

LELAP Application Guidance Document

v2.03



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1 Converting from v1.01 to v2.03

If you had installed and are encountering problems when using the first release of the LELAP Application for Environmental Laboratory Certification program (version 1.01) you will need to install the latest version onto your computer. If you have entered a significant amount of data into the original application and do not want to lose it, we have created functions into the applications to help you save your data and retrieve it once the newer version is installed.

Before you attempt to upgrade the software you will need to complete the following:

1. Save it by clicking on the “Backup your data files” in the “Utilities” section of the LELAP Application program.
2. You will be asked to save in either “text” or “excel” format, you can choose either format for this purpose.
3. Next, you will be prompted to select a location to store the data on your hard drive. A folder named “LELAPLabFOCs” will be created at that location. You will receive a confirmation of the location, so take note because you will need to recall this location later when you retrieve your data.

Once you have your files backed up your data files you will need to complete the following:

1. Uninstall the original application (version 1.01). We suggest you go to the “Add or Remove Programs” function in Windows by clicking “Start” then “Settings” then “Control Panel” then “Add or Remove Programs”.
2. When the “Add or Remove Programs” pane opens you will need to locate and click-on “LELAP Application” it will expand then you need to click-on the remove button.
3. After the “LELAP Application” disappears close the pane.

Once you have removed the original you will need to install the latest version by completing the following:

1. Go to the LELAP webpage at <http://www.deq.louisiana.gov/portal/tabid/2925/Default.aspx> and click-on the **Download the new LELAP Application tool here** 

2. Next you will be prompted to choose either open or save.
 - a. If you choose “Save” it will place a copy of the application zip file on your computer which you will need to later open in WinZip or a compatible program to extract the files. To run the saved application.zip file you can double-click the icon in the saved location.
 - b. If you had selected “Open” the zip program should have opened automatically and would not have saved the zip file to your computer.
3. Once the zip program is opened there will be several files included in the zip package.
4. Select all files (Ctrl+A) and click-on “Extract”.
5. You will be prompted to select a location. You can choose a convenient location because you will be able to delete the folder later after the installation is complete.

6. The extraction will create a folder named LELAP Application. Open the folder and double-click the setup file “setup.exe”.
7. An installation program will start and eventually prompt you for some user information, type of installation (select “Typical”), installations will proceed (be patient), and finally will end with a couple of confirmations indicating that the installation was successful. Assure that “Access Runtime “was successfully installed as well.
8. A new icon will be created and appear on the Desktop and in your list of “Programs” in the “Start” menu.

To retrieve the data you backed-up earlier complete the following steps:

1. Select the “Import your datafiles” from the “Utilities” section of the LELAP Application program.
2. Select the same format you chose when saving your data.
3. Select the “LELAPLabFOCs” folder within the location you previously chose to save your data.
4. A confirmation message will appear indicating that the import was successful.

At this time you should be able to continue with your application and eventual submittal.

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

2 Opening the Program



LELAP
Application

- Open the LELAP Application by double clicking on your LELAP Application icon on your Desktop

This will open the LELAP Application for the Louisiana Environmental Quality Laboratory Accreditation Program.





3 Using this Software

3.1 Software Sections

This software program has 6 main sections to it. Each of these sections must be reviewed in order to ensure that all accreditation requirements are met.

3.1.1 Frequently Asked Questions (FAQs)

This section provides a list of frequently asked questions along with the answers to them.

