**UW Medicine - Pathology**

400-08-01-05

Logs, Labels, and Records Procedure

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| Adopted Date: 08/1991Review Date: 09/2005Revision Date: 05/2013 |

PURPOSE

To keep track of specimens as they progress through the lab, ensuring that proper identification of paperwork and laboratory implements are correctly labeled. These procedures allow for finding all information and laboratory implements (e.g., paperwork, flasks, dishes, tubes, slides, photo images, on a given case). All patient materials (paper and specimens) are labeled with at least two unique identifiers. Every effort should be made to avoid mislabeling of samples including ensuring that only one specimen is set up at a time (**ONE SAMPLE IN THE BIOSAFETY HOOD (BioGard) AT A TIME**).

PROCEDURE

### Routine Blood and Stat Bone Marrow

* + - 1. Log books are used to record all incoming blood and bone marrow specimens. Each specimen is assigned an accession number by the GCS computer program upon login: PB/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., PB01-0001, PB01-0002, and so on). This number without leading zeros can be used on written paperwork and file folders. A repeat sample from the same patient will have a new accession number, but the same internal GCS patient number. Case numbers should be entered on board with date of receipt and indication, and whether the case is STAT or RUSH (blue dot for RUSH or STAT sticker for STAT).
			2. After entering, in the appropriate log book and in the computer, all relevant information about the patient (i.e., indication, clinical history, name of attending physician, date, etc.), the assigned number is written down on both the specimen and the culture tubes using an alcohol-proof marking pen. When harvesting, the centrifuge tubes are labeled with printed labels from GCS and every slide labeled with slide label that includes case number, patient’s name, culture and date. All drawings on that patient are labeled with that particular assigned number. Culture and harvest information are recorded on the worksheet generated by GCS. A microscope sheet labeled with case number in each file is used to record each metaphase cell analyzed (including microscope coordinates and slide number).
			3. Hard copies of digital images are labeled with the case number, the slide number, cell number, and four letter patient identifier. Karyotypes are labeled with case numbers, patient name and 2nd identifier (e.g., Date of Birth or hospital number). All computer-generated images are labeled with case number, slide and cell number and patient name.

### Amniotic Fluids

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: AF/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., AF01-0001, AF01-0002, and so on). In addition, flasks and dishes containing coverslips are labeled with case numbers and the patient’s first initial and first three letters of last name (e.g., Jane Smith = **JSMI**).

### Skin Fibroblasts/Solid Tissue

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: ST/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., ST01-0001, ST01-0002, and so on). In addition, flasks and culture dishes are labeled with case numbers and the patient’s name. Use a printed label from generated from GCS

### Leukemic Bloods or Bone Marrow Used for Diagnosis of Neoplasias

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: NE/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., NE01-0001, NE01-0002, and so on). In addition, flasks and culture dishes are labeled with case numbers and the patient’s name. Use a printed label from generated from GCS

### Chorionic Villi

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: CV/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., CV01-0001, CV01-0002, and so on). In addition, flasks and culture dishes are labeled with case numbers and the patient’s first initial and first three letters of last name (e.g., Jane Smith = **JSMI**).

### Solid Tumors

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: TR/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., TR01-0001, TR01-0002, and so on). In addition, flasks and culture dishes are labeled with case numbers and the patient’s name. Use a printed label from generated from GCS

### Research Cases

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: RE/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., RE01-0001, RE01-0002, and so on). In addition, flasks and culture dishes are labeled with case numbers and the patient’s first initial and first three letters of last name (e.g., John Smith = **JSMI**).

### Molecular Cytogenetics Cases

Same as bloods, except that each specimen is assigned an accession number by the GCS computer program upon login: MC/last 2 digits of year/consecutive number with leading zeros to make 4 digits (e.g., MC01-0001, MC01-0002, and so on). In addition, flasks and culture dishes are labeled with case numbers and the patient’s name. Use a printed label from generated from GCS

### Record Retention / Archives

1. Copies of all final reports are kept in the laboratory or filed at Record Storage (archives)
2. All negatives and prints of photographed metaphase cells (and karyotypes) for Neoplasia and tumor cases are kept in the laboratory (back to at least 2001). Older negatives will be stored off campus where files are stored (see below). Each photomicroscope has a logbook with record of photograph number and case number. The logbooks are kept in the laboratory (back to 2000). Older microscopy logbooks are stored off site where files are stored (see below). Digital images are kept indefinitely. Provisions should be made to keep all archived images retrievable.
3. Slides are kept 3 years. Cells suspended in fixative are kept at 4°C or lower for at least 4 weeks after sign out. Cases are aliquoted into Corning freezing tubes and stored for up to 1 year at –70°C. Some cases are kept longer at discretion of laboratory director. FISH slides are kept for 6 months after case has been finalized.
4. All files are kept indefinitely. Files are stored outside of the laboratory to a Central Storage facility, except the recent abnormal bloods, abnormal amniotic fluids, and chorionic villi. A logbook in the office keeps records of all cases sent to storage. Files can easily be retrieved from storage within 24 hr by FAX [(206)598-2244] or phone [(206)598-2242]. Logbooks are kept in the laboratory for records of all cases signed out. See computer notebook for back up of computer records.
5. For patient confidentiality compliance (HIPAA), all discarded paperwork with patient name or other identifiers are sorted into the “to be shredded” labeled boxes. The full boxes are then emptied weekly into the blue, locked recycling containers. All other paper (excluding cardboard) goes into the locked black recycled paper bins (outside of BB-100) for weekly pick up.

### Quality Control Records

These two notebooks are compilations of data by year, kept for the purpose of tracking historical changes in systems critical for the efficient function and quality of care in the laboratory. The contents are compiled monthly. These records are in notebooks in AA108E.

1. **Equipment Record Notebook**

Contents:

* 1. Lab equipment maintenance records (UW-SI keeps most)\*
	2. CO2 Manifold records
	3. Incubator records
	4. Refrigerator/Freezer records
	5. Water bath records
	6. BSC (Biological Safety Cabinets) test records
	7. Autoclave test records
	8. Device calibration records
		1. Micropipettors
		2. Other instruments

***\*Note:*** To access individual equipment maintenance records, contact Scientific Instruments. Reference the SI number (also called PM number) on a sticker on the equipment.

1. **Media and Quality Assurance Notebook**

Contents:

1. Media and reagent certificates of analysis
2. QC summary sheets
3. Results of fetal bovine serum testing and any mycoplasma testing.
4. Lab Case Failure report –monthly (Fail Lab Query Report)
5. Poor Growth Report - monthly (Poor Growth Report)
6. Amended report and Laboratory Errors–monthly (Amended Report Query Report)
7. Molecular Cytogenetics Monthly QA Report

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor