

## **Synnovis Histology: User Handbook**

### **Hub Laboratory - Blackfriars**

Version number 1.0

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1.0	New User Handbooks created for the Histopathology Service – covering the Hub, and the Essential Services Laboratories (ESLs) at GSTT, KCH, PRUH and RBHH. This version is for users of the Hub laboratory.	February 2026

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## 1. Introduction

### 1.1 Purpose

The Synnovis Histology User handbook is intended to serve as a user guide to the Histopathology services available from the Hub Laboratory as well as Cellular Pathology Laboratories based at St Thomas' Hospital, Guy's Hospital, Kings College Hospital, Princess Royal University Hospital and Royal Brompton and Harefield Hospitals. It is aimed for use by all staff groups involved with requesting Histological investigations.

The user handbook consists of five individual documents:

• TS-GST-HIS-POL1	Histology User Guide - GSTT
• TS-HUB-POL2	Histology User Guide – Hub & ESL
• TS-KD-POL1	Histology User Guide – KCH Denmark Hill
• TS-KP-POL1	Histology User Guide - PRUH
• TS-RBH-HIS-POL1	Histology User Guide - RBHH

This guide is for teams using services at the Synnovis Hub Laboratory Site.

### 1.2 ABOUT US

The Synnovis Analytics Histopathology service comprises of a Hub Laboratory, situated at Blackfriars, with Essential Service Laboratories (ESLs) at our partner Trust sites:

- Guy's and St Thomas Hospitals
- Royal Brompton and Harefield Hospital
- Kings College Hospital NHS Foundation Trust (Denmark Hill)
- Princess Royal University Hospital)

Routine core laboratory operations and non-urgent tests will be received either directly at the Hub laboratory, or at the ESL sites and then transferred to the Hub laboratory for further processing. Urgent tests (primarily frozen sections, where results are required immediately to guide surgery) will be delivered close to patients in ESLs on the four main hospital sites.

The ESLs will therefore serve as a delivery point for samples at the Hospital sites, before they are transferred to the Hub laboratory for processing.

#### 1.2.1 Accreditation of Our Services

At the time of writing, histopathology tests and services provided by the Hub laboratory, St Thomas Hospital, King's College Hospital, Royal Brompton and Harefield and Princess Royal University Hospital are not UKAS accredited. Once the service migration to the Hub laboratory has completed (scheduled to be completed in autumn 2025), the Histopathology services at these sites will undergo assessment for accreditation under ISO15189:2022 throughout 2026.

### 1.2.2 Services and Specialities

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.

The Synnovis Histopathology laboratories provide a comprehensive tissue diagnostic service to hospitals networked within the Southeast London Cancer network and local general practitioners. It serves the regional cancer centre and is also a national and international referral centre for expert opinion. The specialist diagnostic and scientific teams aim to deliver a high-quality service with cutting edge diagnostic techniques through close links with the genetics and molecular diagnostics department. Multidisciplinary team meetings (MDM) are held across sites enabling close integration of clinical teams and specialist pathologists.

Areas of expertise include:

- Adult and Perinatal / Paediatric autopsy
- Bone, joints and synovial (BJS)
- Breast
- Cardiovascular System (CVS)
- Endocrine
- General
- Gastrointestinal
- Gynaecology
- Haematopathology
- Thoracic resections (Lung and mediastinum)
- Liver
- Perinatal
- Renal (Adult and Paediatric including Transplantation)
- Respiratory
- Urology
- Cardiac valves and vascular disease (Royal Brompton)

The laboratory works in conjunction with:

- the St. John's Dermatopathology Laboratory at St. Thomas' Hospital (skin samples), and
- Head and Neck/Oral Pathology (head & neck and maxillo-facial samples) at Guy's Hospital,
- the Institute of Liver Studies (King's College Hospital),
- and the Cytology Services at all sites.

### **Frozen sections**

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

The department also supports the Moh's Clinic with the dermatology department located in the Willowfield building, King's College Hospital, Denmark Hill.

### **Immunocytochemistry and molecular pathology**

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

The laboratory is a referral centre for HER-2 and PD-L1 testing.

