



Division of Environmental Response and Revitalization
Voluntary Action Program

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

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 an electronic copy (preferable) of the following:
 - a. Completed VAP Laboratory Certification Form #2 – Renewal Application for Mobile and Fixed-base Certified Laboratories, see rule paragraph (D)(2).
 - b. Laboratory's certificate for its Asbestos accreditation, or other form of documentation demonstrating the laboratory's current accreditation, if applicable, see rule paragraph (D)(3).
 - c. If relying on NELAP certification to meet the requirements of rule paragraph (D)(5)(b), provide documentation that the laboratory is in good standing with the accrediting organization as reflected in rule paragraph (D)(5)(b)(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)(b)(ii).

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 paragraphs (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 rule paragraph (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 paragraph (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)(2). 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)(2).
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
Division of Environmental Response and Revitalization
Voluntary Action Program – Lab Coordinator
Lazarus Government Center
50 West Town Street, Suite 700
Columbus, Ohio 43215

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

[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.]

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