



## Instructions for Filing an Application with the SCDES Environmental Laboratory Certification Program

### Purpose:

This application form provides a means for environmental laboratories to apply for certification to perform environmental analyses as required by State Regulation 61-81. The application form also provides the information needed to assess certification fees for the parameters a laboratory is certified to perform.

### Explanation and Definition:

The "Application for Environmental Certification" is to be completed by environmental laboratories applying for certification according to State Regulation 61-81. The completed application form, attachments, and enclosures, with the **required \$125.00 application fee**, are to be submitted to the South Carolina Environmental Laboratory Certification Program. Make checks payable to "**SCDES**". Only submit the applicable pages for the parameter you are seeking certification.

### "Item by Item Instructions":

**Item A.** Purpose of Application: If the laboratory is applying for initial certification, check initial application. If the laboratory is presently certified under the Program, but is applying for certification for additional parameters, check additional parameter certification and enter the laboratory's assigned S. C. Laboratory Identification Number and certificate number. If the laboratory held certification in the past, enter your old S. C. Laboratory Identification Number. If the application is for a Proficiency Testing (PT) Sample recertification, check PT recertification. Please enter your assigned EPA Lab Code in the spaces designated.

**Item B.** Type of Laboratory: Enter the type of laboratory that applies to the analyses that will be performed in this laboratory.

**Item C.** Laboratory Name: Enter your laboratory's name. If your lab is a branch office or a substation of the Company, specify the location or the branch name after a dash.

Example: ACME Laboratory - Greenville

Example: City of Lincoln – Wastewater Treatment Plant

**Item D.** Enter the legal company name for the laboratory as registered with the state Secretary of State's Office.

Example: ACME Laboratory

Example: City of Lincoln

**Item E.** Enter the unique Federal Employee Tax ID number (FEIN) used for the laboratory. Mark yes if the FEIN belongs to the legal company name listed in **Item D**. Mark no if there is another parent company under which the FEIN belongs and enter the parent company in Item F.

**Item F.:** If different from the legal company name list in **Item D**, enter the name of the parent company that owns the laboratory.

**Item G.** Laboratory Mailing Address: Enter the complete mailing address of the office where correspondence for the laboratory should be sent (i.e., P. O. Box).

**Item H.** Laboratory Business (Physical) Address: Enter the street address of your laboratory (not P. O. Box) as listed with the United States Postal Service. If no street address has been assigned, enter a location or description. Also, if the lab is located in South Carolina, enter the county code referencing the attached list of county codes (located at the end of this document).

**Item I.** Laboratory Telephone Number and Fax Number: Enter your laboratory's business telephone number and fax number (if one is available).

**Item J.** Laboratory Billing Name and Address: Enter the name and complete address of the office where the invoice for certification fees should be sent.

**Item K.** Laboratory E-Mail address: Enter in the laboratory's general e-mail address.

**Item L.** Parent Company Business (Physical) Address If a parent company was entered in Item F, enter the business address (physical address) as listed with the United States Postal Service

**Item M.** Parent Company Telephone Number

**Item N.** Out-of-State Laboratories Only: This item applies to out-of-state laboratories only. Enter the name of the State Certifying Authority and expiration date for each designated Program Area that the laboratory is requesting certification. The requested documentation must be submitted for each Act. Organic certification requires a method and analyte list from the State Certifying Authority for each Act.

**Item O.** Laboratory Director: Enter the name, telephone number, mobile number (or best number), email address, education, and related experience for that person designated as Laboratory Director. The "Laboratory Director" means that person who has been given the responsibility by the laboratory's governing body of supervising the operations of the laboratory and insuring the quality of data reported. A resume and/or qualification may be attached.

**Item P.** Quality Assurance Officer or General Certification Contact Person for Laboratory: Enter the name telephone number, mobile number, and email address for the contact person for certification matters.

**Item Q.** Laboratory Personnel: Enter the name, education, experience, and primary responsibilities for all key personnel involved in the laboratory operations. Resumes may be attached.

**Item R.** Safe Drinking Water Act Methodology: Circle the EPA-approved methodology for each Safe Drinking Water Act parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDES. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program. Organic parameters must be listed by method and analyte.

**Item S.** Clean Water Act Methodology: Circle the EPA-approved methodology for each Clean Water Act parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDES. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program. Organic parameters must be listed by method and analyte.

**Item T.** Solid and Hazardous Waste Methodology: Circle the EPA-approved methodology for each Solid and Hazardous Waste parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDES. For out-of-state laboratories, if a parameter is not listed on their certificate by their State Certifying Authority, approval cannot be issued by the S.C. Certification Program. Organic parameters must be listed by method and analyte.

**Item U.** Shellfish Waters and Meats: Circle the EPA-approved methodology for each Shellfish Waters and Meats parameter that the laboratory is seeking certification to perform. Laboratories applying for certification must use EPA-approved methodologies or other methods specifically approved by SCDES.

**Item V.** Statement of Validation: The application must be signed and dated by the Laboratory Director attesting to the validity of the information documented in the application.

**Item W.** Designation of Laboratory Director: The Laboratory Director must be designated by the laboratory's governing body (owners, directors, commissioners, councilmen, mayor, board members, or whosoever occupies the status of proprietor). This designation must be printed on the laboratory's own letterhead.

## LIST OF CODE NUMBERS OF S.C. COUNTIES

01	Abbeville	24	Greenwood
02	Aiken	25	Hampton
03	Allendale	26	Horry
04	Anderson	27	Jasper
05	Bamberg	28	Kershaw
06	Barnwell	29	Lancaster
07	Beaufort	30	Laurens
08	Berkeley	31	Lee
09	Calhoun	32	Lexington
10	Charleston	33	Marion
11	Cherokee	34	Marlboro
12	Chester	35	McCormick
13	Chesterfield	36	Newberry
14	Clarendon	37	Oconee
15	Colleton	38	Orangeburg
16	Darlington	39	Pickens
17	Dillon	40	Richland
18	Dorchester	41	Saluda
19	Edgefield	42	Spartanburg
20	Fairfield	43	Sumter
21	Florence	44	Union
22	Georgetown	45	Williamsburg
23	Greenville	46	York

### Office Mechanics and Filing:

A copy of the application form needs to be completed. The completed application form, along with the application fee, attachments, and enclosures need to be routed to the South Carolina Department of Environmental Services Laboratory Certification Program.

The mailing and shipping address appear below:

### Mailing Address:

South Carolina Department of Environmental Services  
Bureau of Environmental Health Services  
Office of Environmental Laboratory Certification  
2600 Bull St.  
Columbia, SC 29201

### Shipping Address:

South Carolina Department of Environmental Services  
Bureau of Environmental Health Services  
Office of Environmental Laboratory Certification  
State Park Health Center  
8500 Farrow Rd, Bldg #12  
Columbia, SC 29203

Please retain a copy of your completed application form in your file for future reference. If you have any questions concerning the application form or the Laboratory Certification Program, please call (803)896-0970, e-mail us at [labcerthelp@des.sc.gov](mailto:labcerthelp@des.sc.gov), or visit our website at [www.des.sc.gov/labcert](http://www.des.sc.gov/labcert).