The laboratory offers B and T cell rearrangement, IGHV somatic hypermutation by NGS (Next Generation Sequencing) and MLH1 promoter methylation, at the molecular laboratories at King's College Hospital.

### **Renal histopathology**

The dedicated renal histopathology service offers Biomedical Scientist (BMS) attendance at wards at both Guy's and St Thomas' Hospitals for assistance with biopsy collection (Monday to Friday) and an on-call Saturday service.

At King's College Hospital, the department facilitates the receipt and specimen transfer of renal sample to the Hub laboratory for diagnostic reporting.

### **Cytopathology**

Cytopathology is provided at all sites, and these laboratories have their own user guides – please refer to these for use of these services. They are available from the Synnovis website (for that laboratory and location).

## 2. CONTACT US

The Histopathology department is located on the fourth floor of the Hub Laboratory on Blackfriars Road. All visitors should access the department via the main entrance and report to reception where they will be directed to a named individual.

### 2.1 Contact address and

Histopathology Department  
4<sup>th</sup> Floor Synnovis Hub Laboratory  
Friars Bridge Court,  
41-43 Blackfriars Road,  
London  
SE1 8NZ

### 2.2 Contact and enquiries

Histology Enquiries Tel 020 4614 7519 or 020 4614 7522

#### 2.2.1 Clinical Advice and Interpretation

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

### 2.3 Hours of opening

The Histology department is open from 09:00 – 17:00, Monday to Friday (except bank holidays).

The renal biopsy service operates 09:00 – 17:00, Monday to Friday. Saturday mornings and bank holiday service are available for urgent renal biopsies.

## 2.4 Clinical Staff Contact Details

The full lists of Consultant Pathology staff at each hospital site is available on the individual Trust websites. If you wish to be put in contact with a specific Consultant, please contact the numbers listed in Section 2.1.

### 2.4.1 Clinical Leads

- **GSTT:** Dr Giuseppe Culora is the Strategic Clinical Lead for the Histopathology Service, and Clinical Lead at Guy's and St Thomas's Hospital.

Contact details:

Dr Giuseppe Culora, [giuseppe.culora@nhs.net](mailto:giuseppe.culora@nhs.net), Telephone 0207 188 7188 Ext 82925

- **KCH:** Clinical leadership in Cellular Pathology at King's College Hospital is held by two consultants with sub-division of the clinical lead role. Dr Jeanne Boissiere is the named Genomics lead and is also the Laboratory director, alongside Dr Olivia McKinney who are also the medical staffing leads.

Contact details:

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

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

- **PRUH:** Dr Meenal Gupta is the Clinical Lead at the Princess Royal University Hospital.

**Contact Details:** Tel: 01689864289 Email: [meenalgupta@nhs.net](mailto:meenalgupta@nhs.net)

- **RBHH:** Dr Jan Lukas Robertus is the Clinical Lead at the Royal Brompton and Harefield Hospital

Contact Details: +44 (0)20 7351 8425 ext 88424 Email: [J.Robertus@rbht.nhs.uk](mailto:J.Robertus@rbht.nhs.uk)

## 2.5 Service Leads

### Operations Service Director

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

### Deputy Operations Service Director

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

### 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)

### **Senior Quality Manager**

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

### **Quality Manager**

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

### **2.6 Complaints**

Complaints may be made directly to the department, via PALS at the relevant Trust site, or via Synnovis Customer Support. Complaints are handled according to the Synnovis Complaints Policy and Procedure located at <http://www.synnovis.co.uk/customer-service>.

### **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 <http://www.synnovis.co.uk/privacy-policy>. This policy also explains Synnovis processes for patient access requests for their information.

### 3. HISTOPATHOLOGY INFORMATION

The majority of specimens for histological investigations must be placed in 10% neutral buffered formalin as soon as possible following removal to ensure that the tissue sample is preserved as much as possible to its life like state. The fixative acts as a preservative arresting the deleterious effects of putrefaction and autolysis. It also hardens and alters the tissue chemically in such a way that it is not harmed by the effects of processing and allows for histological tests to be performed.

In difficult or unusual cases, any query concerning correct tissue preparation should be directed to the Core Laboratory by telephoning the relevant ESL (phone numbers listed in Appendix 1).

#### 3.1 Fixatives and specimen containers

The type of fixative and container required for a specimen is described in Table 1 below.

