

Registration, Renewal, Change of Personnel and Type of Parameter of Private Laboratory

Service Agency: Department of Industrial Works, Ministry of Industry

Criteria, Procedure and Conditions (if any) for Application and Approval

1. The person who desires to request for registration, renewal and change of personnel and type of parameter of private laboratory must submit the request and supporting documents to Pollution Analysis Standard and Laboratory Registration Group or any of six Industrial Pollutions Research and Warning Centers based on responsible areas specified in Service Channels section.
2. After submitting the request, the applicant must contact the considering officer to make an appointment for an inspection of the worksite within 7 working days from the date of correcting the request or completely submitting additional documents. If the applicant fails to contact and there is no consideration in a specified period, the officer will return such request to the applicant.
3. Private laboratory is a permanent location for parameter analysis in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 1, Clause 4 (excluding academic institutes and government organizations).
4. Private laboratory must be a juristic person which has the objective of providing parameter analysis services or is the holder of the factory license in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 2, Clause 5.1.
5. The private laboratory must designate the supervisor and operator possessing qualifications in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 2, Clause 5.2 and 5.3.
6. The private laboratory must be provided with internal quality systems including analysis procedures, sampling procedures (sample taking), document control and analysis quality assurance through reliable and internationally or nationally acceptable methods in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 2, Clause 5.4.
7. The private laboratory must be provided with safety management measures such as personal protective equipment, emission ventilation system, smoke absorber, emergency shower, first aid kit and fire extinguisher in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 2, Clause 5.5.
8. The private laboratory must be provided with a theoretically proper and appropriate management system for wastes generated from laboratory analysis procedures in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 2, Clause 5.6.
9. The private laboratory must be provided with equipment and devices in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 3.
10. The private laboratory must perform and take responsibility of sampling, sample analysis and reporting analytical results of effluent, air, wastes or unused materials, soil and groundwater in accordance with the Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017) Chapter 5.
11. The private laboratory must register the list of parameters in accordance with the Factory Act, Ministerial Regulation and Notification of Ministry of Industry.
12. Receipt of registration or receipt of registration renewal must be valid for a 3-year period from the date of issuance of Department of Industrial Works.
13. The application for registration renewal must be submitted along with supporting documents 30 days prior to the expiry date of the registration. After submitting such application for renewal, it is deemed that the applicant stays registered until Department of Industrial Works refuses to renew the registration. In case

of submitting the application for renewal after the expiry date of the registration, the applicant must following the same procedures as application for registration of a new private laboratory.

14. The application for change of personnel or type of parameter must be submitted and approved by Department of Industrial Works prior to further operations and analytical result reporting.
15. For relocation of the private laboratory, the applicant must follow the same procedures as application for registration of a new private laboratory.
16. The applicant must notify Department of Industrial Works in writing of dissolution of the private laboratory within 15 days from the date of dissolution.

Remarks

** In case that the application or any supporting document is incorrect or incomplete and cannot be amended/added during submission, the applicant and the recipient must jointly sign the record indicating deficit document/evidence particulars record and the timeframe must be set for the applicant to revise/add such documents. If the applicant fails to revise/add such documents in the specified period, the recipient will return the application and supporting documents.

** In case of sending via mail, if the request or any supporting document is incorrect or incomplete, the receiver will return the request and supporting documents and record the deficiency and list of documents.

** The competent official will not consider the application and start counting the operational period until the applicant completely revises or submits additional documents according the deficiency record.

** The operational procedures specified herein will commence after the competent official has completely examined all required documents.

Relevant Laws

1. Factory Act, B.E. 2535 (1992)
2. Ministerial Regulation on Soil and Groundwater Contamination Control in Factory Area, B.E. 2559 (2016)
3. Notification of Ministry of Industry on Preparation of Report on Type and Quantity of Pollutants Discharged from Factory, B.E. 2558 (2015)
4. Notification of Ministry of Industry on Determination of Type and Size of Factory, Controlling Method of Discharge of Wastes, Pollutants or Any Substances Causing Environmental Impact, Qualifications of Supervisors, Operators and Criteria for Registration of the Supervisors of Pollution Prevention Systems, B.E. 2545 (2002)
5. Notification of Ministry of Industry on Disposal of Wastes or Unused Materials, B.E. 2548 (2005)
6. Regulation of Department of Industrial Works on Registration of Private Laboratory, B.E. 2560 (2017)

Service Channels

Service Locations	Service Hours
Pollution Analysis Standard and Laboratory Registration Group 75/6 Rama VI Road, Khwaeng Thung Phaya Thai, Khet Ratchathewi, Bangkok 10400 /contact in person at the office or via mail Note: Responsible Areas include Bangkok, Samut Prakan, Nonthaburi, Pathum Thani, Phra Nakhon Si Ayutthaya, Saraburi, Lopburi, Sing Buri, Ang Thong, Chai Nat and Uthai Thani.	Mondays-Fridays at 08:30 - 16:30 hrs. (with lunch break) (except public holidays)

