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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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Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	

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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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