Ohio EPA Laboratory Certification Updates and Tips

OTCO Water Laboratory Webinar May 18, 2022



Overview

- Fee Change
- Applications
- Survey Tips
- Cyanotoxin & Cyanobacteria Certification
- Method Detection Limits
- Lab Certification Since March 2020
- The Future of Laboratory Certification
- Tips for Remote Surveys



Fee Change

- July 1, 2021: The fee for interim authorization or adding an analyst/method was reduced from \$1,800 to \$500!!
- Decreases need for early renewals.





Applications - Chemistry



Ohio EPA Office Use Only											
Application ID:			Type:	Stan	dard Chem	istry	Limited Chemistry				
Received:	1	1	Approve	ed:	1 1						
Revenue ID:			Fee App	lied:							

Chemical Application for Certification

Application for (check applicable boxes):

				Initial	Renev	wal	Add	d Anal	yst(s)	Add	Metho	d(s)				
Name of Labora	tory	2														
Laboratory Certi	ifica	tion Nun	nber:													
Mailing Address	a.															
City:								5	tate:			Zij	p:		-	
Laboratory Add	ress:															
City:								s	tate:			Zij	p:		-	
Phone Number:		()		-		Extens	sion:			Fax Nu	mber:		()		
Email Address:										County	:					
Ohio EPA Distric	:t:															
Name of Primar		ntact														
for the Laborato	ory:				First				Middle Init	lai				Last		
Email Address to Send Invoices:	o															
Date Laboratory	Cer	tification	п Ехр	ires:		1 1										

NOTICE

In order to be processed, the most current version of the application must be used, and it must be complete and legible. The most current version is located on our website at https://pea.ohio.gov/divisions-andoffices/drinking-and-ground-waters/public-water-systems/laboratory-certification. After acceptance of this application, an invoice will be generated. Additionally, the lab must have copies of all referenced methods and an acceptable SOP, or the most current version of the Ohio EPA lab certification manual.

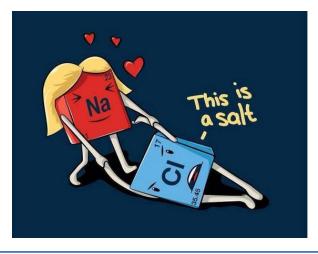


Applications - Chemistry

Analyst Information:

- List analyst name and analyst number.
- Identity if an analyst is seeking Certification or Operational Certification.
- Mark NEW if an analyst is new to this laboratory or is changing status.
- Identity the analyte(s) for which each analyst is seeking certification. The obbreviated test methods are listed on page 3.

Analyst Name and Analyst Number	Centified	Operationally Certified	NEW	Allolinity	Chlorine	F lu oride	Handin ess	H	Stability	Turbidity	Chloride	Chlorite	Chlorine Dioxide	Nitrate	Nitrite	Bromble	Orthophosphate	Phosp horous	Sultate	TDS	TOC/DOC	Cyanitie	UV 254	Other





Applications - Chemistry

Test	Sele	ct Method(s) in us	e. If no	ot listed, please li	st me	thod reference.			
Alkalinity		SM 2320 B							
Bromide		EPA 300.0							
Chloride		SM 4500 CP-B		EPA 300.0					
Chlorine		SM 4500 CI-D		SM 4500 CI-F		SM 4500 CI-G			
Chlorite		SM 4500-CIO>-E		ChlordioX Plus - P	alintes	et i i i i i i i i i i i i i i i i i i i			
CIO:: Chlorine dioxide		SM 4500 ClOp-D		SM 4500 ClOs-E		ChlordioX Plus - Palin	test		
Cyanide		SM 4500 CN-C		SM 4500 CN-E		QuikChem 10-204-00)-1-X		EPA 335.4
Fluoride		SM 4500 F-C		EPA 300.0					
Hardness		SM 2340 C							
Nitrate		SM 4500 NO _{3"} E		SM 4500 NO ₂ -F		Hach 10206, Rev 2.0 Nitrate TNT System		EPA 300.0	EPA 353.2
Nitrite		SM 4500 NO ₂ -B		SM 4500 NO ₃ -E		SM 4500 NO ₃ -F		EPA 300.0	EPA 353.2
Ortho - P		SM 4500 P-E		EPA 300.0					
pH		SM 4500 H*							
Phosphorous		SM 4500 P-8 and E		SM 4500 P-B and	F			EPA 365.1	
Stability		SM 2330 CaCOs Sat	uration						
Sulfate		SM 4500 SO+C		SM 4500 SO+-D		SM 4500 SO+E		EPA 300.0	
TDS		SM 2540 C							
TOC/DOC		SM 5310 B		SM 5310 C		SM 5310 D		EPA 415.3	
Turbidity		SM 2130 B		Hach Method 102	58 Tu	bidity by 360" Nephel	ometry		
UV 254		SM 5910 B		EPA 415.3					
Other									

