



Waitematā

District Health Board

Best Care for Everyone

Provider Healthcare Services

North Shore Hospital Campus

Shakespeare Road, Takapuna

Private Bag 93-503, Takapuna

Auckland 0740

Telephone: 09 489 0527

Facsimile: 09 486 8339

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[REDACTED]
[REDACTED]

RE: OIA request – Policies relating to the storage of human tissue

Dear [REDACTED]

Thank you for your Official Information Act request received 29 August 2020 seeking information from Waitematā DHB about the long-term storage of human tissue.

We provided a response to your request on 15 September. You contacted us on 16 September with the following request:

I request all documents held by Waitematā DHB that show that the location in which human tissue is stored at Waitematā DHB is a 'secure archival room' (for instance, the check list provided by International Accreditation New Zealand (IANZ) and the documentation of approval

The policy relating to the storage of human tissue was provided in an earlier OIA response sent to you on 21 May 2020. We have included this policy again for your reference – **Attachment 1**. IANZ does not provide a checklist or a document of approval for a secure archival room. IANZ accreditation documents were provided in another earlier OIA response sent to you on 23 June 2020, which confirms Waitematā DHB's surgical pathology accreditation status.

...as well as policies which describe which employees may access, handle and store the tissue and when it is permitted for employees to store the tissue in locations outside the 'secure archival room'.

All surgical pathology staff members have access to the secure archival room. At times, archival tissue may be removed from the archival room when additional ancillary testing is requested. The tissue block would be re-archived on completion of testing.

I trust that this information is helpful.

Waitematā DHB supports the open disclosure of information to assist community understanding of how we are delivering publicly funded healthcare. This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released.

If you consider there are good reasons why this response should not be made publicly available, we will be happy to consider your views.

Yours sincerely

Mark Shepherd
Director Provider Healthcare Services
Waitematā District Health Board

Retention of laboratory records and samples

The department is electronically secured with access available to authorised personnel only.

All records are secure, identifiable, and legible and stored in readily retrievable form. Electronic records may be stored in place of hard copies.

All records containing patient information requiring disposal are to be placed in confidential rubbish.

Retention Times are based on the NPAAC 2018 Guidelines, and local policy.

Reference	General	Minimum Retention Time	Storage	Disposal
NPAAC 2.1.2	Assessments <i>Systems, compliance, environment, quality</i> <i>Both internal and external</i>	4 years	Quality Manager, Medialab, IANZ	Destroy
NPAAC 2.1.2	Quality <i>MRM minutes, meeting minutes</i> <i>Quality Improvement projects</i> <i>Incident reports</i>	4 years	Quality Manager, Medialab, IANZ	Destroy
NPAAC 2.1.4	Operating Procedures	Retain historical versions	Medialab, Network Folder	
	EQA assessment records	4 years	Quality Manager, Medialab	Destroy
Local SPU Policy	Complaints and Actions	15 years	Unit Manager Office	Destroy
NPAAC 2.1.1	Personnel Records	Employment + 4 years	Personnel Files	Destroy
NPAAC 2.1.3	Equipment Maintenance Records	Life span of equipment + 4 years	Network Equipment Folder	Archive
Local SPU Policy	Accession Log Books	Indefinite	Cut Up, Cytology	
Local SPU Policy	Laboratory Workbooks	4 years	Cut Up	

Retention of laboratory records and samples

Reference	Specimen and Patient material	Minimum Retention Time	Storage	Disposal
NPAAC 2.1.5 NPAAC 2.2.3	Laboratory Request Forms and digital images of specimens	4 years	SPU Records Room	Destroy
NPAAC 2.2.1 Local SPU Policy	Reports, copy of original, or ability to reprint an original report	10 years 7 years from the age of majority for minors	1984-95; SPU Records Room 1995-1999 APS 27 10 1999-Present DAP	
NPAAC 2.2.4 Local SPU Policy	Paraffin blocks	10 years 7 years from the age of majority for minors	Retained indefinitely NSH blocks 1984-2017; Crown Storage 2017-Present; SPU Storage Room Medlab blocks 1995-1999; APS	
NPAAC 2.2.2	Histology Slides; sections of fixed tissue preserved in mounting medium	10 years	Slides prior to 2002; Destroyed 2003-2017; Crown Storage 2018-Present; SPU Storage Rooms	Discard
NPAAC 2.2.5	Frozen Section Slides Frozen section blocks processed to paraffin Residual tissue processed to paraffin	10 years	Slides prior to 2002; Destroyed 2003-2017; Crown Storage 2018-Present; SPU Storage Rooms Blocks retained indefinitely	

Retention of laboratory records and samples

Reference	Specimen and Patient material	Minimum Retention Time	Storage	Disposal
NPAAC 2.2.7	Wet Specimens	1 month from date of issue of report	Stored for 8 weeks post reporting in specimen filing room Wet specimens may be retained for a longer time period at the request of the reporting pathologist depending on complexity and reporting TAT.	Discard
NPAAC 2.2.7	Containers with no residual tissues	1 month from date of issue of report	Stored for 4 weeks in dated bags	Discard
NPAAC 2.2.2	Cytology Slides	10 years	1999-2009; Crown Storage 2010-Present; SPU storage room	
NPAAC 2.1.7	Cytology Specimens	7 days from receipt or 2 days after final report (whichever is longest)	Prep Room for 7 days	Discard
Reference	Bio-banking	Retention Time	Storage	
ARB MOH Guidelines for the use of Human Tissue for future unspecified research purposes 2007	Samples of specimens that have been consented for bio banking	Indefinitely at -80°C	Retained indefinitely at the WDHB Bio bank space permitting before transfer to ARB Auckland Regional Bio bank at Auckland University	