

APPLICATION FOR AIR EMISSION TESTING BODY (AETB) ACCREDITATION

Source Emission Measurement Quality Assurance Programs (SEMQAP)
Stack Testing Accreditation Council (STAC)

A. Purpose of Application: Mark (X) one. **Assigned STAC Accreditation #** _____

- Initial Accreditation
- Renewal Accreditation
- Reaccreditation

B. Company Name: _____

C. Mailing Address: _____
(P.O. Box or Number and Street)

(City) (State) (ZIP)

D. Physical Address (for UPS Delivery):

(Number and Street)

(City) (State) (ZIP)

E. Billing Name and Address (for Accreditation Fees):

(Billing Name)

(P.O. Box or Number and Street)

(City) (State) (ZIP)

F. Telephone Number: _____ **H. Fax Number:** _____

G. E-Mail Address

H. Company Representative: _____ **K. Telephone Number:** _____

- I. Other Certification or Accreditations:** Attach a list of all AETB Accreditation/Certifications held by the organization. Include the name of the accreditation/certification authority, the type of accreditation/certification and the expiration date. Attach copies of all current Accreditation/Certificates, including (if applicable) lists of parameters and methods, most recent evaluation reports and responses to any findings from each of the Accreditation/Certification Programs Assessments and PT results (if applicable).
- J. Quality Manual:** Submit a copy of your Quality Manual that conforms to the requirements of ASTM D7036 Section 7.3. Include all related policies and procedures referenced within. If at all possible, this submittal should be in electronic form preferably as searchable pdf files.
- K. Technical Manager:** Designate the person responsible for the AETB operations. Attach resume including detailed emission testing experience, list of all certificates or registrations held (e.g. PE, QEP), the issuing agency, and the date of issue.

Name: _____

Telephone Number: _____

Education

Name of Institution: _____

Degree/ Major Field: _____

Certificates or Registrations Held: _____

Summary of experience related to emission testing:

- L. Quality Manager:** Designate the person responsible for the AETB operations. Attach resume including detailed emission testing experience, list of all certificates or registrations held (e.g. PE, QEP), the issuing agency, and the date of issue.

Name: _____

Telephone Number: _____

Education

Name of Institution: _____

Degree/ Major Field: _____

Certificates or Registrations Held: _____

Summary of experience related to emission testing:

M. AETB Personnel:

Attach an experience matrix as described herein. Using spreadsheet software, create an experience matrix of all personnel involved in emission testing operations. List all personnel along the side and all relevant test methods along the top. For each individual place an indicating mark (e.g. a color fill or an “x”) under each test method the individual has been authorized to perform pursuant to ASTM D7036 Section 8.4. If, for any given test method, the individual has met the criteria for Qualified Individual as specified in Section 8.3 of ASTM D7036, replace the mark with a different indicating mark (e.g. a different color fill or a “Q”). For all Qualified Individuals, submit method specific documentation showing that the individual has met all the requirements of Section 8.3.2 of ASTM D7036. A Qualified Stack Test Individual (QSTI) certificate from the Source Evaluation Society (SES) shall constitute acceptable documentation.

N. Fees

A \$1000 Accreditation Application Fee must accompany this application form in order for the application to be processed. Upon a determination of completeness, you will be notified that the Accreditation Assessment Fee of \$5,000 is due. Your application will be processed upon receipt of the Assessment Fee.

You will be invoiced for your Annual Maintenance Fee of \$1000 beginning the following year from Accreditation. Continued accreditation is contingent upon payment of invoiced Application Fees, Accreditation Fee, and Annual Maintenance fees.

O. Test Methods

STAC does not require AETB’s to list various test methods that it performs because STAC requires AETB’s to conform to ASTM D7036 for all “air emission testing” performed by the AETB. STAC does not allow AETB’s to limit the scope of accreditation.

P. ASTM D7036 Checklist: Use the attached checklist as a preliminary self-assessment of your compliance with the ASTM D7036 Practice. Submit the completed checklist with your application. Add reference information in the notation section next to each requirement to indicate to the assessor how to find the associated documentation (file names, document names, locations, etc.). This will greatly aid a speedy assessment and accreditation determination.

