

## HUMAN PAPILLOMAVIRUS (HPV)-DNA COLLECTION IN SUREPATH-Cervical/Endocervical

**NOTE:**  
**HPV TESTING IS NOT FUNDED BY MOHLTC**  
**Patient payment of \$95.00 is required**

HPV testing can be used to refine the management of women over the age of 30 years with atypical squamous cells of undetermined significance (ASCUS). ([www.cancercareontario.ca](http://www.cancercareontario.ca))

### Specimen Anatomic Source

Cervical/Endocervical collected as a SurePath Pap

**NOTE:** ThinPrep Pap are accepted but kit is not supplied by LifeLabs

### Reflex HPV testing if ASCUS

This is a follow-up option for women with ASCUS ≥30 years of age ([www.cancercareontario.ca](http://www.cancercareontario.ca)) HPV testing on Paps reported as ASCUS can be requested after receipt of the Pap report provided the request is received within 30 days of the specimen collection date.

The clinician should phone Cytology Customer Service (416-675-4530 ext. 46802) to order the HPV test

*For anal/rectal HPV Collection instructions, refer to:*

[www.lifelabs.com/healthcare-providers/requisition](http://www.lifelabs.com/healthcare-providers/requisition) & collection instructions



### Specimen Labeling

All specimens should be clearly labeled **BEFORE** being sent to the laboratory for testing, to ensure correct identification of the patient and sample.

All specimens/containers must be labeled with:

- The patient's full name (printed in the same format as patient's health card)
- A second identifier such as date of birth or health card number

Specimen/container labeling options:

- Computer printed label affixed to the side of the sample vial.
- Clearly printed handwritten information on the sample vial label using indelible ink

# Specimen Collection & Handling Instructions



## Cytology Requisition Information:

All specimens must be submitted for testing with a completed Cytology & HPV Testing Requisition. The following information must be provided in a **legible format**:

1. The submitting client information (full name, address and billing number).
2. Complete the copy to - physician information (**full name and address** must be provided).
3. Full name of patient (in the same format as patient health card. Health Card Number and Date of birth. Patient address and phone number must be provided for billing purposes
4. Date of collection. Site and specimen collection method (e.g. Cervex-Brush® or Cytobrush™).
5. Select the type of HPV testing to be performed.
6. The specimen collection date.
7. Sign to authorize the request.
8. Inform the patient the laboratory will require payment for HPV testing and ask the patient to sign the requisition.

