



LABORATORY ACCREDITATION PROGRAM

APPLICATION FOR LABORATORY ACCREDITATION

1. INSTRUCTIONS

Review the ABFT Laboratory Accreditation Manual and Program Outline carefully, before completing the Accreditation Application and Self-Evaluation Checklist. The completed documents and attachments will be reviewed by the Accreditation Committee of the ABFT to assess whether the laboratory is ready to submit to an on-site inspection. The ABFT Committee may request clarification or additional information from the laboratory before an inspection is scheduled. It is recognised that the budget of most forensic laboratories is limited, such that a second accreditation inspection following an initial unsuccessful inspection is to be avoided if possible. It is, therefore, in the interest of the laboratory to provide as much supplementary information as practical with the initial application, in order that the preliminary assessment is both comprehensive and fair. **In particular, use the space available in the Checklist to make notes clarifying “Yes/No” answers. Answers to most of the questions in the checklist *must* be qualified by a description and as applicable, reference to the place in the laboratory’s SOP where the issue or policy is described.**

Compliance with all standards is mandatory unless deemed to be not applicable. Applicant laboratories must ensure that, to the best of their knowledge, they are in compliance with all standards before an inspection is scheduled. If the ABFT Accreditation Committee judges that the laboratory’s performance in the proficiency tests to which they subscribe has been unsatisfactory over the 12 months preceding the application, the application may be denied. Obviously, deficiencies may become apparent during an inspection, which the laboratory will be required to address prior to accreditation being granted.

In the Application, the term "laboratory director" refers to the senior forensic toxicologist directly responsible for day-to-day management of the laboratory and who would ordinarily be empowered to sign forensic toxicology reports, even though that person may have another title, and even though there may be another individual with the title Laboratory Director who heads a multi-disciplinary laboratory or department.

Additional copies of the Application Form, Program Outline, Checklist and Laboratory Manual, may be downloaded from the ABFT web site at <http://www.abft.org/documents.asp>.

This form may be completed using a wordprocessor and submitted “as is” or as an Adobe PDF file.

For new applications, prior to review of an application, the laboratory must provide a check or purchase order for the application and inspection fee of \$500, made out to *American Board of Forensic Toxicology, Inc.*, sent to the ABFT office at the address below. (Note: An additional fee of \$3,500 will be requested prior to scheduling an onsite inspection). The current annual accreditation and maintenance fee is set at \$3,500 per year.

American Board of Forensic Toxicology, Inc.
410 North 21st Street
Colorado Springs, CO 80904

For additional information regarding the application process, please contact the Chair of ABFT Accreditation or Executive Director of the ABFT:

Graham Jones, Ph.D., F-ABFT, e-mail: graham.jones@gov.ab.ca, phone (780) 427-4987, or
Brad Hepler, Ph.D., F-ABFT, e-mail: bhep2001@sbcglobal.net, phone (313) 510-5484.

The following documents are required to be submitted as part of the application:

-Application Form

-Self-Evaluation Checklist (completed in full with narrative answers)

-Summaries of results of relevant proficiency tests covering the previous 12 months, to include at a minimum CAP AL1, CAP FTC and CAP T-series* (to include the PT provider summary showing the applicant laboratory's results, in addition to the laboratory's own documentation summarizing the results and internal review).

*Note, for the CAP T-series, labs are expected to complete all quantitative challenges, plus those quantitative tests that the lab offers and would ordinarily perform within the report period for the T-series shipment.

-Summary documentation of any corrective action for PT deficiencies (see also the ABFT document "*Guidelines for Performing Corrective Action for Deviations in Proficiency Test Results*").

-Laboratory floor plan showing access security

-Litigation package(s) for positive ethanol and positive drug quantitation (may be same or different cases)