Specimen Type	Fixative	Container
Biopsies	10% neutral buffered formalin	Small plastic jar 60 ml
Cervical biopsies	10% neutral buffered formalin	Universal container 30 ml or Small plastic jar 60 ml
Routine Histology	10% neutral buffered formalin	Universal container 30 ml Small plastic jar 60 ml Large jar 350 ml Plastic buckets 1.8, 2.5, 5 and 10 litre.
Renal biopsies	10% formal saline	Small 10ml container
Amputations	No fixation	Unclosed 60 litre Griff Bins
Foetus	No fixation – send to Mortuary	
Placenta	10% neutral buffered formalin	2.5 litre plastic bucket
Bone marrow trephine	10% neutral buffered formalin	Small plastic jar 60 ml or Universal container 30 ml
Testicular biopsies	Bouin's fixative	Universal container 30 ml
Jejunal biopsies	Normal saline – sent to Guy's Hospital	(For viewing villi under dissecting microscope) Universal container

Table 1 - specimen types and fixation requirements

**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.**

##### 3.1.1 Formalin

Specimens are normally received in **10% neutral buffered formalin** unless specifically stated in Table . **Formalin** is a clear fluid with a pungent toxic vapour. Samples collected in formalin should be kept at ambient room temperature (18-25°C) for optimal fixation of the tissue. Samples in formalin **should not** be stored in a fridge as this hinders fixation.

Formalin pots must be checked for leakage and expiry date expiry date; also, handle carefully using gloved hands. If pots are beyond their expiry date, return to Histopathology for disposal. In the event of a formalin spillage, wipe it immediately with a De-Formalizer pad; wash the affected area with copious amounts of water and wash your hands.

### 3.1.2 Hazards

Formalin is a hazardous substance, and care is to be taken when in use. 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.

### 3.1.3 Stock specimen containers

New stocks of filled formalin pots can be obtained from the following locations, depending on which Hospital site you are based:

**Guy's Hospital:** Guy's Hospital Pharmacy supplies Guy's Hospital theatres with formalin pots. Please contact the Pharmacy on Ext 85030.

**St Thomas' Hospital:** Cellular Pathology Specimen Reception. Our team in Specimen Reception delivers filled formalin pots to North Wing theatres on the 2nd Floor on a weekly basis (Friday), together with empty specimen containers. All containers carry a specimen label and hazard sign. Specimen Reception Ext 82920.

**King's College Hospital:** 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. All containers 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. Contact the department on ext: 34038, before 5:00pm.

## 3.2 Special fixatives

### 3.2.1 Testicular Biopsies

Samples for testicular biopsies in **Bouin's fixative** are occasionally received and transferred into 10% neutral buffered formalin during biopsy cut-up. Bouin's is a yellow fluid.

### 3.2.2 Renal biopsies

At GSTT, Renal biopsies must be collected in **10% formal saline**, to avoid artefacts that can be visualised when fixed in 10% neutral buffered formalin. Biopsies must be collected in glutaraldehyde for Electron Microscopy.

### 3.2.3 Skin Biopsies for Immunofluorescence

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

## 3.3 Fresh/Unfixed tissue

Some tissues samples are sent unfixed due to clinical requirement or for rapid diagnosis. These include frozen sections, enzyme histochemistry, and suspected lymphoma samples. **All these sample types should be pre-booked with the laboratory** (see Section 3.4), to guarantee availability of staff/facilities.

These specimens must be transported **immediately** to the laboratory in a closed labelled container and handed to a member of laboratory staff. Any biohazard should be indicated on the card and specimen. Any indication of infection type would be advantageous.

