

# WWLC Application

by Frank Hall,  
Laboratory Certification Coordinator





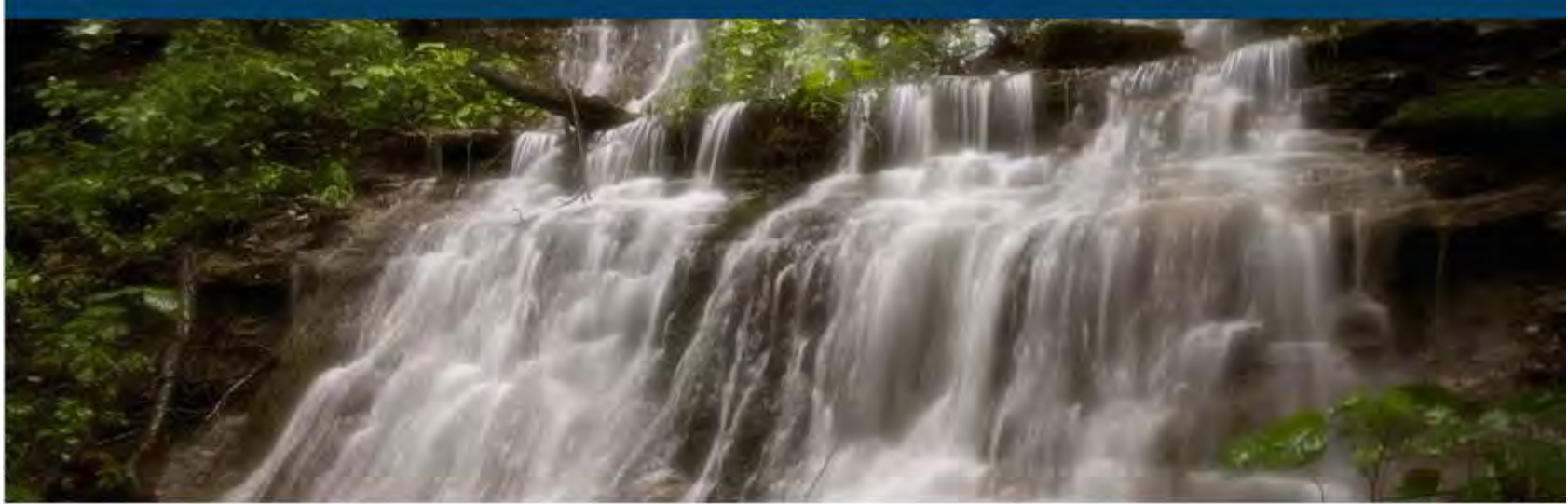
## Where to Find the Application

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<http://water.ky.gov/>



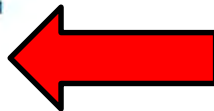
# Wastewater Lab Certification



## Division of Water Laboratory Certification Program

Kentucky Division of Water (DOW) Laboratory Certification Program (LCP) includes both drinking water and wastewater laboratory certification. LCP currently has 10 staff members who audit laboratories and provide technical assistance. Drinking water laboratory certification is based on the Federal Safe Drinking Water Act (SDWA). Wastewater laboratory certification is based on the Federal Clean Water Act (CWA). For information follow these links:

- [Drinking Water Lab Certification](#)
- [Wastewater Lab Certification](#)





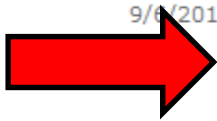
# Wastewater Lab Certification

## Announcements

☐ Date Information

9/6/2013 DOW will begin taking application for Wastewater Laboratory Certification after Sept. 7, 2013. For more information contact Frank Hall at 502-564-3410. To apply follow the link to the application:

 [KWLC Application Form\\_Final\\_6-13-13.pdf](#)



