

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

**GUIDANCE DOCUMENT**

**DCLS PERSONNEL:  
ADMITTANCE TO PERFORM ON-SITE ASSESSMENT**

**March 12, 2013 (Revised March 17, 2015 and March 26, 2019)**

The Division of Consolidated Laboratory Service (DCLS) is issuing the following guidance concerning on-site assessment.

DCLS shall consider any verbal or physical threat to the health and safety of its assessors or any overt antagonism towards its assessors as a refusal to admit the assessors for the purpose of on-site assessment. The assessors shall vacate the laboratory and shall notify management as soon as possible of the circumstances of this refusal to admit. Following a refusal to admit of this nature, the Laboratory Certification Manager shall recommend to the Director an automatic failure of the laboratory to receive certification or accreditation, or an automatic loss of an existing certification or accreditation by the laboratory.

DCLS is adhering to the Department of Human Resource Management's policies regarding civility in the workplace: Civility in the Workplace, Policy 2.35. This policy protects Commonwealth employees while carrying out their duties in the workplace. The workplace is considered to be "any location, either permanent or temporary, where an employee performs any work-related duty or is representing the agency in this capacity." (Policy 2.35) Workplace violence is defined as "any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties." (Policy 2.35) Refer to the policy in its entirety on the Department of Human Resource Management webpage:  
<http://www.dhrm.virginia.gov/hrpolicies>