



APPLICATION INSTRUCTIONS: PRIMARY LABORATORY ACCREDITATION NEW LAB, ON-SITE REQUIRED



Water Division/Drinking Water & Groundwater Bureau
Environmental Laboratory Accreditation Program

Dear Lab Director / Quality Assurance Officer:

Enclosed / attached are application documents for primary accreditation from the New Hampshire Environmental Laboratory Accreditation Program (NH ELAP). There is an application form, a Certificate of Compliance and a Method Selection Form (MSF). **Return your completed unsigned electronic copies** of the application (in Word®) and Certificate of Compliance (in Word®) and your completed / reviewed MSF (in Excel®) to george.hall@des.nh.gov. **Return signed & dated copies** of your completed application and Certificate of Compliance documents via the US mail or via email as a pdf file or through our Dropbox® account by the date noted in the email message if included. An on-site assessment of your laboratory will be scheduled through a separate message.

There are several things that should be kept in mind when completing the application documents:

- 1) The application forms have been prepared as multiple tables. As you fill in the documents, the type should appear in **blue font**. If it is not, you may have typed in your response in the wrong place. An "x" noted in the Select column of the MSF indicates a matrix / method / analyte combination for which accreditation is sought.
- 2) False statements on the application may be grounds for denial, revocation, or suspension of accreditation.
- 3) The laboratory shall have all the necessary personnel, Standard Operating Procedures (SOPs), equipment, standards, glassware, etc. to properly perform each analysis. Proficiency Test samples (PTs) shall be analyzed for those matrix / method / analyte combinations, where applicable.
- 4) If you intend to expand or update your fields of accreditation to include new selections or method & analyte combinations not listed on the current Method Selection Form (MSF) make a note of this in a cover letter and / or contact NH ELAP. A new or modified MSF will need to be completed. NH ELAP will require a SOP, a MDL study (where applicable), a DOC with supporting data, passing PT data, LOQ verification results and possibly an on-site assessment prior to granting accreditation. Do not modify the MSF in any fashion other than what is allowed by NH ELAP.
- 5) Some offered analyses are not EPA approved / accepted methods for compliance testing. If you have requests for these analyses and you believe they may be samples for compliance purposes, it is your obligation to inform the client that it is not an EPA approved method and that the data may not be accepted by the regulating parties.
- 6) The laboratory's Method Detection Limit Studies (MDLs) and Limit of Quantitation Verifications (LOQVs) [where applicable] must be made available during the on-site. The documentation must include the name of the analyte or test; sample matrix, date(s) of analysis, instrument, and concentration of standards used, actual values determined, units, mean, standard deviation, applicable calculations and acceptance criteria.
- 7) You **must also submit an electronic version and a hardcopy version of your Quality Systems Manual (QSM), SOPs** (for all analyses for which accreditation is sought) and any **other supporting SOP** documentation necessary to indicate that the laboratory is in compliance with the method requirements and 2009 TNI Standards.
- 8) Prepare and return the **signed & dated versions** of the application documents being sure to have the date and appropriate signatures on the hard copy and return by the date noted in the email message. Do not staple or bind the hard copy of any part of the application documents or attachments. Please send any other requested supporting documentation by postal mail or as email attachments.
- 9) Names, addresses, dates, phone numbers, etc. (i.e. lab information) listed in the application need to be added or updated as necessary. Do not modify any other portion of the application documents other than as instructed.

NOTE: The analytical methods cited in the laboratory's QSM / SOPs must match the methods chosen on the NH ELAP application form, which must match the methods cited on the PT reports and that these in turn must match the methods reported to the clients. All four method references must agree. The PT data is used for determining accreditation status. The entire PT results document must be reviewed for accuracy; not just whether a result was acceptable. PT results will not be processed if the data is incorrect or does not match laboratory information on file with NH ELAP. Accreditation delays or errors most likely will occur if all four method references do not agree with one another. A laboratory may request that a method or a version of a method be added to NH ELAP's Fields of Accreditation, if not already listed.

Contact me by e-mail if you have any questions at george.hall@des.nh.gov. Program information is available at the NH ELAP website.

Sincerely,

Bill Hall
Program Manager