## Documents

<input type="checkbox"/> Date	Document	Summary
9/18/2013	 <a href="#">KY Approved PT Provider Listi 2013</a>	
9/13/2013	 <a href="#">KY DOW Calc (version 08272013).xls</a>	Tool for calculating IDC/ODC, MDL and RLS
9/11/2013	 <a href="#">Kentucky Wastewater Laboratory Certification Manual</a>	
9/9/2013	 <a href="#">FAQ_WWLC.pdf</a>	
9/6/2013	 <a href="#">KWLC Application Form</a>	
1/18/2013	 <a href="#">Method Update Rule 2012.docx</a>	
5/16/2012	 <a href="#">Laboratory Required Reporting Limit Tests</a>	
9/14/2011	 <a href="#">Laboratory Demonstration of Capability Procedure</a>	
9/14/2011	 <a href="#">Demonstration of Capability Worksheets</a>	
9/1/2011	 <a href="#">Wastewater Demonstration of Capability Notice</a>	



# The Application

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# Wastewater Lab Certification

**KWLCP FORM APP**

## **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



June 2013



# Section 1

## 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.	
Fax No.	



# Section 2

## Section 2

Laboratory Contact Information	
Primary Contact Name	
Email	
Secondary Contact Name	
Email	

# Section 3

## Section 3

<b>General Wastewater Laboratories - Certification Period (Check applicable period)</b>	
<input type="checkbox"/> January 1, 2014 to Dec. 31, 2015	<input type="checkbox"/> January 1, 2018 to Dec. 31, 2019
<input type="checkbox"/> January 1, 2016 to Dec. 31, 2017	<input type="checkbox"/> January 1, 20__ to Dec. 31, 20__
<b>Field-Only Wastewater Laboratories - Certification Period (Check applicable period)</b>	
<input type="checkbox"/> January 1, 2015 to Dec. 31, 2016	<input type="checkbox"/> January 1, 2019 to Dec. 31, 2020
<input type="checkbox"/> January 1, 2017 to Dec. 31, 2018	<input type="checkbox"/> January 1, 20__ to Dec. 31, 20__

# Section 4

## Section 4

Certification Analysis Category (Check all that apply)	
<input type="checkbox"/> Inorganic/General Chemistry	<input type="checkbox"/> Organic Chemistry/Dioxins
<input type="checkbox"/> Inorganic/Metals	<input type="checkbox"/> Microbiology
<input type="checkbox"/> Organic Chemistry/Volatiles	<input type="checkbox"/> Whole Effluent Toxicity
<input type="checkbox"/> Organic Chemistry/Semi-Volatiles	<input type="checkbox"/> Field Analysis (plus one or more other categories)
<input type="checkbox"/> Organic Chemistry/Pesticides, Herbicides, PCB	<input type="checkbox"/> Field Analysis Only

# Section 5

## Section 5

<b>Purpose for Application (Check one)</b>	
<input type="checkbox"/> Initial certification for a wastewater laboratory providing only field analysis	Complete Section 7
<input type="checkbox"/> Initial certification for a wastewater laboratory	Complete Section 8
<input type="checkbox"/> Initial equivalency of certification for a wastewater laboratory	Complete Section 9
<input type="checkbox"/> Initial certification for an additional method-analyte pairing	Complete Section 10
<input type="checkbox"/> Renewal certification for a wastewater laboratory providing only field analysis	Complete Section 7
<input type="checkbox"/> Renewal certification for a wastewater laboratory	Complete Section 11
<input type="checkbox"/> Renewal equivalency of certification for a wastewater laboratory	Complete Section 12

# Section 6

## Section 6

### Signature of Laboratory Responsible Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name – printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





# Required Attachments

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## Section 7

### Initial or Renewal Certification for a Wastewater Laboratory Providing Only Field Analysis

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)

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.



## Section 8 - Continued

### Initial Certification for a Wastewater Laboratory (Excluding Only Field Analysis)

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

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.



## Section 9 - Continued

### Initial Equivalency of Certification for a Wastewater Laboratory

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

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.

## Section 10 - Continued

### Initial Certification for an Additional Method-Analyte Pairing

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)

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.



## Section 11

### Renewal Certification for a Wastewater Laboratory (Excluding Only Field Analysis)

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

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.



