

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CERTIFICATION

### CERTIFICATION BY INSPECTION

Before completing the application form, all documents furnished in the application package should be read carefully. You may need to make extra copies of some of the application pages.

Each applicant laboratory must identify an official to represent it in all matters related to attaining and maintaining West Virginia Department of Environmental Protection (WVDEP) laboratory certification. This official is the point of contact with the laboratory and is known as the "Authorized Representative". This person may be any senior person in the laboratory organization from either the managerial or technical staff and should be in a position of authority to ensure that the laboratory complies with the regulations and conditions of certification.

If you are applying as a multi-laboratory system, a complete separate application for each laboratory must be completed.

Certification is for one (1) year. Any changes in location, ownership, management, or the authorized representative must be reported to the WVDEP's Quality Assurance Officer within 30 days of the event at the following address:

**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF WATER AND WASTE MANAGEMENT  
SRF/QUALITY ASSURANCE  
601 57<sup>th</sup> STREET SE  
CHARLESTON, WV 25304-2345**

### GENERAL REQUIREMENTS

The general requirements with which an environmental testing laboratory shall comply if it is to be recognized as technically competent are outlined in the document, Code of State Regulations, 47CSR32, REGULATIONS GOVERNING ENVIRONMENTAL LABORATORIES CERTIFICATION AND STANDARDS OF PERFORMANCE. This document is available from the Secretary of State (304) 558-6000 or on the West Virginia Secretary of State web site. <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=22511&Format=PDF>

Additional information pertaining to certification must be disclosed when requested. **A commercial laboratory located in West Virginia which is seeking initial certification must submit with their application proof that they are registered with the Secretary of State office as a business entity.**

The laboratory that is seeking renewal of their certification will be notified via email from our office when it is time to apply for renewal. Upon receipt and review of the laboratory's application, a fee assessment will be conducted and the laboratory will be notified of the amount of fees required

A certified laboratory may request the addition of test methods and parameters to its scope of certification at any time. This will require the submission, to this office, of a new application listing the new parameter(s) and the parameter(s) method. Each request is handled on a case-by-case basis. Unless the previous inspector can verify the competence of the laboratory to perform the additional tests, another on-site inspection will be required. The laboratory seeking certification must bear the expense for this inspection.

### PAGE INSTRUCTIONS

**Use the current application found DEP web page at the following address:**

<http://www.dep.wv.gov/WWE/Programs/lab/Pages/default.aspx> Failure to use the current application may result in the

rejection of the application.

To apply for certification or renewal of certification, the authorized representative of the laboratory must complete the following pages of the application form: **Application is in sections that are represented by tabs.**

**GENERAL INFORMATION – Administrative Information Tab:**

PAGE 1 OF 4. Laboratory name, include branch name if applicable, as well as mailing and physical address.

Laboratory name should be provided just as you wish it to appear on your certificate. Please be advised that the person listed as the laboratory's authorized representative will be the primary contact for laboratory's certification program. If an email address is available for the authorized representative it should be included.

PAGE 2 OF 4. Please provide your laboratory operating hours. If you are a Public Owned Treatment Works you must have a laboratory technician certified through West Virginia Environmental Training Center and will need to provide their West Virginia certificate number. You must have a written Quality Assurance/Quality Control Program Plan (QA/QCPP) and indicate if you are willing to send a copy of this plan to the Quality Assurance Officer prior to the on-site inspection. If you have submitted your QA/QCPP in the past 5 years and have kept it up-to-date, **DO NOT SEND ANOTHER COPY** at this time. The QA/QCPP can be submitted electronically or digitally. Please indicate the proficiency testing provider (PT) and the PT provider ID(s) assigned to your laboratory. If an alternate laboratory is used for some analysis, indicate whether the laboratory is certified by WVDEP and complete the alternate laboratory section. All laboratories used for alternate analysis must be certified by WVDEP.

PAGE 3 OF 4. PERSONNEL, EDUCATION/EXPERIENCE. Give the name of the laboratory and include branch names where applicable. For each position title, provide the name of the person in that position, their academic training and their experience (years) in their specialized work area listed under the experience code located at the bottom of the page. Some people who hold more than one position will appear under more than one title. If you wish, you may omit page 3 and submit personnel resumes with the application.

PAGE 4 of 4. LOCATION. Make a simple sketch showing the location of your laboratory. This is a valuable aid to the inspector visiting your laboratory. Alternatively, you may attach a photocopy of a city, county, state map or map generated from any mapping program.

**PAGES 1 THROUGH 15. PARAMETERS AND METHODS -Method Tab**

Please note that parameters are grouped by categories:

“Nonpotable Water” categories pertain to wastewater, ambient water, surface water, groundwater, effluents, water treatment chemicals, and other extracts.

Solid and Chemical Methods” categories pertain to soils, sediments, sludges, solid waste, drill cuttings, overburden, minerals, coal ash and products and by-products of an industrial process that result in a matrix that is not defined.

“Whole Effluent Toxicity” category pertains to acute and chronic aquatic toxicity.

“Hazardous Waste Characteristics” category includes Corrosivity, Ignitability, Extraction Procedure Toxicity, and Toxicity Characteristic Leaching Procedure, or other test or analyses designated by the Secretary of WVDEP.

Select the category of the parameter(s) for which your laboratory is seeking certification. Then select the individual parameter(s) within that category. To select the method number click in the method number column adjacent to the parameter and select the method number from the drop down menu. Only one method number per column. The following format is used to manually enter method numbers.

SMxxxx to indicate APHA Standard Methods Manual

EPAXxx.x to indicate EPA 600/4 Methods Manual

SWxxxx to indicate SW-846 Methods

ASTMxxxx to indicate American Society for Testing Materials methods

USGSxxxx to indicate U.S. Geological Survey methods

HACHxxxx to indicate HACH methods

Blank fields are provided at the end of each category for the addition of methods and/or parameters that are not listed. . Only add a method/parameter number if it is not listed on the drop down menu. If applicable attach a copy of EPA's alternate test method approval if you use an alternate test procedure that has been approved by EPA for any of the parameter test methods.

Complete the extraction, digestion, cleanup and preparatory method section. As with other categories, the method name and number are to be selected from the drop down menu. If not listed in drop down menu, a method number/parameter may be entered manually.

**CERTIFICATION FEES.** Your fees will be assessed by our agency. You will be notified by the WVDEP within 10 days of receiving the application of the total amount fees due for the application. NOTE: parameters marked by “\*\*\*\*\*” sign are exempt from a fee. All exempt parameters are still governed by the regulations for proper performance of the tests.

There are two (2) options ( listed below) for the submission of the application: **NO FEES ARE TO BE SENT WITH APPLICATION.** The laboratory will be notified of the required fee amount.

1. Please submit the application via email at [wvdeplabcert@wv.gov](mailto:wvdeplabcert@wv.gov) in the Excel format that is on the web page. Please also submit the application to [Tommy.W.Smith@wv.gov](mailto:Tommy.W.Smith@wv.gov).
2. If emailing is not an option for your facility the application can be mailed to the Charleston Office address located on the front page of these instructions.

Upon receiving your laboratory's fee assessment, you will remit to our office the required fees. Make your check or money order payable to the DEPARTMENT OF ENVIRONMENTAL PROTECTION. This office does not accept credit card or debit card payments. The full certification fee and travel fee, where applicable, must be received in our office before the application process can be completed. Incomplete applications may be rejected under 47CSR32 section 3.3.3. If the check for the fees is to be sent from another corporate office or separately, please put a note with the check showing the LABORATORY NAME and CERTIFICATION NUMBER. Without this information your payment may not be properly credited.