

ADDITIONAL SPECIMEN TRANSPORT GUIDELINES

SPECIMEN TYPE /	DEPARTMENT	FLOOR/HOSPITAL (ROOM NUMBER)	HOURS OF OPERATION	COLOR**** If applicable
BIOREPOSITORY Send Fresh, please see instructions	Surgical Pathology	2 nd Floor/ School of Medicine (N208)	7:30 -4:30 p (M-F) After Hours -see note	Blue
FROZEN TISSUE	Surgical Pathology	2 nd Floor/ School of Medicine (N208)	8a-5p (M-F) After Hours —see note	Blue
FRESH TISSUE	Surgical Pathology	2 nd Floor /School of Medicine (N208)	8a – 4:30 p (M-F) After Hours –See note	Blue
BIOPSY/ PERMANENT	Surgical Pathology	2 nd School of Medicine (N208)	8a – 4:30 p (M-F) After Hours –See note STAT Specimen– See note	Blue
TISSUE BIOPSY: <u>MICRO</u> CULTURE	Microbiology (Clinical Lab)	1 st Floor /University Hospital (S101-02) -lab will take to Surgical Pathology if shared	24 Hours	Blue
Body Fluid/ FINE NEEDLE ASPIRATE (FNA)	Cytopathology/ Cytology	Basement/School of Medicine (N018) Refrigerator	24 hours - Specimen drop off in refrigerator 8:00a-5p (M-F) – For on site Evaluation	Blue
TISSUE/TUMOR BIOPSY BODY FLUIDS For Karyotype/Culture (also includes Cryopreservation, Send Outs)	CYTOGENETICS	5 th floor School of Medicine/Research (R531) -prefer specimen to be brought directly to R531 -Can be taken to 1 st Floor/Clinical Lab (S101-02)	M-F 7a-5:30p After Hours—see note For Specimen Media and handling instructions: Please see instructions	Orange
BODY FLUID: CELL COUNT; CHEMISTRY (Purple Top; Green Top)	Hematology (Clinical Lab) Chemistry (Clinical Lab)	1 st Floor/ University Hospital (S101-02) -lab will take to Cytopathology if shared	24 Hours	Orange
SWAB: CULTURE	Microbiology (Clinical Lab)	1 st Floor/ University Hospital S101-02	24 Hours	Orange
STAT GRAM STAIN	Microbiology (Clinical Lab) (Go directly to department)	1 st University Hospital (S101-02)	24 Hours	Orange
SWAB: MRSA	Serology (Clinical Lab)	1 st Floor/University Hospital (S101-02)	24 Hours	Orange
Blood Bank (Pink top)	Blood Bank	1 st Floor/ University Hospital (S106) -lab will take to Blood Bank if sent through tube system	24 hours	Red
CYTOGENETICS Na Heparin (Dark Green)	Cytogenetics	1 st Floor/ University Hospital (S101-02) -lab will take to 5 th floor School of Medicine/Research (R531)	24 hours 7a-5:30p (M-F) After Hours—see note	Orange
Flow Cytometry Na Heparin (Dark green) EDTA (Purple top) FRESH or RPMI	Flow Cytometry	2 nd floor/ School of Medicine/ Research (R253)	8a-3:30p (M-F) After Hours—see note	Orange
Tissue Typing/HLA ACD (Yellow top) No additive (Red top)	Tissue Typing/HLA	2 nd floor School of Medicine/ Research (R213)	8a-4p (M-F) On Call 24 Hours	Orange

**** If more than one colored sticker is on the specimen, this indicates a SHARED specimen—send to the Clinical Lab.

NOTE: Specimens collected at Batson Children's Hospital that can be transported through the tube system are sent to Batson Children's Hospital Laboratory for testing and/or routing to University Hospital Clinical Pathology Laboratory. See list below of specimens **NOT** approved for transport in the tube system:

- 24 hour urine
- Blood Cultures (glass bottles)
- Stool specimens
- Surgical specimens
- Glass (includes anaerobic glass cultures)
- Urine screw top collection containers
- Precious specimens: Spinal Fluid (any irreplaceable specimen or fluid); difficult to collect specimens; specimens collected at a specific hour

CONTACT NUMBERS:

CLINICAL LAB: 5-9777 (Collections); 4-2358 (Microbiology); 4-2368 (Chemistry); 4-2370 (Hematology)

BATSON LAB: 4-5230

BIOREPOSITORY: 4-1896

CYTOLOGY: 4-1550

SURGICAL PATHOLOGY: 4-1534

BLOOD BANK: 4-2392

JACKSON MEDICAL MALL: 5-8820

FLOW CYTOMETRY: 4-1577

HLA: 5-4514

CYTOGENETICS: 4-1903

After Hours/Instructions/Updates

Tissue Bank/ Biorepository

Normal Hours

7:30 am – 4:30 pm (M-F): AP/Surgical Pathology lab (N208)

After Hours

5:00 pm – 7:30 am (M-F): Main OR refrigerator (E160-08)

