Guide to Completing the CMS 116 CLIA Form
For New Secondary Sites Application

All information must match your laboratory license online application to avoid delay. For a new secondary site online application, refer to the user manual for “Multiple Sites” “Add a New Secondary Site” at cdph.ca.gov/OnlineAppHelp

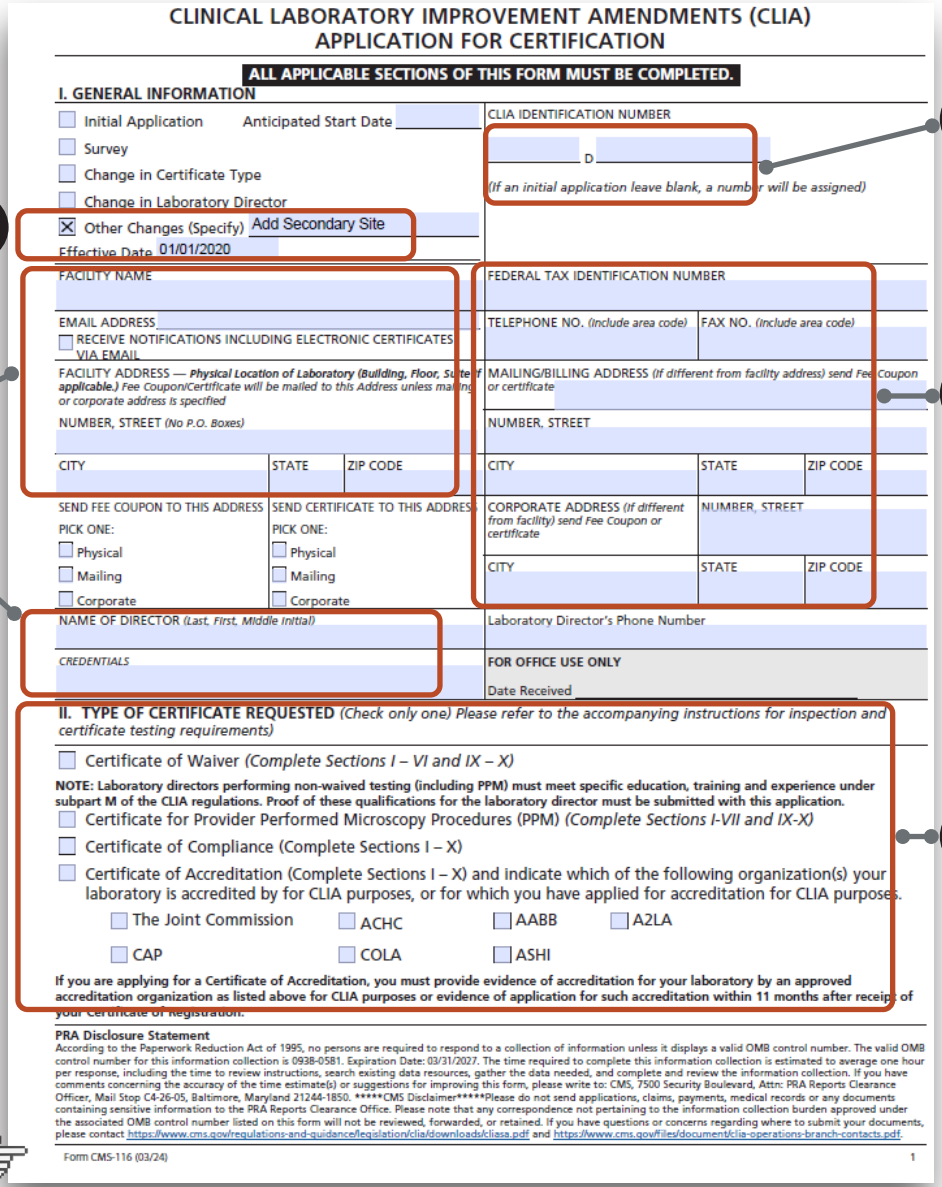
Mark this option. Specify: “Add secondary site” and enter the effective date. (1)

Enter the primary site’s information. (2)

(3) Enter the CLIA ID of the primary site.

