



# DLCS Specimen Collection Manual

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Dermatopathology Laboratory of Central States (DLCS)

7835 Paragon Road, Dayton, OH 45459

Tel. (800) 532-3232 • Fax (937) 434-1381

## DLCS SPECIMEN COLLECTION MANUAL

Dermatopathology Laboratory of Central States (DLCS) is dedicated to the delivery of quality Dermatopathology services in a rapid, cost effective manner. We are an innovative, independent, full-service Dermatopathology laboratory with over 35 years of experience specializing in the accurate interpretation of biopsies from the skin and subcutaneous tissue, as well as pathological conditions involving the mucous membranes, scalp/hair and nails.

DLCS is accredited by the College of American Pathologists (CAP) and CLIA certified.

It is a requirement of the College of American Pathologists (CAP) to obtain accurate and complete information before the laboratory processes a specimen. Therefore, if the following instructions are not followed or there is a discrepancy that prevents the accurate performance of the test, our laboratory will call or fax the information to your office for clarification before the tissue is processed. Your compliance with these standards is greatly appreciated and will aid us in delivering accurate and timely results. If you have any questions or concerns, **please call us at 1-800-532-3232.**

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## INSTRUCTIONS FOR SUBMITTING SKIN BIOPSIES TO DLCS

### SUPPLIES PROVIDED

- Requisition forms
- Leak-proof primary receptacles: small, medium and large specimen bottles containing 10% neutral buffered formalin (*larger sizes available upon request*)
  - Michel's Transport Media for immunofluorescent testing on tissue
- Leak-proof secondary packaging: Biohazard specimen transport bag containing an absorbent pad
- Padded/cushioning mailers: Internal mailer with DLCS backup shipping label
- Sturdy outer packaging of adequate strength: UPS/FedEx lab pak/clinical pak/boxes
- Return shipping labels

Generally, patient specimens for which there is minimal likelihood that pathogens are present are deemed exempt human specimens and are not subject to the more rigid shipping regulations as those which may potentially contain infectious or biological substances if the specimen is transported in a packaging which will prevent any leakage. Therefore, “**Triple Packaging**” guidelines must be followed (leak-proof primary receptacle, leak-proof secondary packaging, an outer package of adequate strength. For liquids, absorbent material in sufficient quantity to absorb the entire contents must be placed between the primary receptacle(s) and the secondary packaging so that, during transport, any release or leak of a liquid substance will not reach the outer packaging and will not compromise the integrity of the cushioning material.).

Additional supplies may be requested via our website (dermpathlab.com), email (service@dermpathlab.com), fax (937-436-4157) or by submitting a completed supply request form with your specimens.

Supplies are generally shipped within 2-3 business days. UPS/FedEx materials ship directly from your closest distribution center.

### PROCEDURE FOR SUBMISSION OF BOTTLES

The way specimen bottles are received is critical to the efficiency of our lab. The following is the preferred method of preparing your specimens. Your cooperation is greatly appreciated.

- Place specimen in formalin bottle and cap bottle tightly to avoid leakage. *Recommend that positive ID methods be followed to avoid specimen labeling errors.*
- Place specimen bottle(s) in biohazard specimen transport bag and place the completed requisition form in the outside pocket. *Please submit only one requisition form per patient, with multiple biopsies from the same patient annotated as A, B, C, etc., on the requisition form and specimen bottles. Specimens from each patient should be placed in a separate biohazard transport bag, with multiple biopsies from the same patient placed in only 1 biohazard transport bag.*
- Ensure that the requisition form is completely filled out and specifying the type of processing (global, TC, etc.). **Please specify the destination laboratory as well.**
- Place multiple biohazard transport bags into the padded/cushioning mailers and close securely. The padded inner mailer is labeled with a back up ground shipping label. *This is extremely important if something should happen to the outer packaging.*
- Place padded/cushioning mailers inside UPS/FedEx packaging and adhere return shipping label to the outside of UPS mailer. **Please keep a copy of the tracking number for your records.**

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### **SPECIMEN BOTTLE LABEL MUST INCLUDE:**

- Full patient name and one other patient-specific identifier. ***It is a College of American Pathologists requirement that all specimen bottles contain two patient-specific identifiers.*** Examples of acceptable identifiers include but are not limited to: full patient name, date of birth, hospital number, accession number, MRN#, order#, DLCS requisition# (supplied by DLCS on preprinted requisition forms to include bottle labels), etc.

