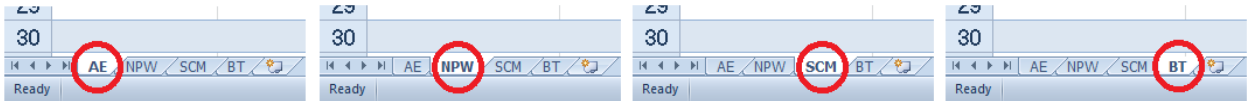


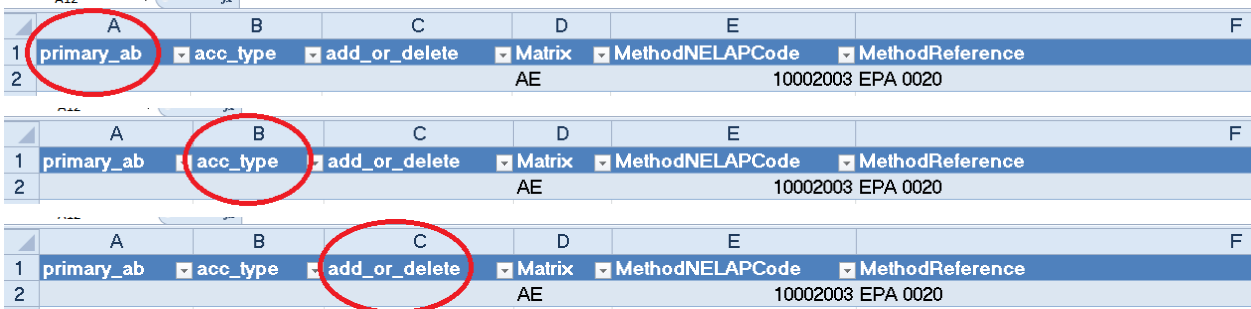
INSTRUCTIONS FOR USING SCOPE OF ACCREDITATION REQUEST FORM

(formerly called MANUAL SCOPE APPLICATION SPREADSHEET)

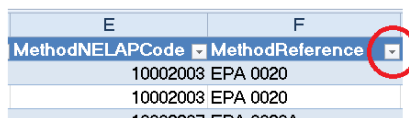
1. Open the Excel file. Select the worksheet that is labeled with the matrix of interest (**AE** – air emissions; **NPW** – non-potable water; **SCM** – solid chemical material; **BT** – biological tissue) by highlighting the appropriate tab at the bottom of the worksheet.



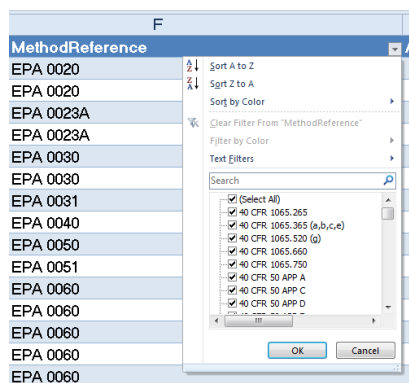
2. The only fields you are to complete are **primary_ab**, **acc_type**, and **add_or_delete**.



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



- A. To search for a specific method, click the triangle icon to the right of the Method Reference column heading to access the dropdown menu.



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

	A	B	C	D	E	F	G	H	I	J	K	L
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name	TestCategoryName	Matrix_ID	Method_ID	Analyte_ID
266				AE	10135601	EPA 3050B		Lead in Airborne Dust	Metals	4	470	2077
267				AE	10135601	EPA 3050B		Lead in Paint	Metals	4	470	2078
268				AE	10135601	EPA 3050B		Lead in Wipes	Metals	4	470	2079
269				AE	10135601	EPA 3050B		Lead in Soil	Metals	4	470	2080

