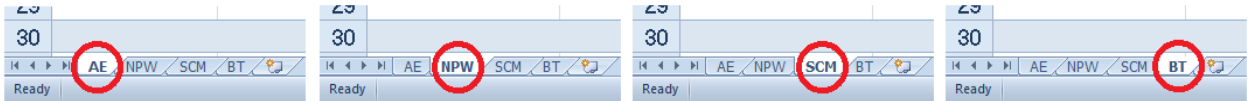# INSTRUCTIONS FOR USING MANUAL SCOPE APPLICATION SPREADSHEET

1. Open the Excel file.  Select the worksheet that is labeled with the matrix of interest (**AE** – air emissions; **NPW** – non-potable water; **SCM** – solid chemical material; **BT** – biological tissue) by highlighting the appropriate tab at the bottom of the worksheet.



2. The only fields you are to complete are **primary_ab**, **acc_type**, and **add_or_delete**.
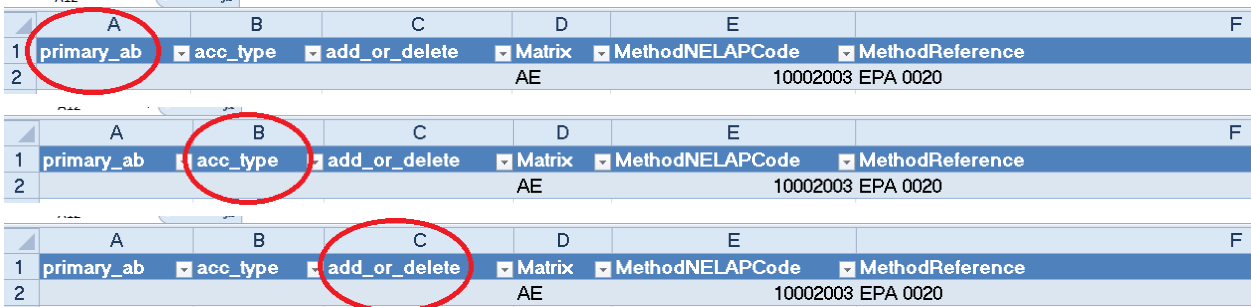


3. Use the column filters to assist in finding particular parameters in the list by clicking on the triangle icon to the right of the column heading.  By selecting a specific method reference in the pull-down menu, all analyte combinations associated with the method will be revealed for selection as described below.
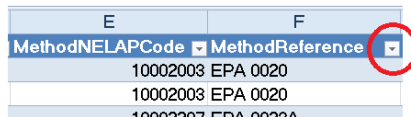


A. To search for a specific method, click the triangle icon to the right of the Method Reference column heading to access the dropdown menu.
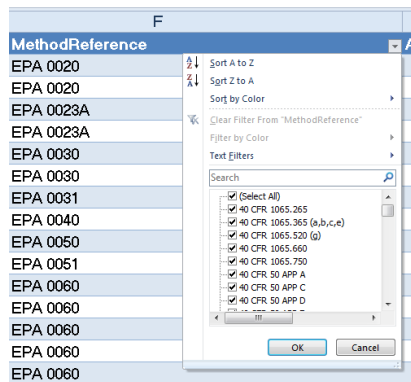
**B.** Uncheck the Select All box then type the method in the search box <u>or</u> scroll through the list to find the method. Check the method's checkbox. *You also can select multiple methods if you scroll through the list and check the box beside each method you want displayed.*
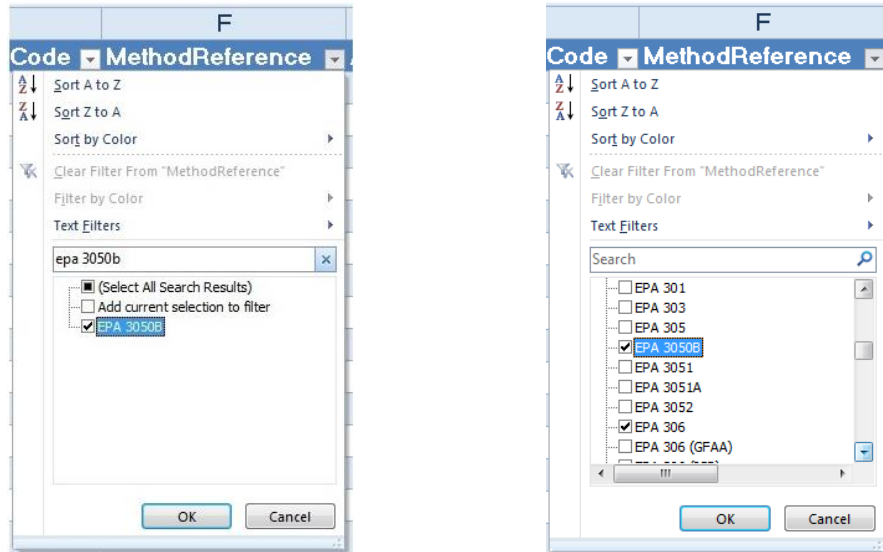