Other labeling recommendations:

- Site(s) – *especially when multiple specimens are taken from single patient*
- Submitting provider
- Number of pieces of tissue in bottle

### **REQUISITION FORM MUST INCLUDE:**

*Please write legibly using ballpoint pen*

- Patient name (FIRST and LAST NAME), address, date of birth, sex, race and test order
- Date of biopsy
- Billing instructions (bill to patient, bill to doctor or file insurance claim). If an insurance claim is to be filed, please include appropriate information and attach a copy of insurance card(s).
- Provider name and address
- Site(s) of biopsy and number of specimens submitted
- History and description of lesion, clinical impression
- Previous biopsy number, if applicable
- Utilize the “check margins” box when requesting comments on margins. *We can also accommodate reflexive margin requests.*

If ordering technical component/slide preparation only, any special cutting instructions should also be written on the requisition form. Special stains may be ordered initially or requested after review of the glass slide, if needed. Slide preps are generally processed in a 24-hour turnaround time and shipped out daily with the original requisition form and an internal case summary sheet. Larger specimens requiring longer processing have a 48-hour turnaround time. All blocks are maintained in-house unless otherwise requested.

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## **SLIDES PREPARED (TC) BY CONTRIBUTOR IN-HOUSE LAB AND SUBMITTED TO DLCS FOR INTERPRETATION (PC)**

When submitting a TC slide to DLCS for initial interpretation (PC), the requisition form should be completed as detailed above. Slides, like specimen bottles, must be labeled with two patient-unique identifiers (ex: full name, lab accession number, date of birth, MRN#, etc.) and the identifying numbers must also be listed on the requisition form for verification. Gross information must also be included with the requisition form. All blocks should be submitted with each case to ensure proper turnaround time. To prevent slide breakage, place the slides in a plastic slide mailer and tape shut, prior to placing in padded/cushioning mailers and ultimately, the sturdy outer package.

Slides are retained by DLCS after diagnosis.

Per College of American Pathologists (CAP) requirements, it is the responsibility of DLCS to have access to paraffin blocks for 10 years after diagnosis.

## **CONSULTATIONS**

When submitting a slide prepared by another laboratory for consultation by DLCS, the requisition form should be completed as detailed. Slides, like specimen bottles, must be labeled with two patient-unique identifiers (ex: full name, lab accession number, date of birth, MRN#, etc.) and the identifying numbers must also be listed on the requisition form for verification. A copy of original pathology report must also be submitted. To prevent slide breakage, place the slides in a plastic slide mailer, and tape shut prior to placing in padded/cushioning mailers and ultimately, the sturdy outer package.

If the specimen was originally processed in our laboratory, you may either submit the slide as above for consultation or fax a request and we will prepare a recut slide to be read by our dermatopathologist. Patient demographics and clinical information should be provided with the consultation request. *Recuts may not show the same pathologic findings seen on the original tissue slide. If such a discrepancy exists, review of the original material is warranted.*

## **SPECIAL STAINS AND IMMUNOPEROXIDASE STUDIES**

Special stains and immunoperoxidase studies are preformed in-house when deemed necessary by our dermatopathologists to arrive at a more specific diagnosis. Requests for routine special stains may be submitted by referring provider.

## **IMMUNOFLUORESCENCE STUDIES**

Submit tissue for direct immunofluorescence studies (DIF) in the bottles containing Michel's transport media. Tissue viability can be maintained up to five days in this solution. DIF studies *cannot* be performed on formalin-fixed tissue.

Please follow instructions above regarding Procedure for Submission of Bottles, Specimen Bottle Labels and Requisition Form. *When completing a requisition form, please note on the form that the specimen is for immunofluorescence studies.*

If a specimen for H&E interpretation is submitted at the same time, submit the formalin bottle along with the Michel's transport media bottle in the same biohazard specimen transport bag. Both specimens may be annotated on the same requisition form.

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