



Division of Environmental Response and Revitalization  
Voluntary Action Program

**Instructions**  
on  
**How to Apply**  
for  
**Renewal Certification for Mobile and Fixed-base Certified Laboratories**

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1. These instructions are intended to help guide a certified laboratory, whether fixed-base or mobile laboratory, that is 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, OAC 3745-300-04, 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)*.

*[Comment: At the beginning of each calendar year, certified laboratories will receive an invoice from the agency for the payment of the \$500.00 annual fee.]*

**Application Procedures**

3. To apply for renewal certification, the laboratory must submit to the agency a completed 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 laboratory to submit an Initial Application Form #1 or Form #1-A and payment of the initial certification fee or actual costs incurred by the agency - 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), Ohio EPA 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: AUTHORIZATION AND LEGAL HISTORY UPDATE  
SECTION C: TABLES FOR LISTING ANALYTES, PARAMETER GROUPS, AND METHODS  
SECTION D: AFFIDAVIT

#### **Submission of the Application and Documentation**

7. Please 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.