

## KCH Tissue Science User Handbook

Version number 1.6

Author Heena Patel/Leigh Rathbone

Authorised by Karen Boniface

Issued on December 2025

| Version Number | Change Details  | Date          |
|----------------|---|---------------|
| 1.3            | Improved information for referral labs/services           | July 2023     |
| 1.4            | Consultant staff updated                                  | Sept 2023     |
| 1.5            | Updated references to Epic Beaker, updated staffing list. | October 2025  |
| 1.6            | Updated Clinical Staffing list                            | December 2025 |

## Contents

|           |  |          |
|-----------|--|----------|
| <b>1.</b> | <b>Introduction .....</b>                                | <b>4</b> |
| 1.1       | Purpose .....  | 4        |
| 1.2       | Tissue Sciences Department.....                          | 4        |
| 1.2.1     | Core Histopathology Laboratory .....                     | 4        |
| 1.2.2     | Frozen sections .....                                    | 5        |
| 1.2.3     | Immunocytochemistry and molecular pathology .....        | 5        |
| 1.2.4     | Renal histopathology .....                               | 5        |
| <b>2.</b> | <b>Contact Us .....</b>                                  | <b>5</b> |
| 2.1       | Contact Address.....                                     | 5        |
| 2.2       | Contact and Enquiries .....                              | 5        |
| 2.3       | Hours of Opening .....                                   | 6        |
| 2.4       | Clinical Staff Contact Details .....                     | 6        |
| 2.4.1     | Acting Clinical Lead for Histopathology laboratory ..... | 6        |
| 2.4.2     | Cytology Clinical Lead .....                             | 6        |
| 2.4.3     | Acting Molecular Clinical lead .....                     | 6        |
| 2.4.4     | Acting Clinical Lead for Histopathology.....             | 6        |
| 2.4.5     | Consultants and Specialities.....                        | 6        |
| 2.5       | Section Leads .....                                      | 7        |
| 2.5.1     | Service Delivery Manager.....                            | 7        |
| 2.5.2     | Operations Managers .....                                | 7        |
| 2.5.3     | Senior Quality Manager .....                             | 7        |
| 2.5.4     | Quality Manager .....                                    | 7        |
| 2.5.5     | Training Officers .....                                  | 7        |
| 2.5.6     | Health and Safety Officers.....                          | 8        |
| 2.6       | Complaints .....   | 8        |
| 2.7       | Protection of Patient Information .....                  | 8        |
| <b>3.</b> | <b>Histopathology Information.....</b>                   | <b>8</b> |
| 3.1       | Stock Specimen Containers .....                          | 9        |
| 3.2       | Hazards .....  | 9        |
| 3.3       | Special Fixatives .....                                  | 9        |
| 3.4       | Renal Biopsies .....                                     | 9        |
| 3.5       | Fresh/Unfixed Tissue .....                               | 9        |
| 3.6       | Products of conception/ectopic pregnancy samples .....   | 10       |
| 3.6.1     | Unfixed samples not for Histopathology.....              | 10       |
| 3.7       | External Blocks and Slides.....                          | 11       |
| 3.8       | Cancer Pathway Requests.....                             | 11       |
| 3.9       | Request Forms and Labelling.....                         | 11       |
| 3.9.1     | Specimen Labels .....                                    | 12       |
| 3.10      | Histology Turnaround Times (TATs).....                   | 12       |
| 3.11      | Retention of formalin fixed specimens.....               | 12       |

|           |  |           |
|-----------|--|-----------|
| 3.12      | Specimen deliveries to the laboratory..... | 13        |
| <b>4.</b> | <b>Other Specialist Services .....</b>     | <b>13</b> |
| 4.1       | Advanced Diagnostics.....                  | 13        |
| 4.1.1     | Contact Us.....                            | 14        |
| 4.1.2     | Result Enquiries .....                     | 14        |
| 4.1.3     | Technical Enquiries .....                  | 14        |
| 4.1.4     | Request forms .....                        | 14        |
| 4.1.5     | Sample Information .....                   | 14        |
| 4.1.6     | Sample requirements .....                  | 15        |
| 4.1.7     | Turnaround Times .....                     | 16        |
| 4.1.8     | Results .....                              | 16        |
| 4.1.9     | Specimen Delivery.....                     | 16        |
| <b>5.</b> | <b>References.....</b>                     | <b>16</b> |
| <b>6.</b> | <b>Referral services .....</b>             | <b>17</b> |

## 1. Introduction

### 1.1 Purpose

This purpose of this document is to act as guide to services user from the Tissue Sciences department based at King's College Hospital. The information within this document can be used by any staff member that require histological investigation of tissues.

