

Beaumont

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Applicability **Royal Oak**

Storing and Disposing of Patient Samples - Royal Oak Blood Bank

Document Type: Policy

I. PURPOSE AND OBJECTIVE:

The purpose of this document is to provide Blood Bank staff with policies for storing and disposing of patient samples. Retaining the patient's sample allows for additional testing in the event that a transfusion reaction occurs.

II. POLICIES:

A. Sample storage periods:

Sample Description	Storage Period	Storage Rack	Notes
Any patient sample, excluding those below.	14 days from sample draw date.	Patient Sample Racks (dated / white)	In walk-in refrigerator
Any sample requiring an antibody investigation.	Until supervisory review is complete.	Supervisory Review Rack	In walk-in refrigerator
Beaumont Reference Lab (BRL) samples without a B#.	7 days from sample draw date.	BRL Racks (blue / white)	In walk-in refrigerator
A phenotype is indicated on the sample (sample placed in phenotype rack).	30 days.	Phenotype Rack	In walk-in refrigerator Add an instruction to the patient's computer record: "Sample in Phenotype Rack"
A frozen aliquot for parallel antibody titration testing.	Until the parallel titration testing is completed and supervisory review is completed on the titration.	Frozen Aliquot Rack	In Freezer #9 Document that the aliquot was placed in the Frozen Aliquot Rack on the Special Studies Worksheet .

B. Sample organization within storage racks:

Rack	Organization	
Patient Sample Racks	Sample Description	Storage Description (within the Patient Sample Rack)
	RhIG Evaluation or Cord Blood Sample.	Cord Blood section
	Antibody Investigation was performed on sample or serologic crossmatches were required.	Problem section
	Mislabeled sample, extra sample, testing not performed on sample.	FNT/Extra/Mislabeled section
	All other samples in the Patient Rack.	Samples are stored in dated Patient Racks corresponding to the sample draw date. Samples are stored in the row which matches the last digit of the patient's medical record number. If the row is filled, samples are stored in the overflow row.
Supervisor Review Rack	Any sample requiring an antibody investigation.	Samples are stored in the row which matches the last digit of the patient's medical record number. If the row is filled, samples are stored in the overflow row.
BRL Racks	Samples are stored in dated BRL Racks corresponding to the sample draw date.	
Phenotype Rack	Samples are stored according to month.	
Frozen Aliquot Rack	Samples are stored according to month.	

- C. Mislabeled patient samples must be documented in the computer and flagged as mislabeled.
- D. If samples are testing, then the original cap must be replaced with a color corded cap indicating the day of the week. This cap is labeled with the first two letters of the patient's last name.
- E. Sample cap color:

Day of the Week	Cap Color
Sunday	Clear
Monday	Yellow
Tuesday	Gray
Wednesday	Violet
Thursday	Green
Friday	Red
Saturday	Blue

- F. Letters on caps of stored samples must not be used to *identify* the sample, letters are used to *locate* the sample.
- G. All samples placed in a storage rack should first be accessioned and (if applicable) tested.
- H. The Patient Sample Rack for the current day is kept at room temperature. At midnight on the day of collection, this rack is placed in the walk-in refrigerator.

A. Policies Relating to the Supervisor Review Rack

1. All samples of patients requiring an antibody investigation will be placed in this rack.
2. A colored, round sticker will be placed on any sample placed in this rack.
3. Samples are stored in the row that matches the last digit of the patient's medical record number; if the row is filled, samples are stored in the overflow row.
4. Samples are removed by technologists performing supervisory review. Once supervisory review is complete, if the sample is:
 - a. Less than 2 weeks old, then the sample will be moved to the Patient Sample Rack corresponding to the collection date.
 - b. Greater than 2 weeks old, then the sample will be physically discarded.

B. Disposal of Patient Samples

1. Samples will be disposed of after the storage period has passed. Samples are removed from their storage rack and are disposed of in a biohazard bin.
2. After disposal, the date should be updated on all dated racks.

III. SPECIMEN COLLECTION AND HANDLING:

- A. The specimen may be any patient blood sample received in the Blood Bank.

IV. SUPPLIES:

- A. Colored test tube caps
- B. Dated storage racks

- C. Protective gloves
- D. Biohazard bags
- E. Rubber bands
- F. Colored stickers

Approval Signatures

Step Description	Approver	Date
Policy and Forms Steering Committee (if needed)	Ann Marie Blenc: System Med Dir, Hematopath	7/7/2023
	Kristina Davis: Staff Physician	7/6/2023
	Brooke Klapatch: Medical Technologist Lead	4/28/2023
	Kelly Sartor: Mgr, Division Laboratory	4/28/2023
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