

IDEXX Cytology Collection Guidelines

Accurate results depend on quality specimens.

Please follow these guidelines:

- + Perform sampling by fine-needle aspiration or non-aspiration biopsy, scrapings or imprints.
- + Prepare slides in-clinic using either a gentle squash preparation or blood-smear technique. Call if you have questions about slide preparation.
- + Stain at least one representative slide to ensure adequate cell density and preservation.
- + Please **DO NOT** submit syringes with needles.
- + Ensure all slides are placed in slide containers for protection.

Patient history and clinical findings contribute to an accurate result.

On containers and slides, please write in pencil:

- + Patient's name
- + Site/Source

On submission form please include:

- + Patient signalment (owner's name, patient's name, age, sex, species, breed, etc.)
- + Reference to any previous laboratory results (CBC, biochemistry profile, prior cytology/histology or serology). Be sure to include our laboratory reference numbers
- + Gross lesion description
- + Specific anatomic location (e.g., dermal, subcutaneous, deep tissue, intra-thoracic, intra-abdominal)
- + Size, shape, consistency, symmetry, definition of borders
- + Clinical history – duration of lesion, progression of lesion, treatment and response to therapy, diagnoses on previous lesions, clinical suspicion
- + Radiographic and ultrasonographic findings
- + If you have any pictures to aid in diagnosis please send them to ANZ-caseinfo@IDEXX.com. Please include a note on the submission form to advise the pathologist that images were submitted with the case.

Did You Know?

If you have specific questions you would like answered, you can put these on the requisition form.

When submitting aspirates and impressions:

- + Submit two to six air-dried slides, preferably at least one unstained slide
- + Store at room temperature and protect from temperature extremes. **DO NOT** store in fridge.
- + Protect from moisture and insects
- + **DO NOT** spray with hairspray or other fixatives
- + **DO NOT** expose to formalin fumes
- + **DO NOT** ship slides for cytology in the same bag as a formalin-containing biopsy jar.

When submitting fluids and washes:

- + Enclose unaltered fluid in a Plain Tube (yellow-topped tube), EDTA Tube (purple-topped tube), along with air-dried slides.
- + Prepare slides immediately to preserve cytomorphology (most fluids are stable for only a few hours at room temperature).
- + Fluid in EDTA tube with slides is the recommended specimen for cytologic evaluation, especially of cellular or bloody specimens. If a culture is required, submit additional fluid in a sterile yellow top container.
- + **DO NOT** submit fluids for cytology in a red topped tube (RTT), in a syringe, or as cover-slipped and wet preparations.
- + Submission of fluid in a RTT (red topped tube) can interfere with accurate cytologic evaluation due to the presence of clotting activators.

IDEXX Histopathology Collection Guidelines

Accurate results depend on quality specimens.

Please follow these guidelines:

If you are unsure of how to code or charge your sample, please call 0800 838 522 and ask to talk to the scientist on duty to discuss your case. This will ensure a clear understanding of your needs, and will help you to select the correct samples for histopathological examination, as well as identify any need for samples for other testing (e.g. bacteriology, virology, serology, toxicology).

Histopathology tiers and price guidelines

IDEXX operates a tiered histopathology pricing structure. All samples are manually assessed to provide you confidence in your results every time.

Turnaround Time

Most evaluations will be completed within 24-72 hours (Business Days) of receipt in our laboratory (unless otherwise indicated). Additional fixation or decalcification will take longer. We will notify you if an unusually long delay is anticipated.

Collection Technique

- + Samples are collected for histological examination by standard surgical techniques or at postmortem examination.

Labelling Criteria

Please ensure all specimen jars are labelled with

- + Patient's name, date
- + Type of specimen, (Site / Source)

On submission form please include:

- + A thorough clinical history and details of the physical examination are essential for the correct histological interpretation of tissue changes. Information required includes signalment (species, breed, age, sex), a description of the appearance and distribution of lesions, duration of the condition, biopsy sites or post mortem tissue, response to prior treatments, current treatment regimens and any other relevant information.

- + You may include any questions to be answered on your requisition form.
- + Please send radiographs of bone lesions when they are being submitted for histological examination (see histopathology – bone).
- + If you have any pictures to aid in diagnosis please send to **ANZ-caseinfo@IDEXX.com**
Please include a note on the submission form to advise the pathologist that images were submitted with the case.

Fixation Guidelines

Do not freeze or refrigerate tissue samples before or after fixing.

