



# **Environmental Laboratory Data-Online (ELDO) 2010**

Technical Manual and User Guide  
for Environmental Laboratories  
rev. 12/2010

MN-ELAP  
601 Robert Street North  
St. Paul, MN 55155  
(651) 201-5200  
[www.health.state.mn.us/accreditation](http://www.health.state.mn.us/accreditation)





## Trademarks

Internet Explorer and Windows are trademarks of Microsoft, Inc. Firefox is a trademark of Mozilla, Inc. Acrobat is a trademark of Adobe, Inc. Other product names, logos, designs, titles, words and phrases may be trademarks, service marks, or trade names of the Minnesota Department of Health.

## Third-Party Information

This guide contains links to third party websites that are not under the control of the Minnesota Department of Health or its subsidiaries. Web links utilized by this software are provided as a convenience and do not imply endorsement or responsibility for the web content or accuracy.

**Copyright©2010 Minnesota Department of Health. All rights reserved.**

## Acknowledgments

Project Supervisor: Susan Wyatt, Minnesota Department of Health  
Project Management: Angie Annen, Minnesota Department of Health  
System Development: Lucian Ochian, Minnesota Department of Health  
Documentation: Susan Wyatt, Minnesota Department of Health; Lucian Ochian, Minnesota Department of Health  
Training/Technical Support: Susan Wyatt, Minnesota Department of Health; Stephanie Drier, Minnesota Department of Health  
Documentation Editor: Stephanie Drier, Minnesota Department of Health  
Web Support: Diane Dunker, Minnesota Department of Health

*Special Thanks to the Minnesota Department of Health Environmental Health Services section, including Anthony Georgeson, for supplying the design template and helpful instruction for the format of this guide. Thanks also to the laboratory assessors located in the Fergus Falls, Marshall and St. Paul district offices for their technical review and system testing.*

- First Edition: December 2010

Minnesota Department of Health  
Environmental Laboratory Accreditation Program) (MN-ELAP)  
P.O. Box 64899  
St. Paul, MN 55164-0899  
651-201-5200 [www.health.state.mn.us/accreditation](http://www.health.state.mn.us/accreditation)



# CONTENTS

---

<b>CHAPTER ONE: INTRODUCTION .....</b>	<b>7</b>
WHAT YOU CAN DO WITH ELDO .....	7
CLIENT REQUIREMENTS .....	7
<b>CHAPTER TWO: THE BASICS/ELDO 101 .....</b>	<b>9</b>
USER ACCESS .....	9
TERMS OF USE AND ELECTRONIC SIGNATURE .....	12
PROFILE MAINTENANCE.....	13
BASIC NAVIGATION .....	13
<b>CHAPTER THREE: APPLICATIONS.....</b>	<b>17</b>
APPLICATION TYPES .....	17
ENTERING GENERAL LAB INFORMATION .....	19
ENTERING FIELDS OF TESTING INFORMATION .....	23
REQUESTING A VARIANCE FROM APPROVED METHODS .....	25
SELECTING PREPARATION TECHNIQUES.....	27
REVIEWING AND SUBMITTING THE APPLICATION.....	30
<b>CHAPTER FOUR: ASSESSMENTS .....</b>	<b>33</b>
SEARCHING AND VIEWING ASSESSMENT REPORTS .....	33
RESPONDING TO AN ASSESSMENT .....	34
SENDING A SECOND CORRECTIVE ACTION RESPONSE .....	36
ENFORCEMENT ACTIONS .....	37
RETRIEVING AND REVIEWING PAST ASSESSMENT REPORTS .....	37
<b>CHAPTER FIVE: DOCUMENTS .....</b>	<b>39</b>
VIEWING YOUR DOCUMENTS .....	39
PREPARING DOCUMENTS .....	40
STARTING AN UPLOAD REQUEST.....	41
THE QUALITY MANUAL.....	42
STANDARD OPERATING PROCEDURES .....	45
ADDITIONAL DOCUMENTS.....	47
SUBMITTING THE DOCUMENTS .....	48
VIEWING YOUR DOCUMENTS .....	48



**Chapter One: Introduction** The Minnesota Department of Health’s Environmental Laboratory Accreditation Program (MN-ELAP) uses its Environmental Laboratory Data –Online (ELDO) system to do more than just track certifications. The system is comprehensive, enterprise software designed to help regulatory personnel and laboratories track all accreditation information. The system will capture and report current accreditation, accreditation history, assessment information, proficiency testing data, and laboratory documents. The system is designed to help solve the challenges of data entry and document management facing laboratories and accreditation bodies.

## *WHAT YOU CAN DO WITH ELDO*

---

You can use ELDO to create, view, store, and report data collected from certificate applications, assessments, proficiency testing studies, and documentation for environmental laboratories. The system is divided into five main menu options:

**Application:** The module used to apply for initial accreditation, renew your current certificate, add or drop fields of testing, change laboratory information, or request to re-instate your accreditation after resolving the reasons for suspension.

**Assessments:** The module name “Assessments” may be somewhat misleading because MN-ELAP uses this module not only for responses to typical onsite assessments of laboratories but also for receiving and tracking your responses to other errors or missing information in your laboratory file. The module is used anytime MN-ELAP requires a written response from you.

**Documents:** The module used to upload or update laboratory documents related to obtaining or maintaining accreditation.

**Proficiency Testing:** The module to view and track proficiency testing data received by MN-ELAP from approved PT Providers.

**Reports:** The module used to view your laboratory’s current scope of accreditation and certificate.

## *CLIENT REQUIREMENTS*

---

- Web browser with JavaScript enabled (Mozilla Firefox™, Internet Explorer™, Chrome™, or others). ELDO requires no special software; it is web-based and completely portable/accessible through any internet connection.

This page intentionally left blank.

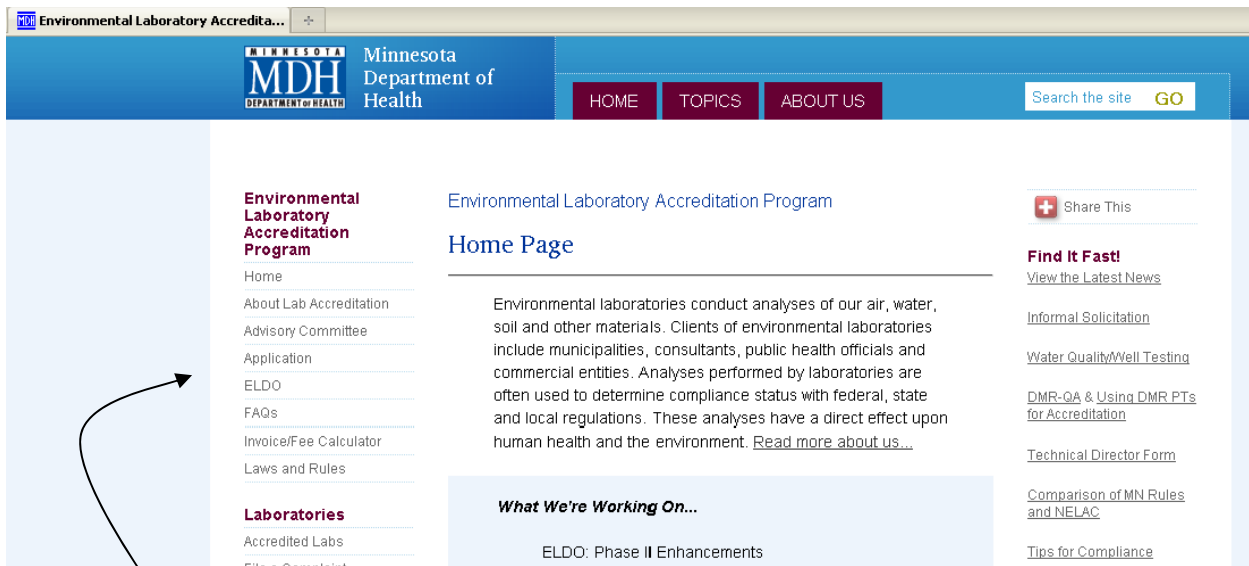


# The Basics/ELDO 101

**Chapter Two: The Basics/ELDO 101** ELDO is a versatile application for maintaining accreditation information for environmental laboratories and their accreditation bodies. The system is easy to use and saves time by automating tasks.

## USER ACCESS

The ELDO system is maintained on the Minnesota Department of Health’s Environmental Laboratory Accreditation Program (MN-ELAP) webpage ([www.health.state.mn.us/accreditation](http://www.health.state.mn.us/accreditation)).



A link is available through the Application page or via the shortcut link on the left-side banner on the MN-ELAP home page.

All system users are approved through MN-ELAP and the MDH Information Systems & Technology Management Division (IS&TM). Four levels of access exist in ELDO: Administrative (MN-ELAP management); Assessor; Program Partner (state and federal agencies); and

Laboratory. Assessor, Program Partner and Administrative users are approved by the MN-ELAP manager with usernames established by the IS&TM development staff. Laboratory users are approved by the MN-ELAP manager based on a Request for User Access form submitted through ELDO.

**Login**

Enter your username and your MDH-authorized password:

**User ID**

**Password**

**Remember me**

Laboratory users without an approved log-in must register with the MN-ELAP for approval to use the system.

The Request for User Access form requires data about the user and the laboratory so users may be appropriately matched to the laboratory they represent. MN-ELAP approves each user on a case-by-case basis with the written approval of the laboratory owner, director, or primary contact.

