

## **CALL FOR APPLICATION FOR REGISTRATION OF ENVIRONMENTAL LABORATORY.**

The Lagos State Environmental Protection Agency, LASEPA is calling on all eligible, registered and Environmental accredited laboratories (by relevant bodies and association) for application for accreditation by the Agency.

The registration process became necessary, as the Agency needs to monitor and certify laboratories from where Environmental analysed results are being processed and documented for Environmental reports prepared and submitted by facilities domiciled within the state.

The process is to follow the following steps:

1. Submission of an online application letter with laboratory's letterhead, duly signed by top management. (in pdf format)
2. Downloading the Registration Form, Filling and Submission of online application form.
3. Uploading of all relevant documents in single pdf format i.e.
  - i. Evidence of registration with C.A.C
  - ii. Evidence of valid operating licence
  - iii. Evidence of purchase of all laboratory equipment and machines.
  - iv. Evidence of calibration of the last and recent status.
  - v. Evidence of tax payment for laboratory and staff for the last two years.
  - vi. Evidence of membership of relevant Environmental association e.g. IPAN, NES etc.
  - vii. Organogram of the company

**Note: The downloaded registration form should be completed and be uploaded when filling the online form.**

**All document required for upload should be in PDF format.**



9. Documentation records (to be made available during verification)

- Workbooks/Logbooks
- Certificates of analysis
- Client's records
- Product records
- Receipts
- Chain of custody/Holding time
- Protocols of analysis

10. Storage and disposal of samples (waste systems).....

11. Area(s) of specialization, type of product(s) to be analyzed and nature of analysis to be undertaken by the laboratory.

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12. Accommodation

- Adequacy of laboratory spaces.....
- Suitability of location of premises and rooms.....
- Facilities for preservation of samples, stock rooms, store rooms.....

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13. Attach/upload your application letter and other relevant document(s).