

FL DEPARTMENT OF HEALTH
ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM

Standard Operating Procedures

QA-001	Environmental Laboratory Certification Program Standard Operating Procedures Format
QA-002	Conformance to NIST and ISO Quality Systems
QA-003	Receiving and Reviewing Environmental Certification Applications
QA-004	(reserved)
QA-005	Administering Proficiency Testing Programs and Results
QA-006	Conducting On-Site Laboratory Assessments
QA-007	Determining Eligibility for Reciprocal Certification to Out-of-State Laboratories
QA-008	Granting Certification for Environmental Testing
QA-009	Suspension, Revocation, Relinquishment, and Reinstatement Due to Proficiency Testing
QA-010	Annual Renewal of Environmental Testing Laboratory Certification
QA-011	Revoking or Denying Laboratory Certification
QA-012	Preparing Travel Expense Accounts
QA-013	Preparing Purchase Orders for Copying, Office Supplies, Equipment, etc.
QA-014	Billing and Invoicing Laboratories for Application and Certification Fees
QA-015	Reports to Bureau of Laboratories Administration
QA-016	Preparing Lists of Certified Environmental Testing Laboratories
QA-017	Generating Laboratory Ready-for-Assessment Lists
QA-018	(reserved)
QA-019	Handling Confidential Business Information
QA-020	Generating Laboratory Certified Analyte Sheets
QA-021	Transferring Certification to a Renamed or Relocated Laboratory
QA-022	Notebook Binders for Florida-Certified Laboratories
QA-023	Purge Files for Florida-Certified Laboratories
QA-024	Inactive Files for Former Certified Laboratories
QA-025	Pending Files for Applicant Laboratories Pending Certification
QA-026	Archiving and Disposing Laboratory Certification Records
QA-027	Structure of AAMS Computer Database Program for Laboratory Certification Records

- QA-028 (reserved)
- [QA-029](#) Emergency Response and Disaster Recovery for the Environmental Laboratory Certification Program
- QA-030 (reserved)
- [QA-031](#) Conducting Audits of the Florida Environmental Laboratory Certification Program
- [QA-032](#) Laboratory Assessments through Off-Site Data Review

APPENDIX A

ENVIRONMENTAL TESTING LABORATORY
APPLICATION PACKAGE

- A.1 FORM DH 1762, APPLICATION FOR CERTIFICATION OF ENVIRONMENTAL TESTING LABORATORIES
- A.2 CHAPTER 64E-1 FAC, CERTIFICATION OF ENVIRONMENTAL TESTING LABORATORIES

APPENDIX B (RESERVED)

APPENDIX C

IN-HOUSE DOCUMENTATION USED IN CERTIFICATION PROCESS

C.1	(reserved)
C.2	(reserved)
C.3	(reserved)
C.4	(reserved)
C.5	(reserved)
C.6	SURVEY SCHEDULE AUTHORIZATION FORM AND INSPECTOR ATTESTATION
C.7	(reserved)
C.8	(reserved)
C.9	ANNUAL REPORTS OF INTERNAL AUDITS
C.10	(reserved)
C.11	(reserved)
C.12	ENVIRONMENTAL STATUS REPORT
C.13	ENVIRONMENTAL TESTING INVOICE REQUEST FORM
C.14	LABORATORY INSPECTION REPORT

APPENDIX D

ON-SITE LABORATORY SURVEY CHECKLISTS

D.1	NELAC QUALITY SYSTEM CHECKLIST
D.2	QUALITY SYSTEMS CHECKLIST
D.3	CHEMISTRY CHECKLIST
D.4	TOXICITY TESTING CHECKLIST
D.5	MICROBIOLOGY CHECKLIST
D.6	RADIOCHEMISTRY CHECKLIST
D.7	AIR SAMPLING AND TESTING CHECKLIST
D.8	ASBESTOS MICROSCOPY CHECKLIST
D.9	PROTOZOA AND VIRUS MICROSCOPY CHECKLIST
D.10	ASSESSMENT APPRAISAL FORM

