

Kentucky Department for Environmental Protection  
Division of Water  
Laboratory Certification Program  
[DOWLabCertification@ky.gov](mailto:DOWLabCertification@ky.gov)

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**INITIAL REQUIREMENTS FOR A DRINKING WATER  
MICROBIOLOGY LABORATORY**

Laboratories seeking certification for Drinking Water Microbiology shall be certified in accordance with *USEPA Manual for the Certification of Laboratories Analyzing Drinking Water*, 5<sup>th</sup> Edition (2005), EPA 815-R-05 2004 (EPA Manual).

Enumerated below are criteria for microbiology laboratories that wish to become certified for microbiological analysis of drinking water compliance samples in the Commonwealth of Kentucky. The following documents must be received by the **Kentucky Division of Water Laboratory Certification Officer** before an on-site audit is scheduled.

1. A request for an application for certification of a microbiological laboratory must be submitted in writing to:

Kentucky Laboratory Certification Program  
300 Sower Blvd-3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601
2. Submit completed **application** to the above, or email to [dowlabcertification@ky.gov](mailto:dowlabcertification@ky.gov);
3. Documentation that **certification fee(s)** has been paid;
4. Complete the **Pre-Audit Questionnaire** including one Sample Audit with supporting documentation (i.e. quality control logs for incubator, autoclave, pH and conductivity meters, balance, and media). Also include copies of chain-of-custody, sample receipt log, supply receipt log, trace metals analysis and bacteriological suitability test results;
5. Participate in a **Proficiency Test (PT)** study offered by a Kentucky approved provider for all analyte-methods that certification is being requested for. Make sure to inform the PT study provider to add Kentucky to the list of certifying authorities to receive a copy of the PT Study directly from the provider. Use the contact and address information in bullet #1 (above) and email results to [dowptresults@ky.gov](mailto:dowptresults@ky.gov);
6. Submit a copy of the laboratory **Quality Assurance Manual** and **Standard Operating Procedures**;
7. **Training folders** for laboratory personnel documenting academic education, work experience, training, as well as Initial Demonstration of Capability of methods for which the lab is requesting certification; and

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**8. Analyst requirements:**

- Documentation of 30 days of training, at the bench, in a drinking water microbiology laboratory under the direct supervision of a DOW approved analyst;
- Documentation of an additional 60 days of bench experience in a microbiology laboratory (or equivalent);
- Report of successful drinking water proficiency test (PT) for all methods the laboratory will be using;
- Documentation of participation in drinking water microbiology formal workshop and/or structured training program attended.

Please contact the Division of Water Laboratory Certification Program providing any additional information or clarification is required.

**Refer to the drinking water website for useful information at:**  
<http://water.ky.gov/DrinkingWater/Pages/CertifiedLaboratories.aspx>