(4) Enter the business information.

(5) Select the certificate type of the primary site.



CLINICAL LABORATORY IMPROVEMENT AMENDMENTS (CLIA)
APPLICATION FOR CERTIFICATION

ALL APPLICABLE SECTIONS OF THIS FORM MUST BE COMPLETED.

I. GENERAL INFORMATION

- ☐ Initial Application — Anticipated Start Date
- ☐ Survey
- ☐ Change in Certificate Type
- ☐ Change in Laboratory Director
- ☒ Other Changes (Specify) Add Secondary Site
  Effective Date 01/01/2020

CLIA IDENTIFICATION NUMBER
(If an initial application leave blank, a number will be assigned)

FACILITY NAME

EMAIL ADDRESS
☐ RECEIVE NOTIFICATIONS INCLUDING ELECTRONIC CERTIFICATES VIA EMAIL

FACILITY ADDRESS — *Physical Location of Laboratory (Building, Floor, Suite if applicable.) Fee Coupon/Certificate will be mailed to this Address unless mailing or corporate address is specified*
NUMBER, STREET *(No P.O. Boxes)*
CITY | STATE | ZIP CODE

FEDERAL TAX IDENTIFICATION NUMBER
TELEPHONE NO. *(Include area code)* | FAX NO. *(Include area code)*
MAILING/BILLING ADDRESS *(If different from facility address) send Fee Coupon or certificate*
NUMBER, STREET
CITY | STATE | ZIP CODE

SEND FEE COUPON TO THIS ADDRESS — PICK ONE: ☐ Physical ☐ Mailing ☐ Corporate
SEND CERTIFICATE TO THIS ADDRESS — PICK ONE: ☐ Physical ☐ Mailing ☐ Corporate
CORPORATE ADDRESS *(If different from facility) send Fee Coupon or certificate*
NUMBER, STREET
CITY | STATE | ZIP CODE

NAME OF DIRECTOR *(Last, First, Middle Initial)*
CREDENTIALS
Laboratory Director’s Phone Number

FOR OFFICE USE ONLY
Date Received

II. TYPE OF CERTIFICATE REQUESTED *(Check only one) Please refer to the accompanying instructions for inspection and certificate testing requirements)*

- ☐ Certificate of Waiver *(Complete Sections I – VI and IX – X)*

NOTE: Laboratory directors performing non-waived testing (including PPM) must meet specific education, training and experience under subpart M of the CLIA regulations. Proof of these qualifications for the laboratory director must be submitted with this application.

- ☐ Certificate for Provider Performed Microscopy Procedures (PPM) *(Complete Sections I-VII and IX-X)*
- ☐ Certificate of Compliance (Complete Sections I – X)
- ☐ Certificate of Accreditation (Complete Sections I – X) and indicate which of the following organization(s) your laboratory is accredited by for CLIA purposes, or for which you have applied for accreditation for CLIA purposes.
  - ☐ The Joint Commission ☐ ACHC ☐ AABB ☐ A2LA
  - ☐ CAP ☐ COLA ☐ ASHI

If you are applying for a Certificate of Accreditation, you must provide evidence of accreditation for your laboratory by an approved accreditation organization as listed above for CLIA purposes or evidence of application for such accreditation within 11 months after receipt of your Certificate of Registration.

PRA Disclosure Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0581. Expiration Date: 03/31/2027. The time required to complete this information collection is estimated to average one hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850. *****CMS Disclaimer*****Please do not send applications, claims, payments, medical records or any documents containing sensitive information to the PRA Reports Clearance Office. Please note that any correspondence not pertaining to the information collection burden approved under the associated OMB control number listed on this form will not be reviewed, forwarded, or retained. If you have questions or concerns regarding where to submit your documents, please contact https://www.cms.gov/regulations-and-guidance/legislation/clia/downloads/cliasa.pdf and https://www.cms.gov/files/document/clia-operations-branch-contacts.pdf.

