



## MEMORANDUM

TO: All Alaska Certified Drinking Water  
Microbiology Laboratories

DATE: February 5, 2018

FROM: Patryce D. McKinney, MBA   
Chief, Environmental Health Laboratory  
Alaska SDWA Certification Authority

SUBJECT: Annual Desk Audit  
for Laboratories with Off-Site or  
Remote Management

This memo establishes the State of Alaska Laboratory Certification Program's (LCP) policy on certified drinking water microbiology laboratories with remote supervisors. While it is allowable for the supervisor of a certified Drinking Water Microbiology Laboratory to be remote, it may be difficult for the laboratory to ensure Quality Assurance (QA) requirements of the Drinking Water Program (DWP) are maintained when the supervisor is not on-site day-to-day. Consequently, the LCP is implementing a new policy to ensure supervisor activities are adequately monitoring implementation of QA requirements.

The LCP will perform a desk audit or records review each year an on-site audit is not scheduled, for any laboratory whose microbiology supervisor is not on-site on a daily basis.

The desk audit will consist of an initial request from the LCP of procedures, documents, and supporting documents related to the lab's QA manual and certified drinking water microbiology tests for the time period since the last desk or on-site audit. The records may be sent as hard copies or electronically. An FTP (file transfer protocol) site may be utilized for the submission. Upon review, additional follow-up items may be requested. Similar to an on-site audit, the findings of the desk audit will be documented in a report and, if necessary, require action by the laboratory within a specified timeframe.

Desk audits will not affect the records retention requirement of five years or two on-site audits, whichever is longer.

If you have any questions about the new policy, please contact the LCP at 907-375-8209 or [declabcert@alaska.gov](mailto:declabcert@alaska.gov).

Thank you.