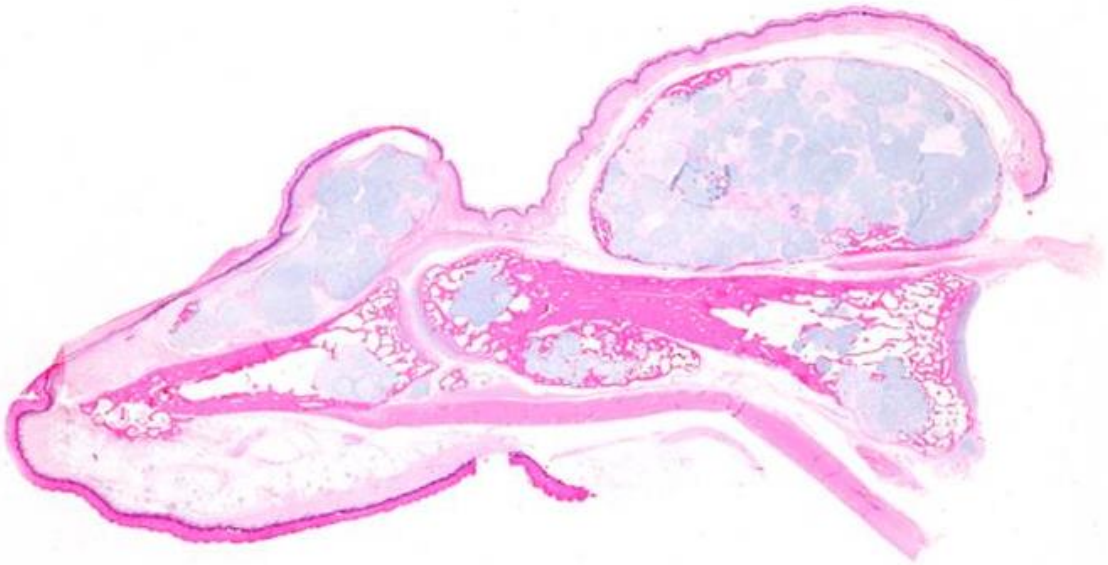


# **DEPARTMENT OF MUSCULOSKELETAL HISTOPATHOLOGY**

**Based at The Robert Jones and Agnes Hunt NHS  
Foundation Trust**

## **USER MANUAL**



## Cellular Pathology

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## Cellular Pathology

### 1 SCOPE

The user guide is intended to provide an easy reference to the Musculoskeletal Histopathology Service provided by the Histopathology Department at the Robert Jones and Agnes Hunt Orthopaedic Hospital (RJAH). The service provides access to information relating to specimen and labelling requirements. If you are unable to find the information you require users are encouraged to contact key relevant personnel listed or email [rjah.histology@nhs.net](mailto:rjah.histology@nhs.net)

### 2 PURPOSE

Since the 1960s, the histopathology laboratory has offered a routine and specialised orthopaedic diagnostic service for RJAH. It is also a specialised orthopaedic diagnostic service for the Shrewsbury and Telford Hospitals NHS Trust (SaTH). Due to the specialist nature of the Department cases are also referred from other Trusts.

### 3 SERVICE INFORMATION

#### 3.1 Key personnel

The service is directed by Laboratory Director who has the responsibility for, but not limited to, the implementation of the management system, including the application of risk management to all aspects of the laboratory operations so that risks to patient care and opportunities to improve are systematically identified and addressed. They maintain responsibility for the overall operation of the laboratory. They have the specified qualifications, competence, authority and resources to fulfil the requirements of The International Standard [ISO 15189:2022 Standard 5.2]

