

Instructions: This is an application for laboratory certification and registration in the State of Wisconsin. The application is only one part of the certification process; completing and submitting an application does not constitute certification. Complete certification requirements are available in the Program Information and Requirements Booklet (PUBL-TS-007-98). For additional information, contact the Laboratory Certification and Registration Program:

Telephone: (608) 267-7633
 FAX: (608) 266-5226
 E-mail: LabCert@Wisconsin.gov
 Program Homepage: <http://www.dnr.state.wi.us/org/es/science/lc/>

Notice: Authorization for this form is contained in ss. 299.11(7)(f), Wis. Stats, and NR 149.07(1), Wis. Adm. Code. Completion of this form is mandatory if your laboratory intends to become certified or registered in the State of Wisconsin. The Wisconsin Department of Natural Resources will not grant certification or registration in the State of Wisconsin if the laboratory fails to complete this form. Personally identifiable information on this form will be used by the Wisconsin DNR only for the purposes of laboratory certification. The Department may also provide this information to requesters under Wisconsin's open records law [ss. 19.31-19.39, Wis. Stats.].

Facility and Contact Information

<i>List the following in the box provided for each item.</i>			WI Facility Identification Number (FID)	
Facility Name		Telephone		FAX
Laboratory Location Address	City		State	Zip
Mailing Address, if different from above	City		State	Zip
Name of Laboratory Director	Telephone	E-mail Address		
Name of QA Officer	Telephone	E-mail Address		
Name of Laboratory Certification or Registration Contact	Telephone	E-mail Address		
Name of Billing Contact	Federal Employer Identification Number			

Part 1: Application Type

Initial Application

- Not currently certified or registered by WI

Our lab is applying for:

- Certification
- Registration
- Reciprocity

Revised Application

- Adding test categories or parameters within a test category
- Switch from Registration to Certification
- Ownership Transfer
- Laboratory Name Change

Previous Laboratory Name, if applicable:

Part 2: Laboratory Information

Please identify the primary function of your laboratory, and the sample types routinely analyzed.

LABORATORY TYPE (CHECK ONE)

- | | |
|---|--|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Landfill |
| <input type="checkbox"/> Municipal Wastewater | <input type="checkbox"/> Public Water Supply |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Transfer, Storage and Disposal Facility |
| <input type="checkbox"/> Public Health | <input type="checkbox"/> Mobile Commercial |

TYPES OF SAMPLES PROCESSED (CHECK ALL THAT APPLY)

- | | |
|---|---|
| <input type="checkbox"/> Wastewater Effluent (Domestic) | <input type="checkbox"/> Public Water Supply |
| <input type="checkbox"/> Industrial Pretreatment Effluent | <input type="checkbox"/> Private Water Supply |
| <input type="checkbox"/> Wastewater Treatment Sludge | <input type="checkbox"/> Hazardous Waste Determinations |
| <input type="checkbox"/> Groundwater | <input type="checkbox"/> Sludge (other than wastewater) |
| <input type="checkbox"/> Surface Waters | <input type="checkbox"/> Tissue |
| <input type="checkbox"/> Soils/Sediment | <input type="checkbox"/> LUST (Leaking Underground Storage Tanks) |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Other (specify) |

Part 3: Application Fees

Initial applications require both an initial application fee and base fee. Enter the amount(s) due for this application.

	FY 2009 Fee	Amount Due
Initial Applications		
<input type="checkbox"/> Initial Application Fee	\$408.00	
<input type="checkbox"/> Annual Certification Base Fee	\$1,020.00	
<input type="checkbox"/> Annual Registration Base Fee	\$680.00	
<input type="checkbox"/> Switch from Registration to Certification Fee	\$340.00	
<input type="checkbox"/> Annual Reciprocity Base Fee	\$2,040.00	
Revised Applications Only		
<input type="checkbox"/> Revised Application Fee	\$204.00	
Subtotal:		

Part 4: Test Category Fees

For **Initial** applications: place a check before each test category for which certification or registration is requested. Enter the amount due for each test category.

For **Revised** applications: place a check before each test category for which certification or registration is requested. If you are adding a new test category, enter the amount due for each new test category. If you are adding tests within a category for which you are currently certified or registered, enter "0" as the amount due.

