



## APPLICATION INSTRUCTIONS: THIRD PARTY ASSESSOR ORGANIZATIONS (TPAO)

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



These instructions describe the New Hampshire Environmental Laboratory Accreditation Program (NH ELAP) Third Party Assessor Organization application and approval process. The application is valid for organizations that are requesting approval by NH ELAP for the purpose of performing environmental laboratory assessments.

### ***Submitting the Application***

TPAO applicant organizations must complete the application form and submit any requested documentation to the New Hampshire Environmental Laboratory Accreditation Program.

The applicant shall not alter the content or format of the forms other than through entry of the required information in the spaces provided. If additional space is required for the response, the applicant must attach separate documents with appropriate page numbering and identification. Where attachments are necessary, the applicant must indicate on the form the unique identifier for the attachment where the reviewer may find the required information.

Entries on the form must be typed using Calibri (Body) type font and 11-point or greater font size.

The applicant must assure he/she submits the application in the proper format and timeframe determined by NH ELAP. Incomplete application packages may not be processed or will cause a delay in the approval process.

Materials and documents submitted become the property of the department (NHDES / NH ELAP).

In connection with your request to become or remain a TPAO, the NH ELAP has asked that you provide information about your company and assessors (employees or subcontractors) which may be considered private, confidential, nonpublic, or protected nonpublic. This means that this data may not ordinarily be available to the general public.

No fees are required with this application.

Approvals are on an annual basis. Renewal of approval is contingent upon conformance with the conditions of application and approval by NH ELAP.

### ***Supporting Documentation***

The department will use information provided in the application package to determine whether you meet the requirements for approval. Specifically, we are requesting your name, address, and phone number so that we may contact you for further information. We are requesting that detailed information regarding your environmental laboratory assessors (each employee and subcontractor) including, but not limited to college diploma & transcripts, resume, certifications, and training records be supplied to NH ELAP. Your procedures related to laboratory assessments shall also be supplied so that we may determine your explicit conformance to NH ELAP Rule Env-C 310, TNI Standard EL-V2M1-2009 and EL-V2M3-2009 and/or Chapter III, Sections 4.1 and 4.2 of the United

In addition to the application and related supporting documentation please submit...

- A copy of at least one on-site assessment report issued for an assessment conducted previously by one of your assessors. All information identifying the subject laboratory should be removed or redacted prior to submittal.
- Copies of documentation of the assessor's review and conclusions regarding the laboratory's Corrective Action Plan for deficiencies cited in the on-site assessment report.
- Documentation for each assessor attesting as to whether or not he/she has ever been investigated by any state or federal Inspector General or other investigatory entity and indicating whether the allegations were substantiated.
- Documentation for each assessor attesting that he/she is not currently employed by or under contract to any laboratory accredited by the department.
- Each applicant organization is required to submit with its application, contact information for three entities it has provided with services similar to those requested in this application. The department reserves the right to contact any and all entities to verify the information provided.
- A completed copy of the TNI Individual Statement of Qualifications Form should be submitted.
- A completed copy of the TNI Organization Statement of Qualifications Form should be submitted.
- A completed copy of the TNI NH ELAP Assessor / Matrix / Technology FoA spreadsheet (or similar document) shall be submitted.

We may reject your application if the information is not sufficient to determine your conformance to the requirements cited above.

Once approved, your company name, the primary contact's name, address, and phone number will be published on the NH ELAP website as public information. All other information you provide which may be considered private, confidential, nonpublic, or protected nonpublic. This means that this data may not ordinarily be available to the general public and may only be released to:

- New Hampshire Environmental Laboratory Accreditation Program's selection committee members (as established for the purpose of reviewing your qualifications).
- New Hampshire Environmental Laboratory Accreditation Program employees, who need it to process your application.
- Anyone having a court order or freedom of information request to obtain the information.

***Assessors shall...***

- Be familiar with the relevant regulations, accreditation procedures, and accreditation requirements.
- Have a thorough knowledge of the relevant assessment methods and assessment documents.
- Be thoroughly familiar with the various forms of records (hardcopy and electronic) used by environmental laboratories.
- Be thoroughly cognizant of data reporting, analysis, and reduction techniques and procedures.
- Have a working knowledge of and be conversant with the specific tests or types of tests for which the accreditation is sought and, where relevant, with the associated sampling and preservation procedures.
- Be able to communicate effectively, both orally and in writing.
- Exhibit sound judgment and appropriate conduct when performing duties associated with any contract awarded through this solicitation.

- Sign a statement before conducting an assessment certifying that no conflict of interest exists. Failure to provide this information makes the proposed assessor ineligible to participate in the assessment.

### ***Review and Approval***

In Phase I, NH ELAP (NH ELAP staff) will review will determine completeness of the application. Questions regarding incomplete information will be directed to the applicant for resolution.

In Phase II, NH ELAP will approve all applicants with confirmed, acceptable qualifications. NH ELAP staff will review the list of assessors supplied by the applicant and make recommendations for removal of any individual if the individual is determined noncompliant with the conditions for approval listed below. NH ELAP staff will prepare a review summary of the organization's application and will provide a list of recommended changes to the assessor lists, if needed. NH ELAP will relay changes, if required, to the applicant.

In Phase III, NH ELAP will publish on the program's webpage the list of approved assessor organizations, their affiliation with any of the approved assessors and the assessors' qualifications for technical disciplines.

Submitting false information is grounds for denying your application, rescinding your approval, or taking legal action regarding work you have performed as a consequence of your approval by NH ELAP.

### ***Conditions of approval***

Applicant information must be updated annually upon notification by NH ELAP or within thirty days of the date the change is effective. NH ELAP shall revoke approval for an assessor or assessor organization for sufficient cause as the program determines, such as:

1. Failure to meet the minimum qualifications for performing assessments.
2. Lack of availability.
3. Nonconformance with the applicable laws, rules, standards, policies and procedures.
4. Misrepresentation of application information regarding qualifications and training.
5. Failure to meet the requirements of Env-C 310.

### ***Contact***

Please contact Bill Hall if you have questions about the application process.

Bill Hall  
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