



Division of Environmental Response and Revitalization  
Voluntary Action Program

**Instructions**  
on  
**How to Apply**  
for  
**Additional Certification for Mobile and Fixed-base Certified Laboratories**

1. These instructions are intended to help guide a laboratory – whether fixed-base or mobile laboratory – that is applying for additional certification under Ohio’s Voluntary Action Program (VAP) - Ohio Revised Code (ORC) Chapter 3746 and Ohio Administrative Code (OAC) Chapter 3745-300.
2. The “Certified Laboratory” rule, OAC 3745-300-04, includes the procedures to apply for additional certification. A laboratory applying for additional certification must provide a hard copy of the following:
  - a. “acceptable proficiency testing (PT) results” for the analytes, parameter groups, and methods for which the laboratory is applying for additional certification. - *see rule paras. (C) and (D)(1)(c)*;  
  
*[Comment: Ohio EPA may waive the PT requirement for some analytes, parameter groups, and methods – see rule para. (C)(2)(c)]*
  - b. the completed **VAP Laboratory Certification Form #3 – Additional Certification Application for Mobile and Fixed-base Certified Laboratories** – *see rule para. (D)(1)(a)*;
  - c. the quality assurance program plan (QAPP), if updated -*see rule para. (D)(1)(b)*;
  - d. the standard operating procedures (SOP) for the analytes, parameter, groups and methods for which the laboratory is applying for additional certification; including digestion, extraction, and distillation SOPs - *see rule para. (D)(1)(d)*;
  - e. the method detection limit studies - *see rule para. (D)(1)(e)*; and
  - f. any other documentation as required for the certification of Asbestos or performance-based methods - *see rule paras. (D)(3) or (D)(4)*.

### **Application Procedures**

3. The application must be complete in order for the review to begin. A complete application package consists of the documentation listed in OAC rule 3745-300-04(D). Pursuant to OAC rule 3745-300-04(E), Ohio EPA will consider the application package incomplete if it fails to contain the aforementioned documentation.
4. Complete the following sections of the application (*Form #3*).

SECTION A: GENERAL INFORMATION  
SECTION B: AUTHORIZATION AND LEGAL HISTORY UPDATES  
SECTION C: TABLES FOR LISTING ANALYTES, PARAMETER GROUPS,  
AND METHODS  
SECTION D: AFFIDAVIT

### **Submission of the Application, Documentation, and Payment Information**

5. Please submit the application and documentation listed in OAC rule 3745-300-04(D) to the address provided below. The laboratory will be invoiced the actual costs incurred by the agency for the review of the application and associated documentation, including the agency's time for conducting a system audit, if needed. Payment of all costs must be made before a certification will be issued by the Director.

Ohio Environmental Protection Agency  
Division of Environmental Response and Revitalization  
*Site Assistance & Brownfield Revitalization (SABR)*  
Lazarus Government Center  
50 West Town Street  
Suite 700  
Columbus, Ohio 43215

Please contact SABR staff at (614) 644-2924 with any questions.