

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM  
CERTIFICATION MANUAL**

<b><u>SUBJECT</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>	<b><u>ITEM NO.</u></b>
Accreditation of Mobile Laboratories: Definitions and Criteria for Approval	09/30/16	1 of 3	135

**Definition and Criteria**

A mobile environmental laboratory is defined as an enclosed wheeled vehicle furnished and equipped for environmental sample analysis, which has the facilities and a controlled environment that enable the laboratory to perform approved methods with precision and accuracy comparable to a NELAP/ELAP-accredited fixed-base laboratory. Examples include, but are not limited to trailers, vans, and skid-mounted structures.

A mobile laboratory can be operated as either (1) a satellite of a NELAP/ELAP accredited fixed-base laboratory, or (2) an independent NELAP/ELAP accredited laboratory by a fixed-base laboratory or non-laboratory entity.

**(1) A Mobile Laboratory Operated as a Satellite of a Fixed-Base Laboratory**

The mobile laboratory operates under the certificate(s) of approval of the fixed-base laboratory, operates under the same quality system as the fixed-base laboratory, may only conduct analyses for which the fixed-base laboratory is accredited, and is not required to separately analyze proficiency testing samples. An on-site assessment of the mobile laboratory is performed in accordance with the ELAP Certification Manual (Certification Manual Item 200) and will normally be conducted as part of the on-site assessment of the fixed-base laboratory.

The mobile laboratory's Total Adjusted Volume (TAV) for purposes of fee calculation is to be included in the fixed-base laboratory's TAV. The address for accreditation purposes is the address of the fixed-base laboratory. The location of the mobile laboratory must be made available to ELAP on request. A Technical Director, who meets the qualifications of laboratory director for the types of testing performed (as listed in Certification Manual Item 140), must be present in the mobile laboratory. A Technical Director may not supervise both the fixed-base and mobile laboratory when they are operating concurrently. When the fixed-base parent laboratory is NELAP-accredited and situated outside New York State, the primary accreditation of the home state will be recognized, but the mobile laboratory will be required to hold separate ELAP accreditation and pay accreditation fees calculated in accordance with NYCRR Part 55, Subpart 55-3.

**(2) A Mobile Laboratory Operated as an Independent Laboratory**

The mobile laboratory may be owned by a non-laboratory entity, or may be owned by a fixed-base laboratory, but operating under a different quality system or performing analysis for which the fixed-base laboratory is not approved. In either case, the mobile laboratory is issued its own certificate of approval. ELAP must have, on record, the address of the office of the non-laboratory entity operating a mobile lab just as it has for the NELAP/ELAP-accredited fixed-base laboratory. The mobile laboratory location must be made available to ELAP upon request. The mobile laboratory must meet all requirements of accreditation of a fixed-base laboratory, including Technical Director qualifications, fee

## ENVIRONMENTAL LABORATORY APPROVAL PROGRAM CERTIFICATION MANUAL

<u>SUBJECT</u>	<u>DATE</u>	<u>PAGE</u>	<u>ITEM NO.</u>
Accreditation of Mobile Laboratories: Definitions and Criteria for Approval	09/30/16	2 of 3	135

payment, proficiency testing, and satisfactory outcome of an on-site assessment.

### General Application

In both cases, as noted above, an application (Form 107) must be made to ELAP for accreditation of the mobile laboratory. The VIN number of the mobile laboratory must be indicated on the application (page 1).

### Primary / Secondary NELAC Accreditation and Categorical Application

**Any mobile laboratory with a fixed address within the boundaries of the State of New York is required to have primary NELAC accreditation for the category(ies)-analyte(s)-method(s) which it will be conducting analyses on NY samples.** The laboratory must complete an application for primary accreditation (e.g. Form 108, 109, 1977, or 1978). The laboratory will need to meet the criteria as noted under the section above, "Definition and Criteria".

**For a mobile laboratory whose fixed address is not within the boundaries of the State of New York, the laboratory can seek primary accreditation with the State of New York or with another NELAC state. For primary accreditation received from another NELAC state, the laboratory will complete and submit an application for secondary accreditation (e.g. Form 108, 109, 1977, or 1978). For primacy with the State of New York, the laboratory will complete and submit an application for primary accreditation (e.g. Form 108, 109, 1977, or 1978).**

**If the mobile laboratory changes its fixed location, the laboratory must notify ELAP of the change in location within 30 calendar days of the change (Certification Manual Item 130, "Notification and Reporting Requirements).**

### Records

Records generated by all mobile laboratories seeking primary accreditation with the State of New York must be stored at the fixed-base office or laboratory and be made available to the ELAP assessor at the time of the on-site assessments. Records to be maintained include the following:

1. Operation log,
  - a. The operation log must include records of deployment date, staff on board, type of testing performed, destination, and return date.
2. Sample accession and chain of custody log books,
3. Start-up QC for each deployment of the mobile laboratory,
  - a. For chemistry instrumentation; MDL verification and linear range determination and initial calibration and verification of method accuracy and precision.

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM  
CERTIFICATION MANUAL**

<b><u>SUBJECT</u></b>	<b><u>DATE</u></b>	<b><u>PAGE</u></b>	<b><u>ITEM NO.</u></b>
Accreditation of Mobile Laboratories: Definitions and Criteria for Approval	09/30/16	3 of 3	135

- b. For bacteriology; successful determination of positive and negative controls and ongoing air density monitoring which demonstrates <1 cfu/min.
- 4. SOP(s),
- 5. QA manual,
- 6. Sample and reagent preparation records,
- 7. Instrument run logs and data,
- 8. QA/QC data, and
- 9. Final reports.

Additional required records, depending on the type of accreditation, are described in Certification Manual Item 200.