

# Cytology Specimen Collection Instructions

**Women and Infants Cytology Laboratory**  
**70 Elm Street Providence, RI 401-430-3720**

Body Site	Supplies Needed	Collection Instructions
<p><b><u>Anal cytology</u></b>  <b>ThinPrep collection</b></p> <p><b>Orderable Name:</b>  <b>Cytology Non-Gyn request</b></p>	<p>-Dacron swab or Cytobrush                      -PreservCyt Vial</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. *AVOID using lubricant (if lubricant is essential click the link below to see attachment from Hologic regarding which lubricants are most compatible with cytology preparation). <a href="#">ThinPrep Pap Lubricant Compatibility Table</a></li> <li>4. Patient should not douche or have an enema or insert anything into the anus for 24 hours prior to the exam.</li> <li>5. Obtain adequate sample using a moistened Dacron swab or Cytobrush inserted approximately 2 to 3 inches in to the anus.</li> <li>6. The swab can be felt to pass through the internal sphincter at the junction of the anus and rectum.</li> <li>7. Rotate the swab 360 degrees with firm lateral pressure applied to the end of the swab such that it is bowed slightly and the slowly withdrawn over a period of 15 to 30 seconds continuing to rotate the swab in a circular fashion.</li> <li>8. Rinse swab/brush quickly in PreservCyt solution 10 times while pushing against the PreservCyt vial wall.</li> <li>9. Swirl the device vigorously to release material.</li> <li>10. Discard the device.</li> <li>11. Tighten the cap so that the torque line on the cap passes the torque line on the vial. <a href="#">Quick Reference Anal Cytology Specimen Collection Guide</a></li> </ol>
<p><b><u>Body fluid</u></b>  <b>including:</b>  <b>ascites, pleural or pericardial fluid, pelvic washings and urine</b></p> <p><b>Orderable Name:</b>  <b>Cytology Non-Gyn request</b></p>	<p>-Appropriate transport container                      - Sharp objects/needles should not be sent to the laboratory</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. Fluids should be sent fresh.</li> <li>4. Refrigerate if there is a delay in delivery to the laboratory.</li> <li>5. Sharp objects/needles should not be sent to the laboratory.</li> <li>6. For <b>urine</b> specimens specify collection method (voided versus instrumented).</li> </ol>

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<p><b><u>Cerebrospinal Fluid (CSF)</u></b></p> <p><b>Orderable Name: Cytology Non-Gyn request</b></p>	<p>-Sterile specimen container -Sharp objects/needles should not be sent to the laboratory</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. Fluid should be collected fresh and <b>sent to the lab as soon as possible</b>.</li> <li>4. Specimen should be <b>refrigerated</b> if there is a delay in delivery to the laboratory.</li> <li>5. If a delay is more than 48 hours is anticipated, the sample can be preserved by adding equal volume of 50% ethanol.</li> </ol>
<p><b><u>Cervicovaginal Cytology: ThinPrep pap smear w/Broom-Like Device</u></b></p>	<p>-Broom-like device -PreservCyt vial</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. *AVOID using lubricant (if lubricant is essential click the link below to see attachment from Hologic regarding which lubricants are most compatible with cytology preparation). <a href="#"><i>ThinPrep Lubricant Compatibility Table</i></a></li> <li>4. *AVOID collection during menses.</li> <li>5. Obtain specimen before the application of acid.</li> <li>6. Insert broom central bristles into the endocervical canal deep enough to allow the shorter bristles to fully contact the ectocervix. Push gently, and rotate the broom in a clockwise direction five times.</li> <li>7. Rinse the broom as quickly as possible into the PreservCyt solution vial by pushing the broom into the bottom of the vial ten times, forcing the bristles apart. As a final step, swirl broom vigorously to further release the material. DISCARD the collection device.</li> <li>8. <a href="#"><i>ThinPrep Quick Reference Collection Guides</i></a> Tighten the cap so that the torque line on the cap passes the torque line on the vial</li> </ol>

