

MSH/TML Shared Microbiology Service Policy & Procedure Manual	Policy # MIPAR\16v01	Page 1 of 1
Section: Parasitology Manual	Subject Title: Retention Times	
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RETENTION TIMES

Occasionally a question may arise as to a diagnosis made on a submitted sample. It is therefore necessary to retain specimens and records to allow an examination of any material that is queried.

Retention Times

- All records will be retained for at least one year
- Discontinued laboratory methods (manual sections) will be archived for 2 years.
- Blood samples will be retained for 2 days after examination and reporting
- All positive malaria smears and samples, all positive filaria smears and samples, all positive Leishmania smears and samples, and other smears and samples of interest will be saved indefinitely.
- Stool samples will be retained until after they are reported and will then be disposed of the following week
- Any specimen sent to PHL for confirmation will be saved until the result is received from PHL.
- Stained slides will be retained until after they are reported and will then be disposed of the following week
- Any positive *E. histolytica* samples or any unusual or interesting positives will be saved and added to the teaching collection.