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

### 3.3.1 Unfixed samples not for Histopathology

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

- Placentas from babies that require a post-mortem examination should be sent unfixed to the mortuary at the Hospital site:
  - Guy's and St Thomas's Mortuary - Ext: 83195
  - KCH Mortuary - Ext: 33504/35928
- For chromosomal investigations at GSTT, send a sample to the Synnovis Analytics Cytogenetics laboratory - Ext 81715.
- Muscle and Nerve biopsies – samples to be sent to Enzyme Histochemistry at KCH (020-3299-1957)

### 3.3.2 Products of conception/ectopic pregnancy samples

Products of conception/ectopic pregnancy samples that are sent to the KCH 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'

### 3.4 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) URGENT	Inform the laboratory 24 hours prior Ext 89191 See Section 3.5
<b>Rectal suction Biopsies (for Hirschsprung's)</b>	Unfixed on saline moistened gauze	Inform the laboratory 24 hours prior STH Ext 89191 See Section 3.5
<b>Muscle biopsies</b>	Unfixed (dry pot) Specimens should be wrapped in saline soaked gauze	Not accepted by St Thomas's Histopathology Contact Enzyme Histochemistry (Janet Okafor) at King's 020-3299-1957
<b>Nerve biopsies</b>	Unfixed (dry pot)	Not accepted Histology Laboratories Contact Clinical Neuropathology Enzyme Histochemistry (Janet Okafor) at King's 020-3299-1957
<b>Lymphoma / lymph nodes for lymphoma</b>	Unfixed (dry pot)	Inform the laboratory Ext 89191/82920 <i>(Tissue needs to be selected for Cytogenetics and snap freezing)</i>

Table 1 - specimens requiring pre-booking

### 3.5 Frozen sections

All frozen sections **must** be pre-booked with the department **24 hours in advance** as a Consultant Pathologist and BMS have to be made available. This includes rectal suction biopsies (for Hirschsprung's).

To make a booking contact the Histopathology Office on

- Ext: 89191 (GSTT)
- Ext 33266 (KCH)
- Ext 88425 or ext 82101 (RBH) (**NOTE:**Please do not call Harefield Hospital pathology as the Histology laboratory is not permanently staffed)

and give:

- Patient details,
- The estimated time of frozen section,
- Theatre details and surgeon,
- Contact number
- Site

If there is a delay in operation contact the Histopathology laboratory and indicate the new time of the frozen section. In the event of cancellation please notify the department.

Any biohazard should be indicated on the request and specimen. Any indication of infection type would be advantageous. Please note that 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.

Specimens from must be delivered immediately to the histopathology laboratory, at the relevant site. See section 3.4 for information on how the specimen should be transported/received in the laboratory.

Note that frozen sections at Guy's Hospital should allow for additional transport time and be delivered to the Head and Neck/Oral Pathology laboratory at Guy's (4<sup>th</sup> Floor, Tower Wing) and must **NOT** be delivered to Guy's Central Pathology reception.

### **3.6 Mohs Frozen Sections**

KCH: Moh's Clinic with the dermatology department is located in the Willowfield building, KCH, Denmark Hill. The department liaises directly with the Dermatology Clinics to provide this service.

GSTT: All skin and Mohs frozen sections should be booked directly with St. John's Dermatopathology Laboratory, Ext. 86327.

### **3.7 Renal Histopathology at GSTT**

The Histology service provides a specialist service for the clinical renal diagnostic and transplant teams. BMS assistance for Renal biopsy clinics is available for both St Thomas' and Guy's Hospitals (includes Evelina Children Hospital).

#### **3.7.1 Sample preparation:**

The Renal Laboratory supplies formal saline in 5ml containers and glutaraldehyde in 5ml containers to the clinical teams. If you require any of the fixative solutions contact the Renal Histology Laboratory (contact details below).

#### **3.7.2 Renal Biopsy Booking in:**

Prior booking is required as it enables staff to plan workload and to guarantee adequate assistance.

#### **Contact details:**

Renal BMS	Ext 82906/ 82931	<b>Bleep 2811</b>
(9am to 5pm Monday to Friday only)		

Renal Pathologist: Dr Catherine Horsfield	Ext 82907
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### 3.8 Requests and labelling

Each specimen should be labelled with the patient's name, date of birth, hospital number and NHS number, 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's full name** (forename and family 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)
- **NHS Number**
- **Type of sample and anatomical site.** If more than one specimen from same patient, indicate the pot number and the specific specimen site.
- **Examination requested**
- **Consultant / clinician / healthcare provider** (name, contact details and address). The requesting clinician must sign and give a contact Telephone / bleep number.
- **Ward / clinic / patient location**
- **Date and time of sample collection**
- **Clinically relevant information** (required for examination performance and result interpretation purposes)
- **Funding details:** indicate if NHS, private, or contract funding

The sender will be contacted when histology samples are received without an appropriate request. Testing will be delayed until the request is corrected on Epic. This will be logged as an incident where testing is delayed, and patient care has been compromised on the Trust Adverse Incident reporting system (RADAR/InPhase).

