

**KENTUCKY WASTEWATER LABORATORY CERTIFICATION PROGRAM  
APPLICATION FOR KENTUCKY LABORATORY CERTIFICATION**

**INSTRUCTIONS**

1. Complete Section 1 -Wastewater Laboratory Name and Address
2. Complete Section 2 -Laboratory Contact Information
3. Complete Section 3 -Certification Period
4. Complete Section 4 -Certification Analysis Category -Check all that apply
5. Complete Section 5 -Purpose for Application
6. Complete Applicable Attachment as specified by your choice in Section 5
7. Complete Section 6 - Signature of Laboratory Responsible Official
8. Complete Fees Worksheet and submit with fee payment by November 15 annually

**SECTION 1: WASTEWATER LABORATORY NAME AND ADDRESS**

|                         |  |
|-------------------------|--|
| Laboratory Name         |  |
| KY Lab No.              |  |
| Mailing Address         |  |
| Mailing City, Zip Code  |  |
| Physical Address        |  |
| Physical City, Zip Code |  |
| County                  |  |
| Telephone No.           |  |

**SECTION 2: LABORATORY CONTACT INFORMATION**

|                        |  |
|------------------------|--|
| Primary Contact Name   |  |
| Email                  |  |
| Secondary Contact Name |  |
| Email                  |  |

**SECTION 3: CERTIFICATION PERIODS**

**GENERAL WASTEWATER LABORATORIES  
(CHECK APPLICABLE PERIOD)**

January 1, 2027 to Dec. 31, 2027  
 January 1, 2028 to Dec. 31, 2028  
 January 1, 2029 to Dec. 31, 2029  
 January 1, 20 to Dec. 31 20

**FIELD-ONLY WASTEWATER LABORATORIES  
(CHECK APPLICABLE PERIOD)**

January 1, 2027 to Dec. 31, 2028  
 January 1, 2028 to Dec. 31, 2029  
 January 1, 2029 to Dec. 31, 2030  
 January 1, 20 to Dec. 31 20

## KWLCP Form Application

### SECTION 4: CERTIFICATION ANALYSIS CATEGORY (CHECK ALL THAT APPLY)

Inorganic/General Chemistry

Organic Chemistry/Dioxins

Inorganic/Metals

Microbiology

Organic Chemistry/Volatiles

Whole Effluent Toxicity

Organic Chemistry/Semi-Volatiles

Field Analysis (plus one or more other categories)

Organic Chemistry/Pesticides,  
Herbicides, PCB

Field Analysis Only

### SECTION 5: PURPOSE FOR APPLICATION (CHECK ONE)

| Select | Purpose                                                                         | Instructions        |
|--------|---------------------------------------------------------------------------------|---------------------|
|        | Initial certification for a wastewater laboratory providing only field analysis | Complete Section 7  |
|        | Initial certification for a wastewater laboratory                               | Complete Section 8  |
|        | Initial equivalency of certification for a wastewater laboratory                | Complete Section 9  |
|        | Initial certification for an additional method-analyte pairing                  | Complete Section 10 |
|        | Renewal certification for a wastewater laboratory providing only field analysis | Complete Section 7  |
|        | Renewal certification for a wastewater laboratory                               | Complete Section 11 |
|        | Renewal equivalency of certification for a wastewater laboratory                | Complete Section 12 |

### SECTION 6: SIGNATURE OF LABORATORY RESPONSIBLE OFFICIAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - printed

\_\_\_\_\_  
Title

**FEES WORKSHEET – PAGE 1****WASTEWATER LABORATORY NAME AND ADDRESS**

|                         |  |
|-------------------------|--|
| Laboratory Name         |  |
| KY Lab No.              |  |
| Mailing Address         |  |
| Mailing City, Zip Code  |  |
| Physical Address        |  |
| Physical City, Zip Code |  |
| County                  |  |
| Telephone No.           |  |

**SELECT ONE OF THE FOLLOWING ADMINISTRATIVE FEE OPTIONS**

| Select                    | Item                                                                                                                                                        | Fee    |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                           | Commercial Laboratory (plus applicable analysis category fees)                                                                                              | \$1000 |
|                           | Wastewater laboratory providing ONLY field analysis for other permitted facilities (must pay Field Analysis ONLY fee)                                       | \$0    |
|                           | Laboratory operated by a KPDES-permitted facility providing ONLY field analysis for ONLY its own facility (does NOT pay Field Analysis ONLY fee)            | \$0    |
|                           | Initial certification for an additional method-analyte pairing                                                                                              | \$0    |
|                           | Laboratory operated by a municipality providing analysis (in addition to field analysis) for ONLY its own facility (plus applicable analysis category fees) | \$1000 |
| <b>Administrative Fee</b> |                                                                                                                                                             |        |

