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# **Laboratory Approval Program Application for Renewal Package**

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## Laboratory Approval Program

### Application for Renewal

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1. Name of Laboratory \_\_\_\_\_
2. Street Address \_\_\_\_\_
3. P.O. Box \_\_\_\_\_
4. City \_\_\_\_\_
5. State \_\_\_\_\_
6. Zip \_\_\_\_\_
7. County \_\_\_\_\_
8. Phone No. \_\_\_\_\_
9. Fax No. \_\_\_\_\_
10. Contact Name/ E-Mail Address \_\_\_\_\_
11. Individual Owner's Name (if applicable) \_\_\_\_\_
12. Name of Parent Company (if applicable) \_\_\_\_\_

<b>--DO NOT WRITE IN THIS AREA-- FOR SOUTH COAST AQMD PURPOSES ONLY</b>
Application ID Assigned: _____
Application Received: _____
Acknowledgment Letter Sent: _____
Authorized Signature: _____

13. Authorized Representative responsible for ensuring that the laboratory complies with the conditions and criteria for testing approval \_\_\_\_\_  
\_\_\_\_\_

14. Technical Director or Manager of Laboratory \_\_\_\_\_  
\_\_\_\_\_

15. Reason for renewal: (Check all that apply)
- Change in signatory (no fee required)
  - Change in responsible laboratory staff (no fee required)
  - Annual renewal (fee per method required)

16. If there is any change in the signatory or responsible laboratory staff, please provide a revised personnel organization chart of the laboratory where the work will be performed. Identify the “new” signatory or responsible laboratory staff who will sign reports.

17. List the method(s) for which approval/renewal is being sought. (Refer to LAP Form No. 070 - Specified Laboratory Method Approval Fee Structure.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

18. Please include a renewal fee of \$220.23 per method with the check made payable to: South Coast Air Quality Management District.

19. You will be notified by the South Coast Air Quality Management District should an on-site audit/observation or audit sample analysis be necessary. (Refer to LAP Form No. 070 - Specified Laboratory Method Approval Fee Structure for associated fees).

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**Authorized Signature**

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**Date**

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**Send application, required attachments and fees to:**

**The Laboratory Approval Program Coordinator  
Monitoring & Analysis  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765-4182  
Phone: (909) 396-2476  
Fax: (909) 396-2099**

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## Laboratory Approval Program Renewal Declaration of No Change

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1. Name of Laboratory \_\_\_\_\_

2. Street Address \_\_\_\_\_

3. P.O. Box \_\_\_\_\_

4. City \_\_\_\_\_

5. State \_\_\_\_\_

6. Zip \_\_\_\_\_

7. County \_\_\_\_\_

<b>--DO NOT WRITE IN THIS AREA-- FOR SOUTH COAST AQMD PURPOSES ONLY</b>
Application ID Assigned: _____
Application Received: _____
Acknowledgment Letter Sent: _____
Authorized Signature: _____

8. Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

9 List of methods for renewal \_\_\_\_\_

I certify that the conditions under which the latest Letter of Approval was granted for the above methods have not changed. These conditions include but are not limited to ownership, management, organizational chart, LAP duties and procedures performed by personnel, facility site or configuration, number of sub-facilities or mobile laboratories, equipment and major instruments, methods, and quality assurance, as described in the latest General and Method-specific Applications.

\_\_\_\_\_  
Signature, authorized representative

\_\_\_\_\_  
Date

Note: If changes have been made in operations that would affect Approval conditions, please request the relevant General and/ or Method-specific applications and describe these changes.

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## Laboratory Approval Program Renewal LAP Conditions for Approval Agreement

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To become approved and maintain approval, the test facility must:

- Be legally identifiable.
- Have an authorized contact.
- Have a technical manager.
- Submit information required by LAP, including applications, organization charts and facility descriptions, test reports, etc.
- Agree to be assessed and evaluated initially, and on a periodic basis.
- Pay all relevant fees.
- Meet and maintain LAP conditions for all reports issued under LAP approval, as identified by LAP letterhead or a LAP logo.
- Maintain records of complaints and actions taken in response to complaints for at least one year.
- Maintain an independent decisional relationship between itself and its clients, affiliates, or other organizations, so that the laboratory's capacity to render test reports objectively and without bias is not adversely affected.
- Have policies to ensure that its personnel are free from commercial, financial, or other undue pressure that might adversely affect the quality of their work.
- Limit the representation of the scope of its Approval to only those tests or services for which Approval is granted.
- Limit the advertising of its approved status to letterhead, test reports, brochures, and technical, trade or professional publications.
- Inform its clients that approval of its test reports in no way constitutes or implies product certification, or guarantee of results.
- Report to LAP within 60 days any major changes involving location, facility, management, staff, procedures, equipment, or QA.
- Return to LAP the Letter of Approval for possible revision or other action if:
  - requested by LAP,
  - test facility withdraws from LAP,
  - test facility becomes unable to conform to these criteria and related technical requirements.