Weekends and UMC official Holidays: Main OR refrigerator (E160-08)

Updates

-A biorepository specialist may be reached, Mon-Fri, 6:00 am-5:00 pm by phone (601-984-1896) or pager (601-929-1384)

-Biorepository specimens should be sent **FRESH** (no formalin) to AP/Surgical Pathology lab (N208) as quickly as possible

- The sample must be processed and frozen within 2 hrs of removal from the patient (please keep in mind specimens may take up to 1 hr to be processed after reaching the lab)

- The specimen may be sent to surgical pathology by transport services or a biorepository specialist may be contacted for specimen transport

Frozens

Normal Hours

8:00 am – 5:00 pm (M-F): AP/Surgical Pathology Lab (N208)

After Hours

5:00 pm – 8:00 am (M-F): AP/Surgical Pathology Lab (N208)***

Weekends and official UMC Holidays: AP/Surgical Pathology Lab (N208) ***

Updates:

-The AP/Surgical pathology lab door will be closed after hours (5 pm).

***For specimens requiring after hour frozen sections, orientation, or lymphoma workup, there must be communication with the On Call pathology resident ([UMMC Intranet—type “Contact U” in Search Field](#)).

*****Prior to sending after hour specimens from the operating room to the AP/Surgical pathology lab, the On Call resident should be paged to minimize processing time.**

-Samples sent after hours without notification will require at least 30 minutes for staff to commute to the facility.

STAT Processing

Normal and After Hours:

Please page the On Call pathology resident ([UMMC Intranet—type “Contact U” in Search Field](#)).

Updates

-All specimens deemed “STAT” require paging the On Call pathology resident during working and after hours for approval and notification.

-STAT specimens are considered urgent diagnoses that will directly alter patient care. These include all suspected **Hirschsprung cases**.

FRESH TISSUE/ BIOPSY/ PERMANENTS

Normal Hours

8:00am – 4:30 pm (M-F): Main OR refrigerator (E160-08) **or** AP/Surgical Pathology lab (N208)

After Hours

4:30 pm -8:00 am (M-F): Main OR refrigerator (E160-08)

Weekends and UMC official Holidays: Main OR refrigerator (E160-08)

FNA /Cytology

-Please sign specimens into the log and place them in the refrigerator (located inside the lobby of N018)

Specimen Drop off:

Door is open 24 hrs/day, Sun-Sat, including official UMC holidays: Cytology refrigerator (N018)

Updates

-**On site adequacy** is available from 8:00 am – 5:00 pm (M-F), not including UMC holidays

-Any after hour FNA should be scheduled in advanced (extension 4-1550)

-Any FNAs for suspected Lymphoma, PCP, or STAT for other reasons please page the on call pathology resident ([UMMC Intranet—type “Contact U” in Search Field](#)).

-For questions regarding cytology specimen transport, media, minimal volumes, etc. please click on the following link.

https://www.umc.edu/Education/Schools/Medicine/Clinical_Science/Pathology/Anatomic_Pathology/Test_List.aspx

Cytogenetics

Normal Hours

7:00 am -5:30pm (M-F): Cytogenetics Lab (R531)

8:00 am –12:00 pm (Saturday Only): ** Must Call (601-984-1903) due to limited staffing. Please call prior to bringing specimen to the Cytogenetics Lab (R531).

After Hours

5:30 pm – 7:00 am (M-F): Clinical Lab (S101-02) or place in Cytogenetics Lab Dropbox (R531) **ONLY** if room temperature specimen (peripheral blood, bone marrow, amniotic fluid)

UMC holidays: ** Must Call (601-984-1903) due to limited staffing. If no answer, specimen should be taken to Clinical Lab (S101-02).

Updates

-Tissue for cytogenetic analysis should be kept as sterile as possible and sent in **RPMI medium, Hank's BSS, or other culture media**. Can also send fresh tissue moistened with normal saline. Do NOT place in formalin. Please keep specimen cool if delivery is delayed.

-Transport medium can be provided by the lab if a collection is anticipated (601-984-1903).

-Fresh specimens in sterile medium/normal saline that are obtained after hours should be taken to the Clinical Lab (S101-02) and refrigerated.

-Blood samples for cytogenetic analysis should be sent in **dark** green top tubes (SODIUM heparin); please do NOT send light green/lithium heparin top tubes.

Flow Cytometry - Blood, Bone Marrow Aspirates/Biopsies, solid tissue

Normal Hours:

8:00am –3:30 (M-F): Flow Cytometry Lab (R253)

After Hours:

3:30 pm -8:00 am (M-F): Clinical Lab (S101-02)

All Weekends and UMC holidays: Clinical Lab (S101-02)

Updates

- For urgent flow cytometry specimens (i.e. acute leukemias, pediatric specimens) obtained after hours after Friday 3:30 pm, clinicians should contact On Call Pathology Resident as soon as possible to schedule a courier pickup
- If a courier pickup is not available on the weekend, specimens will be sent the following Monday