
Cytology - Southwestern Vermont Medical Center

Cytology Office (802) 447-5349

ORDERING CYTOLOGY TESTS

1. PAP TESTS (GYNECOLOGIC):

Complete an Outpatient Cytology & Pathology Requisition or office generated requisition.

Date of collection, last menstrual period (if known), and specimen source must be indicated. Also indicate reason for test (i.e. screening or high risk with reason) and mark the appropriate test box in accordance with the level of testing.

2. NOTE:

To order HPV testing regardless of diagnosis (Thin-Prep paps only), check off HPV test on requisition or write "HPV Test", making sure to indicate source. "Phone/Verbal orders" for HPV on ThinPrep samples must have a "faxed" order stating a diagnosis, before sending for testing. Reflex HPV testing will be done on all ASCUS and ASCH Pap test results if specimen amount is the required 4 mL minimum and ordered within 3 weeks of collection.

3. ALL OTHER SPECIMENS (NON-GYNECOLOGIC):

For outpatients complete an Outpatient Cytology & Pathology Requisition.

For inpatients use the Meditech Order Entry system to enter the test order.

Relevant clinical history or reason for test, and specimen source must be included.

SPECIMEN IDENTIFICATION

Specimens lacking patient identification will be returned to submitting party accompanied by an Accountability/Specimen Identification and Waiver Liability Form stating concern and asking for validation. Unidentified specimens will not be processed.

1. SLIDES: All slides must be labeled with patient's legal name in PENCIL on frosted end.
2. FLUIDS: All fluid containers should be labeled with patient's legal name, date, and source of specimen.
3. THINPREP PAPS: Pap vial must be labeled with patient's legal name and date, using ball point pen. No felt-tip pens white-out or "re-labeling" please.

SPECIMEN TRANSPORT

1. SLIDES (DRY): Use plastic or cardboard slide holders and place in biohazard bag with completed requisition in pocket.
2. FLUID CONTAINERS:
Plastic - Put in biohazard bag with completed requisition in pocket.
Glass - Put in "hard-sided" carrier for transport.

CYTOLOGY SPECIMEN COLLECTION / FIXATION

Fixation is synonymous with preservation. To keep cytology specimens from deteriorating you MUST treat them with the appropriate fixative as indicated below. ALL fluids for cytology should have an equal amount of CytoLyt Solution added to the specimen if there is any delay in processing, e.g. delay > ½ hour.

SPECIMEN	COLLECTION	CYTOLOGY FIXATIVE	INSTRUCTIONS
Thin Prep PAP	Sample from the cervix, vagina, vulva or anal rectal area collected by PCP	PreservCyt Solution	
HPV Test	Sample from the cervix, vagina or vulva collected by PCP	PreservCyt Solution	Order test within 3 weeks of collection.
Thin Prep Test for Herpes	Sample from base of intact vesicle. Rinse IMMEDIATELY in PreservCyt solution vial or container with CytoLyt solution	PreservCyt or CytoLyt Solution	Use plastic spatula
Sputum	Submit 2 separate containers. Each container should contain a pool of early morning specimens from 3 consecutive days (6 days total) NOTE: Collect sputum directly in the CytoLyt solution. Sputum produced in the first hour following arising in the morning provides a better specimen than a random one.	CytoLyt Solution	
Bronchial	Sample from bronchial tree collected by physician		
	Wash: "Washed" cell samples	No fixative (1)	Send to Lab immediately
	Brush: Samples collected using disposable brush.	CytoLyt Solution	Collect into 50mL conical tube with 20mL CytoLyt fixative
	BAL: Lavaged cell samples	No fixative (1)	Send to Lab immediately
	WANG: Needle biopsy	CytoLyt Solution	If no fixative, send to lab immediately

SPECIMEN	COLLECTION	CYTOLOGY FIXATIVE	INSTRUCTIONS
Breast Cyst Aspirate	Aspiration of fluid from cyst collected by PCP	CytoLyt Solution (1)	If no fixative send to lab immediately
Breast Nipple Discharge	Sample(s) collected by PCP and immediately immersed and agitated in PreservCyt vial	PreservCyt Solution	Use plastic spatula to sample
Body Fluids	Samples of fluid collected from pleural, peritoneal or other cavities by PCP. Heparin may be added (at least 4 u/mL) before collection.	No fixative (1)	Send to Lab immediately
Urine	VOIDED urine collected by patient in a sterile urine container. CATH/BLADDER WASH collected by PCP or nurse.	CytoLyt Solution (1)	Collect 20-50 mL of urine. If no fixative, send to Lab immediately
C.S.F.	Samples collected in sterile tube by PCP.	CytoLyt Solution (1)	If no fixative, send to Lab immediately
Fine Needle Aspirate (F.N.A.)	Samples collected by PCP and rinsed into conical tube containing 20mL CytoLyt solution	CytoLyt Solution (1)	If no fixative, send to Lab immediately
Other Brushings (common bile duct, pancreatic, gastric....)		CytoLyt Solution (1)	Collected into 50 mL conical tube with 20 mL CytoLyt fixative.

(1) Specimens sent to the Lab without fixative should be fixed promptly upon arrival.

CYTOLOGY FIXATIVES

CytoLyt Solution: Methyl Alcohol

PreservCyt Solution: Methyl Alcohol

95% Alcohol: 95% Ethanol