



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Laboratory and Blood Bank		
Document:	Departmental Policy and Procedure		
Title:	Specimen / Sample Retention		
Applies To:	All Laboratory and Blood Bank Staff		
Preparation Date:	January 01, 2025	Index No:	LB-DPP-019
Approval Date:	January 15, 2025	Version :	2
Effective Date:	February 15, 2025	Replacement No.:	LB-DPP-019 (1)
Review Date:	February 15, 2028	No. of Pages:	03

1. PURPOSE:

- 1.1 To provide guidelines for the uniform retention and storage of laboratory specimens / samples.

2. DEFINITONS:

N/A

3. POLICY:

- 3.1 All laboratory specimens are retained under appropriate conditions for no less than the specified period.

4. PROCEDURE:

- 4.1 General laboratory specimens are retained under appropriate conditions for no less than the period specified below:
- 4.1.1 Whole blood specimens and urine specimens are retained for twenty four hours.
 - 4.1.2 Serum, plasma, cerebrospinal fluid and other body fluids specimens are retained for forty eight hours.
 - 4.1.3 Permanently fixed and stained blood films are retained for seven days.
 - 4.1.4 Permanently fixed and stained microbiology slides are retained for seven days.
- 4.2 The donors and the patients samples are retained under appropriate conditions for no less than the periods specified below:
- 4.2.1 Outpatient specimens (not for compatibility testing) are retained for twenty four hours.
 - 4.2.2 Inpatient specimens are retained for seventy two hours
 - 4.2.3 Specimens of patients who receive blood transfusion are retained for seven days after transfusion.
 - 4.2.4 Segment / specimens from transfused RBC are retained for seven days after transfusion.
 - 4.2.5 Specimens for transfusion reaction investigation are retained for seven days.
- 4.3 Monitoring of specimen retention done by the section supervisor under the supervision of quality assurance officer.

Specimen Storage Guidelines

Section	Type of Specimen	Retention Period
Hematology	CSF, EDTA, Na Citrate Samples.	24 Hours.
	Body Fluids.	48 Hours.
	Blood Films, Body Fluid Slides (Normal)	7 Days.
	Blood Films, Body Fluid Slides (Abnormal)	30 Days
Blood Bank	Outpatient specimens (not for compatibility testing)	24 Hours
	Inpatient specimens.	72 Hours
	Specimens of patients who receive blood transfusion	7 Days after transfusion
	Segment/specimen from transfused RBC.	7 Days after transfusion.
	Specimen for transfusion reaction investigation.	7 Days after transfusion.
Biochemistry	Serum, Plasma, Body Fluids.	48 Hours.
Immunochemistry	Serum.	3 Days.
Microbiology	Urine	24 Hours
	Stool	24 Hours
	Pus Exudate Swabs.	48 Hours
	Body Fluids (CSF, Pleural, Peritoneal, ascetic, Synovial)	3 days.
	Blood Culture (Negative)	5 Days.
	Blood Culture (Positive)	3 Days after release of the report.
	Slides	7 Days.
Serology	Negative	3 Days.
	Positive (Infectious Transmitted Diseases)	3 Days.
	Blood Bank Donors (Positive)	3 Days.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Laboratory Director
- 6.2 Chief Laboratory Technician
- 6.3 Laboratory Quality Assurance Officer
- 6.4 Section Heads and Senior Technologist of all sections of laboratory department

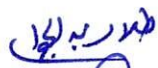


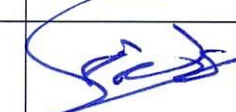


7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Quality management system: qualifying, selecting, and evaluating a Referral laboratory; approved guideline -2ed
- 8.2 Referral Laboratory Services Agreement, Dammam Regional Laboratory, Dammam. KSA.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Dr. Talal Abdelgawad	Clinical Pathologist		January 01, 2025
Reviewed by:	Dr. Kawther M. Abdou	Consultant & Lab. Medical Director		January 05, 2025
Reviewed by:	Ms. Noora Melfi Alanizi	Laboratory & Blood Bank Director		January 07, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 09, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 12, 2025
Approved by:	Mr. Fahad Hazam Alshammari	Hospital Director		January 15, 2025