

**VIRGINIA DIVISION OF CONSOLIDATED LABORATORY SERVICES (DCLS)
VIRGINIA ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM
(VELAP)**

**INITIAL APPLICATION FEE PRORATION SCHEDULE
1VAC30-45, 1VAC30-46, AND 1VAC30-41
June 22, 2026**

Virginia regulations specify payment of fees with an application (1VAC30-45-70 F 2, 1VAC30-46-70 F 2, 1VAC30-41-70 A 8). Since certificates under 1VAC30-45 and 1VAC30-46 are issued annually on October 1 for one year and certificates under 1VAC30-41 are issued annually on July 1 for one year, VELAP will prorate the initial annual fee based on the date of the receipt of an initial application.

A laboratory should not send a payment with the initial application. Instead, after requested method/analyte/matrix combinations are added to the VELAP database with the laboratory's application, an invoice will be generated for the laboratory based on the application information.

Initial fees cover program costs of the application process as well as certification or accreditation until the next annual certification or accreditation period begins. Fees for the initial application period are prorated per the schedule below based on the date of application submission. Failure to pay fees promptly after being invoiced will delay the application process.

Laboratories will save money by ensuring implementation of ALL requirements of the [applicable regulation](#) and/or standard and of the reference methods for which certification is sought ***prior to submitting the application***.

- For 1VAC30-45 Noncommercial Laboratories: 1VAC30-45 + reference methods
- For 1VAC30-46 Commercial Laboratories: 1VAC30-46 + [TNI Standard](#) + reference methods
- For 1VAC30-41 Drinking Water Laboratories: 1VAC30-41 + [EPA Manual for the Certification of Laboratories Testing Drinking Water](#) + reference methods

Proration Schedule for laboratories applying under 1VAC30-45 or 1VAC30-46:

Application submittal date:

- October 1 through December 31: no discount; invoiced for full-year application fees
- January 1 through March 31: the calculated annual fee is discounted by 25%
- April 1 through June 30: the calculated annual fee is discounted by 50%
- July 1 through September 30: the calculated annual fee is discounted by 75%

Thereafter, laboratories are invoiced in July in advance of the next certification period starting on October 1 annually.

Proration Schedule for laboratories applying under 1VAC30-41:

Application submittal date:

- July 1 through September 30: no discount; invoiced for full-year application fees
- October 1 through December 31: the calculated annual fee is discounted by 25%
- January 1 through March 31: the calculated annual fee is discounted by 50%
- April 1 through June 30: the calculated annual fee is discounted by 75%

Thereafter, laboratories are invoiced in April in advance of the next certification period starting on July 1 annually.

Contact the VELAP Office at Lab_cert@dgs.virginia.gov or (804)648-4480 for more information.