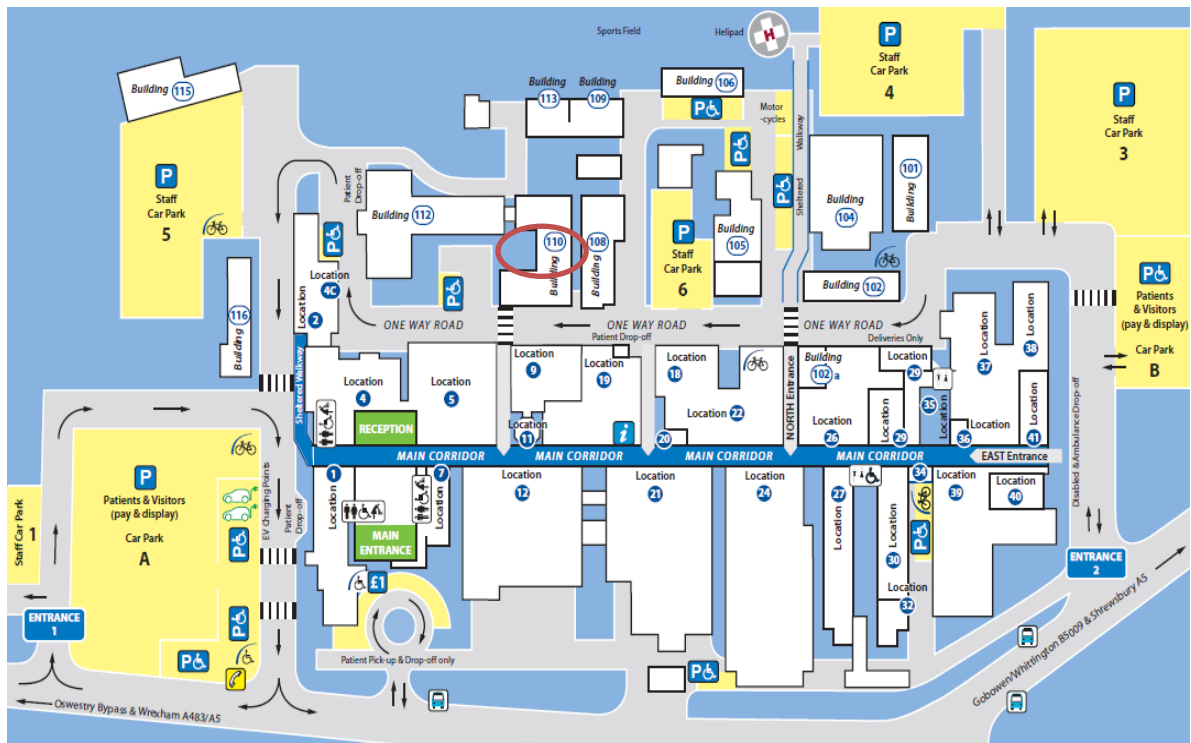
Key staff and contacts are:

Staff	Contact details
Secretarial Office 09.00 – 17.00 (Monday – Friday except Bank Holidays)	01691 404148
Laboratory 09.00 – 17.00 (Monday – Friday except Bank Holidays)	01691 404146
Preferred method of contact	<a href="mailto:rjah.histology@nhs.net">rjah.histology@nhs.net</a> (general enquiries)
Natalie Worton Laboratory Manager	01691 404120 (Wednesday only) <a href="mailto:natalie.worton@nhs.net">natalie.worton@nhs.net</a>

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Consultant Medical Staff who provide advice	
<p>Professor Adrienne Flanagan (Deputy Laboratory Director RJAH) MB, BCh, BAO, LRCPI, LRCSI, FRCPath, PhD, FMedSci</p>	<p>Cell and molecular pathology of bone and soft tissue tumours and non-neoplastic musculoskeletal disorders</p>
<p>Dr Fernanda Amary (Head of Department and Laboratory Director RNOH) MB, PhD, Affiliated to the RCPATH</p>	<p>Cell and molecular pathology of bone and soft tissue tumours and non-neoplastic musculoskeletal disorders</p>
<p>Dr Roberto Tirabosco MD, Affiliated to the RCPATH</p>	<p>Cell and molecular pathology of bone and soft tissue tumours and non-neoplastic musculoskeletal disorders</p>
<p>Dr Nischalan Pillay MD, FRCPath, PhD</p>	<p>Cell and molecular pathology of bone and soft tissue tumours and non-neoplastic musculoskeletal disorders</p>
<p>Dr Vangelita Andrei MD</p>	<p>Cell and molecular pathology of bone and soft tissue tumours and non-neoplastic musculoskeletal disorders</p>

### 3.2 Location of Laboratory



The Histopathology Department is housed in modern laboratories located on the 1st floor of the Arthritis Research Centre (ARC, Building 110) at The Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust.

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### 3.3 Services offered by the Laboratory

#### 3.3.1 Diagnostic Service

The department aims to provide an efficient diagnostic service to clinicians, and patients; within the resources of time, knowledge and skills available. For specific clinical enquiries, please refer to the relevant telephone numbers that are provided in section 3.1. Advice on the taking of specimens, appropriate containers, fixative etc. can be obtained by contacting the biomedical scientific staff on 01691 404146 (internal extension 4146).