### 1.2 Tissue Sciences Department

The Synnovis Cellular Pathology laboratory is a UKAS (United Kingdom Accreditation Service) accredited medical laboratory (No. 9075); accredited to ISO15189:2012 for the scope described in the UKAS Schedule of Accreditation which can be found on the UKAS web-site: [Search UKAS accredited organisations](#). At the time of writing, certain tests and services provided by the laboratory are not covered by the UKAS scope of accreditation. Users of the Cellular Pathology service should refer to the UKAS schedule of accreditation on the UKAS web-site, for a list of currently accredited tests.

#### 1.2.1 Core Histopathology Laboratory

Histopathology is a core diagnostic pathology service that involves the study of tissue structures in disease process and plays a major role in cancer diagnosis and patient management.

All investigative tissue samples from theatre operations, clinics and various other internal and external sources are sent to the department for diagnosis. We process tissue taken from patient's surgical tissue during operations or biopsies from investigatory procedures. We receive tissue samples (either as a wet specimen or as blocks/slides) into our main processing area and conduct microscopic analysis. We then either produce a report or send the sample to the Advanced Diagnostics laboratory for further tests.

Areas of expertise include:

- Surgical Pathology and its Specialties
- Breast Pathology
- Dermatopathology
- Endocrine Pathology
- Gastrointestinal Pathology
- Genitourinary Pathology
- Gynaecological Pathology
- Haematopathology
- Respiratory pathology

The laboratory works in conjunction with Liver Studies (KCH), Cytology and also Renal and Endocrine pathology at St. Thomas' Hospital, and Head and Neck/Oral Pathology (head & neck and maxillo-facial samples) at Guy's Hospital.

### 1.2.2 Frozen sections

In addition to processing fixed tissue, the department offers a frozen section service at KCH, incorporating receipt of fresh tissue for diagnostic purposes, enzyme histochemistry, clinical trials and tissue banking.

In addition the department also supports the Moh's Clinic with the dermatology department located in the Willowfield building, KCH, Denmark Hill.

### 1.2.3 Immunocytochemistry and molecular pathology

Advanced Diagnostics is a section within the Histopathology department which, offers immunocytochemistry, immunofluorescence, chromogenic and fluorescent in-situ hybridisation and molecular testing.

The laboratory is a referral centre for Her-2 and molecular testing.

The laboratory offers B and T cell rearrangement, IGHV somatic hypermutation by NGS (Next Generation Sequencing) and MLH1 promoter methylation

**Please refer to section 4.0 for more details.**

### 1.2.4 Renal histopathology

This department facilitates the receipt and specimen transfer of renal sample to St Thomas' Hospital for diagnostic reporting.

## 2. Contact Us

The Histopathology department is located on second floor of the Bessemer Wing, Bessemer Road, King's College Hospital.

### 2.1 Contact Address

Department of Histopathology  
2nd Floor, Bessemer Wing  
King's College Hospital  
Denmark Hill  
London  
SE5 9RS

### 2.2 Contact and Enquiries

Histology Enquiries:

Tel: 020 3299 3045

Fax: 020 3299 3670

Email: [kch-tr.histopathologyoffice@nhs.net](mailto:kch-tr.histopathologyoffice@nhs.net)

If you are calling for clinical advice and interpretation of the histopathology report, the secretarial staff will put you through to the Consultant Pathologist reporting the case you require.

## 2.3 Hours of Opening

The department is open from 08:00 – 17:30, Monday to Friday (except bank holidays). An on call service is provided over the weekend and bank holidays. This service is limited and only available 09:00-17:00. Please contact the switchboard to be transferred to the on call consultant during these times.

## 2.4 Clinical Staff Contact Details

### 2.4.1 Acting Clinical Lead for Histopathology laboratory

Dr Olivia McKinney: [o.mckinney@nhs.net](mailto:o.mckinney@nhs.net) ext 31412

### 2.4.2 Intrim Cytology Clinical Lead

Dr Olivia McKinney: [o.mckinney@nhs.net](mailto:o.mckinney@nhs.net) ext 31412

### 2.4.3 Acting Molecular Clinical lead

Dr Jeanne Boissiere: [jeanneboissiere@nhs.net](mailto:jeanneboissiere@nhs.net) ext 36732

