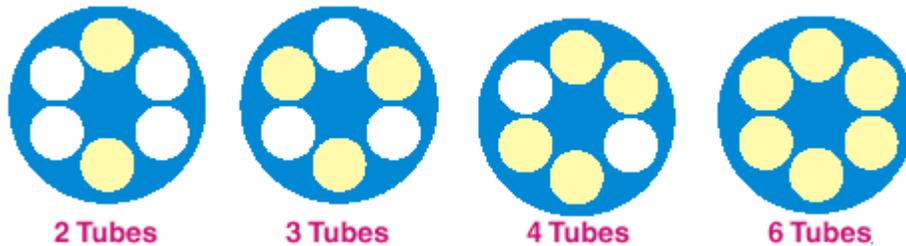


# Instruction Guide

## OPERATION:

1. After unpacking place the Centrifuge on a flat, clear surface.
2. To open the lid by pressing firmly downward on the lid release tab.
3. Insert-tubes in the rotor completely. Ensure that each tube is securely closed and of equal volume. If necessary add “dummy” tubes for counterbalance.
4. Load rotor as indicated below. Properly balanced loads are essential for safe and quiet operation.



6. Close lid securely. The centrifuge will not operate if the lid is open.
7. The BD Vacutainer® SST™ and PST™ gel tubes should be spun at room temperature at a speed of 1000 to 1300 RCF for 10 minutes in a swinging bucket centrifuge and 15 minutes in a fixed-angle centrifuge.
8. The device will stop when the timer stops. Lid will not release until centrifuge stops completely. Remove samples.

## SAFEGUARDS:

- Do not immerse the device in water; injury due to shock or fire may result.
- Do not operate the device with the lid open.
- Do not open the lid before the rotor has ceased to spin.
- Do not insert non-standard tubes or other foreign articles into the rotor.
- Do not operate with uneven loads. Destabilized operation may result in damage to the device or injury to the user.
- Store this item at room temperature in a dry area. Do not expose to sun, moisture or extreme temperatures for prolonged periods of time.

## **SPECIMEN REJECTION**

Some common reasons the laboratory may reject a specimen are:

- insufficient quantity for the test(s) ordered (QNS)
- hemolyzed specimens
- clotted anti-coagulant tubes or incompletely filled anti-coagulant tubes
- incorrect tubes drawn for requested test
- specimens not maintained at the appropriate temperature
- mislabeled or unlabeled specimen tubes

The optimal amount of specimen should be sent unless there is difficulty in performing the specimen collection. Sometimes less sample will be acceptable. However, it is best to check the collection manual or contact the lab for minimum requirements whenever necessary.

## **LABELING**

Laboratory regulating agencies require a minimum of two (2) patient identifiers as well as the collection date and time to be legibly printed on each primary specimen container. In compliance with Laboratory Regulations, we cannot accept a specimen into our laboratory that is not labeled.

## **PROCESSING**

For some tests, the tube requires no extra processing. However, samples drawn for chemistry tests in gold top tubes must have the serum separated from the cellular elements within 45 – 60 minutes after collection. This is accomplished by centrifuging the clotted blood sample. Alverno supplies gold top gel barrier Vacutainer® tubes (SST™) which are ideal for the blood collection of serum. After centrifugation, the gel barrier provides a separation of the serum from the cellular elements without opening the primary tube. This labeled tube can then be submitted to PCL Alverno without further handling.

If a serum is to be frozen immediately, allow the specimen to clot, centrifuge appropriately, and then pour the serum into a properly labeled plastic vial before freezing. DO NOT freeze glass vacuum tubes. Plastic vials are available from PCL Alverno.

Always store the processed specimens appropriately prior to delivery to PCL Alverno. If specimens cannot be placed in a refrigerator after collection, PCL Alverno suggests storage of the specimens in small cooler containing a coolant pack or a Ziploc™ bag of wet ice.

Please refer to the online collection manual for each test's storage requirement and any special handling requirements.

## **CYTOLOGY NON-GYNE SPECIMENS**

\*See Collection manual for individual tests and specimen requirements

### **TISSUE SPECIMEN**

Alverno provides tissue Kits. Kit is stable at room temperature until the expiration date printed on the vial. Once a specimen is placed in the vial, the vial is good indefinitely. Vials should be stored at room temperature.

### **GENERAL CONSIDERATIONS WHEN HANDLING 10% FORMALIN.**

Persons should wear chemical safety goggles, chemical resistant gloves and protective clothing when handling formalin. Formalin is a potential carcinogen. If formalin comes into contact with eyes or mucous membranes, flush with water for 15 minutes. If formalin is ingested, consult with a physician immediately to determine appropriate treatment. In case of a spill, absorb on paper, vermiculite, etc. To dispose of waste, consult federal, state and local regulations. If a copy of the MSDS sheet is required, please contact the Client Service Department.

### **SPECIMEN HANDLING**

1. Place specimen in buffered 10% formalin fixative screw-capped container.
2. A separate container must be used for each "source" of tissue.
3. Assure that the container has been properly labeled with the patient's full name and tissue source.
4. Care should be taken to assure that the specimen is not leaking.
5. Record the patient information and medical history on the Anatomic Pathology requisition form or enter in CareEvolve.
6. Specimen is to be placed in a zip-lock plastic bag with the requisition in the outside pouch.

### **BONE MARROW COLLECTION**

Send core biopsy(s) in a formalin-filled container.

Send at least 4 slide smears prepared from the corresponding bone marrow aspirate and a tube of anticoagulated aspirate.

Additional specimen to be included for specific testing if desired:

- 1 – Purple-topped tube of the aspirate for flow cytometry.
- 1 – Green-topped tube for cytogenetics.
- 1 – Green-topped tube for FISH

Transport to Alverno at room temperature ♦ Proof of Delivery Log is a must.

## **PATIENT IDENTIFIERS**

For the safety of all patients and to meet accreditation requirements, ALL patient samples must have TWO (2) unique patient identifiers on each specimen.

Examples of patient identifiers include:

- Patient name
- Patient date of birth
- Barcode label from requisition
- Medical Record Number
- Accession Number

**PCL ALVERNO WILL FOLLOW ITS PROTOCOL FOR REJECTION OF SAMPLES NOT MEETING THE NECESSARY LABELING CRITERIA.**