



Division of Environmental Response and Revitalization
Voluntary Action Program

**Instructions on Applying for
Additional Certification for Mobile and Fixed-base Certified Laboratories**

1. These instructions are intended to help guide a laboratory, whether fixed-base or mobile laboratory, that is 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.
2. The "Certified Laboratory" rule, OAC 3745-300-04, includes the procedures to apply for additional certification. A laboratory applying for additional certification must provide an electronic (preferable) copy of the following:
 - a. Acceptable proficiency testing (PT) results for the analytes, parameter groups, and methods for which the laboratory is applying for additional certification, see rule paragraphs (C) and (D)(1)(c). Not applicable if laboratory holds NELAP certification, see rule paragraph (D)(5)(a)(iii). Ohio EPA may waive the PT requirement for some analytes, parameter groups, and methods, see rule paragraph (C)(2)(c).
 - b. Completed VAP Laboratory Certification Form #3 – Additional Certification Application for Mobile and Fixed-base Certified Laboratories, see rule paragraph (D)(1)(a).
 - c. Quality assurance program plan (QAPP), if updated, see rule paragraph (D)(1)(b).
 - d. Standard operating procedures (SOP) for the analytes, parameter, groups, and methods for which the laboratory is applying for additional certification; including digestion, extraction, and distillation SOPs, see rule paragraph (D)(1)(d).
 - e. Method detection limit studies see rule paragraph (D)(1)(e). Not applicable if laboratory holds NELAP certification, see rule paragraph (D)(5)(a)(iii).
 - f. Any other documentation as required for the certification of Asbestos or performance-based methods, see rule paragraphs (D)(3) or (D)(4).

Application Procedures

3. If relying on NELAP certification to meet the requirements of rule paragraph (D)(5)(a)(iii), provide documentation that the laboratory is in good standing with the accrediting organization as reflected in rule paragraph (D)(5)(a)(i). Additionally, provide NELAP documentation that supports the analytes, parameter groups and methods that matches the lab request for certification as described in paragraph (D)(5)(a)(ii).
4. The application must be complete 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.
5. Complete the following sections of the application (Form #3).

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

Submission of the Application, Documentation, and Payment Information

6. Please submit the application and documentation listed in OAC rule 3745-300-04(D) to the address provided below. The laboratory will be invoiced the actual costs incurred by the agency for the review of the application and associated documentation, including the agency's time for conducting a system audit, if needed. Payment of all costs must be made before a certification will be issued by the Director.

Ohio Environmental Protection Agency
Division of Environmental Response and Revitalization
Voluntary Action Program – Lab Coordinator
Lazarus Government Center
50 West Town Street
Suite 700
Columbus, Ohio 43215

Application materials should be submitted electronically through Ohio EPA's eBusiness Center at <https://ebiz.epa.ohio.gov>. Do not include a copy of a check with the application.

Please contact Chelsea Lamoreaux at (614) 644-2285 with any questions.