### 2.4.4 Acting Clinical Lead for Histopathology

Dr Chirag Shah: [chirag.shah@nhs.net](mailto:chirag.shah@nhs.net) ext 33758

### 2.4.5 Consultants and Specialities

| Consultants         | Speciality   | Extension      |
|---------------------|--|----------------|
| Dr Abdel Selim      | Gynaecology, Dermatology, Cytology                   | Office - 33045 |
| Dr Abishek Dashora  | Haematology, Cytology                                | 31967          |
| Dr Afsheen Wasif    | Breast, Dermatology, Cytology, Gastrointestinal, NET | 33531          |
| Dr Archana Jain     | Breast, GI, Gynaecology                              | Office - 33045 |
| Dr Chirag Shah      | Urology, Haematology, Breast                         | 33758          |
| Dr Jeanne Boissiere | Dermatology, Gynaecology, Urology                    | 36732          |
| Dr Jon Salisbury    | Dermatology, Haematology, Orthopedic                 | 33093          |
| Dr Kalnisha Naidoo  | Breast, Cytology                                     | 33041          |

|  |  |       |
|--|--|-------|
| Dr Liron Barea Slonim                    | Haematology                                | 37836 |
| Dr Mads Abildtrup (acting up Consultant) | GI, Respiratory, Urology, NET*             |       |
| Dr Marianna Philippidou                  | Dermatology, Urology                       | 33515 |
| Dr Olivia McKinney                       | Breast, Gynaecology, Respiratory, Cytology | 31412 |
| Dr Desponia Gkotsi                       | GI, Cytology                               |       |
| Dr Nanditha Sathyanarayana               | Breast, Gynae                              |       |
| Dr Ayodejo Omiyale                       | GI, Dermatology                            |       |

\*NET cases are covered on site. We send NET and GI cases externally only when we are short staffed. NET to Dr Moji Giwa and GI to Dr Isabel Woodman, Dr Hong Li and Cyted.

## 2.5 Section Leads

### 2.5.1 Operations Service Director

Khadijah Owusu-Ansah: [khadijah.owusu-ansah@synnovis.co.uk](mailto:khadijah.owusu-ansah@synnovis.co.uk) Ext: 33042

### 2.5.2 Deputy Operations Service Director

Histology: Getnet Demissie: [getnet.demissie@synnovis.co.uk](mailto:getnet.demissie@synnovis.co.uk) Ext: 33043

### 2.5.3 Operations Manager

Histology: Lyn Golding [lyn.golding@synnovis.co.uk](mailto:lyn.golding@synnovis.co.uk)

Advanced Diagnostics: Miguel Evaristo [Miguel.evaristo@synnovis.co.uk](mailto:Miguel.evaristo@synnovis.co.uk)

Liver Histology: James Croud: [james.croud@synnovis.co.uk](mailto:james.croud@synnovis.co.uk) Ext: 36345

### 2.5.4 Senior Quality Manager

Fiona Denham [Fiona.denham@synnovis.co.uk](mailto:Fiona.denham@synnovis.co.uk)

### 2.5.5 Quality Manager

Karen Boniface [karen.boniface@synnovis.co.uk](mailto:karen.boniface@synnovis.co.uk)

### 2.5.6 Training Officer

- Jane Seaton: [jane.seaton@synnovis.co.uk](mailto:jane.seaton@synnovis.co.uk) Ext: 33266

#### 2.5.7 Health and Safety Officer

- Arya Pillai: [arya.pillai@synnovis.co.uk](mailto:arya.pillai@synnovis.co.uk) Ext: 33266

### 2.6 Complaints

Complaints may be made directly to the department, via PALS or via Synnovis Customer Support. Complaints are handled according to the Synnovis Complaints Policy and Procedure located at [Customer Service | Synnovis](#)

### 2.7 Protection of Patient Information

All patient information is handled under the terms of the Data Protection Act 2018. All personal information received by Synnovis is dealt with according to the Synnovis Privacy, Data Protection & Cookie Policy which is available at [Privacy and data protection policy | Synnovis](#)

## 3. Histopathology Information

Prompt fixation is fundamental to good histological technique. In difficult or unusual cases, any query concerning correct tissue preparation should be directed to the Core Laboratory by telephoning KCH Ext: 33266.

Histological specimens are routinely fixed in 10% neutral buffered formalin (10% formal saline), and specimen containers with fixative are provided from the department of Histopathology (ring KCH Ext: 33266 before 5:00pm as the department closes at 5:30pm).

Exceptions, where unfixed tissue must be brought promptly to the laboratory include:

- Frozen sections (except any case known to be or suspected of being an infection risk), which should be pre-booked - for more information please refer to the 'Frozen Section' information.
- Renal biopsies
- Lymph nodes (except any case known to be or suspected of being an infection risk)
- Needle localisation biopsies of breast
- Foetuses and placentae for histological examination
- Bone biopsies (when metabolic disease is suspected)
- Where tissue from gross specimens is required for non-histological investigations
- Muscle and nerve biopsies are dealt with in the Department of Clinical Neuropathology (KCH Ext: 31957).