**Request New User**

**User ID\***

**Password\***

**Confirm Password\***

**First Name\***

**Last Name\***

**Organization\***

**EPA Id\***

**Email\***

**Phone\***

**Fax**

The description for each of the required items on the form is as follows:

<b>UserID</b>	The suggested username format is 'lastname111' (i.e. the user's last name followed by the last three digits of the MN-ELAP assigned laboratory number). Usernames should not include spaces or special characters. The usernames are case-sensitive.
<b>Password/Password Confirmation</b>	The password is selected by the user and encrypted by the system. The system requires confirmation of user's entry accuracy by re-entering the password on this user access screen. Passwords should include at least eight characters. The selected password must be mixed-case, alphanumeric with at least one special character.
<b>First Name/Last Name</b>	The first name and last name of the individual requesting access.
<b>Organization</b>	The laboratory name for which the user is requesting access.
<b>EPA ID</b>	The USEPA-assigned lab code for which the user is requesting access (e.g. MN00000). This code is <u>NOT</u> the MN-ELAP assigned laboratory number.
<b>Email</b>	The electronic mailing address where confirmation of the user's approval and any ELDO system announcements will be delivered.
<b>Phone</b>	The phone number where the individual may be reached for questions.
<b>Fax (optional)</b>	A fax number, if desired, where communications may be delivered by MN-ELAP concerning this account.

The ELDO system allows multiple Laboratory users for each laboratory. If the laboratory management authorizes more than one person to access the laboratory's information in ELDO, any of the users may perform the tasks allowed in ELDO. For this reason, MN-ELAP requires a username and password combination attributable to one person rather than one log-in associated with a group of persons at the laboratory.

▲ Your user request for 'susan' has been submitted successfully! You will be notified when your user request is approved!

All user requests are manually reviewed by the MN-ELAP manager and approved on a case-by-case basis. Notification of the approval or denial of the request will be delivered via electronic mail.

## TERMS OF USE AND ELECTRONIC SIGNATURE

---

To access the ELDO system, users must review and agree to the Terms of Use. The Terms of Use will appear each time the user accesses the system. Failure to agree to the terms will result in denial of entry to the ELDO system and will return the user to the MN-ELAP webpage.

[Printer-Friendly](#)

### Terms of Use Agreement

Pursuant to Minnesota Statutes Chapter 325L, I agree submitting information through this application constitutes an electronic signature for all actions and documents requiring signature under Minnesota Statutes 144.98 and Minnesota Rules, Chapter 4740. Where the 2003 NELAC Standard, as adopted in Minn. Stat. 144.98, requires a record or notification to be in writing, submitting the record or notice through this application satisfies the law.

By accessing this application, I agree to restrict the use of my username and password to laboratory representatives authorized to submit documents and make changes to general laboratory information. By agreeing to this provision, I understand that unauthorized use of my account must be reported immediately, in writing, to the Minnesota Department of Health. When notified of unauthorized access, the Minnesota Department of Health will request my verification of the accuracy of recent changes to the account and will issue a new, secure login to me.

I understand and acknowledge that my laboratory is required to be continually in compliance with the 2003 NELAC Standard, as adopted in Minn. Stat 144.98, and with the provisions in Minnesota Rules, Chapter 4740, parts 4740.2010 to 4740.2120, regarding the certification requirements for environmental laboratories.

I understand that the laboratory is subject to the enforcement and penalty provisions of the State of Minnesota.

I certify that I have not submitted information through this application that is classified as "trade secret" or "not public" under the Minnesota Data Practices Act. I understand that accreditation program information is public unless designated by me as meeting conditions for trade secret classification.

I certify that I am the designated representative of the applicant/owner and that there are no misrepresentations in my submitted information and any related documentation required for compliance with accreditation requirements.

Except for laboratory identifications, any information saved in this application and not submitted to the Minnesota Department of Health within 60 days of initiating the action will be removed.

Agreement with the Terms represents a signature by the user assigned to the username-password combination for all actions, entries and uploaded information contained in the ELDO system for the laboratory of record.

Unauthorized use of the user's account must be reported immediately to the Minnesota Department of Health via the MN-ELAP's email address ([health.mnelap@state.mn.us](mailto:health.mnelap@state.mn.us)) or mailing address at Minnesota Department of Health, Attn: MN-ELAP, 601 Robert Street North, St. Paul, MN 55155.

## PROFILE MAINTENANCE

---

Passwords should be changed periodically to maintain security. User profiles, including password changes, may be updated by clicking on “My Account” above the Login/Logout prompt on the home screen.



Profile maintenance does NOT include changes to your username or removal of users from access to a particular laboratory account. User accounts may only be de-activated by MDH IS&TM through referral by the MN-ELAP manager.

### User Profile

User ID	labmanager3	Salutation:	-- Select --
Old Password	<input type="text"/>	First Name *	Lab
New Password	<input type="text"/>	Middle Name	<input type="text"/>
Confirm New Password	<input type="text"/>	Last Name *	Manager
Email *	health.mnelap@state.mn.		
Phone *	(651)201-5200		
Fax	<input type="text"/>		
<a href="#">Save User Profile</a>		<a href="#">Cancel</a>	

Users should periodically review their profile to maintain updated email addresses and phone numbers. The contact information here is not synchronized with the general laboratory information supplied on the application.

## BASIC NAVIGATION

---

The ELDO home screen for Laboratory users includes a description of activities available to perform in ELDO. The home screen will be updated to include links to the ELDO User Guide as well as provide information regarding the availability of new features, improvements or navigation tools.

The current system allows laboratories to apply for accreditation, upload or update documents required for accreditation, view proficiency testing results, view general laboratory information, review and respond to assessment reports initiated by MN-ELAP, and review reports.

Choose an activity from the navigation bar above.

**Application-** apply for accreditation or view saved applications. Applications may be submitted for initial requests, re-instatement after suspension, renewing accreditation, changing fields of accreditation or changing laboratory information (address, location, personnel).

**Documents-** upload, view or change the documents associated with your laboratory's fields of accreditation and quality systems.

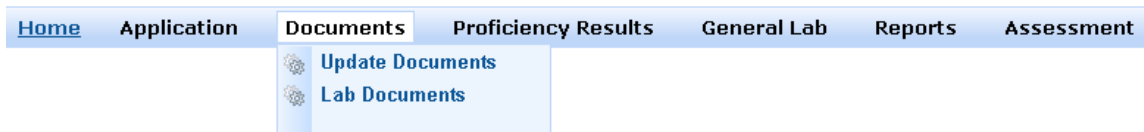
**Proficiency Testing Requirements-** view PT results for your laboratory as received from the PT vendor.

**General Lab Information-** view your laboratory's information (without fields of accreditation). Requests to change this information must be submitted through the application process.

**Assessment-** view, track status or respond to assessments. Assessments include: application reviews, data review, onsite reports, corrective actions for failed proficiency testing, and review of procedures (document).

**Custom Reports-** build your own queries of your laboratory's information. You can establish shortcuts to the data you access frequently and generate reports.

Similar to MS Word and most internet browsers, all ELDO user screens include a navigation bar across the top. Each menu option in the navigation bar includes specific actions in drop-down boxes beneath the menu title.



Throughout the system, screens are divided into *window views*, for example:

**Main window:** represented by a blue title bar

**Secondary windows:** outlined by blue borders to group related items

**Text boxes:** for data entry

Pages also include *navigation buttons*. Blue navigation buttons indicate available choices; gray indicates the action cannot be performed. Use the [Next](#) button to advance to the next screen as you progress through the system. [Save&Exit](#) will save your work and return you to the main menu. [Cancel](#) will return you immediately to the main menu and will NOT save your work.



Various other buttons or links such as those below will initiate actions in specific screens.



This page intentionally left blank.



**Chapter Three: Applications** Laboratories may apply for accreditation for the fields of testing (FOT) available in the ELDO system. MN-ELAP posts a list of available fields of testing under the Application link on its webpage ([www.health.state.mn.us/accreditation](http://www.health.state.mn.us/accreditation)). The list is supplied in CSV format and is available to the general public; no username or access is required.

## *APPLICATION TYPES*

---

The ELDO system categorizes applications:

**Initial** – application available to laboratories new to MN-ELAP. Includes laboratories previously accredited by MN-ELAP but not active for more than six years (the retention period for all MN-ELAP laboratory files).

**Renewal** – application available to laboratories already accredited through MN-ELAP. This application type is available from 120 days prior to the expiration date of the laboratory's current certificate through six years after the expiration date of the last certificate issued. The certificate issued upon acceptance of the application will be December 31<sup>st</sup> of the following calendar year.

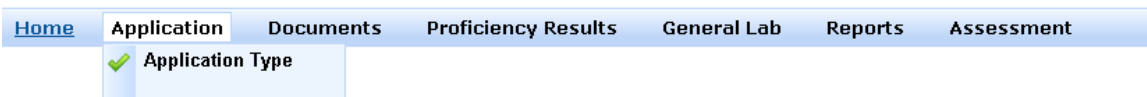
**Add/Drop FOTs** – application available to laboratories already accredited through MN-ELAP. The application is not available during the renewal period (see Renewal description above). A change fee is required to submit this application. The change fee is equal to the category fee specific to the FOTs selected. The certificate issued upon acceptance of the application will be unchanged from the expiration date on the laboratory's current certificate.

**Change Lab Information** – application available to all laboratories. A change fee is required to submit this application. The change fee is \$250.00 for each application requesting changes in ownership, location, or personnel (technical directors). For this reason, initial applicants should choose the Initial Application rather than the Change Lab Information option.

