



# LES REN

## Instructions and Supporting Materials

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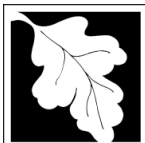
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### Introduction

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 REN

## Permit Fact Sheet

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### 1. What is the purpose of this application?

Application to renew certification for testing category(s) at chemical and microbiological analysis laboratories as 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 apply for this permit?

Any person (private corporation, individual, partnership or association, or other entity) who intends to conduct analytical measurements for the purposes of determining compliance with Department standards where the Department or the laboratory's client requires such measurements be conducted by a certified laboratory.

### 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 apply to renew the permit?

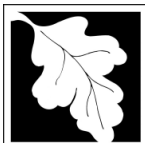
To apply for renewal of any permit covered by 310 CMR 4.00, MassDEP's Timely Action and Fee Provisions, an applicant must complete, and submit a MassDEP renewal application for the appropriate permit category using the EEA ePLACE Portal. Use the "renew authorization" link beside the laboratory's authorization. This link will appear during the active renewal period beginning on April 15<sup>th</sup>.

Failure to submit the renewal application will cause your laboratory's certification to be revoked pursuant to 310 CMR 42.11. In that case, the laboratory will be required to complete an application for initial certification and pass an on-site inspection in order to receive certification.

Any additional information, as defined in Question 3b above and identified in the Application Completeness checklist included in these instructions, must be uploaded with the application for it to be processed properly.

### 5. What is the fee for this application?

There is no fee to complete the application. Annual compliance fees will be assessed in accordance with [310 CMR 4.00: Timely Action Schedule and Fee Provisions | Mass.gov](#)



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Note: All fees must be paid when due or certification will be suspended per 310 CMR 4.03(7)(a)1. Your fee for the upcoming fiscal year will be based on your laboratory's certification status on July 1<sup>st</sup>. You will be billed for the fiscal year fee in the fall of that year.

### 6. How and when do I pay?

You will be billed in the fall for all certifications held as of July 1<sup>st</sup>.

### 7. When will I get the permit?

If your application is administratively complete when first submitted, and if the information you provide is technically sufficient, MassDEP will provide a decision on the permit prior to June 30<sup>th</sup>.

It is in the best interest of the applicant to submit a complete, thorough, and accurate application and ensure that the application is submitted early in the renewal period (April 15<sup>th</sup> to May 15<sup>th</sup>). 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.

### 8. What is the purpose of the annual compliance/assurance fee for this permit?

Compliance assurance fees are designed to provide adequate resources for enforcement, inspection and monitoring programs. These resources are essential to the improvement and effective maintenance of these programs. Without assured compliance, some members of the regulated community will continue to violate environmental laws and regulations, while honest members will be placed at a competitive disadvantage.

Generally, no annual compliance/assurance fee shall be assessed for a permit in the fiscal year in which the permit is issued. Please consult 310 CMR 4.03 of the fees regulations for further information.

### 9. How much will I pay for the annual compliance/assurance fee?

Current annual compliance fees can be found on the MassDEP Website at [310 CMR 4.00: Timely Action Schedule and Fee Provisions | Mass.gov](#)

### 10. How long is the permit in effect?

According to 310 CMR 42.09 (2), certificates shall be valid for one year unless earlier revoked in accordance with 310 CMR 42.12.

### 11. What can I do to avoid the most common mistakes made in applying for this permit?

- Make sure the application form is completed with all requested information especially with regard to personnel qualifications.



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### 12. 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 REN

# Application Completeness Checklist

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- ☐ A MassDEP application form for the renewal of laboratory certification (LES REN) 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
- ☐ The laboratory has indicated on the application the categories for which certification is not to be renewed for the coming fiscal year beginning on July 1st.

To submit the application:

- ☐ Checklist items above must be completed.