

If records are maintained electronically, adequate backups should exist in case of system failure. Electronic records should be readable for the entire length of their retention period.

The length of time that records are retained may vary; however, the records must be retained for that period encompassing a high frequency of requests for retrieval.

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**LB.30 The laboratory has a system for sample retention.**

LB.30.1 There is a sample retention policy to ensure that general laboratory specimens are retained under appropriate conditions for no less than the periods specified below:

LB.30.1.1 Whole blood specimens and urine specimens are retained for twenty-four hours.

LB.30.1.2 Serum, plasma, cerebrospinal fluid and other body fluids specimens are retained for forty-eight hours.

LB.30.1.3 Permanently fixed and stained blood films are retained for seven days.

LB.30.1.4 Permanently fixed and stained microbiology slides are retained for seven days.

LB.30.2 The sample retention policy ensures that donors and patients samples are retained under appropriate conditions for no less than the periods specified below:

LB.30.2.1 Outpatient specimens (not for compatibility testing) are retained for twenty-four hours.

LB.30.2.2 Inpatient specimens are retained for seventy-two hours.

LB.30.2.3 Specimens of patients who receive blood transfusion are retained for seven days after transfusion.

LB.30.2.4 Segment/specimens from transfused RBC are retained for seven days after transfusion.

LB.30.2.5 Specimens for transfusion reaction investigation are retained for seven days.

LB.30.3 The sample retention policy ensures that anatomical pathology specimen is retained under appropriate conditions for no less than the periods specified below:

LB.30.3.1 Gross specimens of wet or fixed tissues are retained for fourteen days after the release of final report.

LB.30.3.2 Paraffin blocks are retained for ten years.

LB.30.3.3 Glass slides are retained for ten years.

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