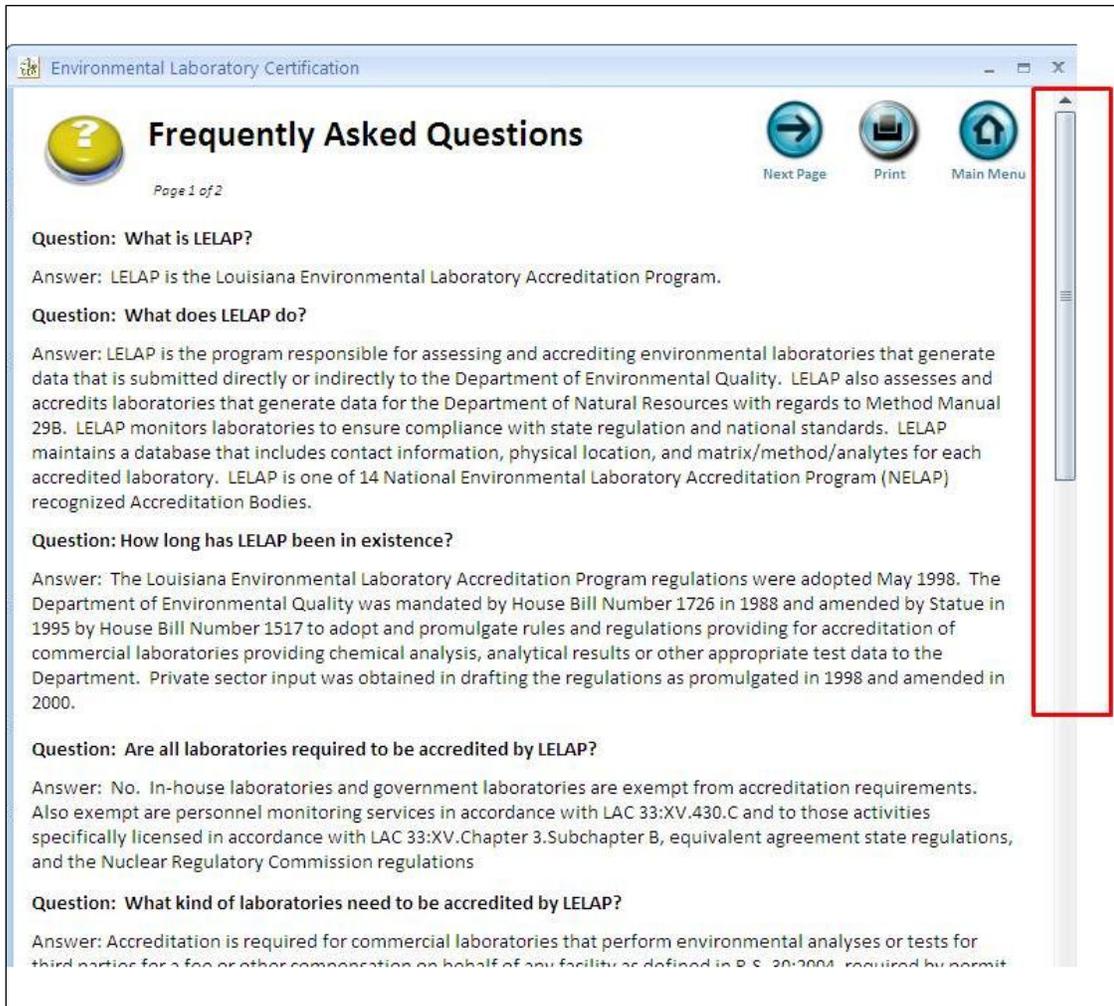
- Click on the View FAQs button



- This will display the questions and answers.

3.1.2 Viewing FAQs

- Move the scrollbar on the right up and down to view questions not currently in view.



Environmental Laboratory Certification

Frequently Asked Questions

Page 1 of 2

[Next Page](#) [Print](#) [Main Menu](#)

Question: What is LELAP?
Answer: LELAP is the Louisiana Environmental Laboratory Accreditation Program.

Question: What does LELAP do?
Answer: LELAP is the program responsible for assessing and accrediting environmental laboratories that generate data that is submitted directly or indirectly to the Department of Environmental Quality. LELAP also assesses and accredits laboratories that generate data for the Department of Natural Resources with regards to Method Manual 29B. LELAP monitors laboratories to ensure compliance with state regulation and national standards. LELAP maintains a database that includes contact information, physical location, and matrix/method/analytes for each accredited laboratory. LELAP is one of 14 National Environmental Laboratory Accreditation Program (NELAP) recognized Accreditation Bodies.

Question: How long has LELAP been in existence?
Answer: The Louisiana Environmental Laboratory Accreditation Program regulations were adopted May 1998. The Department of Environmental Quality was mandated by House Bill Number 1726 in 1988 and amended by Statute in 1995 by House Bill Number 1517 to adopt and promulgate rules and regulations providing for accreditation of commercial laboratories providing chemical analysis, analytical results or other appropriate test data to the Department. Private sector input was obtained in drafting the regulations as promulgated in 1998 and amended in 2000.

Question: Are all laboratories required to be accredited by LELAP?
Answer: No. In-house laboratories and government laboratories are exempt from accreditation requirements. Also exempt are personnel monitoring services in accordance with LAC 33:XV.430.C and to those activities specifically licensed in accordance with LAC 33:XV.Chapter 3.Subchapter B, equivalent agreement state regulations, and the Nuclear Regulatory Commission regulations

Question: What kind of laboratories need to be accredited by LELAP?
Answer: Accreditation is required for commercial laboratories that perform environmental analyses or tests for third parties for a fee or other compensation on behalf of any facility as defined in R.S. 30:2004, required by permit



Click [Next Page](#) to view the next page of FAQs,



[Print](#)

