



INSTRUCTIONS FOR USING

LAB ACCREDITATION SCOPE OF ACCREDITATION REQUEST SPREADSHEET



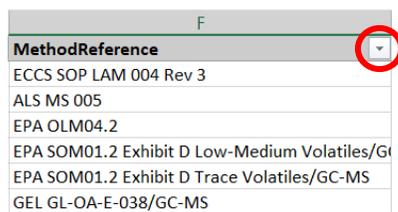
1. Select the worksheet that is labeled with the matrix of interest (**NPW** – non-potable water; **SCM** – solid chemical material; **BT** – biological tissue; **AE** – air emissions) by selecting the appropriate tab at the bottom of the worksheet.



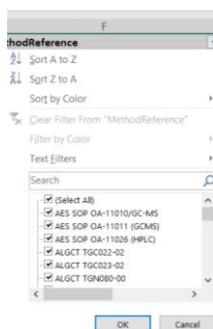
2. The only fields you are to complete are **primary_ab**, **acc_type**, and **add_or_delete**.

	A	B	C
1	primary_ab	acc_type	add_or_delete
3			

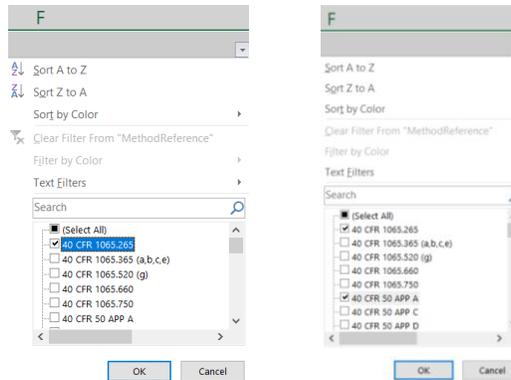
3. Use the column filters to assist in finding particular parameters in the list by clicking on the arrow icon to the right of the column heading. By selecting a specific method reference in the drop-down menu, all analyte combinations associated with the method will be revealed for selection as described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



- A. By selecting a specific method reference from the drop-down menu, all analyte combinations associated with that method will be displayed for selection as described below.



- B. Uncheck the Select All box, then type the method in the search box or scroll through the list to find the desired method. Check the method's checkbox. You can also 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.

Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name
AE		40 CFR 1065.265	4926	Methane
AE		40 CFR 50 APP A	4010	Sulfur dioxide

4. Select the primary accreditation body from the drop-down menu under column A “**primary_ab**” for each parameter for which you are requesting accreditation. If the accreditation body is identified by something other than what is listed in the drop-down menu, call LELAP’s environmental scientist manager, Mr. Paul Bergeron, at 225-219-0789, or email your assigned LELAP assessor for guidance.

	A	B	C	D	E	F
	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference
1						
2				NPW		EPA 625 (extended)
3	LA			NPW		ECCS SOP LAM 004 Rev 3
4	LA			NPW		ALS MS 005
5	MA			NPW		EPA OLM04.2
6	MD			NPW		EPA SOM01.2 Exhibit D Low-Medium Volat
7	MH			NPW		EPA SOM01.2 Exhibit D Trace Volatiles/GC-
8	MI			NPW		GEL GL-OA-E-038/GC-MS
9	MN			NPW		ECCS SOP LAM 004 Rev 3
10	MO			NPW		EPA OLC03.2

5. From the drop-down menu, select the accreditation type for the selected parameter under column B, “**acc_type**”.

	A	B	C	D	E	F
	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference
1						
2				NPW		EPA 625 (extended)
3	LA			NPW		ECCS SOP LAM 004 Rev 3
4		AZLA		NPW		ALS MS 005
5		AASHTO		NPW		EPA OLM04.2
6		AIHA		NPW		EPA SOM01.2 Exhibit D Low-Medium Volat
7		AIHA Policy Module		NPW		EPA SOM01.2 Exhibit D Trace Volatiles/GC-
8	MH	GAI-LAP		NPW		GEL GL-OA-E-038/GC-MS
9		ISO 17025		NPW		ECCS SOP LAM 004 Rev 3
10		NEFAP		NPW		EPA OLC03.2
		NELAP		NPW		

- From the drop-down menu, select if you want to add or delete the parameter to/from your scope in column C “add_or_delete”.

	A	B	C	D	E	F
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference
2				NPW		EPA 625 (extended)
3	LA	NELAP	Add	NPW		ECCS SOP LAM 004 Rev 3
4			Delete	NPW		ALS MS 005
5				NPW		EPA OLM04.2
6				NPW		EPA SOM01.2 Exhibit D Low-Medium Volat
7				NPW		EPA SOM01.2 Exhibit D Trace Volatiles/GC-

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.

For renewal and scope amendment applications, if you want to remove a parameter from your existing scope, type “delete” in the corresponding field under the **add_or_delete heading.**

- After all required parameters are selected for a particular method, from the drop-down menu, click on the desired “**NELAPCode**” in column E or the desired “**MethodReference**” in column F. By selecting the desired MethodReference, the MethodNELAPCode is automatically generated. 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”.

	A	B	C	D	E	F	G	H
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name
2594	LA	NELAP	Add			EPA 110.2	1605	Color
2595	AR	AKSHTO	Add			EPA 110.2	1605	Color
2596	CT	ISO 17025	Delete			EPA 110.3	1605	Color

- To review all of your selections, use the filter in column F. Only the selected parameters will be visible. Clear the filter afterwards.
- Repeat the process for each matrix tab.



- Save the document with the agency interest number, laboratory name, and the day’s date. **For initial applications, save the document with the laboratory name and the day’s date.**

Note: If your Matrix/Method/Analyte combinations are not found on this spreadsheet, complete page 11 of the [LELAP Application for Accreditation](#)