



San Diego Pathology Tissue Submission Instructions

Requisition Form

A completed requisition form must accompany each specimen and should be filled out entirely. It should have the patient's full name, Social Security number, address, and date of birth. Clinical information must include sufficient detail for pathologist to clearly understand what questions are to be answered. Clinician's name must be included. Identity of specimen should be clearly stated on the requisition form and should correspond with labeling on specimen container(s). All billing information including patient demographics and a copy of the patient's insurance card should be included. Errors in patient information and/or labeling will result in reject of specimen or delay in diagnosis.

Specimen Transport

All specimens must be submitted in an appropriately labeled and well-constructed container with a secure lid to prevent leakage during transport. Specimen containers must then be placed in a biohazard bag with the requisition placed in the outer pocket of the bag. When multiple specimens are submitted, each specimen must be submitted in a separate, appropriately labeled container.

Specimen Labeling

Each specimen must be labeled with patient's full name, source of tissue, side, and site of body. This information must be on the container, not the lid.

Specimen Fixation

Specimens should be placed in appropriately sized, tightly sealed, containers with a volume of 10% formalin at least 10 times that of the tissue, and each container should be labeled with a Biohazard/formalin warning label. Proper and timely fixation is a critical step in tissue preparation for diagnosis and importance of this step cannot be overemphasized. Breast specimens should be placed in formalin within 1 hour of removal and fix for no longer than 72 hours (fixation time must be documented).

Policy for Specimen Rejection

Errors in patient information and/or labeling will result in reject of specimen or delay in diagnosis. All specimens received by San Diego Pathology are examined for the following deficiencies:

- No requisition form
- No physician's name
- No pertinent clinical information provided, if necessary
- Incomplete requisition
- Unlabeled specimen
- Name on requisition does not match name on specimen
- Site on requisition does not match site on container
- Any syringe with an attached needle
- Any specimen that is submitted by an unauthorized source