to print and

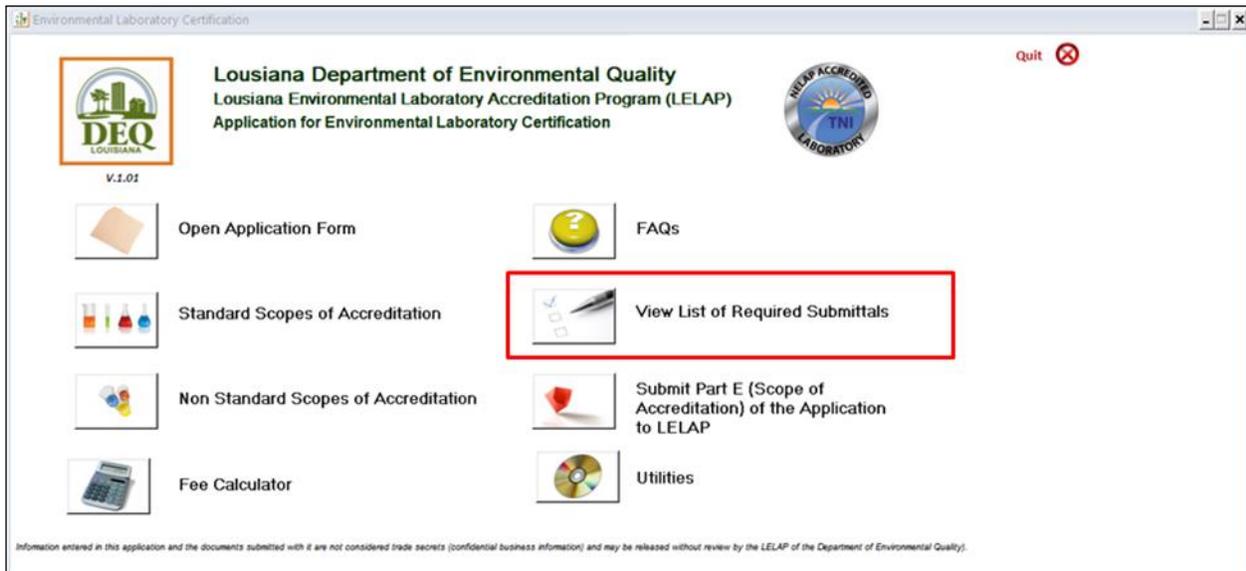


[Main Menu](#) to return to the Main Menu

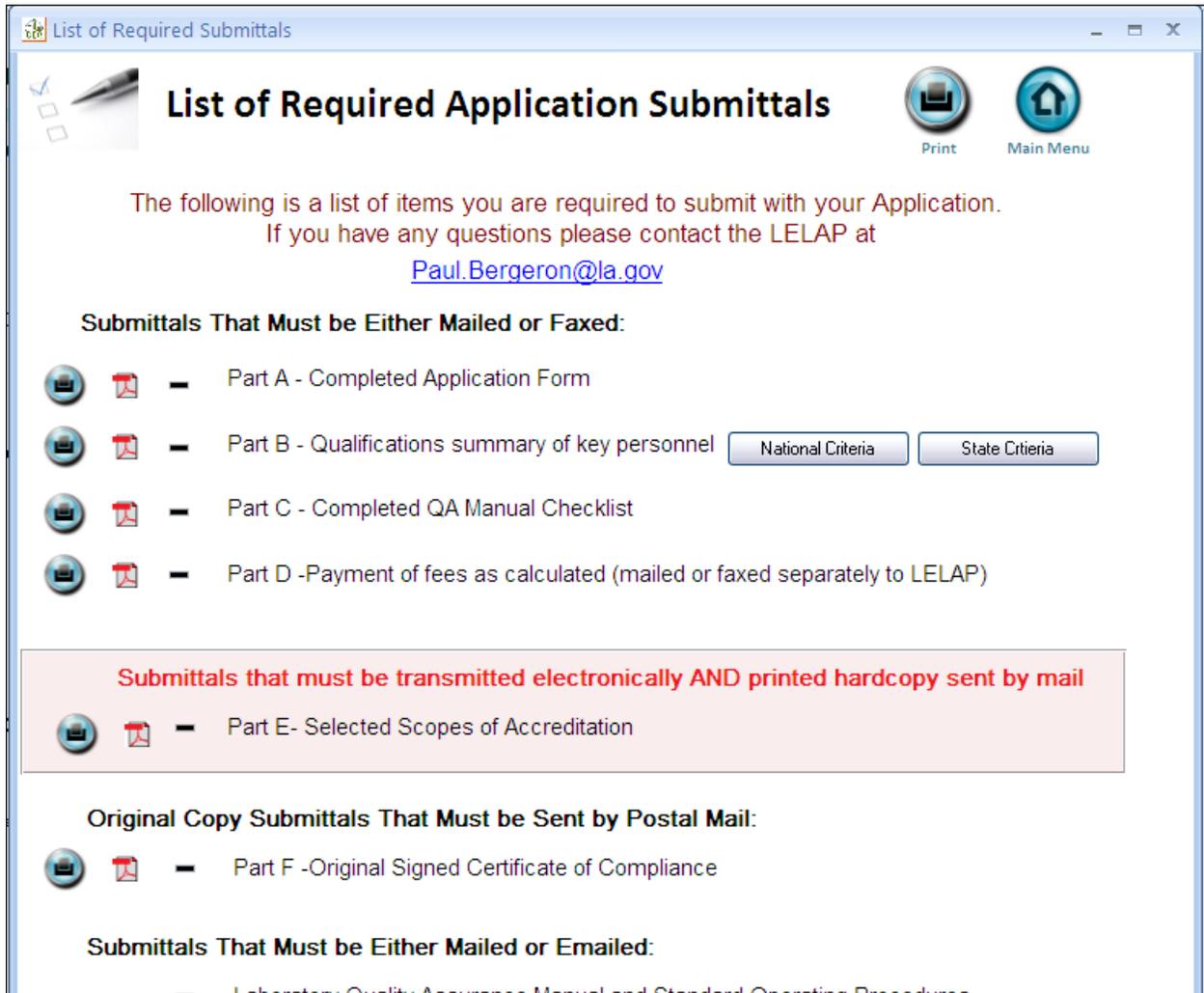
3.1.3 View List of Required Submittals

This section explains what information can be submitted electronically only, electronically or via mail, and what information must be submitted only by mail

- Click on the View List of Required Submittals Button



- This opens the List of Required Application Submittals



3.1.3.1 Print Overall Application Checklist



Click [Print](#) to print and [Main Menu](#) to return to the Main Menu.

