NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER
ENVIRONMENTAL LABORATORY APPROVAL PROGRAM
(ELAP)

Application Instructions/Requirements

If you are applying for Secondary NELAP accreditation in New York, you should submit your completed five-page general application form, completed category application form(s), and all required personnel credentials. You must also submit the following:

- Primary Accrediting Body's (AB) NELAP Certificate(s)
- Most recent assessment report and corrective action response performed by Primary AB

If you are applying for Primary NELAP accreditation in New York, you should return your completed five-page general application form, completed category application form(s), all required personnel credentials, your laboratory's quality manual, standard operating procedures (SOP's), and demonstration of capability forms. Please be aware that an inspection by an ELAP Consultant may also be required prior to certification.

In order to become ELAP certified, your laboratory must demonstrate proficiency for all requested analytes listed in Certification Manual Items 316. You must achieve passing scores in at least two (2) of three (3) consecutive proficiency tests performed **at least seven (7) calendar days from the closing date of one study to the opening date of another study**. At least one of the scores must be less than six (6) months old. Therefore, you may take any combination of the following actions:

1. Submit your laboratory's proficiency test scores from analyses performed within the previous eighteen (18) months on samples from any of the NELAC/A2LA Accredited providers.
2. Purchase samples of each requested FoPT compound from one of the NELAC/A2LA Accredited providers and have the provider submit your scores to the ELAP Office.
3. Wait until the analytes are tested in the next regularly scheduled ELAP PT rounds. (Certification Manual Item 310 contains the current ELAP PT Schedule.) Scores and certification data are released twenty-one (21) days after the study's close date.

A $500 approval fee will be accessed after your laboratory has been accepted into ELAP.

SECTION A – GENERAL INFORMATION

Please provide **all** information requested. Failure to do so will delay your application.

- Laboratory Name: Use legal name of laboratory.
- US EPA Lab Code: If you do not currently have a US EPA Lab Code, you may obtain one by contacting the US EPA directly.
    - In order to obtain an ID for a Drinking Water Laboratory contact Michella Karapondo at TSC: Karapondo.michella@epa.gov.
    - In order to obtain an ID for a Wastewater Lab that operates as a SPDES facility contact DMRQA@epa.gov or Towana Joseph at Joseph.Towana@epa.gov.

- The code is issued to those labs doing potable (drinking) water testing, non-potable water testing, participating in the annual DMR-QA studies, or other federally-derived projects, requiring QAPP.
  - The code is not transferrable when ownership changes.
- Primary Accrediting Body: List name of primary if other than New York State.
- Hours of Operation: Provide days and hours the lab is in operation.
- Laboratory Location Address: Provide physical location of the laboratory location, not a post office box.
- Mailing Address: Provide if different from location address.
- Billing Address: Provide if different from mailing address.
  - If this not provided, the mailing address will be used as the default.
- Accounts (Payable) Manager. Provide name of individual if applicable.
  - All invoices will be directed to your accounts payable manager. If no accounts payable manager is listed, your invoices will be directed to your laboratory's Lead Technical Director.
- Owner's Name: Provide name and address of owner.
  - If the laboratory has more than one owner with at least a 10% stake in the laboratory, attach a sheet to the application listing those individuals.

SECTION B – LABORATORY PERSONNEL

Please provide **all** requested information in order to expedite your application. If any of the information is omitted, the application will be returned.

A separate Section B should be completed for (and signed and dated by) the lead technical director applying for approval. Technical Director qualifications are located in NYCRR Subpart 55-2.10. Please specify the area of the lab, which you are directing (Organic Chemistry, Wet Chemistry, Microbiology, Metals, etc.) next to the role.

If applicable, a separate Section B should be completed for (and signed and dated by) each technical director applying for approval. Please indicate the type(s) of testing for which each individual will be responsible. Technical Director qualifications are located in NYCRR Subpart 55-2.10. Please specify the area of the lab, which you are directing (Organic Chemistry, Wet Chemistry, Microbiology, Metals, etc.) next to the role.

A separate Section B should be completed for (and signed and dated by) the Quality Assurance Officer. The qualifications for a QA Officer are listed in NYCRR Subpart 55-2.11.

All applicants should indicate and/or provide the following information
- Hours and days he/she will be on-site
- Name of your laboratory's contact person (if different than you)
- Name of your laboratory's HPN contact person (if different than you)
  - This person will have access to the secure Department of Health website application, where assessment reports are posted, the annual renewal application is completed, proficiency tests (PT) results are entered, PT reports posted, etc.
- Documentation supporting education (e.g., transcript of grades, diploma)
  - If the degree was granted by a foreign college/university, attach a copy of the evaluation of the transcript performed by an organization such as World Educational Service, Inc. (1 Battery Place, New York, NY 10004; (800) 937-3895, and http://www.wes.org/).
- Documentation supporting operator's certificate
- Documentation supporting work experience (i.e., resume, curriculum vitae)
  - Environmental laboratory work experience section.

     o   Experience must be indicated in **number of months**.

CERTIFICATION OF COMPLIANCE

Please note that your application will not be processed unless all portions of this section are completed and include all required signatures.