



**Agreement for Acceptance of Specimens Collected by External Agencies for Laboratory Testing at Eastern Health**

**Between:**

**EASTERN REGIONAL HEALTH AUTHORITY (“Eastern Health”)**

**-and-**

\_\_\_\_\_ **(“Specimen Collector”)**

**WHEREAS** the Specimen Collector wishes to have the specimens which are collected privately by the Specimen Collector processed and analyzed by the Laboratories that comprise Laboratory Medicine within Eastern Health;

**AND WHEREAS** the Specimen Collector is an individual or a business, or the employer of an individual, who engages in phlebotomy or obtains blood or urine specimens from individuals for the purpose of routine laboratory testing;

**AND WHEREAS** Eastern Health (“EH”) requires certain conditions be met in order to ensure the integrity of specimens they process and the accuracy of resultant patient data;

**AND WHEREAS** Canadian Standards Association (“CSA”) establishes standards for primary sample collection facilities and medical laboratories, and the Clinical and Laboratory Standards Institute (“CLSI”) establishes guidelines for the collection, storage and delivery, and processing of samples and specimens;

**NOW THEREFORE**, the parties hereto covenant and agree with each other as follows:

**TERMS & CONDITIONS:**

## **1 EASTERN HEALTH RESPONSIBILITIES**

- 1.0** Eastern Health Laboratories comprising their respective departments of Laboratory Medicine, agree to accept samples and specimens from the Specimen Collector for processing and analyzing in accordance with, and only in compliance with, the terms of this agreement.
- 1.1** Eastern Health shall provide access to relevant policies, procedures, forms, test menus, collection instructions, and transport requirements by email distribution. It is the responsibility of the Specimen Collector to provide EH with an active email, for the purpose of information distribution.
- 1.2** Eastern Health will notify the Specimen Collector of all information updates and changes to the test menu, collection, and handling instructions, and EH policies and procedures using the aforesaid email.
- 1.3** Eastern Health will provide the Specimen Collector with a list of CLSI Guidelines applicable to this agreement.
- 1.4** Eastern Health will maintain a website (“Website”) accessible by the Specimen Collector for information purposes. Eastern Health does not warrant the completeness or correctness of the Website.

## **2 SPECIMEN COLLECTOR RESPONSIBILITIES**

### **2.0 *Strict Compliance & Consequences of Breach***

- 2.0.1** The Specimen Collector shall comply with Eastern Health policies and procedures relating to the collection, handling, and transport of laboratory specimens for processing.
- 2.0.2** The Specimen Collector warrants it has access to the most up to date Guideline CLSI GP41 *Collection of Diagnostic Venous Blood Specimens* and the CSA Standard Z316.7 *Primary sample collection facilities and medical laboratories* and complies with the requirements therein.
- 2.0.3** Specimen Collector shall be solely responsible for ensuring that they are knowledgeable and will follow all applicable Eastern Health policies, procedures, and forms; as well as Standards and Guidelines subject to subsections 1.1 to 1.3 herein.
- 2.0.4** The Specimen Collector shall collect, label, store, package, transport and deliver specimens in strict accordance with the specifications and procedures set out in section 2 “Specimen Collector Responsibilities” in this Agreement. A breach by the Specimen Collector of one or more of its responsibilities in this Agreement may lead to termination in accordance with subsection 8.2 of this Agreement at the sole

discretion of Eastern Health. Any termination shall be documented by Eastern Health using the *External Collector Privileges Revoked* Form.

**2.0.5** The Eastern Health Laboratory reserves the right to audit for compliance, all sections of this agreement. Any non-compliance documented as part of the auditing program will be communicated to the Specimen Collector and may result in termination of this Agreement.

## **2.1 Requisition Requirements, Specimen Tracking Log, and other forms**

**2.1.1** Subject only to subsection 2.1.2 herein; the Specimen Collector will ensure each specimen is accompanied by a complete, legible, and unaltered requisition signed by an authorized prescriber/requestor in accordance with EH Laboratory Requisitions policy.

**2.1.2** The Specimen Collector must not materially change the original requisition. A “material change” for the purposes of this subsection includes any change whatsoever not specifically permitted or authorized pursuant to provincial regulations or Eastern Health policies. For example, material changes to the requisition include, but not limited to, changing the priority level of the test, or changing the specific tests requested by the authorized prescriber. If a Specimen Collector makes a material change to a requisition, then the specimen may be rejected and repeated material changes to a requisition may result in immediate termination of this Agreement at the option Eastern Health in accordance with subsection 8.2.

