

Checklist for ASVCP Quality Assurance Guideline Section 9, Cytology, Fluid Analysis, and Immunocytochemistry (v.3, 2019)

The purpose of these checklists is to facilitate guideline implementation/practical application and may be further detailed in laboratory-specific standard operating procedures (SOPs). The numbers in the first column correspond to the section numbers in the guideline. The N/A option (listed here only for applicable items) should only be employed for items not pertaining to the laboratory, with an explanation in the additional comment box.

Guideline Recommendation	Compliant?	Additional Comment(s) by Auditor
9.1.1, 9.1.1.2 Cytology submission guidelines are provided to offsite laboratory clients (i.e. not pertaining to private practice in-clinic labs), to include optimal sample and fixation technique/transport media for immunocytochemistry (ICC).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.1.1 Submission recommendations include minimizing ultrasound/lubricant gel on skin, lesion surface, and/or on/in the collection instrument.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.1.1, 9.1.1.2 Submission recommendations include packaging/transport of slides in a manner that minimizes temperature and humidity fluctuations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.1.1 Submission recommendations include adequate protection from formalin fumes (shipping cytol./histol. samples in completely separate packages/mailings and not in different plastic bags within the same box).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.1.1.1 Submission recommendations include providing 1-2 direct smears with any fluid tubes (excepting CSF), labeled as direct on the slide(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.1.2 Submission recommendations include directly labeling glass slides with patient ID and	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<p>site source (avoiding labeled containers with unlabeled slides).</p>		
<p>9.1.2 (see also 3.4, 3,5) Clients are advised re possible sample rejection if cytology accession form is not legible or does not contain the following:</p> <ul style="list-style-type: none"> ● Unambiguous/anatomically correct site source ● Gross description/imaging findings ● Method of collection (e.g. needle v. direct impression v. swab) 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>9.2.1, 9.2.3, 9.2.6 Manufacturers' instructions are followed for all equipment, and instrument performance and maintenance logs are kept (to include stain, stainers, centrifuges, hemocytometers, and microscopes).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>9.2.2, 9.2.3 Method validation and routine QC are performed on instruments measuring biochemical analytes in fluid samples. Laboratory personnel are knowledgeable regarding the operation, principle of measurement, and the potential errors associated with these measurements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>9.2.4 Laboratory personnel are trained to applicable portions of fluid analysis such as gross interpretation, cell count generation, protein measurement, slide preparation, and/or staining. Lab personnel make direct smears from fluid with an intact feathered edge.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>9.2.5 Cytology reports are clear and concise, with an explanation of any modifiers regarding interpretive probability, and with comments</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	

regarding any recommended course(s) of action as applicable.		
9.2.6 The laboratory participates in internal and external QA programs with blind cytology cases.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.3 Immunocytochemistry stains are verified with positive and negative controls and are verified for repeatability.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.3.2 Immunocytochemistry reagents, antibodies, and strainers are maintained via manufacturers' instructions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.3.3 Internal and external audits for immunocytochemistry include comparison of methods/kits for the same antigen, review of select cases by several pathologists, and comparison of ICC results with immunohistochemistry, flow cytometry, and/or EQA programs as available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.4 A second opinion option is available as deemed appropriate by the client or by the pathologist.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.4 Cytopathologist pursues case follow up (e.g. any ordered histopathology, flow cytometry, PCR, as well as case outcome).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	