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Make sure you are using the latest version by downloading the form from: cdph.ca.gov/LFSLabForms

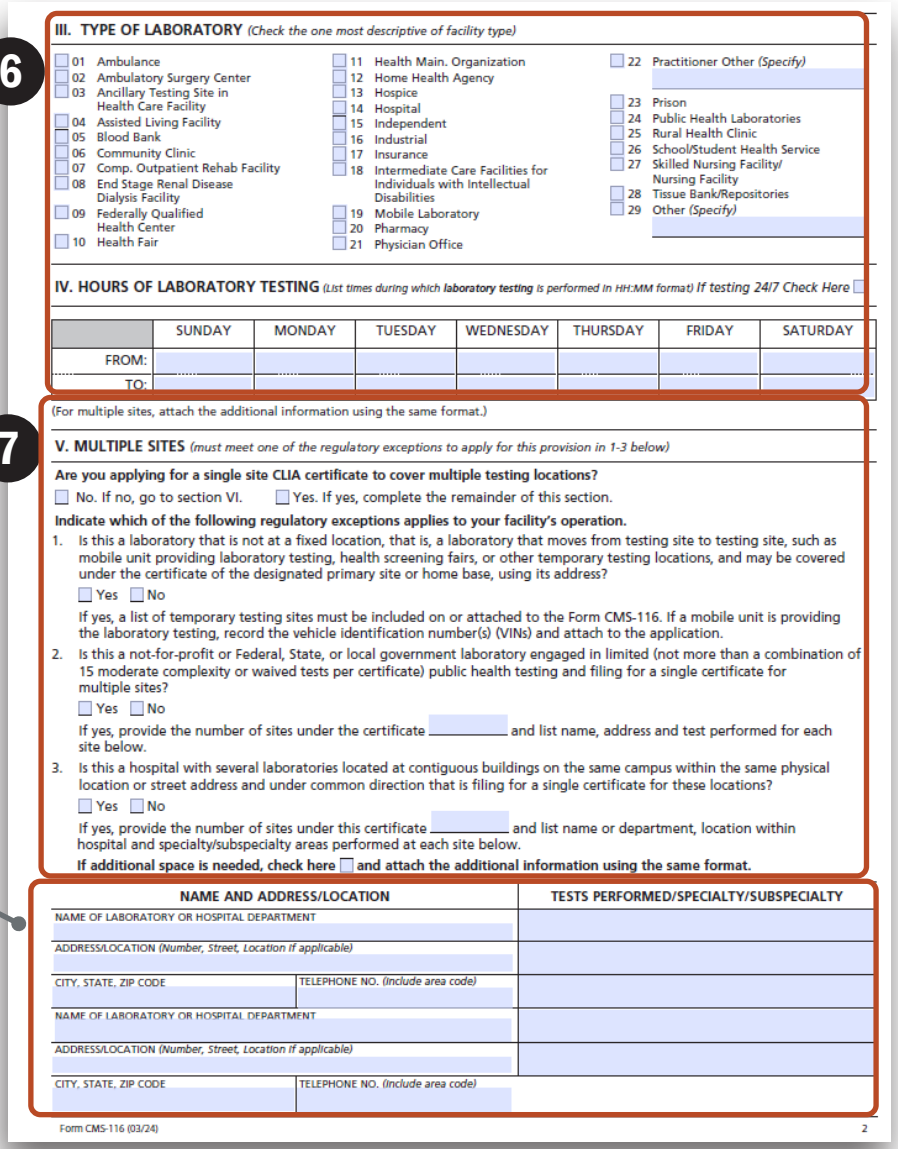
Enter primary site's information. **6**

Complete Section V. **7**

Enter the secondary site information. **8**

If the space is not sufficient, you may enclose a spreadsheet with the same format or use LAB 144B form which you can download from:

