APPLICATION INSTRUCTIONS
Part 3 – Add/Change Laboratory Supervisor Application

All environmental laboratories accredited to perform testing or analysis of Drinking/Potable Water, Non-Potable Water (Wastewater), and/or Solid and Chemical Materials for compliance with any of the statutes listed in 25 Pa. Code Chapter 252 must be have a designated and approved laboratory supervisor.

The Pennsylvania Department of Environmental Protection’s (“Department”) Laboratory Accreditation Program reviews and approves all laboratory supervisor applications in accordance with the standards for which the laboratory seeks to obtain or maintain accreditation. Environmental laboratories may choose to seek accreditation in accordance with the Pennsylvania State Environmental Laboratory Accreditation Program (“State”), or the National Environmental Laboratory Accreditation Program (“NELAP”). Both State and NELAP include specific educational and experience requirements for laboratory supervisor (however named).

1. **State Accreditation** is based upon compliance with the Pennsylvania Environmental Laboratory Accreditation Regulations, 25 Pa Code, Chapter 252 (“Chapter 252”). Requirements for the laboratory supervisor are contained in Chapter 252 Subchapter C.

2. **NELAP Accreditation** is based upon compliance with the 2009 TNI Standard and Chapter 252. Requirements for the laboratory supervisor are contained in both the 2009 TNI standard and Chapter 252. Pennsylvania also offers primary NELAP accreditation to out-of-State environmental laboratories located in states which are not NELAP Accreditation Bodies. Laboratory Supervisors (however named) of Secondary NELAP laboratories must obtain approval from their Primary NELAP AB before the Department will accept the designation of laboratory supervisor. Secondary NELAP laboratories must complete the Part 3 – Add/Change Laboratory Supervisor Application, but are not required to submit the transcripts and resume.

**Application Requirements for All Laboratories:**
An individual seeking to obtain approval as a laboratory supervisor must complete and submit a Part 3 – Add/Change Laboratory Supervisor Application (“Supervisor Application”).

The Supervisor Application consists of 16 Items that must be completed before the Department will evaluate a proposed laboratory supervisor application. Complete the Supervisor Application in accordance with the following guidelines:

- Print or type all information.
- Complete all Items on the application.
- Indicate “not applicable” or “N/A” where appropriate (limited to Items # 11, 13a or 13b and 14 for secondary NELAP applicants)
- Items #1-3 and #15 are specific to the laboratory of which the individual is proposing to supervise.
- Items #4-16 (except #15) are specific to the proposed laboratory supervisor.
- Identify the Type of Application (Item #4), check all that apply
  - Replacing a laboratory supervisor requires completion of Item #6 and will remove the individual named in #6 from the laboratory’s list of approved and active laboratory supervisors.
  - Amendment of supervisory responsibilities means that the Department will review the application based on the “new” areas listed in Item #7
  - Designating a new Lead Supervisor requires a check-mark in the “Yes” box in Item #9 and means that the Department will direct/address all official correspondence to this individual
- Identify name of the proposed laboratory supervisor (Item #5) and proposed area(s) of supervision (Item #7)
  - The Department will only review and approve areas of supervision for which the laboratory identified in Items #1 and 2 has applied for or obtained accreditation.
- Indicate the type of supervision that the proposed supervisor will perform.
  - Primary Supervision is the individual functioning as the day-to-day supervisor
  - Alternate Supervision would include being the back-up for vacations, emergencies, or other times when the Primary Supervisor is unavailable.
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- Laboratories are **required** to designate an alternate laboratory supervisor if the Primary Supervisor is absent for longer than 16 calendar days. Alternatively, the laboratory may subcontract the testing to another accredited laboratory.
- Laboratories are **required** to notify the Department if the Primary Supervisor’s temporary absence exceeds 30 calendar days.
- If the absence of a laboratory supervisor is permanent, such as retirement, promotion, demotion, termination, or transfer, the laboratory is **required** to notify the Department within 20 calendar days of the change.
- The Department recommends that all laboratories seek approval for an alternate supervisor for all areas of accreditation to ensure compliance with the accreditation regulations in emergencies or due to unforeseen circumstances leaving the laboratory without an approved laboratory supervisor.