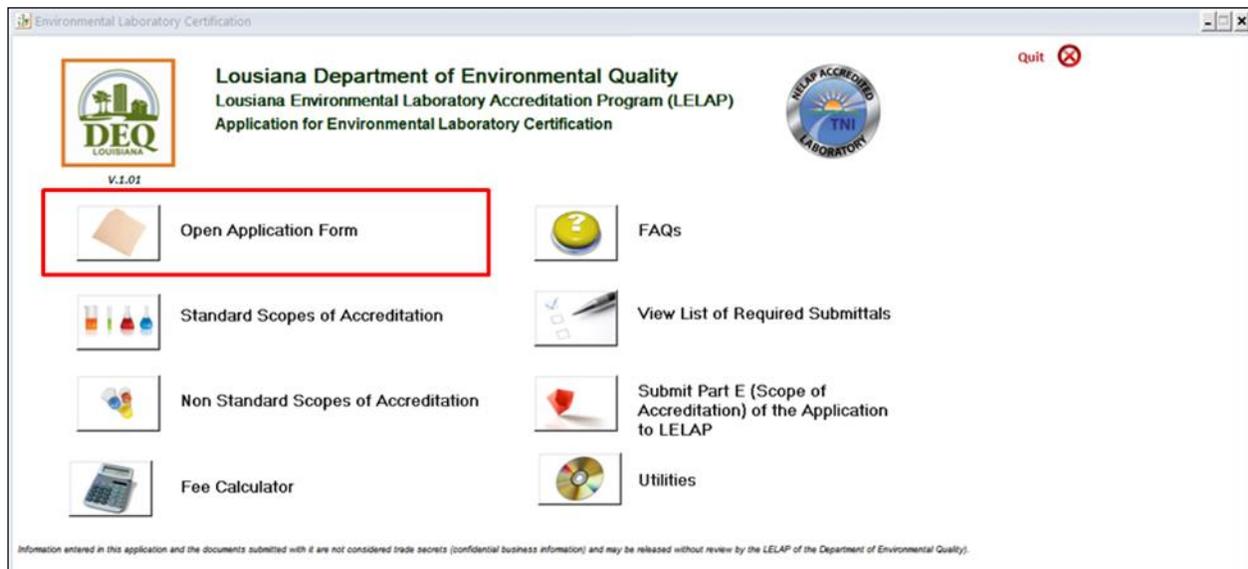


To print any of the items in the list you may click [Print](#) to send to your printer or 

3.2 Open Application Form

This is the section where general information regarding the laboratory to be accredited is collected so it can be transmitted electronically.

- Click on the Open Application Form Button



- This opens the Application interface.
- There are 4 tabbed sections to the Application section: Lab Identification, General Information, Addresses and Key Contacts.
- Each tab contains the instructions needed to help you complete the information being requested.

3.2.1 Lab Identification Tab

Application

Print Main Menu

Lab Identification General Information Addresses Key Contacts

**required field*

Facility Name: **Enter the legal name of the laboratory.*

Agency Interest Number (AI Number): **Enter the labs AI Number, if this is an initial application please enter '999999', otherwise check the LELAP lab list on the LELAP website for information regarding your lab to assure you have the correct number. [LELAP website](#)*

EPA Laboratory ID Number: *If your lab conducts testing for Non-Potable Water, you must include a valid EPA Laboratory ID in order to submit this application electronically. You may call Charles Feldmann at EPA's Cincinnati office (513-569-7671) to obtain an EPA identification number for your laboratory.*

LELAP ID Number: **Enter the LELAP ID number if the laboratory has one (not applicable to Initial applications)*

Mobile Laboratory VIN: *Fill this in if the laboratory is a mobile lab.*

Laboratory/Stack Tester Geographic Location:

Longitude: **Latitude:**

Hours of Operation: *Please provide the laboratory's schedule of operation here. Show both the days of the week and the hours during the day the laboratory operates. Also indicate the time zone in which the laboratory is located.*

- **Legal Name of Laboratory :** Enter legal name for the laboratory
- **Agency Interest Number:** Enter AI Number for the laboratory (for initial applications please enter 999999).
- **EPA Lab ID Number:** For applications that will include Non Potable Water related tests, provide the laboratory's existing EPA Laboratory ID # or contact Charles Feldmann at EPA's Cincinnati office (513-569-7671) to obtain a number.
- **LELAP Lab ID Number:** If your laboratory has already been given a LELAP ID number, then enter it.
- **Mobile Laboratory ID Number:** Applies to mobile laboratories only Fill in this section if the laboratory is mobile.
- **Longitude and Latitude:** Enter the longitude and latitude of the lab.
- **Hours of Operation:** List the days of the week and hours of operation for each day from opening to closing. Include your time zone (Eastern Time, Central Time etc).

3.2.2 General Information Tab

The screenshot shows a web-based application window titled "Application". The main content area is divided into several sections:

- Application Date:** A text input field.
- Purpose and Type of Application:** A list of radio button options: Initial Accreditation, Reaccreditation, Modify Scope of Accreditation (Add or Delete), Renewal Accreditation, Change of Address, Ownership or Key Staff, and Other (with a text input field).
- Type of Laboratory/Stack Tester:** A list of radio button options: Small Commercial Laboratory, Commercial Mobile /Field Laboratory, Commercial Louisiana (Local or State) or Federal Laboratory, Non-Commercial Industrial Laboratory, Non-Commercial Municipal Laboratory, Non-Commercial Louisiana (Local or State) or Federal Laboratory, and Commercial Laboratory.
- Instruments:** A list of checkboxes for various instruments. The selected instruments are AA - Flame, AA - GF Platform, and AA - GF Tube. Other instruments listed include AA - Cold Vapor, AA - Hydride, Alpha PCPD, Alpha PHAS, Alpha Spectrophotometry, Auto Analyzer, Beta PCPD, Beta Spectrophotometry, Bioassay, Calculation, Calorimeter, and CF-OI.

Navigation tabs at the top include "Lab Identification", "General Information" (selected), "Addresses", and "Key Contacts". A "Print" button and a "Main Menu" button are located in the top right corner.

