	POLO LABS PRIVATE LIMITED	Doc No. QSP 26
	QUALITY SUPPORTING PROCEDURES	Issue No. 02
		Issue Date: 1.10.2016
	POST EXAMINATION	Revision No. --04
Revision Date - 02.09.2020		

26.1 Purpose

To establish guidelines for storage of samples after examination.

26.2 Scope:

This procedure applies to all samples received by the laboratory.

26.3 Responsibility:

- **Lab Director** - is responsible for formulating procedure for sample storage.
- **Lab Supervisor**- is responsible for supervision of the execution of procedure.
- **SIC / Technician** –all depts: are responsible to execute the procedure.

26.4 Procedure:


26.4.1 Samples are stored for the following purposes-

- Storage of examined samples
- Storage of samples for pending tests
- Storage of send out samples

26.4.2 Storage of examined sample: The samples where tests are completed are stored in the refrigerators for following duration as per NABL 112.

- Clinical Biochemistry: 1 day at 2-8°C
- Haematology:
 - Complete Blood Counts: 24 hours at 2-8°C
 - Coagulation screening test – 4 hours at room temperature
 - Bone Marrow slides – 5 years
 - Peripheral smear slides-7days.
- Serology: Three days at 2-8°C
HIV samples for 7 days
- Cytopathology:
 - Fluids – 7days at 2-8°C
 - Slides – 5 years
- Clinical Pathology
 - Urine Routine- 24 hrs at 2-8°C
 - Stool – 24 hrs at 2-8°C
 - Semen- Till the release of report
 - Fluids – 7days at 2-8°C

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- Histopathology:
 - Specimens – 30 days
 - Slides/ Blocks – 10 years
- Microbiology: Culture: until final identification & AST report is issued.
- Molecular :
 - Molecular Specimens – 1 Week at 2-8°C
 - RNA Extracts --2 Year at -80° C
- All the samples are capped & kept in the labeled (date) stands inside the refrigerator.
- At the end of the recommended storage period, the samples are disposed as per QSP 19 BMW disposal.

26.4.3 Storage of samples for pending tests

- Pending report is printed at the time of shift change
- The technician will separate the samples for the pending
- The samples for pending tests will be kept in the door of the refrigerator for easy access.


26.4.4 Storage of Send out samples

- The outsource samples are generally sent by the evening.
- Any sample received after evening will be stored by evening/ night technician & at the time of pending handing over, it will be communicated to the outsource incharge.
- The samples for pending tests will be kept in separate box for easy access.

26.4.5 Procedure of Storage of Samples

- Biochemistry & Serology
 - Each individual vial is covered by aluminum foil.
 - Do not put the caps of the vials randomly to cover them. This may cause contamination of the sample.
 - Put date on the tray & keep it in the assigned refrigerator till the defined retention period described as above.

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- Haematology & Coagulation
 - Each individual vial is covered by its own cap.
- Clinical Pathology
 - Each individual container of urine, stool, fluid is covered by its own cap.
- Molecular
 - PCR tubes kept in -80° covered by its own cap.

26.%5 Specimens for Proficiency Testing (PT) & Inter Lab Comparison (ILC)

- Preserve sample till the results are received.
- On completion of the retention period, the samples are disposed off as per QSP 19 Bio Medical Waste.

26.4.6 Stability of Retained sample.

- To check the stability of retained sample of the specific time period as in 26.4.2, all analytes are retested on previous days sample.

This activity is done once in a month . The repeat results are documented in HM 14FB BC 15FA and MB 23 .

- Criteria for acceptance. See file HM 28FA, HM28FB and BC 29FA .

26.5 Records QSP 19 BMW disposal.

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