



Public Health Laboratory

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May 2, 2024

NON-DIAGNOSTIC GENERAL HEALTH ASSESSMENT (NGHA) REGISTRATION FORM INSTRUCTIONS/GUIDELINES

1. Fill out the registration form completely. Registration must be signed by applicant.
2. Attach the following supporting documentation as described in the registration application:
 - Copies of unexpired certificates for Clinical Laboratory Improvement Amendments (CLIA), California Clinical Laboratory Registration, clinical laboratory scientist license and physician medical license. Copies of unexpired certificates for all staff performing skin puncture and testing must be submitted for each event.
 - Policies and procedures manual containing biohazard/medical waste disposal plan, quality control (QC) and quality assurance (QA) plans with supporting QC and QA logs, emergency medical plan, instrument procedure manual for each analyte and patient education & referral information sheets.
 - For renewals, only updated documents are required.
3. Mail, email or fax application with documentation to San Bernardino County Public Health Laboratory. Laboratory address and fax number are above. Email: DPHLAB@dph.sbcounty.gov.
4. Registration and Amendment Fees:
 - Annual registration from July 1, 2024 to June 30, 2025: \$132. Fee must be received before issuing of the signed annual certificate.
 - Amendments to registration, including addition of sites or dates: \$38. An amendment may include several sites and dates if submitted at the same time. Fees must be received before amendment is approved.
 - Make checks out to County of San Bernardino and mail to the laboratory address above.
5. Registration must be received at least 30 calendar days prior to any non-diagnostic health assessment testing event or program covered by this registration.
6. All regulations must be met before registration will be complete.
7. Any events submitted with the annual application will be included in the annual registration fee and verification letter.
8. After approval of your application and receipt of registration fee, a verification letter and certificate will be sent to the facility, with the facility registration number and expiration date. The registration is valid through June 30, 2025. Renewal of this application will be required for any event scheduled after this date.
9. Amendments to NGHA registration. Following approval of your registration, complete a separate amendment form for each event and submit to the Public Health Laboratory with copies of personnel licenses at least 14 calendar days prior to any non-diagnostic health assessment testing event or program covered by this registration. A verification letter will be sent by email and serve as approval of event documentation and receipt of fees.
10. Notify the Public Health Laboratory by email of any changes in locations, dates, times or personnel listed in the amendment prior to the event. Changes in location, date or time will require a revised verification letter but no additional fee.

If you have any further questions or concerns, please do not hesitate to call the laboratory at (909) 458-9430.
Thank you for your cooperation,

Handwritten signature of Linda S. Ward in cursive.

Linda Ward, Laboratory Director

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