

Submission Guidelines for Surgical Pathology

Submission form:

The form may be filled out on the computer and printed for submission, or may be printed and filled out by hand. The form should be filled out completely and legibly, and should include all information requested on the form. Please specify whether you would like results via fax or email, and include this contact information. The pathologist may wish to contact you regarding preliminary results or may have questions regarding the submission; please include contact information so that we may reach you quickly.

Specimen selection, collection, and shipping:

FORMALIN FIXED TISSUE

- Formalin-fixed tissues should be thin (1/4 inch) and fixed in 9 parts 10% buffered formalin to 1 part tissue.
 - To avoid shipping large quantities of formalin, you may fix an appropriately sized sample for 24 hours, then ship with a smaller quantity of formalin;
Please indicate that the sample has been fully fixed prior to shipping.
- Avoid putting large samples in narrow-mouthed containers; once these tissues fix, they can be difficult to retrieve.
- **DO NOT** ship formalin-fixed tissues and cytology or hematology slides in the same container. Formalin fumes can compromise these results.
 - Formalin is a noxious volatile and toxic chemical and should be shipped with appropriate precautions.
 - Submit specimens in leak-proof containers.
 - Surround this container with enough absorbent material to absorb any possible leakage.
 - Containers and absorbent material should then be enclosed in a second leak proof container (e.g., sealed plastic bag).
 - Samples can then be enclosed in a sturdy and sealed container (cardboard box, styrofoam, plastic) for shipping.
- Enclose the completed submission form in a separate sealed plastic bag, and place them between the inner sample container and the outer shipping container.
- **A completed submission form must accompany the sample.**
- **Please clearly label each container with the tissue, owner, and animal ID.**

UNFIXED, FRESH TISSUE (Only large specimens that are impractical for formalin fixation should be submitted fresh. Call the Technical Information phone number below if you have questions.)

- Arrange for a delivery time at our facility between 8 a.m. and 3 p.m., Monday through Friday only.
- Double-bag the specimen in leak proof Bio-Hazard bags.
- Pack the specimen with sufficient, sealed ice packs in another, leak proof bag.
- Samples can then be enclosed in a sturdy and sealed container (cardboard box, Styrofoam, plastic) for shipping.
- Enclose the completed submission form in a separate sealed plastic bag,

and place them between the inner sample container and the outer shipping container.

- **A completed submission form must accompany the sample.**
- **Please clearly label each container with the tissue, owner, and animal ID.**

Shipping Address:

Attn: **Clinical Pathology Laboratory**
University of Wisconsin – Madison
School of Veterinary Medicine
Veterinary Medical Teaching Hospital
2015 Linden Drive
Madison, WI 53706
608-263-7600

For guidelines on the shipment of fresh or frozen tissue, blood samples, or other tissues, please refer to guidelines provided by your shipping carrier or the United States Postal Service.

Result Reporting:

Please specify in your submission whether you would like to receive results by Email or fax. For preliminary results or to contact you in the case of delayed results (delays may be due to special stains, Immunohistochemistry, additional fixation, or decalcification of bony tissues), please provide a contact Email address or phone number.

Anatomic Pathology Faculty:

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