

Instructions for Submitting a State (ELCP) or National (NELAP) Environmental Laboratory Certification Renewal Application Package

Part I - Administrative Information

- Complete all information.
- Signatories- The following individual shall sign the application as specified in N.J.A.C. 7:18-1.9(b):
 1. If the applicant is a corporation, a principal executive officer of at least the level of vice president.
 2. If the applicant is a partnership, a general partner.
 3. If the applicant is a sole proprietorship, by the proprietor.
 4. If the applicant is a municipal, state, federal or other public agency or instrumentality, by the principal executive or his or her designee.

Part II - Personnel

- If the names listed on the enclosed laboratory personnel list (LPL) are correct, there are no changes to the LPL names, and the LPL is complete, you need only sign and date the LPL and submit as your Part II.
- If the names listed on the LPL are **not correct or the LPL is not complete**, please make changes on the LPL. Indicate end dates of personnel that are no longer with the company or serving in the position where their name is listed. All required educational, employment and training information; and documentary evidence in support of education, training and experience (transcripts, training course certificates, resumes, etc.) must be submitted for new personnel.
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but the manager/lead technical director, quality assurance officer and supervisor(s)/technical director(s) must be listed on the LPL or Part II and submitted.

Part III - Analytical Testing Parameters

- **A blank copy of Part III giving all certifications/accreditations offered by New Jersey's Program is not included in the application package.** If your company wishes to make additions to its current certification status, the needed pages of Part III can be downloaded from OQA's web site at <http://www.nj.gov/dep/oqa/labcert.html>. If you do not have access to the site you may request a copy of Part III by contacting OQA at (609) 292-3950.

Adding Parameters for ELCP Laboratories and New Jersey NELAP Primary Laboratories:

On Part III enter an "A", in the Status column, next to the parameter(s) you would like to add;

Circle the approved method that your company will use for each indicated parameter under the "Approved Method" column and submit only the pages on which your company has entered information.

Adding Parameters for NELAP Laboratories with New Jersey Secondary Accreditation:

A current, effective Primary Accrediting Authority's approved scope of accreditation list must be cross-referenced for all NELAP laboratories with or seeking secondary accreditation in New Jersey.

Follow the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions.

Annual Certified Parameter List and Current Status (ACPL)

- **It is important to review each page of this section.** This part of the application represents your company's laboratory status as of 02/08/08 as entered in the OQA's database.
- To drop a parameter, enter a "D", to the left of the parameter code you would like to drop.
- To add a parameter, see above instructions in Part III-Analytical Testing Parameters.
- For ELCP laboratories and NELAP laboratories with **only** primary accreditation in New Jersey, if you agree with the information given on the annual certified parameter list and current status (including any dropped entries, if made) you need only sign and date the last page and submit as Part III.

Please Note: A current, effective Primary Accrediting Authority's approved scope of accreditation list must be cross-referenced for all NELAP laboratories with or seeking secondary accreditation in New Jersey (see NELAP Secondary Laboratories Coding/Cross-Referencing Instructions).

Discrepancy Form

- Please use this form to note **only** the differences between your company's records and the information given on the enclosed **Annual Certified Parameter List and Current Status**. Please attach all supporting documentation for each notation to the completed "Discrepancy Form." Supporting documentation should include, but is not limited to; Laboratory ID Number, parameter(s), approved method number(s), and prior correspondence.

Invoice for Annual Fee Payment

- Mail payment (check or money order payable to: Treasurer-State of New Jersey) and bottom portion of the invoice to the following address:

NJ Department of Treasury
Division of Revenue
PO Box 417
Trenton, NJ 08646-0417

- The fee amount on the enclosed invoice was determined based on the information currently in the OQA's database. **If your company has added or deleted a category, the amount on the invoice may need to be recalculated.** When recalculating fees please refer to the fee schedule from OQA's web site at <http://www.nj.gov/dep/oqa/labcert.html>.

Application Package

- Mail the application package and all the required documents to the following address:

NJ Department of Environmental Protection
Office of Quality Assurance
9 Ewing Street, 2nd Floor
PO Box 424
Trenton, NJ 08625-0424