



Ohio Environmental Protection Agency
Division of Environmental Response and Revitalization
Voluntary Action Program

**Instructions
on
How to Apply
for
Initial Certification for Fixed-base Laboratories**¹

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1. These Instructions are intended to help guide laboratories applying for initial 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 Ohio Administrative Code includes the procedures to apply for certification. A laboratory applying for initial 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 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 #1 - Initial Certification Application for Fixed-base Laboratories** - see rule para. (D)(1)(a);
 - c. the quality assurance program plan (QAPP) -see rule para. (D)(1)(b);
 - d. the standard operating procedures (SOP) for the analytes, parameter

¹These instructions and application (Form #1) are for use by a fixed-base laboratory applying for initial certification. A mobile laboratory applying for initial certification should refer to the instructions and application (Form 1-A) for mobile laboratory initial certification. Certified laboratories applying for renewal or additional certification should refer to the applications and instructions for renewal or additional, as applicable.

groups and methods for which the laboratory is applying for 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 certification of Asbestos or performance-based methods - see *rule paras. (D)(3) and (D)(4), and*;
- g. the check or money order payable to "Treasurer, State of Ohio" for the \$5000.00 non-refundable fee - see *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 #1**).

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

Submission of the Application, Documentation, and Fee

5. The laboratory must submit the application, documentation, and the 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 for the laboratory's use. Check (√) the following items.

Completed Sections A through E of the application.

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