**Request for Reinstatement** – application available to laboratories already accredited, but suspended, through MN-ELAP. The application must be completed prior to submitting an application for renewal. No fee is associated with submitting this application.

Categorizing allows the system to assign appropriate user access, turnaround times, and fees to each application.

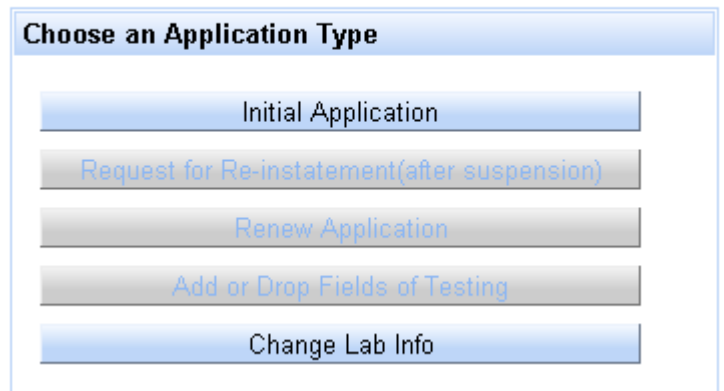
To begin an application, select Application Type from the Application drop-down menu.



In the Application Type menu, the types available to the user are designated by *blue* navigation buttons.

If all buttons are gray, this means an application has already been submitted to MN-ELAP for review. Only one application may be submitted at a time.


- There is no current application for MyLab!



After selection of the application type, the ELDO system will notify the user if an application of the same type has already been started (saved) in the system. Saved applications may be edited by any of the laboratory’s authorized users. Saved applications are not viewable by MN-ELAP. Select the [SAVED](#) link or [EDIT](#) button to review the saved work and proceed to the end of the application to select the [SUBMIT](#) button and send to MN-ELAP. You may choose to remove the saved application by selecting the [Remove](#) link.

Existing Certificate Application		
Id	Status:	Actions:
170189	<a href="#">SAVED</a>	<a href="#">Edit</a> <a href="#">Remove</a>

If there is no current application, the system will indicate this and ask the user to start a new application.

-  There is no current application for MyLab!

[Start New Application](#)

## ENTERING GENERAL LAB INFORMATION

---

Applications for initial, renewal, or change laboratory information requests begin with general laboratory information regarding name, location, address, directions, and personnel. Items identified with a **red asterisk (\*)** indicate required entries. Applicants from laboratories already accredited through MN-ELAP will edit pre-populated fields. New applicants are required to fill in all details.

### New Certificate Application for MyLab

**Add or Change General Laboratory Information**

Laboratory Name (legal):\*

Lab Description:\*

Accepts samples from private home owners:

Business Hours:\*

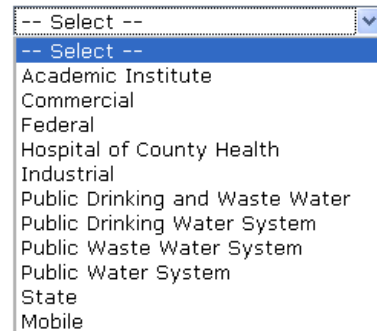
[Next »](#)
[Instructions](#)
[Reset Page](#)
[Save & Exit](#)
[Cancel](#)

If the **laboratory accepts samples** directly from individuals (e.g. private homes, cabins), click in the checkbox to indicate the laboratory may be included in pamphlets, brochures, webpages, and general publications supplied to organizations and the general public regarding requests to test non-regulatory samples. Typically, the requests received by MN-ELAP are for laboratories available to test drinking water in private residences.

The laboratory-supplied business hours will assist MN-ELAP in scheduling assessments during hours when the majority of the laboratory staff is routinely available.

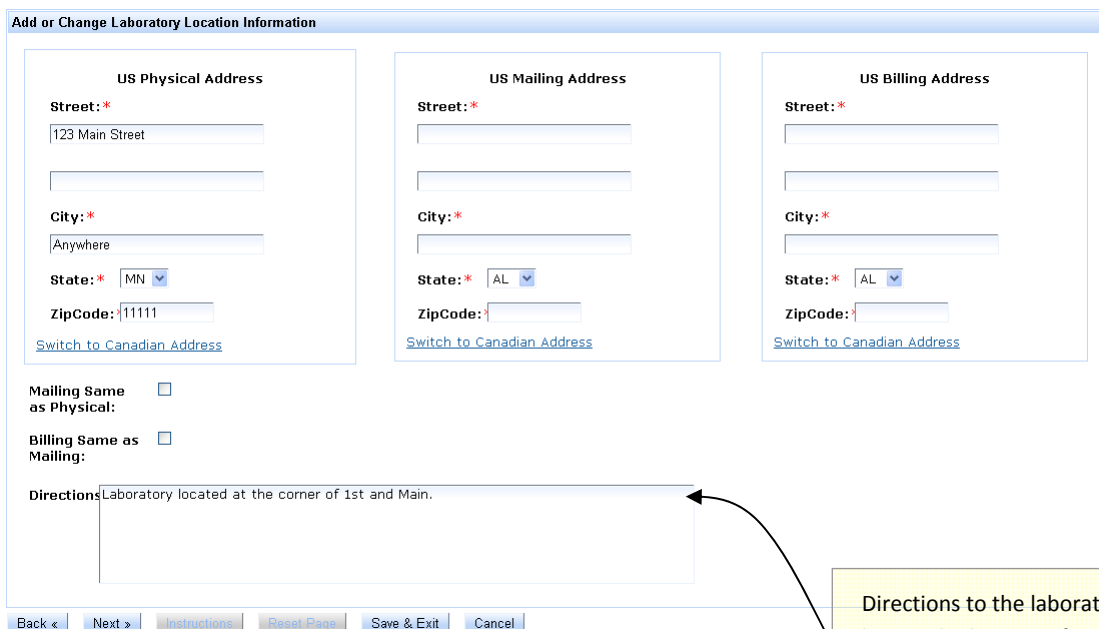
The laboratory description gives the user a drop-down menu of several choices.

Lab Description:\*



Laboratories meeting the description in more than one category should contact MN-ELAP for instruction prior to selection.

There are several screens requiring addresses for the laboratory and laboratory personnel. The first address screen requests physical location, mailing address, and billing address. Shortcut checkboxes below the requested addresses can be selected if the laboratory has one address that satisfies the conditions identified (i.e. mailing address same as physical location, or billing address same as mailing address).



Directions to the laboratory should be supplied starting from a major highway (or, for non-Minnesota laboratories, the nearest airport).

Laboratory contact information is included in three parts. The top of the next screen requests contact information for the laboratory, the laboratory owner, and the quality manager.

The bottom of the same page requires the entry of personnel information for four main laboratory positions as required by Minn. Rules, Chapter 4740: the laboratory director, the managing agent, the primary contact person, and the laboratory owner.

By entering information and selecting one or several job descriptions, the personnel may be added to the list.

Phone numbers should be entered as numbers only. ELDO will standardize the format automatically as you type.

Select the [Add Person Contact](#) link to add a person to the list. Personnel information entered into the application will appear in a list above the Lab Contacts window as they are entered.

If the laboratory is owned by an organization, you may choose to enter the organization name, phone number, and an email address where a responsible party may be contacted. If you choose to enter an organization as the owner, the Laboratory Owner position will disappear

from the required personnel selection list and the organization name will appear in the Lab Contacts list.

Lab Contacts				
Name	Title	Phone	Email	
Issa LabGuy	Primary Contact	(111)111-1111	issa.labguy@mylab.com	<a href="#">Remove</a>
Issa LabGuy	Lab Director	(111)111-1111	issa.labguy@mylab.com	<a href="#">Remove</a>
Issa LabGuy	Managing Agent	(111)111-1111	issa.labguy@mylab.com	<a href="#">Remove</a>

Solution: -- Select --

First Name: \*

Last Name: \*

Phone: \*

Email: \*

[Add Person Contact](#)

Select all that apply:

Lab Owner

Organization: \_\_\_\_\_

Phone: \*

Email: \*

[Add Organization as Lab Owner](#)

Personnel may be removed from the list by selecting the [Remove](#) link at the end of the row displaying the person’s contact information. Removing personnel information for one of the required position descriptions will require adding a person to fulfill the role before the system will allow you to proceed to the next screen.

On the next screen, ELDO requires entry of at least one technical director for each laboratory. The technical director must meet the qualifications for accreditation. A worksheet is available on the MN-ELAP webpage under the Application link to assist laboratories in identifying qualified candidates. Documentation of personnel qualifications must be maintained in the personnel files at the laboratory. For laboratories applying for secondary accreditation, the list of technical directors must match the list submitted with the laboratory’s primary application. Only technical directors recognized by the primary accreditation body and meeting the qualifications of MN-ELAP will be recognized.

**Add or Change Technical Directors**

Technical Directors			
Name	Area of Responsibility	Title	Phone
<a href="#">Add Technical Director</a>			

[Back](#) [Next](#) [Finish](#) [Instructions](#) [Reset Page](#) [Save & Exit](#) [Cancel](#)

**Add Technical Director**

Please add a technical director:

First Name: \*

Last Name: \*

Phone: \*

Area of Responsibility: \* -- Select --

Title:

[Add Technical Director](#) [Cancel](#)

Select the [Add Technical Director](#) link to view the entry screen for personnel information.

