



# College of Veterinary Medicine Policies and Procedures

Subject: Procedures for Sample  
Submission

Section: Clinical Pathology Laboratory  
Number: CVM 6.14.03  
Pages: 2  
Date: 2012  
Replaces Policy Dated: 1995  
To Be Reviewed Yearly by: PPM Department Head  
and AHC Director  
Source:  
Cross Reference:

## PROCEDURES FOR SAMPLE SUBMISSION

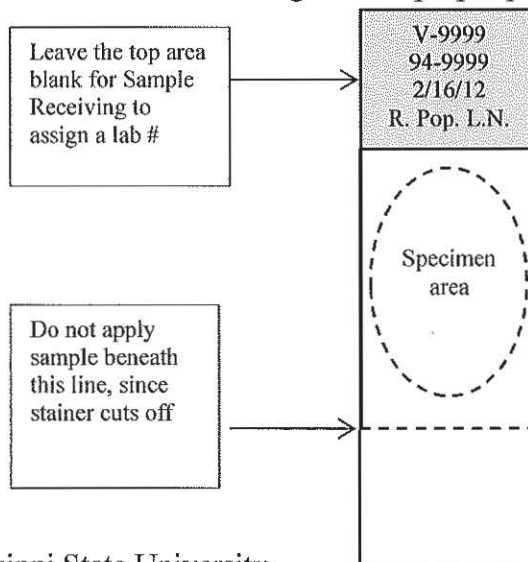
- a. Type of sample
- b. Information required

**Outpatient samples** must be clearly labeled with animal identification and date using a permanent marker. A sample submission form with the following information must be submitted with the sample:

1. Patient number or emergency number
2. Owner name
3. Species
4. Animal identification (name, number, etc.)
5. Date
6. Clinician (include phone number for stats)
7. Test(s) requested

**Inpatient samples** must be clearly labeled with case number and owner's name. Requests must be ordered in the Electronic Medical Record (EMR) or Laboratory Information Management Systems (LIMS).

- c. Labeling of cytologies: Using a permanent marker, cytology slides should be clearly labeled with case number, date and site. The preferred method of labeling and the proper positioning of the sample are shown below:



- d. "Save urine for culture if bacteria present" requests: If a urine culture may later be desired depending on the urinalysis results, it is the responsibility of the student or clinician to split the urine specimen prior to submission and submit it as two urine samples: .05 ml (see below) in a sterile red top tube for culture, and the rest (12 ml or more preferred) in a regular tube or syringe for the urinalysis. The procedure for submitting a urine culture sample
1. Swab the top of a red top Vacutainer tube with a sterile alcohol pad
  2. Puncture the tube top with the needle attached and dispense on .05 ml of urine into the tube.
- e. Stat requests: Stat requests are handled as emergencies by the laboratory. That is, they are performed immediately even if it means interrupting tests already in process. This makes stat requests extremely disruptive to work flow in the laboratory and can frequently result in the delay of all remaining results. A stat request is justified only in a true emergency situation where the life of a patient is in jeopardy. Stat requests are not justified to obtain faster results for the convenience of students, clinicians, or clients. We acknowledge that the individual clinician is the only one in a position to assess the validity of a stat request, but insist that abuse be avoided. In addition, review of such requests will be carried out daily by the clinical pathologist on service duty. If abuse appears to be occurring, the responsible clinician will be contacted. In extreme cases, stat request privileges will be denied at the discretion of the director of the clinical pathology laboratory.

The following tests are not available on a stat basis:

Cortisol  
 Progesterone  
 Phenobarbital

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 Date

Approved: Kent H. Hoblet 3-24-2013  
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