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CHARLES S. CURTIS MEMORIAL HOSPITAL
Laboratory Policy and Procedure Manual

Section:	HISTOLOGY	Number:	VIII-05-06
Topic:	Policy for submission of Path Specimens	Date:	O-1985 05 R-1991 03 R-1999 04 R-2007 05

POLICY FOR SUBMISSION OF PATHOLOGY SPECIMENS

1. All specimens must be placed in a container of 10% formalin immediately. The specimen to formalin ratio must be 1 volume to 10. Do not place the specimen in a container which does not allow for this ratio as the fixation of the tissues will not be complete, possibly affecting the diagnosis.
2. The specimens **MUST** be labeled clearly with the patient's full name, date of birth, MCP number and physician's name, specimen type or any other relevant information. The specimen container is wrapped with parafilm and placed in a Biohazard bag to prevent spills as formalin falls under the Dangerous Goods Act.
3. The Dangerous Goods Act requires, among other things, that **"KEEP UPRIGHT ARROWS"** be placed on the package. Please ensure that the specimens are kept upright according to these arrows.