



Appendix B

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 with revision #, date, and signature(s) of approval
- List of SOPs
- Current SOPs for all analytical methods for which you are requesting certification
- Sample Receiving SOP (may be referenced in QAP)
- Subcontracting SOP (may be referenced in QAP)
- Document/Record Control SOP (may be referenced in QAP)
- Data Validation SOP (may be referenced in QAP)
- Copy of the laboratory's COC
- Last two sets of PT results (PT results must be submitted even though your PT provider is already sending results directly to the DWLCP as they become available)
- Instrument List (may be included in the QAP/QAM)
- Signed PT study verification
- 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 MPA/Cryptosporidium/Giardia labs at this time)
- Current A2LA/EPA/TNI certificate and scope of accreditation (***Reciprocity laboratories only.***)
- Date of onsite audit. If you have requested an onsite audit from SLD (NM microbiological labs only at this time) inform the DWB QA Coordinator of the date it will be performed
- Last audit report, any corrective action responses/reports from the audit, and audit closure letter