Services:

- Diagnostic histopathology of soft tissue and bone, including primary tumours (sarcomas)
- Diagnostic immunohistochemistry of tumours
- Diagnostic immunohistochemistry and enzyme histochemistry of muscle biopsies
- Rapid diagnosis from frozen sections of soft tissues
- Support for research projects (by arrangement)

A wide variety of techniques are provided for a comprehensive musculoskeletal histopathology service, including:

- Paraffin processing of tissues
- Cutting and staining of formalin fixed, paraffin embedded tissue sections
- Cutting and staining of frozen tissue sections

Enzyme histochemistry

- Muscle immunohistochemistry
- Tumour immunohistochemistry (at the Royal National Orthopaedic Hospital (RNOH))
- Molecular genetic investigations, for diagnostic and research purposes [DNA-specific mutation detection, FISH, gene amplification and gene rearrangement] (at the RNOH).

Tumour immunohistochemistry tests conducted at RNOH include:

1. AE1/AE3	19. CD117 c--kit	37. INI1
2. ALK1	20. CD138	38. Ki-67
3. Brachyury	21. Chromogranin A	39. Melan A
4. Caldesmon	22. CK7	40. MNF116
5. Calponin	23. CK20	41. MUC-4
6. CAMTA1	24. CyclinD1	42. MYOD1
7. CD1a	25. Desmin	43. Myogenin (MYF4)
8. CD3	26. DOG-1	44. pan-TRK
9. CD10	27. EMA	45. PR
10. CD20	28. ER	46. P63
11. CD21	29. ERG	47. PSA
12. CD23	30. c-FOS	48. S100
13. CD30	31. FOSB	49. SMA
14. CD31	32. GFAP	50. SMARCA4
15. CD34	33. HMB45	51. SOX10
16. CD45	34. H3K36M	52. STAT6

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17. CD68  
18. CD99

35. H3K27me3  
36. H3.3G34W

53. Synaptophysin  
54. TdT

55. TFE3  
56. TTF1

<https://www.rnoh.nhs.uk/services/cellular-and-molecular-pathology/immunohistochemistry> for further details.

FISH and RT-PCR tests conducted at RNOH are:

- ASPSCR1-TFE3 (RT-PCR)
- BCOR-CCND3 (RT-PCR)
- CIC gene rearrangement (FISH)
- C-MYC gene amplification (FISH)
- COL1A1-PDGFB fusion (FISH)
- CTNNB1 ( $\beta$ - Catenin) - Specific mutation analysis: Thr41Ala, Ser45Pro, Ser45Phe
- DDIT3 (CHOP) gene rearrangement (FISH)
- EWSR1 gene rearrangement (FISH)
- EWSR1-ATF1 type 1 EWSR1-ATF1 type 2, EWSR1-ATF1 type 3 (RT-PCR)
- EWSR1-ATF1 (RT-PCR)
- EWSR1-NR4A3 type 1, EWSR1-NR4A3 type 2, EWSR1-NR4A3 type 3 (RT-PCR)
- EWSR1-CREB1 (RT-PCR)
- EWSR1-ERG (RT-PCR)
- EWSR1-FLI1 type1 / EWSR1-FLI1 type 2 (RT-PCR)
- EWSR1-WT1 (RT-PCR)
- FOXO1 gene rearrangement (FISH)
- FUS gene rearrangement (FISH)
- FUS-CREB3L2 (RT-PCR)
- FUS-DDIT3 (RT-PCR)
- GNAS1 - specific mutation analysis: Arg201Cys, Arg201His, Gln227Leu
- HEY1-NCOA2 fusion gene (RT-PCR)
- MDM2 gene amplification (FISH)
- NR4A3 gene rearrangement (FISH)
- PAX3-FOXO1 (FISH and RT-PCR)
- PAX7-FOXO1 (FISH and RT-PCR)
- SS18 gene rearrangement (FISH)
- SS18-SSX1 and SS18-SSX2 (RT-PCR)
- TAF2N-NR4A3 (RT-PCR)
- USP6 gene rearrangement (FISH)
- USP6-MYH9 (RT-PCR)
- WT1 gene rearrangement (FISH)
- WWTR1-CAMTA1 (RT-PCR)

Further details are provided at <https://www.rnoh.nhs.uk/services/cellular-and-molecular-pathology/molecular-pathology>

### 3.3.2 Genomic Medicines Service - whole genome sequencing

The introduction of an NHS Genomic Medicine Service (GMS) is a world-leading initiative that aims to integrate genomic medicine into routine NHS patient care and has the potential to transform healthcare in the UK. The initial focus of this service is on increasing diagnostic services for cancer and rare diseases, while also harnessing the use of personalised medicine for therapeutic interventions.

