

Guidelines for Cellular  
Pathology Services

[Sourcebioscience.com](http://Sourcebioscience.com)

## Submitting cases

All samples must be accompanied by a request form. There is a minimum data requirement for the acceptance of any case into the laboratory.

These are:

Patient name  
Patient date of birth  
Referring laboratory number  
Specimen and clinical details  
Hospital name

Please note: If this information is not present, or is illegible, it will delay the processing of the specimen.

Please fax a list of cases submitted using the template provide in the 'customer details and requirements' document.

### Wet specimens

ANY HIGH RISK WET SPECIMENS MUST BE DISCUSSED WITH SOURCE BIOSCIENCE PRIOR TO DISPATCH

It is important for an accurate result that specimens are adequately fixed. For large resection specimens we would prefer that the specimen is incised to aid fixation prior to them being sent to us. Blocks and slides produced will bear both your laboratory number and our internal LIMS number. Our standard method is to label the specimens 1, 2, etc and slides 1A, 1B, 2A, 2B, 2C etc.

### Pre-prepared blocks and slides

Please ensure that blocks and slides are clearly labelled. A label bearing our laboratory number will be adhered to the back all blocks to facilitate passage through our laboratory.

All blocks and slides will be returned to the submitting laboratory.

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## Packaging

### Wet specimens

Correct packing of the specimens in the barrels is essential to prevent spillages.

When submitting wet specimens, request forms/photocopies should be packed in the barrels in a separate plastic bag from the specimens.

Under Control of Substances Hazardous to Health regulations, Formaldehyde is classed as a toxic substance and as such must be treated with care.

## **Transportation of cellular pathology specimens in formalin**

The Carriage of Dangerous Goods and Use of Transportable Pressure Regulations came into force in May 2004. Under its requirements, diagnostic and infectious samples are identified by the United Nations substance identification number UN3373 as diagnostic specimens and are subject to IATA Packing Instruction P650.

BY LAW, THE SENDER OF THE PACKAGE IS LEGALLY RESPONSIBLE FOR ITS APPROPRIATE PACKAGING.

Please find information and suggestions that have been prepared following our experiences of diagnostic specimen transportation. We hope that this will be informative and of use to you.

1. The couriers whose services we are able to utilise for transportation of specimens are licensed to carry a maximum of one litre of formalin per container i.e. 1 litre of formalin per barrel. We will supply transportation barrels. In the event of a customer wishing to send a quantity of specimens that leads to the amount of formalin exceeding 1 litre, the specimens should be packaged into more than one barrel to accommodate the licence requirements.

Some Trusts have found it preferable to drain off some formalin prior to transportation. Please ensure that the specimen is completely fixed and there is sufficient formalin in the specimen pot to maintain a moist environment.

2. Statutory requirements dictate that specimens in formalin should be packaged to meet the following minimum transportation requirements:
  - a) The specimen should be in a primary container with a secure screw-top lid
  - b) The specimen pot should be placed in an airtight polythene bag relative to the size of the specimen pot
  - c) The 'bagged pot' should then be placed in a second airtight polythene bag – we suggest that all of the specimens in their individual polythene bags should be packaged into one larger polythene bag

Please note: unless you state otherwise, all pots will be disposed of by Source BioScience.

3. Transportation barrels are supplied with the following external labelling, which have been implemented following consultation with our couriers and in observance of the current transportation laws:
  - a) Conveyance labels x 2 (providing details of the chemical contained in the barrel and the UN grade of the transport medium)
  - b) Addressee
4. We will supply transportation barrels, absorbent pads (which will absorb up to 2 litres of fluid in the event of a leakage), bubble wrap and cable ties, which should be used to secure the barrel lid during transportation.
5. Any excess space in the barrel should be packed with "filler", for example, bubble wrap.

### **Pre-prepared slides and blocks**

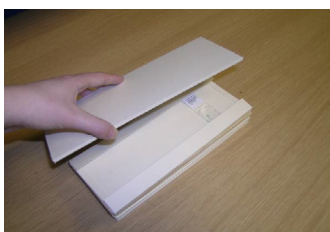
Correct packaging of all slides and blocks is essential to prevent breakages and potential loss during transportation. Each Source BioScience transport box can hold approximately 30 trays of slides and each tray can hold a maximum of 9 slides. Please try to place more than one slide per slide tray, to help minimise the slides mobility in transit.

Below are instructions on how to correctly package your slides into our transportation boxes in order to minimise the chances of any breakages in transit.

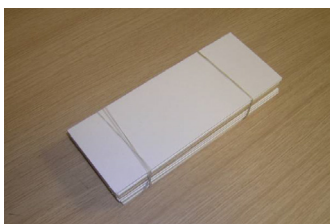
**Step 1.** Load Slides into slide tray as pictured below.



**Step 2.** Once all slides have been placed into slide trays, please place an empty slide tray on top of the stack, face down, as pictured below, as well as an empty slide tray underneath the stack.



**Step 3.** Place an elastic band over each end of the stack to secure them in place, as pictured below.



**Step 4.** Securely wrap the stack of slide trays in bubble wrap, ensuring that each end of the stack is also taped.



**Step 5.** Insert the wrapped stack into the transport box. You will notice that there is a drawstring within the box. Please ensure that the stack is securely restrained between the drawstring cords.

**Step 6.** Insert the request cards to accompany the slides into the space provided and secure the transport box ready for shipping.

**Step 7.** Contact the Source BioScience courier department to arrange a courier collection via email ([courier@sourcebioscience.com](mailto:courier@sourcebioscience.com)) or via phone on +44 (0)115 973 9049.

Should you have any queries relating to any part of the packaging or courier collection process, please do not hesitate to contact customer service on +44 (0)115 973 9056.

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## Courier collections

We can organise regular courier collections (e.g. Monday and Wednesday each week) or we can arrange ad-hoc collections when required. Please advise us of your preferred collection arrangements and times.

If a regular collection is required we will forward a batch of airway bills or arrange for the courier to bring them when they arrive to uplift the package. One of these airway bills should be adhered to each package sent to Source BioScience. If ad-hoc collections are preferred, we need to be in receipt of your instruction to arrange same-day collection before 12 noon; otherwise same-day collection cannot be guaranteed and may take place the next working day.

Your request should be e-mailed to [courier@sourcebioscience.com](mailto:courier@sourcebioscience.com) and an airway bill will be sent to you via return e-mail, which should be printed and adhered to the bag(s) and/or barrel(s) in which specimens are packed.

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## Reports

Reports will be issued by either our Secure Portal Access (SPA) or by fax to an identified and secure fax number dependent upon your requirements.

All slides, blocks and request cards will be returned.



THIS FORM SHOULD BE SIGNED AND  
RETURNED TO  
Source BioScience  
FAX: +44 (0)115 9739021

## Authorisation to dispose of residual clinical tissues

Following processing of samples received, Source BioScience, have the facilities and CPA accredited procedures in place to dispose of residual tissue samples. This will take place at least 5 weeks after the reporting date. Waste will be disposed of in accordance with our SOP's and local clinical waste policy.

Any samples known to be 'Products of Conception' will be identified and excluded from this process. These will be returned to the originating laboratory for sensitive disposal.

Please complete this form and fax to +44 (0)115 9739021

Should you have any questions or wish to discuss this matter please contact Customer Services on +44 (0)115 9739056

I, ....., hereby authorise Source BioScience to dispose of any residual tissue samples received from

NAME OF HOSPITAL HERE

Signed .....

Position .....

Date .....