



HISTOLOGY USER MANUAL

ROSS HALL HOSPITAL

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BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 1 of 1



Introduction

This handbook is intended to serve as a user guide to the services available from the Unilabs Histology Laboratory based at Ross Hall Hospital, Glasgow. It is aimed for use by all staff groups involved with requesting Histological investigations.

About Us

Unilabs Histology Laboratory is an UKAS accredited medical laboratory (No. 9344); accredited to ISO15189 for the scope described in the UKAS Schedule of Accreditation, which can be found on the UKAS website:

<https://www.ukas.com/find-an-organisation/>

Users of the Histopathology service should refer to the UKAS schedule of accreditation for a list of currently accredited tests. (No 9344):

https://www.ukas.com/wp-content/uploads/schedule_uploads/00007/9344-Medical-Multiple.pdf

We provide a wide spectrum of tests for Histopathology with rapid turnaround times. Histology tests included at Ross all Hospital:

- Interpretive microscopy
- Special stains
- MOHS

Immunohistochemistry tests are sent to Unilabs London, Stephenson Way.

List of IHC tests performed:

https://assets.unilabs.com/m/1bceab4fd5ae78b1/original/Unilabs_UK_20240327_IN-HOUSE_UNILABS_LONDON_IHC_REPERTOIRE.pdf

Cytology samples are sent to Unilabs London for processing and reporting.

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Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 2 of 1



Contact Details

Address:

Main Laboratory	Unilabs London
Unilabs Histology Ross Hall Hospital 221 Crookston Road Glasgow G52 3NQ Tel: 0141 810 3151 – ext. 130391	Unilabs 24 – 32 Stephenson Way London NW1 2HD Tel: 0207 299 4490

Email enquiries:

- UKdiagnostics_1@unilabs.com
- Ross.Hall@Unilabs.com

Opening hours:

Monday to Friday - from 8 am until 4 (except public holidays).

Saturday and Sunday – Closed.

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BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 3 of 1



Clinical Advice and Interpretation:

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Gary Doig

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Clinical Advice and Interpretation

Acting Medical Director of Histology

Dr Rahul Chaudhary

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Staff contact details

General Manager Unilabs UK and Serving Pharma

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BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 4 of 1



Protection of Patient Information

All patient information is handled in accordance under the terms of the Data Protection Act (2018).

All staff complete Unilabs statutory mandatory GDPR and Information Governance training online and comply with the departmental quality manual.

Quality Assurance

The laboratory operates daily internal quality control (IQC) procedures and participates in recognised national external quality assurance (EQA) schemes over a twelve-month period:

Histology

- UK NEQAS Specialist Techniques
- UK NEQAS Tissue Diagnostics Scheme

Complaints

Complaints are to be made to Customer Services, telephone number +44 (0)020 7299 4490 or email UKdiagnostics_1@unilabs.com

Risk Management

Unilabs ultimate responsibility for risk management is with the Laboratory Medical Director.

THIS IS A CONTROLLED DOCUMENT AND MUST NOT BE COPIED OR DISTRIBUTED WITHOUT AUTHORISATION BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 5 of 1

Histology

Histology is the examination of tissues to identify or exclude morphological abnormalities for the purposes of diagnoses.

The Histology section of the laboratory provides a service to private hospitals and clinics using state of the art equipment. Our laboratory provides a comprehensive range of tests suited for all our client's needs.

Sample Types

Histology specimens are received by the laboratory as below:

- Formalin fixed tissue samples (including breast; gastrointestinal; skin; urological; bronchial/lung/thoracic; endocrine including thyroid, parathyroid, adrenal; lymphoreticular including lymph nodes, spleen, liver; bone and soft tissues; gynaecological; head and neck.

Histology Specimen Container and Additives

Please adhere to the following when sending a sample for histological examination:

SAMPLE TYPE	INSTRUCTIONS
Routine histopathology	Tissue sample should be placed inside an appropriately sized specimen container containing 10% formalin immediately after removal to ensure integrity of the tissue and to allow for adequate fixation.
Skin specimens requiring immunofluorescence	One sample to be in formalin, one sample to be in Michel's transport medium.
Bowel resection specimens	Please open along the anti-mesenteric border, but DO NOT OPEN THROUGH THE TUMOUR. The bowel should be cleaned of faecal material before placing into formalin as per routine histopathology guidelines.

The volume of fixative should be at least ten times the volume of the specimen. For large specimens where this is not possible, the specimen should be at least totally immersed in the formalin.

