



Public Health Administration

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

1. Fill out the registration form completely. The applicant must sign the registration.
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 and 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, 2025, to June 30, 2026: \$132. The fee must be received before the signed annual certificate is issued.
 - 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 the amendment is approved.
 - Make checks out to San Bernardino County and mail to the laboratory address above.
5. Registration must be received at least 30 calendar days before any non-diagnostic health assessment testing event or program covered by this registration.
6. All regulations must be met before registration is complete.
7. The annual registration fee and verification letter will include any events submitted with the annual application.
8. After your application is approved and the registration fee is received, 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, 2026. 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 before 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. Prior to the event, email the Public Health Laboratory of any changes in locations, dates, times, or personnel listed in the amendment. Location, date, or time changes 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.

Jessica d. Valdez, PhD, HCLD
Laboratory Director

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