**2.1.3** The Specimen Collector will ensure each batch of specimens is accompanied by a complete and legible EH *Specimen Tracking Log*.

## **2.2 Specimen Collection & Labeling**

**2.2.1** The Specimen Collector shall ensure collection of each specimen follows and meets accepted industry standards for specimen collection in accordance with the current CSA Z316.7 Standard and CLSI GP41 Guideline.

**2.2.2** The Specimen Collector shall only collect those tests identified in the *External Collector Lab Test Menu* that can be delivered in appropriate timelines to ensure specimen stability and quality.

**2.2.3** The Specimen Collector will ensure each specimen is labeled with a minimum of two (2) unique pieces of identifying Client information including the Client’s official first and last name and the health care number in accordance with EH policies and procedures. “Unique identifiers” must comply with Eastern Health Policy.

**2.2.4** The Specimen Collector shall ensure the date and time of collection and the collectors name or EH assigned mnemonic are included, and accurately recorded on the requisition and on the specimen label for each specimen collected.

**2.2.5** All specimens must be labelled in accordance with the laboratory quality requirements based on CLSI Guideline Auto12A such that the information written on the collection containers is fully legible to prevent error.

**2.2.6** Failure to meet aforementioned collection and labelling requirements may result in rejection of the specimen or cancellation of tests/procedures.

**2.2.7** The Specimen Collector shall be responsible to purchase all supplies, including but not limited to collection bottles, tubes, needles, and transport containers, required to complete specimen collection services. Eastern Health is not responsible to provide supplies to Specimen Collectors.

### **2.3 Specimen Packaging Transport & Delivery**

**2.3.1** The Specimen Collector shall ensure all specimens are stored, packaged, and transported to the receiving location in accordance with all applicable regulations and standards, including but not limited to:

- *Transportation of Dangerous Goods Act*, S.C. 1992, c.34 standards and requirements, and those set out in its associated regulations and procedures (“TDG”);
- Eastern Health policies and procedures for packaging and transport.

**2.3.2** Subject to the exceptions in 2.3.2.1 and 2.3.2.2, all specimens must be delivered to the Testing Site within the target collection-to-delivery timeframes as defined by Eastern Health. In most cases, the target collection-to-delivery time is three hours (180 minutes).

**2.3.2.1** The delivery time-limit may be less than three hours (180 minutes) depending on the time sensitivity, testing requirements and priority of the test requested. The delivery requirement will be provided with the collection requirements of the specific test.

**2.3.2.2** The Specimen Collector is solely responsible for knowing the hours of operation of the Testing Site (including any reduced or limited hours of operation) and must ensure that specimens are delivered during these hours of operation and only on regular working days Monday to Friday.

**2.3.3** The Specimen Collector shall ensure specimens are delivered to the appropriate drop-off location as specified by the Specimen Collector on the application submitted to Eastern Health. specimens delivered to a location not specified in the application may be rejected.

**2.3.4** Eastern Health will assess specimen delivery times at the time of drop off and those specimens that do not meet the stability or other quality criteria will not be accepted by Eastern Health for testing.

- 2.3.5** Failure to meet established delivery time requirements or packaging requirements, may result in rejection of the specimen, cancellation of tests/procedures, and/or termination of this agreement by Eastern Health.

***Specimen Collector Training and Competency***

- 2.3.6** The Specimen Collector warrants that all persons involved in the collection of specimens have formal training in phlebotomy and other collection procedures and demonstrate ongoing competency which is comparable to the competencies required of Eastern Health employees engaged in similar work.
- 2.3.7** The Specimen Collector must maintain records of in-house training and competencies of all persons involved in the collection, labelling, and packaging of specimens; and will, on the request of Eastern Health, provide proof of such training and competency.
- 2.3.8** The Specimen Collector warrants that all persons involved in the collection of specimens are aware that collection must be performed in accordance with Eastern Health policies and procedures and in compliance with CSA Standard Z316.7 and CLSI Guideline GP41 and that failure to do so could result in termination of this Agreement pursuant to subsection 8.2.
- 2.3.9** The Specimen Collector warrants that all of its individual Collectors have access to CLSI Guideline GP41.
- 2.3.10** The Specimen Collector will ensure that employees, contractors, or agents who may be involved in the packaging, transportation and delivery of specimens have received the training required in accordance with the *Transportation of Dangerous Goods Act*, and its associated regulations and procedures.

