



Waitematā

District Health Board

Best Care for Everyone

Provider Healthcare Services

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25 September 2020

Amy S Van Wey Lovatt

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

Dear Ms Van Wey Lovatt

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 | |