

**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
Administrative Fee		

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
Analysis Categories Fee		

Page 1 Fees Subtotal		
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FEE WORKSHEET – PAGE 2

FEE 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	
Discount Subtotal a			

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
Discount Subtotal 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	
Penalty Subtotal			

Subtract all applicable discounts from the Fee Subtotal as calculated on page 1. Then add any penalty fees, if applicable	
TOTAL AMOUNT OWED FOR ANNUAL CERTIFICATION	

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

**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.