Reciprocity Applications Test Category Fees are not charged for reciprocity laboratories. Enter "0" as the amount due.

The following fee schedule is effective July 1, 2008 and is subject to change July 1, 2009

CATEGORY		FY 2009 FEE	AMOUNT DUE
<input type="checkbox"/> 1	Oxygen Utilization (BODs)	68.00	
<input type="checkbox"/> 2	Nitrogen	68.00	
<input type="checkbox"/> 3	Phosphorus	68.00	
<input type="checkbox"/> 4	Physical (Solids, Oil & Grease)	68.00	
<input type="checkbox"/> 5	General I	136.00	
<input type="checkbox"/> 6	General II	136.00	
<input type="checkbox"/> 7	General III	272.00	
<input type="checkbox"/> 8	Metals I	272.00	
<input type="checkbox"/> 9	Metals II	272.00	
<input type="checkbox"/> 10	Organic; Purgeables	272.00	
<input type="checkbox"/> 11	Organic; Semivolatiles by GC	272.00	
<input type="checkbox"/> 12	Organic; Semivolatiles by GC/MS (BNAs)	272.00	
<input type="checkbox"/> 13	Organic; Liquid Chromatography	272.00	
<input type="checkbox"/> 14	Organic; Pesticides	272.00	
<input type="checkbox"/> 15	Organic; Petroleum Hydrocarbons	816.00	
<input type="checkbox"/> 16	Organic; Organochlorine Compounds	272.00	
<input type="checkbox"/> 17	Organic; Dioxins	816.00	
<input type="checkbox"/> 18	Safe Drinking Water	1,360.00	
<input type="checkbox"/> 18a	Safe Drinking Water- Nitrate and Nitrite Only	136.00	
<input type="checkbox"/> 18b	Safe Drinking Water- Nitrate, Nitrite and Fluoride Only	272.00	
<input type="checkbox"/> 19	Any Single Analyte (fee per analyte or analyte group)	272.00	
<input type="checkbox"/> 20	Effluent Toxicity	1,768.00	
<input type="checkbox"/> 21	Immunoassay	272.00	
		Subtotal:	

Part 5: Total Amount Due

Calculate the total fee due for this application and enclose a check payable to the **Wisconsin Department of Natural Resources** for the amount indicated:

- 1) Subtotal from Part 3 _____
- 2) Subtotal from Part 4 _____
- 3) Total Fee (sum lines 1 and 2 above)
 (see *Minimum Annual Fee* below)

Minimum Annual Fee Due - Per s. 149.05(1)(d), Wis. Admin. Code, laboratories must pay the minimum annual certification fee if they are submitting an initial application for certification in any of test categories 5-19, not including 18a and/or 18b only, and the total fee recorded in line 3 above is less than \$1,632.00.

Laboratories are exempt from the minimum annual fee requirement if:

- **They are applying for registration,**
- *They are currently certified and are submitting a revised application to add tests or test categories, or*
- *They are seeking certification in test categories 18a and/or 18b only.*

Total is less than minimum fee. Laboratory is paying minimum annual certification fee of \$1,632.00

Part 6: Additional Information Required With Application

Submit all of the data and information asked for in this section with your application. Applications received without all of the information outlined in this section will be considered incomplete, which will delay processing.

Equipment List - Submit a current list of analytical equipment used by the laboratory to perform the test methods identified below.

Reference Samples - Attach copy of acceptable reference sample (also known as PT, PE) results from at least one of the approved reference sample providers for each test or test categories for which certification or registration is desired. These results must have been completed within six months of the date of application. Make sure that the sample contains the proper analytes and concentration levels. Contact the Laboratory Certification and Registration Program or visit our website for a current list of approved providers.

Note: Reference samples are not required for Category 02 - Nitrite, Category 06 - Sulfide, Category 07 - all analytes, Category 17 – Dioxin, Category 20 - Effluent Toxicity and Category 21- Immunoassay.

Several categories only require acceptable results on "key analytes" for all the analytes in the category. The key analytes and categories are: Category 01- Biochemical Oxygen Demand, Category 03- Total Phosphorus, Category 04- Total Suspended Solids and Category 05 - Hardness. Categories 10 - 16 have special requirements for representative samples.

