



Application for Laboratory Accreditation

Laboratory Accreditation Program • P.O. Box 1677
Oklahoma City, OK 73101-1677
(405) 702-1000, option 5

Industrial Discharge Laboratory Accreditation [\(OAC 252:302\)](#)

A. Name of Laboratory or Facility: _____

Telephone with Area Code

Alternate Telephone with Area Code

B. Primary Contact Person & Email for the Laboratory Accreditation Program:

Name	Email	Title
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C. Location: (StreetAddress):

Address

City

State

Zip

D. Mailing Address: (if different than above, i.e. P.O. Box): ☐ Same as Street address

Address

City

State

Zip

E. Invoicing/Billing Address: (if different than above, i.e. P.O. Box): ☐ Same as Mailing address

Address

City

State

Zip

F. General Information:

Latitude: _____ Longitude: _____

EPA Laboratory Identification Number: _____

G. The following documents must accompany this application in order to be accepted:

1. The most recent revision of the Quality Manual. Initials:_____
2. The most recent revision of all SOPs. Initials:_____
3. Field of Testing Application spreadsheet – or ☐ Renewal Only (no changes) Initials:_____

Available online.
[FOT Application Spreadsheet](#)
4. Equipment list for sample analysis, storage, and reporting. Initials:_____

(See OAC 252:302-3-4 for more information)
5. Evidence that personnel meet education and experience requirements. Initials:_____

(See OAC 252:302-5-2 & 252:302-5-4 for more information)

Laboratory Type:(check one) ☐ Commercial ☐ Industrial

H. Additional Contact Information

Name	Phone Number	Email

I. Has any person with a current financial interest in the laboratory previously held a financial interest in a different laboratory that has applied for accreditation to this program?

☐ Yes ☐ No

If yes, please list all such individuals, their role within this laboratory, and the name of the previous laboratory(ies). Attach additional pages if necessary.

Name	Current Role	Previous Laboratory or Laboratories

J. Conditions of Accreditation:

The applicant understands and acknowledges that the laboratory is required to be continually in compliance with the Oklahoma Department of Environmental Quality (OK DEQ) standards and is subject to the enforcement and penalty provisions of that accreditation body. The applicant agrees to:

- Inform OK DEQ Laboratory Accreditation Program (LAP) within 30 days and in writing of changes or pending changes in any aspect of the laboratory's status or operation that affects the organization or management (e.g., managerial staff); policies or procedures; and where appropriate: premises, personnel, equipment, facilities, working environment, authorized signatories; or such other matters that may affect the laboratory's capability, or scope of accredited activities, or compliance with the criteria and requirements for accreditation under Chapter 302, Industrial Discharge Laboratory Accreditation;
- Afford accommodation and cooperation as is necessary to enable OK DEQ LAP to verify compliance with the requirements for accreditation, including provision for examination of documentation (including the submission of all requested pre-assessment documentation) and access to all calibration and testing areas, equipment, records and personnel (including arrangements for witnessing accredited activities when requested and practicable) for the purposes of assessment, surveillance, reassessment, resolution of complaints, and fulfillment of accreditation requirements;
- Retain all quality records and technical records supporting reported results as defined under Chapter 302, Industrial Discharge Laboratory Accreditation. Please bear in mind that adequate records must be available to demonstrate full compliance with the requirements for accreditation;
- Clearly identify accreditation only in respect of services for which the laboratory has been granted accreditation and which are carried out in accordance with these conditions;
- Pay such fees as shall be determined and defined by OK DEQ;
- Not use the laboratory's accreditation in such a manner as to bring OK DEQ LAP into disrepute and not make any statement relevant to accreditation which DEQ LAP may consider misleading or unauthorized;
- Upon suspension, withdrawal, or expiration of accreditation (however determined) discontinue use of all advertising material that contains reference to OK DEQ (including logos).
- Endeavor to ensure that no certificate or report, nor any part thereof, is used in a misleading manner;
- Comply with OK DEQ LAP requirements when making reference to the laboratory's accreditation status in communication media such as advertising, brochures, websites, etc.

As the applicant Organization's Authorized Representative, I agree to the above conditions for accreditation. I attest that all statements made on this application are correct to the best of my knowledge and belief.

Owner/Responsible Officer's Name

Title

Telephone Number

Extension

Signature (digital is not acceptable)

Date