Q. Statement of Understanding:

The STAC Accreditation Process is described in the STAC SEMQAP Policy Document Module 3 “Accreditation, Maintenance, and Reaccreditation Process”. Upon determination that the documentation submitted with this application conforms to the requirements of ASTM D7036, the AETB shall be granted the status of “Interim Accreditation.” The applicant AETB must then schedule an “on-site” assessment within 12 months and STAC must receive the results of this assessment within 18 months of date that interim accreditation is granted. After review of the on-site assessment, a determination will be made as to whether to grant the status of “Final Accreditation”. Failure to submit the results of the on-site assessment within this time period may result in the revocation of the applicant AETB’s Interim Accreditation status.

Accreditation shall be granted for a term of five (5) years which commences upon the granting of Interim Accreditation. AETBs must reaccredit every five (5) years by completing an application that conforms to all SEMQAP requirements, and successfully completing an on-site assessment. The AETB shall also demonstrate continued, successful participation in the appropriate proficiency testing program(s) and demonstrate continued quality improvement through its performance data. If an AETB chooses not to seek reaccreditation, then the AETB accreditation(s) shall expire on the accreditation expiration date as shown on the certificate of accreditation issued by STAC. Additionally, the AETB shall notify STAC, in writing, of its intentions not to seek reaccreditation, in lieu of submitting an application for consideration of reaccreditation.

I submit this application for desire for our AETB to be accredited by Source Testing Accreditation Council. I understand that AETBs wishing to obtain accreditation under any of the STAC Source Emission Measurement Quality Assurance Programs (SEMQAP) must successfully complete the accreditation process found on the website link below. AETBs that fail to complete all of the requirements for interim accreditation within twelve (12) months from the date of receipt of the application by the STAC will have their application removed from consideration. Once an AETB has been notified that their application (or a portion thereof) has been removed from consideration, then the AETB must wait six (6) months before reapplying for accreditation.

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Signature of AETB Representative and Date

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Name of AETB Representative (type or print)

The accreditation process is summarized <http://www.betterdata.org/accreditation.htm>

R. Designation of AETB Representative:

YOUR LETTERHEAD

STAC
Application for Accreditation

Dear Sir:

In accordance with ASTM D7036, as Technical Director of _____, I designate _____ as the AETB Representative. He/she has the responsibility ensuring the AETB complies with the criteria and conditions for accreditation and has the authority to provide documentation for the purpose of Accreditation.

Technical Director's Signature and Date

Type or Print Name

Type or Print Title

S. Attestation of Compliance Form:

ATTESTATION OF ASTM D7036 and TNI FSMO 2007 COMPLIANCE

I, _____, _____ of _____,
(Printed Name) (Printed Title*)

(Printed Legal Name of Air Emission Testing Body (AETB) Name)

understand and acknowledge that the AETB is required to be continually in compliance with all the provisions and standards set forth in the ASTM D7036 Practice, and that the AETB shall be subject to suspension, revocation, and denial of accreditation in accordance with the provisions of Stack Testing Accreditation Council (STAC) policy.

I attest that all tests performed are done in accordance with the provisions of the ASTM D7036 Practice and TNI VI ISO 2007 Rev0.1.

I hereby certify that the AETB named above will correct, or has corrected, any findings or deficiencies identified during the assessment process in accordance with the corrective action plan (CAP) provided by the AETB and accepted by STAC. Failure to correct any findings or deviations identified in the CAP submitted to STAC by the AETB may result in suspension or revocation of accreditation status in accordance with STAC policy.

I hereby certify that I am authorized to sign this application on behalf of the AETB and that there are no misrepresentations in my answers to the questions on the application for accreditation. The information, statements, facts, and representations given and made are true and correct, and I am aware that any misrepresentations or falsifications constitute grounds for suspension, revocation, or denial of accreditation.

Signature of Quality Manager

Printed Name of Quality Manager

Date

Signature of Technical Manager

Printed Name of Technical Manager

Date

**Titles must correspond to the AETB's designated equivalents to the ASTM D7036 titles of Technical Manager and Quality Manager, however named by the AETB.*