Laboratory Membership Application for EPA's
Environmental Response Laboratory Network (ERLN)

<u>Contact Information</u> – Please provide the following address information and identify the points of contact you wish to specify for communicating with the ERLN

Laboratory Name: ABC Laboratory	
Shipping Address: 12345 General Street	
City: Anycity	
State: XY	Zip Code: 67890
Mailing Address: Same	
City:	
State:	Zip Code:

Points of Contact:

a. **Primary**

Jane Doe			
Title	Director		
E-Mail	janedoe@abc.gov		
Phone No.	(202) 555-1111	Fax No.	(202) 555-2222
Mobile Phone No.	(202) 555-3333	Emergency Phone No.	(202) 555-4444

b. **Secondary**

John Smith			
Title	Chemical Team Lead		
E-Mail	johnsmith@abc.gov		
Phone No.	(202) 555-1111	Fax No.	
Mobile Phone No.	(202) 555-5555	Emergency Phone No.	(202) 555-6666

c. **Other**

Title			
E-Mail			
Phone No.		Fax No.	
Mobile Phone No.		Emergency Phone No.	

1. <u>Accredited Quality System</u> – Please indicate if your laboratory maintains and operates a documented quality management system. Also indicate if this system has been accredited or certified by one of the listed organizations. *(Documentation required with the Application).*

Accredited Quality System	Yes	No	Comments
1.1. Does laboratory have a quality management system?	**X**		
1.2. Is laboratory certified by any EPA program? (e.g. Drinking Water Certification)	**X**		
1.3. Is laboratory accredited by NELAP?	**X**		
1.4. Is laboratory accredited to ISO 17025 standard?	**X**		**Equivalent**
1.5. Does laboratory agree to submit Quality Management Plan within thirty days of request?	**X**		

If your laboratory has a documented quality management system, but is not certified or accredited, please complete Attachment 5, indicating the essential components of your current quality management system.

2. <u>Plans and Procedures</u> – Please indicate if your laboratory has documented comprehensive plans and procedures for the following.

Plans and Procedures	Yes	No	Comments
2.1. Individual Standard Operating Procedures (SOPs) written for each major element listed in the laboratory's quality assurance plan	X		
2.1.1. Are SOPs available at individual work stations?	X		**Some areas have limited access to electronic SOP files.**
2.2. Health and Safety Plan that ensures the safety of the laboratory personnel as well as support the integrity and security of the samples	X		
2.3. Chemical Hygiene Plan	X		
2.4. Security Plan addressing physical security, personnel, policies, and procedures	X		
2.5. Waste Management Plan	X		
2.6. Radiation Protection Plan that satisfy all regulations applicable to radioactive materials licensing and radiation protection and which addresses safe receipt, handling, storage and disposition of radioactive materials and sources, if applicable	N/A		
2.7. Does the laboratory conduct and document employee training for all of the above applicable plans?	X		

3. <u>Sample Management System</u> – Please indicate if your laboratory has documented procedures and systems that address the following aspects of sample management.

Sample Management System	Yes	No	Comments
3.1. Sample Receiving	X		
3.2. Sample Identification	X		
3.3. Sample Security	X		
3.4. Sample Storage	X		
3.5. Sample Tracking and Document Control	X		
3.6. Computer-Resident Sample Data Control	X		

Sample Management System	Yes	No	Comments
3.7. Report Organization, Assembly, and Delivery	X		

4. Facilities for Sample Handling and Storage – Please indicate if your laboratory currently has the following sample handling and storage facilities.

