

**NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER
ENVIRONMENTAL LABORATORY APPROVAL PROGRAM
PO BOX 509 – EMPIRE STATE PLAZA
ALBANY, NEW YORK 12201-0509
www.wadsworth.org/labcert/elap/elap.html**

Environmental Laboratory Application Instructions/Requirements

If you are applying for Secondary NELAP accreditation in New York, you should submit your completed five-page general application form, completed category application form(s), all required personnel credentials, and your \$500.00 (application fee) check payable to the NYS Department of Health. You will receive an invoice for the remainder of your laboratory's ELAP fee upon certification. You must also request that your Primary Accrediting Body (PAB) send New York a copy of your laboratory's NELAP Certificate(s) and scope of accreditation.

If you are applying for Primary NELAP accreditation in New York, you should return your completed five-page general application form, completed category application form(s), all required personnel credentials, your laboratory's quality manual, standard operating procedures (SOP's), documents of capability (DOC's), and a \$500 check (application fee) payable to the NYS Department of Health. Please be aware that an inspection by an ELAP Program Consultant may also be required prior to certification.

In order to become ELAP certified, your laboratory must demonstrate proficiency for all requested analytes listed in Certification Manual Items 311-315. You must achieve passing scores in at least two (2) of three (3) consecutive proficiency tests performed at least fifteen (15) days apart. At least one of the scores must be less than six (6) months old. Therefore, you may take any combination of the following actions:

1. Submit your laboratory's proficiency test scores from analyses performed within the previous eighteen (18) months on samples from any of the NELAC/A2LA Accredited providers.
2. Purchase samples of each requested FoPT compound from one of the NELAC/A2LA Accredited providers and have the provider submit your scores to the ELAP Office.
3. Wait until the analytes are tested in the next regularly scheduled ELAP PT rounds. (Certification Manual Item 310 contains the current ELAP PT Schedule.) Scores and certification data are released twenty-one (21) days after the study's close date.

SECTION A – GENERAL INFORMATION

Please provide **all** information requested. Failure to do so will delay your application.

- Laboratory Name: Use legal name of laboratory.
- US EPA Lab Code: If you do not currently have a US EPA Lab Code, you may obtain one by calling the US EPA, Mr. Charles Feldman, at 513-569-7671
- Primary Accrediting Body: List name of primary if other than New York State.
- Hours of Operation: Provide days and hours the lab is in operation.
- Laboratory Location Address: Provide physical location of the laboratory location, not a post office box.

- Mailing Address: Provide if different from location address.
- Billing Address: Provide if different from mailing address.
 - If this not provided, the mailing address will be used as the default.
- Accounts (Payable) Manager. Provide name of individual if applicable.
 - All invoices will be directed to your accounts payable manager. If no accounts payable manager is listed, your invoices will be directed to your laboratory's Lead Technical Director.
- Owner's Name: Provide name and address of owner.
 - If the laboratory has more than one owner with at least a 10% stake in the laboratory, attach a sheet to the application listing those individuals.

SECTION B – LABORATORY PERSONNEL

Please provide **all** requested information in order to expedite your application. If any of the information is omitted, the application will be returned.

A separate Section B should be completed for (and signed and dated by) the lead technical director applying for approval. Technical Director qualifications are located in NYCRR Subpart 55-2.10.

If applicable, a separate Section B should be completed for (and signed and dated by) each technical director applying for approval. Please indicate the type(s) of testing for which each individual will be responsible. Technical Director qualifications are located in NYCRR Subpart 55-2.10.

A separate Section B should be completed for (and signed and dated by) your Quality Assurance Officer. The qualifications for a QA Officer are listed in NYCRR Subpart 55-2.11.

All applicants should indicate and/or provide the following information

- Hours and days he/she will be on-site
- Name of your laboratory's contact person (if different than you)
- Name of your laboratory's HPN contact person (if different than you)
- Documentation supporting education (e.g., transcript of grades, diploma)
- Documentation supporting operator's certificate
- Documentation supporting work experience (i.e., resume, curriculum vitae)
 - Environmental laboratory work experience section.
 - Experience must be indicated in **number of months**.

CERTIFICATION OF COMPLIANCE

Please note, your application will not be processed unless all portions of this section are completed and include all required signatures.