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<p><b><u>Cervicovaginal</u></b>  <b>Cytology: ThinPrep</b>  <b>pap smear w/</b>  <b>Endocervical</b>  <b>Brush/Spatula</b>  <b>Device</b></p>	<p>-Plastic spatula and endocervical brush.                      -PreservCyt vial</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. *AVOID using lubricant (if lubricant is essential click the link below to see attachment from Hologic regarding which lubricants are most compatible with cytology preparation). <a href="#">ThinPrep Pap Lubricant Compatibility Table</a></li> <li>4. *AVOID collection during menses.</li> <li>5. Obtain specimen before the application of acid.</li> <li>6. Obtain and adequate sample from the ectocervix using a plastic spatula.</li> <li>7. Rinse the spatula quickly into the PreservCyt vial by swirling the spatula vigorously ten times. Discard the spatula.</li> <li>8. Obtain and adequate sampling from the endocervix using an endocervical brush. Insert brush into the cervix until only the bottom-most fibers are exposed. Slowly rotate ¼ to ½ turn in one direction. DO NOT OVER-ROTATE.</li> <li>9. Rinse the brush quickly in the Preserv-Cyt solution by rotating the device in the solution 10 times while pushing against the Preserv-Cyt vial wall. Swirl vigorously to further release material. Discard brush. <a href="#">ThinPrep Quick Reference Collection Guides</a></li> <li>10. Tighten the cap so that the torque line on the cap passes the torque line on the vial.</li> </ol>
<p><b>Cyst Fluid</b></p> <p><b>Orderable Name:</b>  <b>Cytology Non-Gyn</b>  <b>request</b></p>	<p>-Cytolyt, PreservCyt container or other appropriate container.                      -Sharp objects/needles should not be sent to the laboratory</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. Cyst fluids may be sent fresh, in CytoLyt solution or PreservCyt solution.</li> <li>4. Sharp objects/needles should not be sent to the laboratory.</li> </ol>
<p><b>Esophageal brushings</b></p> <p><b>Orderable Name:</b>  <b>Cytology Non-Gyn</b>  <b>request</b></p>	<p>-Cytolyt or PreservCyt container</p>	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. Recommend submitted brush tip in CytoLyt solution or PreservCyt solution.</li> </ol>

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<b>Fine needle aspirate</b>  <b>Orderable Name:</b> <b>Cytology Non-Gyn request</b>	-CytoLyt container or container with RPMI solution -Sharp objects/needles should not be sent to the laboratory	<ol style="list-style-type: none"> <li>1. Label specimen container with patient name, second patient identifier and source of specimen. Indicate laterality.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. Material collected may be submitted in 30mL of CytoLyt solution, including needle rinses to maximize material volume.</li> <li>4. If unknown malignancy or possible lymphoma, collect sample into balanced electrolyte solution such as RPMI (a perishable special transport medium) to allow for performance of ancillary studies (call laboratory at ext-41198 or ext-43720 to request vial of RPMI).</li> </ol>
<b>Nipple Discharge</b>  <b>Orderable Name:</b> <b>Cytology Non-Gyn request</b>	-Slide and fixative or -Cytolyt or PreservCyt vial	<ol style="list-style-type: none"> <li>1. Label specimen container or glass slide with patient name, second patient identifier and source of specimen. Indicate laterality. Note: If labeled slides are submitted to the laboratory the two patient identifiers must be written in pencil or solvent -resistant ink pen.</li> <li>2. Record patient information and medical history on the cytology requisition.</li> <li>3. Specimen can be collected directly onto a clean glass slide and fixed with spray fixative or collected directly into CytoLyt or PreservCyt solution.</li> <li>4. If spray fixative or supplies are needed contact the Cytology Laboratory at ext 43720.</li> </ol>
<b>**Expect Non-gyn cytology results within 48 hours.</b> <b>**Expect Gyn cytology results within 5 business days.</b>		