

NELAP Secondary Laboratories Coding/Cross-Referencing Instructions

- **For all existing parameters where NJ NELAP secondary accreditation is to be renewed or modified**, enter the information given in “A” below on the **NJ ACPL sent with the renewal package or your current ACPL** using an available space adjacent to each parameter line (e.g., the right margin on the NJ ACPL). **Coding a blank part III or an excel spreadsheet is not acceptable. All coding must be done on the New Jersey issued ACPL.**
- **For any new parameters where NJ NELAP secondary accreditation is sought**, enter the following information given in “A” on the appropriate pages of a Part III form using an available space adjacent to each parameter (e.g., the NELAP ID and Status lines on the left side of the Part III form).
 - A. **Enter the two-letter state code of the NELAP Primary Accreditation Body followed by the page number and the line number indicating the location of that parameter and approved method as listed in the Primary Accreditation Body’s approved scope of accreditation list.**

For example, an entry of FL, p. 4 - 15 would reference a parameter to page 4, line 15 of a Florida approved scope of accreditation list. The State does not need to be repeated if it is the same for all parameters.

PLEASE NOTE THE FOLLOWING:

1. A current, effective Primary Accreditation Body’s approved scope of accreditation list must be cross-referenced for all **NELAP laboratories with or seeking secondary accreditation in New Jersey.**
2. This cross-referencing exercise may and probably will require labeling the Primary Accreditation Body’s approved scope of accreditation list with either or both **a page number and a line number. Do not add anything other than a page number and line number to your primary scope. Every line on the primary Scope must clearly show the line number or certification will not be granted.**
3. The cross-reference to the Primary Accreditation Body’s approved scope of accreditation list must contain the **identical approved method** that is sought for secondary NJ NELAP accreditation.
4. If more than one matrix is desired for secondary NJ NELAP accreditation for any parameter and approved method, the Primary Accreditation Body’s approved scope of accreditation list must be cross-referenced **for each matrix desired.** For example, if the NPW and SCM matrices are desired for Benzene by approved method SW-846 8260C, this parameter/approved method must be cross-referenced according to both the Non-Potable Water and the Solid and Chemical Materials sections of the Primary Accreditation Body’s approved scope of accreditation list.

IMPORTANT: Any parameters not properly cross-referenced according to the above rules will be moved to a status of APPLIED on the NJ NELAP ACPL. This includes:

- Parameters with no cross-reference listed.
- Parameters cross-referenced to an incorrect method.
- Parameters cross-referenced to an incorrect matrix.