cdph.ca.gov/LFSLabForms



III. TYPE OF LABORATORY *(Check the one most descriptive of facility type)*

- ☐ 01 Ambulance
- ☐ 02 Ambulatory Surgery Center
- ☐ 03 Ancillary Testing Site in Health Care Facility
- ☐ 04 Assisted Living Facility
- ☐ 05 Blood Bank
- ☐ 06 Community Clinic
- ☐ 07 Comp. Outpatient Rehab Facility
- ☐ 08 End Stage Renal Disease Dialysis Facility
- ☐ 09 Federally Qualified Health Center
- ☐ 10 Health Fair
- ☐ 11 Health Main. Organization
- ☐ 12 Home Health Agency
- ☐ 13 Hospice
- ☐ 14 Hospital
- ☐ 15 Independent
- ☐ 16 Industrial
- ☐ 17 Insurance
- ☐ 18 Intermediate Care Facilities for Individuals with Intellectual Disabilities
- ☐ 19 Mobile Laboratory
- ☐ 20 Pharmacy
- ☐ 21 Physician Office
- ☐ 22 Practitioner Other *(Specify)*
- ☐ 23 Prison
- ☐ 24 Public Health Laboratories
- ☐ 25 Rural Health Clinic
- ☐ 26 School/Student Health Service
- ☐ 27 Skilled Nursing Facility/ Nursing Facility
- ☐ 28 Tissue Bank/Repositories
- ☐ 29 Other *(Specify)*

IV. HOURS OF LABORATORY TESTING *(List times during which **laboratory testing** is performed in HH:MM format)* If testing 24/7 Check Here ☐

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM:							
TO:							

(For multiple sites, attach the additional information using the same format.)

V. MULTIPLE SITES *(must meet one of the regulatory exceptions to apply for this provision in 1-3 below)*

Are you applying for a single site CLIA certificate to cover multiple testing locations?

☐ No. If no, go to section VI. ☐ Yes. If yes, complete the remainder of this section.

Indicate which of the following regulatory exceptions applies to your facility's operation.

1. Is this a laboratory that is not at a fixed location, that is, a laboratory that moves from testing site to testing site, such as mobile unit providing laboratory testing, health screening fairs, or other temporary testing locations, and may be covered under the certificate of the designated primary site or home base, using its address?
   ☐ Yes ☐ No
   If yes, a list of temporary testing sites must be included on or attached to the Form CMS-116. If a mobile unit is providing the laboratory testing, record the vehicle identification number(s) (VINs) and attach to the application.
2. Is this a not-for-profit or Federal, State, or local government laboratory engaged in limited (not more than a combination of 15 moderate complexity or waived tests per certificate) public health testing and filing for a single certificate for multiple sites?
   ☐ Yes ☐ No
   If yes, provide the number of sites under the certificate _____ and list name, address and test performed for each site below.
3. Is this a hospital with several laboratories located at contiguous buildings on the same campus within the same physical location or street address and under common direction that is filing for a single certificate for these locations?
   ☐ Yes ☐ No
   If yes, provide the number of sites under this certificate _____ and list name or department, location within hospital and specialty/subspecialty areas performed at each site below.

If additional space is needed, check here ☐ and attach the additional information using the same format.

