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|--------------------------|--|-------------------------|----------------|
| <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     |
| <b>Approval Date:</b>    | January 16, 2025                         | <b>Version :</b>        | 2              |
| <b>Effective Date:</b>   | February 16, 2025                        | <b>Replacement No.:</b> | LB-IPP-081 (1) |
| <b>Review Date:</b>      | February 16, 2028                        | <b>No. of Pages:</b>    | 02             |

## 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.

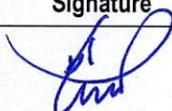
**7. APPENDICES:**

N/A

**8. REFERENCES:**

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

**9. APPROVALS:**

|                     | Name                          | Title                              | Signature   | Date             |
|---------------------|-------------------------------|------------------------------------|---|------------------|
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| <b>Reviewed by:</b> | Dr. Tamer Mohamed Naguib      | Medical Director                   |  | January 12, 2025 |
| <b>Approved by:</b> | Mr. Fahad Hazam Alshammari    | Hospital Director                  |  | January 16, 2025 |