

LLU SURGICAL PATH ON CALL WEEKEND CHECKLIST

SPECIMEN PICK UP

	Check Daily (Last check is at 1500 hours on Sunday ; any diagnostic biopsies picked up at this time should be processed on the same day)
	Clinical lab processing area desk pathology bin
	Clinical lab refrigerator: yellow surgical pathology bin, placentas, and blue cytology bin, any "rogue" coolers (Check all bins and coolers! Sometimes specimens are placed in the wrong bin. For example, ER will sometimes place POC or endometrial biopsies in the cytology bin without requisition forms which should be processed for surgical pathology). Missing requisition forms will print out in the library printer.
	MC Accessioning room fridge, rack, counter, any coolers left in the room. MC grossing room rack.
	MC Frozen room for afterhours and weekend IOC's (process diagnostic IOC's such as brain, One Legacy kidneys—such specimens must be grossed/processed ASAP)
	Reconcile requisition forms printed out from the library with the appropriate specimen(s). The specimen container may be in the cytology bin, the clinical lab fridge, or surgical path fridge.

STAT SPECIMENS

	Notify on-call attending pathologist
	Page histotech on call pager 5552
	Assign specimen with a reserved case number
	Dictate gross description
	Liver/renal cores received in Bouin's must fix for at least 2.5 hours (set VIP on program 3)
	Place tissue in GOLD/ORANGE cassette
	Fill out downtime log with instructions for histology processing
	Leave a copy of the requisition form and downtime log in histology and accessioning room
	Load cassette in STAT VIP processor with the appropriate program. Verify program number, start time, and end time and date
	No STAT on muscle and nerve biopsies after hours
	For STAT renal biopsy collection page EM Tech on call (Ricardo or Debbie). Pager 4166; Hours: 1000-1600 for Sat/Sun

PREPARATION OF UNFIXED SPECIMENS

	Review clinical information before prepping any specimen
	GI resections- open and pin mucosa on cork/paraffin board (neoplastic cases); strip fat and place in ETOH if patient had prior treatment (except for fat underlying tumor to preserve radial margin)
	Whipple- take margins (CBD, pancreatic duct) and bivalve
	Hysterectomy- bivalve to ensure mucosa is fixed
	Cystoprostatectomy-infuse bladder with formalin using a catheter
	Placentas- rinse and place in formalin. Must be grossed and processed on the weekend.
	Splenectomy- make fixation cuts and place in formalin. (Sample a portion and place in RPMI for enlarged spleens. Store RPMI in accessioning room refrigerator. Check with attending if a piece is needed to be sampled for lymphoma protocol.)
	Orchiectomy- weigh, ink, bivalve, and fix.
	Kidney- take ureter, vein, & artery margins; ink minimally over tumor and bivalve (can section multiple times if tumor is large. For urothelial CA- ink bladder cuff and urethra adventitia differentially (do not sample bladder cuff margin), open urethra with scissors and bivalve kidney through hilar aspect.
	Breast mastectomy- ink (superior: blue; inferior: green; posterior: black overlay) and serially section like a book (edge intact), make a note of the time it was placed in formalin.
	Lung- infuse with syringe and/or through bronchial branches
	Prostate- place in formalin. Larger prostates must be transferred in a larger container.
	Bone – place in formalin and alert staff PA if specimen is an osteosarcoma case
	Liver- place in formalin for 4 hours, make 1.0 cm fixation cuts ,and place in formalin again for 48 hours especially for HCV cases. Instruments must be disinfected with bleach or Cavicide for 15 minutes. Trash must be double bagged.
	Pediatric tumor- sample normal and tumor and place in -70 deg freezer before placing in formalin

SPECIMEN PROCESSING

	Print reserved case numbers
	Print requisition form if missing or pick up from the library printer. If requisition form is not in the library printer or available to print, contact department for a requisition form. For diagnostic cases, consult the IQ pathologist if requisition form does not come in the lab on time.
	Tissues with special handling i.e. pediatric tumors (check laminated sheets in weekend binder)
	Utilize appropriate color cassettes (pink: steps; yellow: IHC stains; tan: ribbons, nerve, muscle, skin)
	Fill out downtime form for all specimens with a reserved case number
	Save accessioned cases on Processing Task Order Entry
	Gross all placentas, hemi-thyroidectomies, valves, diagnostic specimens/biopsies (POCs, skin bx, GI bx, bone bx, ECC/EMCs, small biopsies, brain for tumor, small IOC cases, and One Legacy transplant IOC cases). Do not gross brain for epilepsy or seizure.
	Put number of pieces on side of cassette for all endomyocardial biopsies and core biopsies
	Check decals on both days (poke tissue with a pin); add comment on Cerner if not processed by Sunday.
	Keep dictations under 3 minutes and flag biopsies as priority (!)
	Triage and load all cassettes from MC, Surgical Hospital (SH), and Murrieta
	Refer to Cytology Handling List for cytology specimens
	Refer to Bone Marrow processing instructions in binder for bone marrow specimens
	Place a copy of downtime form for specimens with reserved case number in histology and accessioning room

SPECIAL PROCEDURE SPECIMEN PROCESSING

	Lymphoma Protocol- Page on call attending for instructions. For specimens that require flow cytometry, fill out order form found in IOC room, place specimen in RPMI container (found in accessioning room fridge), and store specimen and form in the accessioning room fridge in "Flow cytometry" bin. Notify on-call flow cytometry tech--pager 6469; schedule of tech on-call is posted next to accessioning room door.
	Infectious case- hand -stain IOC slides. Handle TB cases in the hood and wear N95 mask. Change blade in cryostat and disinfect after case. Double bag trash.
	ACEs/rectal biopsies (binder)
	Nerve biopsies for peripheral neuropathies (binder; page EM tech 4166)
	No STAT muscle biopsies on weekend
	Bone Marrow (binder)
	Cytology (binder)
	Temporal artery (binder)
	Do NOT process brain for epilepsy/seizures on the weekend
	Biospecimen (collect a portion of normal and/or tumor tissue and place in vials). Store vials in -70 deg freezer in biospecimen box.
	Do not place fetus in formalin. Fix associated placenta and leave both specimens in fridge for the autopsy resident.
	Stones for chemical analysis-gross, take a photo of stones in the container, place specimen in fridge with a copy of requisition form. Write "for stone analysis." This will be sent out by medical lab assistant on Monday morning.