

Compendium of Environmental Testing Laboratories Version 2.2.2

Welcome to EPA's Compendium of Environmental Testing Laboratories (CETL), Version 2.2.2. We are pleased to introduce the latest version of this newly developed network of laboratories, which will provide emergency responders with an efficient mechanism to obtain essential laboratory capability and capacity information during emergency situations.

CETL, Version 2.2.2 has been deployed on October 9, 2009 and will be available to EPA, state/local and federal emergency response, laboratory personnel and limited access to water utilities.

The following is a list of key features included in this release:

- Ability to download contact information for multiple laboratories.
- Added last updated date to laboratory profile.
- Ability to search for ERLN and WLA laboratories.
- Enhanced system administration resources and tools.

Hints and Tips

For your convenience an outline of how to register for access to the system as well as access to edit laboratory information has been provided below.

Steps in User Registration

In order to obtain access to the EPA's Compendium of Environmental Testing Laboratories, users must first complete the registration process.

- To begin registration, click on the "register" tab on the login page. Users must enter the required data fields, including first and last name, user name, password, password confirmation, work mailing address, city, state, zip code, country, and e-mail address. If desired, enter your preferred user role, whether you require lab entry capabilities, your organization's name, and phone number.
- Please note that the user name should contain at least 6 characters and the password must contain at least 8 characters. The user name and the password cannot be the same.
- The password must contain at least one alpha character, one special character, and one number. However, the password may not include any of the following special characters ; < >
- Automatically check the "Lab Entry" box, if you select "Lab User" or are responsible for entering laboratory information.
- Click "Submit" to proceed to the next section of the User Registration module, "Clear" to blank out the previously entered data, and "Cancel" to return to the login screen.
- Please note that authorization to the CETL is not an automatic process. Your user profile must be approved by the EPA before you will be granted access. Once you have been approved, you will receive confirmation via email.

Steps in Updating Laboratory Records

For a user to update the record of the laboratory they are associated with; the follow steps must be followed:

- Log into the CETL

- Select “Manage” from toolbar at top of screen Select “Update User Information”
- Check the “Lab Entry” check box (if already checked move to next step)
- Click on “Lab Registration”
- On the Select Associated Lab Information page, in the “Laboratory” drop-down list, select your lab, then click “Request Access to Selected Laboratory” (you will see the name of the laboratory listed in the “Laboratories you have requested access to” section)
- The Laboratory Compendium Administrator will then either approve or reject your access to the laboratory selected. For security purposes, you may be requested to provide additional information to confirm your association with the laboratory selected.

If you need further assistance, please contact the Laboratory Compendium Helpdesk at labcompendium@fedcsc.com or by calling (703) 818-4200. Also, for your convenience a template is available on the Laboratory Compendium Contact Us page to document any suggests or comments you may have.

Thank you for your time and enjoy the new features available!