



State Water Resources Control Board
Division of Drinking Water

ANNOUNCEMENT

Guidance for Applications and Fee Payments

Please refer to the Environmental Laboratory Accreditation Program website also for this announcement.

On July 1, 2014, the Environmental Laboratory Accreditation Program (ELAP) was transferred from the Department of Public Health to the State Water Resources Control Board (Water Boards) and Christine Sotelo was appointed the Chief of ELAP. This transfer relocated ELAP business and administrative operations to the Water Boards' headquarters in Sacramento. Like all other programs at the Water Boards, the Division of Administrative Services' Fee Branch handles all billing for ELAP.

Updated Address on ELAP Application

Send all applications for processing to the address listed below. The applications have been updated to reflect the new mailing address for ELAP headquarters in Sacramento:

Environmental Laboratory Accreditation Program
P.O. Box 100
Sacramento, CA 95812-0100

Please **do not** send any applications to the Richmond Field office.

New Payment Information for Submission of ELAP Fees

All billing and processing of fees for accounting has been transferred to the Water Boards' Fee Branch. Submit all fees and invoices to the address listed below:

State Water Resources Control Board Accounting Office
ATTN: ELAP Fees
P.O. Box 1888
Sacramento, CA 95812-1888

Due to this change, please make all checks payable to: "SWRCB – ELAP Fees."

New (Optional) Process for Submission of ELAP Application ELAP will now be accepting applications via electronic submission at elapca@waterboards.ca.gov. This will make files more accessible to the Auditors and administrative staff, and will reduce paper waste. The documents required (for both electronic and physical submission) are:

1. Completed ELAP Application 001 (scanned and signed pdf copy)
2. Completed Fields of Testing (FoT) Worksheet(s) (scanned and signed pdf copy)
3. One pdf version of your Quality Assurance Manual
4. Signed statement from the laboratory director on successful completion of proficiency testing (PT) for each FoT. Complete PT data may be requested for review at a later date
5. Any current effective Certifications from NELAC (TNI), International Organization for Standardization (ISO), or Out of State Accrediting Bodies for all Fields of Testing that you are currently applying for in California
6. All Deficiency letters and findings from any other Accrediting Body
7. All Corrective Action Reports for Deficiencies and Non-conformities

All ELAP forms can be found on the ELAP webpage www.waterboards.ca.gov/elap

While electronic submission is preferred, (and will expedite the application process,) physical applications will still be accepted at:

Environmental Laboratory Accreditation Program
P.O. Box 100
Sacramento, CA 95812-0100

For Questions Regarding these New Processes

Please email us at elapca@waterboards.ca.gov or call the main ELAP information line at (916) 323-3431. **Do not** call or email staff at the Richmond Field office.

E-mail Subscription Mailing List

ELAP uses an electronic subscription mailing list (aka: listserv) for sending information/announcements to interested parties. Become a member of the ELAP mailing list by following the instructions below.

1. Visit http://www.waterboards.ca.gov/resources/email_subscriptions/
2. Fill out your name and email address
3. Select State Water Resources Control Board
4. Select Drinking Water
5. Select Environmental Laboratory Accreditation Program
6. Click on the "subscribe" button located at the upper right hand corner

An email notice will be sent to you and you must respond to the message to confirm your membership.

General Programmatic Questions/Issues

Any programmatic questions/issues regarding ELAP will be addressed directly by the Chief of ELAP by calling (916) 341-5175 or via email to Christine.Sotelo@waterboards.ca.gov

Christine Sotelo, Chief
Environmental Laboratory Accreditation Program