**2.4 *Mandatory Information and Communications***

- 2.4.1** Communications under this Agreement will be accepted by e-mail by both Parties. Contact information for Eastern Health is as follows:

**LABORATORY INFORMATION**

Email to be used for routine communications such as distribution of documents, information, and notifications, and information between Eastern Health and the Specimen Collector:

Email Address \_\_\_\_\_

Private patient information shall not be discussed through email.

Urgent patient safety concerns shall be communicated via the telephone numbers set out for such communications as posted on the Eastern Health laboratory website.

The contact information for the Specimen Collector shall be set out in the Application for Collectors Agreement and/or as submitted on the *External Collector Change to Information* form.

- 2.4.2** The Specimen Collector must provide Eastern Health with an active e-mail address and phone number where the Specimen Collector can receive information, such as notifications and audits related to collections, packaging, transport, or adverse event reporting. Use of the e-mail address and phone number will be considered valid notice to the Specimen Collector and any changes to the e-mail address and/or phone number must be immediately communicated to the Eastern Health laboratory using the *External Collector Change to Information* form.
- 2.4.3** The Specimen Collector is responsible for reviewing all material and information sent to the e-mail address provided and adhering to the policies and procedures thereof.
- 2.4.4** When requested, the Specimen Collector is required to acknowledge receipt of e-mail notices that are in relation to non-compliances with the Agreement by return e-mail.
- 2.4.5** During the term of this Agreement, the Specimen Collector agrees to update Eastern Health with respect to any changes to its business information or its contact information by submitting the *External Collector Change to Information* form to Eastern Health.
- 2.4.6** The Specimen Collector will ensure that employees, contractors, or agents who may be involved in the packaging, transportation and delivery of specimens have received the training required in accordance with the *Transportation of Dangerous Goods Act*, S.C. 1992, c.34 and its associated regulations and procedures. A copy of each individual Collector's printed name and initials/signature that will be used on specimens and requisitions must be provided to the EH Laboratory.
- 2.5** *Non-compliance and Adverse Event Reporting*
- 2.5.1** The Specimen Collector will immediately notify Eastern Health in writing if it becomes aware of any incidence of non-compliance or breach of the terms and conditions of this Agreement. Any such notice will be given by email.
- 2.5.2** Eastern Health reserves the right to investigate non-compliance with this Agreement.
- 2.5.3** The Specimen Collector will immediately notify by phone and e-mail the appropriate contact at the Testing Site if the Specimen Collector becomes aware of any adverse event information related to the collection, packaging or transporting of specimens.
- 2.5.4** The Specimen Collector warrants that all corrective actions related to errors and incidents of non-compliance with this Agreement are reviewed with employees and persons involved with specimen collection, packaging, transportation, and delivery.

### **3 INSURANCE**

- 3.0** The Specimen Collector hereby represents and warrants that it holds sufficient commercial general liability and professional liability insurance to cover its own acts and omissions and those of its employees and agents, as applicable.
- 3.1** Upon signing of this agreement, the Specimen Collector agrees to provide Eastern Health with a Certificate of Insurance.

### **4 INDEMNIFICATION & LIABILITY**

- 4.0** The Specimen Collector shall indemnify and save harmless Eastern Health and their affiliates, officers, employees, contractors, authorized prescribers, directors, and agents from and against all claims, damages, actions, cause of actions, and expenses (including without limitation reasonable legal fees and disbursements) occasioned by, or attributable to, any act or omission of the Specimen Collector or its employee(s), agent(s), or contractor(s) in connection with this Agreement.

### **5 INDEPENDENT CONTRACTOR RELATIONSHIP**

- 5.0** Eastern Health and the Specimen Collector are each independent Parties and nothing in this Agreement constitutes any party as the employer, principal, agent, or partner of any other party. The Specimen Collector does not have any authority to assume or create any obligation or liability, either expressed or implied, on behalf of Eastern Health. No employee, agent or contractor of the Specimen Collector shall be considered an employee of Eastern Health.

### **6 PRIVACY AND CONFIDENTIALITY.**

- 6.0** The Specimen Collector, whether an individual or a company shall execute Eastern Health's Privacy/Confidentiality Oath or Affirmation as provided by Eastern Health and as defined in the Eastern Health policy *Privacy and Confidentiality*.