- **Application Date:** Enter today's date. If you are returning to complete an unfinished application, update the date to today's date using a MM/DD/YYYY format. If today were June 7, 2008 you would enter 06/07/2008.
- **Purpose and Type of Application:** Indicate what kind of application this is.
 - Initial Accreditation: First time applicants should select
 - Reaccreditation: Returning applicants that have not been continually accredited.
 - Modify Scope of Accreditation: For applicants that are requesting new scope additions or deletions.
 - Renewal Accreditation: Applicants that are renewing their scopes (every 3 yrs)
 - Change of address: For notifying address change only (with no scope changes)
 - Other: For other purposes not listed please type that in.
- **Laboratory Description:** Indicate which laboratory type best describes this facility.
- **Instruments:** Indicate what instruments your lab uses.

3.2.3 Addresses Tab

Application

Application

Print Main Menu

Lab Identification General Information **Addresses** Key Contacts

Laboratory Addresses:

	Address	Parish	City	State	Zip Code
Physical	<i>*Please provide physical location of laboratory. If the state is Louisiana, please provide 'Parish' otherwise choose 'Out-of-State'</i>				
Mailing	<i>*Please provide mailing location of laboratory. If the state is Louisiana, please provide 'Parish' otherwise choose 'Out-of-State'</i>				
Billing	<i>*Please provide billing location of laboratory. If the state is Louisiana, please provide 'Parish' otherwise choose 'Out-of-State'.</i>				

Description of Location of Lab or Driving Directions:
**Provide driving directions here. If more information is needed beyond the physical address to locate the laboratory (e.g., location in building or room number) please provide it here.*

Please provide your labs physical, mailing and billing address. Also describe the lab location or driving directions.

3.2.4 Key Contacts

Application

Print Main Menu

Lab Identification General Information Addresses **Key Contacts**

Owner

**Provide the name and address of the owner of the laboratory. The laboratory's owner may be a company, local government, or other organization.*

Name:

Address:

City: State: Zip Code:

Primary Contact*

Name:

Department: Phone:

Address: Fax:

City: Email:

State: Zip:

Other Key Contacts

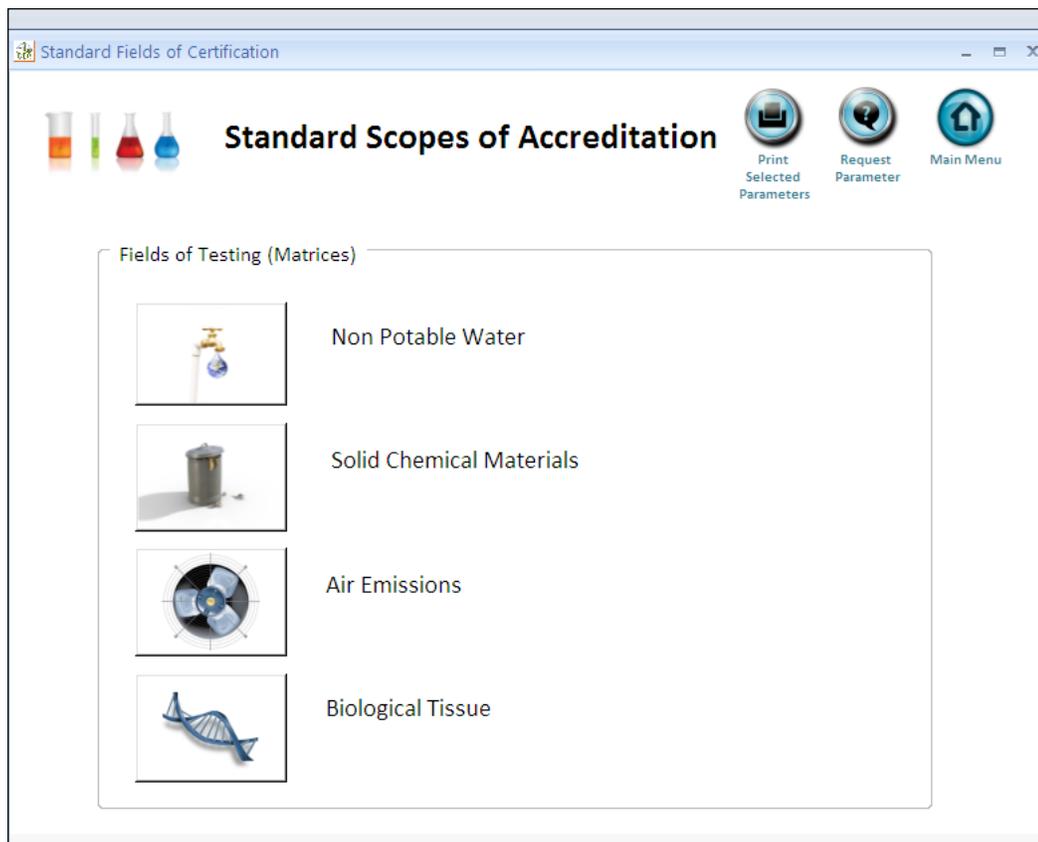
	Name*	Phone*	Fax	Email
Responsible Official	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Owner:** The laboratory’s owner may be a company, local government, or other organization. Please provide the mailing address for the laboratory owner in this section also. Provide the Full Name, street address, city, state and zip code.
- **Primary Contact:** Provide the Full Name, street address, city, state and zip code. Also provide the telephone, fax and email.
- **Other Key Contacts:** Please provide the names of the responsible official, lab technical director and quality assurance officer

3.3 Standard Scopes of Accreditation



This is the section where information regarding desired Standard Scopes of Accreditation is collected so it can be transmitted electronically. Selections are saved automatically as you go.



A Scopes of Accreditation is given by Matrix (Field of Testing), Method and Analyte

- Each button represents a matrix group.

