LABORATORY POLICY AND PROCEDURE

<table>
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<tr>
<th>TITLE/SUBJECT:</th>
<th>BREAST DISCHARGE – SUBMITTED ON SLIDES</th>
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<tr>
<td>FILE NUMBER:</td>
<td>CT008.01</td>
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<tr>
<td>ASSIGNED MANUAL:</td>
<td>CYTOLOGY PROCEDURE MANUAL</td>
</tr>
<tr>
<td>ORIGINATION DATE:</td>
<td>01/97</td>
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<td>EFFECTIVE DATE:</td>
<td>01/97</td>
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<tr>
<td>DISTRIBUTION:</td>
<td>SAINT MICHAEL’S HOSPITAL LABORATORY</td>
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**PRINCIPLE/PURPOSE**

Cytological studies are performed on breast discharge material to detect malignant, pre-malignant, and other pathologic changes.

**PATIENT PREPARATION:**

N/A

**SPECIMEN/HANDLING:**

1.0 Specimen Collection:

1.1 Use pencil to label fully frosted slides with patient name.
1.2 Smear secretion lengthwise on the frosted side of slides. If secretion is thick, use another frosted slide to spread material more evenly. If secretion is scanty, lightly touch the slide against the nipple a few times, making several touch preps on one slide.
1.3 Spray immediately with fixative.

2.0 Specimen Submission:

2.1 Refer to Requisition Information.
2.2 Send slides in plastic slide container along with completed cytology request card to the lab.

**MATERIALS:**

<table>
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<tr>
<th>Equipment</th>
<th>Reagents</th>
<th>Supplies</th>
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STANDARDS:
N/A

CALIBRATION:
N/A

QUALITY CONTROL:
1.0 The quality control process in accessioning non-GYN specimens consists of establishing and maintaining the identity of each specimen. When each specimen is received in the lab, the name written on the specimen slide/container is matched with the patient's name on the request card.

2.0 If the names do not match or the specimen is unlabeled, the specimen and request card are set aside to be resolved by the submitting physician.

3.0 Each case is assigned a unique accession number, which is written on the specimen container and prepared slides and stamped on the request card. Prepared slides are checked a second time after the staining process and before labeling to insure the accessioning process was done correctly.

4.0 Non-GYN specimens are stained separately from GYN specimens to prevent cross-contamination.

5.0 Before a slide is examined microscopically, the accession number on the slide is checked against the accession number on the cytology proof to verify its proper identity.

6.0 Specimens left standing at room temperature without fixative for long periods of time can result in erroneous results caused by cellular degeneration or excessive growth of bacteria or fungus.

7.0 An effort is made to correlate cytology findings with histological and clinical findings.

8.0 If a known malignant case is received, it is to be stained last and the line-up to be changed before any more specimens are to be stained.

9.0 All non-GYN slides are reviewed by a pathologist before sign-out.

PROCEDURE:
1.0 Accessioning:
   1.1 Match the name on specimen slide/container against the name on the request card. If names do not match or specimen is not labeled, set aside to be resolved by submitting physician.
1.2 Assign an accession number to the specimen by stamping the next accession number on the upper right hand corner of the request card.

2.0 Specimen Preparation/Processing:

2.1 Use Standard Precautions when processing specimens.
2.2 Use diamond head pen to etch the accession number onto the end of slides.
2.3 Write the number of slides sent in on the request card.
2.4 Place slides in staining rack with the cellular side facing the front and the accession number end upright.
2.5 Place empty slide container in refrigerator for 24 hours or until test is reported.
2.6 Continue processing specimen following instructions found in the Staining and Coverslipping section.
2.7 Enter request card into the computer and generate labels and proof report following instructions found in the Meditech Procedure Manual.

3.0 Microscopic Evaluation:

3.1 Match the name and accession number on slides against the cytology proof.
3.2 Note pertinent clinical history.
3.3 Examine the slides for the following cytologic entities:

- 3.3.1 Presence of abnormal or malignant cells
- 3.3.2 Presence of microorganisms
- 3.3.3 Cell changes suggestive of viral agents
- 3.3.4 Inflammatory reaction
- 3.3.5 Cellular response to therapeutic agents

3.4 Initial slides after examination.

**DERIVATION OF RESULTS:**
N/A

**REPORTING:**
1.0 Breast discharge smears are reported as negative, atypical, suspicious, or positive for malignancy or as unsatisfactory or non-diagnostic.
2.0 Additional comments are made if applicable.

**NORMAL VALUES:**
N/A

**CRITERIA FOR IMMEDIATE NOTIFICATION:**
INTERPRETATION:
N/A

CRITERIA FOR UNACCEPTABLE RESULTS AND CORRECTIVE ACTION:
N/A

LIMITATIONS:
N/A

PROCEDURE NOTES:
Strong emphasis is placed on rapid smearing and fixation of the samples.

SAFETY PRECAUTIONS:
Follow procedures and precautions described in the Saint Michael's Hospital Infection Control and Hazard Communication manuals, as well as the Saint Michael's Hospital Chemical Hygiene Plan. Refer to the MSDS for reagent-specific handling guidelines.

ATTACHMENTS:
N/A

REFERENCES:

ORIGINATING DEPARTMENT/SECTION:
Cytology

AUTHOR AND DATE:
DK 01/97

REVISED BY AND DATE:

APPROVAL:
JH 01/08