## **7 MISCELLANEOUS**

- 7.0** The Specimen Collector is responsible to ensure that all of its employees or agents (if any) have reviewed and understand the terms of this Agreement. Failure of any employee or agent of the Specimen Collector to comply with the terms of this Agreement may result in termination of this Agreement by Eastern Health.
- 7.1** Eastern Health may change, restrict, or limit its laboratory hours and testing sites available to receive and process specimens for operational requirement reasons, including but not limited to workforce disruptions, workload, and laboratory capacity issues or concerns.
- 7.2** Eastern Health reserves the right to verify collection information and/or patient information by contacting the patient directly.
- 7.3** Eastern Health will directly respond to and follow-up on any patient concerns or complaints, or any adverse event information they receive regarding the Specimen Collector's collection of specimens or operations generally.
- 7.4** This Agreement shall be final and binding upon the Parties, their heirs, representatives, successors, and assigns.
- 7.5** This Agreement constitutes all of the agreements between the Parties and supersedes all prior agreements, negotiations, or discussions, whether oral or written of the Parties to it.
- 7.6** No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, nor shall the waiver constitute a continuing waiver unless otherwise expressly provided.
- 7.7** This Agreement may only be amended by written consent of both Parties.
- 7.8** This Agreement shall be governed by and construed in accordance with the laws of the Province of Newfoundland and Labrador.
- 7.9** Each Party acknowledges that it has read this Agreement, including the Schedules attached, and each party understands and agrees to be bound by its terms and conditions, and agrees that they are signing the Agreement voluntarily
- 7.10** This Agreement may be executed by facsimile or by scan and e-mail and the Parties shall recognize such execute as valid and binding.
- 7.11** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which together shall constitute the same Agreement.
- 7.12** The signatories to this Agreement personally warrant that they have the full power and authority to enter into this Agreement and that the person signing this Agreement on behalf of each Party has been properly authorized and empowered.



## 8 TERM & TERMINATION

- 8.0** This Agreement shall be effective from the date of last signature to this Agreement and shall be for a term of term of three (3) years (the “Term”).
- 8.1** This Agreement may be renewed upon mutual written consent of the parties for up to two (2) additional terms of three (3) years each and any renewals shall form part of the Term using the form set out in Schedule A.
- 8.2** Notwithstanding anything else in this Agreement, the Specimen Collector acknowledges Eastern Health may terminate this Agreement immediately if at its sole discretion Eastern Health reasonably suspects the Specimen Collector of non-compliance with the terms of this Agreement, including, but not limited to, providing Eastern Health with false information about the Specimen Collector, its business operations, employees, or agents (if any), and specimen collection issues. Eastern Health will confirm termination using the *External Collector Privileges Revoked Form*.

## 9 REQUIRED DOCUMENTATION

- 9.0** Eastern Health has provided the Specimen Collector with:
- Access to Relevant EH policies and procedures.
  - Access to Test Menu for External Collectors
- 9.1** Specimen Collector has submitted to Eastern Health, the External Collector Application for Agreement and attached proof of documentation as listed on the application form.

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**IN WITNESS WHEREOF** the Parties agree to be bound by the terms of this Agreement.

**EASTERN HEALTH**

**Regional Director of Laboratory Services**

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
DD/MM/YYYY

**SPECIMEN COLLECTOR**

**Title** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
DD/MM/YYYY

**SCHEDULE “A”**

**Request for Renewal of Agreement**

**Renewal Agreement for Acceptance of Specimens for Laboratory Testing at Eastern Health (the “Renewal Agreement”)**

**Between:**

**EASTERN REGIONAL HEALTH AUTHORITY (“Eastern Health”)**

**- and -**

\_\_\_\_\_ (**“Specimen Collector”**)

**WHEREAS** Eastern Health and the Specimen Collector entered into the Agreement described above, dated \_\_\_\_\_, for the acceptance by Eastern Health of specimens collected by the Specimen Collector, for laboratory testing; and

**WHEREAS** the Specimen Collector wishes to continue to have specimens which it collects privately processed and analyzed by the Laboratories that comprise Laboratory Services within Eastern Health.

**IN WITNESS WHEREOF** the Parties agree to continue to be bound by the terms of the Agreement for an additional three (3) year term commencing upon the last date of signatures affixed below:

**SPECIMEN COLLECTOR**

**Title** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
DD/MM/YYYY

**EASTERN REGIONAL HEALTH AUTHORITY**

**Regional Director of Laboratory Services**

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
DD/MM/YYYY