Facilities for Sample Handling and Storage	Yes	No	Comments
4.1. Loading dock/designated sample receiving area	X		
4.2. Sample receipt area with an exhaust fume hood and sequestering area	X		
4.3. Screening process to identify and prevent potential laboratory contamination from contaminated samples that are received	X		
4.4. Remote or shielded sample storage available for samples containing elevated levels of radioactivity, if applicable		X	
4.5. Secure/access controlled. Refrigerated sample storage area with a minimum of 500 sq. ft storage to house samples awaiting analysis		X	**Under construction, estimated completion date January 2010.**
4.5.1. Temperature-controlled storage area for organic analyses (including chemical warfare agent analysis)			**Established CWA Standards Storage area.**
4.5.2. Separate temperature-controlled storage area for samples requiring volatile analyses	X		
4.5.3. Each temperature controlled storage area is monitored daily	X		
4.6. Chemical fume hoods for the preparation and analysis of samples	X		
4.7. A BSL 2 (or higher) facility or other certified biosafety cabinet, if applicable	X		
4.8. Ultra pure (18 meg-ohm) water available for conducting analyses, if applicable	X		
4.9. Separate area for samples awaiting final disposition and disposal, if applicable		X	**Under construction, estimated completion date January 2010.**

5. Data Management and Exchange – Please indicate if your laboratory currently has any of the following data management and exchange systems and capabilities.

Data Management and Exchange	Yes	No	Comments
5.1. Systems in place to limit copying, and control distribution and access of secured methods to those individuals who are actively engaged in analysis of environmental samples in the ERLN		X	
5.2. Systems to maintain integrity of data from tests (i.e., results cannot be changed)		X	**Audit trail in place for LIMS**
5.3. Documented system for second party (e.g. second analyst, QA officer, etc) review of data	X		
5.4. Operational automated laboratory information management system (LIMS)	X		
5.5. Data system capable of generating an electronic data output meeting the ERLN's Type One electronic and hardcopy data format	X		

Data Management and Exchange	Yes	No	Comments
5.6. Procedures to immediately report positive and suspect results to the established ERLN or WLA contact for your laboratory within 1 hour of generation of results		X	
5.7. Deliver electronic data and exchange of information with the established ERLN or WLA contact or other authorized personnel in a variety of report formats to a secure Web site	X		
5.8. Broadband Internet connection (e.g. DSL, cable, T1, etc.)	X		
5.9. Provide all calculated results and raw data used to generate results, including Gas Chromatograph/Mass Spectrometer (GC/MS) tuning analyses, calibration analyses, and quality control (QC) analyses		X	**All raw data is maintained by lab but not reported**
5.10. Long term archival (up to five years) of results and raw data, and ability to re-generate all results and raw data from archived data	X		

6. ICLN Laboratory – Please indicate if your laboratory participates in any of the following Integrated Consortium of Laboratory Networks (ICLN) member networks:

Affiliation and Membership	Yes	No	Comments
6.1. Food Emergency Response Network (FERN)		X	
6.2. Laboratory Response Network (LRN) - Chemical		X	
6.3. Laboratory Response Network (LRN) - Biological		X	
6.4. National Animal Health Laboratory Network (NAHLN)		X	
6.5. National Plant Diagnostic Network (NPDN)		X	

Laboratory Acknowledgment of ERLN Membership Requirements

I confirm that our laboratory has thoroughly reviewed the ERLN Laboratory Requirements Document, Policy for Membership in the ERLN and Laboratory Membership for EPA's ERLN. I understand the requirements stated in this documentation. Responses in this application reflect our current capabilities to meet these requirements. Therefore, I accept the responsibilities of the ERLN Laboratory Membership.

I also accept the responsibilities of the WLA Laboratory Membership: ☒ Yes ☐ No ☐ N/A

Jane Doe — September 15, 2009

Signature of Laboratory Director — Date

Jane Doe, ABC Laboratory Director

Printed Name, Title

Coversheet for Submitting ERLN Membership Application

Date Submitted: September 15, 2009

Laboratory Name: ABC Laboratory

Laboratory Address: 12345 General Street, Your City, XY, 67890

Application Completed By: Tom Smith

Type of Laboratory (circle one)	**Public** (Federal, State, Local)	**Private** (Commercial)

This checklist is to be completed by the laboratory to assure all necessary information is provided to properly process the ERLN application.

