 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-60-P04-S01
	Effective Date:	12-30-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Molecular Laboratory
	Document Title:	MONITORING, ACCOUNTING AND STORAGE OF VALUABLE BIOLOGICAL MATERIAL

PURPOSE:

This document outlines the guidelines safe and orderly storage and disposal of specimens for SARs-CoV-2 testing in Molecular Biology Laboratory to prevent exposure, misuse, theft and/or diversion.

SCOPE:


Applies to all Molecular Laboratory Personnel of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Medical Technologist, Laboratory Aide

GENERAL GUIDELINES:


- 1 For the purpose of this standard operating procedure, the following terms are to be defined:
 - 1.1 ***Specimen Banking Record.*** It is a record which contains the list of all samples received for SARs-CoV-2 testing, their area of storage, storage period and personnel access, based on the storage capacity of the facility.
 - 1.2 ***Worksheet.*** Document which serves to record all samples tested for the particular batch on a particular day.
- 2 All specimens received from by the Molecular Biological Laboratory shall be accompanied by corresponding case investigation form (CIF) and line list.
- 3 All specimens' CIF must be registered through the *rivermedcenter.net portal*.
- 4 All specimens must follow the procedure described in the Specimen Collection, Packaging and Transport Guidelines for SARs-CoV-2 testing.

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- 5 All refrigerators and freezers scheduled to store samples and extracted RNA must be kept at eighty percent (80%) maximum capacity and all samples tested negative are disposed following the prescribed decontamination procedure following first-in and first-out policy to reduce the capacity at thirty 30%.
- 6 When levels of the positive samples reached beyond thirty percent (30%) positive samples are dispose following "first-in first-out policy".
- 7 All samples must be registered in the corresponding worksheet and specimen banking record.
- 8 Period of storage and disposal must be updated in a new specimen banking record and old record maintained.
- 9 Date and time of disposal and record of decontamination will be updated in the Validation Record of Waste Decontamination.

PROCEDURE:

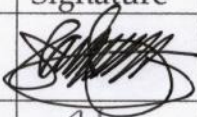
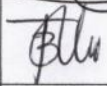
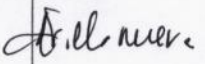
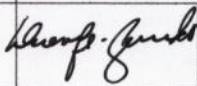

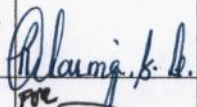

1. The Medical Technologist aliquots specimen at least 200 ml and above for biobanking and 200 ml for testing.
2. The Medical Technologist registers the specimen for in the SARs-CoV-2 specimen mapping form and store in -20°C freezer.
3. The Medical Technologist initiates disposal of negative samples and updates the new SARs-CoV-2 specimen mapping form after negative samples have been removed (if positive samples reached beyond 30% capacity follow the same procedure).
4. The Medical Technologist disposes negative or positive samples following procedure for steam sterilization.

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5. The Medical Technologist updates the disposal of specimens by logging accession numbers to the Validation Record of Waste Decontamination.
6. The Laboratory Aide stores waste in the designated storage area and signs-off log book with Garbage collector.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DAVID G. PEDROZA, MD Associate Pathologist		7/5/22
Verified by:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager		7-7-2022
	MONICA B. VILLANUEVA, RN, RMT, PhD Laboratory Director		7-7-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology		7-7-2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7-08-2022
Recommending Approval by:	ROSARIO D. ABARING, RN, MN, PhD, FPCHA Ancillary Services Division Officer		07.06.2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		07-07-2022
Approved by:	GENESIS GOLDI D. GOLINGAN President and CEO		




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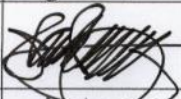
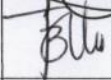
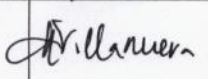
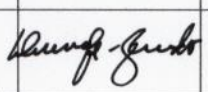

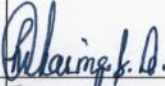

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KEY TASKS	PERSON RESPONSIBLE
1. Aliquots specimen at least 200 ml and above for biobanking and 200 ml for testing.	Medical Technologist
2. Registers the specimen for in the SARs-CoV-2 specimen mapping form and store in -20'C freezer.	
3. Initiates disposal of negative samples and updates the new SARs-CoV-2 specimen mapping form after negative samples have been removed	
4. Disposes negative or positive samples following procedure for steam sterilization.	
5. Updates the disposal of specimens by logging accession numbers to the Validation Record of Waste Decontamination.	
6. Stores waste in the designated storage area and signs-off log book with Garbage collector.	Laboratory Aide