NAME AND ADDRESS/LOCATION		TESTS PERFORMED/SPECIALTY/SUBSPECIALTY
NAME OF LABORATORY OR HOSPITAL DEPARTMENT		
ADDRESS/LOCATION *(Number, Street, Location if applicable)*		
CITY, STATE, ZIP CODE	TELEPHONE NO. *(Include area code)*	
NAME OF LABORATORY OR HOSPITAL DEPARTMENT		
ADDRESS/LOCATION *(Number, Street, Location if applicable)*		
CITY, STATE, ZIP CODE	TELEPHONE NO. *(Include area code)*	

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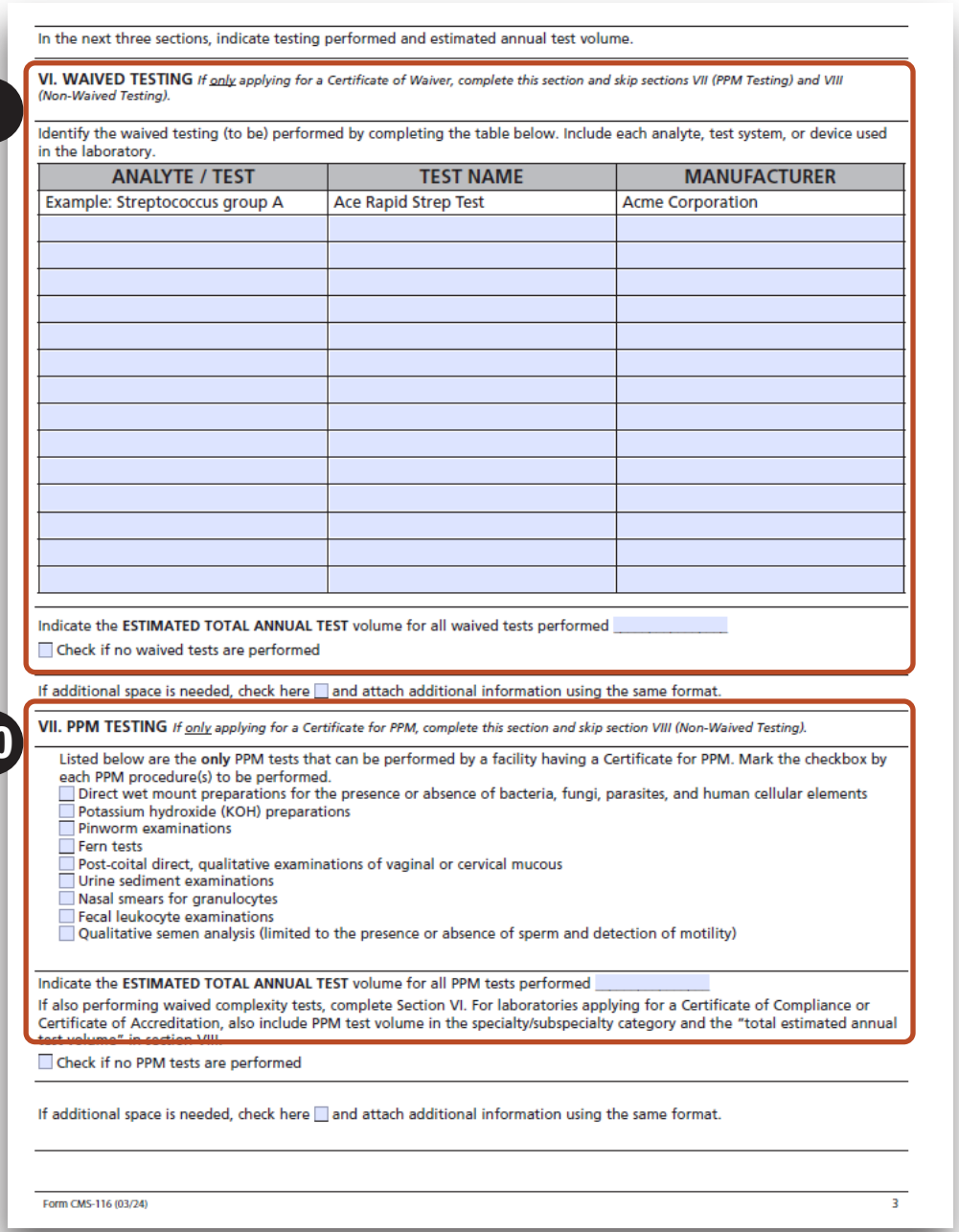
If primary site is Waived, complete Section VI. **9**

If primary site is PPMP, complete Section VII. **10**



In the next three sections, indicate testing performed and estimated annual test volume.

