

**LOUISIANA ENVIRONMENTAL LABORATORY
ACCREDITATION PROGRAM (LELAP)**

TO: ENVIRONMENTAL LABORATORY MANAGER

FROM: KAREN S. VARNADO

SUBJECT: APPLICATION FOR ENVIRONMENTAL LABORATORY
ACCREDITATION

Enclosed please find an Application for Environmental Laboratory Accreditation, including instructions. Also enclosed is a copy of the Louisiana Environmental Laboratory Accreditation Rule, promulgated on May 20, 1998 and amended July 2000. Please be aware of the following:

Laboratories wishing to become accredited must submit a completed application package to the Department. The application package must include the following materials:

1. A completed copy of the Application Form. The form is also available for download in MS Word or Adobe Acrobat (*.pdf) format from our web page at:
<http://www.deq.louisiana.gov/laboratory/>
2. A current copy of your Quality Assurance Plan
3. A list of SOPs used by your facility.
4. An organizational chart of your facility
5. Results of your two most recent rounds of Proficiency Test (PT) Studies.
6. Resumes of key personnel.
7. A check in the amount of \$660.00 for the Application Fee (non-refundable).
8. If this is an application for Louisiana accreditation by recognition of NELAP accreditation granted by another state, you must also include:
 - a. A copy of your current NELAP certificate and scope of accreditation.
 - b. A copy of the assessment report for the most recent on-site assessment performed by your Primary Accrediting Authority, along with copies of all associated corrective actions.

Upon receipt of the completed application package, your laboratory will be contacted to schedule an on-site assessment. Accreditation cannot be granted until after the on-site assessment has been performed and any deficiencies (conditions that fail to satisfy the requirements of the LAC 33, Part I, Subpart 3 and/or the current NELAC Standards). The on-site assessment is not required for laboratories that meet the requirements for accreditation by recognition as specified in the NELAC Standards, Chapter 6, Section 6.2.1.

Laboratory data generated by commercial environmental laboratories that are not accredited under these regulations will not be accepted by the department.

Send the completed application package to: Office of Environmental Assessment, Louisiana Environmental Laboratory Accreditation Program, P.O. Box 4314, Baton Rouge, Louisiana, 70821-4314; Attention: Ms. Karen S. Varnado.

If you have any questions, please contact LELAP at (225) 219-9800.