**Section 186.130 Application Process**

The application process consists of the submission of a written application package, completion of an on-site assessment, and proficiency test sample evaluations.

a) Application Package

1) All laboratories seeking initial accreditation or renewal accreditation shall annually submit a completed application package. A complete application package includes an application on forms prescribed by the Agency and payment of the appropriate fees required by Section 17.8 of the Act and 35 Ill. Adm. Code 185.

2) The Agency shall send, no later than 60 days prior to the anniversary date of initial certification, an application package to the accredited laboratories. Upon request, the Agency shall send an application package to those laboratories seeking initial accreditation.

3) If the Agency receives an incomplete application package, the Agency will provide written notice of the incomplete application, specifying the missing information. The Agency review of the application package will not commence until the Agency receives the missing information.

4) The following information shall be included in the application:

A) laboratory information, including laboratory name, address, telephone number, e-mail address, fax number, hours of operation, laboratory owner, laboratory contact person, name of the laboratory director, and name of the laboratory quality assurance officer;

B) the type of laboratory, for example commercial, federal or public water system;

C) the fields of testing and test methods for which the laboratory is requesting accreditation, pursuant to Section 186.180;

D) the laboratory's quality assurance plan, if the laboratory is seeking initial primary accreditation;

E) a statement of laboratory personnel qualifications;

F) the primary accrediting body, if the laboratory is seeking secondary accreditation; and

G) a copy of the laboratory's primary accreditation certificate, if the laboratory is seeking secondary accreditation.

5) The laboratory director shall sign and date the application package and attest in writing to the validity of the information contained within the entire application package.

6) Information required in the application package must be complete and accurate.

7) Falsification of any information in the application package shall result in denial of the application.

b) Within 30 days after receipt of the complete application package, the Agency will review the complete application package. If the complete application package does not meet the TNI Standard as set forth in Section 186.135, the Agency may deny the application or request additional information. The Agency shall review any additional information submitted by the laboratory within 30 days after receipt.

c) Initial Primary Accreditation Application. If the complete application package meets the TNI Standard, the Agency will conduct an on-site assessment and the laboratory shall complete the proficiency test sample evaluation process.

d) Renewal Primary Accreditation Application. If the complete application package meets the TNI Standard, the Agency will conduct an on-site assessment on a biennial basis.

e) Secondary Accreditation. If the complete application package meets the TNI Standard, the Agency will issue secondary accreditation.

f) Procedures for the on-site assessment and the proficiency test sample evaluation process are set forth in the TNI Standard.

(Source: Old Section repealed at 26 Ill. Reg. 12167, effective July 29, 2002; new Section added at 38 Ill. Reg. 18627, effective September 1, 2014)