

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

Certifications (check one or both)    ☐ Traditional    ☐ Eagle 3 ETF

*For DCLS Use Only*

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 \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Primary Contact  
Name \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

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) (include both traditional and electronic tuning fork (ETF) records, as applicable)