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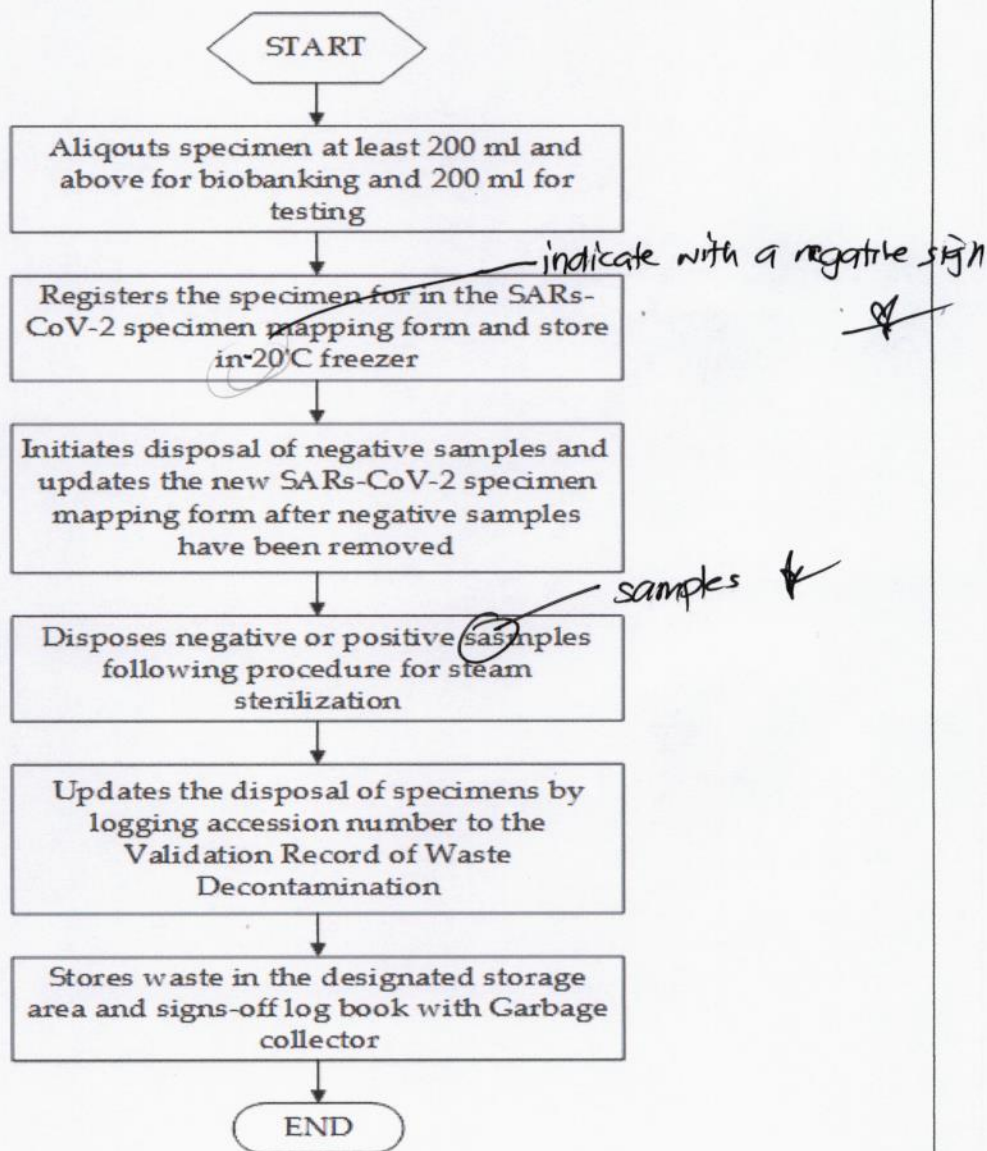



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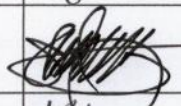
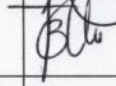
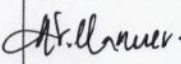
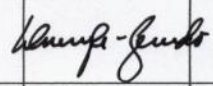

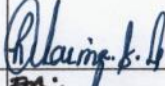

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FLOWCHART



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