**Specimens must not be squashed into containers inadequate for their size and should be covered by at least 10 to 20 times their volume with fixative.**

Histopathology specimens contained in 10% formal saline should be stored at ambient temperatures (between 15°C - 25°C) prior to delivery of the sample to the Histopathology department, these samples should never be refrigerated as this will severely reduce the rate of fixation and preservation by formaldehyde, this will then reduce the morphological quality of the sample.

### **3.1 Stock Specimen Containers**

New stocks of pre-filled 60ml formalin pots can be obtained from Cellular Pathology Specimen Reception. All other size specimen pots/containers can be supplied by prior arrangement within normal working hours. Any containers that the department prefill with formalin will carry a specimen label and hazard sign. During out of hours, weekend, and bank holiday please contact the Portering service as an emergency supply may be obtained.

Specimen Reception Ext: **34038**

### **3.2 Hazards**

Formalin is a hazardous substance and care is to be taken when in use. **Formalin** is a clear fluid with a pungent toxic vapour. Formalin pots must be checked for leakage and expiry date; also, handle carefully using gloved hands. If pots are beyond their expiry date, return to Histopathology for disposal. Beware of spills and inhaling vapour, as formaldehyde is a toxic agent that may cause mild to severe irritation of skin and mucous membranes. Wear gloves when opening a specimen pot, tighten the lid when closing, and place the labelled specimen pot into a plastic pathology specimen bag. Wash off any spills with copious amounts of water. In the event of a formalin spillage, wipe it immediately with a De-Formalizer pad; wash the affected area with water and wash your hands.

### **3.3 Special Fixatives**

Michel's fluid is used for IMF samples please see section 4.0 for more information.

### **3.4 Renal Biopsies**

Renal biopsies must be collected on gauze moistened with saline solution for routine Histology.

### **3.5 Fresh/Unfixed Tissue**

Fresh/unfixed tissues samples that are sent due to clinical requirement or for rapid diagnosis must be transported **immediately** to the laboratory in a closed labelled container and handed to a member of laboratory staff these include frozen sections and enzyme histochemistry. **All these sample types should be pre-booked with the**

**laboratory** at least 24 hours in advance (KCH) 33266 or 34038) to guarantee availability of staff/facilities.

### 3.6 Products of conception/ectopic pregnancy samples

Products of conception/ectopic pregnancy samples that are sent to Histopathology department for histological examination must be accompanied with a completed hospital request form and completed consent forms titled 'Authorisation for Treatment of Pregnancy Remains'

#### Specimens that should be pre-booked (24 hours' notice)

| Type of specimen                                    | How to be received          | Who needs to be contacted                         |
|---|-----------------------------|---|
| <b>Rapid Frozen section</b>                         | Unfixed (dry pot)<br>URGENT | Inform the laboratory 24 hours prior<br>Ext 33266 |
| <b>Rectal suction Biopsies (for Hirschsprung's)</b> | Unfixed (dry pot)<br>URGENT | Inform the laboratory 24 hours prior<br>Ext 33266 |

To make a booking contact the Histopathology on Ext: 33266 and please include:

- Patient details,
- The estimated time/ date of frozen section,
- Intra-operative/Non intra-operative
- Theatre details,
- Contact names/number

It is important that full clinical information is provided with each case that must be brought unfixed to the department immediately after resection.

In the event of cancellation please notify the department.

Any biohazard should be indicated on the card and specimen. Any indication of infection type would be advantageous.

As there are no separate containment facilities for the handling of unfixed 'high-risk' tissue (e.g. TB, HIV, HBsAg), a frozen section service cannot be provided on these cases.

**Any fresh placenta sample that does not come to the Histopathology department directly must be refrigerated before transport to the department.**

#### 3.6.1 Unfixed samples not for Histopathology

Placentas from babies that require a post-mortem examination should be sent unfixed to the KCH Mortuary - Ext: 33504/35928

For chromosomal investigations please contact the Synnovis Analytics Cytogenetics laboratory – 0207 188 1715.

Muscle and Nerve biopsies – samples to be sent to Enzyme Histochemistry at KCH Ext: 31957

### 3.7 External Blocks and Slides

Patient material sent for MDM review or second opinion are received into the department and allocated to a reporting consultant according to the speciality. When sending the material to the department use a traceable delivery system, with the blocks and slides securely packaged, to prevent loss/damage occurring. Refer to packaging instruct P650 for advice. The temperature of the material sent should be maintained at ambient temperature (15-25°C).

