



**Document History:**

**Title:** Rural Transport of Large  
Fresh Surgical Samples to  
Referral DSM Pathology Sites

**Site(s):** Provincial

**Document #:** 170-10-14

**Version #:** 01

**Section:** Pathology

**Subsection:** General

<b>Approved by:</b> <u>Lisa Manning</u>	<b>Written By:</b> <u>Shelley Ganske</u>
Signature: <u>On file</u>	
Date: <u>January 8, 2010</u>	Date: <u>November 2009</u>

**1 Annual Review:**

#	Reviewed by:	Date:	Approval:	Date:
1				
2				
3				
4				
5				

**2 Summary of Revisions:**

#	Details of Revisions:	Date:
1	Replaces 90-10-01	November 2009
2		
3		
4		
5		

**3 Date Archived:**

## **Rural Transport of Large Surgical Specimens to Referral DSM Pathology Sites**

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### **1.0 PURPOSE**

- 1.1 To provide a safe and secure procedure to facilitate the transportation of large, **fresh** surgical specimens from rural hospitals to DSM Pathology Referral sites.

Rationale: The rural hospitals do not have access to large quantities of formalin; therefore, they are not equipped to triage, open and fix large specimens on site.

### **2.0 POLICY**

- 2.1 All large surgical specimens should be sent **fresh /chilled** utilizing freezer packs – for receipt within 24- 48 hours - to referral Pathology site using the appropriate transportation coolers (shipping within 24 hours is preferable).

**Fresh Breast cases** should be shipped immediately to the nearest Pathology referral site. Delayed fixation can have an adverse affect on the immunohistochemistry results.

Operating rooms should indicate the time the specimen was removed from the patient on the Pathology requisition.

- 2.2 Receiving facility must be notified by phone and fax (Appendix 1) to expect the shipment of a fresh surgical specimen.
- 2.3 If sending facility does not have the appropriate cooler for sending large, fresh surgical specimens, contact the referral site for shipping instructions.
- 2.4 Ensure shipping instruction is adhered to. Deviations may result in the compromise of specimen integrity (ie. Loss of cellular detail, autolysis, etc).

***Note: If the sending a facility procures a specimen during off hours (ie. During a holiday weekend) or when the specimen will not reach the Referral site within 24-48 hours, normal transportation modes may not be available.***

***In these cases, volunteer drivers may be utilized to transport specimens and it may be more economically feasible and timely to transport specimen to the nearest Pathology Referral site (Health Sciences Centre). Consult with the Regional Diagnostic Manager for direction. (See section 8.0-Specimen Management: Westman Laboratory contact information).***

### **3.0 MATERIALS**

- 3.1 Large transport container (shipping cooler -approx. 13x24x15”) with 2 attached security straps.

**Rural Transport of Large Surgical Specimens to Referral DSM Pathology Sites**

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Document # 170-10-14 / Version # 01

- 3.1.1 Each large cooler should contain the following supplies:
  - 3.1.1.1 Six (6) **frozen** freezer packs
  - 3.1.1.2 Seven (7) absorbent diapers
  - 3.1.1.3 One (1) sealable plastic storage container (16x11x6") – which must seal tightly
  - 3.1.1.4 Two (2) Biohazard Material bags
  - 3.1.1.5 One (1) plastic sealable envelope for requisitions
  - 3.1.1.6 Address labels for Westman and Health Sciences Centre

**Note – Sending Facility**

- Ensure that you have the appropriate transportation cooler available. If not, contact Westman (WL) Laboratory or Health Sciences Centre (HSC).
- Ensure that you have 6 frozen freezer packs available.

