
State Water Resources Control Board

Renewal Applications

Revised 8/30/19

Laboratories seeking to renew accreditation by California Environmental Laboratory Accreditation Program (ELAP) must submit a complete application for accreditation no later than 90 days prior to the expiration of their current certificate. It is the responsibility of the laboratory to know and understand the regulations related to their accreditation, including that related to application submission requirements.

ELAP is not obligated to notify a laboratory that its accreditation has expired or has lapsed. Any notice sent by ELAP is a courtesy on behalf of the program and should not be the only mechanism a laboratory has in place to prompt the submission of a renewal application.

Failure to submit an application for renewal at least 90 days prior to the expiration of the certificate shall result in expiration of the certificate on the stated expiration date. (California Code of Regulations, Section 64805(d); Health and Safety Code section 100845.).

Below are instructions for submitting applications and payments. Your application will be returned to you if it is not complete upon submission. ELAP will not keep documents from incomplete application submissions.

Renewal 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)*

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

- 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*)

Proficiency Testing

A laboratory must submit acceptable results to ELAP for EVERY requested analysis at least 90 days prior to expiration of its certificate [California Code of Regulations, § 64809(e)]. Results must be present and acceptable upon submittal of application, or those methods will be denied by ELAP (California Health & Safety Code, § 100850).

Payment Instructions:

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

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**