Information Required to be Supplied When Requesting Initial Certification

In order for the Office of Quality Assurance to streamline the certification process for granting initial certification, **effective October 1, 2017**, any laboratories requesting a modification for addition of analytes to their current scope must submit a complete application for initial certification in accordance with N.J.A.C. 7:18-2.5. This process will apply to **all** initial certification requests, including requests made with the annual renewal application. The application must include at a minimum the following documentation in order to be considered complete:

1.) Application: A completed Part I and Part III of the application package. Only the applicable pages of the Part III shall be submitted. A Part II must be submitted if any new categories are being added to the laboratory's Annual Certified Parameter List (ACPL). *
2.) All associated fees, including the $400 modification fee and any associated category fees for new categories not currently listed on the laboratory's ACPL.** The modification fee is waived if the request is submitted as part of the renewal application.
3.) A draft SOP for the new parameter(s)/method(s).
4.) MDL(s) (if applicable).
5.) Precision and Accuracy (P/A) study or Demonstration of Capability (DOC) and the associated raw data.
6.) Proficiency Test (PT) provider name and study number(s) used.
7.) PT raw data package.

*If a Part II is being 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 laboratory is applying for a user defined method a review fee of $600 may be required before the OQA can review the 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. The package will be placed on hold or returned to the laboratory until all the required documentation is received. Once all the required information is received the laboratory will be placed in Applied status and an auditor will be assigned. The items noted above are the minimum items that are required to be submitted in order to start the initial application process. Additional documentation and/or an on-site audit may be necessary to obtain certification. The laboratory will be notified by the auditor if any additional information or an on-site audit is required. All complete applications are processed in the order in which they are received. The submittal of an incomplete package will delay the processing of your application and the request will not be placed in the que for review until a complete application is received.

The documentation noted above will not routinely be required for laboratory's that hold NJ-NELAP **secondary** accreditation. However, if a modified method is being requested for secondary accreditation, or if a modified method is listed on your primary Accreditation Body's scope, the above documentation shall be submitted in order to verify the modifications made are acceptable for the analysis of New Jersey samples.

The OQA may request additional information in support of certification at any time.