

## ***What's happening at ELAP?***

The California Environmental Laboratory Accreditation Program (ELAP) has been relocated to reside under the State Water Resources Control Board (SWRCB), Division of Drinking Water. In addition, a new chief has taken over the program. ELAP's sole mission is to implement a sustainable accreditation program to effectively evaluate the competency of organizations generating environmental and public health data of known and documented quality to meet stakeholder needs. Through the effective implementation and demonstration of a sustainable program, ELAP is striving to become a leader in accreditation of environmental and public health programs.

## ***Program evaluation/expert review panel***

SWRCB asked Southern California Coastal Water Research Project Authority (SCCWRP) to convene an Expert Review Panel to help chart ELAP's path going forward. SCCWRP has convened an independent, five-member panel to undertake a comprehensive program evaluation of ELAP's accreditation process.

For more information visit the program evaluation website located at [www.sccwrp.org/elap](http://www.sccwrp.org/elap)

To be added to the ELAP Expert Review Panel email list and receive occasional updates about panel meetings and other announcements, please contact Scott Martindale at (714) 755-3240 or [scottm@sccwrp.org](mailto:scottm@sccwrp.org)

## ***Draft regulations***

ELAP is currently developing draft regulations and will be working closely with stakeholders during this process, including the laboratory community, state agency partners, and the Environmental Laboratory Technical Advisory Committee.

For more information on how to participate in the stakeholder collaborative process, contact Senior Environmental Scientist Supervisor Maryam Khosravifard at (916) 323-3237 or

[Maryam.Khosravifard@waterboards.ca.gov](mailto:Maryam.Khosravifard@waterboards.ca.gov)

## ***Regulatory information/updates***

ELAP is currently meeting with state partners to research their agency needs. For more information about this and other topics contact the lead in ELAP's Program Development and Research Unit, Maryam Khosravifard, at (916) 323-3237 or [Maryam.Khosravifard@waterboards.ca.gov](mailto:Maryam.Khosravifard@waterboards.ca.gov)

## ***Environmental Laboratory Technical Advisory Committee (ELTAC)***

ELAP has begun efforts to re-energize ELTAC. ELAP will collaborate with stakeholders to create a new ELTAC charter (*modeled after the Federal Advisory Committee Structure*), restructure the member composition, and define clear tasks for ELTAC to assist in implementation of ELAP's mission. For more information, please contact Christine Sotelo at (916) 341-5175 or [Christine.Sotelo@waterboards.ca.gov](mailto:Christine.Sotelo@waterboards.ca.gov)

## ***Mission statement and vision***

**MISSION:** Implement a sustainable accreditation program to effectively evaluate the competency of organizations generating environmental and public health data of known and documented quality to meet stakeholder needs.

**VISION:** Through the effective implementation and demonstration of a sustainable program, California will become a leader in accreditation of environmental and public health programs.

## ***Complaints***

All complaints are handled directly by the Chief of ELAP. Contact Christine Sotelo at (916) 341-5175 or [Christine.Sotelo@waterboards.ca.gov](mailto:Christine.Sotelo@waterboards.ca.gov)

## ***For more information about ELAP***

Call the ELAP General Information Line at (916) 323-3431 or visit the ELAP website [www.waterboards.ca.gov/elap](http://www.waterboards.ca.gov/elap)



## **California Environmental Laboratory Accreditation Program (ELAP)**

### **Meet & Greet Workshop**

**April 29, 2015  
9:00 a.m.**

**CalEPA Headquarters Building**

**Byron Sher Auditorium  
1001 I Street  
Sacramento, CA 95814**

# Frequently Asked Questions

## ***When should I submit my renewal application package?***

Renewal application packages can be accepted as early as one year before the date of certificate expiration. A renewal notice is sent six months before the expiration date of your certificate.

## ***What is a complete application package?***

An application is considered complete when ELAP receives the following documents in PDF format:

- ELAP 001 signed application
- FOT signed worksheets
- Quality Assurance Manual
- FOT Worksheets (Excel)
- Additional accreditations, if applicable (TNI, ISO, other recognized Accrediting Bodies)
  - Deficiency Notices and corresponding Corrective Action Reports
- Proficiency Testing for requested methods/analytes
  - Applicable Corrective Actions Reports

## ***Where can I find ELAP forms?***

[www.waterboards.ca.gov/elap](http://www.waterboards.ca.gov/elap)

## ***Where do I send my annual and renewal fee payment?***

ELAP Payments are no longer sent to the Richmond Field Office. All ELAP payments are now sent to the SWRCB Accounting Office.

SWRCB Accounting Office  
ATTN: ELAP Fees  
P.O. Box 1888  
Sacramento, CA 95812-1888  
(include your certificate # on the check)

## ***How do I know ELAP received my application package?***

You will receive an email indicating receipt of your application and the next steps you'll need to take.

## ***Will my application package be accepted if certain required documents are missing?***

You will receive an email that your application has been deemed incomplete. Instructions will be given on what you need to do to complete your application package before it will be processed.

Alternatively, if you have submitted a complete application, you will receive an email that your submission was deemed complete and ELAP technical staff will contact you soon.

## ***What happens if I sent my application package and check to the Richmond field office?***

All application packages and checks that were erroneously sent to the Richmond Field Office are forwarded to ELAP Headquarters in Sacramento. ELAP staff may contact you for an electronic copy to expedite processing of your application.

## ***How do I submit my application package?***

Electronic submission is preferred to expedite the review of your application package. Attach each required document to an email and send to: [elapca@waterboards.ca.gov](mailto:elapca@waterboards.ca.gov)

If you are unable to submit your application package electronically, you may send hard copies to:

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

## ***Where can I find a list of ELAP certified laboratories?***

ELAP regularly updates its certified laboratory list located on the ELAP website [www.waterboards.ca.gov/elap](http://www.waterboards.ca.gov/elap)

**COMING SOON!** ELAP is beta-testing a Geographic Information System Interactive Certified Laboratories Map. The map's release is scheduled for Summer 2015.

## ***How do I receive the latest announcements from ELAP?***

ELAP uses an electronic subscription mailing list for sending information to interested parties and stakeholders. Become a member of the ELAP mailing list by following the instructions below.

1. Visit [www.waterboards.ca.gov/resources/email\\_subscriptions/](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
7. An email notice will be sent to you and you must respond to the message to confirm your membership

ELAP processes are subject to change based on program needs and the Expert Review Panel Report.