



**COUNTY OF SAN DIEGO**  
HEALTH AND HUMAN SERVICES AGENCY  
Public Health Laboratory  
5540 Overland Avenue  
San Diego, CA 92123  
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## **Non-Diagnostic General Health Assessment Program Application Checklist**

Each organization or operator will need to verify each item on this list prior to returning an application and supporting documentation.

### ☐ **Application**

- ☐ NDGHA Operator Registration Form

### ☐ **Certificates and Licensure**

- ☐ CLIA Certificate of Waiver
- ☐ Clinical and Public Health Laboratory Registration License
- ☐ Clinical Laboratory Scientist License
- ☐ Physician Medical License
- ☐ Licenses for Staff
- ☐ Certificate of Competency for Instrument and Fingerstick Training for Staff

### ☐ **Plans and Procedures**

- ☐ Policy and Procedures Manual including instrument procedure for each analyte
- ☐ Signed acknowledgement and approval of written Policy and Procedures Manual
- ☐ Biohazard/Medical Waste Disposal Plan
- ☐ Emergency Medical Plan
- ☐ Patient education and referral information sheets

### ☐ **Quality Control and Quality Assurance**

- ☐ Quality Control and Quality Assurance Plans
- ☐ Blank Quality Control and Quality Assurance logs

### ☐ **Miscellaneous and Fees**

- ☐ Copy of agreement with medical waste disposal company, Small Quantity Medical Generator registration (UPFP), or copy of an agreement with a medical waste mail-back program
- ☐ Registration Fee *(please refer to fee schedule for the current fiscal year)*
- ☐ Mail check to:  
County of San Diego  
Health & Human Services Agency  
Financial & Support Services Division  
PO Box 122028  
San Diego, CA 92112-2028  
Attn: Teresalina Almazan MS W403