



Division of Environmental Response and
Revitalization Voluntary Action Program

**Instructions on Applying for
Initial Certification for Fixed-base Laboratories**

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, OAC 3745-300-04, includes the procedures to apply for VAP certification. A laboratory applying for initial certification must provide an electronic copy (preferable) 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 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 #1 - Initial Certification Application for Fixed-base Laboratories, see rule paragraph (D)(1)(a).
 - c. Quality assurance program plan (QAPP), 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 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 certification of Asbestos or performance-based methods, see rule paragraphs (D)(3) and (D)(4).
 - g. 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. 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 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.
5. 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

6. 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
Voluntary Action Program-Lab Coordinator
Lazarus Government Center
50 West Town Street, Suite 700
Columbus, Ohio 43215

Do not attach a copy of the check to the application.

Alternatively, application materials can be submitted electronically through Ohio EPA's eBusiness Center at <https://ebiz.epa.ohio.gov>. Please mail checks to the above address separately.

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