Instructions to Complete/Submit your:

Request for *Approved Chemical Laboratory/Drinking Water* Form

I. Description of Column Headings on the Form

Analyte
Analyte means the contaminant or value for which you are performing the analysis. The heading of this column is not "chemicals" because temperature, UV_{254} and turbidity are not chemicals.

Method (& Analyzer Type)
Under "Method (& Analyzer Type)", you should write the analytical method that you use to measure for each analyte. Whenever *Standard Methods for the Examination of Water and Wastewater* (SM) is cited, please specify which Edition. For example, Turbidity→SM 2130 B (19th Edition). If a particular kind of analyzer is used, write that in this blank also (for example: Hach 1720D).

Accuracy
Specify the number of decimal places to which you can accurately report the value for each analyte. For those analytes that have required accuracy levels, you may only report whether you can or cannot measure to the required accuracy.

Calibration
You should report the *frequency* and *method* with which you calibrate your equipment in the appropriate column. For some methods, the Louisiana Department of Health and Hospitals (DHH) - Office of Public Health (OPH) has rules about calibration. These rules are in Part XII of Title 51 of the Louisiana Administrative Code – Sanitary Code, specifically in LAC 51:XII.1107-1111.

Record Retention
Under "Record Retention," you should state how long you retain records of your data. For some analytes, DHH-OPH has rules about record retention. These rules are in the Part XII of Title 51 of the Louisiana Administrative Code – Sanitary Code, specifically in LAC 51:XII.311.A, 367.A, 1107.F, 1109.D, 1110.E, & 1111.C.

II. Definitions

***Approved* chemical laboratory/drinking water**—a laboratory approved by the state health officer under the requirements of Chapter 15 of Part XII of Title 51 of the Louisiana Administrative Code (LAC 51:XII.Chapter 15) to analyze and report compliance monitoring sample results for certain physical and chemical analytes associated with drinking water which are not required to be analyzed in a C*ertified* chemical laboratory/drinking water. (Hereinafter referred to as *approved* chemical laboratory.)

***Certified* chemical laboratory/drinking water**—a laboratory meeting the requirements contained within the *Laboratory Certification Manual* and which has been officially certified by the state health officer to analyze and report compliance monitoring sample results for one or more physical, chemical, or radiological parameters associated with drinking water. Certification may be obtained on a parameter-by-parameter basis only. (Hereinafter referred to as a *certified* chemical laboratory.)

III. General/Other Relevant Information

Approved Chemical Laboratory Analytes

Public water systems (PWSs) must run a number of samples at an *approved* chemical laboratory. Such a laboratory is required to be *approved* by DHH-OPH. The purpose of the "Request for *Approved* Chemical Laboratory/Drinking Water Form" is to seek DHH-OPH's approval of your lab. Many PWSs will get their own lab approved and will then be authorized to analyze for such samples using their own lab.

The *approved chemical laboratory* analytes are:

- daily point-of-entry (POE) chlorite levels
- daily fluoride levels
- daily corrosion inhibitor concentrations (orthophosphate and silica)
- pH
- calcium
- conductivity
- temperature
- alkalinity
- turbidity
- disinfectant residual
- bromide
- chlorine dioxide
- dissolved organic carbon (DOC) *
- total organic carbon (TOC) *
- ultraviolet light absorbance at 254 nm (UV_{254}) *
- jar test for ACC#6 (as per LAC 51:XII.1311.B)
- jar tests for determining optimum coagulant dose (including Step2 TOC removal per LAC 51:XII.1309)
- other drinking water analytes that are not required to be analyzed in a *certified* chemical laboratory under the requirements of LAC 51:XII and USEPA's National Primary Drinking Water Regulations (NPDWRs = 40 CFR Part 141).

* Starting January 1, 2005, these must be analyzed by a DHH-OPH *certified* chemical laboratory.

Lab Approval Procedure
In order for a PWS's laboratory to be approved by DHH-OPH, the PWS must submit (and have approved) the Request for *Approved* Chemical Laboratory/Drinking Water Form, indicating the methods and quality control procedures used at the PWS. The certified operator with responsibility for laboratory operations must sign the form. If the PWS has dedicated laboratory staff, the person responsible for the laboratory may sign the form in lieu of the certified operator. The DHH-OPH will review these forms upon receipt and contact the system if the form is incomplete or if the methods noted are not acceptable. For more information on the lab approval procedure, refer to LAC 51:XII.1501-1509.

If the PWS sends any of the samples listed on the Request for *Approved* Chemical Laboratory/Drinking Water Form to an off-site lab, it shall be the responsibility of the PWS to notify each such off-site laboratory to submit its own Request for *Approved* Chemical Laboratory/Drinking Water Form to the state health officer. The person responsible for the off-site laboratory must legibly print or type his/her name and the laboratory's name, address and telephone number on the form. All forms shall be signed by the person responsible for the off-site laboratory. In addition, such person shall indicate whether or not the lab is certified by DHH-OPH as a *certified* chemical laboratory.

