



APPENDIX A

Drinking Water Laboratory Certification Program Application

This application packet must be filled out completely to be considered for drinking water laboratory certification in New Mexico (NM). When completing the application do **NOT** change the format of the application, or insert any other documents, or it will be rejected.

Certification renewal applications, along with all supporting documentation, should be submitted **at least** ninety (90) days prior to certification expiration to allow enough time for the review and approval process.

All information requested within this application must be submitted **each time** a new application is submitted. Do not put "previously submitted" or "on file." If information required is enclosed within another document submitted, please state where it may be found.

Failure to meet the requirements to maintain certification may constitute grounds for downgrading or revoking certification. To re-establish certification, a new application packet must be filled out and submitted, along with all appropriate supporting documentation.

The Drinking Water Laboratory Certification Program (DWLCP) accepts national drinking water certification from American Association for Laboratory Accreditation (A2LA), Environmental Protection Agency (EPA), and The NELAC Institute (TNI) to process New Mexico reciprocity certifications. Reciprocity certifications are only established for the duration of the A2LA, EPA, or TNI accreditation.

If the DWLCP is your primary accrediting body for microbiological analyses, you must schedule your on-site audit with Erica Swanson at SLD when submitting your application. She can be reached at (505) 383-9155 or by email at Erica.Swanson@doh.nm.gov. This should be scheduled well in advance for the on-site audit to occur **before** your certification expires. After you have requested an on-site audit from SLD you must notify the DWB Quality Assurance Coordinator and let them know the date it is scheduled for. Microbiological laboratory certifications may be good for up to three (3) years if successful PT study results are reported annually and all other requirements for maintaining certification are met.

Electronic submission of applications is required. Completed electronic applications and any questions must be submitted to: NMENV-DWBlabcert@state.nm.us

The following are requirements by Drinking Water Laboratory Certification Program (DWLCP) to receive certification:

1. The DWLCP only certifies laboratories for analytes and methods that are identified as acceptable for meeting compliance under Safe Drinking Water Act (SDWA), state regulations NMAC 20.7.10 and federal regulations 40 CFR 141-143.
2. Laboratories must agree to accepting a Drinking Water Bureau (DWB) issued Chain of Custody (COC) or ensure their COC is approved by the DWLCP and contains the necessary information required by SDWA regulations to successfully upload information into the DWB database of record at the time of upload.
3. Laboratories must maintain capabilities or credentials necessary to provide data uploads as required by DWB. Failure to maintain upload capabilities may be grounds for downgrading or revoking certification.

PART ONE: Laboratory Identification

Date application submitted: _____

Type of Application:

☐ New

☐ Renewal

☐ Reciprocity

☐ Amendment

Legal Name of Laboratory:

Laboratory EPA ID#: _____ Phone: _____ Email: _____

Mailing address:

Physical address (if different than mailing address):

Billing address (if different than mailing address):

Owner of laboratory: _____ Phone: _____

Laboratory Type (choose all that apply):

☐ Public Water System ☐ Public Wastewater System ☐ Commercial ☐ Other: _____

Primary Accrediting Authority: _____ Expiration Date: _____

Date of last onsite audit: _____

Secondary Accrediting Authority: _____ Expiration Date: _____

Date of last onsite audit: _____

Note: Access to all information collected or generated by the DWLCP is regulated by the Inspection of Public Records Act (NMSA 1978 Section 14-2-1 et seq. NMED Policy 05-02). Except under special circumstances, records must be made available to the public upon written request. No notification to the applicant laboratory will be made if records relating to it are requested.

PART TWO: Personnel Qualifications

Key personnel (Laboratory Director, QA Officer, and all Laboratory Supervisors) must submit a copy of their resumes with the enclosed signed certification statement. They may attach additional information pertinent to their education, training, employment, etc.

Laboratory and Laboratory Supervisor Certification

I/We the undersigned certify that personnel listed in the technical personnel list have the appropriate educational and/or technical background to perform all tests for which the laboratory is seeking accreditation. (EPA 815-R-05-004; January 2005)

_____ Laboratory Director (print name)	_____ Phone Number
_____ Signature and Date	_____ Email
_____ QA Officer/Manager (print name)	_____ Phone Number
_____ Signature and Date	_____ Email
_____ Laboratory Supervisor (Organics) (print name)	_____ Phone Number
_____ Signature and Date	_____ Email
_____ Laboratory Supervisor (Inorganics) (print name)	_____ Phone Number
_____ Signature and Date	_____ Email
_____ Laboratory Supervisor (Microbiological) (print name)	_____ Phone Number
_____ Signature and Date	_____ Email
_____ Laboratory Supervisor (Radiological) (print name)	_____ Phone Number
_____ Signature and Date	_____ Email
_____ Laboratory Supervisor (Asbestos) (print name)	_____ Phone Number
_____ Signature and Date	_____ Email

All technical personnel must be listed below. Attach additional pages if more room is necessary.

