Guidance for Completing a Field Parameter Certification Application

Each Field Parameter Laboratory shall submit an application in duplicate.

1) Supervisory Requirements:

The supervisor of a Field Parameter certified laboratory must meet at least one of the following requirements: 1) an Operator's Certification equivalent to the type or grade of the regulated facility(ies). These Operators Certificates are issued by the Water Pollution Control Systems Operators Certification Commission; 2) a minimum of a B.S. or A.B. degree in chemistry or closely related science curriculum from an accredited college or university plus a minimum of six months laboratory experience in analytical chemistry; 3) a two year associate degree from an accredited college, university, or technical institute in chemistry technology, environmental sciences, or closely related science curriculum plus a minimum of two years experience in analytical chemistry; or 4) non-degree supervisors may have at least six years laboratory experience in analytical chemistry.

2) Fees:

Do not submit annual fees until you are issued an invoice by this office. Application fees do not apply to Field Parameter Certification. An applicant for Field Parameter certification is not charged by the Department of Environment and Natural Resources, Division of Water Resources (DWR)/Laboratory Section for the evaluation and processing of the application. Invoices for *annual* Certification fees will be mailed after the evaluation has been completed. Your facility may continue to analyze samples until the State Laboratory has issued or denied certification, however, all uncertified data must be clearly documented as such on the benchsheet and on the final report pursuant to 15A NCAC 2H .0805 (e) (3). [**Please note: the data receiver may not accept uncertified data. It is recommended that you contact the appropriate regional office immediately for guidance on whether to proceed with reporting uncertified data or whether you will need to contract analyses to a certified laboratory until certification is issued to your facility.**] Annual Certification Fees will be calculated in accordance with 15A NCAC 2H .0806. An annual minimum fee of $100.00 will be assessed to all Municipal/Industrial Field Parameter certified labs and a fee of $200.00 will be assessed to all Commercial Field Parameter certified laboratories. “Commercial laboratory” means any laboratory, including its agents or employees, which is seeking to analyze or is analyzing samples, including Field Parameters, for others for a fee.

3) Methods:

In accordance with DWR regulations, a facility is expected to use EPA-approved methods for the collection, preservation and analysis of samples. All test procedures must produce detection and reporting levels below the permit discharge requirements and all data generated must be reported to the approved detection level or lower reporting level of the procedure. Indicate the lowest quality control check standard value in the box labeled "lower reporting limit concentration". For example, if you currently analyze calibration or calibration verification standards of 10 μg/L, 25 μg/L, 50 μg/L, 200 μg/L and 400 μg/L for Total Residual Chlorine, you would enter the 10 μg/L value as your current lower reporting limit.

4) EPA Lab Code:

All laboratories must have an EPA Lab Code. To obtain an EPA Lab Code, contact Mr. Charles Feldmann at (513) 569-7671, or e-mail him at feldmann.charles@epa.gov . If your laboratory has been issued a US EPA lab code in the past, it can be located on any report issued by the EPA. It is the 7-digit alpha numeric code beginning with the postal code for the state (NC), followed by 5 numbers (Example: NC11111).

5) Proficiency Testing:

Prior to certification, this office must receive acceptable proficiency test sample results from an accredited provider. **The following parameters require annual proficiency testing of blind or "unknown" value: pH, Total Residual Chlorine, Settleable Residue, and Conductivity.** There are no proficiency testing (PT) samples for the following parameters: Dissolved Oxygen and Temperature.

The list of NELAC Accredited Proficiency Testing Providers can be obtained from the A2LA or ACLASS web sites at (**NOTE:** The list of accredited vendors changes and should be consulted each time PT samples are ordered.):
http://www.a2la.org/dirsearchnew/nelacptproviders.cfm.
http://www.aclasscorp.com/search-accredited-companies.aspx

6) Submittal:

To apply for Field Parameter Laboratory Certification, return the original and one copy of the application to:
NC WW/GW Laboratory Certification
DENR/DWR Laboratory Section
1623 Mail Service Center
Raleigh, NC 27699-1623

For additional information, contact the Laboratory Certification program office: Telephone: 919-733-3908 Fax: 919-733-6241