Technical directors must be qualified for the laboratory areas they supervise. The applicant may assign the appropriate areas of supervision to each technical director named. If the technical director supervises all areas (i.e. laboratory director), select “All Areas” from the drop-down menu. If the technical director supervises more than one, but not all areas of the laboratory, add the contact information separately for each responsibility area (i.e. add the person to the list multiple times).

Area of Responsibility:\*

-- Select --

-- Select --

AIR

All Areas

Inorganic Chemistry

Metals

Microbiology

Other Organic Compounds

Radiochemistry

Volatile Organic Compounds

Select the [Add Technical Director](#) link to add a person to the list. Personnel information entered into the application will appear in a list above the Technical Directors window as they are entered.

**Add or Change Technical Directors**

Technical Directors				
Name	Area of Responsibility	Title	Phone	
Issa LabGuy	All Areas		(111)111-1111	Remove

[Add Technical Director](#)

[Back](#) [Next](#) [Finish](#) [Instructions](#) [Reset Data](#) [Save & Exit](#) [Cancel](#)

## ENTERING FIELDS OF TESTING INFORMATION

The Fields of Testing main window includes two folder tabs: Selected and Available. If the laboratory is already accredited by MN-ELAP, the list of FOTs on the laboratory’s current scope of accreditation will appear in the Selected folder tab.

ELDO includes a pre-approved list of fields of testing from which laboratories may request accreditation. The available fields of testing not yet selected by the laboratory are listed under the Available tab.

**Fields of Testing**

Selected (0) Available (3970)

Selected Fields of Testing (0)						
id	Method Reference	Method Description	Analyte	Program	Matrix	Primary Secondary

[Back](#) [Next](#) [Finish](#) [Instructions](#) [Save & Exit](#) [Cancel](#)

To find fields of testing on the list, the user selects the Available tab filters the list by typing the initial search characters at the head of any of the columns. More than one column may be filtered at once.

To add a field of testing, the user selects the [Add](#) link at the end of the corresponding row.

The screenshot shows the 'Fields of Testing' application window. At the top, there are two tabs: 'Selected (0)' and 'Available (3970)'. The main area displays a table titled 'Available Fields of Testing (2906)'. The table has columns for Id, Method Reference, Method Description, Analyte, Program, Matrix, and Add. An 'Add FOT' dialog box is open over the table, prompting the user to select a primary certification. The dialog box contains fields for Method Reference, Analyte, Program, and Matrix, and a dropdown menu for Primary Certification. The dropdown menu is open, showing a list of states: Minnesota, -- Select --, Minnesota, California, Illinois, New Jersey, New Hampshire, New York, Pennsylvania, Oregon, Florida, Louisiana-DHH, Louisiana-DEQ, Virginia, Texas, Utah, and Kansas.

Id	Method Reference	Method Description	Analyte	Program	Matrix	Add
285621	EPA 8270C	Semivolatile Organic compounds by GC/MS	Kepone	Resource Conservation Recovery Program	Solid and Chemical Materials	<a href="#">Add</a>
285623	EPA 8270C	Semivolatile Organic compounds by GC/MS	Famohur	Resource Conservation Recovery Program	Solid and Chemical Materials	<a href="#">Add</a>
			benzene	Resource Conservation Recovery Program	Non-Potable Water	<a href="#">Add</a>
			e	Resource Conservation Recovery Program	Non-Potable Water	<a href="#">Add</a>
				Resource Conservation Recovery Program	Solid and Chemical Materials	<a href="#">Add</a>

A dialog box will appear for the user to confirm the selection and enter the accreditation body information (primary accreditation body identification). All of the current NELAP-recognized accreditation bodies (AB) are listed in a drop-down box under Primary Certification.

When all required information is entered, select the [Add FOT](#) link to add the field of testing to the Selected tab in the Fields of Testing window. The application will jump to the Selected tab after each selection. You may continue to add FOTs to the application by selecting the Available tab and repeating the steps. Choose the [Next](#) button when you are finished making selections.



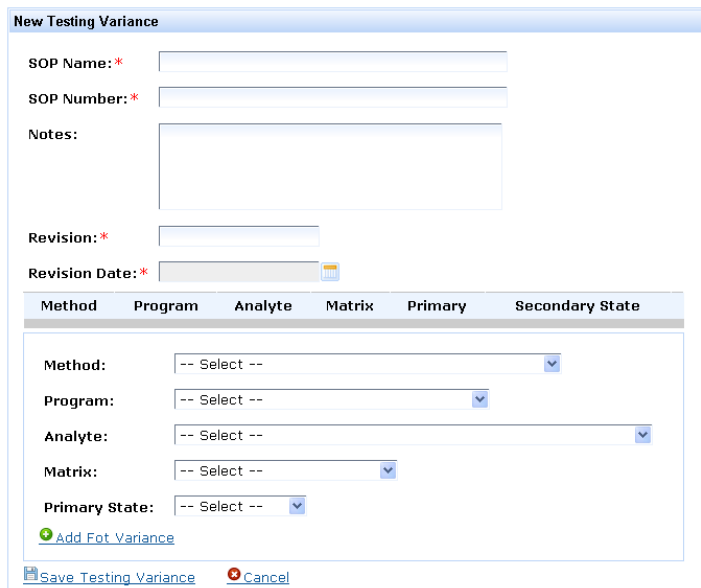
Corrections to the laboratory’s selected Primary AB can be made through the Selected tab, if needed. To delete an FOT from the application, select the [Remove](#) link.



## REQUESTING A VARIANCE FROM APPROVED METHODS

The next screen of the application allows the applicant laboratory to request a variance from using/applying for methods on the Available FOTs list. A variance fee is charged for each standard operating procedure entered in lieu of selecting one of the available FOT combinations. Requests for variance are typically used for performance-based, laboratory-developed methods or for the addition of analytes to an existing reference method.

To request a variance, the user must enter the title of the standard operating procedure, the SOP number (i.e. The number assigned by the lab to identify the document.), a revision number, revision date, and each individual FOT for which the procedure is used and for which a variance is requested.

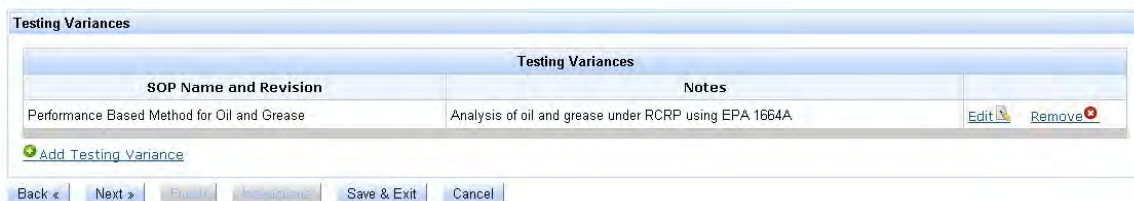


Upon entry of each FOT covered by the procedure, the user must select the [Add FOT variance](#) link to enter the selected FOT on the list. After all FOTs are added to the list, the user must choose to [Save Testing Variance](#) to save the overall procedure information and all selected FOTs.



Entry showing the added FOT which now appears in the list of FOTs for this example procedure.

The saved Testing Variance appears in a summary list. Additional testing variances (i.e. additional standard operating procedures) may be added to the list by selecting the [Add Testing Variance](#) link and repeating the steps above.



## SELECTING PREPARATION TECHNIQUES

The ELDO system associates required preparation techniques with the applicable methods. As with the fields of testing available in ELDO, the preparation-method associations only cover preparation techniques entered into the ELDO system by MN-ELAP, not ALL preparation-method combinations are available for accreditation.

If a preparation technique is required to perform the method but not listed as an option in the ELDO preparation-method combinations, the laboratory must continue to comply with the preparation requirements of the method.

Methods with preparation techniques associated are designated in the next screen by appearing in a list. The methods represented in red are methods for which a preparation-method association exists but the laboratory has not yet selected the preparation performed. To view the list of potential preparation techniques, click on the [Edit](#) link at the end of the corresponding row.

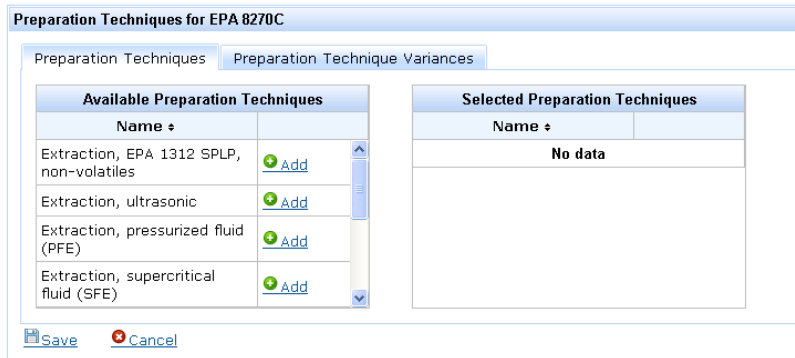
Preparation Technique Methods				
Status	Reference ↕	Code ↕	Description ↕	
✘	EPA 8270C	10185805	Semivolatile Organic compounds by GC/MS	<a href="#">Edit</a>
✘	EPA 1664A (HEM)	10127807	N-Hexane Extractable Material (Oil and Grease) by Extraction and Gravimetry	<a href="#">Edit</a>

ELDO uses national codes to identify methods and analytes (see [www.nelac-institute.org](http://www.nelac-institute.org)).

