

 QuXAT	QuXAT Quality Management System		Document No:	QUXAT/SOP/46
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## 1. PURPOSE

1.1. The purpose of this document is to define the process of retained sample testing

## 2. SCOPE

2.1. The implementation of this procedure applies to the entire lab personnel handling retained sample testing

## 3. RESPONSIBILITIES

- 3.1. Laboratory Director
- 3.2. Laboratory Quality Manager
- 3.3. Technical staff
- 3.4. Reception Staff

## 4. DEFINITIONS

4.1. Retained Sample Testing: Retained sample testing is a process to where in sample collected as part of the original sampling process and reserved for future testing

## 5. ABBREVIATIONS

- 5.1. SOP - Standard Operating Procedure

## 6. SAMPLE RETENTION POLICY

- 6.1. Samples can be retained for longer periods in refrigerator for retained sample testing
- 6.2. Sample freeze/thaw cycles must be monitored, as samples may deteriorate under these conditions
- 6.3. The scope of testing samples is retained only for 24 hours. Sample retention and related integrity testing is conducted

S. No	Department	Sample Retention Period	Storage Temperature	Storage Location
1	Clinical Biochemistry - scope parameters	24 hours	2-8 Deg	2-8 Deg Refrigerator

6.4. Sample Integrity - Acceptance Criteria are defined as below

- 6.4.1. Sample is accepted when the cold chain is not disturbed
- 6.4.2. There is no change in composition / color / consistency of the sample
- 6.4.3. There is no leakage from the sample container
- 6.4.4. The deviation in the sample re-testing values are less than 10 %

## 7. REFERENCES

- 7.1. NABL 112 Document

## 8. RECORDS

8.1. The following records are maintained by the laboratory, in the format mentioned, for the retention period as defined below:

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S. No	Record	Responsibility	Review Period	Retention Period
1	List of Approved Referral Laboratories	Quality Manager	1 Year	1 Year
2	List of Referral Tests	Quality Manager	1 Year	1 Year
3	Referral Tests File	Quality Manager	1 Year	1 Year
4	Referral Tests – Patient's file	Quality Manager	1 Year	1 Year
5	Outsourced Test Report Form	Quality Manager	1 Year	1 Year

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