NYULMC Dermatopathology Section- GUIDELINES FOR CLINICIANS

Please refer to the guidelines below in order to ensure that our laboratory services can be expedited with the highest quality, and to ensure the safety of everyone involved in the handling of specimens.

1. Please read the warning labels on the bottles.
2. Fill out biopsy request form and bottle with indelible, permanent ink. Please do not use red or green ink. Press hard on the request form so that the bottom carbonless copy is legible.
3. Please use one biopsy request form per patient.
4. Provide all requested information on both form and bottle. It is a NY State regulation to have the biopsy date for a specimen to be tested. It is also required that there are at least three identifiers on the bottle for a patient's specimen. The bottles require the patient's name, date of birth and biopsy site. Please be sure that these are filled in. It is essential that the information is accurate and readable.
5. Indicate multiple biopsies from a patient with capital letters; A,B,C,D, etc. Write this information on both request forms and bottles.
6. Please double check that the specimen is in the bottle and that the corresponding requisition form accompanies the specimen.
7. When multiple biopsies are taken, please be sure that the specimens are placed in the respective bottles.
8. The proper volume of fixative is 20-40 times the volume of the specimen. Do not pour out any fixative in order to fit a larger specimen into the bottle. Request a larger container if necessary. Removal of a large specimen may require breaking the glass bottle.
9. Use suture(s) to mark orientation of an excisional biopsy. Orientation information (i.e. superior, inferior, lateral, or medial pole or 12 o'clock position of the suture) and specific sites (i.e., right chest, left back, posterior scalp, etc.) should be given to facilitate proper orientation during grossing procedures.
10. Avoid using ink for orientation purposes. Our fixative contains alcohol and will remove many inks. Avoid using surgical "notches" for orientation. These are difficulty to see and may cause the specimen to become friable duringgrossing.
11. Please indicate the biopsy method and clinical impression as they are both vital for proper grossing of the specimen.
12. Indicate clearly if a specimen is potentially infectious. Extra effort is made to isolate and handle these cases appropriately.
13. Please indicate if the specimen is tiny or if there are multiple pieces in one bottle.
14. If available, please indicate any prior biopsy number(s) in the space provide on the request form. If the prior is from another laboratory, please indicate the number and lab or attach a copy of the report if at all possible.
15. Please provide a list of patients and the number of specimens sent with each package so that the laboratory can verify each delivery.
16. Specimens sent by Federal Express must be packaged using cardboard mailing boxes (provided by our laboratory) placed inside a FEDEX pack as required by OSHA packaging guidelines for transport of diagnostic specimens.