The laboratory must be informed upon delivery if any samples have been compromised (for example subjected to temperatures outside the stated range or in an event the safety of the carrier or the general public has been jeopardised).

### 3.8 Cancer Pathway Requests

When requesting Histology on patients that are on a cancer pathway, select 'Urgent' or '2WW' when submitting a request form.

### 3.9 Request Forms and Labelling

Each specimen should be labelled with the patient's name, date of birth, anatomical site and nature of tissue. It should have an accompanying Epic Beaker Request, or use of the downtime forms if Epic Beaker is unavailable.

The request must have the following details stated:

- **Patient name**
- **Gender**
- **Date of birth**
- **Hospital number** (If sending samples from external sources such as GP surgeries, a hospital number need only be provided if it is known)
- **Type of sample** (nature of tissue) and anatomical site of origin
- **Examination requested**
- **Consultant / clinician / healthcare provider**
- **Ward / clinic / patient location**
- **Date and time of sample collection**
- **Clinically relevant information** (required for examination performance and result interpretation purposes)

Please note: **The laboratory can accept request forms in various formats from external users.** Please contact the laboratory if you are unsure of the correct format

for use. If necessary, the laboratory is willing to cooperate with users in order to clarify a request. The laboratory is able to provide confirmation of sample receipt.

For specimens to be accepted by laboratory staff all details on the specimen pot must match those on the request form, including the nature of specimen.

The sender will be contacted when histology samples are received without an appropriate request form. Testing will be delayed until a form is received in the laboratory. This will be logged as an incident where testing is delayed and patient care has been compromised on to the online Trust In-Phase form.

### 3.9.1 Specimen Labels

Fill in the specimen pot details using a **ballpoint pen** or **permanent marker**, not a fibre-tip pen where the ink will run should a spill occur.

All details should be filled, and where more than one specimen is taken, pot numbers and specimen information should match the details on the request card. At least two forms of personal ID must match, full name, and date of birth (and/or hospital number) together with the nature of specimen. **A discrepancy will result in a delay in processing and could impact on patient management.**

## 3.10 Histology Turnaround Times (TATs)

Diagnostic biopsy specimens TAT target is 7 calendar days from date of biopsy to the authorised report being available to the requestor (R.C. Path Key Performance Indicators 2013). Examples of diagnostic biopsies include needle core biopsies, endometrial biopsies/currettings, endoscopic biopsies, colposcopic biopsies and punch biopsies. Samples which require decalcification or additional tests (such as special stains and Immunohistochemistry) will take longer to report.

General Histology specimens TAT target is 10 calendar days from date of specimen collection to the authorised report being available to the requestor (R.C. Path Key Performance Indicators 2013). Examples include major cancer resections, integrated reporting of haematological malignancies, and benign therapeutic resections. Samples which require decalcification or additional tests (such as special stains and Immunohistochemistry) will take longer to report.

Molecular tests are excluded from this indicator but should have documented and agreed pathways with specified and monitored turnaround time.

## 3.11 Retention of formalin fixed specimens

Formalin fixed specimens are only retained in the laboratory for six weeks following verification of the report, unless otherwise requested by the clinician at the time of the original request for Histopathology, or by the reporting Consultant Pathologist. In both cases, a reason must be specified for retention of the tissue beyond the six weeks post-authorisation period.

### 3.12 Specimen deliveries to the laboratory

Specimens that arrive in the department with a tracking log will be signed for by laboratory staff providing the sample meets the acceptance criteria. Any discrepancies will be either returned or held pending resolution.

The laboratory must be informed upon delivery if any samples have been compromised (for e.g. subjected to temperatures outside the stated range) or in an event where safety of the carrier or the general public has been jeopardised. The laboratory will action the issue by contact the sender to resolve or eliminate recurrence.

Clearly mark all urgent specimens and any known biohazard such as HIV positive specimens.

Portering staff will collect specimens from designated sites and deliver directly to Tissue Sciences or to the Pathology Central Specimen Reception (CSR). Specimens received in CSR are sorted and delivered to Cellular Pathology immediately. Specimens may be delivered directly to the department.

Routine **out of hours** (17.30-08.00) specimens should be delivered to CSR, or left in formalin at a collection point for the next morning collection.

Specimens that are infectious should be **clearly labelled** with '**Danger of Infection**' stickers on the kangaroo bag, on the specimen and on the request form. Fixed specimens can be brought direct to the Histopathology laboratory. Fresh tissue with a known infection risk should be placed in formalin fixative before being sent to the laboratory.