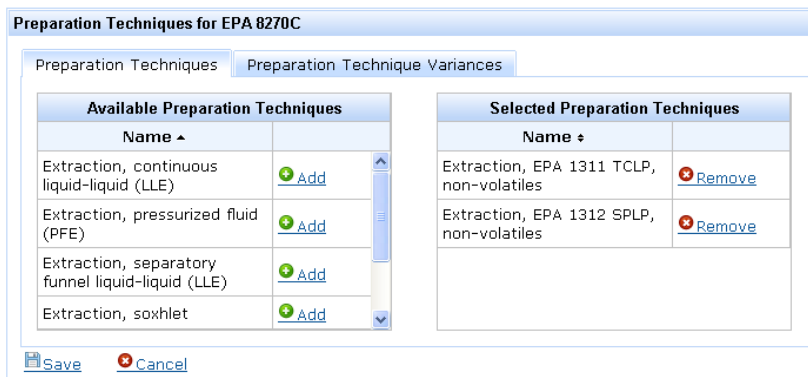
To view the list of available preparation techniques for each method, click on the Edit link.

A list of available preparation techniques will appear. The method reference is highlighted in the navigation bar of the main window. A secondary window shows two folder tabs: Preparation Techniques and Preparation Technique Variances.

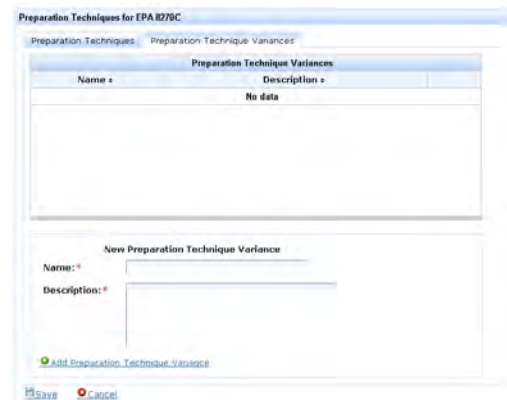
To add a preparation technique to your application, click the [Add](#) link.



The selected preparation technique will move to the Selected Preparation Techniques window. To remove a selected preparation technique, select the [Remove](#) link. The removed preparation technique will move back into the Available Preparation Techniques window.

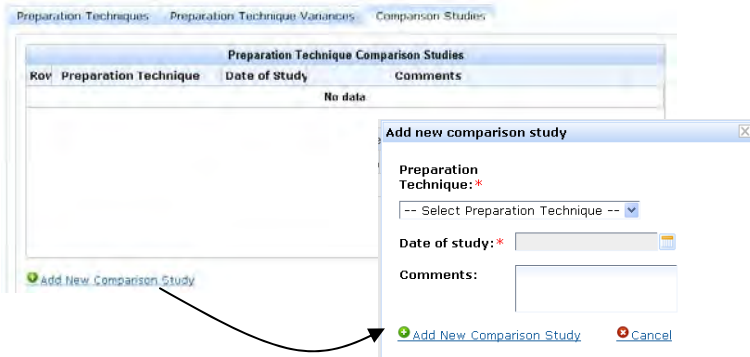


ELDO allows a second option for selecting preparation techniques. Laboratories may create a custom Preparation Technique Variance. When the Preparation Technique Variance file folder tab is selected, a window appears allowing entry of the name and description of the preparation technique used.



You should **NOT** enter Preparation Technique Variances without first contacting MN-ELAP for instruction. Variances entered here are used for temporary requests from a laboratory and may be used by MN-ELAP to expand the list of available preparation techniques. Permanent requests for variance are assessed an application fee of \$500.00 per request and are reviewed by MN-ELAP on a case-by-case basis.

For some methods, a third option is available and appears as a third folder tab in the Preparation Techniques window. Methods which allow a comparison study in lieu of the preparation (e.g. ammonia or fluoride distillations) will trigger a Comparison Study tab to appear. Select [Add New Comparison Study](#) link, select the replaced preparation technique, and enter the study information.



When you have completed your selections, click on the [Save](#) link below the Preparation Technique windows to save your selections and associate the preparation techniques with the method on your application.

You will need to repeat this process until you complete the association of all methods requiring a preparation technique. A status screen shows your progress toward completing the required associations. Items in **red** text mean that a required association has not been completed.

Preparation Technique Methods				
Status	Reference	Code	Description	
✓	EPA 8270C	10185805	Semivolatile Organic compounds by GC/MS	<a href="#">Edit</a>
✗	EPA 1664A (HEM)	10127807	N-Hexane Extractable Material (Oil and Grease) by Extraction and Gravimetry	<a href="#">Edit</a>

When you see a **green** checkmark in the status column, this means that a preparation technique has been assigned. When all associations are complete, ELDO will allow you to move to the next page.

Preparation Technique Methods				
Status	Reference	Code	Description	
✓	EPA 8270C	10185805	Semivolatile Organic compounds by GC/MS	<a href="#">Edit</a>
✓	EPA 1664A (HEM)	10127807	N-Hexane Extractable Material (Oil and Grease) by Extraction and Gravimetry	<a href="#">Edit</a>

You may review the assigned techniques by clicking on the Edit link to the right of the technique description.

## REVIEWING AND SUBMITTING THE APPLICATION

At the end of the selection process, you must view a summary of the entered information. The summary page may be printed for your records using your web browser’s print option (File/Print, or Ctrl+P). This is the official record of your application for accreditation.

Selected Fields of Testing						
Method Reference	Method Description	Analyte	Program	Matrix	Primary	Secondary
EPA 8270C	Semivolatile Organic compounds by GC/MS	Kepona	Resource Conservation Recovery Program	Solid and Chemical Materials	New Jersey	Minnesota

Testing Variances					
Method	Program	Analyte	Matrix	Primary State	Secondary State
Performance Based Method for Oil and Grease					
EPA 1664A (HEM)	Resource Conservation Recovery Program	Oil & Grease	Non-Potable Water	Minnesota	N/A

Preparation Techniques	
Name	Description
Extraction, EPA 1311 TCLP, non-volatiles	Extraction, EPA 1311 TCLP, non-volatiles
Extraction, EPA 1312 SPLP, non-volatiles	Extraction, EPA 1312 SPLP, non-volatiles
Extraction, separatory funnel liquid-liquid (LLE)	Extraction, separatory funnel liquid-liquid (LLE)

Preparation Technique Variances	
Name	Description

[Back](#) | [Finish & Submit](#) | [Instructions](#) | [Save & Exit](#) | [Cancel](#)


When you are finished reviewing the accuracy of the application, you must select [Finish & Submit](#) to send the application to MN-ELAP for review. If you are not ready to send the application to MN-ELAP, you may select [Save & Exit](#) to return to the application.

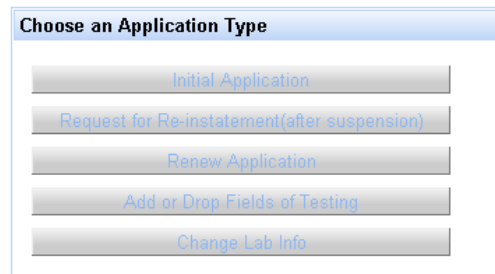
Saved applications can be edited by selecting the [SAVED](#) link and progressing through the application steps outlined in this guide.

Existing Certificate Application		
Id	Status:	Actions:
170189	<a href="#">SAVED</a>	<a href="#">Edit</a>  <a href="#">Remove</a> 

Saved applications will be accessible in the ELDO system for 30 days from the date of last activity or up to 120 days prior to the expiration date of the laboratory’s current certificate, whichever is sooner.

When a laboratory submits the application, a message appears to indicate that the application is in the evaluation process by MN-ELAP. Until the evaluation is complete, no other applications may be submitted by the laboratory. The options will all be grayed out indicating they are not accessible.

-  The lab has a certificate application that has been submitted and is in the evaluation process!



After submitting the application, proceed to the Documents module and view the list of required documents. See Chapter 5 of this User Guide for instruction on the Documents module.

Evaluate New Certificate Application for MyLab

Lab Info | Accreditation

Expiration Date: \* 12/31/2011

Fields Of Testing | Testing Variances | Preparation Techniques | Preparation Technique Variances | Comparison Studies

✔ Approve All FOT's

Fields of Testing - 3							
Method Reference	Method Description	Analyte	Program	Matrix	Primary	Document	Action
Hach 10360	Luminescence of Dissolved Oxygen (LDO)	Biochemical oxygen demand	Clean Water Program	Non-Potable Water	Minnesota	Missing Document!	Acceptable
SM 4500-P E	Phosphorus by Ascorbic Acid Method	Total Phosphorus	Clean Water Program	Non-Potable Water	Minnesota	Missing Document!	Acceptable
SM 9222 D (m-FC)-97	Membrane Filtration Quantitative (m-FC): Fecal Coliform	Fecal coliforms	Clean Water Program	Non-Potable Water	Minnesota	Missing Document!	Acceptable

Save & Exit | **Close** | Cancel

The ELDO system will not allow the assessor to close (complete) evaluation of the application without appropriate upload and association of the documents with the fields of testing on the application.

This page intentionally left blank.



**Chapter Four: Assessments** Assessors will initiate a request for a corrective action response using the following assessments types: Onsite, Follow-up, Document Review, Application Review, and Proficiency Testing (PT) Review. Assessments are identified by a numerical code; categorized by type; and assigned a status for tracking turnaround times and actions required.

