

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM
CERTIFICATION MANUAL**

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Primary and Secondary Accreditation

Laboratories are granted either Primary or Secondary Accreditation from ELAP. The following laboratories are granted Primary Accreditation:

1. all laboratories located in New York State and
2. out-of-state laboratories that do **not** hold NELAP accreditation from another state accreditation body.

Secondary Accreditation is granted to laboratories located outside New York State **and** accredited by a NELAP-recognized state accreditation body.

All applicants for Primary or Secondary Accreditation must submit a completed "Environmental Laboratory Application for Approval" ([Form 107](#)), which includes a Certification of Compliance by the Laboratory Owner and Lead Technical Director. The period of approval is one year (April 1 through March 31), and a new application must be submitted annually. This application must also be submitted whenever there is a change in ownership, laboratory address, or when applying for a new Technical Director.

Laboratories applying for Primary Accreditation must also submit a Quality Manual, demonstrating that the laboratory has a Quality System meeting the requirements of the program, and must satisfy proficiency testing (PT) requirements (described in [Certification Manual Item 300](#)). Laboratories applying for Secondary Accreditation are not required to submit a Quality Manual or PT scores, but must arrange for their Primary Accreditation Body to send a copy of their NELAP certificate(s) to ELAP.

Personnel

Key personnel must be identified on the application form, and documentation of the qualifications and experience of Technical Directors (and analysts if applying for Critical Agent accreditation) must accompany the application. Certification Manual Item 140 contains the personnel requirements. Appropriate documentation is as follows:

- a. For College/University Degrees/Courses, a copy of transcripts showing required course work and degree granted. Exceptions would be for those individuals holding Chemistry and Biology degrees from a U.S. college/university. If the degree is in Chemistry, a copy of the degree indicating the major of chemistry is sufficient. Likewise, if the degree is in Biology, a copy of a college diploma with the major of biology is sufficient.
- b. For Drinking Water or Sewage Treatment Plant Operators, a copy of the license certificate.
- c. For Industrial Waste Facility, a letter from a person in authority documenting the required experience.

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Technical directors wishing to direct more than one laboratory must request approval in writing and provide information on the operating hours of the laboratories, adequacy of supervision, including the qualifications of subordinates, arrangements for contacting the director with problems, availability of services in the area, etc.

Fields of Accreditation

The Fields of Accreditation offered by ELAP are listed in [Certification Manual Item 180](#). The approvals are issued for specific Fields of Accreditation, comprising Matrix – Technology/Method – Analyte. Laboratories must submit the appropriate application form, based on matrix type. The application forms are provided on the ELAP website as:

- a. [Form 108](#) – Drinking Water
- b. [Form 109](#) – Non-potable Water
- c. [Form 1977](#) – Solid & Hazardous Waste
- d. [Form 1977CA](#) – Critical Agents
- e. [Form 1978](#) – Air & Emissions

Laboratories wishing to add or delete fields of accreditation after accreditation has been given, must request changes in writing through a letter, fax or email. The laboratory should also complete one of the forms listed above. If the laboratory is adding an analyte, place an “A” in the space before the analyte to indicate it is a request to add an analyte. If the laboratory is removing an analyte from its scope, place an “E” in the space before the analyte to indicate it is a request to drop or erase the analyte.

When a fee is required, payment of the fee must accompany the application.

Interim Accreditation

The NELAC standards permit interim accreditation to be granted under the following conditions. If a laboratory completes all of the requirements for accreditation except that of an on-site assessment because ELAP or another Primary Accreditation Body is unable to schedule the assessment, the accreditation body may issue an interim accreditation. Interim accreditation, which may not exceed 12 months, allows a laboratory to perform analyses and report results with the same status as an accredited laboratory until the on-site assessment requirements have been completed. The interim accreditation status is a matter of public record.

In practice, when ELAP grants interim accreditation, it is “NY-ELAP only”, and certificates do not bear the NELAP logo. Laboratories granted interim accreditation may not claim or advertise to be NELAP accredited. Following a satisfactory on-site assessment, interim accredited laboratories are granted full NELAP accreditation for those fields of accreditation that are within the scope of the NELAC standards. Since an on-site assessment can usually

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be conducted in a timely manner, laboratories located in New York will not generally be granted Interim accreditation.

Notification and Reporting Requirements

Laboratories must notify ELAP (or their Primary Accreditation Body) of any changes in key accreditation criteria within 30 calendar days of the change. This written notification includes, but is not limited to changes in the laboratory ownership, location, key personnel, and major instrumentation. All such updates are public record, and any or all of the information contained therein may be placed in the NELAP national database.

Additionally, all requested changes in Fields of Accreditation (Matrix – Technology/Method -- Analyte), including addition or removal of analytes and methods, must be submitted in writing and approved by ELAP before the change can take effect.

Certificates must be returned to ELAP promptly upon request for these two situations:

- (1) if your lab has had administrative action taken against it (e.g., suspension, denial, or revocation), or**
- (2) if your lab has had insufficient proficiency tests and/or proficiency test failures.**

Expired certificates do not need to be returned to ELAP at renewal time (i.e., April 1st of each year). Furthermore, original certificates do not need to be returned when additions and/or removals of analytes and methods are made to your scope of accreditation.

Multiple Test Facilities

When a laboratory has more than one testing facility and these testing facilities are located in separate buildings, a waiver to have all the testing facilities considered one laboratory is to be requested in writing. This application should include the location of each testing facility, name of the laboratory, the technical director who will effectively supervise all the testing facilities, and certification that the individual testing facilities do not duplicate analytical reporting and record keeping activities. After inspection of all these testing facilities and review of the application, a decision will be made.

Changes in Directorship

Whenever a position of technical director is vacated, the laboratory's approval will be terminated automatically unless the ELAP office is notified in writing within 30 calendar days of the vacancy. Approval may be extended for 90 days to recruit a new technical director

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and to allow ELAP to evaluate the qualifications of the new proposed technical director. The new proposed technical director must meet the regulation requirements for laboratory technical director. Documentation of proposed technical director qualifications is to be submitted to the central ELAP office as soon as possible.

Change of Ownership and/or Location of Laboratory

Changes in laboratory location and/or ownership must be filed with the ELAP office within 30 calendar days of the change. All records and analyses performed pertaining to accreditation must be kept for a minimum of 5 years and are subject to inspection by ELAP or another Primary Accreditation Body during this period without prior notification to the laboratory. This stipulation is applicable regardless of change in ownership, accountability or liability. Similarly, a laboratory remodeling that may affect the quality of the analytical data is to be reported. The precise nature of the change is to be described. The ELAP office must be notified 30 calendar days **prior** to the remodeling.