

UW Medicine - Pathology

100-02-01-20

Specimen Retention Policy

Adopted Date: 09/17/10 Revision Date: 03/02/13

PURPOSE

Policy to assure the retention of specimen related materials meet or exceed regulations.

POLICY

Lab/Area	Material	CAP Requirement	UW Medicine	Disposal Requirement
General Lab	Accession Log	2 years	Indefinitely in LIS	Indefinitely in LIS
	Maintenance/ instrument maintenance records	2 years	2 years	Paper recycle bins
	Quality Control Records	2 years	2 years	PHI protected shred bins
Surgical Pathology	Wet Tissue	2 weeks after final report	2 weeks after final report	Red Biozardous Waste
	Paraffin Blocks	10 years	99 years	Red Biozardous Waste
	Slides	10 years	99 years	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Unstained slides	N/A	1 year	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Reports	10 years	Indefinitely in LIS	Printed copies; PHI protected shred bins
Cytology	Slides (negative- unsatisfactory)	5 years	5 years	5 years Glass collection

				containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Slides (suspicious-positive)	5 years	5 years	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Fine needle aspiration slides	10 years	10 years	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Reports	10 years	Indefinitely in LIS	PHI protected shred bins
Autopsy	Wet Tissue	3 months after final report	3 months after final report	Red Biozardous Waste
	Paraffin Blocks	10 years	99 years	Red Biozardous Waste
	Slides	10 years	99 years	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Reports	10 years	99 years	Printed copies; PHI protected shred bins
Cytogenetics	Permanently stained slides	3 years	3 years	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Fluorochrome stained slides	At the discretion of the lab director	2 weeks after final report	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	Wet specimen/	Until adequate	Until adequate	Red Biozardous

	tissue	metaphase cells are obtained	metaphase cells are obtained & 2 weeks after final report	Waste
	Fixed cell pellet	2 weeks after final report	2 weeks after final report	Red Biozardous Waste
	Final report	20 years	Indefinitely on LIS	Printed copies; PHI protected shred bins
	Diagnostic images	20 years	Indefinitely on LIS	Indefinitely on LIS
Flow Cytometry	Histograms	10 years	50 years	Printed copies; PHI protected shred bins
	Gated Dot Plots	10 years	50 years	Printed copies; PHI protected shred bins
Electron Microscopy	Scope Images	20 years	Indefinitely on LIS	Printed copies; PHI protected shred bins
	EM Blocks	10 years	99 years	Red Biozardous Waste
	EM Grids	N/A	50 years	50 years
IHC & IF	Frozen Specimens	N/A	6 Months	Red Biozardous Waste
	Serum/Blood	N/A	6 Months	Red Biozardous Waste
	IF Slides	N/A	2 weeks after final report	Glass collection containers labeled with "biohazard" label. Follow EH&S process to destroy PHI.
	IF Images	20 years	Indefinitely on LIS	Printed copies; PHI protected shred bins

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