

Commonwealth of Virginia  
Department of General Services  
Division of Consolidated Laboratory Services  
Richmond, Virginia

**Change In Scope - Preparation Methods**

**SUBMIT THIS SIGNED CHANGE OF SCOPE AUTHORIZATION PAGE WITH REQUEST DETAIL PAGES.**

**Laboratory Name:** \_\_\_\_\_

**Laboratory EPA ID:** \_\_\_\_\_ **VELAP ID (if available):** \_\_\_\_\_

**UPDATE TO APPLICATION:** This request is for a Change in Scope of Certification/Accreditation for preparation methods. Additional fees may apply for the processing of the request as well as annual fees thereafter. Refer to fee tables at <https://dgs.virginia.gov/division-of-consolidated-laboratory-services>. The laboratory will be invoiced after the request is processed.

**CHECK ONE:**

**CHAPTER 45 / CHAPTER 46 Primary REQUIRED SUBMISSIONS:**

- Standard Operating Procedure (SOP)
- NOTE: Routine VELAP requests for additions to scope (i.e., Proficiency Testing (PTs), Minimum Detection Limit studies (MDLs), Demonstration of Capability records (DOCs)) are not requested for the addition of preparation methods to a laboratory's scope. Records for PTs, MDLs, and DOCs performed in the laboratory should include information on preparation methods associated with those processes. The laboratory should maintain records of training and authorization to perform prep methods for staff according to laboratory procedures.
- Applicable fees (to be invoiced by VELAP after application review)

**CHAPTER 46 Secondary REQUIRED SUBMISSIONS**

- Copy of the most current Certificate and Scope of Accreditation from the Primary Accrediting Body
- Applicable fees (to be invoiced by VELAP after application review)

**CHECK ONE: Please process this request:**

- as soon as possible.
- with the next scheduled certificate issuance. (Submit request 90 days prior to certificate expiration.)

*The laboratory owner or his/her designee is responsible for reviewing the current VELAP document at [www.dgs.virginia.gov/dcls](http://www.dgs.virginia.gov/dcls) located under Frequently Asked Questions (FAQ) regarding Information and Fees for Adding Fields of Certification. Fees as described in the FAQ document and in the regulations referenced in the document will be invoiced upon completion of the Change in Scope, based on fees for associated processing time/labor and site visit fees, if applicable.*

*NOTE: A REQUEST WITHOUT APPROPRIATE SUPPORTING DOCUMENTATION MAY BE RETURNED WITHOUT PROCESSING. REGULATORY TIMELINES FOR CHANGE IN SCOPE APPLY TO APPLICATIONS RECEIVED WITH ALL SUPPORTING DOCUMENTATION. [1VAC30-45-90 B, 1VAC30-46-90 B]*

**Lab Owner's (or designee's) Name & Title:** \_\_\_\_\_

**Lab Owner's (or designee's) Signature & Date:** \_\_\_\_\_

<b>DCLS USE [Date/Initial]:</b> Rec'd _____ Processing Completed _____ Invoiced _____
Reviewed _____ Payment Rec'd _____ Certificate Issued _____
NOTES:

## Change in Scope - Request Detail

Lab Name: \_\_\_\_\_ VELAP ID: \_\_\_\_\_

**THIS FORM IS FOR PREPARATION METHODS ONLY. CONTACT VELAP IF YOU NEED ASSISTANCE WITH OTHER FORMS OR INFORMATION REGARDING GENERAL CHANGE IN SCOPE REQUESTS.**

Indicate requests for preparation methods by checking the appropriate MATRIX box or writing in requests at the bottom of the form. DW=Drinking Water; NPW=Non-Potable Water; SCM=Solid and Chemical Materials