- Each tab within a matrix group represents a LELAP testing category.
- Each unique method/analyte combination is listed on its own row.
- For each method that is to be accredited, you must select both the primary state for accreditation (PrimaryCertifier) and Accreditation Type (AccType) for the type of Accreditation.

Matrices exist for:

- Non Potable Water
- Solids / Waste
- Air Emissions
- Biological Tissue

3.3.1 Selecting Scopes of Accreditation

Click on the tab based upon the desired testing category. Scroll up and down as needed until you find a desired test.

PrimaryCertifier	AccType	Analyte NELAP Code	Analyte Name	Method NELAP Code	Method Name	Method Description	Rev	Rev Dat	Te
		1500	Acidity, as CaCO3	20042404	SM 2130 B	Turbidity by Nephelometric Determ	20th ED	1998	
		1500	Acidity, as CaCO3	20044002	SM 2310 B	Acidity by Titration	19th ED	1995	
		1500	Acidity, as CaCO3	20044206	SM 2310 B	Acidity by Titration	20th ED	1998	
		1500	Acidity, as CaCO3	20002806	SM 2310 B	Acidity by Titration	18th ED	1992	
		1505	Alkalinity as CaCO3	20044206	SM 2310 B	Acidity by Titration	20th ED	1998	
		1505	Alkalinity as CaCO3	10054601	EPA 310.1	Alkalinity as CaCO3			
		1505	Alkalinity as CaCO3	10054805	EPA 310.1	Alkalinity as CaCO3		1978	
		1505	Alkalinity as CaCO3	10055002	EPA 310.2	Alkalinity as CaCO3 - Colorimetric			
		1505	Alkalinity as CaCO3	20003207	SM 2330 B	Calcium Carbonate Indices	18th ED	1992	
		1505	Alkalinity as CaCO3	20044808	SM 2320 B	Alkalinity by Titration	18th ED	1992	
		1505	Alkalinity as CaCO3	20045005	SM 2320 B	Alkalinity by Titration	19th ED	1995	
		1505	Alkalinity as CaCO3	20045403	SM 2320 B	Alkalinity by Titration Method	21st ED	2005	
		1505	Alkalinity as CaCO3	20045607	SM 2320 B-97	Alkalinity by Titration Method	online		
		1505	Alkalinity as CaCO3	20048004	SM 2510 B	Conductivity by Probe	19th ED	1995	
		1505	Alkalinity as CaCO3	30004003	ASTM D1067-92B	Alkalinity by Titration		1992	
		1505	Alkalinity as CaCO3	40001205	USGS I-1030-85	Alkalinity, electrometric titration		1985	
		1505	Alkalinity as CaCO3	40005003	USGS I-2030-85	Alkalinity, electrometric automate		1985	
		1505	Alkalinity as CaCO3	10057406	EPA 325.3	Chloride - Titrimetric, Mercuric Niti			
		1505	Alkalinity as CaCO3	20045209	SM 2320 B	Alkalinity by Titration	20th ED	1998	

- Click on the PrimaryCertifier column cell directly to the *left* of the desired Method / Analyte / Technology.
- Select the Louisiana (if it is primary) or another state (if Louisiana is secondary) from the list of participating States.
- Select the Accreditation Type(AccType) from the list of AccType

Tools to Filter and sort the data in the tables can be used by clicking on the arrows which appear on the right side of each header or column name.

A fly-out box will appear and you can use the available tools for your search. Using the first box (select all) toggles all the checks off or on. You can remove all the checks and click on the empty box to select specific methods. Only checked boxes will appear on the table when you click OK. To turn the filter feature off go back to the fly-out and click select all again.

There is no ability to select multiple tests at the same time. Each test must be selected with the primary state designated individually.



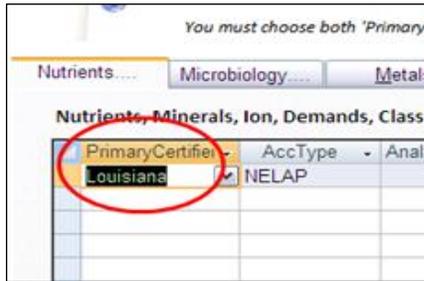
Close

When all selections are complete, you may exit by clicking

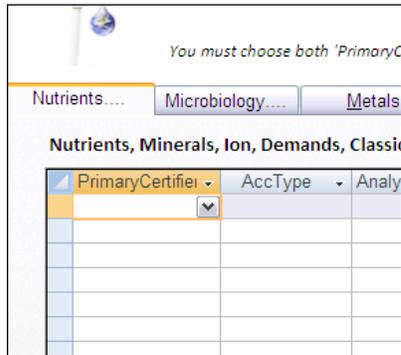
3.3.2 De-Selecting Scopes of Accreditation Previously Selected

3.3.2.1 Removing One Choice within a matrix

- Choose the test to change



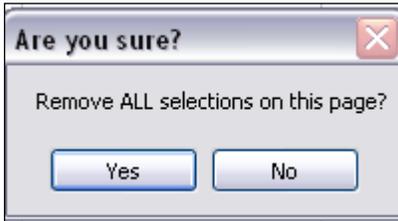
- Highlight the Primary cell by holding left mouse button down and moving cursor across entire state name
- Click on Delete Button on your keyboard. This empties out the primary field



3.3.2.2 Removing ALL Choices on a Testing Category within a Matrix

There is an option to remove all selections for an entire tab within a matrix. Use this with caution if you have numerous selections within the same method grouping.