Proof of Intent to Perform Work in Wisconsin- Labs applying for initial certification or reciprocity are required to attach a statement indicating proof of intent to perform analytical work in Wisconsin. Examples of an acceptable proof would be a letter from a potential client, an affiliated office in Wisconsin or a bid proposal.

Quality Assurance/Quality Control - The laboratory is required to maintain, at a minimum, the quality assurance program outlined in sec. NR 149.14, Wis. Adm. Code. Components of a laboratory quality assurance program to be submitted with this application include:

- Initial demonstration of capability (IDC, also known as initial precision and recovery, IPR), as listed below;
- Detection limit (MDLs, also known as limit of detection, LOD) studies, as listed below; and
- Quality Assurance Plan, only if an initial application.

Initial Demonstration of Capability and Method Detection Limits		
Specific information concerning the requirements regarding minimum limits of detection and Wisconsin's low-level reporting rule can be found in the Program Information and Requirements Booklet (PUBL-TS-007-98).		
Test Category	Analytes	Required Data
4	Hexane Extractable Materials	MDL and IPR as specified in EPA Method 1664
2, 3, 5 or 6	Anions by Ion Chromatography	MDLs for each analyte under application
13	Polycyclic Aromatic Hydrocarbons; Aldehydes and Ketones; Carbamate and Urea-Substituted Pesticides; Explosive Residues	MDLs and IDCs for each method and analyte under application
14	Acid Herbicides; Organophosphorus Pesticides; Nitrogen, Triazine and Metabolite Pesticides	MDLs and IDCs for each method and analyte under application
15	Gasoline Range Organics; Diesel Range Organics; Petroleum Volatile Organics	MDLs and IDCs by the Wisconsin methods are required in both soil and water matrices.
16	Organochlorine Pesticides; Polychlorinated Biphenyls	MDLs and IDCs for each method and analyte under application
18	All analytes covered under the Safe Drinking Water test category	MDLs are required for all inorganic and organic analytes IDCs are required only for the organic analytes

Per s. NR 149.07(1)(d), Wis. Adm. Code, the Department may request, on a case-by-case basis, any additional information necessary to demonstrate a laboratory's compliance with the requirements of this chapter.

Part 7: Method References

Laboratories must follow approved methods as identified in s. NR 149.11(1), Wis. Adm. Code, for covered programs. Specific authoritative sources are listed in NR 149.03(5), Wis. Adm. Code.

<i>Specify the edition used. Lines K-M may be used for additional references.</i>	<i>Edition</i>
A. Standard Methods for the Examination of Water and Wastewater, American Public Health Association	
B. Methods for Chemical Analysis of Water and Wastes, U.S. EPA	
C. 40 CFR 136 Appendix A, Methods for Organic Chemical Analysis of Municipal and Industrial Wastewater (600 series methods)	
D. Methods for the Determination of Organic Compounds in Drinking Water, EPA/600/4-88/039 and supplements	
E. Methods for the Determination of Metals in Environmental samples, EPA/600/4-91/010, June 1991 and supplements	
F. Methods for the Determination of Inorganic Substances in Environmental Samples, EPA/600/R-93/100, August 1993 and supplements	
G. Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, SW-846, U.S. EPA	
H. Annual Book of ASTM Standards, Sections 11.01 and 11.02, Water and Environmental Technology	
I. Official Methods of Analysis of the Association of Official Analytical Chemists, Association of Official Analytical Chemists	
J. WI Modified DRO and GRO Methods, WI-PUBL-SW-141 and WI-PUBL-SW-140, September 1995	
K.	
L.	
M.	

Part 8: Analytical Methods

Complete the following, listing the analytical method used for each analyte and matrix within each test category for which certification or registration is requested. These methods shall be the analytical method required by applicable state or federal regulation or permit, or as approved under s. NR 149.12, Wis. Adm. Code. If regulatory agency or permit does not prescribe the analytical method, the method shall be selected from an authoritative source specified by the Department in s. NR 149.03(5), Wis. Adm. Code.

For matrices other than wastewater or solid/hazardous waste (e.g., groundwater), list the analytical method in the column titled "Other". For drinking water, go to Category 18 to list analytical methods.

