**UW Medicine - Pathology**

100-02-01-20

Specimen Retention Policy

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

PURPOSE

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

POLICY

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| --- | --- | --- | --- | --- |
| **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. |
|  | Fluorchrome 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/ tissue | Until adequate metaphase cells are obtained | Until adequate metaphase cells are obtained & 2 weeks after final report | Red Biozardous 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** | Histiograms | 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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UWMC Pathology Chief of Service: HMC Pathology Chief of Service:

(Signature and Date) (Signature and Date)

5/22/13 5/22/13

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Written by: Revised by:

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Kim Simmons­­­­­­­­­­­­ 9/17/2010\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_