

**Specimen Collection Manual**  
**Outpatient Cytopathology Center**  
**2400 Susannah Street**  
**Johnson City, TN 37601**  
**423-283-4734**  
**GEN.40000 .40016 .40050 .40104**

**Specimens Accepted**

FNA smears and needle rinses

Surgical Biopsies

Skin, soft tissue, endometrial, cervical, vas deferens, POC, lip, oral mucosa, tongue, other  
small biopsy specimens, teeth

Urine for cytology

Breast nipple secretions for cytology

Scrape preparations

**Patient Preparation**

Per doctor's office procedure protocol.

**Specimen Preparation**

Smears (FNA, nipple secretion, touch preps,).

1. Make direct smear onto glass slide.
2. Air dry slides

FNA needle rinses

Rinse needle in Saccomanno fixative.

Urine: Submit fresh specimen in specimen cup. Do not put in fixative. If transport is delayed over 2 hours, refrigerate specimen.

Cyst fluid: Submit fluid in syringe without needle, test tube or specimen cup. If transport is delayed over 2 hours, refrigerate specimen.

Surgical Biopsy: Submit in 10% buffered formalin. Formalin/specimen volume ratio should be >10:1.

**Specimen Labeling and Requisitions**

Slides:

1. Patient name
2. Patient's date of birth
3. Body site (i.e. right, left), organ.

Test tubes, syringes, specimen cups or formalin containers:

1. Patient's name
2. Date of birth
3. Body site.

OCC requisition (required fields)

**Transport**

1. Place specimen container in biohazard bag labeled with the words "diagnostic specimen."
2. Call OCC for local pick-up or specific transport instructions (423-283-4734).
3. If mailing specimen, follow appropriate USPS regulations for diagnostic specimens.