## 4. Other Specialist Services

### 4.1 Advanced Diagnostics

Advanced Diagnostics is a section within the Histopathology department which, offers immunocytochemistry, immunofluorescence, chromogenic and fluorescent in-situ hybridisation and molecular testing.

The laboratory is a referral centre for Her-2 and molecular testing.

The laboratory offers B and T cell rearrangement, IGHV somatic hypermutation by NGS (Next Generation Sequencing) and MLH1 promoter methylation

#### 4.1.1 Contact Us

The laboratory is located on the second floor of the Bessemer Wing, King's College Hospital.

#### 4.1.2 Result Enquiries

Histology Office Tel 02032994033

Email: [kch-tr.histopathologyoffice@nhs.net](mailto:kch-tr.histopathologyoffice@nhs.net)

#### 4.1.3 Technical Enquiries

AD lab Tel 02032994168

Email: [kch-tr.advanced-diagnostics@nhs.net](mailto:kch-tr.advanced-diagnostics@nhs.net)

#### 4.1.4 Request forms

Advanced Diagnostics request forms include:

- Molecular Test Request Form – LAD11
- HER2 Request Form – LFAD12
- Immunohistochemistry Request Form – LFAD54

Specify required antibody/antibodies.

**Important: Specimen decalcification in acid solution are not recommended or validated for molecular testing and may generate invalid results. Please only provide specimen decalcified in EDTA solution.**

All request forms must be fully completed with Patient Identifiers and patient clinical details, requester details, date/time sample sent and test(s) required.

Sample requirements are listed on the request forms.

**Incomplete request forms or discrepancies may result in delay in processing the request.**

The requestor will be contacted to provide any missing information or correct errors or discrepancies.

#### 4.1.5 Sample Information

Samples sent to Advanced Diagnostics include FFPE blocks and slides.

The laboratory also receive peripheral blood, bone marrow aspirate and cerebro spinal fluids.

| Specimen Type        | Volume  | Fixative | Container                    | Shipping Temperature    | Storage Temperature |
|----------------------|---|----------|------------------------------|-------------------------|---------------------|
| FFPE block/slide     | Representative block/slides of tumour (and normal tissue) | N/A      | Slide box                    | Ambient – 15°C to 25 °C | Ambient             |
| Peripheral Blood     | 5cc   | EDTA     | Vacutainer                   | Ambient – 15°C to 25 °C | 2°C-8°C             |
| Bone Marrow Aspirate | 5cc   | EDTA     | Vacutainer                   | Ambient – 15°C to 25 °C | 2°C-8°C             |
| Cerebro Spinal Fluid | 5cc   | N/A      | 25 ml Sterile Universal Tube | Ambient – 15°C to 25 °C | 2°C-8°C             |
| Genomic DNA          | 10-400ng/ul   | N/A      | Eppendorf/nunc tubes         | Ambient – 15°C to 25 °C | 2°C-8°C             |

#### 4.1.6 Sample requirements

| Test                                     | Sample                                 | Volume  |
|--|--|---|
| MMR, MLH1 promoter methylation           | Histology report                       | N/A   |
|  | FFPE block or                          | 1 representative tumour block + 1 normal  |
|  | FFPE slides                            | 10 microns unstained sections on uncoated slides for DNA extraction<br>1 x 4 microns unstained section for H&E staining |
| IGHV                                     | cDNA                                   | 20ul  |
| Clonality                                | Histology report                       | N/A   |
|  | FFPE block or                          | 1 representative tumour block + 1 normal (MSI only)   |
|  | FFPE slides                            | 10 microns unstained sections on uncoated slides for DNA extraction<br>1 x 4 microns unstained section for H&E staining |
|  | Peripheral Blood, Bone Marrow Aspirate | 5cc in EDTA   |
|  | CSF                                    | 5cc in 25ml Sterile Universal containers  |
| FISH (MYC, BCL2, BCL6, MALT, CCDN1, ALK) | Histology report                       | N/A   |
|  | FFPE block                             | 1 x representative block  |
|  | FFPE slides                            | 2 x 2 microns unstained section on coated slides and 1 x 4 microns unstained section for H&E staining                   |

|                                     |               |   |
|-------------------------------------|---------------|---|
| HER2 ICC ( and HERFISH)             | FFPE block or | 1 representative block  |
|                                     | FFPE slides   | 4 x 3 microns unstained section on coated slides                                  |
|                                     | H&E           | One H&E stained reference slide   |
| Immunohistochemistry                | FFPE block or | 1 representative block  |
|                                     | FFPE slides   | 3 x unstained sections per IHC request on coated slides, at 4 micron thickness    |
| Immunofluorescence for skin samples | Fresh Tissue  | Michel's Medium (This is provided by the department please contact us for stock). |

