

APPLICATION INSTRUCTIONS

Part 1 – Initial/Renewal Application

All environmental laboratories performing testing or analysis of Drinking/Potable Water, Non-Potable Water (Wastewater), and/or Solid and Chemical Materials for compliance with any of the following statutes must be accredited by the Department.

1. The Oil and Gas Act (58 P.S. §§ 601.101 – 601.605).
2. The Clean Streams Law (35 P.S. §§ 691.1 – 691.1001).
3. The Hazardous Sites Cleanup Act (35 P.S. §§ 6020.101 – 6020.1305).
4. The Land Recycling and Environmental Remediation Standards Act (35 P.S. §§ 6026.101 – 6026.908).
5. The Pennsylvania Safe Drinking Water Act (35 P.S. §§ 721.1 – 721.17).
6. The Solid Waste Management Act (35 P.S. §§ 6018.101 – 6018.1003).
7. The Storage Tank and Spill Prevention Act (35 P.S. §§ 6021.101 – 6021.2104).
8. The Pennsylvania Bituminous Coal Mine Act (52 P.S. §§ 701.101 – 701.706).
9. The Surface Mining and Conservation and Reclamation Act (52 P.S. §§ 1396.1 – 1369.31).
10. The Coal Refuse Disposal Control Act (52 P.S. §§ 30.51 – 30.206).
11. The Bituminous Mine Subsidence and Land Conservation Act (52 P.S. §§ 1406.1 – 1406.21).
12. The Noncoal Surface Mining Conservation and Reclamation Act (52 P.S. §§ 3001 – 3326).

The Pennsylvania Department of Environmental Protection's ("Department") Laboratory Accreditation Program operates a dual accreditation system. Environmental laboratories may choose to seek accreditation in accordance with the Pennsylvania State Environmental Laboratory Accreditation Program ("State"), or the National Environmental Laboratory Accreditation Program ("NELAP"). Both State and NELAP accreditation are available for the Drinking Water, Non-Potable Water, and Solid and Chemical Materials matrices. Environmental laboratories seeking asbestos accreditation from the Department must first obtain accreditation from another NELAP-recognized Accreditation Body and then apply for secondary accreditation from the Department. The Department does recognize the NY-DOH's ELAP accreditation for asbestos in Solid & Chemical Materials as an acceptable alternative to NELAP accreditation for asbestos only.

1. **State Accreditation** is based upon compliance with the Pennsylvania Environmental Laboratory Accreditation Regulations, 25 Pa Code, Chapter 252 ("Chapter 252"). Requirements for the use of specific methodology or quality control practices may be contained in Chapter 252, other Department or federal regulations, or in a permit issued by the Department. These requirements must also be met.
2. **NELAP Accreditation** is based upon compliance with the TNI Standard and Chapter 252. An environmental laboratory physically located in Pennsylvania wishing to obtain NELAP accreditation must apply to the Department for primary NELAP accreditation (except asbestos, as described above). Pennsylvania also offers primary NELAP accreditation to out-of-State environmental laboratories located in states which are not NELAP Accreditation Bodies. Secondary NELAP accreditation is available to an out-of-State environmental laboratory with primary accreditation from another recognized NELAP Accreditation Body.

Initial Application Requirements:

An environmental laboratory seeking to obtain accreditation must complete and submit an initial application along with the appropriate fees in accordance with Chapter 252, Subchapter B, and a completed Federal W-9 Form. Initial application fees are due when the laboratory:

- Initially applies for accreditation with the Department,
- Applies for accreditation and does not hold a valid accreditation certificate from the Department,
- Currently holds a State accreditation certificate but seeks NELAP accreditation (or vice versa),
- Fails to submit a renewal application by the 15th day of the month in which their current accreditation certificate expires.

The Department has identified which portions of the application materials must be submitted in hard copy format. All other documents may be submitted on a CD or DVD; flash drives are NOT acceptable. **E-mail transmission of materials is not accepted.**

The “Application for Environmental Laboratory Accreditation” consists of three forms, Part 1—Administrative Information, Part 2—Methodology Requests, Part 3—Add/Change Laboratory Supervisor, and required attachments. Complete an initial application for accreditation in accordance with the following guidelines:

