

Attachment 3

SUBMITTAL REQUIREMENTS FOR REQUESTING CHANGES TO CERTIFICATION AND ACCREDITATION STATUS

Modified NJ-ELCP and Primary NJ-NELAP

1. Addition of an Approved Method Number and Reference to a Parameter currently listed on the laboratory's Annual Certified Parameter List (ACPL)
 - a. Application (Parts I & III)
 - b. SOP and all associated QA/QC data-Retain on file to be evaluated at time of audit
2. Addition of a Method Number and Reference, that has been removed by EPA based on the March 12 & 26, 2007 MUR, to a Parameter currently listed on the laboratory's ACPL
 - a. Application (Parts I & III)
 - b. Proof of why your lab is required to have certification for a removed method number and reference- examples: copy of a permit listing the required method number and reference, Quality Assurance Project Plan (QAPP), contract, etc.
 - c. SOP and all associated QA/QC data-Retain on file to be evaluated at time of audit

Modified Secondary NJ-NELAP

1. Addition of an Approved Method Number and Reference to a Parameter currently listed on the laboratory's Annual Certified Parameter List (ACPL)
 - a. Application (Parts I and III)
 - b. Primary Accrediting Body Scope of Accreditation Analyte List – Code Part III appropriately
 - c. PT's when applicable
2. Addition of a Method Number and Reference, that has been removed by EPA based on the March 12 & 26, 2007 MUR, to a Parameter currently listed on the laboratory's ACPL
 - a. Application (Parts I and III)
 - b. Primary Accrediting Body Scope of Accreditation Analyte List – Code Part III appropriately
 - c. Proof of why your lab is required to have certification for a removed method number and reference- examples: copy of a permit listing the required method number and reference, Quality Assurance Project Plan (QAPP), contract, etc.

Initial NJ-ELCP and Primary NJ-NELAP

1. Parameter with an Approved Method Number and Reference added by EPA based on the March 12 & 26, 2007 MUR
 - a. Application (Parts I, II and III)
 - b. Fee
 - c. SOP
 - d. PT's when applicable
 - e. MDL's when applicable
 - f. Precision and accuracy data when applicable

2. Parameter with a Method Number and Reference that has been removed by EPA based on the March 12 & 26, 2007 MUR
 - a. Application (Parts I, II and III)
 - b. Fee
 - c. SOP
 - d. PT's when applicable
 - e. MDL's when applicable
 - f. Precision and accuracy data when applicable
 - g. Proof of why your laboratory is required to have certification for a removed method number and reference- examples: copy of a permit listing the required method number and reference, Quality Assurance Project Plan (QAPP), contract, etc.

Initial Secondary NJ-NELAP

1. Parameter with an Approved Method Number and Reference added based on the March 12 & 26, 2007 MUR
 - a. Application (Parts I, II and III)
 - b. Primary Accrediting Body Scope of Accreditation Analyte List – Code Part III appropriately
 - c. Fee
 - d. PT's when applicable

2. Parameter with a Method Number and Reference that has been removed by EPA based on the March 12 & 26, 2007 MUR
 - a. Application (Parts I, II and III)
 - b. Primary Accrediting Body Scope of Accreditation Analyte List –Code Part III appropriately
 - c. Fee
 - d. Proof of why your lab is required to have certification for a removed method number and reference- examples: copy of a permit listing the required method number and reference, Quality Assurance Project Plan (QAPP), contract, etc.