<p>Service Locations Northern Industrial Pollutions Research and Warning Center No. 128, Thung Hotel Road, Tambon Wat Ket, Amphoe Mueang, Changwat Chiang Mai 50000 /contact in person at the office or via mail Note: Responsible Areas include Chiang Mai, Chiang Rai, Lampang, Lamphun, Mae Hong Son, Phayao, Phrae, Nan, Uttaradit, Phitsanulok, Tak, Sukhothai, Kamphaeng Phet, Phichit, Phetchabun and Nakhon Sawan.</p>	<p>Service Hours Mondays-Fridays at 08:30 - 16:30 hrs. (with lunch break) (except public holidays)</p>
<p>Service Locations Southern Industrial Pollutions Research and Warning Center No. 133, Kanchanawanit Road, Tambon Khao Rup Chang, Amphoe Mueang, Changwat Songkhla 90000 /contact in person at the office or via mail Note: Responsible Areas include Chumphon, Ranong, Phang Nga, Phuket, Surat Thani, Yala, Nakhon Si Thammarat, Satun, Krabi, Phatthalung, Trang, Songkhla, Pattani and Narathiwat.</p>	<p>Service Hours Mondays-Fridays at 08:30 - 16:30 hrs. (with lunch break) (except public holidays)</p>
<p>Service Locations Eastern Industrial Pollutions Research and Warning Center No. 17/4, Village No. 7, Tambon Nong Khang Khok, Amphoe Mueang, Changwat Chonburi 20000 /contact in person at the office or via mail Note: Responsible Areas include Chachoengsao, Nakhon Nayok, Sa Kaeo, Prachin Buri, Chonburi, Rayong, Chanthaburi and Trat.</p>	<p>Service Hours Mondays-Fridays at 08:30 - 16:30 hrs. (with lunch break) (except public holidays)</p>
<p>Service Locations Western Industrial Pollutions Research and Warning Center No. 123, Village No. 4, Tambon Khung Krathin, Amphoe Mueang, Changwat Ratchaburi 70000 /contact in person at the office or via mail Note: Responsible Areas include Samut Sakhon, Samut Songkhram, Nakhon Pathom, Ratchaburi, Kanchanaburi, Suphan Buri, Phetchaburi and Prachuap Khiri Khan.</p>	<p>Service Hours Mondays-Fridays at 08:30 - 16:30 hrs. (with lunch break) (except public holidays)</p>
<p>Service Locations Northeastern Industrial Pollutions Research and Warning Center No. 303/11, Rattanapha Alley, Village No. 14, Mittraphap Road, Tambon Sila, Amphoe Mueang, Changwat Khon Kaen 40000 /contact in person at the office or via mail Note: Responsible Areas include Nakhon Ratchasima, Buriram, Surin, Sisaket, Ubon Ratchathani, Yasothon, Roi Et, Maha Sarakham, Chaiyaphum, Khon Kaen, Udon Thani, Nong Khai, Nakhon Phanom, Sakon Nakhon, Kalasin, Loei, Nong Bua Lamphu, Amnat Charoen, Mukdahan and Bueng Kan.</p>	<p>Service Hours Mondays-Fridays at 08:30 - 16:30 hrs. (with lunch break) (except public holidays)</p>

Procedures, Period and Responsible Agency**Total operation period:** 75 working days

No.	Procedures	Period	Responsible Agency
1)	<p>Document examination Application receipt recorded upon completeness of all required documents. Note: Responsible agency: Pollution Analysis Standard and Laboratory Registration Group or Industrial Pollutions Research and Warning Center where the proposed private laboratory is situated.</p>	1 working day	Department of Industrial Works
2)	<p>Consideration Department of Industrial Works examines operations of the private laboratory. *Consideration criteria will be implemented after recording the receipt of complete application. If the proposed laboratory fails to allow the competent official to examine within a specific period, Department of Industrial Works will cancel such application.</p>		Department of Industrial Works
	To consider no more than 10 items of parameter in wastewater/effluent and/or waste or unused material, soil and groundwater.	within 26 working days	
	To consider 11-30 items of parameter in wastewater/effluent and/or waste or unused material, soil and groundwater.	within 36 working days	
	To consider 31-50 items of parameter in wastewater/effluent and/or waste or unused material, soil and groundwater.	within 46 working days	
	To consider more than 51 items of parameter in wastewater/effluent and/or waste or unused material, soil and groundwater.	within 71 working days	
	To consider parameter in emissions	within 71 working days	
	To consider change of personnel	within 11 working days	
3)	<p>Endorsement Preparation of receipt of registration/registration renewal</p>	3 working days	Department of Industrial Works

