

## Diagnostic Cytology Laboratory Sample Acceptance/Rejection Procedure

**I. Purpose:**

This procedure provides instructions on what to do when problems arise when receiving a sample in Diagnostic Cytology.

**II. Materials:**

N/A

**III. Procedure:**

<b>Action</b>		
<b>1.</b>	<p><b>Problem samples. Deficiency:</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Replaceable</b> = sputum, rectal, nipple discharge, oral scrape and voided urine samples</li> <li>• <b>Irreplaceable</b> = Fine needle aspiration, Cystoscopy/catheterized urine, bodily fluid, CSF, GI brushing and Bronchial samples</li> </ul>	
	<b>Condition</b>	<b>If</b>
	<b>Sample received in incorrect fixative</b>	<b>Replaceable</b>
		<b>Then</b>
		<ol style="list-style-type: none"> <li>1. Reject specimen</li> <li>2. Accession specimen into CoPath, enter deficiency</li> <li>3. Issue a CoPath report stating reason for rejection</li> <li>4. Voided urine and sputum specimens will be discarded. Sent-in slides will be returned to sender</li> <li>5. Provide links to <b>Rejection Policy:</b>  <a href="http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm">http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm</a> collection and handling instructions in the report.</li> </ol>

<b>Action</b>		
	<b>Irreplaceable</b>	<ol style="list-style-type: none"> <li>1. Accept specimen</li> <li>2. Accession specimen into CoPath, enter deficiency</li> <li>3. Process as per Standard Operating Procedure</li> <li>4. Provide links to <b>Rejection Policy:</b>  <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</a> collection and handling instructions in the report.</li> </ol>
<b>Container label illegible</b>	<b>Replaceable</b>	<ol style="list-style-type: none"> <li>1. Reject specimen</li> <li>2. Accession specimen into CoPath, enter deficiency</li> <li>3. Issue a CoPath report stating reason for rejection</li> <li>4. Voided urine and sputum specimens will be discarded. Sent-in slides will be returned to sender</li> <li>5. Provide links to <b>Rejection Policy:</b>  <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</a> collection and handling instructions in the report.</li> </ol>
	<b>Irreplaceable</b>	<ol style="list-style-type: none"> <li>1. Contact ordering physician/clinician. Clinician must fill out and sign specimen declaration form.</li> <li>2. Upon receiving declaration form, accession specimen into CoPath, enter deficiency</li> </ol> <p><b>Note: If declaration form is not signed and faxed back within 48 hours, specimen will be rejected and returned back to sender</b></p> <ol style="list-style-type: none"> <li>3. Process as per Standard Operating Procedure</li> <li>4. Provide links to <b>Rejection Policy:</b>  <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</a>, collection and handling instructions in the report.</li> </ol>
<b>Broken Slides</b>		<ol style="list-style-type: none"> <li>1. Reject specimen</li> <li>2. Accession specimen into CoPath, enter deficiency</li> </ol>

