Checklist for ASVCP Quality Assurance Guideline Section 8, Urinalysis (v.3, 2019)

The purpose of these checklists is to facilitate guideline implementation/practical application and may be further detailed in laboratory-specific standard operating procedures (SOPs). The numbers in the first column correspond to the section numbers in the guideline. The N/A option (listed here only for applicable items) should only be employed for items not pertaining to the laboratory, with an explanation in the additional comment box.

Guideline Recommendation	Compliant?	Additional Comment(s) by Auditor
8.1.1 Sample collection, storage and transport recommendations are readily available to offsite clients.	☐ Yes ☐ No ☐ N/A	
8.1.1 Clients are advised to clearly mark the urine collection method in the designated section of the laboratory submission form.	☐ Yes ☐ No ☐ N/A	
8.1.1 Urine is collected into new, clean containers and promptly covered securely.	☐ Yes ☐ No ☐ N/A	
8.1.1, 8.1.2 Urine samples that will be analyzed >30 min. after collection are placed in the refrigerator and protected from UV light.	☐ Yes ☐ No ☐ N/A	
8.1.1 A direct or sediment smear is made from fresh urine and submitted with the urine sample if urinary tract disease is suspected. The smear is specified as direct or concentrated.	☐ Yes ☐ No ☐ N/A	
8.1.2 Urine samples for which crystalluria is a clinical concern are examined within 30 minutes of collection.	☐ Yes ☐ No ☐ N/A	
8.1.2 Refrigerated urine samples are brought to room temperature before analysis.	☐ Yes ☐ No ☐ N/A	

8.1.2 Sediment examination of refrigerated urine samples takes place within 4 hours of sampling.	☐ Yes ☐ No ☐ N/A	
8.1.2 Dipstick examination of refrigerated urine samples takes place within 24 hours of sampling.	☐ Yes ☐ No ☐ N/A	
8.1.3 Urine samples intended for culture are aliquoted before any other urinalysis procedures take place and are stored in the refrigerator or at cool ambient temperatures in plain or serum tubes for a maximum of 24 hours.	☐ Yes ☐ No ☐ N/A	
8.1.3 Urine samples intended for microbiology which cannot be refrigerated or stored at cool ambient temperatures are placed into boric acid tubes and analyzed within 24 hours.	☐ Yes ☐ No ☐ N/A	
8.2.1, 8.2.3, 8.2.5 Manufacturers' instructions are followed for all equipment. Calibration, maintenance and performance logs are kept (to include refractometer, stainers, centrifuges, dipstick readers, sediment analyzers, and microscopes).	☐ Yes ☐ No ☐ N/A	
8.2.2, 8.2.3, 8.2.5 Method validation and routine QC are performed on instruments used in urinalysis. Laboratory personnel are knowledgeable regarding the operation, principle of measurement, and the potential errors associated with these measurements.	☐ Yes ☐ No ☐ N/A	
8.2.4.1 Laboratory personnel have knowledge of preanalytical aspects of urinalysis.	☐ Yes ☐ No ☐ N/A	

8.2.4.2 Laboratory personnel are aware of species differences and normal findings for urine appearance, specific gravity, dipstick, and sediment findings.	☐ Yes ☐ No ☐ N/A	
8.2.4.3 Laboratory personnel have knowledge of the different analytical methodologies employed in urinalysis and common analytical errors for the methods.	☐ Yes ☐ No ☐ N/A	
8.2.4.4 Laboratory personnel understand when to repeat urinalysis tests or when use a confirmatory method, as detailed in an SOP.	☐ Yes ☐ No ☐ N/A	
8.2.5.1 An organoleptic (gross) urine evaluation, consisting of a description of odor, color, and turbidity, should be performed at the start of urinalysis.	☐ Yes ☐ No ☐ N/A	
8.2.5.2 Refractometers are calibrated regularly with distilled water.	☐ Yes ☐ No ☐ N/A	
8.2.5.3 Dipsticks are within expiry date and are kept in their original containers with the desiccant and with the lid firmly sealed.	☐ Yes ☐ No ☐ N/A	
8.2.5.3 Results from the leukocyte, specific gravity, nitrate, and urobilinogen dipstick pads are not reported.	☐ Yes ☐ No ☐ N/A	
8.2.5.3 Positive reactions for protein are followed by a UP:C if pre- and post-renal causes of proteinuria have been eliminated.	☐ Yes ☐ No ☐ N/A	
8.2.5.5, 8.2.5.6 Urine sediment is consistently evaluated using standardized methods for preparation, staining, and enumeration of elements.	☐ Yes ☐ No ☐ N/A	

8.2.5.7 A stained, air-dried sample is examined if there is a clinical suspicion of urinary tract infection or neoplasia, or if pyuria, bacteriuria, or atypical cells are seen in the sediment.	☐ Yes ☐ No ☐ N/A	