Procedure for
Reviewing and Accepting Laboratory Projects

1. Scope

The Florida Dept. of Environmental Protection (DEP) Laboratory's main purpose is to provide analyses for DEP Programs. Requests from other government entities are also accepted on a case by case basis based on the availability of laboratory resources and the relevance to DEP programs. Requests from private entities are not accepted. The request process varies for DEP clients with small projects, DEP clients with large projects and non-DEP clients.

2. Small DEP Projects

For small DEP projects, an account is set up in the DEP Laboratory Information Management System (LIMS). The DEP clients are given LIMS access to request analytical services through the LIMS Scheduler. LIMS requests are approved on a case by case basis by designated Laboratory Managers (reference SOP LB-018).

3. Large DEP Projects and Projects from Other Government Entities (non-DEP projects)

3.1 For large DEP projects and non-DEP projects, clients contact a Laboratory Manager to request analytical services. Upon receiving a request from a client, the Laboratory Manager obtains specific project information, including but not limited to the following:

- Project description (and purpose if needed);
- Analyses requested;
- Method requirements;
- Detection limit requirements;
- Sample matrices;
- Number/frequency of samples;
- Timeframe of the project.

3.2 The Laboratory Manager disseminates the information to the appropriate staff for evaluation. If the DEP Laboratory can accept the work, the following information is provided to the client.

- A list of the analytical methods the DEP Laboratory will use;
- Information on whether the DEP Laboratory has TNI certification for the methods;
- The detection and quantitation limits for the methods;
- The costs of the analyses (if applicable);
- Additional information upon request, such as non-TNI proficiency studies and quality assurance/control information.

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3.3 Once a mutual agreement is reached the Laboratory Manager obtains the customer account information.

For DEP clients: the organizational unit (Division/Program)
For Non-DEP clients: the payment method (contract, purchase order etc.)

Contracts with non-DEP clients are generated by the client, and a draft is sent to the Laboratory's Contract Manager for review. The Contract Manager performs the initial review and disseminates the draft document to the other DEP Laboratory Administrators/ Managers for further evaluation. After all edits have been made, the Contract Manager sends the updated contract to the client. This process is repeated as necessary until a document is completed that is mutually satisfactory. A final document is drafted by the client and signed by both parties.

3.4 Once the project has been accepted by the laboratory the work can be scheduled in the LIMS. DEP clients are given access to the LIMS to schedule the work. A Laboratory Manager schedules the events in LIMS for non-DEP clients.

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