

## Blanchard Valley Health System

### Blanchard Valley Hospital

1900 South Main Street, Findlay, OH 45840

### Laboratory Services

## Collection of Superficial Lesion Samples (LTR32719)

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## COLLECTION OF SUPERFICIAL LESION SAMPLES FOR CYTOLOGY

### PRINCIPLE

Cytologic examination of samples collected from superficial lesions (often in the vulvar or head and neck areas) may yield diagnostic information important for the timely diagnosis and management of patients with certain inflammatory processes or neoplastic disease.

### POLICY

The following procedure provides guidelines for the proper collection, preservation, and transport of samples from superficial lesions to the Cytology Department. It pertains to specimens that are submitted for cytologic evaluation only. If other tests are required (e.g., cultures, chemistry), please refer to the Lab Collection Manual or contact the laboratory department concerned for instructions regarding their specific needs for specimen collection.

During second, third, weekend or holiday shifts, the specimen should be taken to the main lab processing area.

### SPECIMEN

**Patient Preparation:** Per attending Physician

**Type:** Cytologic material collected from superficial lesions

### Handling Conditions:

1. For specimens collected within the BVH network, use "orders +add" in the main menu of Power Chart to request cytology testing. Enter Pathology Cytology Request in the search box and complete the required fields in yellow (i.e. Procedure, Clinical History, and Specimen Description) at the bottom of the screen. For specimen description, please specify laterality (e.g. right or left) when applicable. If additional special studies are required, these must be entered in the "Special Studies Requested" field. When finished, be sure to sign the order by using the sign button in the bottom right corner of the screen. Retrieve the specimen label from the designated printer and place it on the specimen container (if applicable). If a specimen label is not available, please ensure that the following information appears on the specimen slide or container: patient name, date of birth, collection date and time, collector's initials, and type of specimen (e.g. vulvar scraping).

For specimens collected outside of the BVH network (e.g. a non-BVH owned physician office) properly complete a non-gyn requisition form and mark the line provided for "Lesion scraping of" under the MISCELLANEOUS category and indicate the specimen type (i.e. lesion scraping of right ear). Please specify laterality (e.g. right or left) when applicable.

Include the following information on the form: patient name, address, date of birth, social security number, collection date, and the name of the attending Physician or authorized agent. Also, please include a copy of the patient's insurance information and/or insurance card whenever possible.

Also, please provide as much pertinent patient information as possible on the requisition form (e.g. history, diagnosis or present complaint, previous radiation or chemotherapy treatment). This information is extremely important for making a proper diagnosis.

2. Identification Needed: All slides, containers and/or slide holders must be properly labeled (i.e. patient name, date of birth, date and time of collection, collector's initials, and specimen source [e.g. vulvar lesion scraping]). Please note that the patient's name and date of birth must always be written on the slide label regardless of whether or not it appears on the outside of the specimen container (e.g. cardboard slide holder).
3. Collected by: Attending Physician or authorized agent.
4. Transportation: Specimens should be sent by courier to the Cytology Department as soon as possible following collection.

## **EQUIPMENT AND MATERIALS**

**Equipment:** Per attending Physician

**Materials:** Available from the Cytology Department upon request: clean glass microscope slides (preferably positively charged slides), spray fixative, and plastic spatula or vial of PreservCyt solution and cytobrush.

## **PROCEDURE**

Physicians or authorized providers may choose to prepare a fixed smear or to place the entire specimen into a vial of PreservCyt solution.

### **PREPARATION OF A FIXED SMEAR USING A GLASS MICROSCOPE SLIDE:**

- a) Label the frosted end of the glass slide with the patient's name and date of birth. Also, be sure to indicate the specimen source (including laterality when applicable), the date and time of collection, and the collector's initials.
- b) For open vesicle lesions, gently wipe off surface debris prior to specimen collection. Use a spatula to carefully scrape the lesion and spread the collected material thinly and evenly onto the glass slide. Fix the slide immediately by using the spray fixative.
- c) For closed vesicle lesions, carefully break them open and gently remove any fluid and debris before collecting the sample. If the lesion is very dry, it may be moistened gently with a saline soaked gauze prior to sample collection.

### **PREPARATION OF SPECIMENS COLLECTED IN PRESERVCYT SOLUTION:**

- a) Label a PreservCyt vial with the patient's name and date of birth. Also, be sure to indicate the specimen source (including laterality when applicable), the date and time of collection, and the collector's initials.
- b) Remove the lid from the vial of PreservCyt solution.

- c) Gently wipe off surface debris from open vesicle lesions prior to specimen collection. For closed lesions, carefully break them open and gently wipe away any fluid and debris before collecting the specimen.
- d) Carefully brush the lesion with the cytobrush and rinse it into the vial of PreservCyt solution. Press the bristles of the brush against the wall of the vial while stirring the solution ten times.
- e) Swirl the brush vigorously to further release cellular material. Discard the brush in the appropriate refuse container. DO NOT leave any portion of the brush in the PreservCyt vial.
- f) Replace the lid on the PreservCyt solution vial. Tighten the lid until the black torque line on the lid passes the black torque line on the vial.

## **REPORTING RESULTS**

Smears will be reported in the routine manner for Cytology and Surgical Pathology specimens. Due to processing factors, reports are not routinely issued for a minimum of 24 hours after the specimen has been received by the department. If there are any questions, please feel free to call the Cytology Department at ext. 55814 and speak with a Cytotechnologist or a Pathologist regarding this procedure.

## **REFERENCE**

Carter, D and J. Shafer. "Direct Scraping/Tzanck Smears" in Cytology Specimen Collection Procedures. Berkshire Health System Laboratories, Fairview Hospital, 27 Jan. 2010.  
<http://www.berkshirehealthsystems.org/documents/BHS%20Lab/Outpatient/b.Cyto%20Section.pdf>,  
Accessed 22 Jan 2017.