

Standard Operating Procedure for

Granting Certification

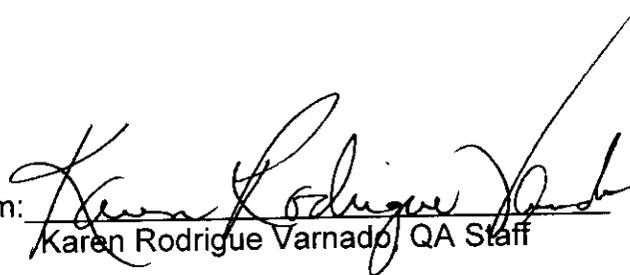
Revision 5

Laboratory Services Division

Office of Environmental Assessment

Louisiana Department of Environmental Quality

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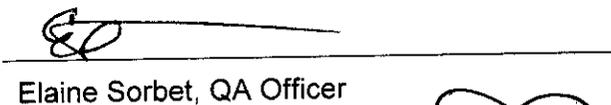
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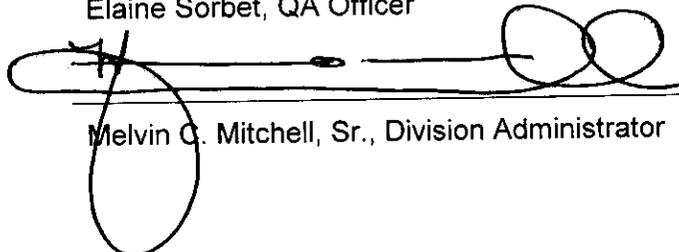
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Document Review and Revision Record

Note: Actions older than 5 years may be removed from this record

Approval Date	Revision No.	Record of Activity
2/12/01	0	Initial document approved.
7/13/01	1	General revisions
10/29/04	2	General revisions
03/15/05	3	New Administrator
04/13/06	4	Changed to new format
05/11/2007	5	Name change for the LELAP Supervisor and technical corrections for NELAC and TNI

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STANDARD OPERATING PROCEDURE FOR GRANTING CERTIFICATION

SOP #LELAP T-006

1.0 Purpose

This standard operating procedure (SOP) establishes requirements for procedures to be followed by the Louisiana Environmental Laboratory Accreditation Program (LELAP) for granting certification and for issuance of the certificate to the laboratory.

2.0 Scope

This procedure shall be used by LELAP Assessors to review the laboratory certification package, to grant certification where appropriate and to issue the certificate to the laboratory.

3.0 Review of the Laboratory Certification Package

The assigned LELAP Assessor shall review current records submitted by the laboratory as part of the evaluation package and confirm that the laboratory has met the requirements for certification to be issued. The assigned LELAP Assessor shall ascertain the following:

- The laboratory application is complete.
- The laboratory has paid all requisite fees.
- The laboratory has met the statutory requirement for on-site assessment.
- The laboratory has satisfactorily corrected all findings listed in the assessment report.
- The laboratory has satisfied the requirement for successful participation in a Department-approved Proficiency Testing Program or has submitted the appropriate data package when proficiency tests are not available.

The LELAP Assessor shall summarize the review findings on the Laboratory Certification Package Evaluation Form (Appendix A). If in the course of the review it is found that there are findings or mistakes such that a certificate cannot be issued, the Assessor shall contact the laboratory and request corrective action or information required to complete the certification process.

4.0 Scope of Accreditation

A draft Scope of Accreditation shall be prepared and shall list all of the parameters, analytes, and methods for which the laboratory has sought Certification. The assigned LELAP Assessor shall review the Scope of Certification and confirm that the laboratory has met the requirements for Certification for each parameter/analyte, and that the Scope of Certification list is consistent with the Scope of Certification sought in the laboratory application. The LELAP assessor must review the Scope of Certification to ensure that the matrix, Accrediting Authority, and certification type (NELAP or STATE) is correct. The AAMS database fields of testing is updated to "Accredited" with the correct effective date. The LELAP Assessor shall complete this review within two (2) working days.

If the assigned LELAP Assessor finds that the laboratory has not met the certification requirements for a specific parameter/analyte, then that parameter/analyte shall be removed from the Scope of Certification.

