FY 2014 Personnel Status
Alaska Certified Drinking Water Microbiological Laboratories
ADEC Environmental Health Laboratory Services, Anchorage, Alaska

Laboratory Information

Laboratory	**Certified Laboratory Number (AK #)**
Laboratory Primary Contact Name / Title	
Primary Microbiological Analyst Name (s)	
Laboratory Supervisor, Laboratory Manager ,or Quality Systems Manager	

Requirements for Laboratory Supervisor

Section 1

The requirements listed below are for the **Laboratory Supervisor** (typically the Primary Contact) of certified drinking water laboratories that analyze for microbiological contaminants per Chapter V of the U.S. Environmental Protection Agency *Manual for the Certification of Laboratories Analyzing Drinking Water* (EPA 815-R-05-004 January 2005). Note that the role of "primary contact" may fall under Supervisor, Laboratory Manager, Quality Systems Manager, or Consultant.

The Supervisor must meet both education and training requirements as noted below.

_____ _____

Name of Supervisor, Manager or Quality Systems Manager Title (Please note if Consultant)

1. Does the Supervisor of the microbiology laboratory have a degree in Microbiology, Biology, Chemistry, Environmental Health or a *state approved* equivalent degree?

☐ *Yes* List type and field of degree: _____
Continue to question **5**.

☐ *No* Continue to question **2**.

2. If the Supervisor has a degree in a subject other than one listed above, has the supervisor completed at least one college-level microbiology laboratory course in which environmental microbiology was covered?

☐ *Yes* List type and field of degree: _____ Course Subject: _____
Continue to question **5**.

☐ *No* Continue to question **3**.

Section 1 (cont.)

3. Is the laboratory associated with a public drinking water system and *only analyzes regulatory compliance samples from that system?*

☐ *Yes* List Name and PWSID of Public Water System: _____
The laboratory may apply for a waiver of academic training for the supervisor. **Request a waiver form from the Micro CO and submit with application.** Continue to Question **5**.

☐ *No* Continue to Question **4**.

4. Does the Supervisor currently supervise a Water Treatment / Wastewater Plant or in an Office of Environmental Health Laboratory, or an *approved* equivalent?

☐ *Yes* **Attach a copy of your current Operator Certification, or a list of training and experience related to laboratory supervision.** Continue to Question **5**.

☐ *No* The supervisor does not meet the minimum requirements. Either the needed education or experience must be obtained or a consultant meeting the requirements listed above may be substituted provided that the consultant is acceptable to the Certification Authority and present on-site at the laboratory frequently enough to perform the supervisors duties. **Attach a detailed Action Plan and Time Line to meet Supervisor requirements; CERTIFICATION WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENTATION.**

5. Has the Supervisor or Consultant had a minimum of two weeks training at a Federal or State agency or academic institution in microbiological analysis of drinking water **or** 80 hours of on-the-job training in water microbiology at a certified laboratory **or** other training acceptable to the State or EPA (*includes the ATTAC Drinking Water Analyst Workshop and Online Drinking Water Laboratory Supervisor's Course*)?

☐ *Yes* The supervisor meets EPA minimum requirements.

☐ *No* The supervisor does not meet the minimum requirements. Either the needed training must be obtained or a consultant meeting the requirements listed above may be substituted provided that the consultant is acceptable to the Certification Authority and present on-site at the laboratory frequently enough to perform the supervisors duties. **Attach a detailed Action Plan and time line to meet Supervisor requirements; CERTIFICATION WILL NOT BE CONSIDERED WITHOUT THIS DOCUMENTATION.**

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Requirements for Laboratory Analysts

Section 2

Before analyzing Public Water System regulatory compliance samples, **each microbiological analyst must meet FOUR training and education requirements*:** the analyst must have **1)** a high school diploma or equivalent, **2)** training class in microbiological analysis of drinking water acceptable to the State, **3)** a minimum of 30 days documented on-the job training by an experienced drinking water microbiological analyst, and **4)** demonstrate acceptable results on unknown samples or Performance Test (PT) for every certified method used by the analyst.

Does the analyst noted below meet all four requirements? If not, please identify which requirement(s) *have not* been met, and give an anticipated completion date.

Analyst: _____ (Please print name)

□ *Yes* Date of current PT / in-house blind (circle one): _____

Year Analyst Training Course completed: _____ Location: _____

□ *No* Requirement(s) **not** currently met (please list):

Estimated completion date (s):

Analyst: _____ (Please print name)

□ *Yes* Date of current PT / in-house blind (circle one): _____

Year Analyst Training Course completed: _____ Location: _____

□ *No* Requirement(s) not currently met (please list):

Estimated completion date (s):

Analyst: _____ (Please print name)

□ *Yes* Date of current PT / in-house blind (circle one): _____

Year Analyst Training Course completed: _____ Location: _____

□ *No* Requirement(s) not currently met (please list):

Estimated completion date (s):

***If an analyst's name is checked "no" for any of the above, that analyst is not authorized to analyze drinking water compliance samples until they have satisfactorily met the requirements. All training and education documentation must be kept on file for the duration of employment or for a period of 5 years regardless of employment status (whichever is longer).**

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Applicant Signature	
By signing this document you attest that the information contained within is truthful and represents the qualifications of personnel as best known to you.	
_____	_____
Printed Name of Legal Representative	Title
_____	_____
Signature of Legal Representative	Date