



Cannabis Laboratory Accreditation Application

Important: See reverse side of form for definitions and instructions on submitting the required support documentation with your application. Sections A and B must be filled out completely.

Section A – Facility Information			
Company Name			
Physical Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
General Email	Phone Number	Fax Number	
Scientific Director Name	Director Phone Number	Director Email	
Scientific Director Signature			Date
Section B – Requested Accreditation and Fees			
Accreditation Type			
<input type="checkbox"/> Initial/Transfer Application \$3,200			
<input type="checkbox"/> Initial/Renewal Audit \$7,200			
<input type="checkbox"/> Modification \$1,000			
Test Parameter Accreditations Requested			
<input type="checkbox"/> Water Activity <input type="checkbox"/> Mycotoxins			
<input type="checkbox"/> Cannabinoid Concentration <input type="checkbox"/> Pesticides			
<input type="checkbox"/> Foreign Matter <input type="checkbox"/> Heavy Metals			
<input type="checkbox"/> Microbiological <input type="checkbox"/> Other _____			
<input type="checkbox"/> Residual Solvents			

- Email the completed Cannabis Laboratory Accreditation Application Form and the documentation required (see back) to the Cannabis Lab Analysis Standards Program at cannabis@agr.wa.gov.
- Mail a check or money order for the amount listed in the application to the WSDA Cannabis Lab Analysis Standards Program using the attached Payment Form to the address below.
- Your application WILL NOT be accepted unless payment for the Accreditation Type and audit fee is included.
- Make checks and money orders payable to WSDA. Checks returned by the bank will be charged a handling fee of \$25.00 (RCW 62A.3-515(a) and RCW 62A.3-520).

Mail completed Payment Form and payment to:
Cannabis Lab Analysis Standards Program
Natural Resources Building, Second Floor
PO Box 42560
Olympia, WA 98504-2560

Definitions and Instructions

Laboratories do not need to send additional documentation for a Transfer Application.

Laboratories requesting initial accreditation (new) must include the following documentation with their application:

- Current information on testing operations, including a list of analytes tested with method and instrument(s) used. (Use Technology and Method Form)
- A schedule of the days and hours of operations of the facility and the types of operations performed on those days.
- A list of staff, their qualifications, and their job functions along with an organizational chart. (Use Lab Personnel Job Functions and Qualifications Form) (See Organizational Chart Example)
- A map of the facilities which details the locations of where types of testing are performed and the security measures in place. (See Facility Layout Example)
- A description of the laboratory computer systems including hardware, software, and security measures (both internal and external to the laboratory) that are used in the testing or reporting of cannabis. The information must be sufficient to allow inspectors to verify compliance with WAC 16-309-240.
- A copy of the current quality assurance manual.
- Validation studies for each method for which the laboratory is seeking accreditation.
- Copy of Proficiency Test Results for each method for which the laboratory is seeking accreditation.

Laboratories requesting continuing accreditation (renewal) must include the following documentation with their application:

- Current information on testing operations, including a list of analytes tested with method and instrument(s) used. (Use Technology and Method Form)
- A schedule of the days and hours of operations of the facility and the types of operations performed on those days.
- A list of staff, their qualifications, and their job functions along with an organizational chart. (Use Lab Personnel Job Functions and Qualifications Form) (See Organizational Chart Example)
- A map of the facilities which details the locations of where types of testing are performed and the security measures in place. (See Facility Layout Example)
- A description of the laboratory computer systems including hardware, software, and security measures (both internal and external to the laboratory) that are used in the testing or reporting of cannabis. The information must be sufficient to allow inspectors to verify compliance with WAC 16-309-240.
- A copy of the current quality assurance manual.
- A complete data pack containing all testing performed on designated samples as determined by the department during the accreditation period.
- Notification of any major changes to methods or procedures from the previous audit such as changes in instrumentation, new extraction method, software changes, or updates to quality assurance procedures.

Laboratories requesting to add a new parameter to their accreditation (modification) must include the following documentation with their application:

- A list of staff and their qualifications who will be performing the new testing. If the organizational chart has been updated, a new copy is requested.
- A copy of the policies and procedures which will be added to the SOP to support this new testing.
- Validation studies for the new method for which the laboratory is seeking accreditation.

Upon review of the application and documentation provided, the Department may request additional information or records under its authority in WAC 16-310-050 and WAC 16-310-060 before continuing the accreditation process.



Washington
State Department of
Agriculture

Agricultural Environmental Services Division
PO Box 42560
Olympia, WA 98504-2591
Toll Free: 877-301-4555
cannabis@agr.wa.gov

Cannabis Laboratory Accreditation Payment Form

Date: _____

Laboratory Name: _____

Payment for:	<input type="checkbox"/> Initial/Transfer Application	\$3200
	<input type="checkbox"/> Adding a Parameter	\$1000
	<input type="checkbox"/> On-Site Audit	\$7200
	<input type="checkbox"/> Virtual Audit	\$2100

Amount Enclosed \$ _____ (Code to 8251)

Make checks payable to **WSDA**.*

*Checks returned by the bank will be charged a handling fee of \$25.00 (RCW 62A.3-515(a) and RCW 62A.3-520).

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