YES	NO	NA	APPLICATION COMPONENTS
☒	☐	☐	Complete and verify contact information on membership application
☒	☐	☐	Complete and verify Sections 1 – 6 of membership application
☒	☐	☐	Sign and date Laboratory Acknowledgement of ERLN Membership Requirements
☒	☐	☐	Updated copy of the laboratory information in EPA Compendium of Environmental Testing Laboratories Submission Summary
☒	☐	☐	Provided supporting documentation associated with laboratory's accredited quality system for membership application
☒	☐	☐	Performed review of application

NOTES:

Checklist for Reviewing Quality Management System

Please use this checklist to identify the elements present in your laboratory's Quality Management System. Note: This checklist is required only if your laboratory does not have accredited or certified quality system.[1]

Quality Management System	Yes	No	Comments
1. Training documentation	X		
2. Preventative maintenance	X		
3. Sample control	X		
4. Equipment monitoring	X		
5. Equipment calibration	X		
6. Quality control checks and frequency	X		
7. Data reporting, review, and approval	X		
8. Managerial review	X		
9. Internal audits	X		
10. Corrective action contingencies	X		
11. Organization and personnel	X		
11.1 Policy and objectives	X		
11.2 Management	X		
11.2.1 Organization	X		
11.2.2 Assignment of quality assurance/quality control (QA/QC) responsibilities	X		
11.2.3 Reporting relationships	X		
11.2.4 QA document control procedures	X		
11.2.5 QA Program Assessment Procedures - the process used to plan, implement, and assess the work performed	X		
12. Key personnel	X		
12.1 Resumes	X		
12.2 Education and experience	X		
12.3 Training records and progress	X		
13. Facilities and equipment	X		
13.1 Instrumentation and backup alternatives	X		
13.2 Maintenance activities and schedule	X		
14. Document control	X		
14.1 Laboratory notebook policy	X		
14.2 Sample tracking/custody procedure	X		
14.3 Logbook maintenance and archiving procedures	X		
14.4 Sample group file organization, preparation, and review procedures	X		
14.4.1 Procedures for preparation, approval, review, revision, and distribution of standard operating procedures	X		
14.4.2 Process for revision of technical or documentation procedures	X		
15. Analytical methodology	X		

Quality Management System		Yes	No	Comments
15.1	Calibration procedures and frequency	X		
15.2	Sample preparation/extraction procedures	X		
15.3	Sample analysis procedures	X		
15.4	Standards preparation procedures	X		
15.5	Decision processes, procedures, and responsibility for initiation of corrective action	X		
16. Data generation		X		
16.1	Data collection procedures	X		
16.2	Data reduction procedures	X		
16.3	Data validation procedures	X		
16.4	Data reporting and authorization procedures	X		
17. Quality control		X		
17.1	Solvent, reagent, and adsorbent[2] check analysis	X		
17.2	Reference material analysis	X		
17.3	Internal QC checks	X		
17.4	Corrective Action and Determination of QC limit procedures	X		
18. Quality assurance		X		
18.1	Data QA	X		
18.2	Systems/internal audits	X		
18.3	Performance/external audits	X		
18.4	Corrective action procedure	X		
18.5	QA reporting procedures	X		
18.6	Responsibility designation	X		

Note:

[1] This checklist has been harmonized with the requirements of a quality system as agreed upon by members of the Integrated Consortium of Laboratory Networks.

[2] Adsorbent Check Analysis – An adsorbent solution is typically used to trap a gaseous form of an analyte for further analysis. These could be impinger solutions used to sample for gaseous compounds in the field if originally prepared by the laboratory, or adsorbent solutions used in preparing a sample for analysis. An example use in the laboratory would be the alkali solution used to trap cyanide distilled as HCN from a sample for subsequent colorimetric analysis.