**Missing physician and patient signatures will delay processing the request.**

# Specimen Collection & Handling Instructions

<b>CYTOLOGY &amp; HPV TESTING REQUISITION</b>			
<p style="text-align: center;">Requesting Clinician/Practitioner</p> <p>Name <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span></p> <p>Address</p> <p>Clinician/Practitioner Billing Number</p>		<p>Laboratory Use Only</p>	
<p>Copy to Clinician(s)/Practitioner(s) (fill in all fields):</p> <p>Name <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span></p> <p>Address</p> <p>Name <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span></p> <p>Address</p>		<p>Clinician/Practitioner Phone Number <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span></p> <p>Health Card Number (HCN)</p> <p>Province <input type="checkbox"/> Other Province's Registration Number</p> <p>Patient Chart Number</p> <p>Sex <input type="checkbox"/> M <input type="checkbox"/> F Date of Birth: YYYY   MM   DD</p> <p>Patient Phone Number</p> <p>Patient Last Name (as per Health Card)</p> <p>Patient First Name &amp; Middle Names (as per Health Card)</p> <p>Patient Address (including postal code)</p>	
<p><b>GYNECOLOGIC CYTOLOGY (PAP TEST)</b></p> <p><b>Clinical Indication (check one):</b></p> <p><input type="checkbox"/> Pap screening according to Ontario Cervical Screening Guidelines</p> <p><input type="checkbox"/> Pap for follow-up of a previous abnormal test result (specify below)</p> <p><input type="checkbox"/> Pap during colposcopic exam</p> <p><input type="checkbox"/> Patient Pay (none of the above; the patient has been informed that payment to LifeLabs is required.)</p> <p><b>Specimen Collection Date:</b> YYYY   MM   DD <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span></p> <p><b>Last Menstrual Period (first day):</b> YYYY   MM   DD</p> <p><b>Site:</b> <input type="checkbox"/> Cervical/Endocervical <input type="checkbox"/> Vaginal <input type="checkbox"/> Other (specify below)</p> <p><b>Cervix:</b> <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal (specify below in Clinical History/Remarks)</p> <p><b>Clinical Status:</b></p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Post Partum</p> <p><input type="checkbox"/> Post Menopausal <input type="checkbox"/> Post Menopausal Bleeding</p> <p><input type="checkbox"/> IUD <input type="checkbox"/> Hormone Replacement Therapy</p> <p><input type="checkbox"/> Irradiation <input type="checkbox"/> Other (specify below in Clinical History/Remarks)</p> <p><b>Hysterectomy:</b> <input type="checkbox"/> Sub-total (cervix present) <input type="checkbox"/> Total (no cervix)</p> <p><b>Clinical History/Remarks:</b></p> <p style="text-align: center; font-size: small;"><i>Inadequate clinical information may hinder diagnosis. For accurate and timely cytologic diagnosis, provide all information required.</i></p>		<p><b>NON-GYNECOLOGIC CYTOLOGY</b></p> <p><input type="checkbox"/> OHIP/Insured <input type="checkbox"/> Third Party/Uninsured <input type="checkbox"/> WSIB</p> <p><b>Specimen Collection Date:</b> YYYY   MM   DD</p> <p># of Specimens Submitted: _____ # of Slides Submitted: _____</p> <p><b>Urine:</b> <input type="checkbox"/> Voided <input type="checkbox"/> Catheterized <input type="checkbox"/> Bladder Wash</p> <p><b>Respiratory:</b> <input type="checkbox"/> Sputum <input type="checkbox"/> Bronchial Brush <input type="checkbox"/> Bronchial Wash</p> <p><b>Site/Side (if applicable):</b> _____</p> <p><b>Fluids:</b> <input type="checkbox"/> Pleural <input type="checkbox"/> Peritoneal <input type="checkbox"/> CSF</p> <p><input type="checkbox"/> Other (specify): _____</p> <p><b>Site/Side (if applicable):</b> _____</p> <p><b>Thyroid:</b> <input type="checkbox"/> Left <input type="checkbox"/> Right</p> <p><input type="checkbox"/> Cyst <input type="checkbox"/> Nodule <input type="checkbox"/> Single <input type="checkbox"/> Multiple</p> <p><b>Breast:</b> <input type="checkbox"/> Left <input type="checkbox"/> Right</p> <p><input type="checkbox"/> Cyst fluid <input type="checkbox"/> FNA of Mass <input type="checkbox"/> Nipple Discharge</p> <p><b>Fine Needle Aspiration Biopsy:</b> <input type="checkbox"/> Left <input type="checkbox"/> Right</p> <p><input type="checkbox"/> Kidney <input type="checkbox"/> Salivary Gland <input type="checkbox"/> Lung</p> <p><input type="checkbox"/> Liver <input type="checkbox"/> Lymph Node (specify) <input type="checkbox"/> Pancreas</p> <p><input type="checkbox"/> Other (specify): _____</p> <p><b>Other Site (specify)</b></p>	
<p><b>HPV TESTING</b></p> <p>HPV testing can be ordered, at the patient's request, on the same sample that is submitted for a Pap test</p> <p>HPV testing can be useful in the management of women over the age of 30. HPV testing under the age of 30 is not recommended.</p> <p><b>HPV testing is not currently funded by the MOH. An invoice will be sent to the patient with instructions on how to make the payment. The patient is responsible to pay the current price as of date of collection. Visit <a href="http://LifeLabs.com/test/hpv-testing/">LifeLabs.com/test/hpv-testing/</a> for pricing.</b></p>			
<p><input type="checkbox"/> Reflex HPV test only if ASCUS</p> <p><input type="checkbox"/> HPV and Cytology using Surepath sample <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span></p> <p><input type="checkbox"/> HPV DNA test only (two cytology forms) using Surepath sample <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">6</span></p> <p>Specimen Collection Date: YYYY   MM   DD <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span></p> <p>Physician signature:</p>		<p>By signing I acknowledge that I will be invoiced for, and required to pay the current price to LifeLabs for the HPV test.</p> <p>Patient signature: <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px 5px;">8</span></p>	

Cycle-HPV Req

For Inquires, contact LifeLabs Customer Care Centre 1-877-849-3637

# Specimen Collection & Handling Instructions

## Specimen Exclusions:

The following samples are not accepted for HPV testing at LifeLabs:

- Conventional spray fixed Paps (Direct Smears)
- Specimens collected in vials that are not SurePath® or ThinPrep® (Digene, Qiagen)
- Paps collected using expired SurePath® or ThinPrep® collection vials
- Specimens where the collection date to receive date in the laboratory is beyond 30 days
- Non-cervical samples (penile, skin lesions, throat, etc.)
- Vaginal Vault samples
- Bloody specimens

## Specimen Handling and Transportation:

- Each specimen must be placed into a polybag and a completed Cytopathology requisition
- Specimens requiring expedited service must be clearly marked as such by the health care provider taking the sample. The typical designation is: ASAP.
- For optimal results transport the specimens to the laboratory as soon as possible after collection

# Specimen Collection & Handling Instructions

## Optimal Patient Conditions for Screening Cytology:

- Patient has not douched the vagina for 48 hours prior to examination
- Patient has avoided the use of contraceptive creams or jellies for 48 hours prior to examination
- Mid-cycle smears are optimal for testing
- Avoid sending samples with blood as this will interfere with molecular testing