**C.** Click OK. Only the rows that have the selected method reference(s) will be displayed.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | primary_ab | acc_type | add_or_delete | Matrix | MethodNELAPCode | MethodReference | AnalyteNELAPCode | Analyte_Name | TestCategoryName | Matrix_ID | Method_ID | Analyte_ID |
| 266 | | | | AE | 10135601 | EPA 3050B | | Lead in Airborne Dust | Metals | 4 | 470 | 2077 |
| 267 | | | | AE | 10135601 | EPA 3050B | | Lead in Paint | Metals | 4 | 470 | 2078 |
| 268 | | | | AE | 10135601 | EPA 3050B | | Lead in Wipes | Metals | 4 | 470 | 2079 |
| 269 | | | | AE | 10135601 | EPA 3050B | | Lead in Soil | Metals | 4 | 470 | 2080 |

**4.** Enter the primary accreditation body under the **primary_ab** heading for each parameter for which you are requesting accreditation. If the primary accreditation body is LELAP, type the Louisiana state abbreviation (LA). For other state accreditation bodies, enter the corresponding state abbreviation. If the accreditation body is identified by something other than the state abbreviation, call LELAP's environmental scientist manager, Mr. Chris Mayeux at 225-219-0789, or email your assigned LELAP assessor for guidance.

| | A | B | C | D | E | F | G | H | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | primary_ab | acc_type | add_or_delete | Matrix | MethodNELAPCode | MethodReference | AnalyteNELAPCode | Analyte_Name | TestCate |
| 266 | | | | AE | 10135601 | EPA 3050B | | Lead in Airborne Dust | Metals |
| 267 | LA | | | AE | 10135601 | EPA 3050B | | Lead in Paint | Metals |
| 268 | | | | AE | 10135601 | EPA 3050B | | Lead in Wipes | Metals |
| 269 | | | | AE | 10135601 | EPA 3050B | | Lead in Soil | Metals |

5. Enter the accreditation type for the selected parameter under the **acc_type** heading. Accreditation types to choose are **NELAP** or **State**. If your accreditation is NVLAP, AIHA, A2LA, AASHTO, GAI-LAP, or Other, enter "State."
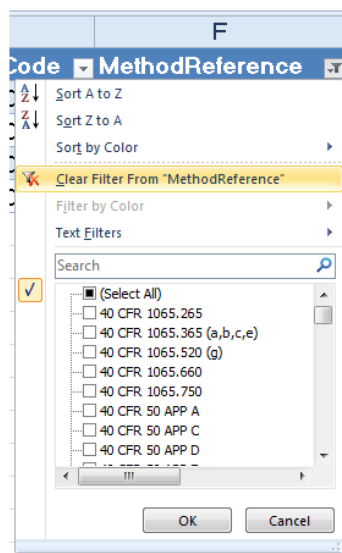
| | A | B | C | D | E | F | G | H | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | primary_ab | acc_type | add_or_delete | Matrix | MethodNELAPCode | MethodReference | AnalyteNELAPCode | Analyte_Name | TestCate |
| 266 | | | | AE | | 10135601 EPA 3050B | | Lead in Airborne Dust | Metals |
| 267 | LA | State | | AE | | 10135601 EPA 3050B | | Lead in Paint | Metals |
| 268 | | | | AE | | 10135601 EPA 3050B | | Lead in Wipes | Metals |
| 269 | | | | AE | | 10135601 EPA 3050B | | Lead in Soil | Metals |