Test Category/Analyte	Wastewater	Solid/Hazardous Waste	Other (specify matrix)
EXAMPLES			
<input checked="" type="checkbox"/> Biochemical Oxygen Demand	A; 5210		
<input checked="" type="checkbox"/> Nitrate as Nitrogen	A;4500-NO3 F		Groundwater: G; 9056
<input checked="" type="checkbox"/> Volatile Organic Compounds		D;8021 and 8260	
01 Oxygen Utilization			
<input type="checkbox"/> Biochemical Oxygen Demand			
<input type="checkbox"/> Carbonaceous BOD			
02 Nitrogen			
<input type="checkbox"/> Nitrate as Nitrogen			
<input type="checkbox"/> Nitrite as Nitrogen			
<input type="checkbox"/> Nitrate + Nitrite as Nitrogen			
<input type="checkbox"/> Ammonia as Nitrogen			
<input type="checkbox"/> Total Kjeldahl Nitrogen			

03 Phosphorus	Wastewater	Solid/Haz. Waste	Other (specify)
<input type="checkbox"/> Total Phosphorus			
<input type="checkbox"/> Orthophosphate			
04 Physical			
<input type="checkbox"/> Total Suspended Solids			
<input type="checkbox"/> Total Solids			
<input type="checkbox"/> Total Dissolved Solids			
<input type="checkbox"/> Total Volatile Solids			
<input type="checkbox"/> Total Volatile Suspended Solids			
<input type="checkbox"/> Oil and Grease			
<input type="checkbox"/> Hexane Extractable Material			
05 General I			
<input type="checkbox"/> Alkalinity/Acidity			
<input type="checkbox"/> Bromide			
<input type="checkbox"/> Chlorophyll a			
<input type="checkbox"/> Color			
<input type="checkbox"/> Hardness			
<input type="checkbox"/> Silica			
<input type="checkbox"/> Silicate			
<input type="checkbox"/> Sulfite			
<input type="checkbox"/> Surfactants			
06 General II			
<input type="checkbox"/> Chemical Oxygen Demand			
<input type="checkbox"/> Chloride			
<input type="checkbox"/> Cyanide			
<input type="checkbox"/> Fluoride			
<input type="checkbox"/> Sulfate			
<input type="checkbox"/> Sulfide			
<input type="checkbox"/> Total Phenolic Compounds			

PLEASE NOTE:

- In accordance with s. NR 149.07(3), Wis. Adm. Code, a laboratory may not apply and the Department may not accept application for additional certification or registration or reapplication when: (a) a notice of violation has been issued for a violation of this chapter and the problems causing enforcement have not been corrected, (b) an administrative order has been issued for violation of this chapter, or (c) a laboratory is not in compliance with this chapter at the time it voluntarily relinquishes its certification or registration, the problems have not been corrected, and 6 months have not elapsed.
- The certification or registration period is September 1 to August 31.
- Certification is nontransferable. If ownership changes, a transfer of ownership application must be submitted.
- Incomplete applications expire one year from the application receipt date.
- Fees are non-refundable, except for overpayment.
- The WDNR should be informed of any changes in the information given in this application.

Part 9: Applicant Signature

In signing this application, the laboratory has:

- a) Established and will follow quality control procedures specified in s. NR 149.14, Wis. Adm. Code.
- b) Complied and will continue to comply with the Wisconsin Laboratory Certification and Registration Code, ch. NR 149, Wis. Adm. Code.
- c) Agreed to allow the Wisconsin Department of Natural Resources or its representatives to inspect the laboratory to determine compliance with ch. NR 149, Wis. Adm. Code.

Signature of Owner or Agent

Date

Printed Name of Owner or Agent

Telephone Number

Address (if different from laboratory):

Have you included the following in this package?

- Fees; payable to Wisconsin Department of Natural Resources
- Reference Sample Results
- Proof of Intent to Perform Work in Wisconsin
- Equipment List
- Detection Limit and Initial Demonstration of Capability data, where required
- Quality Assurance Manual, initial applications only

MAIL COMPLETED APPLICATION AND ATTACHMENTS TO:

Wisconsin Department of Natural Resources
Laboratory Certification Program
P.O. Box 7921
Madison, WI, 53707-7921