### *SEARCHING AND VIEWING ASSESSMENT REPORTS*

The assessment reports and findings are assigned a status. Each status indicates a particular action required and responsible party who must perform the action. The table below lists the various status designations, the responsible party, and the expected action. Table rows with yellow highlights indicate a status associated with a required laboratory action.

Assessment Report Status	Indicator/Use
<b>Draft</b>	<u>Requires Action by: Assessor</u> The initial status assigned to assessment records for scheduled or completed assessments with findings not fully documented or released to the MN-ELAP Admin for peer-review.
<b>Review Open</b>	<u>Requires Action by: MN-ELAP Admin</u> The assessment activities are completed and findings have been documented. The report is now ready for peer-review before release to the laboratory.
<b>Open</b>	<u>Requires Action by: Laboratory</u> The assessment report has been reviewed for conformance to the standard, clarity, and consistency. The report is now ready for the laboratory's corrective action response entry.
<b>Pending Review1</b>	<u>Requires Action by: Assessor</u> The laboratory has entered responses to all findings and submitted the responses through ELDO. The responses are ready for review by the assessor.
<b>Additional Info Required (if needed)</b>	<u>Requires Action by: Laboratory</u> The laboratory's first corrective action response has been rejected by the assessor and requires additional detail before the report can be closed. The findings with rejected responses will be labeled as Additional Info Required. Acceptable responses will be labeled with a status of 'Closed' (see below). The assessor will enter a comment for clarification of expectations or clarification of the finding. The laboratory must enter a second, final response.
<b>Pending Review2 (if needed)</b>	<u>Requires Action by: Assessor</u> The laboratory's second response is ready for review by the assessor.
<b>Closed</b>	<u>No further action required unless findings are unresolved.</u> The assessment will be closed and any unresolved findings will be forwarded to the program manager. The program manager will open a new assessment recommending enforcement action by the commissioner.

Choose the Assessment module menu option and enter search criteria (data range) and status. 'Pending' means the assessment requires a response from you. Choose ALL to find all assessments entered into the ELDO system. The columns may be sorted by clicking on the column title.

## RESPONDING TO AN ASSESSMENT

When you are notified that an assessment is available for your corrective action response, enter the Assessment module and search for any Open assessments.

Lab Search Parameters

Status:  Pending  All

From date: 10/12/2010 05:46 PM To date: 01/10/2011 04:46 PM

Search

Results:(1)						
id	Type	Status	Lab	EPA ID	Assessment Date	Action
172859	Onsite	Open	MyLab	MN99999	01/10/2011 08:00 AM	<a href="#">View</a>

Select the [View](#) link at the end of the row to view the corresponding assessment report.

Edit Assessment

Assessment ID: 172859

Lab: MyLab

Type: Onsite

Assessment date: 01/10/2011 08:00 AM

Status: Open

CAR Items (2)		
#	Citation	Action
1	Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)	<a href="#">Respond</a>

Edit CAR Item

Assessment date: 1/10/2011 Assessment ID: 172859

Finding Number: 1 of 2

Citation: Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)

Observation:  
The assessor reviewed the report of the management review conducted on November 18, 2010. The laboratory did not record the required actions resulting from the review of findings and the appropriate and agreed timeline for management to ensure the actions are carried out. During the management review, the laboratory must review and record the implementation and effectiveness of its corrective actions.

Action:

Save Cancel

Select the [Respond](#) link at the end of the row to view observations for each of the citations in the report.

Enter your response in the Action text box and select the Save button to return to the Edit Assessment screen (i.e. the main page with the list of citations).

The Edit Assessment screen will help track your progress in responding to all assessment findings in the report. Continue selecting each finding and entering your responses. When there are no more findings with [Respond](#) in the Action column, you have completed your draft response to the report.

Edit Assessment

Assessment ID: 172859

Lab: MyLab

Type: Onsite

Assessment date: 01/10/2011 08:00 AM

Status: Additional Info Required

CAR Items (2)		
#	Citation	Action
1	Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)	<a href="#">Respond</a>
2	Equipment (NELAC 5.5.5)	<a href="#">View</a>

Save View summary Cancel

2 Equipment (NELAC 5.5.5)

Save View summary Cancel

The Action column displays findings with entered responses as [View](#) and findings without a recorded laboratory response as [Respond](#).

To view all assessor observations and your draft responses, select the [View Summary](#) button.

Status: Open

Citation	Observation	Car Items	Action	Evaluation	Status
Finding 1 of 2					
1 Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)	The assessor reviewed the report of the management review conducted on November 18, 2010. The laboratory did not record the required actions resulting from the review of findings and the appropriate and agreed timeline for management to ensure the actions are carried out. During the management review, the laboratory must review and record the implementation and effectiveness of its corrective actions.	The laboratory has modified its management review procedure to ensure that all corrective actions are reviewed for effectiveness and meet the timelines of the standard. A revised procedure is uploaded in the ELDO system for review.		Waiting for Evaluation	Pending Review 1
Finding 2 of 2					
2 Equipment (NELAC 5.5.5)	The assessor reviewed the current equipment list for the new laboratory location. The laboratory did not clearly document what equipment was moved from the old laboratory location and what equipment was taken out of service. The laboratory must maintain records of each major item of equipment and its software significant to the environmental tests performed.	The laboratory's equipment list has been updated to include the required information. An updated equipment list is now included in the revised quality manual and uploaded to the ELDO system.		Waiting for Evaluation	Pending Review 1

Submit for review Go Back Open in PDF

You may print the screen or choose the [Open in PDF](#) button to save a copy of the report.

To edit responses, select [Go Back](#) to return to the list of citations. Select the [Submit for Review](#) button when you are ready to send your responses to MN-ELAP.

## SENDING A SECOND CORRECTIVE ACTION RESPONSE

If the laboratory's response is not acceptable to MN-ELAP, the assessor will reject the plan for corrective action and request a second response from the laboratory. Assessments requiring a second attempt at corrective action are assigned a status of Additional Info Required.

**Lab Search Parameters**
«

**Status:**     Pending     All

**From date:**    10/12/2010 05:56 PM       **To date:**    01/10/2011 04:56 PM   

---

**Results:(1)**

id ▾	Type ▾	Status ▾	Lab ▾	EPA ID ▾	Assessment Date ▾	Action
172859	Onsite	Review Additional Info Required	MyLab	MN99999	01/10/2011 08:00 AM	<a href="#">View</a>

The laboratory will enter the second corrective action response in the same manner as the first. The view will show the original observation, the laboratory's initial response, the status/assessor evaluation, and the assessor's new entry clarifying the observation or reason for rejection of the first corrective action response.

The laboratory will enter its second (and FINAL) response in the text box provided. After two failed attempts to correct the reason for the finding, the assessor will close the assessment report and direct the program manager to recommend enforcement action.

[Edit CAR Item](#)

---

**Assessment date:** 1/10/2011                      **Assessment ID:** 172859

---

**Finding Number:**    1 of 2

**Citation:**            Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)

**Observation:**

The assessor reviewed the report of the management review conducted on November 18, 2010. The laboratory did not record the required actions resulting from the review of findings and the appropriate and agreed timeline for management to ensure the actions are carried out. During the management review, the laboratory must review and record the implementation and effectiveness of its corrective actions.

**Action:**

The laboratory has modified its management review procedure to ensure that all corrective actions are reviewed for effectiveness and meet the timelines of the standard. A revised procedure is uploaded in the ELDO system for review.

**Status:**                NOT Acceptable

**Observation:**

The ELDO system does not have a record of your laboratory's revised procedure. Please log into the system and assure that you have uploaded the document correctly and submitted it for review.

**Action:\***

---

If you are unsure about how to respond or what the requirements are, please contact your assessor before submitting a second response. The assessor or program manager may be able to help clarify the finding for you.

When you are finished responding to the findings, continue to the View Summary page and select the Submit for Review button to send the responses to MN-ELAP.

## *ENFORCEMENT ACTIONS*

---

Once you submit responses, you will not be able to change them. The system will not allow assessors to release the report back to you for editing. MN-ELAP staff only have the option to reject your response and send the assessment back to you to enter a second attempt for correction or to close the report and forward the findings for enforcement action.

The system will continue to save your responses and will show all responses in the official record. For this reason, the Submit for Review button is located at the bottom of the Summary page so that you may have an opportunity to review your responses in their entirety prior to submitting them.

