



Out-of-State Laboratory Certification Renewal Checklist

Laboratory Name: _____

S.C. Laboratory ID#: _____

S.C. Laboratory Certificate ID#: _____

Certifying Authority: _____

S.C. Laboratory Certificate ID#: _____

Certifying Authority: _____

S.C. Laboratory Certificate ID#: _____

Certifying Authority: _____

EPA Laboratory ID# (for PTs): _____

Please submit the following information for out-of-state laboratory certification renewal. **The information will be accepted on a CD/DVD or flash/thumb drive.**

- _____1. A current certificate (**reflecting new expiration date**) from the certifying authority documented above. If not yet available from your certifying authority, please note the date expected _____ and e-mail a copy upon receipt.
- _____2. The current analyte list (**reflecting new expiration date**) from the certifying authority documented above. If not yet available from your certifying authority, please note the date expected _____ and e-mail a copy upon receipt.
- _____3. The most recent on-site evaluation report from the certifying authority for the methods for which renewal is being requested.
- _____4. The laboratory response to the on-site evaluation report.
- _____5. The current QA plan with an effective date, revision date, and ongoing history for the QA plan modifications.
- _____6. The current SOPs for the methods that are being renewed with an effective date, revision number, and ongoing revision history for the SOP modifications. If the SOPs are already on file, a compiled list of the SOPs with the effective date and revision number must be submitted.
- _____7. The current listing of personnel with their primary responsibilities.

Note: Upon receipt of the complete renewal package, your laboratory is still considered certified pending the technical review of all information.

Comments: _____
