	MANUAL	<b>HH/MAN-003</b>
	<b>HISTOLOGY SAMPLING MANUAL</b>	
	Compiled By: FRANCOIS DE KOCK	Implementation date: <b>12/2023</b>
	Approved By: DR HANNES HOLM	Page 1 of 6

# HISTOLOGY SAMPLING MANUAL


## LABORATORY CONTACT DETAILS:

Address: Unit D, Lagoon Beach Office Park, Lagoon Beach  
 Telephone: 021 553 4006 (all hours)  
 Email: [requests@holmlab.co.za](mailto:requests@holmlab.co.za)

## FOR CLINICAL ADVICE:

During work hours: **021 553 4006** and ask to speak to any of the Pathologists'.

After hours: Pathologist on call **021 553 4006**  
 - follow prompts to be transferred to Pathologist on call

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### PURPOSE:

To ensure that the correct procedure is followed for taking, preserving and transportation of histology samples.

### SCOPE:

Doctors and nursing staff.


### RESPONSIBILITY:

Unit manager

- ❖ Please note that the Histology request form is used for all histology specimens, but more specific forms, e.g. GIT, placenta forms are available.
- ❖ Request forms, specimen containers, specimen bags and formalin fixative are available from the drivers or laboratory on request.

### Request form - we require the following information:


- Name of patient
- ID number / Date of birth
- Address and medical aid details
- Date of collection of specimen/s
- Referring doctor
- Nature of specimen
- Adequate history including previous treatment, e.g. Previous radiotherapy
- Previous histology and cytology (case reference number/diagnosis)
- ***Please note that the laboratory is entitled to return specimens which do not have these details legibly supplied.***

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- For **urgent cases**, please ensure that the request form is clearly labelled as “**URGENT**” and contains a **contact number and e-mail address** as well as a **time /date** when the result is required.

### **Specimen collection notes:**

- ❖ Specimen container **must** contain the following details:
  - Patient name and surname
  - Date of birth or identity number or hospital number
  - Anatomical site from where specimen was taken
- ❖ Fixative and size of specimen container:
  - All tissue samples for routine histology must be submitted in formalin fixative.
  - Please place all tissue samples taken into formalin fixative as soon as possible to prevent sample degeneration.
- Tissue samples must be placed in an adequate amount of formalin for best fixation.
- Each specimen should be completely submersed in the formalin fixative.
- Please use the correct size of container that will allow the specimen to be completely covered by formalin. Larger specimens should be put in as big a container as possible to ensure adequate fixative can be added to the specimen.
- Please do not force samples into small containers as this will affect fixation time and morphology drastically.
- In the cases where specialized testing needs to be done, for example electron microscopy or genetic testing, please contact the laboratory for further instruction in which type of fixative the specimen needs to be submitted.


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- We do not perform any microbiology or blood-based tests, so any sample needed for such tests must be taken before the tissue is submitted for histology.
- Samples for histology can be kept at room temperature before collection provided that they are placed in formalin.
- Samples ready for collection can be placed in the specimen bags provided. The request form is to be placed in the separate compartment within the bag to avoid contamination of the request form with potential leaks from the specimen containers.

### **Delay/rejection of processing of specimens**

Specimens will be delayed/rejected in the following instances:

- Specimens received without any patient information will be delayed until it can be confirmed by the referring doctor or his/her rooms which patient the specimen belongs to.
- Specimens received without an accompanying request form will be delayed until the original request form is located or if the referring doctor sends a request form via email or fax.
- When a specimen is received in saline, processing of the specimen will be delayed until the referring doctor or their rooms can confirm if the specimen is indeed for histology or how the laboratory needs to proceed.
- When a specimen is received without formalin, processing can be delayed to ensure adequate fixation of the specimen, especially in the case of large specimens.
- Samples marked for microbiological culture and sensitivities (MC&S) may be delayed as we do not have a microbiology laboratory – these samples will be forwarded to the laboratory preferred by the requesting doctor.

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- Any blood or stool samples. Urine samples will be processed if marked for cytology.
- A specimen will only be rejected if it cannot be reliably established if the particular specimen belongs to a particular patient. The specimen will be returned to the hospital or doctor's rooms in question and the specimen can be re-submitted once the correct information has been established.

### **Caution**

Formalin is an upper respiratory tract and mucous membrane irritant.  
Do not put your mouth or eyes directly over open containers containing formalin.  
Use caution when decanting formalin.  
Place formalin in an access-controlled area.  
Please ensure that containers are properly sealed to avoid leaking of formalin.

### **Requests for additional tests/ After requests:**

Should a clinician want to request an additional test (such as a molecular test) after the initial sample was submitted:


- Please contact the laboratory telephonically (021 553 4006) or by email [requests@holmlab.co.za](mailto:requests@holmlab.co.za)
- An after-request form will be emailed or faxed to the clinician for completion.
- This form must be emailed back to the laboratory at [requests@holmlab.co.za](mailto:requests@holmlab.co.za)

### **Complaint procedure:**

**Should you want to lodge a complaint about any aspect of the laboratory service you may:**

#### **Verbally:**

- by calling 021 553 4006 and speaking to any staff member who will take sufficient information to be able to accurately complete all the necessary documentation.

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**In writing by:**

- E-mailing the complaint to the [requests@holmlab.co.za](mailto:requests@holmlab.co.za) mailbox
- The Relationship Manager will acknowledge complaints in writing or telephonically (date and time will be recorded) within 24 hours after receipt of a complaint.
- When a complaint is acknowledged, the complainant will be informed of the estimated time it will take to resolve the complaint – usually within 48 hours.
- The complaint will be resolved, and the final outcome of the investigation conveyed to the complainant within a target time frame of 5 working days from the date the complaint was received.

**AMENDMENT RECORD:**

Proposed by:	Section:	Change:

**DOCUMENT REVISION HISTORY**

Date reviewed:	Reviewed by:	Action: