

# **Public Health Command Europe Laboratory Sciences**



## **Veterinary Pathology Submission Guidelines**

**September 2019**

**TABLE OF CONTENTS**

Submission Instructions.....	3
Collection Guidelines.....	4
Specimen Shipment Guidelines.....	5
Reporting Results.....	5
Contact Information.....	5

## 1. SUBMISSION INSTRUCTIONS

**When submitting samples for evaluation label the sample container, not the lid, with the following:**

Name of the submitting veterinary treatment facility  
Name of the veterinarian  
Animal's name and owner's last name  
Site of lesion  
Date collected

### **Histological and Cytological Samples**

Complete Public Health Command Europe Request for Veterinary Pathology Analysis and ship it with the sample (see attachment). Please place the form in a separate bag. Do not place the form in the same bag as the tissue sample.

Use one form per tissue submission.

Please complete the form in its entirety.

Ensure clinical history is completed to provide context which will result in a more useful diagnosis and comment.

### **ROVR**

Important: Create a task order for VLE cytology or VLE Histopathology in ROVR so that results can be reported through ROVR; the final report will be attached to the task.

### **Military Working Dog Necropsy**

Complete DD form 1626 for all Military Working Dog necropsy submissions (Available through ROVR). The DD form 1626 is also ideal for use in necropsy submissions from non-government owned animals. Do not use the Public Health Command Europe Request for Veterinary Pathology Analysis, for MWD necropsy submissions.

Use one form per animal.

Follow instructions on pages 9-12 of the form.

In addition to DD form 1626, consult TB MED 283 for complete details on MWD necropsy procedures. MWD necropsy materials may be sent directly to the Joint Pathology Center (JPC) or submitted to Laboratory Sciences for evaluation.

## **2. COLLECTION GUIDELINES**

### **Cytology**

#### **Sample Collection Guidelines**

Use glass slides with a frosted end in order to properly label samples.

Label glass slides with the animal's name and collection site on the frosted end using a PENCIL ONLY. Other writing implements (including sharpies) will wash off during processing. Be sure to place the specimen and label on the same side of the slide.

Always wear gloves to prevent fingerprints which can cause confusion in cytological evaluation and alter interpretation of findings.

#### **Sample Staining and Microscopic Evaluation Guidelines**

If possible, submit two to three stained smears and two to three methanol-fixed unstained slides from each lesion.

Prior to sending the cytological samples, please examine the slides yourself and record your observations on the submission form. By examining the slides, you also evaluate the suitability and staining quality of the sample, prevent the submission of non-diagnostic specimens, and aid in providing more feedback from the pathologist.

#### **Sample Shipment Guidelines**

Send glass slides in labeled slide containers. Ship slide containers in sturdy cardboard boxes to help prevent breakage of glass slides.

When shipping fixed or stained cytology samples together with formalin-fixed tissue, be sure the glass slides are in a secondary container (double plastic bags). Do not ship cytologic samples in the same container with formalin fixed tissues.

### **Histopathology**

#### **Specimen Collection Guidelines**

The submitted specimen should include the lesion and some adjoining lateral and deep "normal" tissue. Immediately fix in 10% neutral-buffered formalin using at least 10 times the volume of formalin to tissue.

To ensure proper fixation of tissue samples larger than 2 centimeters in thickness, make multiple partial cuts (bread loaf), approximately 1 cm apart, leaving the sections partially attached to one another in order to retain orientation and allow microscopic evaluation of completeness of the surgical excision.

### 3. SPECIMEN SHIPMENT GUIDELINES

Never ship samples in liquid formalin. Fixed tissue specimens may be wrapped in formalin soaked gauze then double bagged in sealable plastic bags or placed in a rigid container that is then placed in a sealable plastic bag. If urine cups are used seal the lid with Parafilm™ to prevent leakage and double bag in sealable plastic bags.

Ship specimens in a sturdy cardboard box (not in paperboard boxes or envelopes) to protect the samples. Place padding around the tissue containers to prevent excessive agitation and to absorb any formalin that may leak. The sender may be held fiscally responsible by the shipping company or government if a formalin spill occurs during shipping. The less formalin shipped the better. The formalin gauze should be moist; NOT dripping in formalin.

Send samples to either:

Public Health Command-Europe  
Laboratory Sciences (LS)  
ATTN: Laboratory Operations Division  
Unit 33105  
APO, AE 09180

OR

Public Health Command-Europe  
Laboratory Sciences (LS)  
ATTN: Laboratory Operations Division  
Kirchberg Kaserne Building 3809, Room N202  
66849 Landstuhl, Germany

### 4. REPORTING RESULTS

Results will be reported through ROVR. The pathology report will be attached to the task order for VLE cytology or VLE Histopathology. An email will be sent to the submitting veterinarian to let him/her know that the report has been uploaded and is ready for review.

### 5. CONTACT INFORMATION

If you have any questions, please contact the laboratory at [usarmy.landstuhl.medcom-ph-e.mbx.ls-vet-path@mail.mil](mailto:usarmy.landstuhl.medcom-ph-e.mbx.ls-vet-path@mail.mil).