



# Appendix C

## Drinking Water Bureau

### Drinking Water Laboratory Certification Program Best Practices

1. Applications for recertification should be submitted **at least** 90 days prior to certification expiration. It is a laboratory's responsibility to submit the application on time, not DWLCP's to remind you. Certification renewals also require a **full** application packet to be submitted (see #6 below). When completing the application, do **NOT** change the format of the application or it will be rejected.
2. If the DWLCP is your primary accrediting body for microbiological analyses, you must schedule your onsite audit with Erica Swanson at SLD when submitting your application; (505) 383-9120 [Erica.Swanson@state.nm.us](mailto:Erica.Swanson@state.nm.us) Inspections should be scheduled well in advance for the on-site inspection to occur **before** your certification expires.
3. The DWLCP requires that laboratories seeking certification for groups of analytes as outlined under the SDWA (see 40 CFR §141-National Primary Drinking Water Regulations, Subpart C-Monitoring and Analytical Requirements & 40 CFR §143-National Secondary Drinking Water Regulations), must be certified for all the parameters of a specific group covered under the rule; **no partial certifications will be issued** (See table in Appendix A). Conversely, if a laboratory loses certification for a particular analyte, the whole group is removed from certification.
4. When submitting your application for initial certification or re-certification, you must supply the DWLCP Lab Certification Officer with the **all of the** following documents:
  - Current Quality Assurance Manual/Quality Assurance Plan (QAM/QAP).
  - Current Standard Operating Procedures (SOPs).
  - Copy of the lab's current Chain of Custody (COC).
  - Last 2 sets of Proficiency Test (PT) results.
  - Instrument list (may be included in the QAM/QAP) – Lab on-site audit report **does not** count.
  - Resumes for all management positions.
  - All staff approved to perform analyses must be listed in application.

- Chemical labs are also required to submit their annual Method Detection Limit (MDL) studies and the associated Minimum Reporting Levels (MRL) for each method and analyte for which they are seeking certification.
5. You must ensure that your PT provider is submitting your PT results directly to the DWLCP at: [NMENV-DWBlabcert@state.nm.us](mailto:NMENV-DWBlabcert@state.nm.us). Please note that this is the only address to have PT results sent to, do not list individuals as recipients.
  6. SOPs and the QAM/QAP must be reviewed annually, revised if necessary, and submitted to the DWLCP Lab Certification Officer **annually, per EPA requirements**. Documents must include the new, updated revision number (different revision number for each year), signature of person(s) approving the document for use, and date of approval.
  7. It is required that laboratories issue a new whole number for each annual review/revision (ex. Rev# 1.0 for 2016, Rev# 2.0 for 2017, etc.). Any other revisions made outside of the annual review should be denoted by decimal numbers (ex. Rev# 2.1, Rev#2.2, etc.).
  8. Samples submitted for compliance under the SDWA must be submitted with signatures and ID#'s of certified samplers using a COC that meets all the reporting information requirements and is approved by or issued by NMED-DWB; which includes full COC documentation.
  9. COCs must be complete and accurate.
  10. All laboratories certified by the DWLCP must be able to successfully upload their results into SDWIS. Uploading of data can only be performed by the laboratory personnel listed in the DWLCP application, or as notified by lab for personnel changes.
  11. Certified laboratories must notify the DWLCP, in writing, within 30 days of major changes in personnel, equipment, or laboratory location.
  12. It is the laboratories' responsibility to notify the DWLCP of changes to email, lab addresses, phone numbers, etc., when they change; as well as notifying DWB Finance regarding invoice/billing issues or contract updates/notifications.

*This information is further detailed in the NMED-DWB Drinking Water Laboratory Certification Program Guidance Manual. Contact the DWLCP Certification Authority if you have questions or concerns. Bethany Anderson (505) 476-8645*  
[Bethany.Anderson@state.nm.us](mailto:Bethany.Anderson@state.nm.us)