



## Standard Operating Procedure

### Colposcopy and Punch Biopsy

**I. POLICY:** The Puerto Rico Clinical and Translational Research Consortium (PRCTRC) ensure the safety and well being of employees, laboratory personnel, study coordinators, and those involved in the colposcopy and punch biopsy collection.

**II. PURPOSE:** The objective of this Standard Operating Procedure (SOP) is to outlines the method for the proper collection of cervical specimens safely.

**III. Area(s) of Responsibility:** This SOP applies to the Principal Investigator (PI), laboratory personnel, authorized research collaborators including students and research participants.

#### **IV. Procedures:**

##### **Equipment and Materials required:**

- Examination table
- Self-retaining bi-valve vaginal speculum
- Normal saline solution
- 5% acetic acid
- Colposcope
- Monsel's paste
- Punch biopsy forceps
- Cotton swabs
- Screw cap specimen bottles with 10% formalin
- Labels

##### **Step-by-Step Instructions:**

1. Prepare the patient for a gynecological examination, and do a speculum examination
2. Make sure the posterior fornix (vaginal space surrounding the ectocervix) is dry.
3. Inspect the cervix using the colposcope at low-power magnification (5x to 10x), looking for any obvious areas of abnormality (e.g. leukoplakia, condylomata). Identify the transformation zone and the original and new squamocolumnar junctions.
4. Apply saline to the cervix. Inspect the cervix with a green filter and under 15x magnifications, noting any abnormal vascular patterns.
5. Apply acetic acid. Wait for two minutes to allow color changes to develop.

6. Observe any changes in the appearance of the cervix. Give special attention to abnormalities close to the SCJ.
7. If necessary, take cervical biopsies of the most abnormal areas, and place tissues in separate labeled screw cap bottles containing 10% formalin.
8. Place the labeled screw cap bottles inside the plastic biohazard bag, and carry the samples in a plastic transported box wearing gloves, to the PRCTRC laboratory.
9. If active bleeding is noted, apply Monsel's paste to the bleeding areas.
10. Withdraw the colposcope and gently remove the speculum.