

Blanchard Valley Health System

Blanchard Valley Hospital

1900 South Main Street, Findlay, OH 45840

Laboratory Services

Collection of Urine Specimens for Cytology (LTR32722)

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COLLECTION OF URINE SPECIMENS FOR CYTOLOGY

PRINCIPLE

The cytologic examination of urine specimens can be a diagnostic aid in the evaluation of neoplastic and/or inflammatory processes of the urinary tract. Samples must be collected and processed appropriately to ensure optimal preservation of the cellular material.

POLICY

The following procedure provides guidelines for the proper collection, preservation, and transport of urine specimens 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:

1. *Clean catch urine* - proper cleansing of the urethral meatus and surrounding area.
2. *Catheterization* - per Physician's instructions.

Type: Urine (voided or collected via catheter from the bladder, ureter, or kidneys)

Handling Conditions:

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 include laterality if applicable (e.g. left kidney urine) and indicate whether the urine was voided or collected via a catheter. 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 a specimen label is not available, please ensure that the following information appears on the specimen container: patient name, date of birth, collection date and time, collector's initials, and type of specimen (e.g. voided or catheterized urine).

For specimens collected outside of the BVH network (e.g. FSC), properly complete a non-gyn cytology requisition form and indicate the type of specimen that was collected under URINARY TRACT. Please indicate the specimen type as well as the site of collection if applicable (e.g. catheterized bladder urine, right or left kidney urine or free voided bladder urine, etc.). Include the following information on the form: patient name, address, date of birth, social security number, date of collection, and 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.

Please note that patient history as well as specimen type is extremely important in making a proper diagnosis. Please be sure to provide all pertinent patient information (e.g., history of radiation therapy and/or chemotherapy) and indicate whether the specimen is a voided urine, a catheterized urine, an ileal bladder urine, a post cystoscopy urine, or a post IVP urine.

Identification Needed: All specimen containers must be properly labeled (i.e. patient name, date of birth, date and time of collection, collector's initials, and specimen type [i.e. voided or catheterized urine]). The site from which the specimen was collected must be clearly indicated on the specimen container. If more than one specimen is to be collected, separate containers must be used and each one must be correctly labeled.

Collected by: Attending Physician or authorized agent.

Transportation: Specimens should be transported to the Cytology Department in the laboratory as soon as possible following collection by hospital personnel or by courier. Specimens should be refrigerated in the event of a delay in transport to the lab.

Preservation: If the specimen is collected Monday through Friday during normal department hours, no preservative or fixative is required. If the specimen arrives after 4:30 p.m. or on Saturday, Sunday, or on a holiday, approximately 30 ml of CytoLyt solution should be added to the specimen. The preservative is kept on the counter in the Cytology Processing room. Be sure to note the initial urine volume prior to the addition of the CytoLyt. After adding CytoLyt solution to the specimen, record the initial urine volume on the container and also write PRESERVATIVE ADDED. Specimens are to be left on the counter with the corresponding order form (if applicable). The CytoLyt solution should be added by laboratory personnel.

EQUIPMENT AND MATERIALS

Equipment: None

Materials:

For voided specimens, use a Unicatch or "Clean" catch urine collection kit.

Catheterized urine specimens are collected per Physician orders by a Physician or authorized agent.

PROCEDURE

1. *Voided or "Clean" Catch Urine* - Read and follow the instructions provided in the Unicatch kit or refer to the sample instruction sheet in the procedure notes section (see below).
2. *Catheterized Urine* - Urine from a catheter is collected per Physician's instructions by a Physician or authorized agent.

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 is received in the department. Unrefrigerated specimens that are not received in the department within one (1) hour following collection or those specimens that have not been preserved may be considered as less than optimal for proper diagnostic evaluation. 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.

PROCEDURE NOTES

SAMPLE INSTRUCTION SHEET FOR UNICATCH COLLECTION SYSTEM

HOW TO COLLECT A "CLEAN CATCH" (MIDSTREAM) SAMPLE OF URINE:

1. Wash your hands.
2. Remove the cap and set it aside. Do not remove the protective paper from the inside of the cap. Do not touch the inside of the container.
3. Tear open all three towelette packets.

Females:

Hold the labia with one hand and wash one side of the vulva front to back. Wash the second side with second towelette and then the center with third towelette.

Males:

If uncircumcised, hold the foreskin back. Wash the head of the penis from the center outward with each towelette.

4. While holding the labia apart or the foreskin back, begin to void into the toilet.
5. Bring the properly labeled specimen container into the urine stream and partially fill it. Make sure that the top edge of the container does not touch anything.
6. Continue to empty bladder into the toilet.
7. Unless instructed otherwise, return the specimen container and cap to the hospital associate who will close it.

REFERENCES

Kern, William H., in Comprehensive Cytopathology, Marluce Bibbo, ed., pp 434-435, W.B. Saunders Company, Philadelphia, 1991.

Rone, V. Rene, in Clinical Cytopathology and Aspiration Biopsy, Ibrahim Ramzy, ed., pp 197-198, Appleton & Lange, East Norwalk, Connecticut, 1990.