- Complete all items on the application, indicating “not applicable” or “N/A” where appropriate.
- If your laboratory does not have a PA Laboratory ID#, complete the Environmental Laboratory Registration Application (hard copy required) (available under “Forms & Applications” at www.depweb.state.pa.us/labs, choose Laboratory Accreditation Program on the right-hand side of page)
- Indicate the type of accreditation sought (State **or** NELAP). Secondary NELAP applicants must include the date(s) of all NELAP on-site assessments conducted within the last three (3) years and identify the Primary NELAP Accreditation Body(ies).
- Identify Laboratory Supervisor(s)* and area(s) of supervision (ex: Entire Laboratory, Micro, Metals, etc.). The Department will address all official correspondence to the individual listed first (a.) under Item #14.
- Complete Part 3—Add/Change Laboratory Supervisor for each proposed laboratory supervisor. See Application Instructions for the Part 3—Add/Change Laboratory Supervisor Application (hard copy required).
- Identify a Quality Assurance Officer*.
- Identify the laboratory personnel currently employed at the laboratory, title/position, analytical responsibilities (hard copy required) (ex: sample prep, metals, wet chem, semis, etc.), and dates of employment. (Not required for Secondary NELAP applicants)
- Submit a completed Part 2 – Methodology Requests or a detailed summary of the specific method-matrix-analyte combinations for which accreditation is sought (hard copy required) (Secondary NELAP applicants, see below).
- Water and Wastewater Treatment Plant laboratories must submit a copy of their current discharge permit (NPDES or Water Quality Management Part 2 Permit) initially and upon renewal, update or reissue of the permit.
- Include a check for the appropriate fees (see fee table and example on pages 3 and 4) made payable to “Commonwealth of Pennsylvania”.
- Each laboratory supervisor identified in item #14 **MUST** read all applicable documentation itemized in the table under item #18 “Certification by Applicant Laboratory Supervisor(s).
- Sign and date the application (hard copy required). (Signatures of the Quality Assurance Officer(s)* and all Supervisors are required.)
- Arrange for the submission of Proficiency Test (“PT”) sample results directly from the PT Provider to the Department’s Laboratory Accreditation Program. (Not required for secondary NELAP applicants)

*Where staffing is limited, the Laboratory Supervisor and Quality Assurance Officer may be the same individual. Laboratories seeking State Accreditation are not required to designate a Quality Assurance Officer.

Required Attachments for Initial Applications:

- ☐ Completed Registration Application (if not already registered) and \$50 fee
- ☐ Completed Part 3 – Add/Change Laboratory Supervisor applications for all proposed laboratory supervisors
- ☐ Completed Part 2 – Methodology Requests or a detailed summary of the requested fields of accreditation
- ☐ Quality Manual (however named)
- ☐ Completed Federal W-9 Form
- ☐ Check made payable to “Commonwealth of PA” for applicable accreditation fees
- ☐ NPDES or Water Quality Management Part 2 Permit, if issued
- ☐ SDWA Reporting SOP that meets the requirements of 25 Pa. Code § 109.810 and § 252.708, required for all laboratories seeking DW accreditation (See Memo to DW Accredited Labs RE: SDWA Reporting and Notification Requirements)

Initial Application for Secondary NELAP Accreditation:

In addition to the above instructions, environmental laboratories applying for **Secondary NELAP Accreditation** must submit the following information with applications for accreditation:

- ☐ Copy of a valid accreditation certificate and the most recent scope of accreditation from the Primary NELAP Accreditation Body (“AB”) (hard copy required). In lieu of a completed Part 2—Methodology Requests, the

Department encourages the applicant environmental laboratory to indicate its methodology requests directly on its scope of accreditation from the Primary NELAP Accreditation Body.

- ☐ Copy of all on-site assessment reports conducted by any Primary Accreditation Body within the last three (3) years.
- ☐ Arrange for the Department to receive confirmation from the Primary NELAP AB outlining that the supervisor(s) listed in Part 1, Item 14 is appropriately qualified in accordance with the TNI Standard. This confirmation may be in the form of a letter or e-mail directly from the Primary AB.

NOTE: If any portion of the out-of-State environmental laboratory's accreditation is denied, revoked or suspended by the Primary Accreditation Body, the laboratory's authorization to perform testing or analysis in Pennsylvania is automatically revoked for the same fields of accreditation [§ 252.205(c)].

Renewal Application Requirements:

An environmental laboratory seeking to maintain accreditation must complete and submit a renewal application along with the appropriate fees in accordance with Chapter 252, Subchapter B. Environmental laboratories shall submit applications for accreditation renewal annually to the Department's Laboratory Accreditation Program at least **60 calendar days prior to the expiration date of the environmental laboratory's current Certificate of Accreditation [§ 252.203(a)]**.

An environmental laboratory submitting a renewal application shall submit a completed Part 1—Initial/Renewal Application, the appropriate fees, and may choose one of the following options to fulfill the renewal application requirements:

- Chose the second box in Item 1 of Part 1 indicating that the applicant laboratory requests "No Changes" to its current accreditation status, **OR**
- Choose the third box in Item 1 of Part 1 indicating that the applicant laboratory requests "Changes" to its current accreditation status, **AND**
 - ☐ Submit a copy of the applicant laboratory's current PA Scope of Accreditation and appropriate Laboratory Summary Sheets indicating the requested deletions to the environmental laboratory's accreditation status, or itemize all deletions in a letter (hard-copy required)
 - ☐ Submit a completed Part 4—Addition of Field of Accreditation application outlining the requested additions to the environmental laboratory's current accreditation status (hard-copy required)

Required Attachments for Renewal Applications:

- ☐ SDWA Reporting SOP that meets the requirements of 25 Pa. Code § 109.810 and § 252.708, required for all laboratories seeking DW accreditation (See Memo to DW Accredited Labs RE: SDWA Reporting and Notification Requirements)
- ☐ Check made payable to "Commonwealth of PA" for applicable accreditation fees

NOTE: A completed Federal W-9 Form, Quality Manual, or DEP-issued Permit must be submitted with the renewal application package only when changes have been made to the information contained on previously submitted documents.

