



Guidance for Application to State of Oklahoma Field Laboratory Accreditation  
Oklahoma Administrative Code 252:302

*Note that all fee costs used in this guidance document are examples and may not be current. Current fees are posted on the website at <https://www.deq.ok.gov/state-environmental-laboratory-services/laboratory-accreditation/>.*

Where to File:

An initial, interim (scope extension), and renewal application form can be found on the DEQ webpage, as well as category files, rules, and fees.

An initial, interim (scope extension), and renewal application form must be signed manually – electronic signatures currently cannot be accepted. Email the signed form and all attachments to [LabAccreditation@deq.ok.gov](mailto:LabAccreditation@deq.ok.gov), or you may mail them to the following address:

Oklahoma Department of Environmental Quality  
Laboratory Accreditation Program  
P.O. Box 1677  
Oklahoma City, Oklahoma 73101-1677

New (Initial) Laboratories to the Program Fees:

New applicants to the program will be assessed an initial application fee. The initial application fee must be submitted with the application and is not refundable. Applications will not be considered unless the initial application fee is received with the application. To minimize processing time, you may submit all associated fees with the application. Failure to complete the application process within 180 days may result in withdrawal of your application.

(A) Initial application Fee	\$ 390.29
(B) Initial Assessment Fee	\$1,000.00

Example:

Initial application fee	\$ 390.29
Initial Assessment Fee	\$1,000.00
Total	\$1,390.29

Laboratories Continued Participating (Renewal) in the Program Fees:

Laboratories currently accredited that want to renew their accreditation must complete the application process as an initial accreditation. The laboratory will be assessed an annual application review fee. This fee for accreditation (as well as the application) must be received in our office by 4:30 p.m. on or before June 15th in order to avoid a late filing fee. Any renewal application and/or fees received after 4:30 p.m. on July 15 will be returned, and accreditation for the applicable period will not be renewable.

(A) Annual application (Renewal) fee	\$ 390.29
(B) Renewal late fee	\$ 111.51
(C) Assessment Fee	\$1,000.00
The on-site assessment fee will be invoiced with annual renewal application fees.	\$ 500.00

Example:

Renewal application Fee	\$ 390.29
Assessment Fee	\$ 500.00
Total	\$ 890.29

Filing after June 15<sup>th</sup> but before July 15<sup>th</sup> Example:

Renewal application Fee	\$ 390.29
Assessment Fee	\$ 500.00
Late Fee	\$ 111.51
Total	\$ 1,001.80

Scope Extension (Interim Accreditation) Fee:

A participating laboratory that requests an expansion of their scope must apply for interim accreditation (out of time filing) which will be assessed an interim accreditation fee.

This interim accreditation process is for participating laboratories and may be requested at any time during the accreditation year to expand their scope of accreditation.

Example:

Interim application fee	\$ 223.03
Total	\$ 223.03

Amendment Fee:

For laboratories that have a change of addresses, name, or ownership only. The accreditation is non-transferable. Change in ownership requires the laboratory not to change location, equipment, or key personnel.

Example:

Accreditation amendment fee	\$ 78.06
Total	\$ 78.06

Please make checks payable to "Oklahoma Department of Environmental Quality."  
Fees are adjusted annually based on current CPI.

General Instructions for Completion of an Annual Application Form

The application form, attachments and all enclosures must be typewritten. Be sure to complete and enclose all items listed. If a question is not applicable to your facility or activity, enter N/A in the space.

The application must be signed by the owner of the laboratory, a designated agent of the corporation or an authorized representative of the owner or corporation.

It is the responsibility of the applicant to maintain a photocopy of the completed application form, attachments and all of its enclosures.  
Be sure to double-check your application for completeness and accuracy before submitting it.

**Incomplete or incorrectly completed applications will be returned.**

## Parameters and Analytical Methods:

Parameters and analytical methods are listed by categories, methods, method codes, and matrix. Indicate by an (X) only those analytes(s) and matrices for which you wish accreditation. For each analyte and matrix that you check, the corresponding NELAP reference number must be provided with any proficiency testing results.

Initial laboratories must submit the following information:

- Instrumentation and equipment
- Inspection report from the past 12 months (out of state) (in-state will be scheduled by the accreditation officer)
- 2 successful proficiency testing results
  - A listing of proficiency testing providers can be found on the TNI webpage
    - <https://nelac-institute.org/content/NEPTP/ptproviders.php>
- General QA/QC Manual
- Standard Operating Procedure Manual
- Personnel qualifications
  - Including demonstration of capability

Renewal laboratories must submit information only if there are changes made since the last application:

- Instrumentation and equipment
- Inspection report from the past 24 months (out of state) (in-state will be scheduled by the accreditation officer)
- 2 successful proficiency testing results
  - A listing of proficiency testing providers can be found on the TNI webpage
    - <https://nelac-institute.org/content/NEPTP/ptproviders.php>
- General QA/QC Manual
- Standard Operating Procedure Manual
- Personnel qualifications
  - Including demonstration of capability

Interim laboratories must submit information only if there are any of the following changes not on file:

- Instrumentation and equipment
- Inspection report from the past 24 months (out of state) (in-state will be scheduled by the accreditation officer)
- 2 successful proficiency testing results
  - A listing of proficiency testing providers can be found on the TNI webpage
    - <https://nelac-institute.org/content/NEPTP/ptproviders.php>
- Standard Operating Procedure Manual
- Personnel qualifications
  - Including demonstration of capability