For optimum fixation and sectioning use 10% formalin; in a 10:1 ratio of formalin to tissue; and a biopsy size no more than 10 mm thick.

- + Place specimens in a wide necked container (approved for use with formalin), with the ratio of formalin to tissue >10:1.
- + Submit entire lesions and tumours with adjacent excised tissue.
- + For rapid fixation of larger lesions and tumours, cut a section 0.5-1cm wide through the centre of the specimen - please ensure this is through the epidermal surface on cutaneous lesions. For a rapid interim result you may also prepare impression smears from the cut surface of tumours and submit for cytology in a separate bag.
- + Open hollow organs, such as intestine, prior to placing them in fixative.
- + Small fragile specimens (bone marrow, Tru-cut liver or kidney) can be wrapped in a gauze envelope so that they do not disintegrate during transport.
- + High priority, and small samples can be dispatched on the day of collection as they will fix on their way to the laboratory.
- + Larger samples and those of lower clinical priority can be fixed for 24 hours at clinic prior to dispatch to the laboratory. Additional fixation at the laboratory may be required if posted immediately.

IDEXX Histopathology and Microbiology Collection Guidelines

Histopathology

Transport Guidelines

- + Only use formalin-approved biopsy containers of adequate size for the specimen being submitted.
- + Use the correct type of fixative (10% buffered formalin only).
- + The formalin to specimen ratio should be 10:1, or ten parts 10% buffered formalin to one part tissue.
- + The amount of formalin used should completely cover the specimen, but should not exceed >50% of the overall volume of the container.
- + Ensure the biopsy formalin container lid is thoroughly sealed to minimise risk of leaking.
- + DO NOT submit needles or sharps of any kind with your specimens.
- + All biopsy containers should be placed in a well sealed "leak proof bag containing absorbent material.
- + Never package biopsy samples in formalin in the same bag with samples for cytology as the cytology samples will be damaged by the formalin fumes.

Histopathology Fee Policies

- + Fees are determined by number of sites, lesions or organs indicated on the requisition form.
- + Surgical margin analysis is complimentary on request.
- + Histology and cytology test codes will be changed by the laboratory to the appropriate test code for the type of sample that has been submitted. Please note, where test codes need to be changed to reflect the sample(s) submitted, this may incur an alteration in the charge

Cancellation Fee

- + No fee is applied if cancellation is requested prior to processing. If we have started processing the sample, a fee of will be charged to cover costs incurred, refer to the Directory of Products and Services page 63 for fee.

Necropsy Samples

- + IDEXX no longer offers an in-laboratory necropsy service, but there are a variety of options for submitting post-mortem samples (Please call customer service for a list of other laboratories offering this service).

Additional Notes

- + Margins are complimentary if requested.
- + Cage Birds include budgerigars, pigeons, finches and small birds from zoological gardens or fauna parks.

- + Large birds from zoological gardens or fauna parks such as waterfowl, poultry, ostriches or emus are not considered cage birds.
- + IDEXX Histopathology Reports contain the following report sections: Gross Pathology, Histopathology, Diagnosis, Comments and Margin Analysis.
- + If a specific pathologist is requested, we will do our best to meet your request. If the specified pathologist is unavailable, we will contact you to give you the option of waiting or having another pathologist read the case to prevent any delay in processing.

Microbiology

Normal Flora, Predictable Susceptibility Patterns and Non-pathogenic Organisms

Coupled to our years of veterinary microbiology experience and our adherence to the New Zealand Standards, the IDEXX microbiology department offers best practice techniques and access to state-of-the-art technology.

Sterile Tubes

- + Use glass or plastic tubes with no additives. Tubes with clot activator are not acceptable for cultures because clot activator binds bacteria, which inhibits growth. EDTA tubes are not acceptable as they inhibit bacteria.
- + Fluids, urine and tissue must be submitted in sterile containers (moisten tissue samples with sterile saline to prevent drying and loss of viability).

Fluids

Make sure all collection devices containing fluids are sealed and leak proof before submitting. Note: Specimens that are >48 hours old are not suitable for culture, and loss of viability should be expected.

Culture

- + Aerobic and anaerobic cultures are performed on all blood cultures. A preliminary report is available within 24-48 hrs.
- + Dry swabs are not recommended for culture, swabs in gel transport medium are preferred. The gel medium helps to keep the bacteria alive.
- + Dry swabs are used for PCR testing, gel swabs cannot be used for PCR testing.

Please DO NOT submit syringes with needles.