

Helpful hints when using ODIE to submit your renewal application:

Once you have been registered-

1. When you see your laboratory's previous application appear on the application list, do not try to open it because it will be locked. Just click on "New Application" and the old information from the previous application will appear when you get to "Analytes".
2. If your lab has requested many parameters and wish to change just a few, click on "Select all" and then select "Apply" for status change. All the parameters listed on the screen will change to "applied". Repeat for all screens and then go back and make all the necessary changes.
3. If you wish to delete a record which has a previous accreditation status because you wish to withdraw it or it appears as an error, select the record, and then click "withdraw". Records with an accreditation status cannot be deleted but can be removed from your active list. However, you can delete an error you have just made which does not have a previous accreditation status by clicking on "delete analytes from matrix" and it will remove all methods/analytes from the record that still appear in your analyte box.
4. When adding a method/analytes, to the appropriate matrices, please make sure you delete all analytes that appear in the analyte box that you do not wish to add to another matrix. If you do not do this, methods/analytes will appear under the incorrect matrices.
5. If you cannot obtain a method and/or the analyte(s) you desire because it does not appear to be included on our current list, please write them in the comment box, making sure that you include the matrix and edition number if an SM method(s).
6. Before you try and submit your application, please make sure that all records have an application status as either "apply" or "withdraw". If a record is left blank, you will get an error message and the system will not allow you to submit the application