

ATTACHMENT 2

Instructions for Completing the Laboratory Membership Application for EPA's Environmental Response Laboratory Network (ERLN)

OVERVIEW

The mission of the ERLN is to integrate the nation's environmental laboratories at the local, state and federal levels into a network that is able to detect and provide high confidence analytical data in support of counterterrorism activities and other large scale natural events.

The attached application has been developed to collect information associated with your laboratory's interest in and attributes for participation in the Environmental Response Laboratory Network (ERLN) program. Please refer to the specific instructions provided in each section of the ERLN application. The ERLN application includes the following attachments:

- Attachment 1: Statement of Work for the Environmental Response Laboratory Network (ERLN)
- Attachment 2: Instructions for Completion of the Laboratory Membership Application for EPA's Environmental Response Laboratory Network (ERLN)
- Attachment 3: Laboratory Membership Application for EPA's Environmental Response Laboratory Network (ERLN)
- Attachment 4: Submittal of Application information and Documentation for ERLN Membership
- Attachment 5: Checklist for Reviewing Quality Management System

Reference materials (including the OEM ERLN Electronic Data Deliverable [EDD]) are available to applicants upon request to provide additional information with their applications.

INSTRUCTIONS FOR COMPLETING APPLICATION

Laboratories are to respond within thirty (30) days of receipt of application.

Cover Sheet: Provide contact information for laboratory

- a. Contact information includes laboratory name, shipping address, city, state, and zip code, and mailing address, city, state, and zip code. Indicate "NA" for any fields which do not apply to your laboratory.
- b. Provide point of contact personnel for the laboratory. There are three line items provided for points of contact: Primary, Secondary, and Other. Include the name of contact, title (i.e., director, laboratory manager, etc.), phone number, cell/mobile phone number, fax number, email address, and emergency phone number. Indicate "NA" for any fields which do not apply to your laboratory.

1. Provide information about your quality management system

- a. Indicate "yes" if your laboratory is accredited by one of the organizations listed. Provide a copy (electronic or hardcopy) of the certificate/accreditation document(s) with the ERLN application. Additional notes can be documented in the comments section.
- b. A "no" response indicates the laboratory is not currently accredited/certified, but maintains a documented quality system. Please complete Attachment 5 and submit this attachment with the ERLN application. Additional notes can be documented in the comments section.

2. Provide information associated with your laboratory's documented plans and procedures

Indicate "yes" for all questions related to documentation currently available at your facility. A "no" response indicates the plans or procedures are not available at this time. Additional notes can be documented in the comments section.

3. Provide information about your sample management system

A "yes" response confirms that your laboratory has documented procedures and specific element(s) of a sample management system. A "no" response indicates that the laboratory does not have procedures and/or an active system. Additional notes can be documented in the comments section.

4. Provide information about your sample handling and storage capabilities

Provide a "yes" response if your laboratory currently has the sample handling and storage elements/capabilities identified in this section. A "no" response indicates the laboratory does not have the sample handling and storage facilities at this time. Additional notes can be documented in the comments section.

5. Provide information about your data management and exchange systems

Indicate "yes" if your laboratory currently has the data management and exchange systems identified in this section. Select "no" if the laboratory does not have the system or data management capabilities. Additional notes can be documented in the comments section.

6. Provide information about your affiliations and memberships

Select "yes" or "no" to indicate which Integrated Consortium of Laboratory Networks (ICLN) member network(s) your laboratory participates in (Food Emergency Response Network (FERN), Laboratory Response Network (LRN)-Chemical, LRN-Biological, National Animal Health Laboratory Network (NAHLN), National Plant Diagnostic Network (NPDN)). Provide any additional notes in the "comments" section of the table.

7. Provide information about your special registrations, approvals, or licenses

Select "yes" for all agents or radioactive material your laboratory has obtained approvals for receipt, handling and analysis of. A "no" response indicates that the laboratory is not able to receive, handle or analyze the agents listed. Additional notes can be documented in the comments section. Laboratory must provide a copy (electronic or hardcopy) of the license(s) with the ERLN application. Additional notes can be documented in the comments section.

8. Provide information about your personnel with active clearances

Indicate the number of personnel with each of the following types of clearances: Top Secret, Secret, Q, and L. A comment section is available to provide notes associated with each clearance. Indicate "NA" for any fields which do not apply to your laboratory.

Responsibilities of Laboratory Section

This section provides a summary of the responsibilities associated with an ERLN laboratory. The laboratory is acknowledging these responsibilities by checking the appropriate box next to each item listed and signing and dating the designated line.

Last Step: Register or Update Laboratory Record in EPA Laboratory Compendium

As part of the ERLN application process, laboratories are also required to register in the EPA Compendium of Environmental Testing Laboratories (www.epa.gov/compendium). Laboratories already registered are required to update their information prior to submitting the ERLN application. (You will need this information for Step 4 below.)

SUBMITTAL OF APPLICATION PACKET

- Step 1: Complete ERLN application
- Step 2: Provide supporting documentation (licenses, certifications, accreditations, completed attachments, etc.)
- Step 3: Complete Laboratory Compendium registration process and enter or update your capabilities information
- Step 4: Print the Laboratory Compendium Submission Summary page and attach to ERLN application packet
- Step 5: Compile the signed ERLN Application, the Laboratory Compendium Submission Summary page, and all necessary supporting documentation and complete the Submittal of Application Information and Documentation for ERLN Membership, which is a checklist to assure all necessary application components are provided for processing the application. All of these materials comprise a complete ERLN Application Packet.
- Step 6: Submit ERLN Application Packet via electronic mail or in hard copy form to EPA using either of the addresses provided below (**within 30 days of receipt**).

Thank you for your interest in the ERLN. For more information, please contact:

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