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.

#### 3.8.1 Synnovis Tissue Sciences Downtime paper request form

This should only be used for urgent cases when the Epic system is not available.

Failure to complete details on a request form or specimen pot will mean a delay in issue of a result, and result in laboratory staff contacting the sender and requesting them to attend at the laboratory and fill in or correct the missing details.

### 3.8.2 Specimen labels

If possible, use computer generated labels that accompany patient notes.

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.***

## 3.9 Urgent Specimens and Cancer pathway requests

When requesting Histology on patients that are on a cancer pathway, select 'Urgent cancer pathway' or '2WW' for 2 Week-wait, if submitting an Epic request. If submitting a manual request form (e.g. in the event of Epic downtime), record 'urgent cancer pathway' or '2WW' on the form.

At the Royal Brompton Hospital, an on-call rota is held by switchboard out of hours and can be accessed via the histopathology office during hours (ext. 88425 and 82073).

### 3.9.1 Transport of urgent specimen from HH to RBH - out of hours

- The Requesting doctor will provide the on-call RBH Histopathology BMS with patient's name and hospital number together with details of investigation(s) they require.
- The RBH on-call Histopathology BMS will inform the requesting doctor to place the sample at the Main Reception, Harefield Hospital and also to inform the main reception staff to place in a red despatch box addressed **"Main Reception, Royal Brompton Hospital: Please contact the RBH Switchboard to call the RBH On-call Histopathology BMS on arrival of this Urgent Sample"**. The despatch box is situated in the post room adjacent to main reception. Collection will be arranged by the on-call RBH Histopathology BMS

### 3.10 Referral Cases

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. It is also advisable to notify the office ([synnovis.histology@nhs.net](mailto:synnovis.histology@nhs.net)) that material is being sent to the department. The blocks and slides should be securely packaged, to prevent loss/damage occurring. Refer to packaging instruction 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).

These cases should be addressed to the relevant Hospital site (see address list in Appendix 1).

**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.

### 3.11 Histology Turnaround Times

Sample / Test Type	Turnaround Times	Comment
<b>Frozen sections</b>	Up to one hour	Fresh tissue is usually prepared, sectioned and stained within 20 minutes. A report will be issued immediately. Clinical staff are encouraged to be present in the laboratory where possible.
<b>Urgent specimens (cancer pathway)</b>	Up to 7 days (biopsies), 10 days (excisions) (as per RCPPath Key Performance Indicators 2013)	State <b>urgent</b> on the request form. When an urgent biopsy is received during early to mid-morning the specimen may be prepared and reported on the same day. <i>Discuss with the speciality consultant before sending.</i> Specimens arriving in the afternoon or of other size will require a longer processing time and will be prepared for reporting the following morning by 11am. Indicate clearly who is to be contacted for a phoned report. Where further complex testing is required, a provisional opinion will be given.
<b>Non urgent biopsies and large excision specimens</b>	Up to 10 working days	Depending on size and degree of fixation, and if further testing is required, a result is normally issued within ten working days
<b>Referral cases</b>	Up to 15 working days	This is dependent on the level of testing required, but a result is normally issued within 15 working days
<b>FISH &amp; Molecular</b>	Up to 14 working days	

Samples which require decalcification or additional tests (such as special stains and Immunohistochemistry) will take longer to report.

### **3.12 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 of report.

### **3.13 Notes**

Upon authorisation, histology reports are available on Epic in Patient Chart. In cases where requesters do not have access to Epic, electronic copies of reports are emailed to secure nhs.net email addresses only upon request.

The department is closed at the weekend and consequently results on specimens received on Friday will only be available by Monday or Tuesday at the earliest.

### **3.14 Specimen deliveries to the laboratory**

A written log of all Histology specimens (specimen tracking log) has been distributed throughout the Trusts sites by the portering service. This notes all relevant details, particularly date and time of collection. Log records are retained for one year.