6. Indicate that you want the parameter added to your scope by typing "add" in the corresponding field under the **add_or_delete** heading.
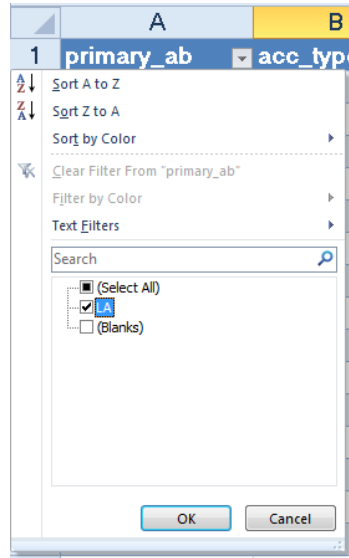
| | A | B | C | D | E | F | G | H | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | primary_ab | acc_type | add_or_delete | Matrix | MethodNELAPCode | MethodReference | AnalyteNELAPCode | Analyte_Name | TestCate |
| 266 | | | | AE | | 10135601 EPA 3050B | | Lead in Airborne Dust | Metals |
| 267 | LA | State | add | AE | | 10135601 EPA 3050B | | Lead in Paint | Metals |
| 268 | | | | AE | | 10135601 EPA 3050B | | Lead in Wipes | Metals |
| 269 | | | | AE | | 10135601 EPA 3050B | | Lead in Soil | Metals |

*For renewal applications, if you want to remove a parameter from your existing scope, type "delete" in the corresponding field under the* **add_or_delete** *heading. Also, if no changes are to be made to a parameter that is already on your scope of accreditation, leave the* **add_or_delete** *field blank for that row.*

7. After all required parameters are selected for a particular method click on the filter triangle again and either select another method of interest or clear the filter. Clearing the filter will allow all combinations to be seen again. *Refer to Step 3 for instructions on how to select another method.* To clear the filter, click on the triangle icon to the right of the Method Reference column heading to access the dropdown menu. Click on Clear Filter From "MethodReference".

**8.** To review all of your selections use the filter on column A. Only the parameters selected will be visible. Clear the filter afterwards.



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | primary_ab | acc_type | add_or_delete | Matrix | MethodNELAPCode | MethodReference | AnalyteNELAPCode | Analyte_Name | TestCategoryName | Matrix_ID | Method_ID | Analyte_ID |
| 46 | LA | State | add | AE | 10014401 | EPA 200.8 | 1055 | Copper | Metals | 4 | 73 | 799 |
| 52 | LA | State | add | AE | 10014401 | EPA 200.8 | 1150 | Silver | Metals | 4 | 73 | 1454 |
| 267 | LA | NELAP | add | AE | 10135601 | EPA 3050B | | Lead in Paint | Metals | 4 | 470 | 2078 |
| 2680 | LA | NELAP | add | AE | 20032206 | SM 7120 B | 2755 | Americium-241 | Radiochemistry | 4 | 1295 | 589 |
| 2923 | LA | State | add | AE | 90000401 | HASL 300 Ga-01-R | 2763 | Arsenic-73 | Radiochemistry | 4 | 2778 | 2448 |

**9.** Repeat the process for each matrix tab.



**10.** Save the document.