



OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

Laboratory Accreditation Program

Dear Laboratory Director:

Thank you for your interest in the Oklahoma Department of Environmental Quality's Laboratory Accreditation Program, see OAC 252:301 Laboratory Accreditation. This program has two classes for the applicant laboratory. The Drinking Water class is a State Accreditation Program for analysis of drinking water and the General Water Quality class is for wastewater, solids (bio-solids/soil/hazardous waste) and UST testing. 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 a photocopy and not electronic signature.

The applicable application review fees must be included.

DEQ's approved methods list in the application section are by categories. Please select the appropriate method listed.

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, category files are in the same location. Rules and fees are located on the same webpage.

An initial, interim (scope extension), and 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

WHAT ARE THE FEES REQUIRED 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(s). The initial application fee must be submitted with the application, and is not refundable. Applications will not be considered unless the application review 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.

	FY
(A) Initial application fee	\$ 1,351.65

Plus

(B) Category accreditation fees:	
(1) one category	\$ 557.27
(2) two categories	\$ 1,114.54
(3) three categories	\$ 1,671.82
(4) four categories	\$ 2,229.09
(5) five or more categories	\$ 2,786.36

Example:	
Initial application fee	\$ 1,351.65
Metals and BOD (2 categories)	\$ 1,114.54
Total	\$ 2,466.19

The category fee charge is a maximum of 5 categories. The laboratory may request more than 5 but will only be invoiced for 5.

Laboratories Continued (Renewal) Participation 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 in addition to the applicable category accreditation fee(s). This fee(s) 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.

(OAC 252:301-1-9 (a))

(A) Annual application (Renewal) fee	\$ 40.32
(B) Category accreditation fees:	
(1) one category	\$ 557.27
(2) two categories	\$ 1,114.54
(3) three categories	\$ 1,671.82
(4) four categories	\$ 2,229.09
(5) five or more categories	\$ 2,786.36
(C) Renewal late fee	\$ 397.20

Example:

Renewal application fee	\$ 40.32
Metals and BOD (2 categories)	\$ 1,114.54
Total	\$ 1,154.86

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

Example:

Renewal application fee	\$ 40.32
Metals and BOD (2 categories)	\$ 1,114.54
Late fee	\$ 397.20
Total	\$ 1,552.06

Scope Extension (Interim Accreditation) Fees:

A participating laboratory that requests expansion of their scope must apply for interim accreditation (out of time filing) which will be assessed an interim accreditation fee in addition to any category fee the laboratory requests be added.

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

(A) For reviewing and recording an interim application for laboratory accreditation \$ 795.56

Example:

Interim application fee	\$ 795.56
Metals and BOD (2 categories)	\$1,114.54
Total	\$1,910.01

Amendment Fees:

For laboratories that have 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.

(A) Accreditation amendment fee \$ 79.44

Example:

Accreditation amendment fee	\$ 79.44
Total	\$ 79.44

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

Fees are adjusted annually based on current CPI (Please see OAC 252:301 Subchapter 1 section 9 (d))

GENERAL INSTRUCTIONS FOR COMPLETION OF THE 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 completed 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 matrixes 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. Each category is in a separate file to make it easier to find the analytes/method you wish accredited.

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
  - Listing of proficiency testing providers can be found on the TNI webpage  
<http://www.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 from 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
  - Listing of proficiency testing providers can be found on the TNI webpage  
<http://www.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
  - Listing of proficiency testing providers can be found on the TNI webpage  
<http://www.nelac-institute.org/content/NEPTP/ptproviders.php>
- Standard Operating Procedure Manual
- Personnel qualifications
  - Including Demonstration of Capability