## *RETRIEVING AND REVIEWING PAST ASSESSMENT REPORTS*

---

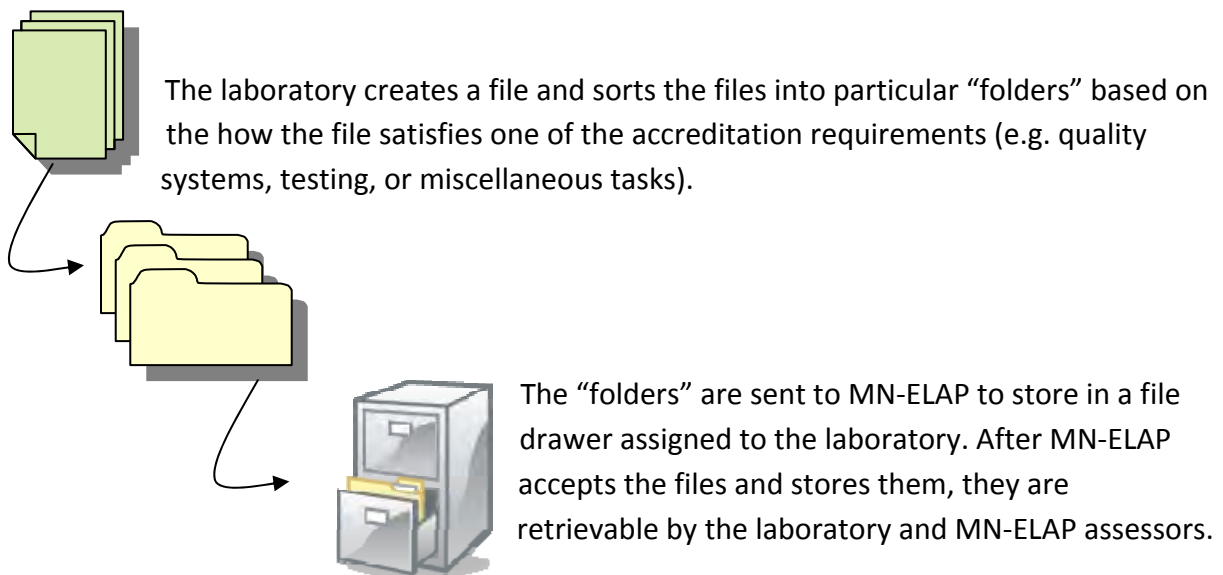
Assessment records are retained for six years from the date the assessment was closed. You may retrieve records of past assessments by expanding your search dates and looking for assessment reports with a status of “closed”.

Note: The first assessments were entered into the ELDO system in August 2010. Assessment reports issued prior to this date are maintained on the MN-ELAP file server (not accessible through ELDO).

This page intentionally left blank.

**Chapter Five: Documents** The ELDO system requires uploading and maintaining current documents for laboratory activities related to accreditation. The required documents include the laboratory’s quality system documentation as well as the laboratory’s written test procedures used to perform analysis of samples.

In the simplest terms, the ELDO Document module is a document management system; therefore, the system functions similar to storing papers in a filing cabinet.




## VIEWING YOUR DOCUMENTS

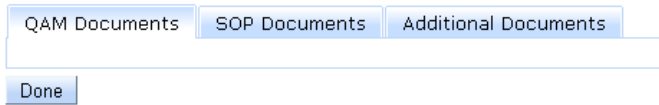
To view documents already stored in the system, choose the Lab Documents option from the Documents menu on the ELDO home page.



If no current documents are stored, the Lab Documents screen will return empty folders (tabs only) and a message that no documents are uploaded.

-  MyLab has no documents uploaded!

#### Documents for MyLab



If you have already sent a request to upload your documents and they do not appear in the ELDO folders, then MN-ELAP may not have reviewed the files and accepted them into the system. MN-ELAP reviews document upload requests chronologically in the order received. Depending on the volume of the request or requests preceding yours in the queue, the documents may not appear for a few days.

Note: Only one document upload request may be entered at a time so you should avoid trying to do daily or weekly updates to your documents. If you plan to edit several documents within a short timeframe upload the entire batch of edited documents at one time.

## PREPARING DOCUMENTS

---

Completing document uploads requires preparation time on the part of the laboratory. Take a close look at the required documents and prepare your information and your documents ahead of time. The ELDO system will time-out if there is more than 45 minutes of inactivity (i.e. no changes in screen views). We suggest that you gather your laboratory documents into one folder on your computer so that you can find them all easily when you need to upload them.

*Your documents must meet the following formatting rules:*

1. File type: portable document format (PDF)
2. File size : 5 MB or less

*You will need to upload the following documents:*

1. Procedures for quality system items (i.e. Quality Manual)
2. Procedures for laboratory tests (i.e. SOPs)
3. Additional documents needed to satisfy accreditation requirements



## STARTING AN UPLOAD REQUEST

---

To send documents to MN-ELAP, select the Upload Documents option under the Documents menu. The screen will indicate whether an upload request has already been saved. If there is no saved upload request in the system, you may choose to start a new request.

- There is no current documents upload request for MyLab!

[Start Documents Upload Request](#)

Saved applications may be edited by selecting [SAVED](#) or [Edit](#). Saved upload requests may be removed by selecting [Remove](#).



There are four sections to the Document module: **Quality Manual, Standard Operating Procedures, Additional Documents, and Summary**. All four sections must be completed before you may submit the documents to MN-ELAP.

Note: You cannot toggle between screens in the Document module. You must complete all sections in the order they are presented before you may move to the next section.

## THE QUALITY MANUAL

The ELDO system will ask you whether your quality system documentation is in one document or several separate procedures.

[Documents Upload Request for MyLab](#)

[QAM Documents](#)

**Quality Assurance Manuals Documents**

**My documents are in:\***  One Document  Several Separate Documents

[Next >](#) [Cancel](#)

If you have one manual with all 25 required items (see below), you may select “One Document” to upload the single file. If you have one document that you call the Quality Manual but have separate procedures providing detail on how you comply with the specific requirements in the accreditation standard, then you must select “Several Separate Documents”.

The next screen shows the current list of required items to be addressed in an acceptable quality system. If you selected “One Document” you will enter the page numbers where each of the items can be located. If you selected “Several Separate Documents”, you will upload a document and enter the basic document information (title, revision, revision dates) for each item.

[QAM Documents](#)

Required Rule Requirements:	Rule Requirement +
	Quality policy statement
	Organizational structure
	Records retention procedure
	Document control procedure
	Job descriptions
	Identification of approved signatories
	Traceability procedures
	List of test procedures
	Project management procedures
	Calibration procedures
	Calibration verification procedures
	Sample handling/receiving procedures
	Equipment list procedures
	Maintenance and repair procedures for equipment
	Proficiency testing procedures
	Quality control procedures
	Corrective action procedure
	Preventive action procedure
	Procedures to handle nonconforming work
	Complaint procedure
	Procedures to protect trade secret data
	Data review procedures
	Internal audit procedures
	Training procedures
	Procedures for reporting results

[Next >](#) [Cancel](#)

You may need to enter the same document multiple times. For example, a laboratory that has one document containing job descriptions and the table of organization should upload the document under both requirements.

When you are finished reviewing the list of items, select [Next](#) to proceed to the next screen and begin entry and upload. Select [Cancel](#) to return to the Main menu page.

If you selected a single document for your quality manual, then you will enter the revision information once and cite the page number where the 25 items may be found. This should be very similar to your document’s Table of Contents. The page column contains alphanumeric text fields.

QAM Documents

**Upload Quality Assurance Manuals/ Single Document**

Title: \*

Revision: \*

Reviewed by: \*

Review date: \*

Effective Date: \*

File: \*

Row	Rule Requirement	Page
1	Quality policy statement	<input type="text"/>
2	Organizational structure	<input type="text"/>
3	Records retention procedure	<input type="text"/>
4	Document control procedure	<input type="text"/>
5	Job descriptions	<input type="text"/>
6	Identification of approved signatories	<input type="text"/>
7	Traceability procedures	<input type="text"/>
8	List of test procedures	<input type="text"/>
9	Project management procedures	<input type="text"/>
10	Calibration procedures	<input type="text"/>

< Back   Next >   Save & Exit   Cancel

**Caution!** The Back button will return you to the main page and clear all form entries.

If you selected to upload your documents as several separate documents, then you will enter the document title and revision history for each of the 25 documents individually. Select the edit button to view each entry screen.

**Upload Quality Assurance Manuals/ Multiple Document**

Row	Status	Rule Requirement	Actions
1	✗	Quality policy statement	<a href="#">Edit</a>
2	✗	Organizational structure	<a href="#">Edit</a>
3	✗	Records retention procedure	<a href="#">Edit</a>
4	✗	Document control procedure	<a href="#">Edit</a>
5	✗	Job descriptions	<a href="#">Edit</a>
6	✗	Identification of approved signatories	<a href="#">Edit</a>
7	✗	Traceability procedures	<a href="#">Edit</a>
8	✗	List of test procedures	<a href="#">Edit</a>
9	✗	Project management procedures	<a href="#">Edit</a>
10	✗	Calibration procedures	<a href="#">Edit</a>
11	✗	Calibration verification procedures	<a href="#">Edit</a>
12	✗	Sample handling/receiving procedures	<a href="#">Edit</a>
13	✗	Equipment list procedures	<a href="#">Edit</a>
14	✗	Maintenance and repair procedures for equipment	<a href="#">Edit</a>
15	✗	Proficiency testing procedures	<a href="#">Edit</a>
16	✗	Quality control procedures	<a href="#">Edit</a>
17	✗	Corrective action procedure	<a href="#">Edit</a>
18	✗	Preventive action procedure	<a href="#">Edit</a>
19	✗	Procedures to handle nonconforming work	<a href="#">Edit</a>
20	✗	Complaint procedure	<a href="#">Edit</a>
21	✗	Procedures to protect trade secret data	<a href="#">Edit</a>
22	✗	Data review procedures	<a href="#">Edit</a>
23	✗	Internal audit procedures	<a href="#">Edit</a>
24	✗	Training procedures	<a href="#">Edit</a>
25	✗	Procedures for reporting results	<a href="#">Edit</a>

< Back   Next >   Save & Exit   Cancel

QAM Documents

**Document details for 'Quality policy statement'**

Title: \*

Revision: \*

Reviewed by: \*

Review date: \*

Effective Date: \*

File: \*

The upload screen will show your progress toward completing the upload of all required documents. A **green** checkmark indicates a document has been uploaded. A **red** plus sign indicates that no document is currently attached to your request.

