



**APPLICATION INSTRUCTIONS:
SECONDARY LABORATORY ACCREDITATION**
Water Division/Drinking Water & Groundwater Bureau
Environmental Laboratory Accreditation Program



Dear Lab Director / Quality Assurance Officer:

Attached are an application form (Word® file), a Method Selection Form [MSF] (Excel® file) and a Certificate of Compliance form (Word® file) for secondary accreditation with the New Hampshire Environmental Laboratory Accreditation Program (NH ELAP). Please e-mail a complete / verified electronic copy of each document to Bill Hall at george.hall@des.nh.gov. **Return** unsigned e-versions of the application and Certificate of Compliance in Word® format and the MSF in Excel® format. **Return** signed and dated versions of your completed application and Certificate of Compliance by US mail or by email (as a pdf). Transfer large numbers of files using our Dropbox® account.

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

- 1) False statements on the application may be grounds for denial, revocation, or suspension of accreditation.
- 2) If you have multiple primary accreditation bodies (PABs) you must **submit a copy of the most recent and valid certificate and analyte list (scope) from each PAB** with this application package.
- 3) The matrix / methods / analytes selected on the MSF **must** match the list of matrix / methods / analytes found on your PAB's analyte list. NH ELAP will grant secondary accreditation only for those analyses that are in NH ELAP's Fields of Accreditation (FOA) and that are listed on a valid PAB analyte list (aka scope or parameter list).
- 4) The application forms have been prepared as multiple tables. Place an "x" in the Select column adjacent to each matrix / method / analyte combination for which you are seeking accreditation. As you complete the Word® & Excel® documents, the type should appear in **blue font**. If it is not, you may have typed in your response in the wrong place.
- 5) If you intend to expand or update your fields of accreditation to include new selections or method and analyte combinations not listed on the MSF make a note of this in a cover letter and / or contact NH ELAP. An updated or modified MSF will most likely need to be completed. Do not modify the MSF in any fashion other than what is instructed by NH ELAP.
- 6) **Return** unsigned versions of the Application and Certificate of Compliance in Word® by email, signed / dated versions in hardcopy (US mail) or as a pdf (email) and the MSF in Excel® by email. **A delay in accreditation will be experienced if the application documents are not completed and returned as requested.**

Any update in your accreditation status from the PABs [i.e. a revised certificate and analyte list] must be forwarded to NH ELAP. Specific changes to your analyte list, per accreditation body, need to be noted in the cover letter or delays in future accreditation updates may be experienced.

Accreditation is required for any applicable analyses that will be reported to NHDES Drinking Water and Groundwater Bureau. Method accreditation does not imply acceptable for all compliance testing. Each laboratory is required to use EPA approved methods where required by regulation.

Contact me at george.hall@des.nh.gov if you have any questions or experience any problems with the application documents.

Program information is available at the NH ELAP website.

Sincerely,

Bill Hall
Program Manager