

Date Received: _____	Application No.: _____
Date Approved: _____	Certification No.: _____
Date Denied: _____	Date Paid: _____

FOR VAP USE ONLY



Division of Environmental Response and Revitalization
Voluntary Action Program (VAP)

**VAP Laboratory Certification Form #1
Initial Certification Application
for
Fixed-base Laboratories**

*Please type or print the required information in the spaces provided. Additional pages may be attached in order to provide complete information. For guidance on completing this application, please refer to the **Instructions on How to Apply for Initial Certification for Fixed-base Laboratories**, and rule 3745-300-04 of the Ohio Administrative Code (OAC).*

SECTION A

GENERAL INFORMATION

1. Laboratory Name and Street Address. *Provide the full legal name.*

Laboratory Name _____

Street Address _____

City _____ State _____ Zip _____

2. Other Names currently d.b.a.: _____

3. Mailing Address (if different from Item 1 above).

Street Address or P.O. Box _____

City _____ State _____ Zip _____

4. Telephone Number (_____) _____ - _____

Fax Number (_____) _____ - _____

5. Owner(s) and Mailing Address. Specify the person(s), or entities owning the laboratory. *If there is more than one owner, please list additional owners on a separate page.*

Owner Name _____

Mailing Address _____

City _____ State _____ Zip _____

6. Name of Laboratory Manager _____

Email address _____

Name of Quality Assurance Manager/Officer _____

Email address _____

SECTION B

LABORATORY HISTORY

1. List all previous business or legal names used by the laboratory and its affiliates within the last five years. *Attach a separate page, if needed.*

a. _____

b. _____

c. _____

d. _____

SECTION C

LEGAL HISTORY

1. Provide the name, title, and signature of the person(s) authorized to sign Affidavits on behalf of the laboratory as required by Ohio Revised Code Section 3746.20 and OAC rules 3745-300-04 and 3745-300-13. *If needed, attach a separate page.*

Name _____

Title _____

Signature _____

Name _____

Title _____

Signature _____

Name _____

Title _____

Signature _____

2. Has the laboratory ever had a certification suspended or revoked in whole or in part by any state or federal laboratory certification program?

Check either: Yes ___ No ___ *If yes, explain the circumstances on a separate attached page.*

3. Has the laboratory ever had a criminal or civil judgement against it for fraud, deceit, misrepresentation, forgery, or for professional errors, negligence, incompetence, or professional malpractice in the conduct of laboratory operations?

Check either: Yes ____ No ____ *If yes, explain the circumstances on a separate attached page.*

4. Is the laboratory, Laboratory Manager, Quality Assurance Manager/Officer, or any other officer the subject of any past or pending disciplinary actions regarding the performance of the laboratory, or the performance of any laboratory?

Check either: Yes ____ No ____ *If yes, explain the circumstances on a separate attached page.*

5. Has the Laboratory Manager, Quality Assurance Manager/Officer, or any other officer ever:

- (i) been convicted of a felony or misdemeanor involving fraud, deceit, misrepresentation, or forgery?

Check either: Yes _____ No _____ *If yes, explain the circumstances on a separate attached page.*

- (ii) had a criminal or civil judgement against him/her for an action involving fraud, deceit, misrepresentation, forgery, or for professional errors, negligence, incompetence or professional malpractice in the conduct of laboratory business?

Check either: Yes _____ No _____ *If yes, explain the circumstances on a separate attached page.*

SECTION F

SUBMISSION OF THE APPLICATION, DOCUMENTATION, AND FEE

The laboratory must submit the application along with the documentation listed in OAC rule 3745-300-04(D), and the check or money order made payable to the order of "Treasurer, State of Ohio" for the \$5,000.00 non-refundable fee required by OAC rule 3745-300-03(B) 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