Renewal Application for Secondary NELAP Accreditation:

In addition to the above instructions, environmental laboratories applying for renewal of **Secondary NELAP Accreditation** must submit the following information with applications for accreditation:

- ☐ A copy of a valid accreditation certificate and the most recent scope of accreditation from the Primary NELAP Accreditation Body indicating those Fields of Accreditation for which the environmental laboratory wishes to apply for accreditation in Pennsylvania. (hard-copy required)
- ☐ A copy of all on-site assessment reports conducted by any Primary Accreditation Body since submission of the most recent renewal application (usually within the last 12 months).

Fee Schedule:

Environmental laboratories shall submit the appropriate fees with the application for accreditation. The appropriate fees shall include the Application Fee and appropriate Accreditation Category(ies) identified in the table below. Fees for environmental laboratories are in accordance with Chapter 252, §252.204. Checks must be made payable to "Commonwealth of Pennsylvania". **All fees are nonrefundable.**

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Accreditation Category	Fee¹
Application Fee – Initial Application for State Accreditation ²	\$ 750
Application Fee – Renewal Application for State Accreditation	\$ 500
Application Fee – Initial Application for NELAP Accreditation ²	\$ 2,500
Application Fee – Renewal Application for NELAP Accreditation	\$ 2,000
Application Fee – Ownership Transfer or Change in Address	\$ 150
Application Fee – Addition of Field of Accreditation	\$ 250
Application Fee – Supplemental On-site Assessment	\$ 500
Basic Drinking Water Category – includes 1 method for each of the following: Total Coliform Bacteria, Fecal Coliform Bacteria, <i>E. coli</i> Bacteria, Heterotrophic Bacteria, Nitrate, Nitrite, Fluoride, Cyanide	\$ 650
Basic Non-potable Water Category – includes 1 method for each of the following: Fecal Coliform Bacteria, BOD, CBOD, Nitrate, Ammonia, Total Nitrogen, Total Kjeldahl Nitrogen, Nitrite, Phosphorus, SOUR, and 1 method for each type of residue including % Solids for land-applied biosolids	\$ 750
Whole Effluent Toxicity Testing (WETT)	\$ 700

1 In addition to the appropriate fees, out-of-State environmental laboratories shall reimburse the Department for out-of-State travel related expenses necessitated by the on-site assessment process.

2 Applications submitted by a laboratory that does not have a valid accreditation certificate from the PA-DEP are considered initial applications and require payment of the Initial Application Fee.

Accreditation Category – Continued	Fee 1 Matrix*	Fee 2 Matrices*	Fee 3 Matrices*
Asbestos Category	\$ 400	\$ 750	\$ 1,050
Microbiology Category	\$ 500	\$ 950	\$ 1,350
Trace Metal Category	\$ 550	\$ 1,050	\$ 1,500
Inorganic Non-metal Category	\$ 600	\$ 1,150	\$ 1,650
Volatile Organic Chemicals	\$ 650	\$ 1,250	\$ 1,800
Extractable and Semi-volatile Organic Chemicals	\$ 1,500	\$ 2,900	\$ 4,200
Dioxin	\$ 650	\$ 1,250	\$ 1,800
Radiochemical Category	\$ 750	\$ 1,450	\$ 2,100

* "Matrix" refers to Drinking Water, Non-Potable Water, and Solid & Chemical Materials. Laboratories must pay the appropriate fee based on the number of matrices for which the laboratory performs testing for each Accreditation Category.

Changes:

An environmental laboratory seeking to change administrative information, transfer ownership, name a new or replace a current laboratory supervisor or QA Officer, or add fields of accreditation outside the regular renewal application period (>90 days before expiration date of certificate of accreditation) must complete and submit its request with the appropriate fees in accordance with Chapter 252, Subchapter B.

Environmental Laboratories with questions regarding applications for accreditation should contact the Department's Laboratory Accreditation Program at (717) 346-7200 or eplabaccredit@pa.gov.

SUBMIT APPLICATION MATERIALS AND FEES TO (e-mail submissions are NOT acceptable):

US Postal Service:
Department of Environmental Protection
Bureau of Laboratories
Attn: Laboratory Accreditation Program
PO Box 1467
Harrisburg, PA 17105-1467

All other modes of delivery (UPS, Fed Ex, etc):
Department of Environmental Protection
Bureau of Laboratories
Attn: Laboratory Accreditation Program
2575 Interstate Drive
Harrisburg, PA 17110-9332

Failure to submit a complete application package, including the necessary fees, will delay processing of your application and may result in denial, revocation, or lapse of accreditation.