

# Guidance for Completing a Field Laboratory Certification Application

## General Information

**Fees:** Do not submit annual fees until you are issued an invoice by this office. Invoices for annual Certification fees will be mailed after the evaluation has been completed. Your facility may continue to analyze samples until the State Laboratory has issued or denied certification; however, all Uncertified Data must be clearly documented as such on the benchsheet and on the final report pursuant to 15A NCAC 2H .0805 (e) (3). Please note that the data receiver may not accept Uncertified Data. It is recommended that you contact the appropriate regional office immediately for guidance on whether to proceed with reporting Uncertified Data or whether you will need to contract analyses to a certified laboratory until certification is issued to your facility. Annual Certification Fees will be calculated in accordance with 15A NCAC 2H .0806. An annual minimum fee of \$150.00 will be assessed to all Municipal/Industrial/Other Field Laboratories and a fee of \$300.00 will be assessed to all Commercial Field Laboratories. "Commercial Laboratory" means any laboratory, including its agents or employees, which is seeking to analyze or is analyzing samples in a chemistry laboratory or in a field setting, including Field Parameters for others for a fee.

## Section A: Facility and Contact Information

**Facility Name** is exactly how it will appear on your Certification certificate and Certified Parameter Listing (CPL).

All laboratories must have an **EPA Lab Code**. To obtain an EPA Lab Code, contact Mr. Jeffrey Wilmoth (706) 355-8623, or e-mail him at [Wilmoth.Jeffrey@epa.gov](mailto:Wilmoth.Jeffrey@epa.gov). If your laboratory has been issued a US EPA lab code in the past, it can be located on any report issued by the EPA. It is the 7-digit alpha numeric code beginning with the postal code for the state (NC), followed by 5 numbers (Example: NC11111).

Supply the following information with the request for an EPA Lab Code:

Contact name;  
Laboratory or Facility Name;  
Physical Address (with zip code);  
PO address (if different);  
Lab/Facility phone number;  
Fax number (if available);  
Contact individual's e-mail address;  
Type of Study (WP, WS, DMR-QA); *For most facilities, this will be WP.*

Whoever is designated as the **Contact Person** will be the primary point of contact for Certification staff. This person will receive all correspondence. Be sure that if this person is not in the laboratory, that they forward all correspondence to laboratory staff in a timely manner as correspondence is often time-sensitive and requires a response.

For North Carolina Wastewater/Groundwater Laboratory Certification (NC WW/GW LC) purposes, the **Contact Person** may also be the **Laboratory Supervisor**. Keep in mind that the titles used in your organization may not necessarily be the same as those used for Certification purposes, and that's OK. (See Section B for Laboratory Supervisor requirements)

Prior to certification, this office must receive acceptable Proficiency Testing (PT) Sample results from an accredited provider. **The following parameters require annual proficiency testing of blind or "unknown" value: pH, Total Residual Chlorine, Free Available Chlorine, Settleable Residue, Turbidity, and Conductivity.** PT Sample results are not required for the following Field Parameters: Dissolved Oxygen, Sulfite, Salinity, VAR Options 5, 6 & 12, and Temperature.

The list of NELAC Approved Proficiency Testing Providers can be obtained from the A2LA or ACLASS web sites at (**NOTE:** The list of accredited vendors changes and should be consulted each time PT Samples are ordered.): <http://nelac-institute.org/content/NEPTP/ptproviders.php>

List all permits for which compliance monitoring data will be generated. If your facility will be analyzing samples under a cost-sharing agreement for another facility, list those permits also. Keep in mind that Certification rules allow no more than two facilities to be certified under one Certification. Separate application and Certification shall be required for all stationary laboratories maintained on properties that do not share a common boundary line, even though operated under the same management; however, separate Certification shall not be required for separate buildings on the same or adjoining grounds. Analysis of Field Parameters away from the physical location of the laboratory shall be permitted without separate Certification.

## Section B: Laboratory Supervisory Information:

Supervisors shall provide personal and direct supervision of the technical personnel and shall be responsible for adherence to all requirements described in 15A NCAC 02H .0800. The supervisor shall work in the laboratory or contact the laboratory once each day tests, analyses, measurements, or monitoring required under G.S. 143 Article 21 are performed and Supporting Records shall be maintained as evidence of this supervision.

The supervisor of a Field Laboratory must meet at least one of the following requirements:

- 1) Possess a Water Pollution Control System Operator's Certification equivalent to the type or grade of the regulated facility(ies);
- 2) Have a Bachelor's degree in chemistry or other science curricula from a college or university recognized as accredited by the U.S. Department of Education, plus six months of laboratory experience in analytical chemistry or an equivalent combination of education and work experience, or a two-year associate degree in chemistry technology, environmental sciences, or other science curricula from a college or university recognized as accredited by the U.S. Department of Education, plus two years of experience in analytical chemistry or an equivalent combination of education and work experience. Non-degree supervisors shall have six years of laboratory experience in analytical chemistry or an equivalent combination of education and work experience; or
- 3) Have at least six years of laboratory experience in analytical chemistry.

Clearly list all the certification, education and/or experience necessary to determine which of the previous requirements the Supervisor meets.

### **Section C: Commercial Client Contact Information:**

This section is only required for those applying as a Commercial Field Laboratory. List information for all current clients. Once certified, notify your assigned auditor anytime the client list changes.

### **Section D: Analytical Methods and Equipment:**

In accordance with DWR regulations, a facility is expected to use EPA-approved methods for the collection, preservation and analysis of samples. The NC WW/GW LC program provides approved procedures for Field Parameters on the Certification website. These procedures are intended to provide the approved procedures and requirements for measurement of Field Parameters. You may refer to the approved method reference, instrument manufacturer's manual or other resources for additional information. All test procedures must produce detection and reporting levels below the permit discharge requirements and all data generated must be reported to the approved detection level or lower reporting level of the procedure.

Circle each method for which you are requesting certification. For any requested methods that do not have the corresponding "Lower Reporting Limit Conc." cell grayed out, list the lower reporting limit of the method. This is usually equal to the lowest concentration standard in the calibration curve or lowest concentration of the applicable range as stated in the analytical method or user manual of a meter.

For example, if your calibration or calibration verification standards for Total Residual Chlorine are 10 µg/L, 25 µg/L, 50 µg/L, 200 µg/L and 400 µg/L, you would enter 10 µg/L as your current Lower Reporting Limit.

Also, list the make and model of the instrument or meter that will be used to generate compliance monitoring data.

### **Additional Information:**

**Standard Operating Procedures:** Submit one copy of the laboratory's Standard Operating Procedure(s) (SOPs) for each Parameter Method for which you are seeking Certification. Each SOP must include the established quality control limits (where appropriate to the method). Templates for Field Parameter SOPs are available on the [Certification website](#).

#### **Submittal:**

Email a single electronic copy to your assigned auditor (if known, check the [Certification website](#) for email addresses) or mail/fax to:

**NC WW/GW Laboratory Certification  
DEQ/DWR Water Sciences Section  
1623 Mail Service Center  
Raleigh, NC 27699-1623  
Fax: 919-733-6241**

For additional information, contact the Laboratory Certification program office: Telephone: 919-733-3908

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