List of supporting documents

No.	Document Title, Quantity and Additional Details (if any)	Government Agency Issuing Document
1)	Identification Card of the person submitting the application 1 original 0 copy Note In case of submission via mail, the certified true copy is required.	Department of Provincial Administration
2)	Certificate of Juristic Person 1 original 0 copy Note In case of submission on behalf of a juristic person.	Department of Business Development
3)	Power of Attorney of the applicant (if any) 1 original 0 copy Note (The Power of Attorney must be affixed with stamp duty and attached with certified true copy of Identification Card or Passport (in case of a foreigner) of the grantor. In case of authorization on behalf of a juristic person, attach copy of the Certificate of Juristic Person Registration which is made not more than 3 months and contains details of the authorized signatory, office address and objectives of the juristic person and is endorsed according to the requirements specified in the Certificate of Juristic Person Registration).	-
4)	Factory License or Certificate of Company/Partnership Registration 1 original 0 copy Note (One copy affixed with signature of the authorized signatory and the company's seal may be submitted depending on the applicant's intention).	Department of Business Development
5)	Identification Card of Laboratory Supervisor and Operator 1 original 0 copy Note (One copy affixed with signature of the card holder may be submitted depending on the applicant's intention. In case of first name or surname change, evidence of such change must be attached such as copy of first name change registration and copy of marriage certificate).	Department of Provincial Administration
6)	Transcript of Laboratory Supervisor and Operator 0 original 1 copy Note (Certified true copy by the holder).	Ministry of Education
7)	Certificate of Professional Experience in Parameter Analysis 1 original 0 copy Note (It must be issued by the company's authorized signatory or Managing Director or Human Resources Department or head of the laboratory and clearly specify professional experience in parameter analysis or working experience in laboratories).	-
8)	Evidence of competence in parameter analysis of laboratory operator 0 original 1 copy	-
9)	Photographs of key instruments/devices 1 original 0 copy	-
10)	Calibration/Verification Certificate of key instruments 0 original 1 copy	-

No.	Document Title, Quantity and Additional Details (if any)	Government Agency Issuing Document
	Note (1 copy as specified in Form Por Or.1-2/ Por Or.1-3/ Por Or. 1-4 / Por Or. 1-5 / Por Or. 1-6)	
11)	Certificate of Standard Substance/Reference Material/Certified Reference Material for Analysis (Form Por Wor.3) 0 original 1 copy Note (1 copy as specified in Form Por Or.1-2/ Por Or.1-3/ Por Or. 1-4 / Por Or. 1-5 / Por Or. 1-6)	-
12)	Operating Procedures/Standard Operating Procedures/Analysis Procedures 0 original 1 copy	-
13)	Analysis Data Sheet and Analysis Report (if any) 0 original 1 copy Note (1 copy and 1 set of analysis report per type of parameter)	-
14)	Receipt of Registration/Renewal/Personnel Change/Change of Parameter/Change of Particulars in last 3 years 1 original 0 copy Note (One certified true copy may be submitted depending on the applicant's intention).	-

Fees

No.	Description of Fee	Fee (Baht / Percentage)
1)	None	0 Baht

Complaint & Service Suggestion Channels

No.	Complaint / Service Suggestion Channels
1)	Department of Industrial Works (Note: 75/6 Rama VI Road, Khwaeng Thung Phaya Thai, Khet Ratchathewi, Bangkok 10400, E-mail: pr@diw.mail.go.th, Tel. 02 202 4000, Fax. 02 354 3390)
2)	Complaint Center, Government House / Center of Public Service, Office of the Permanent Secretary, Office of the Prime Minister (Note: Service Link 1111 / P.O. Box 1111 Office of the Prime Minister Post Office, Bangkok 10300 / Hotline 1111 / www.1111.go.th/ PSC 1111 (Mobile Application)
3)	Damrongdhama Center, Ministry of Interior
4)	Public Sector Anti-Corruption Operation Center (Note: Office of Public Sector Anti-Corruption Commission (PACC) - 99, Moo. 4, Software Park, 2 nd Floor, Chaeng Watthana Road, Tambon Khlong Kluea, Amphoe Pak Kret, Nonthaburi 11120 / Hotline 1206/ Tel. 02 502 6670-80 ext. 1904 - 1907/ Fax. 02 502 6132 / www.pacc.go.th
5)	The Anti-Corruption Operation Center for Foreign Investors Tel : +66 92 668 0777 / Facebook : The Anti-Corruption Operation Center / E-mail : Fad.pacc@gmail.com)

Forms, Examples and Filling Instructions

No.	Form Title
1)	Application for Registration/Renewal/Change of Personnel and Type of Parameter of Private Laboratory (Form Por Or.1)
2)	List of Supporting Documents (Form Por Or.1-1)
3)	List of Supporting Documents (Form Por Or.1-2)
4)	List of Supporting Documents (Form Por Or.1-3)
5)	List of Supporting Documents (Form Por Or.1-4)
6)	List of Supporting Documents (Form Por Or.1-5)
7)	List of Supporting Documents (Form Por Or.1-6)
8)	Details of Laboratory Supervisor and Operator (Form Por Wor.1, Por Wor.1-1)
9)	List of Key Instruments/Devices and Reference Standards for Parameter Analysis (Form Por Wor.2)
10)	List of Standard Substance/Reference Material/Certified Reference Material for Parameter Analysis (Form Por Wor.3)
11)	Analysis of Registered Parameters in Last 3 Years (Form Por Wor.4)
12)	Laboratory Safety Condition (Form Por Wor.5)
13)	Letter of Intent of the Company