

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

Tuning Fork Laboratory Application For Certification

Type of Laboratory (check one) Stationary Mobile

<i>For DCLS Use Only</i>
Date Rec'd _____
Laboratory ID _____

Name of Laboratory _____

Laboratory
Physical Address _____

City, State, ZIP _____

Mailing Address (*if different*) _____

City, State, ZIP _____

Billing Address (*if different*) _____

City, State, ZIP _____

Owner
Name _____

Primary Contact
Name _____

Telephone _____

Telephone _____

Fax _____

Fax _____

Email _____

Email _____

For Mobile Facilities: Unique Mobile Laboratory Vehicle Identification _____

Web Site (*if applicable*) _____

Travel Directions and Business Hours _____

Complete applications require ALL of the following forms / documents / records:

- Tuning Fork Quality Manual and any documents (e.g., Standard Operating Procedures) referenced by the Quality Manual
- Tuning Fork Quality Manual Checklist (DCLS Doc #6957), **filled out by laboratory** indicating page number & section number where each required element can be found
- Tuning Fork Equipment List (DCLS Doc #6959)
- Tuning Fork Personnel List (DCLS Doc #6960)
- Demonstration of Capability records for primary analyst(s) as described in the DCLS Tuning Fork Protocol (DCLS Doc #2364)