

NONCOMMERCIAL LABORATORY CERTIFICATION



Your quick guide to updates, reminders, and resources to support your laboratory operations provided by the Division of Consolidated Laboratory Services (DCLS) Virginia Environmental Laboratory Accreditation Program (VELAP).

Proficiency Testing (PT) Reminder

1VAC30-45-520 B 2 requires certified laboratories to complete proficiency testing (PT) studies for each field of proficiency testing and maintain a history of at least one acceptable PT study **by September 30 of each calendar year.**

If you have not already done so, plan now by ordering or scheduling your 2026 Proficiency Testing samples, choosing a study that will ensure results are received by VELAP prior to the September 30 regulatory due date.

Common Findings & How to Avoid Them

The most common assessment findings for Chapter 45 laboratories relate to not having recordkeeping systems that keep unequivocal, accurate records of all aspects of sample handling (1VAC30-45-460 A).

Some common gaps occur in these places:

- Recording lot numbers for distilled water and filters (TSS)
- Recording serial numbers of thermometers used to take temperature readings
- Recording both the observed and the corrected temperature readings or indicating in temperature records that no correction factor is applicable

COMPLIANCE TIPS:

For self-auditing recordkeeping systems for completeness, someone who does not do the test routinely often has the best “eyes” for an audit of all of the details because they will approach the data with no previous knowledge or assumptions. When performing an internal audit, look for the ability to track all materials and reagents used in the test back to their source, and don’t forget tracking of the analyst and the reviewer.

Remember to look hard at support tools used in the analysis (e.g., refrigerators and their temperatures, thermometer calibrations, balance verifications, etc.). Try picking a final report and moving backward through the process all the way to sample receipt - this “different direction” for auditing creates a fresh look at a process you may see every day.



Spotlight on Resources

Tools and links to support your laboratory operations

Virginia Town Hall Registration

Sign up to get notifications about updates to 1VAC30-45

<https://townhall.virginia.gov/>

[Choose Public Sign Up, then look under Administration / Dept of General Services for regulations of interest.]

VELAP Payment Portal

Invoices from VELAP now provide a link for electronic payments. Bookmark the link today for easy access. VELAP-issued invoices also include the link: <https://cert.dgs.virginia.gov>

TNI Training Materials

Training resources available on the TNI website can provide helpful information for laboratories certified under 1VAC30-45. Check out what's available ~ some are free, some must be purchased.

<https://eds.nelac-institute.org/>



Questions? Suggestions? Ideas?

If you have recommendations on educational information for future newsletters, please let us know at Lab_cert@dgs.virginia.gov.

Certification Period Adjustment

All VELAP certificates issued under 1VAC30-45 to Non-Commercial Laboratories are in the final stage of updates to a new universal accreditation cycle running from **October 1 to September 30** each year. To accomplish this adjustment, most laboratories have had (or will soon have) a partial-year invoice and a partial-year certificate. The first **invoices** for the new one year accreditation cycle will be issued to all Chapter 45 laboratories in **July 2026**, and **annual certificates** will be sent by e-mail in late **September**. *The schedule will remain the same moving forward.*

Notification Reminder

Don't forget that the regulation requires laboratories to notify VELAP of any changes to key staff ~ Responsible Official, Owner, Laboratory Manager, and/or Quality Assurance Officer ~ within 30 days of the change. (1VAC30-45-90)

Contact Us

Email: Lab_cert@dgs.virginia.gov

Phone: (804)648-4480 & request to speak to a member of the laboratory certification team