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.

Refer to the User Guides for each Hospital site for delivery requirements. For the Hub laboratory, samples should arrive before no later than 4.45pm. Samples will be held overnight at the ESL and transported to the Hub laboratory for processing the next day.

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

## 4. OTHER SPECIALIST SERVICES

## 4.1 Dermatopathology

The St. John's Dermatopathology Laboratory provides a specialist histopathology service for skin specimens; therefore Dermatology specimens should be sent directly to St John's Dermatopathology. Samples may be received in the main Histopathology laboratory but will be redirected to St. Johns Dermatopathology. Other specific dermatology specimens will also be redirected as appropriate.

## Contact:

St John's Dermatopathology  
2nd Floor, Block C, South Wing  
St. Thomas' Hospital  
Dermatopathology Main Laboratory  
Dermatopathology Laboratory M

Ext 86327  
Ext 88160

## 4.2 Immunodermatology

The Synovis Immunodermatology Laboratory is the only dedicated skin immunofluorescence referral laboratory in the UK. The laboratory specialises in contributing to the diagnosis and management of several skin diseases using immunofluorescence and ELISA techniques. Cases for immunofluorescence are to be sent in Michel's medium – contact the laboratory below regarding supplies of sample pots and testing.

## Contact:

St John's Immunodermatology  
Ground Floor, South Wing  
St. Thomas' Hospital  
Immunodermatology Laboratory Ext 86364

#### 4.3 Head & Neck/Oral Pathology

This laboratory provides services with a special interest in pathologies of the head and neck. For further information contact:

## Contact:

Head and Neck/Oral Pathology  
4th Floor, Tower Wing  
Guy's Hospital  
Laboratory: Ext 81756

#### 4.4 Muscle and Nerve Histochemistry

Provides a service for surgical muscle (myopathies) and nerve biopsies. BMS assistance is available on request at muscle biopsies. **Note: these specimens are not received by St Thomas's Histopathology laboratory**

Clinical Neuropathology  
1st Floor ANC building  
King's College Hospital  
Denmark Hill, SE5 9RS  
Muscle biopsies: Janet Okafor (Operations Manager) 0203 2991957

#### **4.5 Soft Tissue Tumours**

Provides a specialist service for soft tissue tumours. For further information contact:

Dr. Catherine Stefanato & Dr. Dorota Markiewicz      0207 188 6252

## 5. Referral Services

The referral laboratories used by our service 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 any Histology Specimen Reception at any of our sites, 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**, our laboratories may not have a means of viewing results and in such cases - **results must be sought from the recipient referral lab**.

Reference lab	Contact for enquiries/results	Tests
Guys Hospital Cancer Specialist Diagnostic Services Great Maze Pond London SE1 9RT	Michael Neat <a href="mailto:m.neat@nhs.net">m.neat@nhs.net</a>  Nicola Foot <a href="mailto:Nicola.foot@synnovis.co.uk">Nicola.foot@synnovis.co.uk</a>	FISH (on a contingency basis) NTRK: ETV6-NTRK3 fusion
St Johns Dermatopathology St Thomas' Hospital Westminster Bridge Road London SE1 7EH	Dr Guy Orchard <a href="mailto:Guy.Orchard@synnovis.co.uk">Guy.Orchard@synnovis.co.uk</a> 0207 188 6327 St John's Institute of Dermatology 020 7188 6364	Immunohistochemistry (various antibodies)
Head & Neck Pathology Floor 4, Guy's Tower, Guy's Hospital, Great Maze Pond, London SE1 9RT	Dr Guy Orchard <a href="mailto:Guy.Orchard@synnovis.co.uk">Guy.Orchard@synnovis.co.uk</a> 0207 188 6327 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) Oral cases
Institute of Liver Studies King's College Hospital London SE5 9RS	James Croud 02032992237 <a href="mailto:James.croud@nhs.net">James.croud@nhs.net</a>	Immunochemistry (Hep Par1).
Neuropathology Lab King's College Hospital London SE5 9RS	General enquiries: (0)203 299 1951 For queries about tests please phone 020 3299 1957. To obtain results please phone 020 3299 1955 or 020 3299 1950.	Immunohistochemistry
HSL Advanced Diagnostics 60 Whitfield Street London W1T 4EU	Josep Linares AD Tel: +44 (0)20 3912 0280 Fax: +44 (0)20 3912 0288 E-Mail: <a href="mailto:advancediagnostics@hslpathology.com">advancediagnostics@hslpathology.com</a> Website: <a href="http://www.hsl-ad.com">www.hsl-ad.com</a>	Immunochemistry (various antibodies) FISH

