

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

## **Part I - Administrative Information**

- Complete all information

## **Part II - Personnel**

- Complete all information
- Include all necessary documentary evidence in support of education, training and experience of laboratory personnel (transcripts, training course certificates, resumes, etc.).
- Documentary evidence is not required for laboratories seeking **only secondary NELAP accreditation** but **the manager, quality assurance officer and supervisor(s)/technical director(s) must be listed on a blank Part II and submitted along with documentation from your primary Accreditation Body that the personnel has been approved.**

## **Part III - Analytical Testing Parameters**

- A blank copy of Part III giving all certifications/accreditations offered by New Jersey's Program can be downloaded from OQA's web site at <http://www.nj.gov/dep/oqa/labcert.html>.
- **Adding Parameters for ELCP and NELAP Primary Laboratories:**
  1. On Part III enter an "A", in the Status column, next to the parameter(s) you would like to add.
  2. Submit only the pages on which your company has entered information.
- **Adding Parameters for NELAP Secondary Laboratories** – Follow the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions

**Please Note:** For all NELAP laboratories having or seeking secondary accreditation in New Jersey, a current, effective Primary Accreditation Body's approved scope of accreditation list **must be correctly cross-referenced and submitted.** (refer to the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions).

## **Data Package Requirements for Adding Parameters for ELCP & Primary NELAP Labs**

- A draft SOP for the new parameter(s)/method(s).
- MDL(s) (if applicable).
- Precision and Accuracy (P/A) study or Demonstration of Capability (DOC) and the associated raw data.
- Proficiency Test (PT) provider name and study number(s) used.
- PT raw data package.

**If any of the above documentation is not submitted the application will be considered incomplete and the laboratory will be notified of any discrepancies; and the application will be returned to the laboratory.**

## **Annual Fee Payment**

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your application. When calculating fees please refer to the fee schedule (N.J.A.C. 7:18, Regulations Governing the Certification of Laboratories and Environmental Measurements, Section 2.9). Please note that there are several combination fee categories that may apply.