

**Virginia Division of Consolidated Laboratory Services**  
**ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM**  
**(1VAC30-45 and 1VAC30-46)**

**GUIDANCE DOCUMENT**

**REAPPLICATION FOR CERTIFICATION OR ACCREDITATION  
FOLLOWING REVOCATION**

**August 19, 2013 (Revised July 28, 2016)**

DCLS may revoke a laboratory's certification or accreditation in whole or in part. When revocation occurs, the laboratory may reapply for certification or accreditation "after correcting the cause" for the revocation (1VAC30-45-100 E and 1VAC30-46-100 E). This guidance sets out the specific requirements for a laboratory to reapply following revocation. Revocation may also be called withdrawal of certification, decertification, or withdrawal of accreditation.

Partial revocation of certification or accreditation

The laboratory reapplying for a field of certification (FOC) or a field of accreditation (FOA) should use the process for a change to scope of certification or accreditation under 1VAC30-45-90 B or 1VAC30-46-90 B. Information on the change of scope process is available on the VELAP web page at [www.dgs.virginia.gov/dcls](http://www.dgs.virginia.gov/dcls). The laboratory must submit the following specific materials to DCLS for review:

1. A written request signed by the owner stating that the purpose of the application is to reapply for a FOC or FOA previously revoked by DCLS. The laboratory must summarize the addition to be made to the scope of certification or accreditation in the written request. Form 6972 for Change in Scope is available on the VELAP web page at [www.dgs.virginia.gov/dcls](http://www.dgs.virginia.gov/dcls) for use in communicating this request.
2. Documentation of the root cause analysis and the corrective action taken to correct the cause of the revocation of the FOC or FOA.
3. Copy of the standard operating procedure (SOP) covering the FOC or FOA.
4. For Chapter 46: The results of two successful, unique TNI-compliant PT studies for each field of proficiency testing for which the laboratory is applying, as applicable. For Chapter 45: The results of one successful TNI-compliant PT study for each field of proficiency testing for which the laboratory is applying, as applicable.
5. Demonstration of capability (DOC) for the additional FOC or FOA meeting the requirements of 1VAC30-45-730 E-G or TNI V1M4 1.6, V1M5 1.6, and/or other applicable sections.

6. Any other pertinent information, as requested by DCLS, demonstrating the laboratory's capability to perform the additional FOC or FOA; e.g. Limit of Detection (LOD) and Limit of Quantitation (LOQ), Laboratory Control Sample (LCS) documentation , etc.

DCLS will review the materials submitted and determine whether the FOC or FOA may be approved. DCLS may approve the FOC or FOA by reviewing the application materials submitted without an onsite assessment. The addition of a technology or test method requiring the use of specific equipment, not previously assessed, may require an onsite assessment.

DCLS shall invoice the laboratory for a change in scope as provided under 1VAC30-45-130 F and G and 1VAC30-46-150 F and G. The laboratory must pay the fee required by the regulation to cover labor for review and processing, as well as any associated site visit expenses, before DCLS will amend the laboratory's certificate.

#### Total revocation of certification or accreditation

The laboratory reapplying following total revocation of certification or accreditation must apply using the provisions of 1VAC30-45-70 (noncommercial laboratories) or 1VAC30-46-70 (commercial laboratories). The laboratory must document the root cause analysis and actions taken to correct the reasons that caused the revocation of the laboratory's certification or accreditation. In its application the laboratory shall specify the changes made to SOPs, new DOCs completed, training documentation, etc., as a result of its root cause analysis of the revocation. An on-site assessment will be required for laboratories reapplying for accreditation or certification. The laboratory must pay the fee required by 1VAC30-45-130 (noncommercial laboratories) and 1VAC30-46-150 (commercial laboratories) before DCLS will provide a certification or accreditation to the laboratory.