



Instructions for Filing an Application with the SCDHEC Environmental Laboratory Certification Program

Purpose:

This application form provides a means for environmental laboratories to apply for certification to perform environmental analyses as required by State Regulation 61-81. The application form also provides the information needed to assess certification fees for the parameters a laboratory is certified to perform.

Explanation and Definition:

The "Application for Environmental Certification" is to be completed by environmental laboratories applying for certification according to State Regulation 61-81. The completed application form, attachments, and enclosures, with the **required \$125.00 application fee**, are to be submitted to the South Carolina Environmental Laboratory Certification Program. Make checks payable to "**SCDHEC**".

"Item by Item Instructions":

Item A. Purpose of Application: If the laboratory is applying for initial certification, check initial application. If the laboratory is presently certified under the Program, but is applying for certification for additional parameters, check additional parameter certification and enter the laboratory's assigned S. C. Laboratory Identification Number. If the laboratory held certification in the past, enter your old S. C. Laboratory Identification Number. If the application is for a Proficiency Testing (PT) Sample recertification, check PT recertification. Please enter your assigned EPA Lab Code in the spaces designated.

Item B. Laboratory Name: Enter your laboratory's official or legal name. If your lab is a branch office or a substation of the Company, specify the location or the branch name after a dash. Limit name to 30 characters (including punctuation and spaces) for computer entry.

Example: ACME Laboratory - Greenville

Example: City of Lincoln - Wastewater

Item C. Mailing Address: Enter the complete mailing address of the office where correspondence should be sent (i.e., P. O. Box).

Item D. Physical Address: Enter the street address of your laboratory (not P. O. Box). If no street address has been assigned, enter a location or description. Also, if the lab is located in South Carolina, enter the county code referencing the attached list of county codes (located at the end of this document).

Item E. Billing Name and Address: Enter the name and complete address of the office where the invoice for certification fees should be sent.

Item F. Laboratory Telephone Number: Enter your laboratory's business telephone number.

Item G. Laboratory FAX Number: Enter your laboratory's telefax machine number if one is available.

Item H. Type of Laboratory: Enter the type of laboratory that applies to the analyses that will be performed in this laboratory.

Item I. Certification Contact Person for Laboratory: Enter the name and telephone number for the contact person for certification matters.

Item J. Out-of-State Laboratories Only: This item applies to out-of-state laboratories only. Enter the name of the State Certifying Authority and expiration date for each designated Program Area that the laboratory is requesting certification. The requested documentation must be submitted for each Program Area. Organic certification requires a method and analyte list from the State Certifying Authority for each Program Area.

Item K. Laboratory Director: Enter the name, telephone number, education, and related experience for that person designated as Laboratory Director. The "Laboratory Director" means that person who has been given the responsibility by the laboratory's governing body of supervising the operations of the laboratory and insuring the quality of data reported. A resume may be attached.

Item L. Laboratory Personnel: Enter the name, education, experience, and primary responsibilities for all key personnel involved in the laboratory operations. Resumes may be attached.

Item M. Safe Drinking Water Act Methodology: Circle the EPA-approved methodology for each Safe Drinking Water Act parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDHEC. If referencing Standard Methods, the specific Edition used must be documented. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program. Organic parameters must be listed by method and analyte.

Item N. Clean Water Act Methodology: Circle the EPA-approved methodology for each Clean Water Act parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDHEC. If referencing Standard Methods, the specific Edition used must be documented. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program. Organic parameters must be listed by method and analyte.

Item O. Solid and Hazardous Waste Methodology: Circle the EPA-approved methodology for each Solid and Hazardous Waste parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDHEC. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program. Organic parameters must be listed by method and analyte.

Item P. Shellfish Waters and Meats: Circle the EPA-approved methodology for each Shellfish Waters and Meats parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDHEC. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program.

Item Q. Quality Control: Check the quality control practices used by your laboratory with the frequency they are performed. If an item does not pertain to your laboratory, include "N/A" in the comment section. The laboratory's quality assurance plan and standard operating procedures must be submitted with the completed application package.

Item R. Statement of Validation: The application must be signed and dated by the Laboratory Director attesting to the validity of the information documented in the application.

Item S. Designation of Laboratory Director: The Laboratory Director must be designated by the laboratory's governing body (owners, directors, commissioners, councilmen, mayor, board members, or whosoever occupies the status of proprietor). This designation must be printed on the laboratory's own letterhead.

LIST OF CODE NUMBERS OF S.C. COUNTIES

01	Abbeville	24	Greenwood
02	Aiken	25	Hampton
03	Allendale	26	Horry
04	Anderson	27	Jasper
05	Bamberg	28	Kershaw
06	Barnwell	29	Lancaster
07	Beaufort	30	Laurens
08	Berkeley	31	Lee
09	Calhoun	32	Lexington
10	Charleston	33	Marion
11	Cherokee	34	Marlboro
12	Chester	35	McCormick
13	Chesterfield	36	Newberry
14	Clarendon	37	Oconee
15	Colleton	38	Orangeburg
16	Darlington	39	Pickens
17	Dillon	40	Richland
18	Dorchester	41	Saluda
19	Edgefield	42	Spartanburg
20	Fairfield	43	Sumter
21	Florence	44	Union
22	Georgetown	45	Williamsburg
23	Greenville	46	York

Office Mechanics and Filing:

A copy of the application form needs to be completed. The completed application form, along with the application fee, attachments, and enclosures need to be routed to the South Carolina Department of Health and Environmental Control Laboratory Certification Program. The mailing and shipping address appear below:

Mailing Address:

South Carolina Department of Health and Environmental Control
Bureau of Environmental Services
Office of Environmental Laboratory Certification
2600 Bull St.
Columbia, SC 29201

Shipping Address:

South Carolina Department of Health and Environmental Control
Bureau of Environmental Services
Office of Environmental Laboratory Certification
101 Business Park Blvd.
Columbia, SC 29203

Please retain a copy of your completed application form in your file for future reference. If you have any questions, concerning the application form or the Laboratory Certification Program, please call (803)896-0970.