Technical Personnel List

Name	Positions/Titles	Methods Performed

PART THREE: Test Method-Analyte Selection

The DWLCP is designed to fulfill the compliance needs of the NMED Drinking Water Bureau (DWB) and requires all NM certified laboratories to adhere to EPA approved drinking water methods.

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 below).

Conversely, if a laboratory loses certification for a particular analyte, the whole group is removed from certification. For example, the lab must certify for all SOC's not just ones by a specific method. Water Systems are required to test for all analytes in a group at the same time, so labs must be certified for the entire group. For reciprocity certifications methods and analytes must match scope of the primary certificate. All combinations of methods and analytes must each have a passing PT study result. Indicate method(s) for which the laboratory is seeking certification. For methods with more than one version please specify the version. The method/version must match the method/version used for PT study results.

SDWIS CODE - Drinking Water Analytes	METHOD(S) TO BE NM CERTIFIED
Heavy Metals Group (RHM)	
1074 - ANTIMONY	
1005 - ARSENIC	
1010 - BARIUM	
1075 - BERYLLIUM	
1015 - CADMIUM	
1020 - CHROMIUM	
1035 - MERCURY	
1036 - NICKEL	
1045 - SELENIUM	
1052 - SODIUM	
1085 - THALLIUM	
Lead and Copper Group (Pb/Cu)	
1030 - LEAD	
1022 - COPPER	
Secondary Parameters (SEC)	
1002 - ALUMINUM	
1017 - CHLORIDE	
1905 - COLOR	
2905 - FOAMING AGENTS	
1028 - IRON	
1032 - MANGANESE	
1920 - ODOR	
1050 - SILVER	
1055 - SULFATE	
1930 - TOTAL DISSOLVED SOLIDS (TDS)	
1095 - ZINC	
Individual Analytes/Parameters	
1094 - ASBESTOS	
1004 - BROMIDE	
1024 - CYANIDE	
1025 - FLUORIDE	
1915 - HARDNESS, TOTAL	
1031 - MAGNESIUM	
1040 - NITRATE	
1041 - NITRITE	
1038 - NITRATE + NITRITE	
1042 - POTASSIUM	
Volatile Organic Compounds Group (VOC)	
2981 - 1,1,1-TRICHLOROETHANE	
2985 - 1,1,2-TRICHLOROETHANE	
2977 - 1,1-DICHLOROETHYLENE	
2378 - 1,2,4-TRICHLOROBENZENE	

2968 - 1,2-DICHLOROBENZENE	
2969 - 1,4-DICHLOROBENZENE	
2980 - 1,2-DICHLOROETHANE	
2380 - CIS-1,2-DICHLOROETHENE	
2979 - TRANS-1,2-DICHLOROETHENE	
2983 - 1,2-DICHLOROPROPANE	
2990 – BENZENE	
2982 - CARBON TETRACHLORIDE	
2989 – CHLOROBENZENE	
2964 - DICHLOROMETHANE (DCM or METHYLENE CHLORIDE)	
2992 - ETHYLBENZENE	
2996 – STYRENE	
2987 - TETRACHLOROETHYLENE (PCE)	
2991 - TOLUENE	
2984 - TRICHLOROETHYLENE (TCE)	
2976 - VINYL CHLORIDE	
2955 - XYLENES, TOTAL	
Synthetic Organic Compounds Group (RSOC)	
2110 - 2,4,5-TP (SILVEX)	
2105 - 2,4-D	
2050 - ATRAZINE	
2306 - BENZO(A)PYRENE	
2010 - LINDANE (BHC-GAMMA)	
2046 - CARBOFURAN	
2959 - CHLORDANE	
2031 - DALAPON	
2035 - DI(2-ETHYLHEXYL) ADIPATE	
2039 - DI(2-ETHYLHEXYL) PHTHALATE	
2931 - DIBROMOCHLOROPROPANE	
2041 - DINOSEB	
2032 - DIQUAT	
2033 - ENDOTHALL	
2005 - ENDRIN	
2946 - ETHYLENE DIBROMIDE (EDB or 1,2-DIBROMOETHANE)	
2034 - GLYPHOSATE	
2065 - HEPTACHLOR	
2067 - HEPTACHLOR EPOXIDE	
2274 - HEXACHLOROBENZENE	
2042 - HEXACHLOROYCLOPENTADIENE	
2051 - LASSO (ALACHLOR)	
2015 - METHOXYCHLOR	
2036 - OXAMYL (VYDATE)	
2326 - PENTACHLOROPHENOL	
2040 - PICLORAM	
2037 - SIMAZINE	
2383 - PCBs (as AROCLORS)	

