

# Pathology Core Laboratory Policy On receiving and Accessioning Specimen

All specimens submitted for paraffin processing should be fixed in 10% neutral buffered formalin (NBF).

- Specimens will need to be fixed in NBF for a minimum of 24hrs (longer for larger specimens) for adequate fixation before we can process the tissue.
- The amount of fixative should be at least 10 times the volume of the specimen in order to ensure optimal fixation.
- Specimens fixed in paraformaldehyde should be rinsed in PBS prior to submission.

A *Pathology Core Lab Tissue Drop Off Form* must be completed that identifies each specimen being submitted.

- All identifying data must be completed.
- The specimen identifiers on each specimen submitted must match the identifiers used on the drop off form.

All specimen containers must bear a clear label identifying the contents.

- Each specimen (organ or lesion etc) should be in its own container with a unique specimen identifier.
- We discourage the use of non unique ID number such as using 1,2,3,4, etc. This can lead to problems differentiating between customers specimens. Also bear in mind that the ID should not be too complex as it needs to fit on the front of a standard tissue cassette.
- Please differentiate the ID number from other extraneous information on the specimen container to eliminate any confusion.
- In addition to the laboratory identifiers, a Pathology Core # will be assigned for each job submitted.
- Containers of formalin must also bear a warning label indicating that formaldehyde is a known carcinogen.

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Director of Pathology Core Lab

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Date

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Lab Supervisor

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Date