



VERIFICATION OF LIS SYSTEM IMPLEMENTATION AND TRAINING ACCEPTANCE

| Laboratory | Contractor |
|---------------------------------|---------------------------|
| Laboratory Name _____ | Company Name _____ |
| Laboratory Manager _____ | Representative Name _____ |
| Laboratory Representative _____ | Phone _____ |
| Date of Implementation _____ | Email _____ |

Scope of Work

This acceptance form includes items that are the responsibility of the contractor in reference to LIS implementation and LIS laboratory training needs. The laboratory has to accept the system was properly implemented and supportive supervision as agreed has been provided according to the scope of the project.

Instructions

A designated person or the Laboratory Manager must complete this form, with the exception of the Contract Summary section. In sections that are not applicable to the laboratory, it is suitable to use "N/A." If any additional services or training are needed after the implementation, they should be outlined and documented as an attachment to the acceptance document.

Contractor Acceptance

A representative for the contracting company is expected to sign this acceptance document upon completion of implementation and training, confirming all expected work has been performed.

Company Representative

Date

Laboratory Acceptance

A laboratory representative is required to sign this acceptance document upon completion of the implementation and training, accepting work perform by contractor was in accordance to project scope.

Laboratory Manager or Representative

Date

Verification of Implementation

| Task | Comments | Completed (Yes/No) |
|---|----------|--------------------|
| Workstation Setup - Testing has been performed and all workstations used to access LIS/LIMS have been properly setup and are able to access LIS/LIMS software | | |
| Hardware Configuration - All hardware, such as printers, scanners, etc., have been tested and are working as expected. | | |
| Instrument Integration - Testing of instrument communication with LIS/LIMS has been performed, all expected instruments have been properly configured and are able to send results to LIS/LIMS. | | |

Country Specific Implementation Components

(Manually enter tasks needed to complete implementation that are unique to the country)

| Task | Comments | Completed (Yes/No) |
|------|----------|--------------------|
| | | |
| | | |
| | | |
| | | |

Verification of Training

| Task | Comments | Completed (Yes/No) |
|---|----------|--------------------|
| Training Documentation- Super User training has been documented for the laboratory's LIS/LIMS super user list | | |
| Training Documentation- End User training has been documented for the laboratory's LIS/LIMS end user list | | |
| Training Materials- End User's have been provided a LIS/LIMS User Manual | | |

Contractor Summary

Summary of Work Performed

Outstanding Items

(Brief description of remaining work to be completed. If additional space is needed, please provide an attachment)

Challenges

(Detailed summary of challenges that prevented the completion of any outstanding items. If additional space is needed, please provide an attachment.)

Association of Public Health Laboratories

The Association of Public Health Laboratories (APHL) works to strengthen laboratory systems serving the public's health in the US and globally. APHL's member laboratories protect the public's health by monitoring and detecting infectious and foodborne diseases, environmental contaminants, terrorist agents, genetic disorders in newborns and other diverse health threats.

This project was 100% funded with federal funds and was supported by Cooperative Agreements #6NU2GGH001097 and #GH001993 from the US Centers for Disease Control and Prevention (CDC). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC or the Department of Health and Human Services.



8515 Georgia Avenue, Suite 700
Silver Spring, MD 20910
Phone: 240.485.2745
Fax: 240.485.2700
www.aphl.org

© 2019 Association of Public Health Laboratories. All Rights Reserved