## Section 12

# Renewal Equivalency of Certification for a Wastewater Laboratory

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.





# Annual Fees Worksheet

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# Fees

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.	
Fax No.	

# Fees

Item	Fee	✓	Amount
Select one of the following Administrative Fee options:			
Commercial Laboratory (plus applicable analysis category fees)	\$1,000	<input type="checkbox"/>	
Wastewater laboratory providing ONLY field analysis for other permitted facilities (must pay Field Analysis ONLY fee)	\$0	<input type="checkbox"/>	
Laboratory operated by a KPDES-permitted facility providing ONLY field analysis for ONLY its own facility (does NOT pay Field Analysis ONLY fee)	\$0	<input type="checkbox"/>	
Laboratory operated by a municipality providing analysis (in addition to field analysis) for ONLY its own facility (plus applicable analysis category fees)	\$1,000	<input type="checkbox"/>	
Select all applicable Analysis Category options:			
Inorganic/General Chemistry	\$500	<input type="checkbox"/>	
Inorganic/Metals	\$500	<input type="checkbox"/>	
Organic Chemistry/Volatiles	\$500	<input type="checkbox"/>	
Organic Chemistry/Semi-Volatiles	\$500	<input type="checkbox"/>	
Organic Chemistry/Pesticides, Herbicides, PCB	\$500	<input type="checkbox"/>	
Organic Chemistry/Dioxins	\$750	<input type="checkbox"/>	
Microbiology	\$500	<input type="checkbox"/>	
Whole Effluent Toxicity	\$1,000	<input type="checkbox"/>	
Field Analysis ONLY	\$250	<input type="checkbox"/>	
Field Analysis in addition to at least one other category	\$0	<input type="checkbox"/>	
Page 1 Subtotal			





## Discounts (Fees Worksheet – Page 2)

<b>FEES SUBTOTAL (from page 1)</b>				0
Item	Category	Fee	✓	Sub-total
Equivalency of certification for a wastewater laboratory	Discount	-20% of Page 1 subtotal	<input type="checkbox"/>	-(       )
In-state laboratory that is also certified for drinking water analysis as established in 401 KAR 8:040	Discount	-20% of Page 1 subtotal	<input type="checkbox"/>	-(       )
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:				
Less than or equal to 0.10 MGD	Discount	-\$1,000	<input type="checkbox"/>	-(       )
Less than or equal to 0.50 MGD but greater than 0.10 MGD	Discount	-\$750	<input type="checkbox"/>	-(       )
Less than or equal to 1.0 MGD but greater than 0.5 MGD	Discount	-\$500	<input type="checkbox"/>	-(       )
Less than or equal to 2.0 MGD but greater than 1.0 MGD	Discount	-\$250	<input type="checkbox"/>	-(       )
Greater than 2.0 MGD	Discount	-\$100	<input type="checkbox"/>	-(       )

## Penalties (Fees Worksheet – Page 2)

Late application or fee (received after November 15 but on or before December 15)	Penalty	15% of Page 1 subtotal	<input type="text"/>	
Late application or fee (received after December 15)	Penalty	25% of Page 1 subtotal	<input type="text"/>	
Subtract all applicable discounts from the Fee Subtotal as calculated on page 1. Then add any penalty fees, if applicable.				0
<b>TOTAL AMOUNT OWED FOR ANNUAL CERTIFICATION</b>				0



# **Submittal & Payment**



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# Submittal & Payment

Make payable to: Kentucky State Treasurer|

Submit fee payment to:

Kentucky Division of Water  
Attn: Laboratory Certification  
200 Fair Oaks Lane, 4<sup>th</sup> Floor  
Frankfort, KY 40601

or

If in electronic form, submit via the cabinet's web site:  
[www.water.ky.gov](http://www.water.ky.gov)

Applications may also be e-mailed to:

[DOWLabCertification@ky.gov](mailto:DOWLabCertification@ky.gov)



# Questions?? Comments??

DOWLabCertification@ky.gov

or call

Frank Hall

(502)564-3410 extension 4959

