

INFORMATION ON THE VELAP FILE UPLOAD PROCESS

The Virginia Environmental Laboratory Accreditation Program (VELAP) now provides an easy-to-use and secure file transfer site for the convenience and secure transfer of files for VELAP's laboratory customers.

VELAP recommends sending files using this option as the preferred alternative to sending files via email for application submissions, data package responses, change in scope requests, corrective action responses, etc.

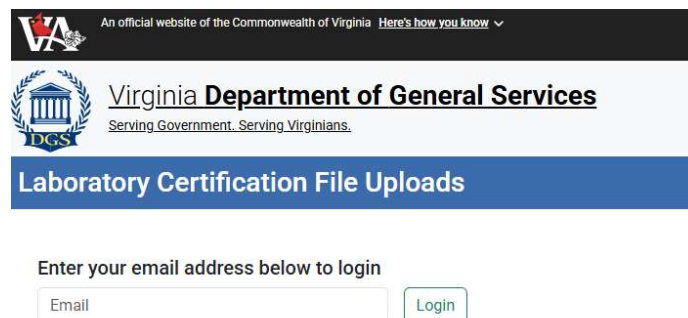
The LINK for the file transfer site will be provided to the laboratory's contact person.

File types that can be transferred: .pdf, .doc, .docx, .jpeg, .jpg, .png, .bmp, .tiff, .tif, .zip, .rar, .xls, .xlsx, .csv, .txt

NOTE that FOLDERS cannot be transferred except if the folders are captured within a .zip file. Please DO submit items organized into folders and submitted in .zip files if data has been organized in folders for the purpose of clear communication to VELAP.

PROCEDURE:

The laboratory goes to the upload site using a link provided by VELAP. Contact your lead assessor directly or email Lab_Cert@dgs.virginia.gov to request the link. Using the link, you will have a prompt as shown below to initiate the process:



The screenshot shows the top of a web page. At the top is a dark header with the VA logo and the text "An official website of the Commonwealth of Virginia" and a link "Here's how you know". Below this is a light blue section with the Virginia Department of General Services logo and the text "Virginia Department of General Services" and "Serving Government. Serving Virginians." Below that is a dark blue banner with the text "Laboratory Certification File Uploads". At the bottom is a white section with the text "Enter your email address below to login". There is an input field labeled "Email" and a green "Login" button.

After entering *an email address linked to the laboratory's records on file with DCLS*, the user will see this message:

**Check your email for login link.
You can close this window**

If this message does not appear, call or send an email to the laboratory's contact person or email Lab_Cert@dgs.virginia.gov to submit and register an email address for the person who will perform the uploads for the laboratory. *VELAP will require confirmation from an authorized representative of the laboratory of the addition of this person to the laboratory's VELAP records for file submission.*

- The system-generated login link will be valid for 1 hour. The laboratory's user can repeat the process to receive an additional login link by email, if needed.
- After logging in using the link provided by the system to the user's email, the user will be able to select files to submit from their own computer.
- Once files are submitted, the files will appear under the laboratory's identification number. This appears to be a "folder". Note that new folders cannot be created to organize the submissions. Please submit files organized into folders as a .zip file whenever such organization will help the submissions be readily understood for VELAP review.
- The system will send a confirmation email(s) listing the submitted files to the person who submitted the files and to the VELAP team.
- The files will be removed from the secure upload site once processed by VELAP staff.
- Refer any questions on this process to Lab_Cert@dgs.virginia.gov.