I agree to the above conditions

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Signature, authorized contact

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Date

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**Laboratory Approval Program  
Renewal  
Conflict of Interest Statement**

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1. The test facility shall have no financial interest in the company or facility being tested, or in the parent company or any subsidiary thereof.
2. The company or facility being tested, or parent company or subsidiary thereof, shall have no financial interest in the test facility.
3. Any company or facility responsible for the emission of significant quantities of pollutants to the atmosphere, or parent company or subsidiary thereof, shall have no financial interest in the test facility.
4. The test facility shall not be in partnership with, own or be owned by, in any part or in full, the contractor who has provided or installed equipment (basic or control), or monitoring systems, for the company being tested.

I certify that the above information is true to the best of my knowledge and belief:

\_\_\_\_\_  
Signature, authorized representative

\_\_\_\_\_  
Date

**Attach this application to the LAP General Application and submit to :**

**The Laboratory Approval Program Coordinator  
Monitoring and Analysis  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, California, 91765-4182  
Phone: (909) 396-2476  
Fax: (909) 396-2099**

**Effective July 1, 2023**

**South Coast Air Quality Management District  
Specified Laboratory Method Approval Fee Structure  
(based on Rule 304, Table I, Updated July 1, 2023)**

<u>TYPE</u>	<u>METHOD</u>	<u>APPROVAL FEE</u>	<u>SITE VISIT/AUDIT</u>	<u>ANNUAL RENEWAL/APPROVAL</u>
R462	Test Procedures	\$220.23	O/O	\$220.23
R1420	Ambient Sampling	\$220.23	O/O	\$220.23
	Ambient Analysis	\$220.23	M/O	\$220.23
	Source Testing	\$220.23	O/O	\$220.23
	Source Test Analysis	\$220.23	M/O	\$220.23
S.T.	Methods 1-4	\$220.23	O/O	\$220.23
	Methods 5-6.1	\$220.23	O/O	\$220.23
	Method 7.1	\$220.23	O/O	\$220.23
	Method 10.1	\$220.23	O/O	\$220.23
	Method 100.1	\$220.23	O/M*	\$220.23
	Method 307-91	\$220.23	O/M	\$220.23
	ASTM 1945-81	\$220.23	O/O	\$220.23
	USEPA CTM-030 & ASTM D6522-00	\$220.23	O/O	\$220.23
TCA	Method 25.1			
	Sampling	\$220.23	O/O	\$220.23
	Analysis	\$220.23	M/O	\$220.23
	Method 25.3			
	Sampling	\$220.23	O/O	\$220.23
	Analysis	\$220.23	M/O	\$220.23
R1111	Protocol	\$220.23	M/O	\$220.23
R1121/1146.2	Protocol	\$220.23	M/O	\$220.23
R1147	Certification Testing	\$220.23	O/O	\$220.23
R1138	Protocol	\$220.23	M/O	\$220.23
R1174	Methods 25.1/25.3	\$220.23	M/O	\$220.23
VOC	Method 302	\$220.23	M/O	\$220.23
	Method 303	\$220.23	M/O	\$220.23
	Method 304	\$220.23	M/O	\$220.23

M = Mandatory      O = South Coast AQMD Option

A facility or site inspection may be required as part of the Laboratory Approval. The cost for this is \$165.20/hr up to \$484.26 additional.

Inspections/visits may be conducted concurrently for more than one method.

Audit sample analysis may also be required, and the costs are \$220.23/hr up to \$645.65 additional (per analysis).

\*Method 100.1 system audits are mandatory for approval (may also be required subsequently for renewal). The cost is \$220.23/hr up to \$645.65 additional (per analyzer).

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

**LAP - RENEWAL APPLICATION**

**LABORATORY PERSONNEL CHANGE(S)**

<b>DEPARTING EMPLOYEE</b>				<b>EMPLOYEE NOW PERFORMING TASK *</b>	
<b>NAME</b>	<b>JOB TITLE</b>	<b>PERFORMED TASK</b>	<b>HRS/WK</b>	<b>NAME</b>	<b>QUALIFICATIONS</b>

**\*If the employee now performing tasks was previously involved in emissions testing and analyses for more than 90% of the time, explain how negative impact of increased workload will be mitigated.**

<b>NEW EMPLOYEE DATA</b>				
<b>NAME</b>	<b>JOB TITLE</b>	<b>QUALIFICATIONS/EXPERIENCE*</b>	<b>PLANNED TRAINING</b>	<b>SUPERVISOR</b>

**\* If the new employee has no experience, please specify in detail tasks to be performed by employee, training process, workshops, training materials, and level and period of increased oversight of work output.**