

State Water Resources Control Board

Initial (New Laboratory) Applications

Revised 8/30/19

Below are instructions for submitting an initial application for accreditation with payment. Your application will be returned to you if it is not complete upon submission. ELAP will not keep documents from incomplete application submissions.

Initial 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 column to indicate you are requesting certification for that method/analyte, print, sign and date, scan)*
3. **Dated Quality Assurance Manual** (PDF), *(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)*

Proficiency Testing

Laboratories submitting initial applications have six months from the date of receipt of application by the department to submit acceptable proficiency testing sample results. However, inclusion of passing results in your electronic application is highly encouraged and may shorten the length of time it takes ELAP to certify your laboratory.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

Payment Instructions:

Initial payments include a base fee of \$2268.00, **plus** \$1021.00 for each Field of Testing you are applying or certified for.

ELAP payments must be made by 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**