



Division of Environmental Response and Revitalization
Voluntary Action Program

Instructions
on
How to Apply
for
Additional Certification for Mobile and Fixed-base Certified Laboratories¹

1. These instructions are intended to help guide a laboratory applying for additional certification under Ohio's Voluntary Action Program (VAP) - Ohio Revised Code (ORC) Chapter 3746 and Ohio Administrative Code (OAC) Chapter 3745-300.
2. The "Certified Laboratory" rule 3745-300-04 of the Ohio Administrative Code includes the procedures to apply for additional certification. A laboratory applying for additional certification must provide a hard copy of the following:
 - a. "acceptable proficiency testing (PT) results" for the analytes, parameter groups, and methods for which the laboratory is applying for additional certification. - *see rule paras. (C) and (D)(1)(c);*

[Comment: Ohio EPA may waive the PT requirement for some analytes, parameter groups, and methods – see rule para. (C)(2)(c)]
 - b. the completed **VAP Laboratory Certification Form #3 – Additional Certification Application for Mobile and Fixed-base Certified Laboratories** – *see rule para. (D)(1)(a);*
 - c. the quality assurance program plan (QAPP), if updated -*see rule para. (D)(1)(b);*
 - d. the standard operating procedures (SOP) for the analytes, parameter, groups and methods for which the laboratory is applying for additional

¹These instructions and application (i.e., Form #3) are for use by certified laboratories applying for additional certification. Laboratories applying for initial certification should refer to the application and instructions for initial certification. Certified laboratories applying for renewal certification should refer to the application and instructions for renewal certification.

certification; including digestion, extraction, and distillation SOPs - *see rule para. (D)(1)(d)*;

- e. the method detection limit studies - *see rule para. (D)(1)(e)*;
- f. any other documentation as required for the certification of Asbestos or performance-based methods - *see rule paras (D)(3) or (D)(4)*; and
- g. the check or money order payable to "Treasurer, State of Ohio" for the \$500.00 non-refundable fee - *see rule OAC rule 3745-300-03*.

Application Procedures

- 3. The application must be complete in order for the review to begin. A complete application package consists of the documentation listed in OAC rule 3745-300-04(D). Pursuant to OAC rule 3745-300-04(E), the Director will consider the application package incomplete if it fails to contain the aforementioned documentation.
- 4. Complete the following sections of the application (*Form #3*).

SECTION A: GENERAL INFORMATION
SECTION B: LEGAL HISTORY UPDATE
SECTION C: TABLES FOR LISTING ANALYTES, PARAMETER GROUPS, AND METHODS
SECTION D: AFFIDAVIT

Submission of the Application, Documentation, and Fee

- 5. The laboratory must submit the application, documentation, and check or money order to the address provided below:

Ohio Environmental Protection Agency
Division of Environmental Response and Revitalization
Site Assistance & Brownfield Revitalization (SABR)
Lazarus Government Center
50 West Town Street
Suite 700

Columbus, Ohio 43215

Please contact SABR staff at (614) 644-2924 with any questions.

Checklist

6. The following checklist may be helpful in completing the application. This checklist is only for the laboratory's use. Check (√) the following items.

___ Completed Sections A through D of the application.

___ Included in the application package, the fee, and documentation listed in OAC rule 3745-300-04(D).