2020 - TOXAPHENE	
Disinfectant Byproducts Group (DBP2)	
Total Trihalomethanes (TTHM)	
2943 - BROMODICHLOROMETHANE	
2942 - BROMOFORM	
2941 - CHLOROFORM	
2944 - DIBROMOCHLOROMETHANE	
2950 - TOTAL TRIHALOMETHANES	
Total Haloacetic Acids (HAA5)	
2453 - MONOBROMOACETIC ACID	
2454 - DIBROMOACETIC ACID	
2451 - DICHLOROACETIC ACID	
2452 - TRICHLOROACETIC ACID	
2450 - MONOCHLOROACETIC ACID	
2456 - TOTAL HAA5	
Per- and Polyfluoroalkyl Substances (PFAS) Groups	
11-CHLOROEICOSAFLUORO-3-OXAUNDECANE-1-SULFONIC ACID (11Cl-PF3OUds) ^{1,2}	
9-CHLOROHEXADECAFLUORO-3-OXANONANE-1-SULFONIC ACID (9Cl-PF3ONS) ^{1,2}	
4,8-DIOXA-3H-PERFLUORONONANOIC ACID (ADONA) ^{1,2}	
HEXAFLUOROPROPYLENE OXIDE DIMER ACID (HFPO-DA) ^{1,2}	
PERFLUOROBUTANESULFONIC ACID (PFBS) ^{1,2}	
PERFLUORODECANOIC ACID (PFDA) ^{1,2}	
PERFLUORODODECANOIC ACID (PFDoA) ^{1,2}	
PERFLUOROHEPTANOIC ACID (PFHpA) ^{1,2}	
PERFLUOROHEXANOIC ACID (PFHxA) ^{1,2}	
PERFLUOROHEXANESULFONIC ACID (PFHxS) ^{1,2}	
PERFLUORONONANOIC ACID (PFNA) ^{1,2}	
PERFLUOROOCTANOIC ACID (PFOA) ^{1,2}	
PERFLUOROOCTANESULFONIC ACID (PFOS) ^{1,2}	
PERFLUOROUNDECANOIC ACID (PFUnA or PFUnDA) ^{1,2}	
1H,1H, 2H, 2H-PERFLUOROHEXANE SULFONIC ACID (4:2FTS) ¹	
1H,1H, 2H, 2H-PERFLUOROOCTANE SULFONIC ACID (6:2FTS) ¹	
1H,1H, 2H, 2H-PERFLUORODECANE SULFONIC ACID (8:2FTS) ¹	
NONAFLUORO-3,6-DIOXAHEPTANOIC ACID (NFDHA) ¹	
PERFLUOROBUTANOIC ACID (PFBA) ¹	
PERFLUORO(2-ETHOXYETHANE) SULFONIC ACID (PFEESA) ¹	
PERFLUOROHEPTANESULFONIC ACID (PFHpS) ¹	
PERFLUORO-4-METHOXYBUTANOIC ACID (PFMBA) ¹	
PERFLUORO-3-METHOXYPROPANOIC ACID (PFMPA) ¹	
PERFLUOROPENTANOIC ACID (PFPeA) ¹	
PERFLUOROPENTANESULFONIC ACID (PFPeS) ¹	
N-ETHYL PERFLUOROOCTANESULFONAMIDOACETIC ACID (NEtFOSAA) ²	

N-METHYL PERFLUOROOCTANESULFONAMIDOACETIC ACID (NMeFOSAA) ²	
PERFLUOROTETRADECANOIC ACID (PFTA or PFTeA) ²	
PERFLUOROTRIDECANOIC ACID (PFTrDA) ²	
*Note: Group ¹ is for EPA method EPA 533, Group ² is for EPA method 537.1, and where Group ^{1, 2} is referenced, both EPA methods for 533 & 537.1 can be requested for the entire Group ^{1, 2} .	
Individual Parameters	
1011 - BROMATE	
1008 - CHLORINE DIOXIDE	
1006 - CHLORAMINE	
2063 - 2,3,7,8-TCDD (DIOXIN)	
2919 - DISSOLVED ORGANIC CARBON (DOC)	
2920 - TOTAL ORGANIC CARBON (TOC)	
2923 - SPECIFIC UV ABS (SUVA)	
Radiological Group (NRAD)	
4002 - GROSS ALPHA, INCL. RADON & U	
4100 - GROSS BETA PARTICLE ACTIVITY	
4020 - RADIUM-226	
4030 - RADIUM-228	
4006 - COMBINED URANIUM (U-MASS)	
Individual Radiological Parameters	
4172 - STRONTIUM-89	
4174 - STRONTIUM-90	
4102 - TRITIUM	
Microbiological Parameters	
3100 - TOTAL COLIFORM	
3014 - E. COLI	
3015 - CRYPTOSPORIDIUM	
3008 - GIARDIA	
TC/EC ENUMERATION	

