



Ohio Environmental Protection Agency
Division of Environmental Response and Revitalization
Voluntary Action Program

Instructions
on
How to Apply
for
Initial Certification for Mobile Laboratories¹

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1. These Instructions are intended to help guide mobile laboratories (hereafter referred to as “laboratory”) applying for 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 3745-300-04 of the Ohio Administrative Code includes the procedures to apply for certification. A laboratory applying for initial 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 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 #1-A, Initial Certification Application for Mobile Laboratories**” - *see rule para. (D)(1)(a)*;
 - c. the quality assurance program plan (QAPP) -*see rule para. (D)(1)(b)*;

¹These instructions and application (Form #1-A) are for use by a mobile laboratory applying for initial certification. A fixed-base laboratory applying for initial certification should refer to the instructions and application (Form #1) for fixed-base laboratory initial certification. Certified laboratories applying for renewal or additional certification should refer to the applications and instructions for renewal or additional certification, as applicable.

- d. the standard operating procedures (SOP) for the analytes, parameter groups, and methods for which the laboratory is applying for initial certification; including digestion, extraction, and distillation SOPs - see *rule para. (D)(1)(d)*;
- e. the method detection limit (MDL) studies - see *rule para. (D)(1)(e)*, and;
- f. any other documentation as required for certification of performance-based methods - see *rule para. (D)(4)*.

[Comment: There is no fixed-fee for a laboratory (i.e., mobile laboratory's only) applying for initial certification. The laboratory will be billed for the actual costs for the review of the SOPs, QAPP, MDL studies and the system audit. Payment must be received by Ohio EPA for all costs for performing the review of the application package and system audit before a certificate will be issued to the laboratory.]

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), the Director will consider the application package incomplete if it fails to contain the aforementioned documentation.
- 4. Complete the following sections of the application (**Form #1-A**).
 - SECTION A: GENERAL INFORMATION
 - SECTION B: LABORATORY HISTORY
 - SECTION C: LEGAL HISTORY
 - SECTION D: TABLES FOR LISTING ANALYTES, PARAMETER GROUPS, AND METHODS
 - SECTION E: AFFIDAVIT

Submission of the Application and Documentation

- 5. The laboratory must submit the application and documentation to the address provided below:

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.

Checklist

6. The following checklist may be helpful in completing the application. This checklist is for the laboratory's use. Check (√) the following items.

Completed Sections A through E of the application.

Included in the application package, the documentation listed in OAC rule 3745-300-04(D).