#### 4.1.7 Turnaround Times

| Test                                   | TAT           |
|--|---------------|
| Immunohistochemistry                   | 2/3 days      |
| HER2 + breast receptors (ER, PR, Ki67) | Up to 14 days |
| FISH                                   | 14 days       |
| Molecular                              | 14 days       |

#### 4.1.8 Results

Upon authorisation, histology reports are available on Epic, HMD-S and Synnovis Results Online ([User account | Synnovis](#)). In cases where requesters do not have access to Epic or Results Online, electronic copies of reports are emailed to secure nhs.net email addresses only upon request.

Samples referred directly by you to other specialist laboratories (See section 6) will not have results available on Epic. Contact the referral laboratory directly for any queries and reports.

#### 4.1.9 Specimen Delivery

Deliveries to AD can be made to Synnovis Central Reception or preferably directly to the department to avoid delays in processing. Samples are date stamped immediately upon receipt and booked into the department LIMS system.

Peripheral blood, bone marrow aspirate and CSF fluids must be delivered to the laboratory without delay following collection of the specimen. Failure to deliver the specimen in a timely manner may result in loss of specimen viability and generate invalid results.

Cerebro spinal fluid specimen should be processed immediately upon receipt due to their fragile nature, therefore delivery should be made no later than 4:30 pm on a working day.

## 5. References

- European Committee for Standardization. Medical Laboratories – Requirements for quality & competence (ISO 15189:2012). Clause 5.4.2. October 2012.



- Reference RCPATH retention documentation.

## 6. Referral services

The referral laboratories used by KCH are detailed below.

Some samples received within Histopathology (e.g. wet samples, unstained slides) may need to be forwarded to any of the labs listed. If received at Denmark Hill Histology Specimen Reception, they will be booked onto the LIMS system to enable tracking of the sample.

Please use the contact details of the receiving referral lab below if you have enquiries about your specimen/results. **IF SAMPLES ARE SENT DIRECTLY TO OTHER HOSPITALS/LABS**, KCH may not have a means of viewing results and in such cases **- results must be sought from the recipient referral lab.**

Head & Neck referral report pathways include:-

Paediatric team reports are sent **via post** to Paediatric Dentistry, First Floor, Dental Institute, King's College Hospital, Denmark Hill, London SE5 9RS.

Restorative surgery reports are sent **via post** to Restorative Dentistry, Kings College Hospital, Denmark Hill. SE5 9RW

Oral Medicine reports are sent to [kch-tr.oral.medicine@nhs.net](mailto:kch-tr.oral.medicine@nhs.net)

Maxillofacial department/Oral Surgery department reports are sent to [kch-tr.maxfacdepartment@nhs.net](mailto:kch-tr.maxfacdepartment@nhs.net).

Any queries regarding samples and reports for Head & Neck specimen can be directed to the Head & Neck department at [synnovis.hnpath@nhs.net](mailto:synnovis.hnpath@nhs.net)

| Reference lab  | Contact for enquiries/results   | Tests   |
|--|---|---|
| St Thomas' Hospital<br>Histopathology Lab<br>Westminster Bridge road<br>London<br>SE1 7EH        | Toby Hunt<br><br><a href="mailto:Toby.Hunt@synnovis.co.uk">Toby.Hunt@synnovis.co.uk</a> 020 7188 7188 <b>Ext:</b> 54659<br>Renals 020 7188 2906<br>AD - Lauren Miller 020 7188 1717<br><a href="mailto:Lauren.miller@GSTT.nhs.net">Lauren.miller@GSTT.nhs.net</a> | Renals<br>Immunohistochemistry (various antibodies)<br>Endocrine cases<br>Hirschsprungs/ACE<br>Non-Gynae Cytology |
| Guys Hospital<br>Cancer Specialist Diagnostic Services<br>Great Maze Pond<br>London<br>SE1 9RT   | Michael Neat<br><a href="mailto:m.neat@nhs.net">m.neat@nhs.net</a><br><br>Nicola Foot<br><a href="mailto:Nicola.foot@synnovis.co.uk">Nicola.foot@synnovis.co.uk</a>   | FISH (on a contingency basis)<br>NTRK: ETV6-NTRK3 fusion  |
| St Johns Dermatopathology<br>St Thomas' Hospital<br>Westminster Bridge Road<br>London<br>SE1 7EH | Dr Guy Orchard<br><a href="mailto:Guy.Orchard@synnovis.co.uk">Guy.Orchard@synnovis.co.uk</a><br>0207 188 6327<br>St John's Institute of Dermatology 020 7188 6364   | Immunohistochemistry (various antibodies)   |

