



HEALTH HOLDING  
HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Laboratory and Blood Bank (Microbiology)		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Retention Time for Records and Specimens		
<b>Applies To:</b>	All Laboratory Staff		
<b>Preparation Date:</b>	January 02, 2025	<b>Index No:</b>	LB-IPP-081
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## 1. PURPOSE:

- 1.1 To establish system and set responsibilities so records which are required to provide evidence that specified standards have been applied to each step in the collection, processing, testing, storage and release of lab test results.

## 2. DEFINITIONS:

N/A

## 3. POLICY:

- 3.1 All records of sample receipt, processing, testing & results are to be stored for reasonable time.  
3.2 Records must be maintained in such a manner that they are readily retrievable within a short period of time when needed.

## 4. PROCEDURE:

### 4.1 Record retention time:

Record Type	Storage time
Specimen registration book	3 years
Positive results printout	3 years
Statistics reports	5 years
Instrument maintenance log	Life of instrument while in service
Instrument service record	Life of instrument while in service
Method evaluation	Duration of method
Assay QC data	2 years

### 4.2 Specimen retention time:

Specimen	Temperature / duration
Urine	4 °C/3 days
Swabs, respiratory, stool, fluid	4 °C/3 days
Infection control surveillance swabs	4 °C/3 days
CSF	37 °C/3 days
Tissues (if sufficient)	4 °C/3 days
Positive culture plates	4 °C/3 days after final reading
Positive blood culture bottles	4 °C / 1 week
Gram stain.	RT/1day
Teaching slides	RT indefinitely
ATCC	-20 °C



**5. MATERIAL AND EQUIPMENT:**

N/A

**6. RESPONSIBILITIES:**

6.1 The assigned technician/ technologist for microbiology laboratory section.

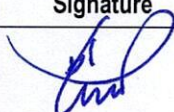
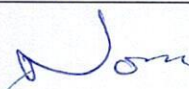

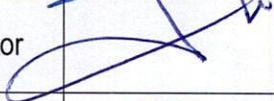

**7. APPENDICES:**

N/A

**8. REFERENCES:**

8.1 Procedure Manual, Toronto Medical laboratories / Mount Sinai Hospital department of microbiology.

**9. APPROVALS:**

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