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| CCMB | **Sample and Data Retention Policy** | | |
| **SOP No.** | **CCMB/NGS/SOP-01** | **Version No.** | **1** |
| **SOP Title** | **Sample and Data Retention Policy** | | |

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**Library** : CSIR-CCMB
**Category:** : SOP
**Retention** : 9 years from Effective
**Authors:** : Subhajit Sen
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**Prepared by** : Dr. Subhajit Sen

**Reviewed and approved by**
**NGS Committee members**

Dr. Vinay K Nandicoori
(Chairperson)

Dr. Ishwariya Venkatesh
(Member)

Dr. Jahnavi Joshi
(Member)

Dr. Karthik Bharadwaj
(Member)

Dr. Subhajit Sen
(Member-Convenor)

CSIR-CCMB

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## 1. Purpose

To define the retention period, storage conditions, and disposal procedures for biological samples, prepared libraries, and sequencing data generated by the NGS Facility. This policy ensures efficient use of storage resources while giving users sufficient time to retrieve samples and data if needed.

## 2. Scope

This policy applies to all samples, sequencing libraries, and sequencing data generated, processed, or stored by the NGS Facility.

## 3. Retention Policy

| Material | Storage Period | Storage Conditions | User Retrieval Option | Final Action |
|---|---|---|---|---|
| DNA/RNA Samples | 1 month after completion of sequencing and data delivery | Appropriate temperature as per sample type | Users may request return of samples within the retention period | Samples will be discarded after 1 month if no request is received |
| Prepared Libraries | 6 months after completion of sequencing and data delivery | Appropriate temperature | NA | Libraries will be discarded after 6 months |
| Illumina Raw Sequencing Data (BCL files) | 1 year from completion of sequencing | Secure facility servers with backup systems | Available upon request during the retention period | Permanently deleted after 1 year |

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|---|---|---|---|---|
| MGI Raw Sequencing Data | 1 year from completion of sequencing | Secure facility servers with backup systems | Available upon request during the retention period | Permanently deleted after 1 year |
| Nanopore Raw Sequencing Data (Pod5 files) | 1 year from completion of sequencing | Secure facility servers with backup systems | Available upon request during the retention period | Permanently deleted after 1 year |
| Diagnostic samples: Raw Sequencing Data | 10 years from completion of sequencing in coordination with Molecular Diagnostics team | Secure facility servers with backup systems | Available upon request during the retention period | Permanently deleted after 10 years |
| Sanger Sequencing: DNA Sample | 1 month after completion of sequencing and data delivery | Appropriate temperature as per sample type | Users may request return of samples within the retention period | Samples will be discarded after 1 month if no request is received |
| Sanger Sequencing: Data files | 1 year from completion of sequencing | Secure facility servers with backup systems | Available upon request during the retention period | Permanently deleted after 1 year |

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|---|---|---|---|---|
| Processed Data (FASTQ files and analysis outputs delivered to users) | 6 months after completion of sequencing and data delivery | Secure facility servers with backup systems | Available upon request during the retention period | Permanently deleted after 6 months |

## 4. Sample and Library Storage

**4.1** The NGS Facility will retain submitted samples and prepared sequencing libraries for the above mentioned period following completion of sequencing and delivery of data.

**4.2** During this retention period, users may request the return of their remaining samples to the NGS Facility.

**4.3** If no request is received within the retention period, the samples and libraries shall be discarded according to the applicable laboratory waste disposal and biosafety procedures.

**4.4** The NGS Facility shall not be responsible for the recovery of samples or libraries after the retention period.

## 5. Data Storage and Retention

**5.1** Raw sequencing data generated by Illumina/MGI/Nanopore platforms shall be stored on the facility servers for the above mentioned period from the date of sequencing completion.

**5.2** Data storage is maintained on secure institutional servers with appropriate access control and backup mechanisms.

**5.3** Users are strongly advised to download and maintain backup copies of all delivered data immediately upon receipt.

5.4 After completion of the retention period, data will be permanently removed from facility servers to optimize storage utilization and maintain efficient server performance.

5.5 The NGS Facility cannot guarantee recovery of data once the retention period has elapsed and the data have been deleted.

## 6. Responsibilities

| Responsibility | Description |
|---|---|
| NGS Facility | Maintain sample, library, and data storage according to the defined retention periods. |
| Users/Investigators | Retrieve samples if required and maintain independent backups of delivered sequencing data. |

## 7. Limitation

The NGS Facility provides temporary storage of biological materials and sequencing data. Due to limited freezer capacity and finite server resources, long-term storage of samples, libraries, or raw sequencing data beyond the specified retention periods is not possible.

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