|   |  |   |
|---|--|---|
| Head & Neck Pathology<br>Floor 4, Guy's Tower, Guy's Hospital, Great Maze Pond, London SE1 9RT  | Monika Idika 020 7188 7188 <b>Ext:</b> 52911<br>Histology: 0207 188 7188 extension 54611, Cytology: 0207 188 2915, Oral Pathology: 0207 188 4367<br>Any queries regarding samples and reports should be directed to the Head & Neck department at <a href="mailto:synnovis.hnpath@nhs.net">synnovis.hnpath@nhs.net</a> | Immunohistochemistry (various antibodies)<br>Oral cases   |
| Institute of Liver Studies<br>King's College Hospital<br>London<br>SE5 9RS  | James Croud<br>02032992237<br><a href="mailto:James.croud@nhs.net">James.croud@nhs.net</a>   | Immunochemistry (Hep Par1).   |
| Neuropathology Lab<br>King's College Hospital<br>London<br>SE5 9RS  | General enquiries: (0)203 299 1951<br>For queries about tests please phone 020 3299 1957. To obtain results please phone 020 3299 1955 or 020 3299 1950.   | Immunohistochemistry (Toxoplasmosis Ab)   |
| HSL Advanced Diagnostics<br>60 Whitfield Street<br>London<br>W1T 4EU  | Josep Linares AD<br>Tel: +44 (0)20 3912 0280<br>Fax: +44 (0)20 3912 0288<br>E-Mail: <a href="mailto:advancediagnostics@hslpathology.com">advancediagnostics@hslpathology.com</a><br>Website: <a href="http://www.hsl-ad.com">www.hsl-ad.com</a>  | Immunochemistry (various antibodies)<br>FISH  |
| Genomic Health Inc<br>301 Penobscot drive<br>Redwood City<br>CA<br>US   | Customer service:<br>02030318087   | Oncotype DX   |
| Cyted UK Ltd<br>2 Falcon Road<br>Hinchbrook Business Park<br>Huntingdon<br>PE29 6FG   | Vicky Edwards<br>07917691556<br><a href="mailto:Vicky.edwards@cyted.ai">Vicky.edwards@cyted.ai</a><br>Website: <a href="http://www.cyted.ai">www.cyted.ai</a>  | Specimen Reporting  |
| Department of Haematological Medicine<br>Ground Floor Bessemer Wing<br>King's College Hospital<br>Denmark Hill<br>London<br>SE5 9RS<br>United Kingdom | Service Delivery Manager Reference<br>Haematology Department of<br>Haematology and Blood transfusion<br>Kings College Hospital   Denmark Hill   London   SE5 9RS<br>020 3299 2455 (ext 32455 internal only)<br>Robert Dunn- services manager   | ABI AmpFLSTR kit multiplexed PCR reaction. Products analysed using Applied Biosystems 3130xl Genetic Analyser.<br>DNA extraction (PB/BMA) |
| Poundbury Cancer Institute<br>Newborough House<br>3 Queen Mother Square<br>Poundbury, Dorchester<br>Dorset DT1 3BJ                                    | Dr Corrado D'Arrigo<br><a href="mailto:lab@histo.org">lab@histo.org</a><br><a href="tel:01305756485">Tel: 01305 756485</a>   | PD-L1 for Triple Negative Breast Cancer   |
| UCL Institute of Ophthalmology<br>Department of Eye Pathology<br>11-43 Bath Street<br>London EC1V 9EL or via  | Email : <a href="mailto:moorfields.pathioo@nhs.net">moorfields.pathioo@nhs.net</a> or via telephone at 0207 608 6948 or 07407 324 945  | 'Eye' and 'eye-related' specimens   |
| South East Genomic Lab Hub<br>Cancer Genetics   | <a href="mailto:synnovis.seglhsomaticcancer@nhs.net">synnovis.seglhsomaticcancer@nhs.net</a>   | Solid tumour genomic testing  |

|   |  |  |
|---|--|--|
| Genetics Laboratories<br>5 <sup>th</sup> Floor Tower Wing<br>Guy's Hospital<br>London SE1 9RT | Richard Hall 020 7188 1702<br>Email:<br><a href="mailto:richard.hall@synnovis.co.uk">richard.hall@synnovis.co.uk</a><br>Amy Roe - Cancer Genetics<br>Operations Lead |  |
|---|--|--|