

State Fiscal Year 2025

Instructions for Submitting a State (ELCP) or National (NELAP) Environmental Laboratory Certification Renewal Application Package

Please Note: Any changes requested with the renewal will be entered with a status date of 7/1/24 and will not be effective prior to that date. If you wish for the requested changes to be coded with a status date prior to 7/1/24 your laboratory must submit a separate modification application for those updates.

Part I - Administrative Information

- If the information listed on the enclosed Part I- Administrative Information- **is correct**, there are no changes and Part I is complete, you need only sign, date and submit Part I.
- If any information on Part I is **not correct** or Part I is not complete, **please cross out any incorrect information and complete a blank Part I with any new or updated information. When completing a blank Part I make sure to use the checkbox at the top of the blank form to indicate changes to be made.**
- A blank copy of Part I (modification) is not included in the application package. If needed, a blank copy of Part I can be downloaded from OQA's web site at <https://dep.nj.gov/dsr/oqa/laboratory-certification-programs/>.

Part II - Laboratory Personnel List (LPL) – Personnel

- If the names listed on the enclosed laboratory personnel list (LPL) **are correct**, there are no changes to the LPL names, and the LPL is complete, you need only sign, date and submit the LPL.
- If the names listed on the LPL are **not correct**, please complete a new part II indicate end dates of personnel that are no longer with the company or serving in the position where their name is listed and add any new personnel. **A completed blank Part II and all required educational, employment and training information; and documentary evidence in support of education, training and experience (transcripts, training course certificates, resumes, etc.) must be submitted for personnel being added. DO NOT CROSS OUT PERSONNEL ON THE LPL.**
- As a reminder any personnel changes made throughout the fiscal year must be sent to the OQA within 15 days of the change in accordance with N.J.A.C. 7:18-2.19 so any changes noted here should only need to be corrections. **Personnel submitted with the renewal will not be approved prior to July 1, 2024.**
- A blank copy of Part II-Personnel- is not included in the application package. If needed, a blank copy of Part II can be downloaded from OQA's web site at <https://dep.nj.gov/dsr/oqa/laboratory-certification-programs/>.
- Documentary evidence is not required for laboratories seeking **only secondary NELAP accreditation but the manager, quality assurance officer and supervisor(s)/technical director(s) must be listed on a blank Part II and submitted along with documentation from your primary Accreditation Body that the personnel has been approved.**

Annual Certified Parameter List and Current Status (ACPL)

- It is important to review each page of this section. This part of the application represents your company's laboratory status as of February 5, 2024 as entered in the OQA's database.
- To drop a parameter/matrix/method, enter a "D", to the left of the parameter code you would like to drop.
- To add a parameter, see the instructions in "Part III-Analytical Testing Parameters" on page 2.
- For ELCP laboratories and New Jersey **primary** NELAP laboratories, if you agree with the information given on the annual certified parameter list and current status (including any dropped or added entries, if made) you need only sign and date the ACPL and submit as Part III.

Please Note: For all NELAP laboratories having or seeking secondary accreditation in New Jersey, a current, effective Primary Accreditation Body's approved scope of accreditation list **must be correctly cross-referenced and submitted.** (refer to the enclosed NELAP Secondary Laboratories Coding/Cross-Referencing Instructions).

Part III - Analytical Testing Parameters

- **A blank copy of Part III giving all certifications/accreditations offered by New Jersey's Program is not included in the application package.** If your company wishes to make additions to its current certification status, the needed pages of Part III can be downloaded from OQA's web site at <https://dep.nj.gov/dsr/oqa/laboratory-certification-programs/>.

Adding Parameters for ELCP Laboratories and New Jersey Primary NELAP Laboratories:

On Part III enter an "A", in the Status column, next to the parameter(s) you would like to add; submit only the pages on which your company has entered information. Also, all supporting documentation shall be submitted with the application. **See below requirements for the data package to be submitted.**

Adding Parameters for NELAP Laboratories with New Jersey Secondary Accreditation:

A current, effective Primary Accreditation Body's approved scope of accreditation list must be cross-referenced and submitted for all NELAP laboratories with or seeking secondary accreditation in New Jersey. **Follow the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions.**

Data Package Requirements for Adding Parameters for ELCP & Primary NELAP Labs

- A draft SOP for the new parameter(s)/method(s).
- MDL(s) (if applicable).
- Precision and Accuracy (P/A) study or Demonstration of Capability (DOC) and the associated raw data.
- Proficiency Test (PT) provider name and study number(s) used.
- PT raw data package.

If any of the above documentation is not submitted the application will be considered incomplete and the laboratory will be notified of any discrepancies; and the full application will be returned to the laboratory for completion and resubmission. ALL PT RESULTS MUST COME TO THE OQA DIRECTLY FROM THE PT PROVIDER

Renewal Application Documents

- **Mail Part I, LPL/Part II and ACPL/Part III and all supporting documentation to the following address:**

NJ Department of Environmental Protection
Office of Quality Assurance
401 East State Street
PO Box 420, Mail Code 401-02D
Trenton, NJ 08625-0420

**Inquires: Phone: 609-292-3950
Email: OQA@dep.nj.gov**