

## Instructions for Submitting a Modification Application Package

### **PART I - ADMINISTRATIVE INFORMATION**

- Complete all information, sign and date.

### **PART II - PERSONNEL**

- **If the names currently on file have changed, Part II must be completed and submitted. 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 included.**
- If a new category has been added in Part III, for ELCP and primary NELAP applications, include the name(s) of the supervisor for that category and supporting documentary evidence.
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but changes to the lead technical director, technical director and QA officer must be listed in Part II and submitted.

### **PART III - ANALYTICAL TESTING PARAMETERS**

- If your company wishes to modify (add or drop) its current certification status, a full Part III (or just the needed pages) can be downloaded from our WEB site at <http://www.nj.gov/dep/enforcement/oqa/labcert.html>.
- Enter a “D” next to the parameter(s) in which your company would like to drop.
- Enter an “A” next to the parameter(s) in which your company would like to apply for ELCP or primary NELAP certification.
- For parameters where **secondary** NELAP accreditation is sought, enter the following information under the **NELAP ID** and **Status** section of Part III:

Enter the two letter code for the Primary State and the page and line number of the corresponding parameter and method that are listed on your Primary’s **Scope of Accreditation Analyte List**- (e.g. FL-p4-15, which means that Florida is the Primary Accreditation Body, the parameter is on Page 4, Line 15 of the Primary’s **Scope of Accreditation Analyte List**). Page #'s and line #'s may have to be added to the **Scope of Accreditation Analyte List** by the laboratory. If the lab is requesting more than one matrix, a reference must be listed for each matrix.

NOTE: For Part III- Submit only pages on which you have entered information.

### **FEE PAYMENT**

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your Modification Application. When calculating fees, please refer to the [N.J.A.C. 7:18-2.9 Fee Schedule \(PDF\)](#). A modification fee is required when additional parameters are requested other than during the renewal period. Only the administrative fee of \$400.00 is required when adding parameters to a category for which the company currently has status. The administrative fee of \$400.00 plus the category fee (see fee schedule) for which the company seeks certification is required when adding parameters to a new category. If the company seeks to drop parameters there is no cost.