Utah Department of Health
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Division of Disease Control and Prevention
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State of Utah
GARY R. HERBERT
Governor
GREGORY S. BELL
Lieutenant Governor

March 11, 2015

Thank you for your interest in the State of Utah Environmental Laboratory Certification Program (ELCP). All environmental laboratories performing testing or analysis of Drinking/Potable Water, Non-Potable Water (Wastewater), and/or Solid and Chemical Materials for compliance in the State of Utah must be accredited by the program. The State of Utah is a NELAP (National Environmental Laboratory Accreditation Program) recognized Accreditation Body, currently assessing to the 2009 TNI Standard.

There are different application requirements for your laboratory depending upon the criteria used to award accreditation. An environmental laboratory physically located in Utah wishing to obtain NELAP accreditation must apply to the Department for primary NELAP accreditation. Utah also offers primary NELAP accreditation to out-of-State environmental laboratories located in states which are not NELAP Accreditation Bodies, and for additional methods/analytes that may not be offered by a laboratories home state NELAP Accreditation Body. Secondary NELAP accreditation is available to an out of-State environmental laboratory with primary accreditation from another recognized NELAP Accreditation Body. Please find the instructions that best fit your laboratory's situation and follow the steps in that section.

The application may be submitted in either electronic or hard copy format.

Utah NELAP Accreditation – Initial Applications

If your laboratory falls into the following categories:

a) laboratories located in the State of Utah;
b) laboratories located in any other state not participating as a NELAP Primary Accrediting Body; or
c) laboratories located in any other state and without NELAP accreditation for the analytes/methods being requested.

Please complete the application including the method/analyte selection tables. When your application is received your lead assessor will contact you to schedule the assessment. At

NOTE: Failure to complete the form(s) will result in an incomplete application and may delay the certification process.
CAUTION: Any misrepresentation of material facts may lead to certification revocation/denial per Utah Rule R444-14-3.   Application 03/11/15

this time additional information such as the current laboratory quality manual, analytical and administrative SOPs and other relevant documentation will be requested. This information will include but is not limited to the following:

a) Legal Identity of Laboratory Document(s);
b) Personnel Information including appropriate resumes and transcripts;
c) Quality Systems Documentation;
d) MDL/LOD/LOQ study information;
e) Proficiency Testing.

Utah NELAP Secondary Accreditation

Accreditation through recognition is available to NELAP accredited laboratories for those analytes/methods listed on their Primary Accrediting Body scope.

Please complete the application including the method/analyte selection tables.   For accreditation by recognition you must also submit a current certificate and scope from another NELAP Accreditation Body. In lieu of a completed method/analyte table the applicant environmental laboratory may indicate its methodology requests directly on it scope of accreditation from the Primary NELAP Accreditation Body.

The State of UT does offer accreditation for preparation methods. If the applicant laboratory requires accreditation of preparation methods on their UT scope, those methods must be listed on their Primary Accreditation Body NELAP Scope or other documentation must be provided by the Primary Accreditation Body indicating what methods have been evaluated. This information must be current within the past 2 years.

Utah NELAP Accreditation – Renewals

An environmental laboratory seeking to maintain accreditation must complete and submit a renewal application including the method/analyte tables. In lieu of completing the table the laboratory may provide a cover letter or email stating that no changes to the current scope are necessary. Environmental laboratories shall submit applications for accreditation renewal annually to the program.

Assessments will be performed as required by the TNI Standard EL V2M3 5.0. A laboratory holding Utah NELAP Accreditation should expect an onsite assessment every two years.   On years requiring an onsite assessment when your application is received your lead assessor will contact you to schedule the assessment, and request additional information.

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Changes/Updates

An environmental laboratory seeking to change administrative information, transfer ownership, name a new or replace a current laboratory supervisor or QA Officer, or add fields of accreditation outside the regular renewal application must complete and submit its request to the Program. The environmental laboratory must provide the appropriate information necessary for the change/update.   A change to the fields of accreditation outside the renewal application cycle will be assessed a change fee and any additional technology fee that is appropriate.

Laboratories are required to notify the Program of changes to ownership, location, and key personnel within 30 calendar days.

Fees

ELCP will invoice the laboratory at the time the application is received. The invoice will include both the application fee and analyte fees. A third invoice for travel related expenses is sent to out of state labs, following the onsite assessment. This must be paid for continued accreditation.

Please submit the application to:

    Environmental Laboratory Certification
    4431 South 2700 West
    Taylorsville, UT 84129

If there are any questions regarding these processes please contact this office at 801-965-2400 or labimprovement@utah.gov . If there are any questions regarding the payment of your invoice, please contact Accounts Receivable at 801-965-2500.