**SELECT ALL APPLICABLE ANALYSIS CATEGORY OPTIONS**

| Select                         | Item                                               | Fee     |
|--------------------------------|----------------------------------------------------|---------|
|                                | Inorganic/General Chemistry                        | \$500   |
|                                | Inorganic/Metals                                   | \$500   |
|                                | Organic Chemistry/Volatiles                        | \$500   |
|                                | Organic Chemistry/Semi-Volatiles                   | \$500   |
|                                | Organic Chemistry/Pesticides, Herbicides, PCB      | \$500   |
|                                | Organic Chemistry/Dioxins                          | \$750   |
|                                | Microbiology                                       | \$500   |
|                                | Whole Effluent Toxicity                            | \$1,000 |
|                                | Field Analysis Only                                | \$250   |
|                                | Field Analysis (plus one or more other categories) | \$0     |
| <b>Analysis Categories Fee</b> |                                                    |         |

|                             |  |
|-----------------------------|--|
| <b>Page 1 Fees Subtotal</b> |  |
|-----------------------------|--|

**FEES WORKSHEET – PAGE 2**

**FEES SUBTOTAL (from page 1)**

**DISCOUNTS**

| Select                     | Item                                                                                                   | Fee                     | Amount |
|----------------------------|--------------------------------------------------------------------------------------------------------|-------------------------|--------|
|                            | Equivalency of certification for a wastewater laboratory                                               | -20% of Page 1 subtotal |        |
|                            | In-state laboratory that is also certified for drinking water analysis as established in 401 KAR 8:040 | -20% of Page 1 subtotal |        |
| <b>Discount Subtotal a</b> |                                                                                                        |                         |        |

Laboratory operated by a municipality that provides only service for its own facility shall receive the following discounts, based on the maximum permitted million gallons per day (MGD) flow value:

| Select                     | Item                                                     | Fee      |
|----------------------------|----------------------------------------------------------|----------|
|                            | Less than or equal to 0.10 MGD                           | -\$1,000 |
|                            | Less than or equal to 0.50 MGD but greater than 0.10 MGD | -\$750   |
|                            | Less than or equal to 1.0 MGD but greater than 0.5 MGD   | -\$500   |
|                            | Less than or equal to 2.0 MGD but greater than 1.0 MGD   | -\$250   |
|                            | Greater than 2.0 MGD                                     | -\$100   |
| <b>Discount Subtotal b</b> |                                                          |          |

**PENALTIES**

| Select                  | Item                                                                              | Fee                    | Amount |
|-------------------------|-----------------------------------------------------------------------------------|------------------------|--------|
|                         | Late application or fee (received after November 15 but on or before December 15) | 15% of Page 1 subtotal |        |
|                         | Late application or fee (received after December 15)                              | 25% of Page 1 subtotal |        |
| <b>Penalty Subtotal</b> |                                                                                   |                        |        |

|                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------|--|
| Subtract all applicable discounts from the Fee Subtotal as calculated on page 1.<br>Then add any penalty fees, if applicable |  |
| <b>TOTAL AMOUNT OWED FOR ANNUAL CERTIFICATION</b>                                                                            |  |

**PAYMENT METHOD**

**Invoice with Electronic Payment**

- If submitting electronically, please follow the instructions provided in **eForm 197 and eSearch ePayment User Instructions (Version 1.2 or current revision)**.

**Paper Check Payment Instructions**

- Make checks payable to: Kentucky State Treasurer**
- Mail checks to:**  
Kentucky Division of Water  
Attn: Laboratory Certification 300 Sower Blvd., 3rd Floor; Frankfort, KY 40601

June 2013  
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**SECTION 7: INITIAL OR RENEWAL CERTIFICATION FOR A WASTEWATER LABORATORY  
PROVIDING ONLY FIELD ANALYSIS**

Submit the following with the application:

1. A quality assurance plan (QAP) and all applicable standard operating procedures (SOPs).
2. A successful Proficiency Test Study (PT) performed by the primary analyst/technician for pH, residual chlorine, conductivity, and turbidity, as applicable. The PT results shall be submitted to the cabinet directly from the PT provider.

**SECTION 8: INITIAL CERTIFICATION FOR A WASTEWATER LABORATORY (EXCLUDING ONLY FIELD ANALYSIS)**

Submit the following with the application:

1. A quality assurance plan (QAP) and all applicable standard operating procedures (SOPs).
2. The name of the following wastewater laboratory personnel:
  - a. Laboratory Director/Manager
  - b. Laboratory Supervisor
  - c. Quality Assurance Manager
  - d. All Analysts/Technicians, including an indication as to the primary analyst/technician for each method-analyte pairing
  - e. All data reporting personnel.
3. A list of all analytes for which the wastewater laboratory is requesting certification. The list shall include the analyte, reference method, instrument, laboratory minimum reporting limit, method detection limit, and units.
4. 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. The PT results shall be submitted to the cabinet directly from the PT provider.
5. A Method Detection Limit (MDL) Study for each applicable method-analyte pairing for which the laboratory is requesting certification. A separate MDL Study shall be submitted for each method if the laboratory is requesting certification for an analyte by two (2) or more reference methods.
6. Initial Demonstration of Capability (IDC) performed by the primary analyst/technician for each applicable method-analyte pairing for which the laboratory is requesting certification. A separate IDC shall be submitted for each method, if the laboratory is requesting certification for an analyte by two (2) or more reference methods.