5.0 Recommendation to the Program Administrator

When it is determined that the laboratory has satisfied the requirements for certification, the assigned LELAP Assessor shall submit the following materials to the Laboratory Service Division (LSD) Administrator for approval:

- A memo addressed to the LSD Administrator recommending that the laboratory be certified for all parameters for which the requirements of the Louisiana Administrative Code (LAC), Title 33 or NELAC Standard have been met.
- A copy of the completed Laboratory Certification Package Evaluation Form (Appendix A)
- The Scope of Certification.
- A cover letter addressed to the laboratory notifying them that Certification has been granted.

- An envelope large enough to hold the certificate, addressed to the laboratory, with Certified Mail receipt.
- A completed checklist with signatures and supervisor initials. This checklist is in Appendix B.

6.0 Final Approval and Delivery of Certificate

Final approval of certification shall be the responsibility of the Accreditation Officer. Upon approval, the signed and dated certificate and scope of certification will be sent to the laboratory by certified mail.

The signed certificate and scope of certification (accreditation) shall be transmitted as a sealed and dated document containing the NELAC insignia.

The LELAP certificate shall contain the name of the laboratory, address of the laboratory, fields of accreditation, LELAP certification number and attachments. The scope of certification (accreditation) shall contain the name of the laboratory, address of the laboratory, fields of testing, analytes, methods of analysis, LELAP certification number and date of certification. The scope shall be sent as an attachment to the certificate.

The certificates shall state that continued accredited status depends on successful ongoing participation in the program. The certificate shall also include a statement that urges a customer to verify the laboratory's current accreditation standing within a particular accrediting authority

A copy of each of the following items shall be placed in the laboratory's certification file: the certification certificate, the scope of certification, the cover letter, the laboratory certification package evaluation form, and the memo of recommendation to the Program Administrator.

To maintain accreditation status the laboratory must continue to participate successfully in the Louisiana Laboratory Accreditation Program.

7.0 Renewal of Certification

Renewal of certification shall follow the same procedure as used for the initial issuance of certificate, as outlined in Sections 3.0-6.0 of this document.

8.0 Modification of Scope of Accreditation

Modification of an existing scope of accreditation shall follow the same procedure as used for the initial issuance of certificate, as outlined in Sections 3.0-6.0 of this document.

**STANDARD OPERATING PROCEDURE FOR
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APPENDIX A

LABORATORY CERTIFICATION PACKAGE EVALUATION FORM

Lab Name:

Evaluator:
Concurrence:

Date:
Date:

Requirement	Complete ¹	Pass/Fail ²	Incomplete ³	Missing Material ⁴
Application ⁵		Does not Apply	NA	
PT Studies ⁶	List Dates:	If no, list analyte(s)		ID Failed Elements
On-site Assessment Response (CAP) ⁷	List Date:	NA	Yes or No	If Yes, List Missing Findings Numbers
On-site assessment response (CCAD) ⁸	List Dates: CAP-- CCAD--	NA	Yes or No	If, Yes, List Missing Items in CAP and/or CCAD

¹Answers are yes or no.

²Have results passed all LDEQ requirements?

³ Does not apply if the application is complete. Answer is "Yes" in material is missing or not evaluated as of this date.

⁴ Identify the missing material that must be provided by the lab. CCAD materials must be in the submissions from the lab, otherwise it is "incomplete". Material that has been submitted but has been determined to be inadequate is classified as unacceptable (e.g. SOP's that have been submitted but don't meet LDEQ standards should be identified as SOP's- "unacceptable")

⁵ Are the fields of testing and methods clearly identified in the application?

⁶ All PT studies (at least two per year) must be on file with LELAP.

⁷ Was a CAP submitted that covered all findings? If incomplete/unacceptable, identify missing material by finding number?

⁸ Were CCAD submitted with the CAP/a separate submission? ? If incomplete/unacceptable, identify missing material by finding number?

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**STANDARD OPERATING PROCEDURE FOR
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APPENDIX B

Certificate Package Checklist

Laboratory Name _____ Lab ID _____

- _____ Certificate
- _____ Scope of Accreditation
- _____ Cover Letter
- _____ Recommendation Memo (must state that all requirements have been met and all required fees have been paid)
- _____ Evaluation Form
- _____ Envelope
- _____ Green Card
- _____ Certified Mail Receipt
- _____ Fees reviewed to confirm that all fees have been paid

Assessor Initials and Date

Assessor Signature

Supervisor Initials