Certificate and Test Menu Record

Document no.	Version	Effective date	Supersedes	Approved by (laboratory director)
WT-06	1.4			

Laboratory name on the certificate	
CLIA number	
Certificate type	
Certificate expiration date	
Laboratory director	
State agency contact	

Waived tests performed at this site

Test	Manufacturer and kit	Specimen type	Waived status confirmed (date)	Date started

Before adding a test

- Confirm the test system is waived for the specimen type you will use.
- If the test is not waived, do not start testing. The site needs a different certificate first.
- Add the test to the table above and write a procedure (WT-01).

Changes to report

Report any change in ownership, name, location or laboratory director within 30 days. Reports go to HHS through your State agency. Record the date reported below.

Template source: CLIA Templates. The laboratory director must review, adapt and approve this document before use.

Change	Date of change	Date reported	Reported by

Regulatory basis: 42 CFR 493.39 (notification of changes); Part 493, Subpart B (Certificate of Waiver).

Template notice. Checked against 42 CFR Part 493: 16 November 2026. This template is a starting point, not regulatory or legal advice. State, local and accreditation requirements may be stricter than CLIA.