
State Water Resources Control Board

Amendment Applications

Revised 8/30/19

An amendment application is submitted when a laboratory is requesting the addition of a new analysis to their scope outside of their biennial renewal application cycle.

Interim accreditation may be granted for new methods based on technical assessment of application documents.

Amendment Application Instructions:

Please electronically submit the following documents by sending them as attachments to an email addressed to elapca@waterboards.ca.gov. The application and Fields of Testing forms can be found on our website at www.waterboards.ca.gov/ELAP.

1. **Signed ELAP 001 Application** (PDF), *(fill out application, print, sign and date, scan)*
2. **Signed Fields of Testing forms** (PDF), *(populate spreadsheets with “Y” in appropriate column to indicate only the methods/analytes you want to add to your certification, print, sign and date, scan)*
3. **SOP and Revised Quality Assurance Manual** (PDF), *(QAM must be signed and dated within one year of application date)*
 - a. If your laboratory is requesting accreditation for Division of Drinking Water analytical test methods, include the SOP on how your laboratory will comply with California Code of Regulations, Title 22, Division 4, Chapter 19, Certification of Environmental Laboratories, Section 64819 Notification and Reporting (a)(4).
4. **FOT Worksheets** (Excel files), *(attach the saved Fields of Testing Excel files that you printed and signed in item #2 as Excel files so that we can directly upload your requested methods/analytes to our database)*
5. **Acceptable Proficiency Testing results** for requested methods/analytes *(attach vendor PDFs of results with your application)*

Payment Instructions:

You may pay by Debit or Credit Card at https://waterboards.ca.gov/make_a_payment/ or by mailing a check.

Please include your certificate number on your check.

Payments are processed by the Water Boards' Accounting Office. Send your payment to:

**State Water Resources Control Board Accounting Office
ATTN: ELAP FEES
PO Box 1888
Sacramento, CA 95812-1888**

If you are sending via courier service and require a physical address:

**State Water Resources Control Board Accounting Office
ATTN: ELAP FEES
1001 I Street, 18th Floor
Sacramento, CA 95814**

Fee Amount:

The fee is \$1021.00 per Field of Testing (FOT) that you are amending. If you are adding a single method or multiple methods in a single FOT, your fee will be \$1021.00. If you are adding methods in multiple FOTs, multiply \$1021.00 by the total number of FOTs.

Number of FOTs X \$1021 = Total Fee Amount