

State Water Resources Control Board

APPLICATION FOR RENEWAL OF ACCREDITATION Environmental Laboratory Accreditation Program

This application is ***for use by laboratories geographically located in California seeking renewal of an existing accreditation*** granted under the California Environmental Laboratory Accreditation Act (Health & Saf. Code, division 101, part 1, chapter 4, commencing with section 100825). **Changes to the laboratory's existing accreditation cannot be made in a renewal application.**

Any laboratory seeking a change in name, change in location, addition of a satellite or mobile laboratory, and/or addition or reinstatement of Field(s) of Accreditation must submit an Amendment Application.

Submit application documents by email to elapca@waterboards.ca.gov. Please note the Environmental Laboratory Accreditation Program (ELAP) is unable to download documents from external sites due to security protocols. If files are too large to submit in one message, it is acceptable to submit a .zip file or in multiple emails.

PART A – LABORATORY INFORMATION

Name of Laboratory:		
Certificate Number:		
Expiration Date:		
Laboratory Address (<i>physical location</i>):		
Street:		
City:	State:	Zip:
Technical Manager:		
Technical Manager Phone Number:		
Quality Manager:		
Quality Manager Phone Number:		
Laboratory Owner:		

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

Laboratory Contact Person:
Title of Contact Person:
Contact Email:
Contact Phone Number:
State Regulatory Agency the Laboratory Reports to (select all that apply): <input type="checkbox"/> Division of Drinking Water <input type="checkbox"/> State Water Resources Control Board <input type="checkbox"/> Regional Water Quality Control Board(s): <input type="checkbox"/> Department of Toxic Substances Control <input type="checkbox"/> Department of Conservation <input type="checkbox"/> Other:
Number of Full-time Technical Employees:
Number of Part-time Technical Employees:

PART B – QUALITY MANUAL

Submit an electronic copy of the laboratory Quality Manual. The Quality Manual must meet the requirements of the 2016 TNI Standard Volume 1 – Revision 2.1, Module 2, Section 4.2.8.3 and 4.2.8.4.

PART C – FIELD OF ACCREDITATION TABLES (EXCEL FILE FORMAT)

Populate the Field(s) of Accreditation Tables for which the laboratory is seeking accreditation by placing a (Y) in the appropriate column. **Addition or reinstatement of Field(s) of Accreditation to the laboratory's existing accreditation will not be accepted in the renewal application package.** Submit the completed Field(s) of Accreditation Tables in Excel file format to allow for direct upload of the requested Fields of Accreditation to ELAP's database.

PART D – PROFICIENCY TESTING

Submit electronic copies of the laboratory's Proficiency Testing study results with acceptable scores for each Field of Accreditation in the application. Proficiency Testing must comply with the requirements of California Code of Regulations, title 22, section 64802.15.

Laboratories seeking renewal accreditation for **aquatic toxicity testing** must include a current reference toxicant control chart for each method, species, and endpoint.

PART E – ON-SITE ASSESSMENT

Submit electronic copies of documentation from the laboratory's On-Site Assessment that complies with the requirements of California Code of Regulations, title 22, section 64802.20. Use the checklist below to ensure submittal of all required documents.

Date of On-Site Assessment:

Assessment Performed By:

- ☐ ELAP
- ☐ Third-Party Assessment (TPA) Agency
Organization Name:

Checklist for Required Documentation for Third-Party Assessments:

NOTE: Each assessment package should contain these required items when the final package is submitted to the laboratory by its assessment provider after the close of the assessment. Laboratories are expected to submit the full package to ELAP as part of their application without modifying the contents.

- ☐ Close-Out Letter & Summary
- ☐ Laboratory Third-Party Assessor (TPA) Commitment and Qualification Statement and Conflict of Interest (COI) Form
- ☐ Finalized List of Methods of Fields of Accreditation
- ☐ On-Site Assessment Report (OSAR)
- ☐ Corrective Action Plan(s) and Assessor Responses
- ☐ Checklists Utilized for the Assessment

Detailed explanations of these requirements are available online at:

https://www.waterboards.ca.gov/drinking_water/certlic/labs/documents/tpa-packets-requirements.pdf

PART F – APPLICATION FEE

The fee calculator table must be completed or the application will be returned.

Each laboratory is required to pay a nonrefundable renewal application fee, due at the time of submittal of the application. The application fee is comprised of two components:

- A. **Base fee** – \$4,030
- B. **Per Field of Accreditation (FOA) fee** – Count the number of individual subgroups in the Field(s) of Accreditation Tables for which you are seeking accreditation to determine which Tier applies. You do not have to pay the fees for any Tiers falling outside of the one that applies to your laboratory (i.e. only select one Tier price in the table below).