**4.0 DEFINITIONS:**

- 4.1 Large Specimen  
A surgical sample which cannot be appropriately fixed in a 500 ml container of formalin. Fresh samples need to be shipped directly to a pathology laboratory.
- 4.2 Appropriate Shipping Container  
A cooler which is sealed and will be able to maintain the specimen at approximately 4°C during transport.
- 4.3 Sending Facility  
Site which procures a specimen which must be shipped to a different facility for processing.
- 4.4 Referral Laboratory (DSM Pathology Receiving Site)  
Site which receives and processes the specimen from the sending facility
- 4.5 10% Neutral Buffered Formalin  
A fixative routinely used in Histology laboratories to preserve the microanatomical structures of tissues.
- 4.6 WL  
Westman I Laboratory
- 4.7 HSC  
Health Sciences Centre
- 4.8 Biohazard Material Bags  
Biohazard bags denoted with a



symbol.

**Rural Transport of Large Surgical Specimens to Referral DSM Pathology Sites**

Effective Date: 14-Jan-10

Document # 170-10-14 / Version # 01

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**5.0 SPECIMENS THAT FIT INTO PLASTIC CONTAINERS:**

- 5.1 Where applicable, register the specimen and place computer labels on the specimen and requisition.
- 5.2 Check to ensure the pathology information on the requisition matches the specimen.
- 5.3 Place pathology specimen in double biohazard material bag provided. Seal bag with tape.
- 5.4 Line bottom of sealable plastic container with absorbent diaper.
- 5.5 Place specimen inside of smaller sealable, plastic container. Lay specimen as flat as possible.
- 5.6 Place lid on plastic container. Ensure seal is tight.
- 5.7 Prepare hard walled cooler by lining bottom of cooler with absorbent diaper.
  - 5.7.1 Place frozen ice packs on bottom of diaper lined, hard walled cooler.
  - 5.7.2 Cover frozen ice packs with absorbent diapers.
  - 5.7.3 Place sealed plastic container with specimen upright into cooler.
  - 5.7.4 Make sure that lid is secured.
  - 5.7.5 Use filler material when required to support large specimens to keep the specimen upright during transport.
- 5.8 Place specimen requisition into plastic envelope provided and place into cooler.
- 5.9 Close hard walled cooler and tighten outer attached security straps.
- 5.10 Arrange for Courier pickup. Place address label and Courier waybill on the top of hard walled cooler.
- 5.11 Place a label on the top of the box beside the address label stating:

*FRESH SPECIMEN:  
Exempt Human Specimen*
- 5.12 Complete the “**Fresh Surgical Specimen Referral Log**” (Appendix 1).
- 5.13 Notify Pathology Referral site that will be receiving the specimen by phone (Appendix 1) and fax the completed “**Fresh Surgical Specimen Referral Log**” to the referral site.

## **Rural Transport of Large Surgical Specimens to Referral DSM Pathology Sites**

Effective Date: 14-Jan-10

Document # 170-10-14 / Version # 01

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- 5.14** Pathology Referral Site will acknowledge receiving specimen by faxing back the Fresh Surgical Specimen Referral Log to the sending facility immediately upon receipt.

**CRITICAL:** If expected specimens are not received, the sending facility must be contacted **IMMEDIATELY** and both sites will initiate tracking of specimens.

### **6.0 SPECIMENS TOO LARGE TO FIT INTO PLASTIC CONTAINERS:**

- 6.1** Where applicable, register the specimen and place computer labels on the specimen and requisition.
- 6.2** Check to ensure the pathology information on the requisition matches the specimen.
- 6.3** Place pathology specimen in double biohazard material bag provided. Seal bag with tape.
- 6.4** Follow procedures outlined in section 5.7-5.13.

**Note:** During the week (Monday – Friday) samples should be shipped to Westman Laboratory. Samples transported to Health Sciences Centre are delivered Monday to Friday after 5:00 p.m. to the Sample receiving area on the 5<sup>th</sup> Floor in the Thorlakson Building (**MS559**).

