



TITLE: LAB SPECIMEN COLLECTION INSTRUCTIONS – CERVICAL
CYTOLOGY COLLECTION-THINPREP PAP

EFFECTIVE DATE: 11/09/2016

PERFORMED BY: Resource for Specimen Collections

MANUAL: Specimen Collection Manual

FORMULATED BY: Lab Pathology Supervisor

Cervical ThinPrep Pap Test cytology specimens submitted to the cytology laboratory must be properly collected, labeled and fixed, as well as be accompanied by a completed requisition.

A. Collect Specimen

1. To collect pap test using the *Broom-Like Device Protocol*
 - a. Obtain an adequate sampling from the cervix using a broom-like device. Insert the central bristles of the broom into the endocervical canal deep enough to allow the shorter bristles to fully contact the ectocervix. Push gently, and rotate the broom in a clockwise direction five times.
 - b. Rinse broom as quickly as possible into the PreservCyt Solution vial by pushing the broom into the bottom of the vial 10 times, forcing the bristles apart. As a final step, swirl the broom vigorously to further release material. Discard the collection device.
 - c. Tighten the cap so that the torque line on the cap passes the torque line on the vial.
 - d. Record the patient's name and ID number on the vial. Record the patient information and medical history on Regional Lab Outreach Requisition or comparable electronic submission.
 - e. Place the vial and requisition in a specimen bag for transport to the laboratory.
2. To collect a pap test using the *Endocervical Brush/Spatula Protocol*:
 - a. Obtain an adequate sampling from the ectocervix using a plastic spatula.
 - 1) If desired, use lukewarm water to warm and lubricate the speculum. Water-soluble gel lubricant sparingly applied to the posterior blade of the speculum can be used if necessary. Select contoured end of plastic spatula and rotate it 360 degrees around the entire exocervix while maintaining tight contact with exocervical surface.
 - b. Rinse the spatula as quickly as possible into the PreservCyt Solution vial by swirling the spatula vigorously in the vial 10 times. Discard the spatula.
 - c. Obtain an adequate sampling from the endocervix using an endocervical brush device. Insert the brush into the cervix until only the bottom most fibers are exposed. Slowly rotate 1/4 or 1/2 turn in one direction. DO NOT OVER-ROTATE.
 - d. Rinse the brush as quickly as possible in the PreservCyt Solution by rotating the device in the solution 10 times while pushing against the PreservCyt vial wall. Swirl the brush vigorously to further release material. Discard the brush.
 - e. Tighten the cap so that the torque line on the cap passes the torque line on the vial.
 - f. Record the patient's name and ID number on the vial. Record the patient's information and medical history on the cytology requisition form.
 - g. Place the vial and requisition in a specimen bag for transport to the laboratory.

B. Submit specimen to Cytology Laboratory

1. Submit all pap smears to the Laboratory with a completed "Regional Lab Outreach Requisition" or comparable electronic submission. This form should include the following:
 - a. Patient's Name
 - b. Hospital Number
 - c. Date of Birth
 - d. Attending Physician/Surgeon
 - e. Office Location or Room Number (if applicable)
 - f. Submitting Diagnosis or ICD Code
 - g. Any Important Clinical History, such as:
 - (1) Last Menstrual Period (LMP)
 - (2) Hormonal Status
 - (3) Hormone Therapy
 - (4) Use of IUD
 - (5) DES Exposure
 - (6) History of Abnormal Cytology or Surgery
 - (7) Patient's Risk for Cervical Cancer
 - (8) Date of Last Pap Smear
 - (9) Any Other Pertinent History
2. Proper collection and preparation of the specimen is imperative for adequate study and interpretation of the specimen. The following criteria are recommended:
 - a. The ideal sampling date is 2 weeks after the 1st day of the LMP.
 - b. Taking the specimen during menses is not recommended.
 - c. Avoid the use of vaginal medication, vaginal contraceptives, or douches for forty-eight (48) hours prior to exam.
 - d. Do not use excessive amounts of lubricating jelly on the speculum. It could interfere with the cytologic examination.

C. PreservCyt Solution

1. PreservCyt Solution for use with the Thin Prep Test without Cytologic Samples should be stored at 15-30 degrees C and can be used until the expiration date on the vial.
2. PreservCyt Solution for use with the Thin Prep Pap Test with Cytologic Samples should be stored at 4-37 degrees C for a maximum of 6 weeks before processing.
3. A request for additional ancillary testing must be received prior to the 6 week timeframe.
4. According to OSHA guidelines, PreservCyt Solution is a Class IC liquid. Up to 120 gallons (44 kits, or 22,000 vials) may be stored outside of an inside flammable storage room or cabinet. PreservCyt solution must be stored in its original, DOT approved, packaging to meet this criteria.

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