APPENDIX E

CORRESPONDENCE SENT TO LABORATORIES

APPLICATION

- E.1 (reserved)
- E.2 APPLICATION STATUS LETTER, STATUS LETTER.DOC
- E.3 APPLICATION DENIAL LETTER, EXPIREDAPPLETTER.DOC

QUALITY ASSURANCE PLANS

- E.4 (reserved)
- E.5 (reserved)
- E.6 (reserved)
- E.7 (reserved)
- E.8 (reserved)

PROFICIENCY TESTING

- E.9 SUSPENSION LETTER
- E.10 SUSPENSION STIPULATION LETTER
- E.11 SUSPENSION RELINQUISHMENT LETTER
- E.12 REVOCATION LETTER

ON-SITE LABORATORY SURVEYS

- E.13 ON-SITE EVALUATION REPORT, COVLTR1.DOC (with deficiencies)
- E.14 ON-SITE EVALUATION REPORT, COVLTR2.DOC (no deficiencies)
- E.15 ENVIRONMENTAL TESTING ON-SITE EVALUATION REPORT, TEMPLATE
- E.16 (reserved)
- E.17 DEFICIENCY REPORT FOLLOW-UP LETTER
- E.18 PLAN OF CORRECTION ACCEPTANCE LETTER
- E.19 DEPARTMENT OF HEALTH FORM 1137, STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION
- E.20 EVALUATION OF INSPECTORS (EVALINSP.DOC)

CERTIFICATION

- E.21 LABORATORY SCOPE OF ACCREDITATION
- E.22 ENVIRONMENTAL TESTING BILLING LETTER
- E.23 ENVIRONMENTAL TESTING OUT-OF-STATE LAB. BILLING LETTER
- E.24 CERTLTS.DOC, ENV TESTING CERTIFICATION LETTER
- E.25 RECIPROCAL CERTIFICATION LETTER
- E.26 LETTER GRANTING ADDITIONAL CERTIFICATION, ENV TESTING
- E.27 LETTER GRANTING ADDITIONAL RECIPROCAL CERTIFICATION
- E.28 RE-INSTATEMENT LETTER
- E.29 (reserved)
- E.30 ENVIRONMENTAL TESTING LABORATORY CERTIFICATE, FORM DH 1697
- E.31 (reserved)
- E.32 INVOICE FOR ON-SITE ASSESSMENT EXPENSE FEES
- E.33 FORM DH 1907, RENEWAL ATTESTATION OF COMPLIANCE
- E.34 FORM DH 1906, ENVIRONMENTAL TESTING LABORATORY RENEWAL LETTER
- E.35 INVOICE FOR CERTIFICATION FEES FOR IN-STATE LABORATORIES
- E.36 INVOICE FOR CERTIFICATION FEES FOR OUT-OF-STATE LABORATORIES
- E.37 (reserved)
- E.38 FACSIMILE COVER SHEET, FAX COVERSHEET.DOC

APPENDIX F

OTHER IN-HOUSE DOCUMENTATION USED

TRAVEL EXPENSES REIMBURSEMENT

- F.1 (reserved)
- F.2 Department of Health Accounting Procedures Manual, Volume 40: Travel, Chapter 1:
Travel and Transportation Manual (40 APM 1)
- F.3 TRAVEL REIMBURSEMENT VOUCHERS, MEMORANDUM FROM CHRISTY
SHOTWELL, 4/8/87
- F.4 RENTAL VEHICLE CONTRACT
- F.5 (reserved)

ADMINISTRATIVE

- F.6 (reserved)
- F.7 PURCHASING POLICIES AND PROCEDURES
- F.8 REQUEST FOR SUPPLIES, EQUIPMENT, AND SERVICES (REQSUPPLY.DOC)
- F.9 FORM AUTHORIZATION REQUEST, HRS FORM 500
- F.10 FORM DH 1370H, SUPPLY REQUISITION
- F.11 HRS FORM 1515, RECEIVING REPORT
- F.12 (reserved)
- F.13 (reserved)
- F.14 RECEIVING REPORT, FORM DH 36H