

**INSTRUCTIONS AND CHECKLIST
FOR CERTIFICATION OF DRINKING WATER
LABORATORIES FOR NEBRASKA**

- _____ Fill out and submit the Application for Certification of Drinking Water Testing Laboratories for Nebraska.
- _____ Fill out, sign and submit the Attestation of Compliance Form
- _____ Submit one copy of the Instructions and Checklist for Certification of Drinking Water Laboratories for Nebraska. Initial each item on the list that you have authorized or included in your application package.
- _____ Fill out and submit the attached Personnel Form along with Certification of Academic Training. (A photocopy of diploma is sufficient)
- _____ Request the desired sample Matrix, Test Methods, and Analytes for certification by:
1. Filling out the Certification Request Form, being sure to indicate each matrix-method-analyte combination in which certification is desired.
 2. If requesting reciprocal certification (secondary accreditation or recognition), be sure that the 2-letter state abbreviation of the corresponding primary Accrediting Authority for each matrix-method-analyte combination is indicated in the proper area. DO NOT indicate any secondary Accrediting Authority. (The primary analyst is not required on reciprocal certification requests.)
- _____ Arrange through your proficiency provider for results from the latest PT testing round attempted, for each applicable sample matrix, pending technology, and pending analyte to be sent directly to our office. For new applications, all testing rounds must have occurred within the last 60 days. At least one acceptable PT evaluation occur thereafter each year for each matrix-method-analyte combination. Note: All PT testing results must be sent directly to our laboratory from your proficiency provider. All unacceptable PT results must be followed by corrective action.
- _____ Submit one current signed copy of the Laboratory's Quality Assurance Plan. (Desirable but not required if requesting reciprocity certification.)
- _____ Submit the completed Quality Assurance Manual Checklist. (Not required if requesting reciprocal certification.)
- _____ Submit one copy of each matrix-method-analyte combination SOP(s) or any appropriate administrative SOP(s). (Not required, if requesting reciprocal certification.)
- _____ If you are requesting reciprocal certification, submit a current copy of your Certification Certificate, including a current list of Fields of Accreditation issued by the specified EPA or NELAC primary Accrediting Authority (ies). Each Certificate must clearly include the expiration date.

- _____ Applicants requesting certification or agreements with DHHS Public Health Environmental Laboratory may at any time be requested to complete a checklist which follows the EPA Manual for Certification of Laboratories Analyzing Drinking Water, Fourth Edition March 1997 or submit to an on site laboratory inspection during business hours. (Not required for reciprocity requests.) If a checklist has been submitted to your laboratory with your application please complete the checklist and return it with your application.

- _____ Applicants within the State of Nebraska, requesting certification or certification and agreements with DHHS Public Health Environmental Laboratory, will have a on site inspection within the next three years. The inspection will be conducted during regular business hours. An inspection fee will be assessed at the rate stated in the attached State of Nebraska Regulation 179 Chapter 20. (The fee will be billed at the time of inspection)