



**ENERGY AND ENVIRONMENT CABINET
DEPARTMENT FOR ENVIRONMENTAL PROTECTION
DIVISION OF WATER**

**300 SOWER BOULEVARD
FRANKFORT, KENTUCKY 40601**

Kentucky Drinking Water Certified Laboratory;

Kentucky Division of Water (DOW) Drinking Water Laboratory Certification Program renewal documents is attached. This relates to Chemistry, Microbiology, Radionuclide and Cryptosporidium categories. Certification fees are based on a calendar year. The application and the fees worksheet for the upcoming calendar year are available.

Laboratories wishing to continue their drinking water certification must complete the attached application package and return to DOW **no later than December 31st of the year prior to the certification period**. The application package contains several sections for the laboratory to complete, including:

1. Application Form:
 - a. Laboratory Name and Address – mailing and physical address;
 - b. Laboratory Contact Information;
 - c. Requested Certification Category.
2. Method-Analyte List:
 - a. Must include the method-analyte pair for every drinking water contaminant the laboratory is requesting certification;
 - b. Must include the reference method, minimum reporting level and units;
3. Fees Worksheet:
 - a. Microbiology (including Cryptosporidium);
 - b. Chemistry (including Radionuclides);
 - c. Discounts Available:
 - i. Electronic Compliance Submission – choose only if your laboratory meets the requirements (see below);
 - ii. TNI Accredited Laboratory – choose only if your laboratory meets the requirements (see below).
4. Fee Payment in Full.

Attach your current method-analyte list for which your laboratory is certified. Update your method-analyte list using the following criteria:

- To keep the current method-analyte certification – do nothing (or update the MRL if necessary);
- To remove a specific method-analyte – cross through the entire row with red ink;
- To modify a method-analyte – cross out field to be updated and insert using red ink;
- To add a listed method-analyte – check the request box and add the reference method, MRL and units;
- To add an additional method for an analyte – use the empty space at the bottom of the page and provide all necessary information.



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The complete list of Kentucky approved drinking water methods is provided at:

<https://eec.ky.gov/Environmental-Protection/Water/PermitCert/LabCert/Pages/Drinking-Water-Lab-Certification-Program.aspx>

The laboratory must meet Kentucky's required minimum reporting level (MRL) for each analyte for which certification is requested. The list of required MRLs is provided at:

<https://eec.ky.gov/Environmental-Protection/Water/PermitCert/LabCert/Pages/Drinking-Water-Lab-Certification-Program.aspx>

Discount for electronic deliverables requires that laboratories only submit compliance data electronically using Kentucky's ePortal website.

Discounts are available for laboratories that are TNI Certified (formally NELAC). If you are claiming the TNI discount you must submit proof of your laboratory's current TNI Drinking Water Certification.

Updated method-analyte lists and certificates will be mailed to the laboratory upon DOW receipt of completed application and full payment of the laboratory certification fee.

Out-of-state laboratories must submit an updated Quality Assurance Plan either hardcopy or electronic file (preferred). Electronic files must be emailed to DOWLabCertification@ky.gov or included on compact disc or portable USB flash drive with your completed application. If emailed, please be aware of incoming size limitations.

In order for DOW to properly maintain the certified laboratory database, the application must be complete. An incomplete application will not be considered.

If you have any questions regarding the above, please contact Laboratory Certification Section by email at DOWLabCertification@ky.gov.

PLEASE NOTE KENTUCKY DEP's MAILING ADDRESS BELOW

**Kentucky Department for Environmental Protection
Division of Water / Laboratory Certification Section
300 Sower Blvd., 3rd Floor
Frankfort, KY 40601**



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PROFICIENCY TEST STUDIES

Kentucky Division of Water (DOW) requires that all certified drinking water laboratories perform at least one successful Proficiency Test Study (PT Study) for each analyte-method that they are certified for. Laboratories must ensure that:

1. The method specified on the PT Study report matches the method for which the laboratory is certified in Kentucky;
2. Chemistry - WS PT Study (drinking water) is required, unless a particular method-analyte is not available – then a WP PT Study (wastewater) may be substituted;
3. Microbiology – WS PT Study (drinking water) is required, and a source water (SW) sample in a WS study is acceptable for drinking water MPN methods (LT2-ESWTR);
4. Make sure that Kentucky is listed as the Certifying Authority to receive a copy of the PT Study directly from the PT Provider. **Update your PT Provider with Kentucky’s email for PT Study results to:**

dowptresults@ky.gov

If a laboratory receives a “Not Acceptable” score for a method-analyte pair, then the analysis must be repeated using another PT Study or Rapid Return Study from any approved PT Provider.

