



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 Laboratory Accreditation Program. 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 review 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 verification signature on the returned application is submitted, not a photocopy.

The applicable application review fees must be included.

Only approved methods from the DEQ are listed on the application.

If you have any questions regarding this information or the Laboratory Accreditation Program in general please contact me at (405) 702-1039.

Sincerely,

David Caldwell
Laboratory Accreditation Manager
State Environmental Laboratory Services Division

WHERE TO FILE?

The initial and annual application forms, 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 Laboratories to the Program:

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.

(A)	Initial application fee	FY-12 \$ 1,202.71
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Plus

(B)	Category accreditation fees:	
	(1) one category	\$ 495.86
	(2) two categories	\$ 991.72
	(3) three categories	\$1487.58
	(4) four	\$1983.44
	(5) five or more categories	\$2479.30

Laboratories Currently Participating in the Program:

Laboratories currently certified and in the program will be assessed an annual application review fee in addition to the applicable category accreditation fee(s). This fee and the 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 an out of time 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 participating laboratory that requests, and then is approved for interim accreditation will be assessed an interim accreditation fee in addition to any and all other associated fees.

(A)	Annual application fee	\$ 35.87
(B)	For accreditation amendment	\$ 70.68
(C)	For reviewing and recording an interim application for laboratory accreditation	\$ 707.91

(D)	For accreditation of:	
	Category accreditation fees:	
	(1) one category	\$ 495.86
	(2) two categories	\$ 991.72
	(3) three categories	\$1487.58
	(4) four	\$1983.44
	(5) five or more categories	\$2479.30
(E)	Renewal late fee	\$ 353.43

Fees are adjusted annually based on current CPI
(Please see OAC 252:301 Subchapter 1 section 8)

Change in status

Participating laboratory may request additional expansion of their scope at any time during the accreditation year though interim accreditation process. The laboratory will be assessed an interim accreditation fee in addition to the applicable category accreditation fee(s).

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

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 completed application for completeness and accuracy before submitting it.

INCOMPLETE OR INCORRECTLY COMPLETED APPLICATIONS WILL BE RETURNED

PARAMETERS AND ANALYTICAL METHODS:

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 accreditation.

Laboratories MUST submit the following information:

- INSTRUMENTATION AND EQUIPMENT
- ACCREDITATION GRANTED BY OTHER STATES
- INSPECTION REPORT FROM THE PAST 12 MONTHS
- 2 SUCCESSFUL PROFICIENCY TESTING RESULTS
 - Listing of proficiency testing providers can be found on the TNI webpage
 - <http://www.nelac-institute.org/neptp.php>
- GENERAL QA/QC MANUAL
- STANDARD OPERATING PROCEDURE MANUAL
- PERSONNEL QUALIFICATIONS
 - Including demonstration of capability