

**FAMILY PLANNING PROGRAM****SECTION:** Laboratory Services**POLICY AND PROCEDURE MANUAL****SUBJECT:** Laboratory Environment

POLICY: Family Planning agencies must develop policies for the internal function of the lab, based on Occupational Safety and Health Administration (OSHA) standards/guidelines and the Clinical Laboratory Improvement Amendments (CLIA) standards/guidelines.

GUIDELINES:

Each delegate agency must, at a minimum, develop policies in the following areas:

1. General laboratory safety practices:
 - a. Laboratory awareness - such as labeling of all storage areas, *refrigerators, chemicals (material data safety sheets, MSDS), packaging and shipping of specimens, and being alert to any unsafe conditions and/or actions by calling attention to them and making corrections.
 - b. Personal safety - such as personal protective equipment (PPE, i.e., eye protection, protective clothing, hand protection), handling sharps and personal hygiene/hand washing.
 - c. Fire prevention - such as storage of flammable reagents, and electrical cord conditions.
 - d. Emergency procedures - such as cleaning up spills immediately and appropriately, being familiar with safety devices (i.e., fire alarms, fire extinguisher), and having fire/disaster plans.
 - e. Housekeeping - such as dry floors and clean workspaces/walkways.
 - f. Waste collection - such as proper disposal of wastes containing blood/body fluids.
 - g. Lighting, heating and ventilation.
2. Infection control/bloodborne pathogen exposure and/or incident. Refer to Medical Services Administration (MSA 26, 27 and 28).
3. Agencies should provide periodic trainings and/or in-services on lab safety and infection control
4. All agencies shall have written information for each test provided on site.
 - a. These procedures shall be available in the lab readily accessible to staff conducting the tests.
 - b. Agencies shall have a list of tests available and the normal values readily accessible for staff use.

**FAMILY PLANNING PROGRAM****SECTION:** Laboratory Services**POLICY AND PROCEDURE MANUAL****SUBJECT:** Laboratory Environment

- c. Procedures shall be revised as necessary.
 - d. Procedures shall be reviewed annually.
 - e. Supplies/equipment required for lab testing must be used according to manufacturer's guidelines. An instruction booklet or sheet is found in every waived kit package or waived test reagent container. You must have the most current package insert on hand for every waived test you do in your agency.
5. Do not use your waived kits or reagents after they expire per CLIA requirements.
 6. Follow the storage requirements for the test kit. If the kit can be stored at room temperature but this changes the expiration date, write the new expiration date on the kit.
 7. Do not mix components of different kits.
 8. Keep the manufacturer's product insert for the lab test in use and be sure it is available to the testing personnel. Use the manufacturer's product insert for the kit currently in use; do not use old product inserts.
 9. Perform any instrument maintenance as directed by the manufacturer.
 10. Follow the manufacturer's instructions for specimen collection and handling.
 - * Are specimens stored at the proper temperature?
 - * Are the appropriate collection containers used?

*All materials that are perishable are kept in the refrigerator until the time of actual use. No food is allowed in the refrigerator with medical supplies at any time.

References:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 27, Section 10.1, Equipment and Supplies.
2. CDC (Center for Disease Control), CLIA 88, Focus on Clinic and Office Laboratories. US Department of Health and Human Services.
3. Code of Federal Regulations. Occupational Safety and Health Administration.