



OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

Laboratory Accreditation Program  
P.O. Box 1677  
Oklahoma City, Oklahoma 73101-1677

Dear Laboratory Director:

Thank you for your interest in the Oklahoma Department of Environmental Quality's TNI Laboratory Accreditation Program, (see OAC 252:307 TNI Laboratory Accreditation rules). This basic environmental category is designed for small laboratories wishing to be TNI accredited. This category is a subset of the TNI laboratory accreditation program for small wastewater and permit testing laboratories. The application process is intended to be completed annually for continued accreditation.

I hope that the information provided in this packet will be of help to you and answer any questions you may have.

If you submit an application for accreditation, please be sure that:

- All instructions are carefully read and followed.
- The application is submitted with all attachments and enclosures.
- The application, attachments, and all enclosures are typewritten.
- The original signature on the returned application is submitted, not an electronic signature.
- The applicable application review fees are included.

DEQ's approved methods list are located in the application section. Please select from the approved methods listed in the Basic Environmental category file.

If you have any questions regarding this information or the Laboratory Accreditation Program in general, please contact me at (405) 702-1000.

Sincerely,

David Caldwell  
Laboratory Accreditation Manager  
State Environmental Laboratory Services Division

## 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 and/or renewal application form, attachments and all enclosures should be mailed to the following address:

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

## FEE REQUIREMENT FOR LABORATORY ACCREDITATION

### New (Initial) Laboratories to the Program Fees:

New applicants to the program will be assessed an initial application fee in addition to the applicable category accreditation fee. The initial application fee must be submitted with the application and is not refundable. Laboratories will also be assessed an assessment fee based on the technologies requested and the complexity of the laboratory application but will not exceed a limit of \$10,000.00. Applications will not be considered unless the application review fees are received with the application. To minimize processing time, you may submit all associated fees with the application.

(A)	Initial application fee	FY-20 \$ 1,252.92
Plus		
(B)	Category accreditation fees: Basic Environmental category	\$ 516.88
Plus		
(C)	Assessment fee:	\$TBD

Assessment fee is based on Reimbursement of assessor's time.

### Example:

	Initial application Fee	\$ 1,252.92
	Basic Environmental category	\$ 516.88
Plus	Assessment	\$ 1,500.00
	Total	\$ 3,269.80

### Laboratories Continued Participation (Renewal) in the Program Fee:

Laboratories currently accredited and wishing to renew their accreditation must complete the application process as an initial laboratory. The laboratory will be assessed an annual application review fee in addition to the applicable category accreditation fee(s). These fee(s) for accreditation (as well as the application) must be received by 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 fee	\$ 37.40
(B)	For accreditation amendment	\$ 73.68
(C)	Interim application for laboratory accreditation	\$ 737.14
(D)	Basic Environmental category	\$ 516.88
(E)	Renewal late fee	\$ 368.41

Example:

Renewal application fee	\$ 37.40
Basic Environmental	\$ 516.88
Total	\$ 554.28

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

Example:

Renewal application fee	\$ 37.40
Basic Environmental	\$ 516.88
Late fee	\$ 368.41
Total	\$ 922.69

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 in addition to the category fee the laboratory requested field of testing to be added. Primary laboratories may also be assessed an assessment fee based on the technologies requested and the complexity of the laboratory application but will not exceed a limit of \$10,000.00.

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	\$ 737.14
Basic Environmental	\$ 516.88
Assessment Fee	\$ 1,500.00
Total	\$ 2,754.02

Amendment Fee:

Laboratories that have a change of address, name, and ownership only. The accreditation is non-transferable.

(A) Accreditation amendment fee \$ 73.68

Example:

Accreditation amendment fee	\$ 73.68
Total	\$ 73.68

Please make checks payable to "Oklahoma Department of Environmental Quality."

Fees are adjusted annually based on current CPI

(Please see OAC 252:307 Subchapter 1 section 7)

**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. Remember, we must have the original verification signature on the application, not a photocopy.

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 in the Basic Environmental category; select those method, analytes(s) and matrices for which you wish accreditation. Complete the contact information form with laboratory information that you wish to be displayed on the TNI webpage. Please complete key personnel listing: owner, responsible party, quality assurance coordinator, and technical manager(s). Submission of the DEQ application and landlord notification affidavit must be received to complete the application. In addition to the application, please submit the following documents to support the laboratory operations.

Initial primary laboratories MUST submit the following information:

- Completed TNI checklist (applicant must request prior to submission of application with proof of ownership of the TNI standard)
- Instrumentation and equipment list
- Accreditation/certification granted by other states
- 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>
- Quality assurance manual
- Standard operation procedure manual (including all requested methods)
- Personnel qualification
  - Key personnel (Including demonstration of capability if required)
  - Technical Manager

Initial secondary laboratories MUST submit the following information:

- Accreditation certificate with scope granted from the primary state

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

- Completed TNI checklist (applicant must request prior to submission of application with proof of ownership of the TNI standard)
- Instrumentation and equipment list
- Accreditation/certification granted by other states
- Assessment: copies of the last assessment if not already on file
- 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>
- Quality assurance manual
- Standard operation procedure manual (including all requested methods)
- Personnel qualification
  - Key personnel (Including demonstration of capability if required)
  - Technical Manager

Interim primary applications must include the following information only if there are changes not on file:

- Standard operation procedure manual
- Instrumentation and equipment list
  - Personnel qualification
  - Key personnel (Including demonstration of capability if required)
  - Technical Manager

- Accreditation/certification granted by other states
- Assessment scheduled: (as required)
  - 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>

Interim secondary applications must include the following information only if there are changes not on file:

- Accreditation certificate with scope granted from the primary state