

HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Public Health Lab Services	
Program Area: Public Health	
Approved By: <i>Susan Kelly</i>	Original Effective Date: <i>11/15/13</i>
Susan Kelly, Health Officer	Revised Dates:

1.0 POLICY

This policy outlines protocol to follow for collection, submission and transport of specimens to Public Health Laboratories.

2.0 PURPOSE

To render accurate and clinically relevant results efficiently from Public Health Laboratories

- 2.1 Ensure collection of proper type of specimen
- 2.2 Preserve specimen integrity
- 2.3 Prompt distribution of examination
- 2.4 Outline packaging procedure
- 2.5 Ensure safety of employees in contact with specimens during collection, transport and submission
- 2.6 Ensure patient and community safety
- 2.7 Reduce specimen refusal
- 2.8 Establish efficient delivery methods
- 2.9 Provide information regarding laboratory specific test processing, operating hours, location and phone numbers

3.0 PROCEDURES

HCHD will follow the *State of Maryland, Department of Health and Mental Hygiene, Laboratories Administration Guide to Public Health Laboratories* on handling and submitting specimens to Public Health Laboratories.

<http://dhmh.maryland.gov/laboratories/docs/guide.pdf>