



LES AMD

Instructions and Supporting Materials

Table of Contents

- introduction
- permit fact sheet
- completeness checklist

Introduction

Links to MassDEP Laboratory Certification *Permit Instructions & Support Materials*, are available on the web at <https://www.mass.gov/lists/laboratory-certification-forms>

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications must be completed using the EEA ePLACE Portal at <https://eplace.eea.mass.gov/citizenaccess/Default.aspx>



LES AMD Fact Sheet

1. What is the purpose of this application?

Application to remove testing methods or category(s), or request updates to records relating to laboratory facilities, equipment, or staffing at microbiological or chemical analysis laboratories authorized pursuant to MGL c. 21, s.27, c. 21A, s. 2(28), c 21C, s. 4, c. 21E, s. 3, c. 111 § 142A-142E, 150A, 160 and 310 CMR 42.00

These regulations establish a program for MassDEP certification of laboratories to conduct analytical measurements for purposes of determining compliance with Department standards where the MassDEP or a client requires that such measurements be conducted by a certified laboratory.

A program for the certification of laboratories conducting analytical measurements of drinking water is necessary for Massachusetts to meet the requirements of primary enforcement responsibility under the Safe Drinking Water Act and the National Primary Drinking Water Regulations. Massachusetts also certifies laboratories analyzing non-potable water. The Laboratory Certification Program identifies laboratories capable of consistently producing valid data (although certification does not guarantee the validity of the data).

2. Who must complete this application?

Any person (private corporation, individual, partnership or association, or other entity) that wishes to remove certification for any analyte(s)/method(s) from their list of certified parameters, or that has made changes to the laboratory's facilities, equipment or staffing previously approved by the MassDEP.

3. What other requirements should be considered when applying for this permit?

a. What prerequisites should be considered before applying for this permit?

None

b. What additional technical information must be provided to apply for this permit?

- Current MassDEP Laboratory Authorization Number and ePlace account

4. How should one complete the application?

To be considered for administrative revisions relating to any permit covered by 310 CMR 4.00, MassDEP's Timely Action and Fee Provisions, an applicant must complete, and submit a MassDEP application for amendment to the permit using the EEA ePLACE Portal. Use the "amendment" link beside the laboratory's authorization to access the LES AMD Application.

The information listed in the completeness checklist must be submitted for the application to be processed.

5. What is the fee for this application?

There are no fees associated with the application.

6. When will the application be processed?

If your application is complete when first submitted, and if the information you provide is technically sufficient, MassDEP will typically provide a decision on the application within 30 days.



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It is in the best interest of the applicant to submit a complete, thorough and accurate application. If the application has deficiencies, a request for additional information may be issued, thereby extending the timeframe for a final decision on the application.

Be advised that the timelines may be affected by provisions in the regulations including but not limited to failure of payment, other agency actions and judicial and enforcement proceedings. Please refer to the regulations for more detail.

7. What can I do to avoid the most common mistakes completing this application?

- Make sure the application form is completed with all requested information especially with regard to personnel qualifications.
- Submit all requested materials including the personnel information forms for each individual added to the laboratory staff.

8. Where can I get copies of the regulations that apply to this permit?

These regulations include, but are not limited to:

- The Certification and Operation of Environmental Analysis Laboratories contained in 310 CMR 42.00.
- The Timely Action and Fee Provisions, 310 CMR 4.00.
- The Administrative Penalty Regulations, 310 CMR 5.00.

They may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376

**Southeastern Office of the
Secretary of the Commonwealth**
218 South Main St., Suite 206
Fall River, MA 02721
508-646-1374

Or, go to <http://www.sec.state.ma.us/spr/sprcat/catidx.htm>



LES AMD

Application Completeness Checklist

- ☐ A MassDEP application form for the amendment of the laboratory's permit (LES AMD) is properly completed.
- ☐ Laboratory Personnel Information forms are submitted for each individual added to the laboratory's personnel table, and individuals meet both the education and experience requirements at 310 CMR 42.08(1) for the position held

To submit the application package:

- ☐ Checklist items above must be completed.