

**APHL
Lab Director Transitions Guide
Online Toolkit
Reporting Structures**

**[Headline]
Reviewing the Reporting Structures**

Checklist for mapping out your lab

In addition to having its own management structure, the laboratory has a place within several larger systems, from regional and national lab networks to the state government. Early in the onboarding process, the lab director should review the lab's position in these systems and map out a reporting structure, revising as needed over time. Determining this chain of command clarifies authority and gives insight into which people a lab director should keep closely informed.

- Determine the lab's position within its governmental department or university system.
- Evaluate the laboratory's formal and informal organizational structures, including lines of authority and decision-making processes.
- Determine whether and how the laboratory serves agencies and customers other than those in the state health department.
- Determine what, if any, public health testing is performed outside the laboratory.
- Arrange a leadership team or similar informal initial meeting to assess the current organizational structure of the laboratory, get feedback about how well it's been working and begin to consider what changes, if any, should be instituted.