DW	NPW	SCM	METHOD TNI	METHOD NAME	METHOD DATE	ANALYTE TNI	ANALYTE_NAME	TEST CATEGORY
N/A			30030707	ASTM D3987-06	2006	1386	PREP: SHAKE EXTRACTION OF SOLID WASTE WITH WATER	METALS
N/A			30030718	ASTM D3987-12	2012	1386	PREP: SHAKE EXTRACTION OF SOLID WASTE WITH WATER	METALS
N/A			10118806	EPA 1311	1992	1466	PREP: TOXICITY CHARACTERISTIC LEACHING PROCEDURE (TCLP)	METALS
N/A			10119003	EPA 1312	1994	1460	PREP: SYNTHETIC PRECIPITATION LEACHING PROCEDURE (SPLP)	METALS
N/A			10119003	EPA 1312 - ORG ONLY	1994	1460	PREP: SYNTHETIC PRECIPITATION LEACHING PROCEDURE (SPLP)	ORGANIC CHEM
N/A		N/A	10013204	EPA 200.2 REV 2.8	1994	8031	PREP: SAMPLE PREPARATION PROCEDURE FOR SPECTROCHEMICAL DETERMINATION OF TOTAL RECOVERABLE ELEMENTS	METALS
N/A		N/A	10133207	EPA 3005 A	1992	8031	PREP: ACID DIGESTION OF WATERS FOR TOTAL RECOVERABLE OR DISSOLVED METALS	METALS
N/A		N/A	10133605	EPA 3010 A	1992	1401	PREP: ACID DIGESTION OF AQUEOUS SAMPLES AND EXTRACTS FOR TOTAL METALS	METALS
N/A		N/A	10133809	EPA 3015	1994	8031	PREP: MICROWAVE ASSISTED ACID DIGESTION AQUEOUS SAMPLES AND EXTRACTS	METALS
N/A		N/A	10134006	EPA 3015 A	2007	8031	PREP: MICROWAVE ASSISTED ACID DIGESTION AQUEOUS SAMPLES AND EXTRACTS	METALS
N/A		N/A	10134404	EPA 3020 A	1992	1401	PREP: ACID DIGESTION OF AQUEOUS SAMPLES AND EXTRACTS FOR TOTAL METALS	METALS
N/A	N/A		10134608	EPA 3031	1996	1403	PREP: ACID DIGESTION OF OILS, GREASES, AND WAXES	METALS

N/A	N/A		10135203	EPA 3050	1986	1400	PREP: ACID DIGESTION OF SEDIMENTS, SLUDGES, AND SOILS	METALS
N/A	N/A		10135601	EPA 3050 B	1996	1400	PREP: ACID DIGESTION OF SEDIMENTS, SLUDGES, AND SOILS	METALS
N/A	N/A		10135805	EPA 3051	1994	1426	PREP: MICROWAVE ASSISTED ACID DIGESTION OF SEDIMENTS, SLUDGES, SOILS, AND OILS	METALS
N/A	N/A		10136002	EPA 3051 A	2007	1426	PREP: MICROWAVE ASSISTED ACID DIGESTION OF SEDIMENTS, SLUDGES, SOILS, AND OILS	METALS
N/A	N/A		10136206	EPA 3052	1996	8031	PREP: MICROWAVE ACID DIGESTION-SILICEOUS & ORGANIC MATRIX	METALS
N/A			10136604	EPA 3060 A	1996	8031	PREP: HEXAVALENT CHROMIUM	METALS
N/A			10137403	EPA 3500 C	2007	1432	PREP: ORGANIC EXTRACTION AND SAMPLE PREPARATION	ORGANIC CHEM
N/A			10138202	EPA 3510 C	1996	1444	PREP: LIQUID-LIQUID EXTRACTION	ORGANIC CHEM
N/A		N/A	10279808	EPA 3511	2002	1432	PREP: ORGANIC EXTRACTION AND SAMPLE PREPARATION	ORGANIC CHEM
N/A		N/A	10139001	EPA 3520 C	1996	1410	PREP: CONTINUOUS LIQUID-LIQUID EXTRACTION	ORGANIC CHEM
N/A		N/A	10139205	EPA 3535	1996	1448	PREP: SOLID PHASE EXTRACTION	ORGANIC CHEM
N/A		N/A	10139409	EPA 3535 A	2007	1448	PREP: SOLID PHASE EXTRACTION	ORGANIC CHEM
N/A	N/A		10140202	EPA 3540 C	1996	1452	PREP: SOXHLET EXTRACTION	ORGANIC CHEM
N/A	N/A		10140406	EPA 3541	1994	1454	PREP: AUTOMATED SOXHLET EXTRACTION	ORGANIC CHEM
N/A	N/A		10141205	EPA 3546	2007	1428	PREP: MICROWAVE EXTRACTION	ORGANIC CHEM
N/A	N/A		10141807	EPA 3550 B	1996	1468	PREP: ULTRASONIC EXTRACTION	ORGANIC CHEM
N/A	N/A		10142004	EPA 3550 C	2007	1468	PREP: ULTRASONIC EXTRACTION	ORGANIC CHEM
N/A	N/A		10142708	EPA 3570	2002	1429	PREP: MICROSCALE SOLVENT EXTRACTION	ORGANIC CHEM
N/A	N/A		10143007	EPA 3580 A	1992	1470	PREP: WASTE DILUTION	ORGANIC CHEM
N/A	N/A		10143201	EPA 3585	1996	1472	PREP: WASTE DILUTION FOR VOLATILE ORGANICS	ORGANIC CHEM
N/A	N/A		10144602	EPA 3610 B	1996	1411	PREP: ALUMINA CLEANUP	ORGANIC CHEM

