



Guidance for Application to State of Oklahoma Laboratory Accreditation
Oklahoma Administrative Code 252:301

Note that all fee costs used in this guidance document are examples and may not be current. Current fees are posted on the website at <https://www.deq.ok.gov/state-environmental-laboratory-services/laboratory-accreditation/>.

Where to File:

An initial, interim (scope extension), and renewal application form can be found on the DEQ webpage, as well as category files, rules, and fees.

An initial, interim (scope extension), and renewal application form must be signed manually – electronic signatures currently cannot be accepted. Email the signed form and all attachments to LabAccreditation@deq.ok.gov, or you may mail them to the following address:

Oklahoma Department of Environmental Quality
Laboratory Accreditation Program
P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

New (Initial) Laboratories to the Program Fees:

New applicants to the program will be assessed an initial application fee in addition to the applicable category accreditation fee(s). The initial application fee and category fees must be submitted with the application and are not refundable. Laboratories will also be assessed an assessment fee based on the technologies requested and the complexity of the laboratory application but will not exceed a limit of \$10,000.00. Applications will not be considered unless the initial application fee and category fees are received with the application. Laboratories will also be assessed an assessment fee based on the complexity of the application. To minimize processing time, you may submit all associated fees with the application. Failure to complete the application process within 180 days may result in withdrawal of your application.

(A) Initial application fee \$ 1,384.09

Plus

(B) Category accreditation fees:

(1) one category	\$ 570.64
(2) two categories	\$ 1,141.29
(3) three categories	\$ 1,711.94
(4) four categories	\$ 2,282.59
(5) five or more categories	\$ 2,853.23

(B)Assessment fee: \$TBD
Assessment fee is based on reimbursement of assessor time.

Example:

Initial application fee	\$ 1,384.09
Metals and BOD (2 categories)	\$ 1,141.29
Assessment	\$ 1,500.00
Total	\$ 4,025.38

The category fee charge is a maximum of 5 categories. The laboratory may request more than 5 but will only be invoiced for 5. Assessment fees are based on the complexity of the laboratory application but will not exceed a limit of \$10,000.00.

Continued Participation (Renewal) in the Program Fees:

Laboratories currently accredited that want to renew their accreditation must complete the application process as an initial accreditation. The laboratory will be assessed an annual application review fee in addition to the applicable category accreditation fee(s). This fee(s) for accreditation (as well as the application) must be received in our office by 4:30 p.m. on or before June 15th in order to avoid a late filing fee. Any renewal application and/or fees received after 4:30 p.m. on July 15 will be returned, and accreditation for the applicable period will not be renewable.

(A) Annual application (Renewal) fee	\$ 41.29
(B) Category accreditation fees:	
(1) one category	\$ 570.64
(2) two categories	\$ 1,141.29
(3) three categories	\$ 1,711.94
(4) four categories	\$ 2,282.59
(5) five or more categories	\$ 2,853.23
(C) Renewal late fee	\$ 406.73

Example:

Renewal application fee	\$ 41.29
Metals and BOD (2 categories)	\$ 1,141.29
Total	\$ 1,182.58

Filing after June 15th but before July 15th

Example:

Renewal application fee	\$ 41.29
Metals and BOD (2 categories)	\$ 1,141.29
Late fee	\$ 406.73
Total	\$ 1,589.31

Scope Extension (Interim Accreditation) Fees:

A participating laboratory that requests expansion of their scope must apply for interim accreditation (out of time filing) which will be assessed an interim accreditation fee in addition to any category fee the laboratory requests to be added. Laboratories may also be assessed an assessment fee based on the technologies requested and the complexity of the laboratory application but will not exceed a limit of \$10,000.00.

The interim accreditation process is for participating laboratories and may be requested at any time during the accreditation year to expand their scope of accreditation.

(A) For reviewing and recording an interim application for laboratory accreditation	\$ 814.65
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Example:		
Interim application fee		\$ 814.65
Metals and BOD (2 categories)		\$1,141.29
Assessment Fee*		\$ 1,500.00
Total		\$3,455.94

Amendment Fee:

For laboratories that have a change of addresses, name, or ownership only. The accreditation is non-transferable. Change in ownership requires the laboratory not to change location, equipment, or key personnel.

(A) Accreditation amendment fee		\$ 81.35
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Example:		
Accreditation amendment fee		\$ 81.35
Total		\$ 81.35

Please make checks payable to "Oklahoma Department of Environmental Quality."
Fees are adjusted annually based on current CPI.

General Instructions for Completion of an Annual Application Form

The application form, attachments and all enclosures must be typewritten. Be sure to complete and enclose all items listed. If a question is not applicable to your facility or activity, enter N/A in the space.

The application must be signed by the owner of the laboratory, a designated agent of the corporation or an authorized representative of the owner or corporation.

It is the responsibility of the applicant to maintain a photocopy of the completed application form, attachments and all of its enclosures.

Be sure to double-check your application for completeness and accuracy before submitting it.

Incomplete or incorrectly completed applications will be returned.

Parameters and Analytical Methods:

Parameters and analytical methods are listed by categories, methods, method codes, and matrix. Indicate by an (X) only those analytes(s) and matrices for which you wish accreditation. For each analyte and matrix that you check, the corresponding NELAP reference number must be provided with any proficiency testing results. Each category is in a separate file to make it easier to find the analytes/method you wish accredited.

Initial laboratories must submit the following information:

- Instrumentation and equipment
- Inspection report from the past 12 months (out of state)
(in-state will be scheduled by the accreditation officer)
- 2 successful proficiency testing results
 - A listing of proficiency testing providers can be found on the TNI webpage
 - <https://nelac-institute.org/content/NEPTP/ptproviders.php>
- General QA/QC Manual
- Standard Operating Procedure Manual
- Personnel qualifications
 - Including demonstration of capability

Renewal laboratories must submit information only if there are changes made since the last application:

- Instrumentation and equipment
- Inspection report from the past 24 months (out of state)
(in-state will be scheduled by the accreditation officer)
- 2 successful proficiency testing results
 - A listing of proficiency testing providers can be found on the TNI webpage
 - <https://nelac-institute.org/content/NEPTP/ptproviders.php>
- General QA/QC Manual
- Standard Operating Procedure Manual
- Personnel qualifications
 - Including demonstration of capability

Interim laboratories must submit information only if there are any of the following changes not on file:

- Instrumentation and equipment
- Inspection report from the past 24 months (out of state)
(in-state will be scheduled by the accreditation officer)
- 2 successful proficiency testing results
 - Listing of proficiency testing providers can be found on the TNI webpage
 - <https://nelac-institute.org/content/NEPTP/ptproviders.php>
- Standard Operating Procedure Manual
- Personnel qualifications
 - Including demonstration of capability