The histopathology department is contributing in consolidating the UK's position as a global leader in genomics. Through its participation of delivering the national genomic healthcare strategy the service supports the offer of whole genome sequencing (WGS) to patients as a diagnostic test for sarcoma as part of previously announced plans to sequence 500,000 whole genomes within the NHS.

### 3.3.3 Research Service

The department offers a service for research projects and provides access to bio-banked tissue for ethically approved projects. For further advice relating to the research project,

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please e-mail [rjah.histology@nhs.net](mailto:rjah.histology@nhs.net) or [rno-tr.Histopathology@nhs.net](mailto:rno-tr.Histopathology@nhs.net) with an outline of the project. Subsequently, the Biobank co-ordinator will discuss your requirements for research and/or advice.

### 3.3.4 Laboratory working hours

The laboratory is open for telephone calls from 09.00 am to 17.00 Monday to Friday, except bank holidays. These are also the hours when clinical advice for ordering examinations (tests) and interpretation of examination results are available.

A routine service is not provided during weekends and bank holidays, although this can be arranged if requested in advance for clinically relevant cases.

An out of hours service is not provided, but specific requests will be considered if clinically appropriate.

For urgent advice and requests, please contact the consultant pathologists and/or laboratory manager on the office number (01691 404148) or the hospital switch board (01691 404000, out of hours). Where possible, any request for work to be done outside of the normal hours of service must be arranged as far in advance as possible so that there is adequate time for arrangements to be made to facilitate such a service.

### 3.4 Referral Laboratories

Cases can be referred to pathologists in other laboratories for a second opinion or sent for further test to be carried out as required. The UKAS accreditation status and participation in recognised external quality assurance (EQA) schemes is confirmed and recorded for all of the referral laboratories listed below:

Muscle opinions	Muscle Service John Radcliffe Hospital Headley Way Headington, Oxford, OX3 9DU
Haematopathological opinions	Dr B Vydianath or Dr RA Kashipaz Clinical Laboratory Services Histopathology Queen Elizabeth Hospital Mindelsohn Way, Edgbaston Birmingham, B15 2GW

### 3.5 Quality and Governance

The Department aims to provide service of the highest quality, whilst ensuring optimal use of available resources. The service is aimed to be:

- effective and efficient
- readily available
- good value
- responsive to the needs of our customers, the Health and Safety at Work Act and current employment legislation
- safe and compliant with statutory requirements and clinical risk management

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### 3.5.1 External Quality Assurance

The Department participates in all appropriate national external quality assurance (EQA) schemes. Confirmation of our scores is available on request ([rjah.histology@nhs.net](mailto:rjah.histology@nhs.net)). Quality assurance procedures are performed daily in the laboratory. Regular audit and competency assessments are undertaken.

### 3.5.2 Human Tissue Authority

The Department has a licence for tissue banking from the Human Tissue Authority (HTA), Licence Number 11064 (<https://www.hta.gov.uk/establishments/robert-jones-and-agnes-hunt-orthopaedic-and-district-hospital-11064>).

Further information is available on the RJAH website (<https://www.rjah.nhs.uk/our-services/musculoskeletal-histopathology/rjah-biobank-and-research-programme/>).

### 3.5.3 External support

The Department is supported in agreement by The Royal National Orthopaedic Hospital NHS Trust (RNOH) in providing a service to RJAH; covering work required supporting the tumour unit and other orthopaedic work. The support consists of reporting on histopathology specimens (bone and soft tissue) and involvement in multi-disciplinary team meetings (MDT) by sub-speciality bone/soft tissue histopathologists.

RNOH's Histopathology Department is a UKAS accredited medical laboratory (number 8680) that can be confirmed on the UKAS web site ([www.ukas.com](http://www.ukas.com)). The RNOH histopathology department has a licence for tissue banking from the Human Tissue Authority; Licence Number 12325 and participates in EQA schemes UKNEQAS-ICC, CEQAS, CPT Tissue Diagnosis and CPTNEQAS. Further information available is available on <https://www.rnoh.nhs.uk/our-services/cellular-and-molecular-pathology>.

The RJAH histopathology department is also supported in agreement by the histopathology department at SaTH. This support specifically covers the diagnostic laboratory service.

### 3.5.4 Protection of Personal Information

The Histopathology Department maintains the confidentiality of patient information by following Trust policy on Information Governance and national guidelines including the Caldecott principles. It will only disclose information on patients to other health care professionals who need to know that information to provide effective care and treatment to that patient. The information provided will be the minimum necessary to allow appropriate and effective care.

