

Special Handling Protocols:

- **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.

- **Pediatric case protocol**
 - Fresh, snap freeze tumor and normal (2 containers) if necessary
 - Place in little container (located in frozen room in the top drawer to the right of sink labeled “frozen vials”
 - Label container with sharpie: name, MRN, case number, tumor/normal, site, date
 - Place specimen in -70 degree freezer in the “surgical box” usually on the second shelf

- **ACEs/rectal biopsies (January 2020 per Dr. Zuppan)**
 - Brown cap
 - Write “rectal bx” on side of cap
 - Add comment to task list on top block (A1)
 - “cut 6 slides for hirschsprungs”

- **POC for cytogenetics**
 - Must be taken fresh
 - Label RPMI container with patients name, MRN, date of birth, date of collection, tissue type
 - Use sterile instruments (found in drawer in far left of gross room), sample villous tissue and place into RPMI. Ask Dr. Zuppan for help if villous tissue cannot be identified.
 - Write on **CMAPC** (Chromosomal microarray Products of Conception) on requisition
 - Make copy of requisition.
 - Tell the TR on duty and place copy of requisition in additional work bin in the office
 - Place container with requisition form in accessioning room fridge
 - Dictate in your gross that a sample has been sent out for CMAPC
 - If received from SH, send to MC in RPMI to triage

- **Thyroglobulin/Parathyroid Hormone Assay (updated 6/4/2020)**
 - The MLA immediately (**within one hour of collection maximum**) will remove 15 mL plastic tube with the solution on it and the requisition and give to the PA.
 - PA duties:
 - Document on the requisition under pertinent specimen part (C)
 - Write test code
 - **PTHFN**- Parathyroid hormone, Fine-Needle Aspiration Biopsy (FNAB)- Needle Wash
 - **TFNAB**- Thyroglobulin, Tumor Marker, Fine-Needle Aspiration Biopsy (FNAB)- Needle Wash, Lymph node
 - Document what was received and date and time placed in freezer
 - Place tubes in **“Surgical Specimen”** bin in the -70C freezer for send out **within one hour of collection**
 - Make a copy for the transcriptionist and place it on the TR send-out tray
 - Give the original back to MLA in accessioning
 - Cytology personnel will enter the information in Cerner after the case is accessioned as an **MN case**.
 - The TR will enter the request in Mayo site, enter note in Cerner. Prepare the specimen for send-out on dry ice for the Mayo carrier to pick-up before 3:00 PM.

- **Disaccharidase Assay (updated 3/13/2020):**
 - Specimen should be received fresh without gauze, filter paper, saline, or any other support/transfer media or fixative
 - Specimen needs to be placed within an HOUR in an **orange screw top** container from HLA lab (must be a screw top container per Mayo). Label container with sharpie:
 - Patients name, MRN, Date of collection, Tissue (ie duodenum), Dissaccharidase assay
 - Place labelled container in -70C freezer in the **surgical specimen** box to be shipped.
 - Write specimen dimensions on the requisition and return empty container to the remainder of the case to be dictated.
 - On the requisition write **“FDISP”**.
 - Make a copy of the requisition and place the copy in **“additional work”** box in the front office. Notify the TR on duty about specimen. Return the original requisition to the remainder of the case.
 - State in the dictation for the specimen: “Specimen is placed in the -70 degree freezer and sent to Mayo Clinic for disaccharidase analysis”
 - IN PTOE:
 - Should be logged in as “Biopsy no task”
 - Do NOT add a block

- **Muscle Biopsy for send out to mayo (updated as of 6/25/2020)**
 - **NOTE:** Muscle biopsies should be scheduled M-F between the hours of 8am-4pm. If received page on weekend refer to on call pathologist to contact clinician. Should be done during the week, not the weekend. No STAT muscle biopsies on weekend. If receive page for information, the form and instructions are located in the front office (bottom left drawer under mail boxes)
 - To be completed by pathologists' assistants
 - When fresh tissue arrives:
 - Assign an undesignated number. Can be MS case if coming from SH, Murrieta, FMO and EC
 - Snap frozen tissue must be in green screw top containers labelled with case number, patient information, and site of biopsy
 - A portion is snap frozen and placed in -70 degree freezer to be sent to mayo clinic
 - For pediatric cases: if enough tissue snap freeze another portion for possible DNA studies
 - A portion is snap frozen for future possible studies (can be in clear plastic or screw top)
 - For known diagnosis omit snap frozen for possible studies
 - A portion is placed in glutaraldehyde for ultrastructural studies
 - A portion is placed in formalin for light microscopy
 - Write down measurements and what was done on the requisition.
 - Make a copy of 2 copies of muscle biopsy form.
 - Place a copy of muscle biopsy form in Dr. Raghavan and Dr. Deisch box (whomever is neuropathologist for the month)
 - Notify the TR on duty about specimen. Place original muscle biopsy form in "additional work bin" within the office
 - Make copy of requisition form
 - Place original with formalin container in accessioning to be accessioned
 - Place copy with glutaraldehyde container in the fridge for EM. Please notify EM personnel via phone or email that there is specimen for them in the fridge.