VI. WAIVED TESTING *If only applying for a Certificate of Waiver, complete this section and skip sections VII (PPM Testing) and VIII (Non-Waived Testing).*

Identify the waived testing (to be) performed by completing the table below. Include each analyte, test system, or device used in the laboratory.

ANALYTE / TEST	TEST NAME	MANUFACTURER
Example: Streptococcus group A	Ace Rapid Strep Test	Acme Corporation

Indicate the **ESTIMATED TOTAL ANNUAL TEST** volume for all waived tests performed _____

☐ Check if no waived tests are performed

If additional space is needed, check here ☐ and attach additional information using the same format.

VII. PPM TESTING *If only applying for a Certificate for PPM, complete this section and skip section VIII (Non-Waived Testing).*

Listed below are the **only** PPM tests that can be performed by a facility having a Certificate for PPM. Mark the checkbox by each PPM procedure(s) to be performed.

- ☐ Direct wet mount preparations for the presence or absence of bacteria, fungi, parasites, and human cellular elements
- ☐ Potassium hydroxide (KOH) preparations
- ☐ Pinworm examinations
- ☐ Fern tests
- ☐ Post-coital direct, qualitative examinations of vaginal or cervical mucous
- ☐ Urine sediment examinations
- ☐ Nasal smears for granulocytes
- ☐ Fecal leukocyte examinations
- ☐ Qualitative semen analysis (limited to the presence or absence of sperm and detection of motility)

Indicate the **ESTIMATED TOTAL ANNUAL TEST** volume for all PPM tests performed _____

If also performing waived complexity tests, complete Section VI. For laboratories applying for a Certificate of Compliance or Certificate of Accreditation, also include PPM test volume in the specialty/subspecialty category and the "total estimated annual test volume" in section VIII.

☐ Check if no PPM tests are performed

If additional space is needed, check here ☐ and attach additional information using the same format.

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If primary site is COC/COA, complete Section VIII. **11**

VIII. NON-WAIVED TESTING *(Including PPM testing if applying for a Certificate of Compliance or Certificate of Accreditation) Complete this section only if you are applying for a Certificate of Compliance or a Certificate of Accreditation.*

Identify the non-waived testing (to be) performed by completing the table below. Be as specific as possible. This includes each analyte, test system, or device used in the laboratory. Use (M) for moderate complexity and (H) for high complexity.

ANALYTE / TEST	TEST NAME	MANUFACTURER	M or H
Example: Potassium	Quick Potassium Test	Acme Lab Corporation	M

If additional space is needed, check here ☐ and attach additional information using the same format.

If you perform testing other than or in addition to waived tests, complete the information below. If applying for one certificate for multiple sites, the total volume should include testing for ALL sites.

Place a check (✓) in the box preceding each specialty/subspecialty in which the laboratory performs testing. Enter the estimated annual test volume for each specialty. Do not include testing not subject to CLIA, waived tests, or tests run for quality control, calculations, quality assurance or proficiency testing when calculating test volume. (For additional guidance on counting test volume, see the instructions included with the application package.)

