



## **SAMPLE SUBMISSION GUIDELINES FOR THE CLINICAL PATHOLOGY LABORATORY**

The following guidelines should be used when collecting samples for submission the next day.

Sample should be shipped via overnight/next day delivery on an ice pack with completed submission form.

Please do not ship samples on Fridays as there is no mail service at the University on Saturdays.

### **HEMATOLOGY**

**Sample Type:**

1. One EDTA (lavender top) tube at least ½ full. Mix sample well immediately after collection.  
Sample must be free of clots.
2. Two freshly made unstained, unfixed blood smears.

**Additional Comments:**

1. Smears should be made from a well-mixed EDTA sample immediately after collection. Smears made in the laboratory from courier samples may not be adequate if sample is over 8 hours old.
2. Smear Preparation technique aids:
  - a. Use clean glass slides. **\*\*No re-used slides\*\***
  - b. Place a drop of blood ~3mm in diameter at one end of the slide. Note a drop of blood too small or large will create a long or short smear.
  - c. Hold pusher slide at a 30° - 45° angle.



## CHEMISTRY (Routine)

### Sample Type:

1. 1 - 2 mL of serum from a red top tube

### Additional Comments:

1. Allow the blood to clot for 30 minutes and then centrifuge at a high speed for 10 minutes.
2. Remove the serum from the clot tube and transfer it into a no-additive tube (another red top tube is acceptable. Clearly mark tube with patient ID and SERUM.
3. The most frequent causes of inaccurate biochemical tests are aged sample, hemolysis, icterus, lipemia, and insufficient sample quantity.
4. Serum should be stored in the refrigerator prior to shipping, *with the exception of Fructosamine.*
5. Store and ship serum for Fructosamine frozen, on dry ice, for next day delivery.  
(\*Hemolysis is not recommended for fructosamine testing. Submit only non-hemolyzed serum for fructosamine testing.)

## COAGULATION

Call our lab prior to collecting sample to ensure we can assist you with this test. Sample stability is very limited.

## URINALYSIS

**Sample Type:**

10 mL of urine in a sterile leak-proof container

**Additional Comments:**

1. Urine testing should not be delayed.
2. Urine should be refrigerated immediately after collection to delay any chemical and cytological changes of the urine.

## MISCELLANEOUS TEST

**Instructions:** Please contact the laboratory for sample collection and shipping instructions.

1. Endogenous ACTH
2. Ammonia
3. Coombs
4. Avian samples
5. Coagulation Tests

## CYTOLOGY

- **ALL slides/smears should be labeled with patient name, lesion location and date.**
- **Secure slides/smears in a slide box prior to shipping. No ice pack required when shipping slides only.**
- **Ship samples/smears on an ice pack overnight (avoid direct contact between the sample and ice pack).**

**A. Fluid (Synovial, Tracheal, etc.)**

Submit:

1. Primary tube for Sample is an EDTA (lavender top tube).
2. Two air-dried (unfixed, unstained) smears of the sample.

**B. CSF Fluid**

Submit:

1. Primary tube for sample is RED top tube. This will allow us to run a micro-protein on the sample if sample quantity allows. Secondary tube for sample is EDTA (lavender top tube).
2. Two air-dry (unfixed, unstained) smears of the sample

**C. Aspirate and Impression smears**

Submit:

1. Air-dried (unfixed, unstained) smears.

**SAMPLE SUBMISSION REMINDERS:**

1. Always label all your samples with the patient's name and date.
2. Smears should be made on a clean frosted slide.
3. Always make sure sample(s) are in spill proof containers.

4. EDTA whole blood, serum, urine, and cytology samples should be shipped on ice packs. Avoid direct contact between the sample(s) and ice pack.
5. Secure slides in a slide box to avoid breakage.
6. If you read your own slides, please include at least 1 unstained, unfixed slide before sending.
7. Always ship samples overnight and do not ship on Fridays. We DO NOT receive samples on weekends.

**Ship Samples To:**

Clin Path Lab  
625 Harrison St  
Lynn Hall G351  
West Lafayette, IN 47907

If you have any questions, please feel free to contact the lab.

765-494-7563 or 765-494-3972

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