



Division of Environmental Response and Revitalization
Voluntary Action Program

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

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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, O A C 3745-300-04, includes the procedures to apply for VAP 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 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), Ohio EPA 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. Please 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.