In cases where a specimen may need to be referred to an external laboratory for specialised testing or opinion, patient consent to disclose clinical information and family history to that laboratory is assumed as given as part of the overall consent to take the specimen and perform the test.

If the laboratory is required by law or authorised contractual arrangements to release confidential information, the laboratory will follow the Trusts Data Protection Policy and notify the patient concerned of the information released, unless prohibited by law.

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### 4 TRANSPORT AND SAMPLE REQUIREMENTS

#### 4.1 Transport

All internal samples, unless stated, must be sent to the laboratory via the theatre portering staff. Routine collections are three times a day from the operating theatres.

All internal samples must be delivered to the laboratory in rigid, leak proof tins or boxes labelled with UN3733 diamond of appropriate size according to the P650 packaging guidelines. The transport boxes must contain an absorbent sheet to absorb any spillages and must be regularly disinfected or immediately following contamination.

Normally, specimens must be placed in approximately ten times their volume of neutral buffered formalin. Please choose the appropriate size of container. Alcohol or other forms of fixation must not be used (unless agreed with the department) as this may adversely affect the microscopic appearances.

Specimens are to be kept at ambient temperature. Specimens placed in formalin can also be kept at ambient temperature but must be transported to the laboratory as soon as possible.

Multiple samples from the same patient must be identified sequentially from "A" and a detail of each individual sample must be described

#### 4.1.1 Transport of samples from Shrewsbury and Telford Hospitals (SaTH)

Transport boxes containing specimens from SaTH arrive via the hospital transport department twice a day.

It is essential that all specimens are transported to the laboratory under conditions which comply with Health and Safety legislation, IATA regulations and packaging instructions P650 to ensure the integrity of the specimen and protect postal workers, couriers, porters and laboratory staff.

All diagnostic specimens must be placed in a primary specimen container, which is sufficiently robust and leak proof under normal use. This then must be placed inside a sealed specimen bag with sufficient absorbent material to absorb the contents of the primary specimen container. The request form must be placed in a separate compartment of the bag.

This is then placed in an outer packaging which must have adequate cushioning material and must protect their contents from physical damage or extreme temperature changes whilst in transit. The smallest external measurement must be 10 cm x10 cm.

The outside packaging must have a UN3373 diamond sticker and the wording Biological Specimen Category B on one side. The outer box must be at least 10 cm x 10 cm, the diamond no smaller than 5 cm sides. The lettering within the diamond and the written description must be no smaller than 6 mm high, the thickness of the diamond border line a minimum of 2 mm thick. The box must also be labelled with the destination.

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### 4.1.2 Transport of samples from Wards, Theatres and Outpatients

Specimens taken in from other locations such as wards need to be transported to the histopathology department with the appropriate record book, either in person at the department or via arrangement with the portering department.

There is a specimen box containing all the relevant materials (appropriate specimen pots, and request forms) located in the Histopathology Laboratory for use by Radiology staff for the collection and transport of image guided biopsies.

### 4.2 Sample requirements

Specimens

- Image guided biopsies and biopsies taken in the Montgomery Unit  
Histology laboratory immediately: For sarcoma diagnostics place sample in a dry universal container; minimum of five cores (15 mm in length) are required to facilitate diagnostic work and whole genome sequencing.
- Biopsies and small tissue samples  
Must be placed in a container with an orange lid (holds 60 ml neutral buffered formalin), and the container labelled appropriately.
- Medium size tissue samples (ie heads of femur)  
Must be placed in a container with a white lid (holds 360 ml neutral buffered formalin), and the container labelled appropriately.
- Resection specimens and amputations  
Must be sent fresh to the Histopathology Department.  
Place the specimen in two plastic bags, seal securely and attach patient identification label. Place bagged sample in the transport container provided in theatres; red wheelie bin for amputation specimens. Send to histopathology via a porter as soon as possible.  
Please contact the department and inform a member of staff that the specimen is on its way
- Multiple Sample from the Same patient  
On occasion there may be a requirement to take several samples. These must be collected in separate pots. The form and pot must be labelled with the location of each specimen along with a letter starting from "A" alphabetically. Eg: A + sample location, B + sample location. The label on the pot and the details on the form must match.

Details for requesting frozen sections, muscle biopsy diagnosis, cell culture and cytology (crystal identification or) can be found in section 5.

### 4.3 Post and courier transferred blocks and slides

Correct packaging of all slides and blocks is essential to prevent breakages and potential loss during transportation. Slides must be sent in appropriate rigid packaging to avoid damage. They must be thoroughly dried before sending to reduce the risk of adhering to the packaging and breaking. Blocks must be padded in cushioned material to prevent

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damage and if necessary, with a refrigerant gel pack for protection against melting that may occur in warm weather during shipping.