For samples requiring specialist testing – please contact us if you are unsure of any specific fixation requirements.

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Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 6 of 1



Sample size and Integrity

Receipt of small biopsies (<2mm) into the laboratory are on occasion at risk of not surviving processing, and therefore in the instance of this occurring a reporting will not be able to be issued here.

Certain specimen types e.g.: GI biopsies, may be sampled and consist of components that are not human tissue. This will result in these elements disintegrating at the processing stage and a report will not be able to be issued here.

Immunohistochemistry

Immunohistochemistry is a reflex test which follows a preliminary diagnosis. Most often it is employed to identify proteins within tumour cells which enable precise diagnosis of tumour type, e.g. melanoma or specific lymphomas. It may also be used to identify the presence of particular micro-organisms such as HPV and other viruses. Immunohistochemistry is also used to identify the potential effectiveness of targeted chemotherapy, consequently assisting the patient's treatment pathway.

In most cases a provisional report will be initially produced with a supplementary report being added on completion of the extra test.

For Ross Hall cases requiring IHC, material will be sent to Unilabs London for testing.

Unilabs IHC full test repertoire can be found here:

https://assets.unilabs.com/m/1bceab4fd5ae78b1/original/Unilabs_UK_20240327_IN-HOUSE_UNILABS_LONDON_IHC_REPERTOIRE.pdf

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Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 7 of 1



Referral Cases/Second Opinion Work

Referral cases and second opinion work are often requested to be sent to Unilabs Histology.

Unilabs Histology are also involved in routinely using specialist testing and in the instances where the Unilabs consultants may require second opinions.

These referral sites are audited on a regular basis by Unilabs and are all compliant with the necessary recommended accreditation/s.

Referral Site	Specialist service
Charring Cross Hospital	Immunofluorescence
Moorfields/UCL Institute of Ophthalmology	Ocular pathology
Charring Cross Hospital	Renal Pathology
Royal Marsden Hospital	Flow cytometry
Royal National Orthopaedic Hospital	Bone/soft tissue specialists
Sarah Cannon Research Institute	Molecular tests
Scottish HPV Reference Laboratory	HPV Genotyping
St Johns Institute of Dermatology	Dermatopathology specialists
TDL-HSL Molecular	HPV subtyping
HSL Advanced Diagnostics	Immunohistochemistry out with Unilabs London repertoire / Molecular tests

Turnaround Time

Turnaround times for histology specimens (excluding cases requiring extra fixation, decalcification, referral or other additional investigations) is in accordance with each individual pre-approved client contractual agreement. Unilabs Histology aims to have all results available to meet all individual client contractual agreements as required.

In general the turnaround times are expected to be less than ten days. Any tests requiring additional work or referral out of the laboratory will have extended turnaround times, depending on the individual test.

Due to the complex interpretive nature of histopathology specimens these targets may not always be achievable.

THIS IS A CONTROLLED DOCUMENT AND MUST NOT BE COPIED OR DISTRIBUTED WITHOUT AUTHORISATION BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 8 of 1



Specimen Acceptance/Rejection Criteria

All Histology specimens should be sent with a completed request form. Each sample submission request constitutes an agreement. By signing this request form you are acknowledging that this is an agreement between the signee / client and Unilabs; taking full responsibility of patient consent and that the Unilabs request form and sample acceptance procedure has been fully adhered to by you the signee / client.

It is essential that the following criteria are fulfilled when completing a sample request form in order for the laboratory to accept the sample and to avoid delays caused by discrepancies:

- Complete the sample request form fully
- Please use the addressographs where possible
- Please print **clearly** making sure the following is stated:
 - FULL patient name (clearly indicating which name is the forename and surname)
 - Date of birth
 - Hospital number
 - Hospital/clinic name and name of clinician
 - Specimen or sample type
 - Specimen collection date and time
 - Relevant clinical details and patient history
 - Insurance details if coming through an insurance provider.

Please note oral requests are not accepted when accompanying a specimen.

Unilabs Histology laboratory protocol is that there must be a minimum of **THREE** matching identifiers to fulfil adequate specimen acceptance criteria.

Please indicate on the request form (and accompanying dispatch log) if a sample is urgent, along with information of how the clinician is to be contacted with the result and the date the report is required by.

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Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 9 of 1



Please ensure lids of specimen pots are closed correctly. This can cause formalin to leak from the container and cause a hazard for staff members. Writing on the specimen pot can be obscured, and patient's sample may be lost or damaged.

