1. PURPOSE

1.1. To ensure effective storage and retention clinical samples

2. SCOPE

2.1. This procedure is applicable to all the areas handling samples in the laboratory

3. REFERENCES

3.1. Laboratory Quality Manual
3.2. SOP - Biomedical Waste Management
3.3. NABL 112
3.4. ISO 15189 Standards

4. RESPONSIBILITY

4.1. Quality Manager
4.2. Laboratory Director

5. PROCEDURE

5.1. Sample Retention

5.1.1. In the ongoing laboratory testing for diagnosis - clinical specimens or a subset of the clinical specimens may need to be retained for various purposes such as performing additional tests, for quality control purposes or for use as control materials to assess newer diagnostic tests

5.1.2. Samples are retained in the lab for a maximum of 24 hours as per laboratory policy

5.1.3. Samples used for re-testing are assessed for integrity before testing the samples

5.2. Sample Storage

5.2.1. Samples are stored in the lab for a maximum of 24 hours at 2-8 Deg C

5.2.2. After 24 hours samples are discarded as per Biomedical Waste Guidelines

5.2.3. Samples that are planned to be used for testing after storage – should be checked for integrity of sample

6. RECORDS

6.1. The following records are maintained in the sample collection area in the format mentioned below, for the period defined

6.2.

S. No	Record	Responsibility	Review Period
1	Sample Collection Register	In-charge	1 Year
2	Sample Storage Register	In-charge	1 Year
3	Sample Retention Register	In-Charge	1 Year
4	Freezer Register	In-Charge	1 Year

S. No	Record	Responsibility	Review Period
5	Sample Transport Register	In-Charge	1 Year
6	Sample Discard Register	In-Charge	1 Year
7	Sample Integrity Register	In-Charge	1 Year