**SECTION 9: INITIAL EQUIVALENCY OF CERTIFICATION FOR A WASTEWATER LABORATORY**

Submit the following with the application:

1. A quality assurance plan (QAP) and all applicable standard operating procedures (SOPs).
2. The name of the following wastewater laboratory personnel:
  - a. Laboratory Director/Manager
  - b. Laboratory Supervisor
  - c. Quality Assurance Manager
  - d. All Analysts/Technicians, including an indication as to the primary analyst/ technician for each method-analyte pairing
  - e. All data reporting personnel.
3. Scope of work, which includes a copy of the current certificate and a list of analytes currently certified along with the reference method, instrument, laboratory minimum reporting limit, method detection limit, and units for each analyte.
4. A list of all analytes for which the wastewater laboratory is requesting certification. The list shall include the analyte, reference method, instrument, laboratory minimum reporting limit, method detection limit, and units.
5. 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. The PT results shall be submitted to the cabinet directly from the PT provider.
6. A Method Detection Limit (MDL) Study for each applicable method-analyte pairing for which the laboratory is requesting certification. A separate MDL Study shall be submitted for each method if the laboratory is requesting certification for an analyte by two (2) or more reference methods.
7. Initial Demonstration of Capability (IDC) performed by the primary analyst/technician for each applicable method-analyte pairing for which the laboratory is requesting certification. A separate IDC shall be submitted for each method, if the laboratory is requesting certification for an analyte by two (2) or more reference methods.
8. The most recent final audit report issued by the certifying authority, including any corrective action plan, and any other information requested by the cabinet to demonstrate compliance with all of the requirements for initial certification.

**SECTION 10: INITIAL CERTIFICATION FOR AN ADDITIONAL METHOD-ANALYTE PAIRING**

Submit the following with the application:

1. All applicable standard operating procedures (SOPs).
2. The name of all Analysts/Technicians, including an indication as to the primary analyst/technician for the additional method-analyte pairing.
3. A list of the new method-analyte pairings for which the wastewater laboratory is requesting certification. The list shall include the analyte, reference method, instrument, laboratory minimum reporting limit, method detection limit, and units.
4. A successful Proficiency Test Study (PT) performed by the primary analyst/technician for each new method-analyte pairing for which the wastewater laboratory is requesting certification. The PT results shall be submitted to the cabinet directly from the PT provider.
5. A Method Detection Limit (MDL) Study for each new method-analyte pairing for which the laboratory is requesting certification. A separate MDL Study shall be submitted for each method if the laboratory is requesting certification for an analyte by two (2) or more reference methods.
6. Initial Demonstration of Capability (IDC) performed by the primary analyst/technician for each new method-analyte pairing for which the laboratory is requesting certification. A separate IDC shall be submitted for each method, if the laboratory is requesting certification for an analyte by two (2) or more reference methods.

**SECTION 11: RENEWAL CERTIFICATION FOR A WASTEWATER LABORATORY (EXCLUDING ONLY FIELD ANALYSIS)**

Submit the following with the application:

1. Identification of any changes to the quality assurance plan (QAP) and all applicable standard operating procedures (SOPs) for the new certification period.
2. The name of any changes to the following wastewater laboratory personnel not identified for the new certification period:
  - a. Laboratory Director/Manager
  - b. Laboratory Supervisor
  - c. Quality Assurance Manager
  - d. All Analysts/Technicians, including an indication as to the primary analyst/technician for each method-analyte pairing
  - e. All data reporting personnel.
3. A list of all analytes for which the wastewater laboratory is requesting certification renewal. The list shall include the analyte, reference method, instrument, laboratory minimum reporting limit, method detection limit, and units, identifying changes from the current certification.
4. A successful PT performed by the primary analyst/technician for each method-analyte pairing for which the wastewater laboratory is requesting certification renewal. The PT results shall be submitted to the cabinet directly from the PT provider.

**SECTION 12: RENEWAL EQUIVALENCY OF CERTIFICATION FOR A WASTEWATER LABORATORY**

Submit the following with the application:

1. Identification of any changes to the quality assurance plan (QAP) and all applicable standard operating procedures (SOPs) for the new certification period.
2. The name of any changes to the following wastewater laboratory personnel not identified for the new certification period:
  - a. Laboratory Director/Manager
  - b. Laboratory Supervisor
  - c. Quality Assurance Manager
  - d. All Analysts/Technicians, including an indication as to the primary analyst/technician for each method-analyte pairing
  - e. All data reporting personnel.
3. Scope of work, which includes a copy of the current certificate and a list of analytes currently certified along with the reference method, instrument, laboratory minimum reporting limit, method detection limit, and units for each analyte.
4. A list of all analytes for which the wastewater laboratory is requesting certification renewal. The list shall include the analyte, reference method, instrument, laboratory minimum reporting limit, method detection limit, and units, identifying changes from the current certification.
5. A successful PT performed by the primary analyst/technician for each method-analyte pairing for which the wastewater laboratory is requesting certification renewal. The PT results shall be submitted to the cabinet directly from the PT provider.
6. The most recent final audit report, including any corrective action plan, and any other information requested by the cabinet to demonstrate compliance with all of the requirements for initial certification pursuant to this administrative regulation.