Second opinion cases must be sent with a letter from the requesting consultant with:

- Patient surname and first name.
- Date of birth
- Gender
- Clinical details and history
- Reason for referral and required tests (if applicable)
- Date of request
- All slides (including haematoxylin-eosin and immunohistochemistry)

Failure to include any of the above may result in longer than expected turnaround times or possible return of material.

Please ensure that all blocks and slides are clearly labelled. A label bearing our laboratory number will be adhered to the back of all blocks and slides to facilitate passage through the department. All submitted blocks and slides will be returned to the requesting department.

### 4.4 Acceptance criteria

*(taken from the Institute of Biomedical Science (IBMS), Patient Sample and Request Form Identification Criteria)*

All specimens must be clearly and unequivocally identified with a minimum of three key identifiers (one must be the full name). The identifiers must match the patient information on the histopathology request form.

The details on the pot must match the details on the form.

Acceptance criteria are:

Sample			
		Essential	Desirable
1	Patient's surname	✓	
2	Patient's forename	✓	
3	NHS Number or Hospital number	✓	
4	Date of birth		✓
5	Date		✓
6	Time		✓

Request form			
		Essential	Desirable
1	Patient's surname	✓	
2	Patient's forename	✓	

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3	NHS Number or Hospital number	✓	
4	Date of birth		✓
5	Patient address		✓
6	Date <b>and</b> time of collection	✓	
7	Consultant name	✓	
8	Consultant signature	✓	
9	Destination of report		✓
10	Type of sample and source	✓	
11	Alphabetise and identify multiple samples consecutively	✓	
12	Clinical information	✓	

## 5 REQUESTS FOR HISTOLOGICAL SERVICES

### 5.1 Muscle biopsy examination

When a muscle biopsy examination is requested, the laboratory must be contacted on extension 4148 and listed on Apollo as a Histology Resource.

Please give at least 24 hours' notice; more whenever possible.

- Muscle biopsies need to be received fresh in the laboratory within 30 minutes of surgical removal.
- Wrap the tissue in gauze moistened but not soaked in physiological saline and place in a sterile universal container.
- A completed request form must accompany the specimen.

### 5.2 CT- and ultrasound-guided biopsies

When a CT-guided biopsy is to be performed it will be listed on Apollo. The laboratory staff monitor this system daily. Radiology admins inform the department of ultrasound-guided biopsies on a weekly basis.

- The specimen box can be collected from the Histopathology Laboratory.
- Within the box are containers of neutral buffered formalin, dry histology pots, swabs for microbiology, sterile universal containers and request forms.
- Once obtained place the tissue samples into the appropriate containers using sterile technique.
- Complete and sign a request form for histopathology (and microbiology if required).
- Return the box and specimens to the histopathology department via a porter or a member of your staff along with the specimen record book to be signed to register receipt of the samples in the Histopathology Department.
- A written report will follow, usually within 7 calendar days.

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### 5.3 Tissue for frozen tissue archive

Patients who are consented for tissue to be stored in the frozen tissue archive are identified at MDT. These patients are then identified on Apollo, and date and time of procedure is noted by the laboratory staff. Specimens containing primary or metastatic tumour tissue are suitable for archiving.

- Patient consent must be obtained prior to archiving.
- Specimens must be sent to the laboratory fresh, immediately after surgical removal. Place the tissue into either a sterile universal container or into two securely sealed plastic bags.
- Label the specimen with the patient's details, ideally with an adhesive identification label from the patient's notes.
- Complete a histopathology department request form and contact the laboratory when the specimen is on its way.

## 6 COMPLETION OF HISTOPATHOLOGY REQUEST FORMS

It is the responsibility of the requesting clinician and the sample taker to ensure that request forms and samples are correctly and identically labelled. It is essential that the risk of mis-reporting pathology results is minimised to ensure patient safety and to this end accurate identification of the patient from whom the specimen/ sample was obtained is of paramount importance. See Appendices 1 to 3 for samples of request forms.

Each request accepted by the Histopathology service is considered to be an agreement between the laboratory and the requestor.

The laboratory will refuse to accept samples that do not comply with the criteria detailed below.

### 6.1 Laboratory criteria for the acceptance of histopathology requests/samples: General Information

- All samples **must** arrive at the Pathology Department accompanied by a laboratory request form containing relevant information.
- Patient demographics on the sample and request form **must** be clearly annotated and identical.
- If samples have a discrepancy, the requesting consultant will be contacted to amend the discrepancy and may cause a delay to the issue of the report.

