

Steps to Become a Certified Lab

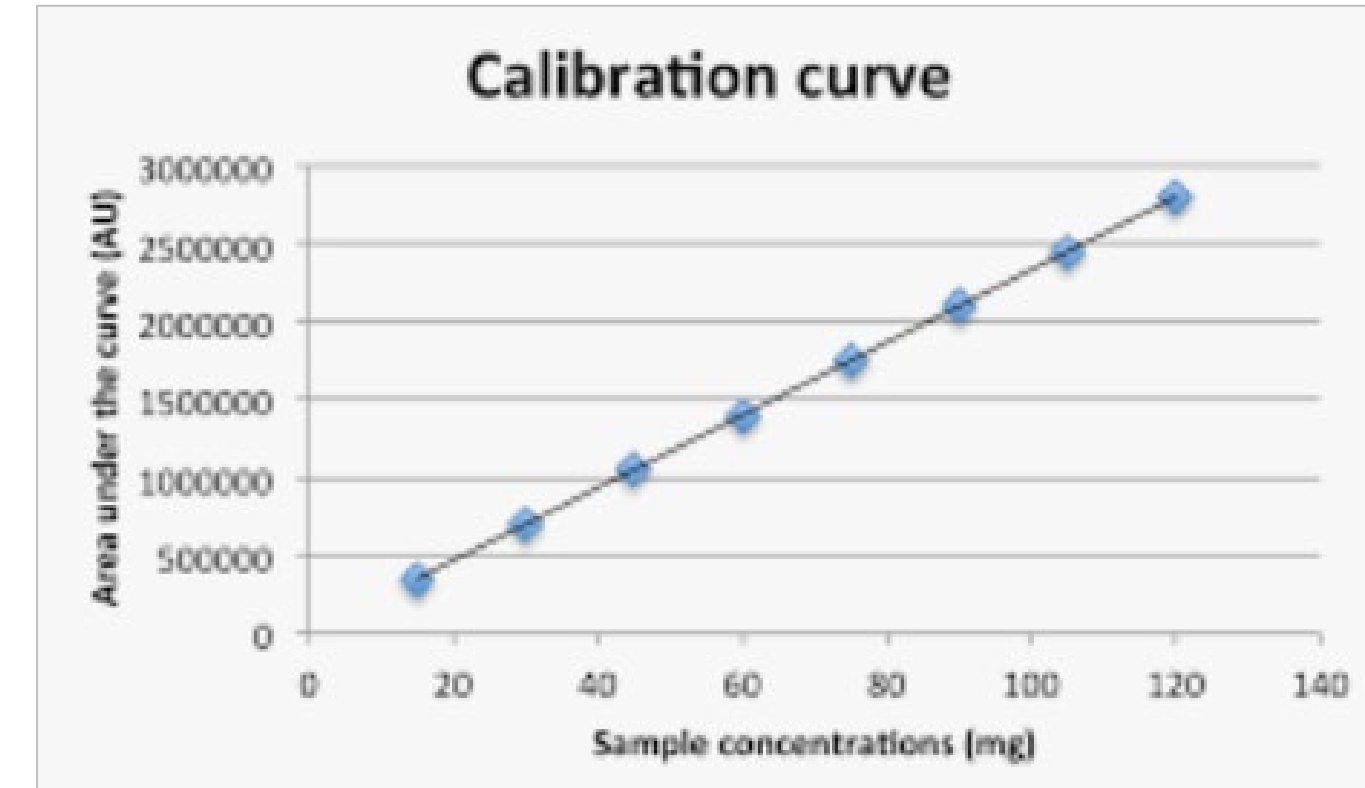
- Decide what tests to get certified for.
- Read pertinent sections NR 149 (Subchapter VII – Quality Systems).
https://docs.legis.wisconsin.gov/code/admin_code/nr/100/149.pdf
- Read pertinent sections SDWA Manual and supplements.
<https://www.epa.gov/dwlabcert/laboratory-certification-manual-drinking-water>
- Decide which approved method to follow (obtain and read it).

Steps to Become a Certified Lab

- Obtain instrumentation, reagents and standards.
- Create Standard Operating Procedure.
- Create Quality Assurance Manual.

Steps to Become a Certified Lab

- Perform calibration curve and ICV.
- Perform initial demonstration of capability.
- Perform initial MDL study.
- Perform WS PT.



Initial LOD/LOQ Calculation and Validation Worksheet (Single Instrument) Revised 10/13/20				
Facility:				
Analytical Method:		Calculation Date:		
Matrix: Wastewater		Calculation Analyst:		
Spiked Blanks				
	Date Prepped	Date Analyzed	Result	% Recovery
1				
2				
3				
4				
5				
6				
7				
8				
Spike Level:		mg/L		
Average:				
Standard Deviation:				
Student's t-value to use:				
Calculated LOD _s :		<7 Spk Blks	mg/L	
Method Blanks				
	Date Analyzed	Result		
1				
2				
3				
4				
5				
6				
7				
8				
Average:				
Standard Deviation:				
Student's t-value to use:				
Calculated LOD _b :		<7 MBs	mg/L	
Calculated LOD:		NA	mg/L	(calculated from the greater of LOD _s and LOD _b)
Calculated LOQ*:		NA	mg/L	(= 10/3 x LOD)

Steps to Become a Certified Lab

- Send application to Tom Trainor to review before cutting check.
- After Tom's comments, send in required materials.
 - Application form 4800-002, FEIN 9400-568, and attachment A3
 - Check for application costs.

<https://dnr.wisconsin.gov/topic/labCert/applications>

Steps to Become a Certified Lab

- Passing WS PT study (pdf from PT provider)
- Passing MDL study (summary data)
- Passing IDC study (summary data)
- Complete SOP and Quality Assurance Manual
- Calibration curve and analysis run raw data from IDC study

Steps to Become a Certified Lab

- Tom reviews materials submitted to determine if good.
- Tom informs assigned auditor they can review your data and schedule audit.
- Auditor performs audit and provides an audit report, if necessary.

Steps to Become a Certified Lab

- Once findings, if any, are resolved, auditor will let me know you are ready to be granted certification.
- Tom updates database to reflect new certification status.
- Tom sends certification documents.
- Thereafter, annual certification fees need to be paid and WS PTs passed.