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N/A	N/A		10145207	EPA 3611 B	1996	8031	PREP: PETROLEUM WASTES - CLEANUP	ORGANIC CHEM
N/A			10145809	EPA 3620 B	1996	1414	PREP: FLORISIL CLEANUP	ORGANIC CHEM
N/A			10145809	EPA 3620 B	1996	1414	PREP: FLORISIL CLEANUP	ORGANIC CHEM
N/A			10146006	EPA 3620 C	2000	1414	PREP: FLORISIL CLEANUP	ORGANIC CHEM
N/A			10146802	EPA 3630 C	1996	1446	PREP: SILICA GEL CLEANUP	ORGANIC CHEM
N/A			10147203	EPA 3640 A	1994	1418	PREP: GEL PERMEATION CLEANUP	ORGANIC CHEM
N/A			10147805	EPA 3650 B	1996	1409	PREP: ACID BASE PARTITION CLEANUP	ORGANIC CHEM
N/A			10148206	EPA 3660 A	1992	1456	PREP: SULFUR CLEANUP	ORGANIC CHEM
N/A			10148400	EPA 3660 B	1996	1456	PREP: SULFUR CLEANUP	ORGANIC CHEM
N/A			10153001	EPA 5030	1986	1406	PREP: PURGE AND TRAP FOR AQUEOUS SAMPLES	ORGANIC CHEM
N/A			10153409	EPA 5030 B	1996	1406	PREP: PURGE AND TRAP FOR AQUEOUS SAMPLES	ORGANIC CHEM
N/A			10284603	EPA 5030 C	2003	1406	PREP: PURGE AND TRAP FOR AQUEOUS SAMPLES	ORGANIC CHEM
N/A	N/A		10154004	EPA 5035	1996	8031	PREP: CLOSED-SYSTEM PURGE AND TRAP AND EXTRACTION	ORGANIC CHEM
N/A	N/A		10284807	EPA 5035 A	2002	8031	PREP: CLOSED-SYSTEM PURGE AND TRAP AND EXTRACTION	ORGANIC CHEM
N/A	N/A		10155007	EPA 5050	1994	1408	PREP: BOMB PREPARATION	ORGANIC CHEM
N/A			10193007	EPA 9010 B	1996	1412	PREP: CYANIDE DISTILLATION	INORGANIC CHEM
N/A			10193109	EPA 9010 C	2004	1412	PREP: CYANIDE DISTILLATION	INORGANIC CHEM
N/A	N/A		10193609	EPA 9013	1992	1421	PREP: CYANIDE EXTRACTION FOR SOLIDS AND OILS	INORGANIC CHEM
N/A	N/A		10308802	EPA 9013 A	2014	1421	PREP: CYANIDE EXTRACTION FOR SOLIDS AND OILS	INORGANIC CHEM
N/A			10195605	EPA 9030 B	1996	1455	PREP: SULFIDE	INORGANIC CHEM
N/A		N/A	20000720	SM 3030 F-2020	2020	1420	PREP: HOT PLATE ACID DIGESTION (HNO3 + HCL)	METALS

			20065683	SM 4500- CN <sup>-</sup> C- 2021	2021	1412	PREP: CYANIDE DISTILLATION	INORGANIC CHEM
N/A			20123437	SM 4500- P B 5- 2021	2021	1436	PREP: TOTAL PHOSPHORUS	INORGANIC CHEM
N/A		N/A	20125386	SM 4500- S2 <sup>-</sup> C- 2021	2021	1455	PREP: SULFIDE	INORGANIC CHEM
N/A			20119226	SM 4500- N ORG B- 2021	2021	1462	PREP: TKN	INORGANIC CHEM
N/A			20120029	SM 4500- N ORG C- 2021	2021	1462	PREP: TKN	INORGANIC CHEM