Upload Quality Assurance Manuals/ Multiple Document			
Row	Status	Rule Requirement	Actions
1	✓	Quality policy statement	<a href="#">Edit</a>
2	✗	Organizational structure	<a href="#">Edit</a>
3	✗	Records retention procedure	<a href="#">Edit</a>
4	✗	Document control procedure	<a href="#">Edit</a>
5	✗	Job descriptions	<a href="#">Edit</a>

When all procedures are uploaded (i.e. green checkmarks next to each item), select the [Next](#) button to advance to the next screen to upload your testing procedures. You may save your work and continue the upload by selecting the [Save & Exit](#) button.

- Documents Request successfully saved!

Existing Documents Request		
Id	Status:	Actions:
172875	<a href="#">SAVED</a>	<a href="#">Edit</a> <a href="#">Remove</a>

A saved document request may be accessed through the Document menu by selecting the Update Documents option and selecting [SAVED](#) or [Edit](#) on the Existing Documents Request window.

## STANDARD OPERATING PROCEDURES

**STOP!!** If you are in the process of filling out an application in the Application module, you should complete the application process and submit the application request before beginning the document uploads. The ELDO system will query your current scope of accreditation and any submitted applications to determine the list of required documents to upload in this section of the module.

If you do not apply first and upload your documents second, then the system will require you to upload procedures for tests you may wish to drop and will not have a place for you to upload the documents for tests you wish to add.

As with the Quality Manual upload, the ELDO system wants to know if your testing procedures are in one document or several separate documents.

### Documents Upload Request for MyLab

#### SOP Documents

**Standard Operating Procedure Documents**

**My documents are in:\***  One Document  
 Several Separate Documents

Back <   Next >   Cancel

**Caution!** Take care to select the correct option here. You cannot return to this entry screen.

The system will give you an opportunity to upload documents to support your existing accreditation, any applications you have submitted to MN-ELAP, and for any suspended tests for which you are requesting re-instatement of accreditation.

#### SOP Documents

Existing or Suspended Method Matrices:	Method	Matrix	Selected
	No data		

Required Method Matrices:	Method	Matrix	
	SM 9222 D (m-FC)-97	Non-Potable Water	
	SM 4500-P E	Non-Potable Water	
	Hach 10360	Non-Potable Water	

Back <   Next >   Cancel

A procedure is required for each method+matrix combination on the current application or certificate.

Like the Quality Manual entry, the SOP Documents window tracks your progress toward completing the required uploads. A **green** checkmark indicates a document has been uploaded. A **red** plus sign indicates that no document is currently attached to your request.


SOP Documents


Upload Standard Operating Procedures/ Multiple Document				
Row	Status	Matrix	Method	Actions
1	✓	Non-Potable Water	SM 9222 D (m-FC)-97	<a href="#">Edit</a>
2	✗	Non-Potable Water	SM 4500-P E	<a href="#">Edit</a>
3	✗	Non-Potable Water	Hach 10360	<a href="#">Edit</a>

**Title:\***

**Revision:\***

**Reviewed by:\***

**Review date:\***  

**Effective Date:\***  

**File:\***

Each document (or single manual) requires the entry of the same detail: Title, Revision, Reviewed by, Review date, Effective date, and the attachment of the file.

When all procedures are uploaded (i.e. green checkmarks next to each item), select the [Next](#) button to advance to the next screen to upload additional documents, if needed.

## ADDITIONAL DOCUMENTS

When you have completed the Quality Manual and Standard Operating Procedure uploads, you will have an opportunity to upload additional documents into the system.

There are a few options in the drop down menu to identify the document type. If none of the suggested types fit the description of your document, choose Other. MN-ELAP will expand the list of document types periodically based on the most common uploads applied by laboratories.

You should choose to upload additional documents if:

1. Your laboratory has more documents in your quality system and not enough spaces to attach them to the required items under the Quality Manual section (e.g. sample receiving and sample handling procedures in two separate documents but only one entry line in ELDO).
2. You are attaching appendices or manufacturer instructions referenced in the quality manual or SOP which are not part of the main document.
3. You have corrective action forms, benchsheets, logbooks, work instructions, or other items, which provide objective evidence of corrective action in response to a failed proficiency test or assessment.
4. You are applying for secondary accreditation and must supply the most recent certificate, scope and assessment report from your primary accreditation body.

When you have filled in the required information and selected the file, select the [Add New Document](#) link to add the document to the list.

The screenshot displays the 'Upload Additional Documents' interface. At the top is a header 'Upload Additional Documents'. Below it is a section titled 'Add new document' containing three required fields: 'Document Type' (a dropdown menu with '-- Select Document Type --'), 'Description' (a text input field), and 'File' (a text input field with a 'Browse...' button). Below these fields is a green circular icon with a plus sign and the text 'Add New Document'. Below this section is a table with the following data:

Row	File	Description	Type	
1	<a href="#">r2-final.pdf</a>	MDL for TP	MDL/RL	<a href="#">Delete</a>

An arrow points from the 'Add New Document' link in the form to the first row of the table.

You may add as many documents as you wish. The documents will be saved in the Additional Documents section of the ELDO system until they are replaced by you or deleted by MN-ELAP.

## SUBMITTING THE DOCUMENTS

When you have uploaded all documents, the final window will show you a summary of your work. Review the summary for accuracy and select either the [Save&Exit](#) button to come back later and make changes or select the [Submit](#) button to send your documents to MN-ELAP.

Documents Upload Request for MyLab

Documents Summary				
QAM Single Document				
Filename	Revision Number		Upload Date	
<a href="#">r2-final.pdf</a>	2		1/10/2011	
SOP Multiple Document				
Filename	Method	Matrix	Revision Number	Upload Date
<a href="#">r2-final.pdf</a>	SM 9222 D (m-FC)-97	Non-Potable Water	2	1/10/2011
<a href="#">r2-final.pdf</a>	SM 4500-P E	Non-Potable Water	2	1/10/2011
<a href="#">r2-final.pdf</a>	Hach 10360	Non-Potable Water	2	1/10/2011
Additional Document				
Filename	Description	Type	Upload Date	
<a href="#">r2-final.pdf</a>	MDL for TP	MDLURL	1/10/2011	

## VIEWING YOUR DOCUMENTS

Now that you have uploaded documents, you must wait for MN-ELAP to accept them into the system. By submitting the documents, you have taken the files and placed them into ‘folders’. MN-ELAP is now responsible for reviewing your work and placing the folders into the filing system.

You may only have one active request with MN-ELAP at one time. If you have more documents to upload and the Start Document Request button is grayed out, you must wait for MN-ELAP to process your first upload request before submitting another.

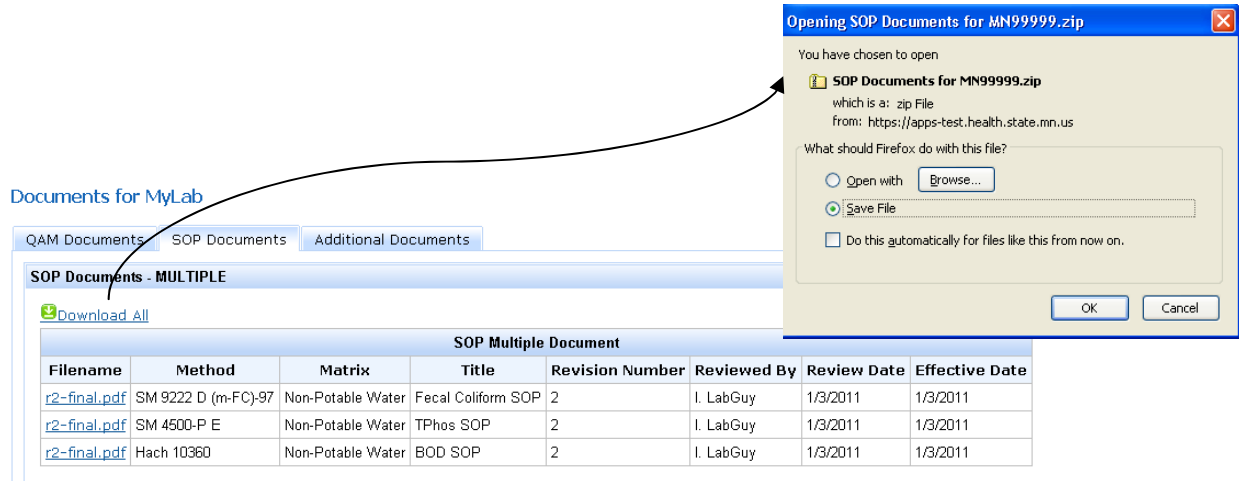
You can monitor the acceptance of your documents into the system by viewing your uploaded documents in the Document menu under the Lab Documents option. The file folders will be updated with your most recent documents if your request was processed.

Documents for MyLab

QAM Documents			SOP Documents			Additional Documents		
QAM Documents - SINGLE								
<b>Title:</b>	QA Manual							
<b>Revision:</b>	2					Quality policy stat		
<b>Reviewed by:</b>	I. LabGuy					Organizational str		
<b>Review date:</b>	1/3/2011					Records retention		
<b>Effective date:</b>	1/3/2011					Document control		
<b>File:</b>	<a href="#">r2-final.pdf</a>					Job descriptions		
						Identification of ap		
						Traceability proc		
						List of test proced		



If you need to send a set of documents to a regulatory agency, client, or laboratory staff, you may select the [Download All](#) link to send a ZIP file to your computer desktop.



The ELDO system is designed to provide you with the list of procedures with effective dates as required by the accreditation standards. You may print this page for your records to satisfy this requirement.