4. Enter the primary accreditation body under the **primary_ab** heading for each parameter for which you are requesting accreditation. If the primary accreditation body is LELAP, type the Louisiana state abbreviation (LA). For other state accreditation bodies, enter the corresponding state abbreviation. If the accreditation body is identified by something other than the state abbreviation, 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	G	H	
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name	TestCate
266				AE	10135601	EPA 3050B		Lead in Airborne Dust	Metals
267	LA			AE	10135601	EPA 3050B		Lead in Paint	Metals
268				AE	10135601	EPA 3050B		Lead in Wipes	Metals
269				AE	10135601	EPA 3050B		Lead in Soil	Metals

- Enter the accreditation type for the selected parameter under the **acc_type** heading. Accreditation types to choose are **NELAP** or **State**. If your accreditation is NVLAP, AIHA, A2LA, AASHTO, GAI-LAP, or Other, enter "State."

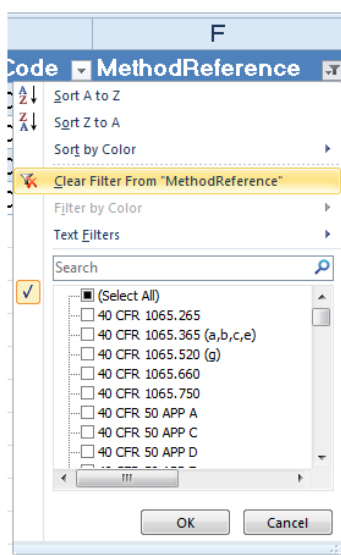
	A	B	C	D	E	F	G	H	
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name	TestCate
266				AE	10135601	EPA 3050B		Lead in Airborne Dust	Metals
267	LA	State		AE	10135601	EPA 3050B		Lead in Paint	Metals
268				AE	10135601	EPA 3050B		Lead in Wipes	Metals
269				AE	10135601	EPA 3050B		Lead in Soil	Metals

- Indicate that you want the parameter added to your scope by typing "add" in the corresponding field under the **add_or_delete** heading.

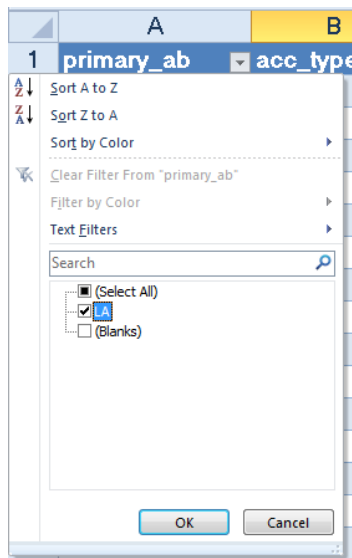
	A	B	C	D	E	F	G	H	
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name	TestCate
266				AE	10135601	EPA 3050B		Lead in Airborne Dust	Metals
267	LA	State	add	AE	10135601	EPA 3050B		Lead in Paint	Metals
268				AE	10135601	EPA 3050B		Lead in Wipes	Metals
269				AE	10135601	EPA 3050B		Lead in Soil	Metals

*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. Also, 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.*

- After all required parameters are selected for a particular method click on the filter triangle again and either 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".



8. To review all of your selections use the filter on column A. Only the parameters selected will be visible. Clear the filter afterwards.



	A	B	C	D	E	F	G	H	I	J	K	L
1	primary_ab	acc_type	add_or_delete	Matrix	MethodNELAPCode	MethodReference	AnalyteNELAPCode	Analyte_Name	TestCategoryName	Matrix_ID	Method_ID	Analyte_ID
46	LA	State	add	AE	10014401	EPA 200.8	1055	Copper	Metals	4	73	799
52	LA	State	add	AE	10014401	EPA 200.8	1150	Silver	Metals	4	73	1454
267	LA	NELAP	add	AE	10135601	EPA 3050B		Lead in Paint	Metals	4	470	2078
2680	LA	NELAP	add	AE	20032206	SM 7120 B		2755 Americium-241	Radiochemistry	4	1295	589
2923	LA	State	add	AE	90000401	HASL 300 Ga-01-R		2763 Arsenic-73	Radiochemistry	4	2778	2448

9. Repeat the process for each matrix tab.



10. 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.