

ENVIRONMENTAL WORK INSTRUCTION EV3.3

From: Environmental Restoration Product Line Coordinator (PLC)

To: All Environmental Restoration Personnel and Contractors

Subj: SELECTING AN ENVIRONMENTAL LABORATORY THAT MEETS ENVIRONMENTAL RESTORATION PROGRAM REQUIREMENTS

Ref: (a) DoD Environmental Laboratory Accreditation Program (DoD ELAP) Memorandum, December 2008

<http://www.navylabs.navy.mil/Signed%20DoD%20ELAP%20Memo.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 (current version), Environmental Data Quality Workgroup (EDQW)

<http://www.navylabs.navy.mil/QSM%20Version%204.1.pdf>

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 the DoD Environmental Laboratory Accreditation Program (DoD ELAP) prior to use. However, laboratories that received Department of Navy (DON) approval prior to October 1, 2009 can continue to support the Navy's ER program until that approval expires. This work instruction provides guidance on how to determine if an environmental laboratory 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. **CANCELLATION:** Environmental Work Instruction 3EN2.3 dated 28 Nov 2001.

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 Accreditation Bodies (ABs), the DoD ELAP provides a unified DoD program through which laboratories demonstrate competency and document conformance to reference (c). Laboratories meeting the requirements of reference (c) meet the requirements of National Environmental Laboratory Accreditation Conference (NELAC) Chapter 5, 1999 and ISO/IEC 17025. 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 Program replaces the Navy's Laboratory Quality Assurance Program (LQAP), which had been administered by Naval Facilities Engineering Service Center (NAVFAC ESC). The LQAP reviewed and provided Navy approval for analytical laboratories proposed for use in the DON ER Program.

Effective October 1, 2009, laboratories who are seeking to perform testing in support of DON's ER program and who do not hold an unexpired DON LQAP approval need to be accredited in accordance with the DoD ELAP. The DoD ELAP requirements apply to all environmental laboratories, including permanent, temporary, or mobile facilities, that generate definitive data¹ 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 have appropriate DoD Component approvals in place prior to this date will be 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 conducted under 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).
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 either process 3a or 3b to find a laboratory that meets current DoD requirements:
 - a. To select DoD ELAP accredited laboratories:
 - i. Search the DoD ELAP database on the EDQW website on DENIX (www.denix.osd.mil/portal/page/portal/EDQW/Accreditation) or contact the laboratory directly
 - ii. 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 can be done by reviewing the laboratory's Certificate of Accreditation and Scope of Accreditation. These documents can be provided by the laboratory or from the website of the accrediting body at the following URL's:
 1. www.A2LA.org
 2. www.aiclasscorp.com
 3. www.l-a-b.com

¹ 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.

4. www.pjlabs.com
 - b. To select LQAP approved laboratories,
 - i. Find out from the laboratory if they have current approval from the Navy's LQAP
 - ii. Verify that the laboratory has been pre-approved to perform the analyses of interest and that the approval will be valid when testing is to be performed by contacting the NAVFAC Southwest Quality Assurance Officer (QAO) or the NAVFAC Lab POC, Ms. Pati Moreno (pati.moreno@navy.mil).
4. Verify that the potential laboratory can provide data that meet the project data quality objectives (DQOs).
5. 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 Sampling and Analysis Plan (SAP).
6. If you have trouble finding a laboratory that meets the criteria in 3a or 3b for a specific analysis or test, contact Ms. Pati Moreno (pati.moreno@navy.mil) for direction.

Current information concerning the DoD ELAP can be found on the <http://www.navylabs.navy.mil/> and <https://www.denix.osd.mil/portal/page/portal/EDQW> websites. If you have additional questions concerning the DoD ELAP, contact Mr. Jordan Adelson (jordan.adelson@navy.mil).

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(signed)

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