### **7.0 PROCEDURE NOTES-Health Sciences Centre**

- 7.1** During off hours and on occasions where the specimen is travelling on a Friday afternoon with a volunteer driver, the specimen can be transported to Health Sciences Centre.
- 7.2** Call the resident using the off hours paging phone number (204) 787- 2071.
- 7.3** To contact specimen receiving (5<sup>th</sup> floor), phone (204) 787-1534 and indicate on Appendix 1 who was notified and the time.
- 7.4** ALL information in Appendix 1 must be completed by the sending facility.
- 7.5** The surgical staff or designate (originator) will package the specimens according to procedural instructions and ship directly referral/ receiving site.
- 7.6** Fax Appendix 1 to the receiving site and keep the original for filing.
- 7.7** The referral/receiving will sign and fax the tracking form back to the originating Site immediately upon receipt.

**Rural Transport of Large Surgical Specimens to Referral DSM Pathology Sites**

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Document # 170-10-14 / Version # 01

**Note:**

1. All unfixed specimens should be labeled “**Fresh Specimens: Exempt Human Specimen**” to ensure coolers are handled immediately.
2. Please ensure that shipping instructions are adhered to. Deviations from the shipping procedure will result in possible damage, rejection and return of specimen.

**Critical point** : If specimens are lost, the referral/ receiving site will notify the originator and the investigation will be started from both ends. See SOP #100-10-23 Lost or Missing Specimen Policy.

**8.0 PATHOLOGY REFERRAL SITE INFORMATION**

<b>WESTMAN REGIONAL LABORATORY</b>	<b>HEALTH SCIENCES CENTRE</b>																
<p><b>Sites:</b></p> <table style="width: 100%; border: none;"> <tr> <td>Bethesda (Steinbach)</td> <td>Ste. Anne</td> </tr> <tr> <td>Boundary Trails</td> <td>The Pas</td> </tr> <tr> <td>Neepewa</td> <td>Swan River</td> </tr> <tr> <td>Minnedosa</td> <td>Flin Flon</td> </tr> <tr> <td>Portage la Prairie</td> <td>Dauphin</td> </tr> </table>	Bethesda (Steinbach)	Ste. Anne	Boundary Trails	The Pas	Neepewa	Swan River	Minnedosa	Flin Flon	Portage la Prairie	Dauphin	<p><b>Sites:</b></p> <p>Selkirk Thompson Beausejour</p>						
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<p><b>Address:</b></p> <p>Westman Laboratory Pathology Department 1-150 McTavish Avenue E. Brandon MB R7H 7H8</p>	<p><b>Address:</b></p> <p>Health Sciences Centre Pathology Laboratory MS459 Thorlakson Building 820 Sherbrook Street Winnipeg MB R3A 2R9</p>																

**Note:** If specimens are delivered to HSC after 5 PM, Monday to Friday, they are to be taken to the “Sample Receiving area” on the 5<sup>th</sup> floor (MS559) in the Thorlakson building.



**Appendix 1: Fresh Surgical Specimen Referral Log (For Referral to \_\_\_\_\_ Pathology) F170-10-14**  
(site)

Enter sending facility site name, address and ID here	<b>Lab   OR   ACC   ER   Other</b>
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DATE COLLECTED	PATIENT NAME	PHIN	SPECIMEN TYPE	NUMBER OF CONTAINERS	For site use	For site use	For site use

Shipment date: \_\_\_\_\_ No. of containers: \_\_\_\_\_ Cooler No.: \_\_\_\_\_ Courier Service: \_\_\_\_\_

Originator sending specimens: \_\_\_\_\_  
Date Name Signature Phone No.

**Fax to Pathology immediately upon shipment at (204) \_\_\_\_\_**-Include a copy with the shipment and retain the original for your records

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\_\_\_\_\_ **Pathology – complete and fax to (204) \_\_\_\_\_ immediately upon specimen receipt**  
(site)

Total number of specimen containers received at Referral Lab: \_\_\_\_\_ Date Received: \_\_\_\_\_

Receiver of specimens: \_\_\_\_\_  
Date Name Signature Phone No.