### 6.2 Required information

- Use a histopathology department request form.
- Use a patient identity adhesive label from the patient's notes if available (If no identity label is available fill in the patient's hospital number, name, date of birth, location ie ward, requesting consultant and address).
- Identify the nature of the specimen and its site of origin.

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- Multiple samples from the same patient must be identified with a letter from the alphabet sequentially from “A” and a detail of each individual sample must be described
- State the time and date of specimen collection.
- Provide adequate clinical information including details of any previous histopathology requests.
- Clearly identify “high risk” specimens.
- Write legibly.
- Sign the request form.
- Urgent specimens must be clearly marked.

### 6.3 Priority Status

Requests are assumed routine unless marked 'URGENT' or fast track, clinically urgent samples that require a fast turnaround above the published service must be discussed with the laboratory manager (by telephone or email [rjah.histology@nhs.net](mailto:rjah.histology@nhs.net)) to ensure these samples are identified and effectively managed.

### 6.4 Deviating Samples and Details

Errors may include:

- Mismatched location on pot and form
- Mismatched sample detail on pot and form
- Mismatched patient details on pot and form
- Mismatched alphabetical labelling on pot and form
- Incorrect labelling in theatre receipt book
- Incorrect location for tests (e.g Sheffield form instead of SaTH form)
- No clinical details
- No signatures
- Less than 3 identifiers for the patient
- Multiple samples identified using numbering instead of alphabetisation

Samples that deviate from the acceptance criteria will be returned to their original location and errors should be corrected before returning to the laboratory.

The laboratory will make a note of the sample following [\[CP-SOP-RJAH-24\]](#).

If the deviation is recognised as an incident and puts the patient at risk, there is a need to complete the DATIX incident form and investigate the error in some depth.

An attempt at recognising errors and learning from them, eliminating them will be encouraged by the department.

## 7 HEALTH AND SAFETY

Histopathology: formalin fixative is classified as a class 1B carcinogen and must be handled within a controlled environment with minimum exposure. Any spillages must be absorbed using Formaspill® granules to neutralise the formaldehyde, prior to scooping and disposal into clinical waste.

(Please be aware that some specimens must be sent to the department fresh ie without fixative: see section 5).

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- Please use the correct container and close securely to prevent leakage.
- 10% Neutral Buffered Formalin is the fixative of choice. It is a toxic substance and as such must be treated with care.
- All used sharps must be disposed of immediately in a sharps bin. Never send specimens with needles or other sharp objects.
- Ensure that the specimen is correctly labelled and that the appropriate request form details have been filled in and the form signed.
- Do not place specimens in food or vaccine refrigerators to await collection.
- A “Danger of Infection” label must be used on both specimen and form when Hepatitis, HIV or TB are suspected.
- Always wash your hands thoroughly after handling specimens and/or fixative.

### 8 ISSUING OF REPORTS

- Final reports on soft tissue cases and bone biopsy (needle) cases are usually available on the Telepath system between 3 and 10 days of receipt and subsequently on the Apollo system. Printed reports are issued and sent via the internal mail system to consultant secretaries or requesting location. An interim report can be issued on cases requiring further investigations e.g. immunohistochemistry or molecular testing.
- Final reports on bone specimens, soft tissue tumours and bone tumours are usually issued between 3 and 21 days of receipt,
- If you require information on the progress of a particular specimen, please ring the histopathology office on extension 4148.

### 9 THE LABORATORY’S COMPLAINT PROCEDURE

The laboratory welcomes feedback from service users, whether suggestions, compliments or complaints.

Complaints about the service must be made in the first instance to Natalie Worton, Histopathology Manager on 01691 404120 or by e-mail to [Natalie.worton@nhs.net](mailto:Natalie.worton@nhs.net) soon after the incident has happened.

Please include full details of any patients affected.

