



## Appendix B

### Drinking Water Bureau

### DWLCP Checklist for Certification Application

- Technical personnel description(s) verified with laboratory supervisor signatures
- Resumes for all key personnel (Lab Director, QA Officer, and all Laboratory Supervisors)
- Test Method-Analyte Selection table completed
- QAP/QAM, with revision #, date, and signature(s) of approval
- SOPs for all analytical methods for which you are requesting certification (revision #, date, and signature)
- Administrative SOPs referenced in the QAP/QAM, including COC SOP, Sample Accept/Reject SOP and Subcontractor SOP
- Copy of the laboratory's COC
- Last two sets of PT results (PT results must be submitted even if your PT provider is already sending results directly to the DWLCP as they become available)
- Instrument List (may be included in the QAP/QAM)
- PT verification (signed)
- Signed certification of information and records access form
- Signed Receipt and Acknowledgment of Understanding (Appendix D)
- Verification that the SDWIS test upload requirement was met (not applicable for Cryptosporidium/Giardia labs at this time)
- Current A2LA/EPA/TNI certificate, scope of accreditation, last on-site audit, corrective action response, and audit closure letter (**Reciprocity laboratories only.**)
- Annual MDL studies and the associated MRL for each method and analyte for which you are seeking certification (**Chemical labs only.**)
- Date of onsite audit. (If you have requested an onsite audit from SLD (NM microbiological labs only at this time) inform the DWLCP Lab Certification Officer of the date it will be performed.