

Protocol/procedure for sending skin punch biopsy specimens

Instructions for tissue preparation, packaging and shipping human tissue: Always use universal precautions

Skin biopsy kit (solutions can be stored at 4°C for up to 4 weeks)

Combine vials A + B + Pkg 1 on the day of biopsy prior to fixation.

- Vial A: 10.0 ml – 8.0% Paraformaldehyde
 - Vial B: 30.0 ml – Lysine Stock Buffer
 - Package 1: Sodium m-Periodate Powder (approximately 0.10 g)
 - 2 empty specimen vials
- Patient requisition form
 - Please include any relevant history and/or lab results

1. Notify the Muscle & Nerve Laboratory

Please call (608) 263-9184 a minimum of 24 hours before the biopsy is performed. The specimen should arrive in our laboratory between 6 am and 2:30 pm, Monday – Friday. **FedEx specimens should be sent Monday through Thursday only.** If the sample is collected on Friday or on a day prior to a holiday the specimen will require same day delivery to UWHC by your local courier. Call to verify. If a planned biopsy is cancelled or postponed, let us know.

2. Specimen specifications

The skin punch biopsy should be a 3 mm punch. If using a larger punch, please note on the Patient Information form. In the procedure room, the skin biopsies should be placed into the specimen vials with fixation solution as soon as possible. The vials should be labeled with patient's name and site of biopsy.

3. Fresh specimen handling (pathology department)

- A. Combine vial A, vial B, and package 1, and mix well. Pour solution into both specimen vials.
- B. Place each specimen site into individual vials, label with patient's name and biopsy site location. Secure the lids, and place into sealed biohazard bag in the shipping container with the ice packs.
- C. Include a copy of biopsy orders, current H&P, and any other important medical information and the completed UWHC Muscle & Nerve Biopsy Analysis Request form on the outside of the container.
- D. Address container for delivery to:
University Hospital
600 Highland Avenue - Loading Dock, Room D4/136
Madison, WI 53792

Upon arrival call Muscle & Nerve Laboratory (608) 263-9184

Call Muscle & Nerve Laboratory personnel with the package tracking number. A FedEx shipping slip is included for over-night shipment of specimens.