



**1. Introduction and Purpose:**

- 3.3.3. The case coordinator may determine which tests are required, based on case history information furnished on the submission form.
- 3.3.4. If a specific, requested test is not offered by the VBSD, or if a sample has to be forwarded to an approved outsource laboratory, the client is informed per the current ADRDL policy on outsourcing
- 3.4. Case coordinator or the employee receiving the sample or performing the test evaluates the laboratory sample for suitability and/or quality.
  - 3.4.1. He /she documents problems related to sample suitability or quality with the case records.
    - 3.4.1.1. Case coordinator communicates any significant sample quality problems to the client.
- 4. **Other Related Policies /Forms:**
  - 4.1. Submission forms
  - 4.2. Outsourcing Policy: ADRDL.POL.QUA.0004.XX
- 5. **Revision History:**
  - 5.1. VBSD is changed to ADRDL.
  - 5.2. At 3.1, web link for submission forms is updated.
- 6. **References:**
  - 6.1. Current AAVLD Requirements
- 7. **Appendices:**
  - 7.1. N/A