Factors Affecting Specimen Acceptance/Rejection and Overall Report Quality

- Use of correct sample container and fixative type
- Correct amount of fixative proportional to the specimen type and size, including container size
- Fixation time of fresh samples if there is a delay in sending/collection ie: overnight/weekends
- Use of correct request form and completing details to adhere to laboratory acceptance criteria
- Adequately labelled specimen container, including specimen type/site

HIV Positive/High Risk Patients

Please indicate clearly on the request form if a specimen is high risk or suspected to be high risk. Histology samples must be clearly labelled with "Risk of Infection" or "High Risk" hazard stickers if the patient is a known or suspected carrier of HIV, Hepatitis B/C, TB or SARS-CoV-2. The request form must also state the reason for the risk of infection.

All doctors responsible for the care of patients have a duty of care towards other members of staff to ensure this is carried out.

THIS IS A CONTROLLED DOCUMENT AND MUST NOT BE COPIED OR DISTRIBUTED WITHOUT AUTHORISATION BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 10 of 1



Package and Transportation of Samples

Histology samples must be transported to Unilabs Specimen Reception at:

Unilabs Histology Department Ross Hall Hospital 221 Crookston Road Glasgow G52 3NQ

Packaging

At Unilabs we ask our users to follow the correct handling procedures to ensure:

- The specimens are received and processed appropriately to support a timely diagnosis
- The risk to healthcare associated infections is completely minimized
- To ensure correct labelling and positive patient identification

Most Histology specimens are generally classified and, “Biological Substance, Category B” and should be handled and packaged in accordance with UN3373 regulations. Any sample which is to be transported to Unilabs for diagnostic purposes must adhere to the following instructions for packaging:

1. Primary Packaging

A specimen container/pot should be of relevant size to the specimen and contain the appropriate fixative. Ensure that the lid is securely tightened to avoid leakage during transportation.

2. Secondary Packaging

A biohazard polythene bag provides the secondary packaging layer into which the specimen container is placed. There should be absorbent tissue paper within this bag to soak up any leakages that may arise. This bag needs to be sealed and the corresponding request form placed into the outside pocket of the bag.

THIS IS A CONTROLLED DOCUMENT AND MUST NOT BE COPIED OR DISTRIBUTED WITHOUT AUTHORISATION BY THE QMT

Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 11 of 1



3. Outer Packaging

For specimens being sent using the overnight courier or postal service then the appropriate UN3373 compliant transport containers and courier bags can be provided by Unilabs-IHS on request.

4. Specimen Labelling

It is imperative that all specimen/sample containers and pots are clearly labelled on the container and NOT on the lid. Addressographs must be used where possible.

Transport

Courier Transport

Unilabs employs fulltime couriers who are fully trained in transportation of Category B UN3373 diagnostic specimens, carry medical transport containers, and are supplied with emergency spill kits, for which they are also fully trained in how to manage these situations in the unlikely event that a spillage should occur during transport.

Same Day and Overnight Couriers

For clients throughout the UK, Unilabs subcontract to a reputable medical courier company. These couriers are fully trained in transportation of Category B UN3373 diagnostic specimens, carry medical transport containers, and are supplied with emergency spill kits, for which they are also fully trained in how to manage these situations in the unlikely event that a spillage should occur during transport. Our courier suppliers are certified with Quality Management Systems (QMS) ISO14001 and UKAS ISO9001: 2008 standard.

Postal Packs

Robust UN3373 approved postal packs can be requested from Unilabs and are suitable for laboratories that are sending referral cases, small histology specimens. The postal packs are pre-paid and extremely user-friendly featuring specimen containers and packaging materials. These can be requested by contacting Customer Services: telephone number +44 (0)020 7299 4490 or email UKdiagnostics_1@unilabs.com

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Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 12 of 1



For any courier queries and cancellations please contact the Unilabs London Secretaries on +44 (0)0207 299 4490 (ask for Secretaries) or email: histology.secretary@unilabs.com

Urgent Samples

For sample requiring urgent results, please indicate this on both the sample request form and corresponding dispatch log, also ensuring that the method of contacting the requesting clinician with the result is stated clearly, along with the date the report is required by.

Results

Histology and IHC results are available on the UnilabsConnect Portal once authorised:

Login page for UnilabsConnect Portal:

<https://reports.unilabs.co.uk/cpoe.frontend.p4c/#/login>

Please note:

New clients should contact UKdiagnostics_1@unilabs.com to register with us **BEFORE** sending specimens.

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Title: Histology User Manual Ross Hall.doc	Version: 2	
Author: Lorna Craig	Date: 15/04/2025	Page 13 of 1