Genomic Health Inc 301 Penobscot drive Redwood City CA US	Customer service: 02030318087	Oncotype DX
Cyted UK Ltd 2 Falcon Road Hinchingbrooke Business Park Huntingdon PE29 6FG	Vicky Edwards 07917691556 <a href="mailto:Vicky.edwards@cyted.ai">Vicky.edwards@cyted.ai</a> Website: <a href="http://www.cyted.ai">www.cyted.ai</a>	Specimen Reporting
Department of Haematological Medicine Ground Floor Bessemer Wing King's College Hospital Denmark Hill London SE5 9RS United Kingdom	Service Delivery Manager Reference Haematology Department of Haematology and Blood transfusion Kings College Hospital   Denmark Hill   London   SE5 9RS 020 3299 2455 (ext 32455 internal only) Robert Dunn- services manager	ABI AmpFLSTR kit multiplexed PCR reaction. Products analysed using Applied Biosystems 3130xl Genetic Analyser. DNA extraction (PB/BMA)
Poundbury Cancer Institute Newborough House 3 Queen Mother Square Poundbury, Dorchester Dorset DT1 3BJ	Dr Corrado D'Arrigo <a href="mailto:lab@histo.org">lab@histo.org</a> <a href="tel:01305756485">Tel: 01305 756485</a>	PD-L1 for Triple Negative Breast Cancer
UCL Institute of Ophthalmology Department of Eye Pathology 11-43 Bath Street London EC1V 9EL <b>or via</b>	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 Cancer Genetics Genetics Laboratories 5 <sup>th</sup> Floor Tower Wing Guy,s Hospital London SE1 9RT	<a href="mailto:synnovis.seglhsomaticcancer@nhs.net">synnovis.seglhsomaticcancer@nhs.net</a> Richard Hall 020 7188 1702 Email: <a href="mailto:richard.hall@synnovis.co.uk">richard.hall@synnovis.co.uk</a> Amy Roe - Cancer Genetics Operations Lead	Solid tumour genomic testing

## 6. References

1. European Committee for Standardization. Medical Laboratories – Requirements for quality & competence (ISO 15189:2022)
2. Royal College of Pathologists. G031 The retention and storage of pathological records and specimens, version 6. October 2025

## 7. Appendix 1: Full Contact Details for all Histology Laboratories in Synnovis

Location	Address	Contact Details
Histopathology <b>Hub Laboratory</b>	Histopathology 4 <sup>th</sup> Floor Synnovis Hub Laboratory Friars Bridge Court, 41-43 Blackfriars Road, London SE1 8NZ	020 4614 7519 or 020 4614 7522  Renal Hotline: Tel: 020 4614 7513
Histopathology, St Thomas's Hospital	Histopathology 2nd Floor, North Wing St. Thomas' Hospital Westminster Bridge Road London SE1 7EH	0207 188 7188 extension 54611
Histology, Royal Brompton Hospital	Cellular Pathology Royal Brompton Hospital Sydney Street London SW3 6NP	+44 (0)20 7351 8425
Histopathology, Harefield Hospital	Pathology Block - Histology Harefield Hospital Hill End Road Harefield UB9 6JH	+44 (0)1895 823 737
Histopathology, Kings College Hospital	Cellular Pathology 2nd Floor Bessemer Wing King's College Hospital Denmark Hill SE5 9RS	020 3299 3045 <a href="mailto:kch-tr.histopathologyoffice@nhs.net">kch-tr.histopathologyoffice@nhs.net</a>
Histopathology, Princess Royal University Hospital	Cellular Pathology Level 2, South Wing Princess Royal University Hospital Orpington Kent BR6 8ND	01689 864314 <a href="mailto:kch-tr.histology@nhs.net">kch-tr.histology@nhs.net</a>