



APPLICATION INSTRUCTIONS: SECONDARY LABORATORY ACCREDITATION RENEWAL

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



Dear Laboratory Director / Quality Assurance Officer:

The following application form (Word® file), Certificate of Compliance form (Word® file) and Method Selection Form [MSF] (Excel® file) are for secondary accreditation from the New Hampshire Environmental Laboratory Accreditation Program (NH ELAP). **Return** a complete / verified electronic copy of the application (in Word®), the Certificate of Compliance (in Word®) and the MSF (in Excel®) to Bill Hall at george.hall@des.nh.gov. **Return** a signed and dated version of your completed application form and Certificate of Compliance form by US mail or by email (as a pdf) on or before the date noted in the email message in order to complete the application process before your current certificate and analyte list expire.

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 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. 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. An "x" in the Select column of the MSF indicates a matrix / method / analyte combination for which accreditation is sought.
- 5) If you intend to expand or update your fields of accreditation to include new selections or method and analyte combinations not listed on your current MSF make a note of this in a cover letter and / or contact NH ELAP. A new 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** an unsigned e-version of the application and Certificate of Compliance in Word® by email, the 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