

**GOVERNMENT OF ASSAM  
HEALTH & FAMILY WELFARE DEPARTMENT  
DISPUR::: GUWAHATI**

No.HLB. 517/2018/ 32

Dated Dispur the 14<sup>th</sup> May, 2020

ORDER

Ref: **Standard Operating Procedure for COVID-19 testing laboratories.**

In view of the need to further streamline COVID-19 testing in the State and to increase the output of each testing laboratory under the present circumstances, the following **Standard Operating Procedure (SOP) will be adopted for COVID-19 testing** in Assam:

**1.State Control Room**

- 1.1. Dr A K Barman, Director of Medical Education and Dr Manoj Choudhury, Addl. Director of Medical Education will continually monitor the testing status of each laboratory, and take remedial steps on a real time basis.
- 1.2. If required, DME will temporarily attach any medical faculty to the control room.
- 1.3. The control room will take steps to increase testing capacity in the State which will include deployment of additional manpower etc.
- 1.4. DME/ Addl. DME will be continuously in contact with each medical college hospital/ laboratory.
- 1.5. DME/ Addl. DME will be in contact with the District Surveillance Officer to coordinate the entire process timely receipt of samples by laboratories as well as timely declaration of results.
- 1.6. District Surveillance Officer will in turn contact DME/ Addl. DME in case of any issue relating to testing laboratories and then escalate the matter to the respective Deputy Commissioner, if required.
- 1.7. DME/ Addl. DME will regularly visit the testing laboratories to have first-hand experience of the ground situation.

**2.Demarcation of feeder districts for each Medical College Hospital/ RMCR testing laboratory :**

2.1. The categorisation is as follows

Sl. No.	Laboratory	Allotted Districts
1.	ICMR- Regional Medical Research Centre, Dibrugarh	Dibrugarh, Sivasagar, Charaideo, Tinsukua & additional sample from any other region with approval of Principal Secretary
2.	AMCH	Lakhimpur, Dhemaji
3.	JMCH	Jorhat, Majuli, Golaghat, Nagaon, Karbi Anglong

*[Handwritten Signature]*



4.	GMCH	Kamrup (Metro), Kamrup (Rural), Hojai, Morigaon, Nalbari, Goalpara, West Karbi Anglong, South Salmara
5.	TMCH	Darrang, Udalguri, Sonitpur, Biwanath, (along with samples from Arunchal Pradesh)
6.	FAAMCH, Barpeta	Kokrajhar, Dhubri, Bongaigaon, Barpeta, Chirang, Baksa
7.	SMCH	Silchar, Karimganj, Hailakandi, Dima Hasao

2.2. Any sample beyond the testing capacity of a medical college hospital laboratory would be re-directed to Regional Medical Research Centre by Principal Secretary.

2.3. No laboratory will receive any sample from outside the allotted districts, without the specific permission of DME who too will grant such permission only in exceptional cases, as a last resort.

### 3. Methodology of testing

3.1. Only samples with proper SRF inputs/ sample particulars will be accepted by a laboratory for testing. In case of any deficiency in this regard for the first time from any district, DME will be immediately informed and such samples may be accepted only with prior consultation with DME/ Addl. DME who will in turn advise the district that no such sample will be accepted in future.

3.2. Pool testing is compulsory for all samples from 14/05/2020 onwards.

3.3. Number of samples to be pooled will be dependent on testing capacity and number of samples to be tested but number of samples to be pooled will not exceed five.

3.4. In case of emergent need to increase the number of pooled samples, specific permission will be taken from DME who will however not allow pooling of samples beyond of 10 samples. Pooling of 10 samples will be allowed only in exceptional situation.

3.5. Samples will received by a laboratory in two batches i.e. morning (from screening/ quarantine centres) and afternoon (from ILI/ SARI samples of community surveillance programme of the districts).

3.6. The testing of the morning batch should be completed by evening of the same day and thereafter the testing of the afternoon batch will commence and be completed by next morning. No result results should be delayed beyond 24 hours.

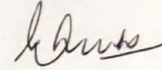
3.7. In order to eliminate current backlog of testing at Barpeta, Tezpur and GMC, number of samples to be pooled can go upto 10 as required to eliminate backlog by early morning of 14/05/2020.

*[Signature]*  
14/5/20



#### 4. Emergency Authorization to Principal cum Chief Superintendent

- 4.1. In view of emergent situation where timely processing of samples for COVID-19 is of paramount importance to save lives and to contain the spread of the disease, the Principals cum Chief Superintendents are hereby authorised to make procurements as required for the testing laboratories in respect of contractual engagement of laboratory manpower (research scientist, laboratory technician, data entry operator etc.) consumables including refreshments, laboratory items, computers & peripherals etc. as deemed essential, at reasonable rates, after maintaining proper records. This authorisation is valid for a period of six months.
- 4.2. In case of any requirement of fund for a laboratory, the concerned Principal cum Chief Superintendent will make a request to Mission Director, NHM with intimation to undersigned. Mission Director, NHM will make available necessary fund to the Principals cum Chief Superintendents for utilisation for purpose of smooth function/ augmentation of the laboratory.



(Samir K Sinha, IAS)

Principal Secretary to Government of Assam  
Health & Family Welfare Department

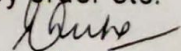
Memo No. HLB. 109/2020/Pt/ 32 -A

Dated Dispur the 14<sup>th</sup> May, 2020

Copy to:

1. The Chief Secretary, Assam.
2. Commissioner & Secretary, Health & Family Welfare Department.
3. Special Secretary, Health & Family Welfare Department.
4. Mission Director, National Health Mission, Assam.
5. All Deputy Commissioners.
6. Director of Medical Education, Assam
7. Director of Health Services, Assam.
8. All Principals cum Superintendents/ Superintendents, Medical College Hospitals.
9. Director/ Superintendent, State Cancer Institute, GMC
10. All Joint Directors of Health Services, Assam.
11. P.S. to Hon'ble Minister, Health & F.W. Department.
12. P.S. to Hon'ble Ministers of State, Health & F.W. Department.
13. Any other concerned.

By order etc.



Principal Secretary to Govt. of Assam  
Health & Family Welfare Department