



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

## Instructions

on

### How to Apply

for

### Renewal Certification for Mobile and Fixed-base Certified Laboratories<sup>1</sup>

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1. These instructions are intended to help guide a laboratory applying for renewal of its 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 renewal certification. A laboratory applying for renewal of its certification must provide a hard copy of the following:
  - a. the completed **VAP Laboratory Certification Form #2 – Renewal Application for Mobile and Fixed-base Certified Laboratories** - see *rule para. (D)(2), and;*
  - b. the laboratory's certificate for its Asbestos accreditation, or other form of documentation demonstrating the laboratory's current accreditation, if applicable - see *rule para. (D)(3)*.

### Application Procedures

3. To apply for renewal certification, the laboratory must submit to the agency a complete application at least ninety (90) days before the expiration date listed on its current certificate - see *rule paras. (D)(2), (D)(3), and (F)(2)*.

***Please note, incomplete or late applications received after the 90 day window, but before the expiration date listed on the certificate may result in a lapse in the laboratory's certification. Applications received after the certificate's expiration date may require the***

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<sup>1</sup> These instructions and application (Form #2) are for use by certified laboratories applying for renewal of its certification. Certified laboratories applying for additional certification should refer to the application and instructions for additional certification.

**laboratory to submit an Initial Application Form #1 and fee - see para. (R).**

4. A laboratory may request, at the time of its renewal, to remove analytes, parameter groups, and methods from its certificate or modify its certificate (e.g., address change) - see rule para. (Q).
5. 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(F), the Director will consider the application incomplete if it fails to contain the documentation listed in OAC rule 3745-300-04(D).
6. Complete the following sections of the application (**Form #2**).

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 and Documentation**

7. The laboratory must submit the application and documentation to the address provided below:

Ohio Environmental Protection Agency  
*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**

8. 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 D of the application.

\_\_\_ Included in the application package the documentation listed in OAC rule 3745-300-04(D).