

CPSA Laboratory Facility Assessment Requirements – Relocations, Renovations & Amalgamations

Type of assessment	CPSA Notification Required [#]	On-site Assessment Required	Requirement to submit validation data for equipment to CPSA prior to assessment	Comments
New Facility; never accredited	Yes	Yes	No	Equipment validations to be reviewed at on-site assessment
4-year accreditation	No	Yes	No	Equipment validations to be reviewed at on-site assessment; CPSA will ask sites to specify new tests/equipment implemented since previous 4-year assessment
Previously Accredited Labs – Addition of New Testing Discipline (e.g. Microbiology)	Yes	Yes	No	Assessment limited to new discipline Equipment validations to be reviewed on site
Previously Accredited Labs – &Major Renovation				
Temporary Facility	Yes	No	No	
Post-renovation Facility	Yes	*Yes	No	Return to current location post-renovation
Post-renovation Facility (no temporary facility)	Yes	*Yes	No	Remained operational in current facility during renovations
Previously Accredited Labs – Permanent Laboratory Move				
Move within existing facility	Yes	*Yes	No	Equipment validations to be reviewed at on-site assessment
Move to new building/hospital	Yes	*Yes	No	Equipment validations to be reviewed at on-site assessment
Previously Accredited Labs – Amalgamation of Laboratories	Yes	At CPSA discretion	At CPSA discretion	Request notification of amalgamation specifying which site is being closed etc.
Ad hoc Assessment	N/A	At CPSA discretion	At CPSA discretion	Assessments for cause (e.g. stakeholder complaint; natural disaster; EQA performance etc.)

Notes:

* - Assessment limited to review of physical space and relevant safety – related standards; timing of the assessment is flexible and resumption of testing is not contingent upon completion of the assessment

& - Major renovations include structural changes to facilities that result in significant changes to physical layout and workflow processes

- Notification to CPSA should be made by email to the Program Manager as soon as possible to facilitate assessment resource planning; additional information regarding costs and timelines will be provided after notification

Exceptions to on-site assessment requirement include:

- reconfiguration of laboratory spaces without structural changes (this includes moveable wall systems)
- minor laboratory space repairs (e.g. counter top/bench replacement; floor repair, utility changes/upgrades)
- relocation/consolidation of testing from one accredited location to another (e.g., moving Influenza PCR testing from a centralized location to a rapid response lab); as with the implementation of a new examination, it would be assessed at the next 4 year assessment

The final determination of whether an on-site assessment is required is at the discretion of the CPSA Advisory Committee on Laboratory Medicine.