

Instructions for Submitting a Modification Application Package

PART I - ADMINISTRATIVE INFORMATION (MUST COME WITH ALL MODS)

- Complete the Lab name and ID spaces. If any information on Part I needs to be updated please update only the information that has been changed. **Make sure to use the checkbox at the top of the blank form to indicate changes to be made. IF NO CHANGES ARE MADE SELECT NO CHANGE.**

PART II – PERSONNEL

- **If the names currently on file have changed Part II must be completed and submitted. 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 included. If personnel have left an end date must be provided. DO NOT CROSS OUT PERSONNEL ON THE LPL**
- If a new category has been added in Part III, for ELCP and primary NELAP applications, include the name(s) of the supervisor for that category and supporting documentary evidence.
- 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 for the position requested.

PART III - ANALYTICAL TESTING PARAMETERS

- If your company wishes to modify (add or drop) its current certification status, you can use a copy of your current ACPL for drops, or a full Part III (or just the needed pages) can be downloaded from our WEB site at <https://dep.nj.gov/dsr/oqa/laboratory-certification-programs/> for additions.
- Enter a “D” next to the parameter(s) in which your company would like to drop on a copy of your current ACPL.
- Enter an “A” next to the parameter(s) in which your company would like to apply for ELCP or primary NELAP certification on a blank Part III. Also all supporting documentation shall be submitted with the application. **See below requirements for the data package to be submitted.**
- For parameters where **secondary** NELAP accreditation is sought, enter the following information under the NELAP ID and Status section of Part III:

Enter the two letter code for the Primary State and the page and line number of the corresponding parameter and method that are listed on your Primary’s **Scope of Accreditation Analyte List-** (e.g. FL-p4-15, which means that Florida is the Primary Accreditation Body, the parameter is on Page 4, Line 15 of the Primary’s **Scope of Accreditation Analyte List**). Page #'s and line #'s may have to be added to the **Scope of Accreditation Analyte List** by the laboratory. If the lab is requesting more than one matrix, a reference must be listed for each matrix.

NOTE: For Part III- Submit only pages on which you have entered information.

FEE PAYMENT

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your Modification Application. When calculating fees, please refer to the <https://dep.nj.gov/dsr/oqa/laboratory-certification-programs/> (PDF). A modification fee is required when additional parameters are requested other than during the renewal period. Only the administrative fee of

\$400.00 is required when adding parameters to a category for which the company currently has status. The administrative fee of \$400.00 plus the category fee (see fee schedule) for which the company seeks certification is required when adding parameters to a new category. If the company seeks to drop parameters there is no cost. **THERE IS NO FEE FOR PERSONNEL OR ADMINISTRATIVE CHANGES ONLY.**

DATA PACKAGE REQUIREMENTS

- 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. ALL PT RESULTS MUST COME TO THE OQA DIRECTLY FROM THE PT PROVIDER

Modification 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