



Division of Environmental Response and Revitalization  
Voluntary Action Program

**Instructions**  
**on**  
**How to Apply**  
**for**  
**Additional Certification**<sup>1</sup>

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1. These instructions are intended to help guide certified laboratories applying for Additional Certification under Ohio's Voluntary Action Program (VAP) – Ohio Revised Code(ORC) Chapter 3746 and Ohio Administrative Code (OAC) Chapter 3745-300. Under the VAP, laboratories may be certified for the analyses of hazardous substances and petroleum or their constituents.
2. The “Certified Laboratory” rule, OAC rule 3745-300-04 (*effective **March 1, 2009***) includes the procedures to apply for Additional Certification. A certified laboratory applying for additional certification must provide the following:
  - a. “acceptable proficiency testing (PT) results” for the analytes or parameter groups and methods (i.e., technologies) for which the certified laboratory is applying for additional 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)(b).]*
  - b. a completed application using: “**VAP Laboratory Certification Form #3 - Application for Additional Certification**” – *see rule para. (D)(1)(a);*
  - c. a hard copy of the certified laboratory's quality assurance program plan (if updated) -*see rule para. (D)(1)(b);*
  - d. hard copies of the standard operating procedures (SOP) for the analytes,

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<sup>1</sup>These Instructions and Application for Additional Certification (Form #3) are for certified laboratories applying for additional certification under the Voluntary Action Program and are not to be used by a laboratory applying for initial certification.

parameter groups and methods for which the certified laboratory is applying for certification including digestion, extraction, and distillation SOPs - see rule para. (D)(1)(d);

- e. method detection limit studies - see rule para. (D)(1)(e);
- f. any other documentation as required for the certification of Asbestos or Performance-based methods - see rule para. (D)(3) or (D)(4); and
- g. check or money order payable to "Treasurer, State of Ohio" for the \$500.00 non-refundable fee – see OAC rule 3745-300-03(B).

### **Application Procedures**

- 3. Applications must be complete in order for the review to begin on the application package. A complete application package includes the \$500.00 fee, application, and documentation listed in OAC rule 3745-300-04(D)(1). 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 #3*).

SECTION A: GENERAL INFORMATION  
SECTION B: LEGAL HISTORY  
SECTION C: TABLES FOR LISTING ANALYTES, PARAMETER GROUPS AND METHODS  
SECTION D: AFFIDAVIT  
SECTION E: SUBMISSION OF THE APPLICATION, DOCUMENTATION, AND FEE

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

- 5. The certified laboratory must submit the application, documentation, and \$500.00 non-refundable fee to the following address:

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.

### **Optional Checklist**

6. The following checklist may be helpful in completing the Application for Additional Certification. Check (/) the following Application items.

Completed Sections A through D of the application.

Included the \$500.00 fee, completed application, and documentation listed in OAC rule 3745-300-01(D)(1).