If applying for a Certificate of Accreditation, indicate the name of the Accreditation Organization beside the applicable specialty/ subspecialty for which you are accredited for CLIA compliance. (The Joint Commission, ACHC, AABB, A2LA, CAP, COLA, or ASHI)

SPECIALTY / SUBSPECIALTY	ACCREDITING ORGANIZATION	ANNUAL TEST VOLUME	SPECIALTY / SUBSPECIALTY	ACCREDITING ORGANIZATION	ANNUAL TEST VOLUME
HISTOCOMPATIBILITY 010			**HEMATOLOGY 400**		
☐ Transplant			☐ Hematology		
☐ Nontransplant			**IMMUNOHEMATOLOGY**		
MICROBIOLOGY			☐ ABO Group & Rh Group 510		
☐ Bacteriology 110			☐ Antibody Detection (transfusion) 520		
☐ Mycobacteriology 115			☐ Antibody Detection (nontransfusion) 530		
☐ Mycology 120			☐ Antibody Identification 540		
☐ Parasitology 130			☐ Compatibility Testing 550		
☐ Virology 140			**PATHOLOGY**		
DIAGNOSTIC IMMUNOLOGY			☐ Histopathology 610		
☐ Syphilis Serology 210			☐ Oral Pathology 620		
☐ General Immunology 220			☐ Cytology 630		
CHEMISTRY			**RADIOBIOASSAY 800**		
☐ Routine 310			☐ Radiobioassay		
☐ Urinalysis 320			**CLINICAL CYTOGENETICS 900**		
☐ Endocrinology 330			☐ Clinical Cytogenetics		
☐ Toxicology 340			**TOTAL ESTIMATED ANNUAL TEST VOLUME:**		

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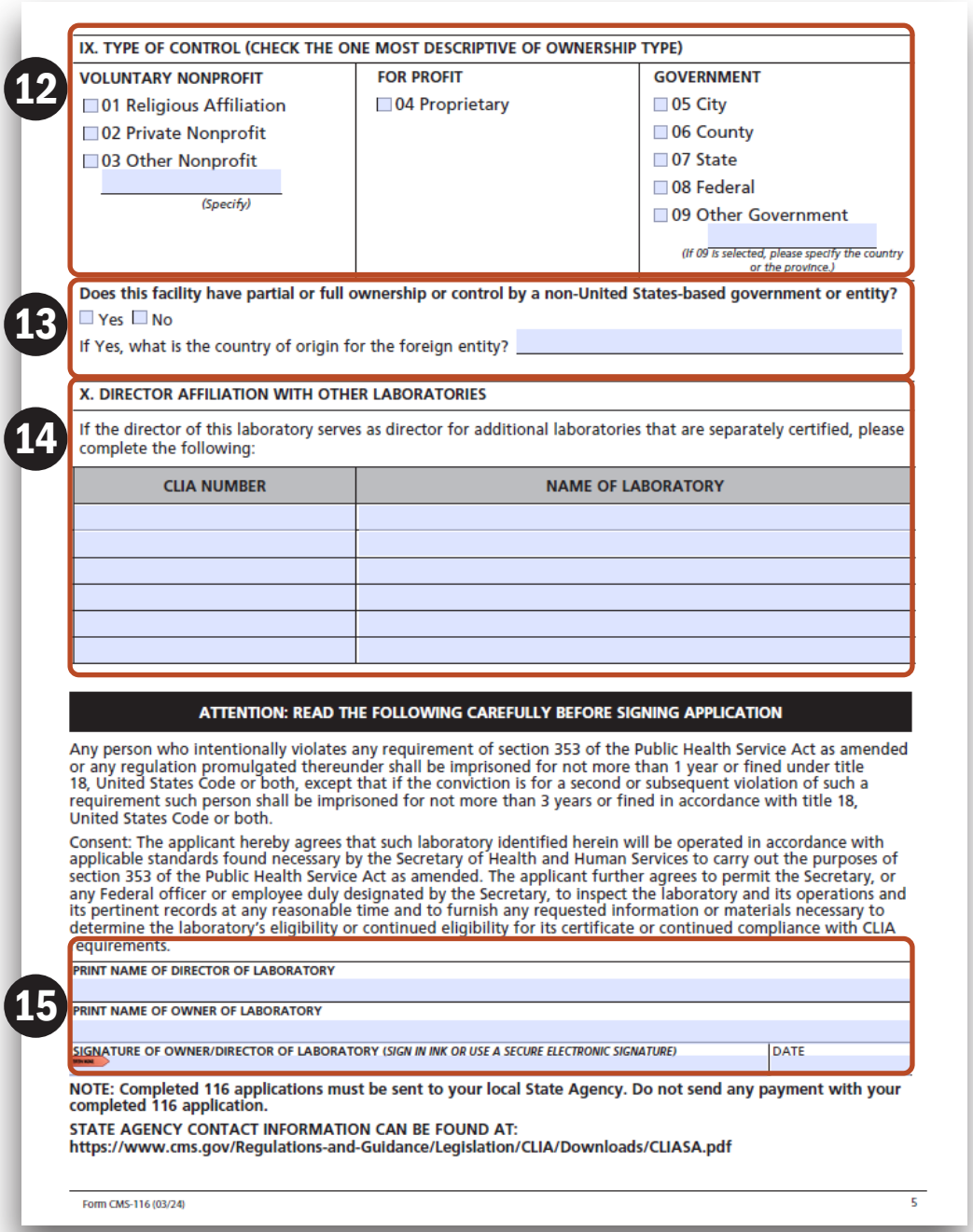
Enter the primary site's "Total Estimated Annual Test Volume."

