

ENVIRONMENTAL WORK INSTRUCTION #3 (EWI#3)

From: Environmental Restoration Manager  
To: All Environmental Restoration Personnel and Contractors  
Subj: SELECTING AN ENVIRONMENTAL LABORATORY THAT MEETS  
ENVIRONMENTAL RESTORATION PROGRAM REQUIREMENTS

Ref:

- (a) DoD Manual 4715.25 DoD Environmental Laboratory Accreditation Program (ELAP), Change 2, December 2019  
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/471525m.pdf>
  - (b) DoD Policy and Guidelines for Acquisitions Involving Environmental Sampling or Testing, December 2007  
<http://www.navylabs.navy.mil/Archive/ProcPolicyGuideDec07.doc>
  - (c) DoD Quality Systems Manual, Environmental Data Quality Workgroup (EDQW)  
<http://www.navylabs.navy.mil/QSM%20Version%204.1.pdf>
  - (d) DoD Environmental Laboratory Accreditation Program (ELAP) Conditions and Criteria for the Recognition of Accreditation Bodies, December 2023
  - (e) Uniform Federal Policy for Quality Assurance Project Plans, Evaluating, Assessing, and Documenting Environmental Data Collection and Use Programs, Part 1:UFP-QAPP Manual, March 2005
1. PURPOSE: In accordance with references (a) and (b), laboratories providing definitive data for Department of Defense (DoD) Environmental Restoration (ER) projects need to be accredited by an Accrediting Body (AB), in accordance with the DoD Environmental Laboratory Accreditation Program (DoD ELAP) prior to use. This work instruction provides guidance on how to select an environmental laboratory that meets DoD requirements. It also provides an overview of the applicability of the DoD ELAP requirements and information regarding where additional information concerning the DoD ELAP can be obtained.
  2. This work instruction supersedes, and cancels Environmental Work Instruction #3 dated 23 August 2010.
  3. BACKGROUND: On December 24, 2008, the Assistant Deputy Under Secretary of Defense (Environment, Safety, and Occupational Health) issued reference (a) establishing the DoD ELAP and tasking the DoD Environmental Data Quality Workgroup (EDQW) with responsibility for implementing and providing oversight of the program. In October 2009, DoD consolidated the environmental laboratory approval processes of the DoD components into the DoD ELAP, which allows laboratories to seek accreditation on specific methods. Using third-party ABs, the DoD ELAP provides a unified DoD program through which

laboratories demonstrate competency and document conformance to reference (c). The ABs operate its accreditation program in accordance with ISO/IEC 17011, Conformity assessment: General requirements for accreditation bodies accrediting conformity assessment bodies. In order to obtain and maintain recognition, an AB must meet all DoD ELAP conditions and criteria in accordance to reference (d). The DoD ELAP allows laboratories that meet these requirements to provide services to any of the DoD components and allows DoD contractors collecting environmental data for ER projects to more easily identify qualified laboratories.

The DoD ELAP requirements apply to all environmental laboratories, including permanent, temporary, or mobile facilities, that generate definitive data<sup>1</sup> for the ER Program, regardless of their size, volume of business, or field of accreditation; this includes labs that conduct chemical, radiological, biological, and toxicological testing.

Laboratories that already have DoD Component approvals in place are still subject to DoD ELAP requirements when those approvals expire or when additions or modifications to their scope of approval are required.

4. APPLICABILITY: This work instruction and the DoD ELAP requirements will apply to ER programs/projects which are funded by Environmental Restoration, Navy (ER,N) and Base Realignment and Closure (BRAC) accounts at NAVFAC Southwest and BRAC PMO West.
5. PROCEDURE: The following procedure describes how DON contractors should select an environmental laboratory that will meet ER Program requirements.
  - 1) As part of the Systematic Planning Process (SPP), determine what analyses or tests are required to meet the project Data Quality Objectives (DQOs). The SPP and DQOs are defined in reference (e).
  - 2) If the project requires definitive environmental data to support project decisions, the laboratory carrying out the analyses or tests must be approved in accordance with DoD requirements [ref. (a) and (b)]. Requirements for the analysis of screening data will be governed by project specific needs.
  - 3) Follow the process below to find a laboratory that meets current DoD requirements:
    - a) Search the DoD ELAP database on the EDQW website on DENIX ([www.denix.osd.mil/portal/page/portal/EDQW/Accreditation](http://www.denix.osd.mil/portal/page/portal/EDQW/Accreditation)) or contact the laboratory directly
    - b) Verify that the laboratory has received DoD ELAP accreditation for the analyses of interest and that the accreditation will be valid when testing is to be performed. This

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<sup>1</sup> As defined in the Uniform Federal Policy for Quality Assurance Project Plans, March 2005, definitive data are of sufficient quality to support final decision-making. Screening data are of sufficient quality to support an intermediate or preliminary decision, but must eventually be supported by definitive data.

- can be done by reviewing the laboratory's Certificate of Accreditation and Scope of Accreditation. These documents can be provided by the laboratory (a requirement statement for providing copies of valid DOD ELAP accreditation in the Sampling and Analyses Plan (SAP) should be included in the Work Performance/Scope of Work).
- c) Verify that the potential laboratory can provide data that meet the project DQOs.
  - d) If a laboratory satisfies the criteria in either 3a or 3b, then it may be used to generate definitive data for DON projects. Document the selection in the project's SAP.
  - e) If you have trouble finding a laboratory that meets the criteria in 3a or 3b for a specific analysis or test or any additional questions concerning the DOD ELAP, contact Ms. Adrienne Saboya ([Adrienne.v.saboya.civ@us.navy.mil](mailto:Adrienne.v.saboya.civ@us.navy.mil)) for direction.

Current information concerning the DoD ELAP can be found on the <https://www.denix.osd.mil/portal/page/portal/EDQW> website. If you have additional questions, the POC for this EWI is Adrienne Saboya, NAVFAC SW QAO ([Adrienne.v.saboya.civ@us.navy.mil](mailto:Adrienne.v.saboya.civ@us.navy.mil)/619- 619 705-5485).

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