- **Indicate if the proposed laboratory supervisor will be designated as “Lead Supervisor” (Item #9).** “Lead” supervisor is an unofficial term used by the Department to identify the following:
  - The “Lead” supervisor is the individual designated by laboratory management/ownership to receive all official correspondence from the Department. This makes him or her responsible for disseminating all Department related information to the appropriate laboratory personnel.
  - The “Lead” supervisor is listed as the contact for the laboratory on the DEP website.
  - **NOTE:** The laboratory must choose one individual to be the “Lead.” This individual may be any approved laboratory supervisor, but the Department will not address correspondence to anyone that is not approved as a laboratory supervisor.
- Identify the effective date of the supervisory responsibilities. This date may be past, future, or even “upon approval.”
- **Item #11 – Physical Address:** is required if the proposed supervisor will not be based at the laboratory identified in Items # 1 and 2, but will work from an alternate location (not required for Secondary NELAP applicants).
  - All primary supervisors are required to perform the actual day-to-day supervision of the analytical testing and reporting activities.
  - If the proposed supervisor will not be physically located at the laboratory (or visit the laboratory on a daily basis), the Department requires submission of a “plan of oversight” outlining how the individual will perform “day-to-day” supervision while not “on site.”
- The proposed supervisor is **required** to complete the “Analytical Experience” table (Item #12) for all State and Primary NELAP applicants (not required for Secondary NELAP applicants).
  - Submission of a resume does not fulfill the requirement of the experience table.
  - The applicant may complete the table on a separate sheet, but the information contained within the submission must match those on the application.
- **Item #13a – Education:** is required when the applicant is requesting approval that requires specific educational credentials, such as a bachelor’s degree and/or a specific number of semester credit hours for State and Primary NELAP applicants (not required for Secondary NELAP applicants).
  - The applicant must complete the table for the applicable categories for which approval to supervise it sought.
  - The Department considers accredited academic institutions when determining compliance with the educational requirements.
  - **NOTE:** Chapter 252 and the TNI Standard both require “semester” credit hours. Academic institutions that offer credits in “quarter” hours or some other designation will require a “translation factor” before the Department will calculate “semester” hours.
- **Item #13b – Certified Operator Provision:** is limited to a proposed supervisor of a water, waste, or industrial treatment facility that holds a valid Operator Certificate for the scope and size of the plant for which he or she proposes to supervise (not required for secondary NELAP applicants).
- **Item #15 – Certification by Applicant Laboratory:** an authorized individual of the laboratory must sign the certification statement that the proposed supervisor has been designated to apply to become a laboratory supervisor and if approved, will supervise the laboratory.
  - Typically, the individual signing Item #15 is the owner or owner’s authorized representative and has the authority to name an individual as the laboratory supervisor.
- **Item #16 – Certification by Applicant Supervisor:** the proposed supervisor named in Item #5 must sign this certification statement.
Supervisor Application for State and Primary NELAP Accredited Laboratories:
In addition to the above instructions, proposed supervisors requesting to supervise environmental laboratories applying for State or Primary NELAP Accreditation must submit the following information with a Supervisor Application:

- A resume or other summary of work history that specifically identifies when and where the proposed supervisor obtained his or her analytical experience listed in Item #12, and
- College transcripts from an accredited academic institution to verify the education listed in Item #13a (the Department recommends that applicants obliterate any social security numbers or birthdates), or
- Copy of a valid Operator’s Certificate, if applying under the Operator Certification Provision listed in Item #13b

Supervisor Application for Secondary NELAP Accredited Laboratories:
In addition to the above instructions, proposed laboratory supervisors of environmental laboratories applying for Secondary NELAP Accreditation must request the following information:

- Confirmation from the Primary NELAP AB outlining that the individual listed in Item #5 is appropriately qualified in accordance with V1M2: 5.2.6.1 of the 2009 TNI Standard. This confirmation may be in the form of a letter or e-mail directly from the Primary AB.

NOTE: If any portion of the out-of-State environmental laboratory’s accreditation is denied, revoked or suspended by the Primary Accreditation Body, the laboratory’s authorization to perform testing or analysis in Pennsylvania is automatically revoked for the same fields of accreditation.

Environmental Laboratories with questions regarding applications for accreditation should contact the Department’s Laboratory Accreditation Program at (717) 346-7200 or eplabaccredit@pa.gov.

SUBMIT APPLICATION MATERIALS AND FEES TO:

US Postal Service: 
Department of Environmental Protection
Bureau of Laboratories
Attn: Laboratory Accreditation Program
PO Box 1467
Harrisburg, PA 17105-1467

All other modes of delivery (UPS, Fed Ex, etc):
Department of Environmental Protection
Bureau of Laboratories
Attn: Laboratory Accreditation Program
2575 Interstate Drive
Harrisburg, PA 17110-9332

Failure to submit a complete application package, including the necessary fees, will delay processing of your application and may result in denial, revocation, or lapse of accreditation.