

**Instructions for Submitting an Application Package
Laboratory and Stack Tester Accreditation**
(Revised: 9/4/2009)

Laboratories requesting laboratory accreditation must submit a completed application package to the Louisiana Department of Environmental Quality. The application can be found at: <http://www.deq.louisiana.gov/portal/tabid/2925/Default.aspx>. The package must include the following materials:

1. A completed copy of the Application Form;
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); and
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; and
 - b. A copy of the assessment report for the most recent on-site assessment performed by your Primary Accreditation Body, along with copies of all associated corrective action plan and final responses from the Accreditation Body.

Upon receipt of the completed application package, interim accreditation may be granted up to one year. Within that time, your laboratory will be contacted by LELAP staff to schedule an on-site assessment. Following the completion of the on-site assessment, if applicable, findings will be submitted to the laboratory or stack tester, and a Corrective Action Plan shall be developed and submitted for any deficiencies or conditions that fail to satisfy the requirements of the LAC 33, Part I, Subpart 3 and/or 2003 NELAC Standards. The on-site assessment is not required for laboratories that meet the requirements for accreditation by *recognition* as specified in the 2003 NELAC standard, 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.

Please submit the completed application package to: LDEQ, OES, Notifications and Accreditations Section, Louisiana Environmental Laboratory Accreditation Program, P.O. Box 4313, Baton Rouge, Louisiana 70821-4313; Attention: Paul Bergeron.

If you have any questions, please contact LELAP at (225) 219-1244.