If a laboratory receives two consecutive “Not Acceptable” scores for a method-analyte pair, then the laboratory **must complete and submit a corrective action plan to DOW**, within 30 calendar days which specifies what steps the laboratory plans to take to correct this issue.

A complete list of Kentucky DOW approved Proficiency Test Providers is available on the DOW Drinking Water webpage at:

<https://eec.ky.gov/Environmental-Protection/Water/PermitCert/LabCert/Pages/Drinking-Water-Lab-Certification-Program.aspx>



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**CERTIFICATION PACKAGE
(must include the following information)**

IN-STATE LABORATORIES

1. Completed Application
2. Current laboratory's method-analyte list including any modifications. Make sure to include Kentucky approved method codes and minimum reporting level with units
3. Quality Assurance Manual (recommend electronic submission)
4. Fee Payment

OUT-OF-STATE LABORATORIES

1. Completed Application
2. Current laboratory's method-analyte including any modifications. Make sure to include Kentucky approved method codes and minimum reporting level with units
3. Certifying Authority's current certificate and associated analyte-method list
4. Quality Assurance Manual (recommend electronic submission)
5. Fee Payment



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FEES

Attached are the Certification Fee Tables for your use. Please check the appropriate boxes for the category and analyses for which you are requesting certification. The administration fee is mandatory if you choose to be certified for that particular category. Use the Sub-total column to transfer the associated fees. Make sure to apply for any discounts for which your laboratory is eligible. Add the sub-totals together at the bottom of the worksheet box – this is the amount owed for that category.

If your laboratory is requesting certification for both categories (Microbiology and Chemistry) please complete both worksheet boxes and add the totals together – this is the amount owed for certifications.

Discounts are available for laboratories that successfully submit all compliance sample results electronically, throughout the certification calendar year. Laboratories that are Certified by TNI Accreditation Body (formally NELAC) are also eligible for a discount.

ALL FEES ARE DUE BY December 31st of the year prior to the Certification Period

**Penalties are applied for applications received after the above date
Late Fee = 15% Surcharge (applications received after December 31st)
Reinstatement Fee = 25% (after January 15th)**

Make Checks Payable to: **Kentucky State Treasurer**
Mail to: 300 Sower Blvd; 3th Floor; Frankfort, KY 40601
Attn: Laboratory Certification Section / Division of Water



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**KENTUCKY DRINKING WATER LABORATORY CERTIFICATION PROGRAM
APPLICATION FOR KENTUCKY LABORATORY CERTIFICATION**

Certification Year: _____

Laboratory Name and Address

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

Laboratory Contact Information

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

Certification Category (check all that apply)

| | |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Chemistry <input type="checkbox"/> Radionuclides | <input type="checkbox"/> Microbiology <input type="checkbox"/> Cryptosporidium |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|



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FEES WORKSHEET (SUBMIT WITH APPLICATION)

| | |
|------------------|--|
| Laboratory Name: | |
| KY Lab No.: | |

MICROBIOLOGY

| Item | Fee | √ | Sub-total |
|-----------------------------------------------------|--------|--------------------------|-----------|
| Administration Fee | \$1000 | <input type="checkbox"/> | |
| Microbiology Methods (including Cryptosporidium) | \$500 | <input type="checkbox"/> | |
| | | | |
| Total Cost for Microbiology Certification | ===== | ==> | |

CHEMISTRY

| Item | Fee | √ | Sub-total |
|--------------------------------------------------------------------|--------|--------------------------|-----------|
| Administration Fee | \$1000 | <input type="checkbox"/> | |
| Disinfection By-Products | \$500 | <input type="checkbox"/> | |
| Synthetic Organic Chemicals | \$500 | <input type="checkbox"/> | |
| Volatile Organic Chemicals | \$500 | <input type="checkbox"/> | |
| All Other Chemical Analysis Categories (includes Radionuclides) | \$500 | <input type="checkbox"/> | |
| | | | |
| Total Cost for Chemistry Certification | ===== | ==> | |

| Discounts Available | Discount | √ | Sub-total |
|----------------------------------|----------|--------------------------|-----------|
| Electronic Compliance Submission | 10% | <input type="checkbox"/> | |
| TNI Accredited Laboratory | 10% | <input type="checkbox"/> | |
| | | | |
| Total Discount Percentage => | | | |

| Penalties (applied to subtotal) | Amount | √ | Sub-total |
|----------------------------------|--------|--------------------------|-----------|
| Late Fee Surcharge (after 12/31) | 15% | <input type="checkbox"/> | |
| Reinstatement Fee (after 1/15) | 25% | <input type="checkbox"/> | |
| | | | |
| Total Penalty Percentage => | | | |

Total Amount Submitted: \$ _____