Application for Maine Laboratory Accreditation

Maine Laboratory Accreditation Program • 286 Water St., 11 SHS • Augusta, ME 04333-0011

(207) 287-1929 • (207) 287-3220 • FAX: (207) 287-4172

**A. Date of Application:**

**B. Type of Application:** ✓ Check all that apply.

 [ ]  Laboratory Accreditation (**Regular accreditation - 1 or more methods, >5 analytes**)

 [ ]  Limited Accreditation (**Five or fewer analytes in no more than two methods**)

 [ ]  Environmental Lead Accreditation

**C. Laboratory Name:**

 **EPA ID #**

**D. Physical Address (lab location to appear on certificate):**

(Number and Street)

(City) (State) (Zip Code)

**E. Mailing Address (if different from physical lab address):**

(P.O. Box or Number and Street)

(City) (State) (Zip Code)

**F. Lab Telephone Number:**

# G Website Address:

**I. Type of Laboratory:** Check box.✓

[ ]  Commercial Laboratory [ ]  Non-Commercial Industrial Laboratory

[ ]  Mobile/Field Laboratory [ ]  Non-Commercial Municipal Laboratory

[ ]  State or Federal Laboratory [ ]  University or College Laboratory

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| --- | --- | --- | --- | --- | --- |
| **J.  Lab Contacts** |   |   |   |   |   |
|   |   |   |   |   |   |
| Contact Name | Title | Phone | Cell Phone | Email | \*Address (Street, City, State, Zip) |
|   | Lab Owner |   |   |   |   [ ]  |
|   | Lab Technical Director |   |   |   |   [ ]  |
|   | Lab QA Officer |   |   |   |   [ ]  |
|   | Lab Representative |   |   |   |   [ ]  |
|   | Other |   |   |   |   [ ]  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

Note that the Technical Director Position must meet the Education/Training/Experience requirements as specified in Maine Rules Section 8 C.

\* ✓ Check if same as Lab Mailing Address in Section E. Note – only fill in address one time if the same for each employee.

**K. Fees**

Payment is due at the time of the application submission. Accreditation will not be awarded until all fees are paid.

**Base Fee - Regular Accreditation (One or more methods, >5 analytes):** $1,250 for one- or two-year option.

**Method Fees –** Price below for two-year accreditation, halve for one year accreditation. Fee Calculation: (# of methods requested × fee per method) + base fee. Sum for total amount owed.

**Base Fee - Limited accreditation (Five or fewer analytes in no more than two methods):** $850 for two-year accreditation. There are no additional fees for methods.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fees | Number of Methods Requested | Total   |
| Regular Accreditation Base Fee  | $1,250  |  |  |
| Limited Accreditation Base Fee  | $850 |  |  |
| **METHOD CATEGORIES** |  |  |  |
| Bacteriology Methods | $75 per method/2 yr. |  |  |
| Inorganic Chemistry Methods | $75 per method/2 yr. |  |  |
| Metals Methods | $150 per method/2 yr. |  |  |
| Organic Compounds Methods | $175 per method/2 yr.  |  |  |
| Radiochemistry Methods | $250 per method/2 yr. |  |  |
| Environmental Lead Program | $600/2 yr.  |  |  |
| **TOTAL PAYMENT:** |  |  | $  |

**Payment:** Please make check payable to: ‘**Treasurer, State of Maine’** for the amount listed above. Please mail checks to: Maine Laboratory Accreditation Program, 286 Water Street, 11 SHS, Augusta, ME 04333

 Check Number: Check Amount:

**L. Type of Application:** ✓ Check appropriate box.

[ ]  In-State Accreditation – Please proceed to Section N

[ ]  Out-of-State Accreditation – Please complete Section M

**M. Certifying Authority Information (Out-of-State Laboratories Only). Please provide copies of:**

[ ]  All State Certification or National Accreditation Program requirements or rules, for which the lab is claiming equivalency (in electronic format).

[ ]  All State Certification or National Accreditation Program’s most recent certificate(s) for which the lab is claiming equivalency (in electronic format).

[ ]  State Certification or National Accreditation Program’s most recent Onsite Assessment Report(s) and Complete Response(s), for which the lab is using equivalency (in electronic format).

**Name of Certifying Authority:**

**Expiration Date:**

**Most Recent Onsite Assessment Date:**

**Name of Certifying Authority:**

**Expiration Date:**

**Most Recent Onsite Assessment Date:**

**Name of Certifying Authority:**

**Expiration Date:**

**Most Recent Onsite Assessment Date:**

**N. Statement of Validation:**

I have read 10-155 and 06-096 CMR, Chapter 263, Maine Comprehensive and Limited Environmental Laboratory Accreditation Rules.

I submit this completed Application to the Maine Laboratory Accreditation Program. I attest that the information in this application is true, accurate and complete to the best of my knowledge.

In addition to this form and the applicable fees, I have submitted the following documents electronically in accordance 10-144 and 06-096 CMR, Chapter 263:

[ ]  A Quality Assurance Manual meeting the standards of Section 9.

[ ]  A laboratory procedures manual (SOP) meeting the standards of Section 9.

[ ]  The list of Program/method/analyte combination requested (in the electronic format specified by the State, found in the Method/Analyte Table (MAT)). Please include lab determined MDL and RL values with units in this table.

[ ]  The most recent proficiency testing result for each field of testing for which the laboratory seeks accreditation. The proficiency testing samples must be from an approved provider and be analyzed within 6 months of the date that the application is received by the accreditation officer.

With the attached application(s), I hereby apply for accreditation in accordance with the terms listed in Chapter 263, Maine Comprehensive and Limited Environmental Laboratory Accreditation Rules.

Signature of Laboratory Representative Print Name Date