

BREAST/NIPPLE DISCHARGE

Collection and Submission

Non gyn *fluid* cytology specimens may be submitted fresh, or in PreservCyt (preferred) solution. In all cases, fluid specimens should be refrigerated immediately after collection and kept refrigerated until the EPI courier can pick them up.

Note: Non-GYN specimens with less than optimal volume will be processed as usual and the volume stated in the gross description. It will be the responsibility of the reviewing cytotechnologist and pathologist to determine specimen adequacy. If the specimen container is essentially empty upon receipt either due to leakage into the secondary biohazard transport bag or scant specimen collection, the specimen will be handled as a problem specimen and the submitting nurse or physician will be notified.

Note: EPI does not accept specimen syringes with the needle attached. Needles must be removed and discarded by the submitting physician/clinic.

Smears prepared by clients may be submitted in two ways:

1. Fixed immediately in 95% alcohol or Pap-Pak fixative to prevent air-drying of the specimen.
2. Submitted air-dried for re-hydration or special stains to the lab (preferred). **If smears are air-dried, this must be clearly indicated on the requisition.** Failure to do so may result in sub-optimal specimen preparation.

Under no circumstances should any specimens for cytology be placed in formalin. Cytology specimens received in formalin are not satisfactory for cytological preparation and cannot be processed.

PREPARATION

1. For unprepared specimens (sent in fluid form), write the patients name, specimen source and the date on the outside of the container.
2. For prepared specimens submitted on slides, use a pencil to write the patients name on the frosted end of the slide.
3. Complete the requisition, including the following patient information:
 - a. Test ordered
 - b. Patient name
 - c. Physician name
 - d. Date of examination
 - e. Date of birth
 - f. Source of specimen
 - g. Insurance information
 - h. Any pertinent clinical information
 - i. Number of vials/slides being sent
 - j. Place the container/slides inside a biohazard bag and the requisition into the side pouch

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(FNA Collection is also possible; see FNA heading for more details.)

Nipple Secretions

1. If there is a crust formation over the nipple, have the patient apply a gauze pad soaked with warm saline for three minutes. This will loosen the superficial crust.
2. Using a pencil, write the patients name on the frosted end of the slide(s).
3. To express secretion, gently press the areolar area with the thumb and index finger, first vertically, then in a clock-wise direction to include the total area.
4. If a mass is palpable, a very gentle milking of the space between the mass and the areolar area may be performed.
5. Allow only a pea size drop to accumulate on the apex of the nipple.
6. Draw a slide across the nipple and fix immediately in 95% alcohol or Pap-Pak fixative BEFORE cells air dry, or allow smear to air dry and *indicate that sample is air dried on requisition.*

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