

Louisiana Department of Health
Laboratory Accreditation Program

Application Guidance Document

Please read and be familiar with all applicable regulations before initial application:

EPA CFR 40 Parts 141-143;

Manual for the Certification of Laboratories Analyzing Drinking Water Fifth edition;

Louisiana Administrative Code (LAC) Title 48, Chapter 80 and LAC Title 51 Chapter XII.101, 301; and

The 2009 TNI standard if applying for TNI accreditation.

Please submit the following: (Electronic submission is acceptable, send to Grant.Aucoin@LA.Gov)

Primary Applicants:

- A completed application which includes both Parts A and B. Part A includes applicant information and a Certification of Compliance form. Part B includes the requested scope of accreditation. Part B may be omitted if there are no changes to your current scope of accreditation and you have submitted a completed Part B in the past (**Part B may not be omitted for the 2019 application period**).
- QAM and SOPs if changed since the last onsite or application period
- MDL studies for analytes that are Primary with the LDH Laboratory Accreditation Program
- Fee Payment (Hard copy payment required)

Secondary Applicants:

- A completed application which includes both Parts A and B. Part A includes applicant information and a Certification of Compliance form. Part B includes the requested scope of accreditation. Part B may be omitted if there are no changes to your current scope of accreditation and you have submitted a completed Part B in the past (**Part B may not be omitted for the 2019 application period**).
- Current Primary Accreditation Body certificate and scope
- Fee Payment (We are working on implementing an online fee payment system which will be used exclusively in the future, but for now require hard copy payment)

Application Part B is now in the form of an excel spreadsheet. Please use the spreadsheet to indicate which parameters are being requested. If this is an initial application or the first time using the spreadsheet then this may take some time (All 2019 applicants). The application is searchable and sortable by method and/or analyte. You can go through the entire application and decide what you need or you can use the filter menu to go straight to an analyte or method you are interested in.

Use the dropdown button at the top right of each column (In the small red circle) to bring up the search/filter menu. In the larger red circle, click which methods or analytes you want to sort by. Uncheck the '(Select All)' box to remove all items from the list and then go select the method or analyte you are interested in adding. Below the analyte Nitrate as N has been selected and all other analytes removed.

Primary AB	Add or Delete	Analyte	Method	Method Revision	Technology	TNI Method	TNI Analyte Code
		Nitrate as N	Sort A to Z	rev 2.1	IC-COND	10053200	1810
		Nitrate as N	Sort Z to A	rev 2.0	AUTO	10067604	1810
		Nitrate as N	Sort by Color	18th ed.	IC-COND	20076204	1810
		Nitrate as N	Clear Filter From "Method"	19th ed.	IC-COND	20076408	1810
		Nitrate as N	Filter by Color	20th ed.	IC-COND	20076602	1810
		Nitrate as N	Text Filters	21st ed.	IC-COND	20076806	1810
		Nitrate as N	Search	22nd ed.	IC-COND	20076828	1810
		Nitrate as N	(Select All)	20th ed.	AUTO	20116205	1810
		Nitrate as N	EPA 300.0	21st ed.	AUTO	20116409	1810
		Nitrate as N	EPA 353.2	22nd ed.	AUTO	20116410	1810
		Nitrate as N	SM 4110 B				
		Nitrate as N	SM 4500-NO3- F				

To remove a filter you have applied click the 'Clear Filter From "Column Name"' button circled in red below. You can also recheck the '(Select All)' box. This will make all items visible on the application again.

Primary AB	Add or Delete	Analyte	Method	Method Revision	Technology	TNI Method	TNI Analyte Code
			EPA 300.0	rev 2.1	IC-COND	10053200	1810
			EPA 353.2	rev 2.0	AUTO	10067604	1810
			SM 4110 B	18th ed.	IC-COND	20076204	1810
			SM 4110 B	19th ed.	IC-COND	20076408	1810
			SM 4110 B	20th ed.	IC-COND	20076602	1810
			SM 4110 B	21st ed.	IC-COND	20076806	1810
			SM 4110 B	22nd ed.	IC-COND	20076828	1810
			SM 4500-NO3- F	20th ed.	AUTO	20116205	1810
			SM 4500-NO3- F	21st ed.	AUTO	20116409	1810
			SM 4500-NO3- F	22nd ed.	AUTO	20116410	1810

To fill out the application indicate the Primary AB in the first column for each parameter requested and put add or delete in the second column to indicate an addition or deletion request to the scope of accreditation.

Example:

Primary AB	Add or Delete	Analyte	Method	Method Revision	Technology	TNI Method	TNI Analyte Code
TX	Add	Alkalinity as CaCO3	ASTMD1067-92	1996	TITR	30004003	1505
		Asbestos	EPA 100.1	1983	TEM	10004203	1520
NY	Add	Asbestos	EPA 100.2	1994	TEM	10004407	1520
LA	Delete	Color	EPA 110.2	1971	OTHER	10005604	1605
LA	Delete	Hardness as CaCO3 (total)	EPA 130.2	1982	TITR	10255604	1755
LA	Delete	Odor	EPA 140.1	1982	OTHER	10007406	1855
LA	Delete	pH	EPA 150.1	1982	ISE	10008409	1900
FL	Delete	Total Dissolved Solids (TDS)	EPA 160.1	1971	GRAV	10009208	1955
		Temperature	EPA 170.1	1974	OTHER	10011208	2030
LA	Add	Turbidity	EPA 180.1	rev 2.0	TURB	10011800	2055
LA	Add	Aluminum	EPA 200.7	rev 4.4	ICP-AES	10013806	1000
LA	Add	Barium	EPA 200.7	rev 4.4	ICP-AES	10013806	1015
LA	Add	Beryllium	EPA 200.7	rev 4.4	ICP-AES	10013806	1020

There are multiple worksheet tabs at the bottom of the spreadsheet for different categories of parameters, select all parameters on the appropriate worksheet(s) to add or delete parameters.

41		Lead	EPA 200.8
42		Manganese	EPA 200.8
43		Mercury	EPA 200.8
44		Molybdenum	EPA 200.8
45		Nickel	EPA 200.8
46		Selenium	EPA 200.8

Inorganic
Organic
Radiological
Additional Parameter Request
+

If requesting a parameter that is not currently on the spreadsheet please use the final worksheet to request additional parameters.

41		Lead	EPA 200.8
42		Manganese	EPA 200.8
43		Mercury	EPA 200.8
44		Molybdenum	EPA 200.8
45		Nickel	EPA 200.8
46		Selenium	EPA 200.8

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+

For anyone that has had to do this in past application periods this will be the last time you must request these items because they will be added for future application periods to Part B of the application once confirmed to be acceptable. **LDH Laboratory Accreditation Program will accredit any/only EPA approved methods for the analysis of drinking water.**

Once this spreadsheet has been filled out the scope data will be uploaded into a newly created database which will be able to store and process your scope of accreditation. Once completed initially, scope additions or deletions will be much smoother in the future. If no changes in the scope are required during an application period please indicate so in the place of submitting Part B.

If you have any questions please contact me at Grant.Aucoin@LA.Gov or (225) 219-5202.