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UTAH ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM APPLICATION
GENERAL INFORMATION

LABORATORY INFORMATION

Legal Name of Laboratory:			
EPA #:	Tax ID #:	Phone:	Fax:
Address:			
City:	State:	ZIP Code:	
Website:	Hours of Operation:		

BILLING INFORMATION

Billing Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	Email:	
Billing Contact:			

OWNER OF LABORATORY

Name:		
Address:	Phone:	
City:	State:	ZIP Code:
Contact:		

MAILING ADDRESS

Address:	Phone:	
City:	State:	ZIP Code:

LABORATORY PERSONNEL INFORMATION

		Phone:	Email:
Laboratory Director:		Phone:	Email:
Quality Assurance Officer:		Phone:	Email:
Technical Director(s):		Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:
	Area:	Phone:	Email:

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LABORATORY TYPE			
□ Commercial	□ Federal	□ Hospital/Health	□ State
□ Academic	□ Public Water	□ Public Wastewater	□ Industrial
□ Mobile License/VIN#:		Other:	

ACCREDITATION BODY			
Primary Accreditation Body:		Expiration Date:	Contact:
Primary Accreditation Body:		Expiration Date:	Contact:
Primary Accreditation Body:		Expiration Date:	Contact:
Secondary Accreditation Body:		Expiration Date:	Contact:
Secondary Accreditation Body:		Expiration Date:	Contact:
Secondary Accreditation Body:		Expiration Date:	Contact:

CERTIFICATION BY APPLICANT AND RECORDS ACCESS

The applicant understands and acknowledges that the laboratory is required to be continually in compliance with R-444-14 and shall be subject to suspension, revocation and denial of certification as specified therein. The applicant acknowledges that the department may make unannounced assessments and that a refusal to allow entry by the department's representatives is grounds for denial or revocation of certification. The applicant also understands and acknowledges that the laboratory is subject to the enforcement and penalty provisions of the primary and secondary accrediting authority. The applicant hereby certifies that all approved environmental analyses performed are done in accordance with R-444- 14. The applicant will perform all proficiency testing audits according to the approved method and in accordance with R-444-14. We hereby certify that we are authorized to sign this application on behalf of the applicant/owner and that there are no misrepresentations in my answer to the questions on this application.

Name of Applicant Laboratory (Legal Name)	

SIGNATURES

We hereby certify that we are authorized to sign this application on behalf of the applicant/owner and that there are no misrepresentations in my answer to the questions on this application.

PRINT	DATE	SIGNATURE
Laboratory Director:		
QA Officer:		
Technical Director:		
Technical Director:		
Technical Director:		
Technical Director:		
Technical Director:		
Technical Director:		
Technical Director:		
Technical Director:		
Technical Director:		

Access to all information collected or generated by the ELCP is regulated by the Utah Government Records Access and Management Act (GRAMA). Except under special circumstances, records must be made available to the public upon written request. No notification to the applicant laboratory will be made if records relating to it are requested.

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Environmental Laboratory Certification		
Annual certification fee		
Note: Laboratories applying for certification are subject to the annual certification fee,		
plus the fee listed for each category in which they are to be certified.		
Utah laboratories		825.00
Out-of-state laboratories (**plus reimbursement of all travel expenses**)		5,000.00
NELAP recognition fee		825.00
Certification change fee		100.00
Primary Method Addition Application Fee for Recognition Laboratories		1,000.00
Parameter Category Fees charge for each testing act (CWA, SDWA, RCRA)		
Atomic Absorption/Atomic Emission		300.00
Radchem - Alpha spectrometry		200.00
Radchem - Beta		200.00
Calculation		50.00
Organic Clean up		200.00
TCLP/SPLP Extractions		200.00
Radchem - Gamma		200.00
Simple Gas Chromatography		300.00
Complex Gas Chromatography		600.00
Semivolatile Gas Chromatography		500.00
Volatile Gas Chromatography		500.00
Radchem - Gas Proportional Counter		200.00
Gravimetric		100.00
High Pressure Liquid Chromatography		300.00
ICP		400.00
ICP-MS		500.00
Ion Chromatography		200.00
ISE base methods		100.00
Radchem - Liquid Scintillation		300.00
Metals Digestion		100.00
Simple Microbiological Testing		100.00
Complex Microbiological Testing		300.00
Organic Extraction		200.00
Organic Wet Chemistry		200.00
Physical Properties		100.00
Radchem - Thermal Ionization Spectrometry		300.00
Titrametric		100.00
Spectrometry		200.00
Whole Effluent Toxicity		600.00