

ELAP Administrative Processes

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Overview

- When to submit your application
- What to submit in your application package
- How to submit an application
- How to submit a payment
- What happens next
- Ways to stay in touch

When to Submit your Application

- Per California Code of Regulations, Title 22, Division 4, Section 19:
 - The department's estimated schedule for processing a complete application for certification from receipt of the application to the final decision regarding issuance or denial of a certificate is as follows:
 - The median time is 6 months
 - The minimum time is 3 months
 - The maximum time is 12 months

A Complete Application Package

- You can find ELAP forms on our website:
waterboards.ca.gov/elap
- Application package should include:
 - CA ELAP 001 signed application (PDF)
 - Signed FOT worksheets (PDF)
 - Quality Assurance Manual (PDF)
 - FOT Worksheets (Excel)
 - Any current effective Certifications, if applicable (TNI, ISO, other recognized Accrediting Bodies)
 - Corresponding Deficiency Notices and Corrective Action Reports
 - Proficiency Testing for requested methods/analytes
 - Applicable Corrective Action Reports

Submitting Applications

- Electronic submission of applications is preferred
 - Attach each document to an email and send to:
elapca@waterboards.ca.gov
- If unable to submit electronically, send hard copies to:
California Environmental Laboratory Accreditation Program
P.O. Box 100
Sacramento, CA 95812-0100

Submitting Payments

- PAYMENTS SHOULD BE SENT TO:

State Water Resources Control Board Accounting Office

ATTN: ELAP FEES

PO Box 1888

Sacramento, CA 95812-1888

(include your certificate number on the check)

- Annual fee invoice will be sent three months prior to due date
- Renewal fee and application reminder will be sent six months prior to expiration of certificate
- “Notice of Intent” included with Renewal Notice

Complete Submissions

If you have submitted all required documents, you'll receive a confirmation email from WB-DWP-ELAPCA:

ELAP APPLICATION RECEIVED

Hello,

This message is to inform you that we have received your application for renewal of your California ELAP certificate. Your application package appears to be complete and will be routed to an auditor.

We will be in touch promptly.

Thank you,

Environmental Laboratory Accreditation Program Team

Division of Drinking Water | State Water Resources Control Board

P: 916.323.3431 | ELAPCA@waterboards.ca.gov

Incomplete Submissions

For application packages missing one or more items, you'll receive the following email:

Incomplete Application- FURTHER ACTION REQUIRED

Hello,

This message is to notify you that we have received your application for renewal of your California ELAP certificate. However, upon review, we have found your application to be incomplete. Please electronically resubmit your signed ELAP 001 Application (PDF), signed Fields of Testing forms (PDF), Quality Assurance Manual (PDF), and your FOT Worksheets (Excel).

The ELAP Application, Application Instructions, and FOT Excel Worksheets can be found on our website, as well as additional guidance for this process, at www.waterboards.ca.gov/ELAP .

PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN SUBMITTED.
Please address this issue in a timely manner as to avoid lapse in your laboratory's accreditation.

Thank you,

Environmental Laboratory Accreditation Program Team

Division of Drinking Water | State Water Resources Control Board

P: 916.323.3431 | ELAPCA@waterboards.ca.gov

Stay in Touch

- Check our website for latest news
waterboards.ca.gov/elap
- Sign up for our email subscription
- Send an email to elapca@waterboards.ca.gov
- Call (916) 323-3431

QUESTIONS?