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Version number: 1		Authorised by: Natalie Worton

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### 10 CHANGES TO DOCUMENT

Version	Section	Changes made	Author
001	Appendices	Removed the existing histopathological examination request forms and new forms added.	
002 Nov 2019	Content table	Amendment to page numbers.	
	3.3.1	Addition of immunohistochemistry, RT-PCR and FISH tests carried out by RNOH	
	3.5	Expansion of Quality and Governance section to include sub section 3.5.4 regarding protection of personal information.	
003 Sept 2020	Throughout	Reference to previous names Lab Director changed to new individual	
	3.1	Identification of ICH, FISH and RT-PCR tests carried out by RNOH on behalf of RJAH	
	3.5	Section split to clearly identify how the dept maintains its quality and governance arrangements via partaking in national external QA schemes and support from other external bodies	
	3.5.4	Section added to describe how we maintain the confidentiality of patient information; how it may be disclosed to bona fide third parties and data storage requirements.	
004 Jan 2023	Throughout	Periodic review of document. Amendments to external Consultants titles	
	4.1 & 4.3	Requirements to transport samples and blocks and slides	
	4.4	New section on acceptance criteria taken from SOP HW028 Specimen Reception.	
005 Nov 2024	4.1, 4.2; 4.4 & 6	Details regarding how to label multiple samples from the same patient have been added	
	6.4	Details on the procedure for deviating samples	
006 Jun 2025	Throughout	Changed EPR and Bluesprier to Apollo. Remove Daniel Lindsay from RNOH Consultant List Include updated request forms	Hazel Bos
	10	Added column to record person making the alterations	Sharon Roche
05-May-2026	2	Removed neuromuscular service	Sharon Roche
	3.1	Updated laboratory director responsibilities Key staff updated Medical staff updated	

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	3.3.1	Updated antibody list	
	3.4	Updated referral laboratory addresses	
	3.5.3	Updated external support details	
	3.5.4	Updated	
	5.1	Removed due to service no longer available	
	5.3	Removed due to service no longer available	
	Appendix 3	Removed due to service no longer available	

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### 11 APPENDIX 1. HISTOPATHOLOGICAL EXAMINATION REQUEST FORM – GENERAL SAMPLES

Histology Lab ☎ Ext 4148	Histology Laboratory email: <a href="mailto:rjah.histology@nhs.net">rjah.histology@nhs.net</a>		
Lab Ref No.	<b>HISTOPATHOLOGY EXAMINATION REQUEST</b>		
STICK PATIENT IDENTIFIER HERE		Specimen Nature and Source:	
Consultant patient registered with:		Clinical Details	
Consultant signature:			
Ward/Location report to be sent to:			
Date sample collected:	Time sample collected:		
<b>BELOW IS FOR LABORATORY USE ONLY</b>			
MDT	Discussion required: Yes / No		Date discussed:
<b>Specimen Details</b> (Initial and date)	<b>Frozen Tissue Archive</b>	<b>Processing Details</b>	<b>Admin. Details</b>
Date/Time received in Lab:	Date/Time tissue frozen:	Wax Embed:	Data input Tpath:
Dissection by:	No of vials:	Section:	MDT List:
Date/Time:	Box No:	QC:	Medilims:
Decal: <b>EDTA/FORMIC</b> Date:	Position No:	Digital Scan:	Macro:
Processor: <b>SOFT/BONE</b>	By whom:	Extra work:	Procedure:
Date:	Biobank Patient Ref No.		Form scan:

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### 12 APPENDIX 2. HISTOPATHOLOGICAL EXAMINATION REQUEST FORM – NEEDLE BIOPSIES

Histology Lab ☎ Ext 4148	Histology Lab email: <a href="mailto:rjah.histology@nhs.net">rjah.histology@nhs.net</a>
Lab Ref No.	<b>HISTOPATHOLOGY EXAMINATION REQUEST FOR NEEDLE BIOPSY IMAGE GUIDED OR TRUCUT</b>

Tick appropriate box:									
CT	<input type="checkbox"/>	US	<input type="checkbox"/>	Clinic	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Bone	<input type="checkbox"/>
STICK PATIENT IDENTIFIER HERE					<b>Specimen Nature and Source:</b>  <b>Clinical Details</b>				
Consultant patient registered with:									
Consultant radiologist performing biopsy:									
Consultant radiologist signature:									
Ward/Location report to be sent to:									
Date sample collected:		Time sample collected:							

BELOW IS FOR LABORATORY USE ONLY			
MDT	Discussion required: Yes / No	Date discussed:	
<b>Specimen Details</b> (Initial and date)	<b>Frozen Tissue Archive</b> (Initial and date)	<b>Processing Details</b> (Initial and date)	<b>Admin. Details</b> (Initial and date)
Date/Time received in Lab:	Date/Time tissue frozen:	Embed:	Data input Tpath:
Dissection by:	No. of cores:	Section:	MDT List:
Date/Time:	Box No:	QC:	Medilims:
Decal: <b>EDTA</b> Date:	Position No:	Digital Scan:	Macro:
Processor: <b>SOFT</b>	Date/Time tissue thawed:	Extra work:	Procedure:
Date:	By whom:		Form scan: