

Necessary Documentation for Initial WET Testing Certification

1. Completed application and fees sheet;
2. All applicable fees (made payable to Kentucky State Treasurer);
3. A quality assurance plan (QAP) that addresses all activities that affect the quality of the final toxicity data consisting of, but not limited to:
 - (a) Effluent sampling and handling
 - (b) Data quality objectives
 - (c) The source and condition of the test organisms
 - (d) Condition and operation of equipment
 - (e) Test conditions
 - (f) Corrective action contingencies and record keeping procedures
 - (g) Data evaluation and acceptability of results
 - (h) Organizational Chart that includes all WET staff
4. All applicable standard operating procedures (SOPs) which include the following information:
 - (a) Test organism culturing, ordering, and handling
 - (b) Toxicity testing procedure
 - (c) Instrument calibration
 - (d) A sample chain-of-custody
 - (e) Laboratory sample tracking system
5. A list of all WET testing for which certification is being requested, including both the desired organism(s) and test method(s);
6. All documents related to the purchase of commercial organisms & pre-prepared food sources;
7. A successful Proficiency Test Study (PT) performed by the primary analyst/technician for each method-analyte pairing for which the wastewater laboratory is requesting certification. (Growth, reproduction, survival, IC25, NOEC, LC50) The PT results shall be submitted to the Laboratory Certification section directly from the PT provider;
8. Initial Demonstration of Capability (IDC) performed by the primary analyst/technician that affirms the analyst's ability to obtain consistent and precise results with reference toxicants. An acceptable IDC shall be obtained by performing at least five reference toxicant test using different batches of organisms (for each test). Each test shall be completed using the same reference toxicant, test concentrations, test conditions and data analysis methods and control charts must be made available for reference toxicant test review. A reference toxicant series of 0.5 or higher must be selected that consistently provides partial mortalities at two or more concentrations. A separate IDC shall be submitted for each method, if the laboratory is requesting certification for an organism by two (2) or more reference methods.

Note: Laboratories wishing to obtain equivalent certification through reciprocity must provide all the information listed above along with copies of your current scope of accreditation and certificate.