Complete Section IX with the primary site's information. **12**

Do not skip this question to avoid delay. **13**

Complete Section X if applicable. **14**

Sign and date this form. **15**



IX. TYPE OF CONTROL (CHECK THE ONE MOST DESCRIPTIVE OF OWNERSHIP TYPE)

VOLUNTARY NONPROFIT	FOR PROFIT	GOVERNMENT
☐ 01 Religious Affiliation	☐ 04 Proprietary	☐ 05 City
☐ 02 Private Nonprofit		☐ 06 County
☐ 03 Other Nonprofit		☐ 07 State
_____ (Specify)		☐ 08 Federal
		☐ 09 Other Government
		_____ (If 09 is selected, please specify the country or the province.)

Does this facility have partial or full ownership or control by a non-United States-based government or entity?

☐ Yes ☐ No

If Yes, what is the country of origin for the foreign entity? _____

X. DIRECTOR AFFILIATION WITH OTHER LABORATORIES

If the director of this laboratory serves as director for additional laboratories that are separately certified, please complete the following:

CLIA NUMBER	NAME OF LABORATORY

ATTENTION: READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION

Any person who intentionally violates any requirement of section 353 of the Public Health Service Act as amended or any regulation promulgated thereunder shall be imprisoned for not more than 1 year or fined under title 18, United States Code or both, except that if the conviction is for a second or subsequent violation of such a requirement such person shall be imprisoned for not more than 3 years or fined in accordance with title 18, United States Code or both.

Consent: The applicant hereby agrees that such laboratory identified herein will be operated in accordance with applicable standards found necessary by the Secretary of Health and Human Services to carry out the purposes of section 353 of the Public Health Service Act as amended. The applicant further agrees to permit the Secretary, or any Federal officer or employee duly designated by the Secretary, to inspect the laboratory and its operations and its pertinent records at any reasonable time and to furnish any requested information or materials necessary to determine the laboratory's eligibility or continued eligibility for its certificate or continued compliance with CLIA requirements.

PRINT NAME OF DIRECTOR OF LABORATORY

PRINT NAME OF OWNER OF LABORATORY

SIGNATURE OF OWNER/DIRECTOR OF LABORATORY *(SIGN IN INK OR USE A SECURE ELECTRONIC SIGNATURE)* | DATE

NOTE: Completed 116 applications must be sent to your local State Agency. Do not send any payment with your completed 116 application.

STATE AGENCY CONTACT INFORMATION CAN BE FOUND AT:
https://www.cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/CLIASA.pdf

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