## SPECIMEN COLLECTION KIT FOR HPV TESTING (USE THE SUREPATH PAP KIT)

### Collection Kit Information:

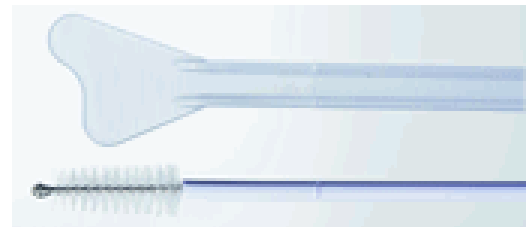
- Pap kit components are ordered separately:
  - Liquid based collection vial with 10 mL of cytology preservative
  - Cytology requisition
  - Polybag
  - Collection device (two are available):

1. Pap Collection Broom Kit: Cervex-Brush® can sample the ectocervix and endocervix in one procedure.

**Note:** The Cervex-Brush® is latex free.



2. Pap Brush/Spatula Collection Kit: Cytobrush™ & plastic spatula used to collect cells from the endocervix and ectocervix respectively by two separate collection procedures.



**CAUTION:** SurePath® Preservative Fluid contains an aqueous solution of denatured ethanol and small amounts of methanol and isopropanol. Do not ingest. If swallowed, do not induce vomiting. Call a physician immediately. Give plenty of water to drink. Never give anything by mouth to an unconscious person. If inhaled, remove person to fresh air. In case of contact, immediately flush skin with water; immediately flush eyes with plenty of water for at least 15 minutes. Flammable; keep away from heat, sparks & open flame. Avoid contact with eyes.

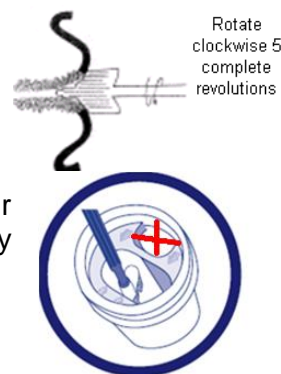
**NOTE:** ThinPrep Pap are accepted but kit is not supplied by LifeLabs

# Specimen Collection & Handling Instructions

## Collection Instructions Using the Cervex-Brush®

**Note:** If used in pregnancy the collection technique should be modified (see below).

1. Label a SurePath® collection vial with the required identifiers and complete a cytology requisition.
2. Insert a speculum into the vagina. (Warm water may be used to lubricate the speculum but lubricant jellies should be avoided).
3. Identify the cervical os.
4. Insert the central (longest) bristles of the Cervex-Brush® into the endocervical canal.
5. Apply gentle pressure until the shorter side bristles bend from contact with the ectocervix.
6. While maintaining gentle pressure sufficient to keep the side bristles bent, rotate the Cervex-Brush® through five complete (360°) clockwise revolutions.
7. Using a gloved thumb and forefinger immediately push the head of the Cervex-Brush® from the stem into the larger opening of the labelled container containing cytology preservative. Discard the stem.
8. Re-cap the vial and tighten the lid securely.
9. Place the labeled vial into a polybag with a completed cytology requisition (including patient and healthcare provider information; and pertinent clinical information).
10. Keep the preserved specimen at room temperature or refrigerated (2-8°C). It is recommended to return the specimen to the laboratory as soon as possible after collection.
11. Store and transport the specimen at room temperature to the laboratory within 24 hours of collection.



### Pregnant Patients:

The Cervex-Brush® may be used on pregnant patients up to the 10-week mark. The Cervex-Brush® can be used in a manner similar to spatula. The central bristles of the Cervex-Brush® should not be inserted deep into the canal but by firm pressure and rotation in a clockwise direction, the device may be used to sample the external os and ectocervix. A vaginal pool sample may also be obtained.

**Minimum Specimen Volume:** 4 ML

# Specimen Collection & Handling Instructions

## Collection Instructions Using the Cytobrush™ & Plastic Spatula

### Note:

- The Cytobrush™ should not be used on pregnant patients or for endometrial sampling.
- Place the heads of both collection devices into the same collection vial.

1. Label a SurePath® collection vial with the required identifiers and complete a cytology requisition.
2. Insert a speculum into the vagina. (Warm water may be used to lubricate the speculum but lubricant jellies should be avoided).
3. Identify the cervical os.
4. Insert the longer tip of the plastic spatula into the endocervical canal.
5. Rotate the spatula through 1 complete revolution (360 degrees) while maintaining tight contact with the cervix.

6. Using gloved hands, break off the tip of the spatula at the score line and deposit it into the larger opening of the collection container with preservative. Discard the stem.



7. Insert the Cytobrush™ into the endocervical canal (keeping the last row of bristles visible). Slowly rotate the Cytobrush™ clockwise 90 to 180°, excessive rotation will distort the cells.



8. Using gloved hands, break off the tip of the Cytobrush™ at the score line and deposit it into the larger opening of the collection container with preservative. Discard the stem.



9. Re-cap the vial and tighten the lid securely.
10. Place the labelled vial into a polybag with a completed cytology requisition (including patient and healthcare provider information; and pertinent clinical information).
11. Store and transport the specimen at room temperature to the laboratory within 24 hours of collection.

**Minimum Specimen Volume:** 4 ML

### Reference:

SurePath Collection Poster BD 2014, 980-0566-00 REV E 09/14