Analytes Run by Other Labs
PWSs may have analyses run by commercial laboratories or other water system laboratories, if those off-site laboratories are approved by DHH-OPH. When you fill out the laboratory approval form, write the name of the off-site lab in the line for the analyte they measure. The off-site lab should give the PWS a copy of their Request for *Approved* Chemical Laboratory/Drinking Water Form.

"Not Required" Analytes
The analytes that are listed on the form include all of those for which the tests must be performed at an *approved* chemical laboratory. Your system may not be required to test for all of the analytes on the list. For example, if your system treats groundwater, you are not required to measure turbidity, and you should write "Not Required" on the form in the line for turbidity. As another example, only systems that use chlorine dioxide must measure chlorite and chlorine dioxide. If you do not use chlorine dioxide, write the words "Not Required" in the spaces for chlorite and chlorine dioxide. Calcium, orthophosphate, and silica are also examples of chemicals a system may not be required to measure. If you are not required to optimize corrosion control as a result of the Lead/Copper Rule, write "Not Required" on the lines for calcium, orthophosphate, and silica.

Corrosion Control/Sequestering Agents
For those systems that are adding a corrosion control chemical for compliance with the Lead/Copper Rule, then you must complete the form and be sure to include information relative to any analytes associated with achieving or maintaining the Optimal Corrosion Control Treatment (OCCT) requirements.

For those systems that are adding a sequestering agent(s) to control a secondary contaminant, such as iron and/or manganese, please indicate on the form that the introduction of these chemicals into the drinking water is not for compliance with a primary drinking water regulation, such as lead and/or copper, so that LDHH-OPH is aware that laboratory approval of the laboratory methodology for such sequestering agent(s) is not required. However, even if your system adds sequestering agents or other chemicals only for the control of secondary contaminants, such as iron and/or manganese, please still complete and submit a Request for *Approved* Chemical Laboratory/Drinking Water form detailing the laboratory methodology used for disinfectant residual.

Certified Chemical Laboratory Analytes

Public water systems must have the following analyses performed by a *certified* chemical laboratory that has been *certified* by DHH-OPH's Division of Laboratory Services:

- bacteria
- trihalomethanes (TTHMs)
- haloacetic acids (HAA5s)
- bromate
- synthetic organic chemicals (SOCs)
- volatile organic chemicals (VOCs)
- inorganic chemicals (IOCs)
- monthly distribution system chlorite
- dissolved organic carbon (DOC) [*Starting January 1, 2005*]
- total organic carbon (TOC) [*Starting January 1, 2005*]
- ultraviolet light absorbance at 254 nm (UV_{254}) [*Starting January 1, 2005*]

Except for bromate, TOC, DOC, UV_{254}, monthly chlorite samples, and TTHMs and HAA5s collected by PWSs themselves (Community Water Systems (CWSs) and Non-Transient Non-Community Water Systems (NTNCWSs) serving <10,000 individuals which use a chemical disinfectant), all the other samples/analytes which require a *certified* chemical laboratory are collected by DHH-OPH's sanitarians and are delivered to DHH's Division of Laboratory Services for analysis.

Lab Versus Operator Sampling

At many PWSs, the laboratory does some sampling and the water plant operators do other sampling. If that is the case for your PWS, you can use two separate forms. One form should list the analyses run by the laboratory and be signed by the lab analyst and the other form should list the analyses run by the plant operator and be signed by the plant operator.

Monitoring Plan

A copy of the Request for *Approved* Chemical Laboratory/Drinking Water Form must be attached to the system's D/DBPR monitoring plan. For information on D/DBPR monitoring plans, contact your DHH-OPH District Office. On the D/DBPR monitoring plan, the system must attach documentation showing that any off-site labs it uses are *approved* or *certified*, as appropriate. If you send *approved* chemical laboratory analytes to a different public water system's lab, that public water system's lab must be DHH-

OPH *approved* for the particular analyte(s). You must attach a copy of that public water system lab's Request for *Approved* Chemical Laboratory/Drinking Water Form.

Disclaimer Statement

Please note that LAC 51:XII.1507.D requires that all correspondence, certificates, advertisements, laboratory results, etc., to or from an *approved* chemical laboratory shall state prominently in bold lettering the following statement:

> **This "DHH-OPH *Approved* Chemical Laboratory/Drinking Water" does not meet the higher criteria required by DHH-OPH to be classified as a "DHH-OPH *Certified* Chemical Laboratory/Drinking Water"; therefore, any results reported from this laboratory for drinking water parameters which are required to be analyzed in a certified chemical laboratory are officially deemed invalid.**