


ELAP LABORATORY CERTIFICATION APPLICATION CHECKLIST

Laboratory Name	
Certificate Number	
Certificate Expiration Date	
DUE DATE (90 days prior to expiration date)	

<u>Required</u> Renewal Application Documents:	
ELAP 001 Application form, signed and dated (PDF)	
<u>Current</u> Field of Testing Worksheets, signed and dated (PDF)	
<u>Current</u> Field of Testing Worksheets (Excel file format)	
Quality Assurance Manual, dated and signed within one year of application date (PDF)	
Acceptable Proficiency Testing sample results for every certified analysis dated within one year of certificate expiration date (PDF). Include with application even if vendor submits directly to ELAP.	
<u>Required</u> Additional Application Documents for Reciprocity Applications:	
Certificate and Scope from Accrediting Body (PDF)	
On-Site Assessment Report from most recent assessment by Accrediting Body (PDF)	
Laboratory Corrective Action Response to findings (PDF)	

Submit applications electronically to ELAPCA@WATERBOARDS.CA.GOV.