Medical Approval: Refer to QMS History  
 Revision: 1.4

Medical Approval Date: Refer to QMS History  
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<b>Action</b>		
		<ol style="list-style-type: none"> <li>3. Issue a CoPath report stating reason for rejection</li> <li>4. Broken slides will be discarded</li> <li>5. Provide links to <a href="http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm">Rejection Policy: <u>http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm</u></a>, collection and handling instructions in the report.</li> </ol>
<b>Incomplete / Incorrect Requisition</b> e.g. missing DOB, PHN, misspelled name	<b>Replaceable</b>	<ol style="list-style-type: none"> <li>1. Contact ordering physician/clinician. Clinician must fill out and sign specimen declaration form.</li> <li>2. Upon receiving declaration form, accession specimen into CoPath, enter deficiency</li> </ol> <p><b>Note: If declaration form is not signed and faxed back within 48 hours, specimen will be rejected and returned back to sender</b>  <b>**Replaceable samples will be discarded with the exception of slides, they will be returned to sender**</b></p> <ol style="list-style-type: none"> <li>3. Process as per Standard Operating Procedure</li> <li>4. Provide links to <a href="http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm">Rejection Policy: <u>http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm</u></a> collection and handling instructions in the report.</li> </ol>
	<b>Irreplaceable</b>	<ol style="list-style-type: none"> <li>1. Contact ordering physician/clinician. Clinician must fill out and sign specimen declaration form.</li> <li>2. Upon receiving declaration form, accession specimen into CoPath, enter deficiency</li> </ol> <p><b>Note: If declaration form is not signed and faxed back within 48 hours, specimen will be rejected and returned back to sender</b></p> <ol style="list-style-type: none"> <li>3. Process as per Standard Operating Procedure</li> <li>4. Provide links to <a href="http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm">Rejection Policy: <u>http://www.bccancer.bc.ca/HPI/labservice/s/diagcytology/default.htm</u></a>, collection and handling instructions in the report. Follow: Receiving Diagnostic Cytology Specimens Standard Operating</li> </ol>

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<b>Action</b>		
		Procedure (Problem/Deficient specimens)
<p><b>Unlabelled Slides and/or Sample Containers</b></p> <p><b>**all sent-in slides must have 2 unique identifiers printed on the slide**</b></p>	<b>Replaceable</b>	<ol style="list-style-type: none"> <li>1. Reject sample</li> <li>2. Accession specimen into CoPath, enter deficiency</li> <li>3. Issue a CoPath report stating reason for rejection</li> <li>4. Voided urine and sputum specimens will be discarded. Sent-in slides will be returned to sender</li> <li>5. Provide links to <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">Rejection Policy: <u>http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</u></a>, collection and handling instructions in the report.</li> </ol>
	<b>Irreplaceable</b>	<ol style="list-style-type: none"> <li>1. Contact ordering physician/clinician. Clinician/delegate must identify the sample in person, fill and sign the declaration form in order for the lab to process the sample. If clinician cannot identify the sample, it will be returned to sender</li> </ol> <p>Provide links to <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">Rejection Policy: <u>http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</u></a>, collection and handling instructions in the report.</p>
<p><b>Mismatched Information Between Sample/Container Labels and Requisition</b></p>	<b>Replaceable &amp; Irreplaceable</b>	<ol style="list-style-type: none"> <li>1. <b>If patient name on requisition does not match patient name on container label.</b> <ol style="list-style-type: none"> <li>a) Discard replaceable specimen with the exception of slides. Return slides to sender.</li> <li>b) Irreplaceable specimens: Contact ordering physician/clinician. Clinician or delegate must identify the sample in person, fill and sign the declaration form in order for the lab to process the sample. If clinician cannot identify sample it will be returned to sender</li> <li>c) If there is only one identifier which does not match (DOB or PHN) try to</li> </ol> </li> </ol>

<b>Action</b>		
		<p>verify information by faxing specimen declaration form.</p> <p>Provide links to <b>Rejection Policy:</b> <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</a>, collection and handling instructions in the report.</p>
<p><b>Receipt of any specimen not suitable for cytologic evaluation</b></p> <p>(i.e. vomit, fecal matter, insects, ticks, toe/finger nails, tampons, foreign objects, bile, breast milk)</p>		<ol style="list-style-type: none"> <li>1. Reject specimen</li> <li>2. Accession specimen into CoPath, enter deficiency</li> <li>3. Issue a CoPath report stating reason for rejection</li> <li>4. Return specimen to sender</li> <li>5. Provide links to <b>Rejection Policy:</b> <a href="http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm">http://www.bccancer.bc.ca/HPI/labservices/diagcytology/default.htm</a>, collection and handling instructions in the report.</li> </ol>
<p><b>Sample received <i>without</i> a requisition</b></p>	<p>Call or fax for requisition and verification</p>	

**B. References:**

N/A

**C. Appendixes:**

N/A