PART FOUR: Quality Assurance Documentation

A laboratory must submit copies of the following items for review:

- Current copy of laboratory Quality Assurance Plan (QAP).
- Current copies of analytical SOPs for each requested method.
- Current copies of Sample Receipt SOP, Subcontractor SOP, Document/Records Control SOP, and Data Validation SOP. Please note if these items are addressed in the QAP.
- Reciprocity certifications must also submit a copy of their EPA/TNI/A2LA certificate, scope of accreditation, last on-site audit, corrective action response, and audit closure letter.
- Last two sets of PT study results for each analyte and method for which certification is being requested. Laboratories currently certified by DWLCP and requesting an amendment to their scope of accreditation must submit 2 successful sets of PT sample results for the new analytes and methods to be added to their scope.

NOTE: All chemical and microbiological laboratories must submit their QAP, SOPs, and PT results to the DWLCP annually at NMENV-DWBlabcert@state.nm.us. *The PT study results must be submitted even if your PT provider is already sending results directly to the DWLCP as they become available.* Chemical laboratories may submit these documents along with their annual certification renewal application.

PART FIVE: Instrumentation Listing

Please complete the following chart for each piece of equipment used in your laboratory in the performance of the requested methods. A reference to your QAM or separate equipment list may be substituted.

Type of Instrument, i.e. ICP, ICP-MS	Instrument ID#	Manufacturer	Model#	Methods Performed

PART SIX: Proficiency Testing Verification

Certified laboratories must successfully analyze proficiency testing (PT) studies at least annually for each analyte and method for which they are requesting continued certification. While PT studies from any accredited provider are permitted, DWLCP recommends PT providers accredited by The NELAC Institute (TNI). It is the laboratory's responsibility to notify their PT provider that PT study results **must** be provided to DWLCP at NMENV-DWBlabcert@state.nm.us

I understand that continued participation in a PT program is essential to maintain the laboratory's continued certification. I understand that PT samples must be analyzed successfully in a drinking water matrix for each analyte and method for which the laboratory wishes to be certified. The methods listed on the laboratory's certificate must be the methods by which the PT samples were analyzed.

I am also aware that failure to participate in an accredited PT program could mean loss of approval for affected parameters. I further agree that all PT samples are handled (i.e. managed, analyzed, and reported) in the same manner as real drinking water samples utilizing the same staff, methods as used for routine analysis of that analyte, procedures, equipment, facilities, and frequency of analysis and that no additional quality control measures are utilized along with the PT samples. I further understand that failure to analyze PT samples as real drinking water samples could mean downgrade/loss of certification.

Laboratory Director (print name)

Signature

Date

QA Officer/Manager (print name)

Signature

Date

PART SEVEN: Certification by Applicant and Records Access

The applicant understands and acknowledges that the laboratory is required to be continually in compliance with NMAC 20.7.10.501 and shall be subject to suspension, revocation and denial of certification as specified therein. The applicant acknowledges that the department may make unannounced on-site audits and that a refusal to allow entry by the department's representatives is grounds for denial or revocation of certification. The applicant also understands and acknowledges that the laboratory is subject to the enforcement and penalty provisions of the primary and/or secondary accrediting authority. The applicant hereby certifies that all drinking water analyses performed are done in accordance with 40 CFR 141-143. The applicant will perform all proficiency testing according to the approved method and will report all SDWA compliance data to the NM Safe Drinking Water Information System (SDWIS), or current database of record at time of upload.

We hereby certify that we are authorized to sign this application on behalf of the applicant/owner and that there are no misrepresentations in my answer to the questions on this application.

_____ Laboratory Director (print name)	_____ Signature	_____ Date
_____ QA Officer/Manager (print name)	_____ Signature	_____ Date
_____ Laboratory Supervisor (Org) (print name)	_____ Signature	_____ Date
_____ Laboratory Supervisor (Inorg) (print name)	_____ Signature	_____ Date
_____ Laboratory Supervisor (Micro) (print name)	_____ Signature	_____ Date
_____ Laboratory Supervisor (Rad) (print name)	_____ Signature	_____ Date
_____ Laboratory Supervisor (Asbestos) (print name)	_____ Signature	_____ Date

PART EIGHT: Data Reporting Capabilities

It is required that analytical data be uploaded to the DWB's database, which is currently SDWIS, so that compliance data may be shared quickly and accurately, internally, and externally. The DWLCP requires that all laboratories certified in NM demonstrate this ability by creating and uploading a test data set to SDWIS for each analyte which certification is requested prior to certification approval. Laboratories are required to maintain this data upload capability with SDWIS or current database of record at time of upload.

Failure to maintain upload capabilities may be grounds for downgrading or revoking certification.

- ☐ Laboratory successfully demonstrated capability to upload to SDWIS on: _____
- ☐ Laboratory needs information on data packaging format to upload to SDWIS.