

7001.4360 APPLICATION FOR CERTIFICATION.

Subpart 1. **Application contents.** To apply for initial or renewal of certification, a laboratory's application must include the following information on a form provided by the agency:

- A. identifying information:
 - (1) the name of the laboratory;
 - (2) the physical location and postal mailing address of the laboratory;
 - (3) the owner or legally responsible party of the laboratory;
 - (4) the name, telephone number, and electronic mailing address of the laboratory administrator; and
 - (5) the name of at least one managing agent and the agent's signature attested by a notarial officer;
- B. the parameters and methods for which the laboratory seeks certification. A laboratory must apply for at least one parameter or method;
- C. a quality assurance manual meeting the standards of the agency's Laboratory Certification Program Manual. For a certification renewal, if the quality assurance manual was revised during the current certification year, the most recent version must be submitted;
- D. laboratory standard operating procedures for each parameter or method that meet the standards of the agency's Laboratory Certification Program Manual. For a certification renewal, if the standard operating procedures were revised during the current certification year, the revised version must be submitted;
- E. if the application is an initial request for certification, the most recent proficiency testing result for each parameter or method for which the laboratory is requesting certification. The proficiency testing must have been completed no more than 12 months prior to the date that the application is received by the agency and must meet the requirements of part 7001.4390;
- F. if the application is an initial request for certification, a list of the laboratory's detection limits and reporting limits for each parameter or method for which the laboratory is requesting certification; and
- G. any other additional information requested by the agency as necessary to determine compliance with parts 7001.4310 to 7001.4390.

Subp. 2. **Multiple locations.** The owner of laboratory facilities with multiple locations must submit a separate application for each laboratory location.

Subp. 3. **Change of address.** The laboratory administrator must notify the agency of changes in address no later than 30 days before the change occurs.

Subp. 4. **Application period.**

A. Initial applications and revised applications may be submitted to the agency at any time.

B. Renewal applications must be submitted between November 1 and November 30. If a certified laboratory fails to submit a renewal application by November 30, the certification expires on December 31.

Subp. 5. **Initial application.** An initial application must be submitted by a laboratory:

A. that has never been certified under parts 7001.4310 to 7001.4390;

B. that has had its certification revoked in total;

C. with a certification that has expired for more than one year; and

D. that has submitted an application that has remained incomplete for more than one year.

Subp. 6. **Revised application.** A laboratory with a valid certification must submit a revised application, including the information required in subpart 1, items D to F, to the agency to:

A. add a category for which the laboratory does not currently have certification;
or

B. add a test method in a category for which the laboratory is already certified.

Subp. 7. **Conditions for reapplication.** A laboratory involved in an active enforcement action or with a suspended or revoked certification is not eligible to seek or renew certification for the affected parameters or methods until the laboratory receives confirmation from the agency that the corrective action associated with the enforcement action, suspension, or revocation is complete.

Subp. 8. **Alternate methods.** A laboratory must request approval for alternate methods by following the instructions provided in "Alternate Test Procedure Guidance" (document # p-eao2-12), Minnesota Pollution Control Agency (October 2014 and as subsequently amended). The guidance document is incorporated by reference, is not subject to frequent change, and is available at <http://www.pca.state.mn.us/index.php/view-document.html?gid=16155>. The agency's approval or denial of the request must be based on the requirements of the guidance document.

Statutory Authority: *MS s 115.84*

History: *39 SR 1718*

Published Electronically: *June 25, 2015*