FEE CALCULATOR

Use the table below to calculate your total Renewal Application Fee. The base fee has been filled in for you because it applies to all laboratories. Fill in only one Tier price that corresponds with the number for Field of Accreditation included in your application and add it to the base fee to determine your Total Renewal Application Fee.

Fee Component	Price	My Cost
Base Fee	\$4,030	\$4,030
Field of Accreditation (FOA) Fee	--	
Tier 1 – 1-10 FOAs	\$585	
Tier 2 – 11-49 FOAs	\$1,495	
Tier 3 – 50-99 FOAs	\$4,485	
Tier 4 – 100-149 FOAs	\$7,475	
Tier 5 – 150-249 FOAs	\$10,465	
Tier 6 – 250-349 FOAs	\$13,445	
Tier 7 – 350 - 499 FOAs	\$16,445	
Tier 8 – 500 – 999 FOAs	\$19,500	
Tier 9 – 1,000-1,999 FOAs	\$24,500	
Tier 10 – 2,000 + FOAs	\$29,500	
Total Renewal Application Fee		

HOW TO PAY

Option 1: Online Payments (via Visa, MasterCard, or Discover):

1. Visit <http://www.officialpayments.com/> and select “State Payments”
2. On the “Make A Payment” page, select the following:
 - a. State or Territory – Select California
 - b. Payment Entity – Select State Water Resources Control Board
 - c. Payment Type – Select Invoices
3. Select the “Make A Payment” button
4. In the “SWRCB Invoice Types” drop down menu on the bottom of the page, select “Environmental Laboratory Accreditation Program (ELAP) Invoice” and click “Search”
5. Input the “SWRCB Invoice Number” and “Amount” from the laboratory’s Renewal Application and Fee Notice, then click the green “ADD” button
6. Select “View Cart”
7. If everything is correct, select “Continue” to input payment information and submit.

Option 2: Manual payments (via check, money order, or cashier’s check):

1. Make your payment payable to the State Water Resources Control Board
2. Include the ELAP invoice number from the laboratory’s Renewal Application and Fee Notice on the payment
3. Remit payment to one of the following addresses:

State Water Resources Control Board Accounting Department

ATTN: ELAP FEES

PO Box 1888

Sacramento, CA 95812-1888

Or

State Water Resources Control Board Accounting Department

ATTN: ELAP FEES

1001 I Street, 18th Floor

Sacramento, CA 95814

(physical address for courier services)

PART G – CERTIFYING SIGNATURES

The Technical Manager and Quality Manager must certify below that the laboratory location or ownership has not changed since the prior application, and re-affirm the laboratory's commitment to compliance with the Environmental Laboratory Accreditation Act and its regulations (Cal. Code Regs., title 22, chapter 19, articles 1 through 7):

Name of Technical Manager:	
Signature:	Date:
Name of Quality Manager:	
Signature:	Date:

The owner, owner's agent, or corporate officer authorized to act on behalf of the laboratory, is authorized to sign and submit this document and certifies that all information contained within is true and accurate.

Name of Representative Submitting Application:	
Signature:	Date:

State Water Resources Control Board Privacy Notice on Collection

Civil Code section [1798.17](#) requires a Privacy Notice on Collection to be provided when personal information is collected. Individuals have the right to review personal information maintained by the State Water Resources Control Board unless access is exempted by law. You may review your records by contacting the official responsible for maintaining your information below. We will not disclose your personal information unless authorized by law. To learn more about our Privacy Policy, visit waterboards.ca.gov/privacy.html.

Authority for Collection of Personal Information

ELAP collects the information requested on this form under the authority of the Environmental Laboratory Accreditation Act, Health & Safety Code sections [100825–100875](#).

Principal Purpose for Which the Information Collected is to Be Used

The information will be used by the State Water Resources Control Board and its programs to administer program requirements, verify compliance with applicable statutes and regulations, and evaluate applications, permits, or submissions relevant to program responsibilities. This includes ensuring compliance with applicable laws, supporting program operations, and maintaining the integrity and reliability of services provided through ELAP.

Consequences of Not Providing Any or All Parts of the Requested Information

All requested information is mandatory unless otherwise specified. Failure to provide the required information may delay processing, result in inability to evaluate the application, or prevent the laboratory from receiving accreditation.

Please do not include any personal information that is not requested.

Known or Foreseeable Disclosures of Personal Information

Personal information may be shared with other units or state departments for the purposes of program administration, compliance verification, or as otherwise required under California law. Information may also be shared with other state or federal agencies for accreditation, regulatory, or enforcement purposes.

Official Responsible for Maintenance of Information

Christine Sotelo, ELAP Manager

Contact Information for Responsible Official

1001 I St.
Sacramento, CA 95814
(916) 323-3431