



Document History:

Title: Specimen Referral for Electron Microscopy **Site(s):** All sites

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Section:	Pathology	Subsection:	Electron Microscopy

Approved by: Lisa Manning **Written By:** Tina Mitchell
Signature: *Lisa Manning* _____
Date: 27-JUN-2014 _____

1 Annual Review:

#	Reviewed by:	Date:	Approval:	Date:
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2 Summary of Revisions:

#	Details of Revisions:	Date:	Approval:	Date:
1	New document		H Qui	28-SEP-2012
2	2.1 Expanded on and added to policy		L Manning	27-JUN-2014
	3.2.4 Clarification and addition		L Manning	27-JUN-2014
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1.0 PURPOSE

- 1.1 To provide instructions for referral of specimens to be processed for Electron Microscopy.

2.0 POLICY

- 2.1 Consult with the appropriate EM pathologist. The pathologist requires information such as patient history and suspected diagnosis for interpretation.
- 2.1.1 For renal biopsies, please contact Dr. Gibson at (204) 787-1791.
- 2.1.2 For neuropathology specimens or skins for metabolic disease, please contact Dr. Marc Del Bigio at (204) 787-1143.
- 2.1.3 For pediatric specimens that will be referred to other facilities, contact Dr. Camelia Stefanovici at (204) 787-8988 or Dr. John Gartner at (204) 787-2611.
- 2.1.4 For all other general pathology cases for EM interpretation, please contact Dr. Hongming Qiu at (204) 787-8659.
- 2.2 The EM lab at HSC must be advised that a specimen is being sent. Please send a fax to (204) 787-2381 using the fax/fax back form from 170-10-08.

3.0 PROCEDURE

3.1 REFERRAL LAB

- 3.1.1 Glutaraldehyde supply:
- 3.1.1.1 Vials of 2.5% buffered glutaraldehyde are provided to pathology labs on a monthly basis or as requested.
- 3.1.1.2 Vials are labeled with a 2 month expiry date.
- 3.1.2 A fax is sent back to sending facility when specimens are received.

3.2 SENDING FACILITY

- 3.2.1 Keep vials of glutaraldehyde refrigerated.
- 3.2.1.1 To order more glutaraldehyde vials, please follow procedure as outlined in SOP # 170-10-19.
- 3.2.1.2 Return unused vials of expired glutaraldehyde to the HSC EM department for safe disposal.

- 3.2.2 Place small pieces of tissue into the vial. (no greater than 2 mm in at least one dimension)
 - 3.2.2.1 The sooner it is placed in the glutaraldehyde after collection the better the preservation.
 - 3.2.2.2 Tissue should not be stuck inside the lid or too large to be covered by fixative.
- 3.2.3 Make sure the lid is sealed tightly.
- 3.2.4 Registration
 - 3.2.4.1 For EM only specimens, the histology lab document will need to be issued with the procedure code NORT and "EM only" typed into the comments.
 - 3.2.4.2 Unless the case is being sent to HSC in its entirety, it must be re-registered as a consult.
 - 3.2.4.3 Consult registration at HSC is completed by the office staff. It will also be marked as referred out in Lotus Notes.
- 3.2.5 Wrap the AP label around the vial so that it is legible.
- 3.2.6 Transportation:
 - 3.2.6.1 Package the specimen in a transport container labeled to the attention of the EM department.
 - 3.2.6.2 Include the H&E slides (if applicable) and a copy of the requisition.
 - 3.2.6.3 Most specimens can be sent routinely with the scheduled courier, however, in the case of a fine needle aspirate, it should be rushed.
 - 3.2.6.4 Keep specimen refrigerated as long as possible before shipment or send with cold packs.
- 3.2.7 Send a fax notifying the EM department to expect it. (204-787-2381)
- 3.2.8 If you have any questions regarding the EM referral, please call (204) 787-7609.



4.0 ASSOCIATED DOCUMENTS

- 4.1 #170-10-08 *Handling and Transporting Histology & Cytology Specimens*
- 4.2 #170-10-19 *Requesting Reagents and Supplies from Referral Pathology Laboratories.*