- Click on 

- Click 'Yes' on this pop up that appears 

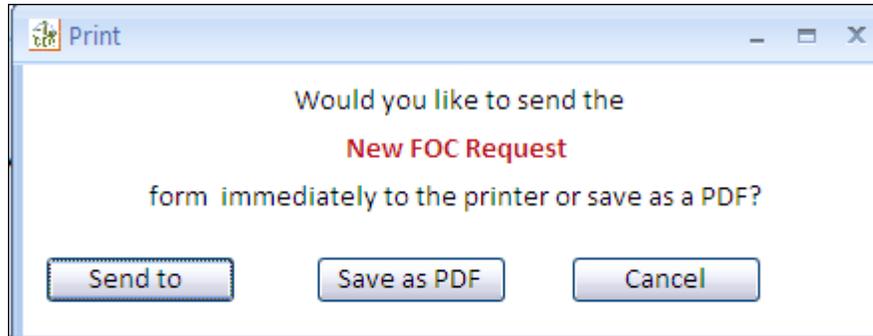
3.3.3 Scopes of Accreditation Not Found

If you are unable to find a desired matrix – method– analyte combination, you may request it using the **Request Parameter** form



Request
Parameter

- Click on Request Parameter
- Choose how you would like to print it. Send it to the printer will allow you to select the desired printer. Save as a PDF will allow you to save it as a PDF on your computer.



- Fill out the Request for additional Scopes of Accreditation form and send it to LELAP.

LELAP Checklist Reviewer (Initials/Date)										
 <p>Request for Additional Fields of Certification Department of Environmental Quality Office of Environmental Services Louisiana Environmental Laboratory Accreditation Program (LELAP) P.O. Box 4813 Baton Rouge, LA 70802-4813 (225)219-1244</p>	<p>Laboratory/Field Tester Identification No.: _____ Agency Interest Number (AIN#): _____ EPA Lab ID: _____ MMS# Lab ID: _____</p>									
	<p><u>Use this form to request Matrix/Method/Analyte combinations not found in the Certification selection tables.</u></p> <p>Contact Name: _____ Title: _____ Email: _____ Phone: _____ Will this Field of Certification be used for DEQ compliance purposes? _____</p> <p><u>Requested Field of Certification:</u></p> <p>Matrix: _____ (Non-Potable Water, Solid Chemical Waste, Air, or Biological Tissue)</p> <p>Method Name: _____ (Example: EPA 200.7) Method NELAP Code: _____ (Example: 1001A207) Method Title of Description: _____ Method Revision and/or Date, if known: _____ Technology Used: _____ (Example: GC-FID, Ion Selective Electrode, etc.)</p> <table border="0"> <thead> <tr> <th>Analyte Name(s)</th> <th>Analyte NELAP Code(s)</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p>Use a separate form for each Method/Matrix combination All requests will be evaluated by LELAP. Submission of request does not guarantee approval.</p> <p>Printed Date/Time: 5/14/2010 1:11:17 PM Submit to LELAP Page 1 of 1</p>	Analyte Name(s)	Analyte NELAP Code(s)	_____	_____	_____	_____	_____	_____	_____
Analyte Name(s)	Analyte NELAP Code(s)									
_____	_____									
_____	_____									
_____	_____									
_____	_____									

Note: if this form is needed and used, be sure to completely fill it out and include it as part of your overall Application submission package that is physically mailed to LELAP

3.3.4 Print Overall List of Scopes of Accreditation Selected

- Print your copy of the methods - analytes you have requested by using “Print Selected Parameters”

Standard Fields of Certification

Standard Scopes of Accreditation

Print Selected Parameters Request Parameter Main Menu

Fields of Testing (Matrices)

-  Non Potable Water
-  Solid Chemical Materials
-  Air Emissions
-  Biological Tissue



Main Menu

- After printing, click on

3.4 Non Standard Scopes of Accreditation

This is for accrediting Standard Operating Procedures only. If you wish to accredit a scope not available in the “Standard Scopes of Accreditation” please contact LELAP.

The screenshot shows a web application window titled "Non Standard Scopes of Accreditation". The interface includes a header with a logo, a title, and two icons labeled "Print" and "Main Menu". Below the header is a table with several columns: "PrimaryCert", "AccTypeSOP", "Analyte", "SOP", "Matrix", "TestCategoryNa", and "Technolog". The first row of the table contains the following data: "Louisiana", "NELAP", "Barium", an empty field, an empty field, an empty field, and "Technolog". A scroll bar is visible at the bottom of the table. Below the table is a button labeled "Remove All".

3.4.1 Filling In the Requirements

You must fill out all the requirements:

- Choose PrimaryCertifier from List
- Choose Accreditation Type(AccType) from list
- Choose Analyte
- Type your own Standard Procedure Name (SOP)
- Choose Matrix
- Choose test Category Name
- Choose Technology

3.4.2 Removing ALL Choices on the Non Standard Scopes of Accreditation

There is an option to remove all selections for the Non Standard Scopes of Accreditation, use this with caution.



- Click on



- Click 'Yes' on this pop up that appears

3.5 Calculate Fees

This section does an automatic calculation of fees due to LELAP, based on information given within the application

Important: Be sure that you have made all of your selections before creating the invoice.



- Click the Select Calculate Fees Button
- The Fee Calculation screen appears, displaying the total number of test categories by matrices and the fees assessed.



Fee Calculation



Print



Main Menu

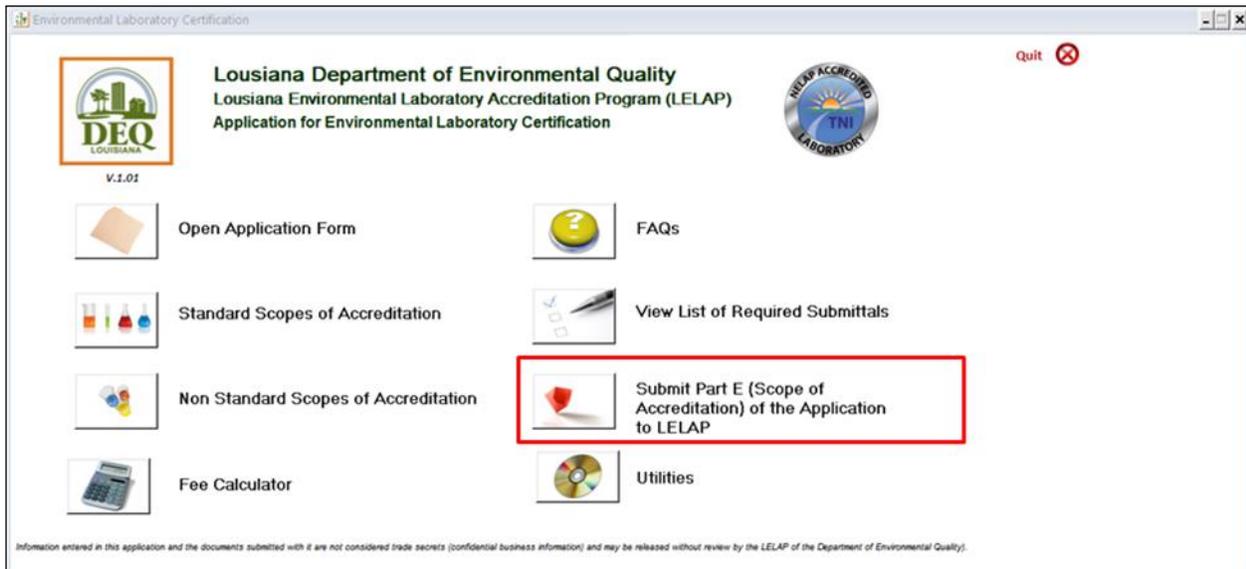
TEST CATEGORY NAME	FIELDS OF TESTING (MATRIX)				Total	
	NPW	SCM	AE	BT		
Metals						
Air Pollutants Including Industrial Hygiene and Toxic Organic Compounds (T.O.) Methods			1		1	\$330.00
Nutrients, Minerals, Ion, Demands, Classical Wet Chemistry, Total & Fecal Coliforms	1	2	1		4	\$330.00
Microbiology Including Fecal & Total Coliform		1			1	\$330.00
Bioassay / Biomonitoring						
Organics Including Volatiles, Semi-Volatiles, Pesticides, Herbicides, and PCBs						
Dioxins and Furans		1			1	\$330.00
Radiochemistry						
Asbestos						
Geotechnical Soil Testing						

3.5.1 Printing Application Invoice

- Wait until you have made all of your Scopes of Accreditation Selections before printing your preliminary invoice.

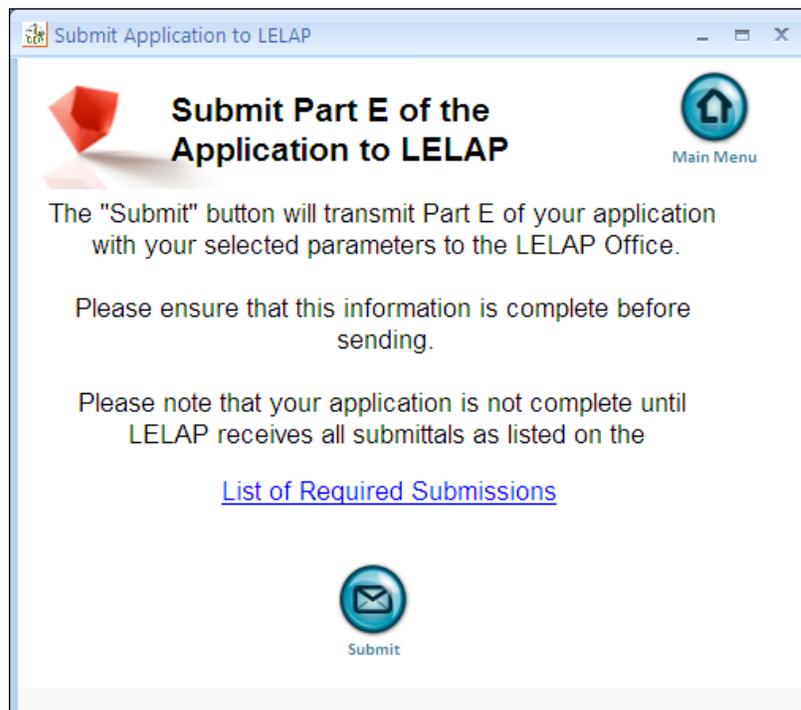


- Select **Print** to print the invoice that needs to be submitted for fees related to the application. *Be sure to print a copy for your own records.*



3.6.1 Submit Files Electronically

This section automatically submits the scopes of accreditation information electronically. You will need to be connected to the internet at the time you send these files.



- Click on **Submit**
- If the application has been fully completed, then your files will be transmitted.

- If there is required information that still needs to be completed, you will receive an error message that informs you which information needs to be added before the file can be transmitted electronically.
- If you have not entered a valid EPA number on the application, you will receive a message and your files will not be transmitted.
- If your computer is not currently connected to the internet, you might receive a general message
- Once the application information has been sent successfully – you will receive a confirmation message

If you are still unable to send the application to LELAP after confirming internet connection, **contact dina.heidar@la.gov**