

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 in advance if feasible or at on-site assessment
4-year accreditation	No	Yes	No	Equipment validations to be reviewed in advance if feasible or 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 in advance if feasible or on site assessment
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 in advance if feasible or at on-site assessment
Move to new building/hospital	Yes	*Yes	No	Equipment validations to be reviewed in advance if feasible or 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.