OATH

I certify that all of the information included on this application is true, complete and correct to the best of my knowledge and belief and are made in good faith. I affirm the right of the Ohio Environmental Protection Agency to inspect the laboratory, its operations and pertinent records. I agree the personnel to be approved will analyze applicable unknown performance samples provided at the time of the survey and will report the values within a time period designated by the Laboratory Certification Officer.

Signature of Primary Contact for Laboratory:	 Date:	1 1
Title of Primary Contact for Laboratory:		

Send completed applications to:

DWLabCert@epa.ohio.gov



Applications – Chemistry-IA

Analyst Information:

- List analyst name and analyst number (if they have one).
- Identify if an analyst will be seeking Certification or Operational Certification at the time of the on-site survey.
 If this application is approved, the analyst is only permitted to perform operational testing until successful completion of an on-site survey.
- Identify the analyte(s) for which each analyst is seeking certification. The abbreviated test methods are listed below.

New Analyst Name	Analyst Number (if applicable)	Certified	Operationally Certified	Alkalinity	Chlorine	Fluoride	Hardness	Hq	Stability	Turbidity	Chloride	Chlorine Dioxide

Trainer Information: Identify the analyst/trainer, analyst number, expiration date on analyst certificate and the tests for which they are certified.

Analyst/Trainer Name	Analyst Number	Expiration Date on Current Analyst Certificate	Alkalinity	Chlorine	Fluoride	Hardness	Ηd	Stability	Turbidity	Chloride	Chlorine Dioxide
		/ /									
		/ /									



Applicatio	ns – Chemistry IA
Interim Aut	thorization Training Documentation
Laboratory Name:	Name of Operator-In-Training:
Date Training Started: / /	Date Training Concluded: / /
requires four sets of results performed on different days. Record the opera the OIT results must be ±10% of the trainer's results, with the exception turbidity results ≥0.3 NTU, the OIT results must be ±10% of the trainer's res	same source. A minimum of twenty days of results are required for all analyses, except stability which ator-in-training (OIT) results in "OIT" boxes and trainer results in "T" boxes. To be considered acceptable, n of pH and turbidity. For pH, the OIT results must be within ±0.1 pH units of the trainer's results. For sults. For turbidity results <0.3 NTU, the OIT results must be within ±0.03 NTU. Circle all results which are and describe any corrective actions on page 5.

Corrective Actions for Unacceptable Results

Date of Unacceptable Result	Test	Trainer Name	Corrective Action Taken
/ /			
/ /			

OATH: I certify that all of the information above is complete and accurate to the best of my knowledge and belief. The operator-in-training has demonstrated adequate proficiency for the specified test(s) and will comply with all rules and conditions regarding laboratory certification.

Signature of Trainer:	Date:	/ /
Signature of OIT:	Date:	/ /



Applications - Microbiological

Analyst Information:

- · List analyst name and analyst number.
- · Identify if an analyst is seeking Certification or Operational Certification.
- Mark NEW if an analyst is new to this laboratory or is adding a method.
- · Identify the method(s) for which each analyst is seeking certification.

If the method is not listed, choose OTHER and then list the method in the box below.

•		pa	nally ed			D-MUG (SM 922	(3-B)	QUAN	223-B)	Membrane Filtration	Я	
	Analyst Name and Number	Certified	Operationally Certified	NEW	COLILERT 24	COLILERT 18	COLISURE	COLILERT 24	COLILERT 18	COLISURE	EC MUG SM 9222 B and G	OTHER

OTHER:

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Applications – Micro IA

Analyst Information:

- List analyst name and analyst number (if they have one).
- Identify if an analyst will be seeking Certification or Operational Certification at the time of the on-site survey. If this application is approved, the analyst is only permitted to perform operational testing until successful completion of an on-site survey.
 - Identify the method(s) for which each analyst is seeking certification.

			ММ	IO-MUG (SM 922	3-B)	QUANTI-TRAY (SM 9223-B)					
New Analyst Name and Analyst Number (if applicable)	Certified	Operationally Certified	COLILERT 24	COLILERT 18	COLISURE	COLILERT 24	COLILERT 18	COLISURE			

Trainer Information: Identify the analyst/trainer, analyst number, expiration date on analyst certificate and the tests for which they are certified.

			ММ	O-MUG(SM 922	3-B)	QUAN	TI-TRAY (SM 9	223-B)
Analyst/Trainer Name	Analyst Number	Expiration Date on Current Analyst Certificate	COLILERT 24	COLILERT 18	COLISURE	COLILERT 24	COLILERT 18	COLISURE



Applications – Micro IA

Interim Authorization Training Documentation

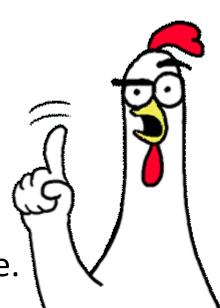
Instructions: Analysts are required to analyze a minimum of seven samples per day, including the quality control (QC) samples. It is recommended that at least one potentially positive sample be included. Results must be generated in parallel with a trainer currently certified for SM 9223-B. Record the operator-in-training results in "OIT" boxes and trainer results in "T" boxes. To be considered acceptable, the OIT results must contain no false negatives and no more than one false positive in comparison to trainer results. Circle all results with a false negative or a false positive and describe any corrective action(s) on page 4.

Test Method			Date	(Month	/Day)	:				Date	Month	/Day):					Date	(Month	/Day):				
			Q	С		5	Sample	s		Q	С		9	Sample	s		G)C		5	Sample	s	
			+	-	1	2	3	4	5	+	-	1	2	3	4	5	+	-	1	2	3	4	5
		OIT	+/+	-/-	-7-	-/+	-/-	-7-	-7-														
		Т																					
		OIT																					
		Т																					



Applications - Issues

- Not using current version
- Incorrect information
- Unacceptable parallel testing
 - Take samples at same time
 - Use acceptable trainers
- Send renewal applications on time.
- Mailing or Faxing
 - Only email to <u>dwlabcert@epa.ohio.gov</u>





Survey Tips - Chemistry

- QC requirements on first page of each method in the manual
- Never pipette directly out of a standard bottle
- Pat, don't wipe electrodes after rinsing
- Dry chlorine and turbidity vials with lintfree wipes
- Dry secondary chlorine standards with lint-free wipes
- Verification of alkalinity endpoint by pH 4.5
- Hach TU 5200 has a different Method Number

Quick Reference	Standard/Reagent	Requirements		
	0.020 N Sulfuric Acid (H ₂ SO ₄)	Manufacturer's Recommendations		
Standard/Reagent	Indicator (Bromcresol Green/ Methyl Red)	Manufacturer's Recommendations		
Storage	Sodium Thiosulfate	Manufacturer's Recommendations		
	0.020 N Sodium Carbonate (Na ₂ CO ₃) Standard	Manufacturer's Recommendations		
	Standard/Reagent	Expiration		
	0.020 N Sulfuric Acid (H2SO4)	1 Year After Opening/ Manufacturer's Expiration Date		
Standard/Reagent Expiration	Indicator (Bromcresol Green/ Methyl Red)	1 Year After Opening/ Manufacturer's Expiration Date		
	Sodium Thiosulfate	1 Year After Opening/ Manufacturer's Expiration Date		
	0.020 N Sodium Carbonate (Na ₂ CO ₃) Standard	1 Year After Opening/ Manufacturer's Expiration Date		
	QC Procedure	Frequency		
Required Quality Control	Standardize Titrant	Once Per Month		
	pH 4.5 Endpoint Verification	Once Per Month		
Sample Collection	Preservation	Maximum Hold Time		
cample Solicetion	4°C	14 Days		

Alkalinity Analysis by Sulfuric Acid Titration Method

Method Reference

Standard Methods 22nd Edition (2320)

On-Site Survey Requirements

- Each certified analyst must be able to perform the alkalinity titrant standardization described in Section 7.0 of this method.
- Operationally certified analysts will be required to analyze a plant tap sample and may be required to analyze a performance sample.
- Procedural technique will be observed.
- All reagents, standards and solutions used for this method will be audited for correct labeling and dating.
- All records will be audited.

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Survey Tips - Chemistry

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			MOI	ining marci	less ru			Sil Kecol	u	
	Laboratory									
	Standard Concer	ntration								
Correctly record blank verifications	Analyst	Date	Reagent Water Volume (mL)	Blank Verification Volume (mL)	Standard Volume (mL)	Titration #1	Titration #2	Titration #3*	Correction Factor*	Comments
No correction										
factors with										
purchased titrants										

*Correction factors are to be used only with laboratory-prepared titrant. See Sections 7.3 and 7.4 of this method for details.

Monthly Hardness Titrant Standardization Record



- **Reagent water** quality (indicator light) verify prior to use
- Incubator temperatures must be recorded on weekends if samples are being incubated
- Autoclave timer must be checked only at times used (e.g., 15, 30, 45)
- Balance verification must be done prior to use
- Sampling instructions for micro samples requires analyzing for chlorine residual <u>after</u> disinfection of sample tap

	Collsure			
Quick Reference	Standard/Reagent/Equipment	Requirements		
	MMO-MUG Reagent	Colilert – Dark Environment and Manufacturer's Recommendations Colisure – Refrigerated and Manufacturer's Recommendations		
	Chemical Reagents	Manufacturer's Recommendations		
Standard/Reagent/Equipment	Dehydrated Media	Manufacturer's Recommendations		
Storage	Media Performance Check Cultures	Manufacturer's Storage Requireme		
	Prepared Media	Refrigerated/Room Temperature		
	pH Electrodes	pH 7 Buffer/Manufacturer's Storage Solution		
	pH Buffers	Room Temperature		
	Standard/Reagent	Maximum Storage Time		
	MMO-MUG Reagent	Manufacturer's Expiration Date		
	Chemical Reagents	Manufacturer's Expiration Date		
Standard/Reagent Expiration	Dehydrated Media	6 Months After Opening or 1 Year After Opening if Stored in Desiccator		
	10% Sodium Thiosulfate	1 Year After Preparation/ Manufacturer's Expiration Date		
	Media Performance Check Cultures	Manufacturer's Expiration Date		
	Prepared Media	3 Months Refrigerated (screw-capp tubes/flasks/vessels) or 1 Week Ro Temperature (sealed/covered)		
	pH Buffers	6 Months After Opening/ Manufacturer's Expiration Date		
	QC Procedure	Frequency		
	Total Coliform/E. coli positive	Once Per Month Per Analyst		
	Sample/Test Bottle Sterility Check	One Per Batch Prepared or 1% Per Lot Received (maximum of 4 per lo		
	Sample/Test Bottle Fluorescence Check	Every Sample/Test Bottle Prepared 1% Per Lot Received (maximum of per lot)		
	Media Performance Check	Once Per Batch		
Required Quality Control	MMO-MUG Reagent Check	Once Per Lot and Annually		
and a standy sound	Glass/Electronic Thermometer/ Data Logger Calibration	Annually		
	Dial Thermometer Calibration	Once Every Three Months		
	Equipment Timers	Once Every Three Months		
	pH Meter Calibration	Prior to Use		
	pH Linearity/Slope/pH 4 Buffer	Prior to Use		
	Balance Calibration Check	Prior to Use		
	Refrigerator Record	Daily		
	Incubator Record	Twice Daily		
Sample Collection	Preservation	Maximum Holding Time		
cample concerton	10% Sodium Thiosulfate	30 Hours		

MMO-MUG Analysis for Total Coliform and E. coli by Colilert and





Media Preparation(e.g., TSB, BHI)

- Balance Calibration Record
- pH Meter Slope/Linearity Verification
- Media Quality Control Record
- Autoclave Sterilization Record
 - TSB or BHI at temperature 12-15 min
 - Autoclave door must be opened no later than 45 min after closing

Pre-Made Purchased TSB

- Use manufacturer's expiration date prior to opening.
- Keep all paperwork.

Microbiological Test Data Sheets

• All data from our bench sheets must be recorded to avoid invalidation of sample results.



Autoclave Sterility Check

- Required once every three months, per autoclave
- May use biological indicator ampules, following manufacturer's instructions
- May use TSB or BHI, inoculated with a known coliform culture
- Ensure recorded on Autoclave Sterilization Record

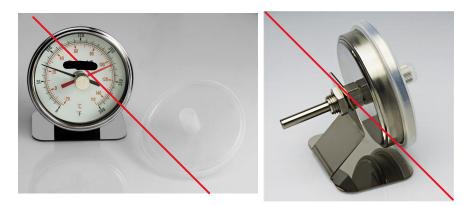
Thermometer Calibration Record

- Must first include the NIST thermometer's temperature at ice point
- Recommend including each thermometers serial number
- MRTs are not calibrated with NIST
- Autoclave Dial (Display) Thermometers are not required to be calibrated unless fast exhaust is used.



Maximum Registering Thermometers (MRTs)

- Typically calibrated by Lab Certification staff
- Ohio Revised Code 3734.63, Sale of mercury-containing thermometer for promotional purposes.
 - If required to comply with federal law, these can be sold and distributed.
- Dial autoclave thermometers are not permitted.





Survey Tips - General

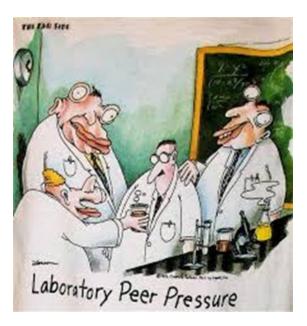


- Update bench sheets to version in 2020 manuals.
- Ensure all laboratory records are recorded <u>using</u> <u>ink</u> and are printed legibly.
- Errors? Cross out with 1 line, initial, add correct information. No White Out!!
- Include results to the 10th (e.g., 121 is 121.0)
- Avoid eating or drinking in the lab.
- <u>Annual review of manual(s)</u>



Survey Tips - General

- If it's not written down, it didn't happen.
- Sorry, "But we've always done it that way..." doesn't supersede current requirements.





Cyanotoxin & Cyanobacteria Certification

- Annual MDLs and curves as well as associated test data are to be sent to the <u>dwlabcert@epa.ohio.gov</u> email.
 - **DO NOT** send these to past certification staff.
 - No qualifiers permitted for MDL studies.
- To add a new analyst for Cyanotoxin and/or Cyanobacteria certification between renewal periods:
 - For microcystin: submit their MDL study, including associated test data and calibration curves
 - For qPCR: submit calibration curves and sample results. A survey will be scheduled.
- SOPs for microcystin and qPCR are available on our Lab Certification website.
- Reporting Limit changes are coming from DDAGW.
 - 2023 MDLs will have to meet any new reporting limit.



Survey/MDL Tips - Microcystins

- Disinfect the countertop before setting up for analysis.
- Ensure sample vials are on their sides when freezing.
- Ensure samples are shaken prior to pouring off **AND** before filtering.
- Please review MDLs prior to submitting and don't send if they have clearly failed.
- Review the manual and know the acceptable ranges of %CV values.





Survey Tips - qPCR

- Disinfect the countertop before setting up for analysis.
- Ensure micropipette tips have an aerosol barrier.
- Don't shake the flame off when sterilizing forceps.
- Be able to explain what the BL, NTC and IAC are, as well as what their purposes are.
- Be able to explain what a Ct value is and what it means.





EPA 821-R-16-006 – Definition and Procedure for the Determination of the Method Detection Limit, Revision 2, December 2016

- Applies to all drinking water MDLs except HABs.
- Must also be followed for initial MDLs
- Ensure all lab standard operating procedures are updated to reflect this revision.

Annual MDLs should be submitted to <u>dwlabcert@epa.ohio.gov</u> for review.



HELPFUL LINKS

MDL Procedure: <u>https://www.epa.gov/sites/default/files/2016-</u> 12/documents/mdl-procedure_rev2_12-13-2016.pdf

Expanded Student t Value Table: https://www.itl.nist.gov/div898/handbook/eda/section3/eda3672.htm

MDL Frequently Asked Questions: <u>https://www.epa.gov/cwa-</u> methods/method-detection-limit-frequent-questions



Spike Concentration	0.02	The concentration at which the lab is spiking the MDL sample
Average	0.020	Average of all yearly MDL points
STD Deviation	0.0016	The standard deviation of all yearly MDL points
Student t Value Used	2.896	From chart provided in link*
MDL Result	0.004723	Student-t value x the standard deviation
MDL Acceptable	YES	Acceptable IF the (spike concentration/MDL result) is LESS THAN 10
Reporting Limits (RLs)	0.02	RLs for primary contaminants are found in the Appendix of Ohio Administrative Code Rule 3745-89-03

*REMEMBER, Student-t values are <u>always</u> n-1.



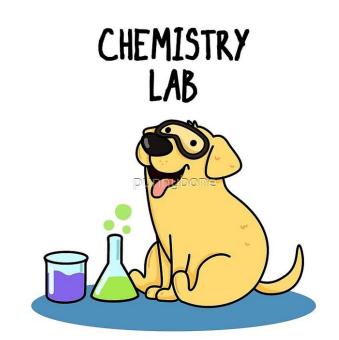
Analyte	Reporting Limit	Calculated		
		MDLb	MDLs	MDL greater
Ammonia	0.0500	0.043	0.023	MDLb
Chloride	5.0000	0.105	0.767	MDLs
COD	20.0000	11.399	15.221	MDLs
Cyanide_Total	10.0000	8.26	1.347	MDLb
Cyanide_WAD	5.0000	2.447	2.821	MDLs
Nitrate_DW	0.1000	0.061	0.04	MDLb
Nitrate	0.1000	0.047	0.035	MDLb
Nitrite	0.0200	0.0048	0.0047	MDLb
Orthophos	0.0100	0.007	0.003	MDLb
Phenol	10.0000	9.413	6.24	MDLb
Sulfate	5.0000	1.463	1.658	MDLs
ТКМ	0.3000	0.232	0.182	MDLb
ТР	0.0200	0.0137	0.014	MDLs



Lab Certification Since March 2020

TIMELINE:

- Friday, March 13, 2020:
 - Our last day in the office.
- Mid-March to June 2020:
 - Worked on plans to remotely survey laboratories
 - USEPA approval in late July 2020
- June to July 2020:
 - Completed most of the HAB renewal surveys
- End of July 2020 to present:
 - Continue to complete surveys remotely.
- Week of April 25, 2022:
 - Staff returned to office twice per week.





Lab Certification Since March 2020

Remote Surveys

- Survey letters and analyst certificates are emailed
- As of today, 601 remote surveys completed

Records

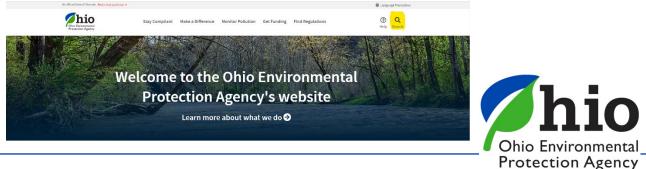
• 100% electronic

Invoicing

• Invoicing now performed by Lab Cert staff

Website

- Lab Cert website recently updated
- <u>https://epa.ohio.gov/divisions-and-offices/drinking-</u> <u>and-ground-waters/public-water-systems/laboratory-</u> <u>certification</u>



Laboratory Certification

Certified laboratories analyze drinking water samples for the presence of specific contaminants to help public water systems demonstrate that their water meets health based standards. Ohio EPA's laboratory certification program ensures laboratories are able to perform accurate testing using specific methods which have been approved by U.S. EPA.

> Questions? Contact a member of the Laboratory Certification Section Email: <u>DWLabCert@epa.ohio.gov</u>

Applications	Laboratory Certification	Proficiency Testing	Resources and Reporting	
Contacts				

Submit applications via DWLabCert@epa.ohio.gov.

DO NOT SEND PAYMENT WITH APPLICATION, WAIT FOR INVOICE.

To Access Applications, Click on the Links Below:

- Chemical (Limited and Standard) (Word) (PDF)
- Cyanotoxin and Cyanobacteria Screening (Word) (PDF)
- Trace Metals (Limited and Standard) (Word) (PDF)
- Microbiological (Word) (PDF)
- Pesticide-SOC (Word) (PDF)
- Radiochemistry (Word) (PDF)
- THM-HAA-VOC (Word) (PDF)
- Out-of-State Acceptance (Word) (PDF)
- In-State Acceptance (Word) (PDF)

Interim Authorization, Click on the Links Below:

- MMO-MUG (SM 9223) Tests (Word) (PDF)
- Plant Control Tests (Word) (PDF)

LAUNCH View currently certified/acc	
Share this	f 🎔 🔗

Applications	Laboratory Certification	Proficiency Testing	Resources and Reporting	
Contacts				

- <u>Obtaining Laboratory Certification</u>
- Laboratory Construction and Remodeling Requirements
- <u>Requirements for Analyst Certification</u>
- On-site Survey Requirements
- Issuance of Laboratory Certification

Fee Schedule

Information on the fees assessed for the evaluation and certification of laboratories is available in the Fee

Schedule.

Applications	Laboratory Certification	Proficiency Testing	Resources and Reporting	
Contacts				
-	ter Proficiency Testing Requir oficiency Testing Parameters	rements		

Applications	Laboratory Certification	Proficiency Testing	Resources and Reporting	
Contacts				

Manuals

- Laboratory Manual for <u>Chemical Analyses</u> of Public Drinking Water
- Laboratory Manual for Microbiological Analyses of Public Drinking Water
- Ohio EPA Lab Certification: Total Microcystins Analytical Methodology
- Ohio EPA Lab Certification: <u>qPCR Analytical Methodology</u>

Reporting

- <u>Reporting and Data Management</u>
- <u>Reporting Tips for Laboratories</u>
- <u>Cyanotoxin Analysis Benchsheets</u>

Additional Information

- Laboratory Certification Rules
 - NOTE: If you put "3745-89" into the search bar, it will shows rules specific to Laboratory Certification.
- Division of Environmental Services

The Future of Laboratory Certification

- Continuing to adapt.
- 100% electronic: <u>records</u>, applications, survey letters, certificates.
- Interim authorization, HAB/qPCR and some other surveys will stay remote once we are back on the road.



Tips for Remote Surveys

- Make a Microsoft Teams account ahead of time
- Have a device in mind that the lab can use
- Ask questions







Tips for Remote Surveys



- Scan and send documents in sections
- Label appropriately
- Use email or LiquidFiles





Tips for Remote Surveys

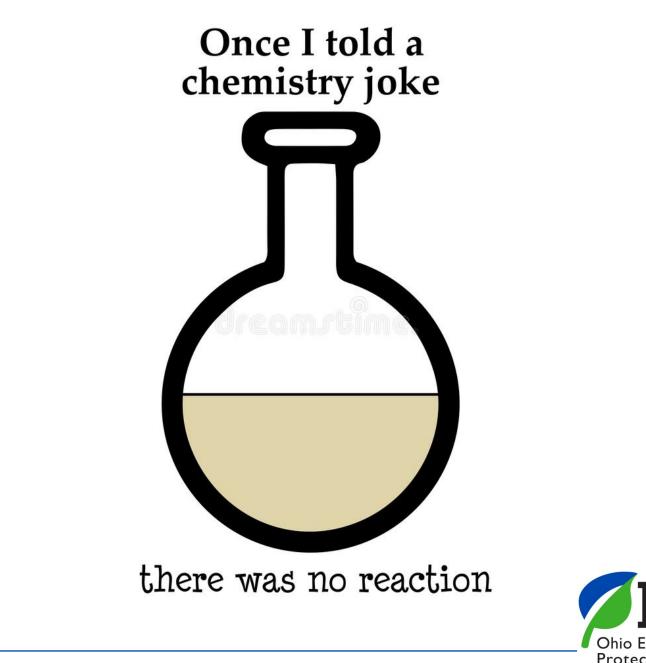




Step-By-Step Instructions

January 24, 2018	Step-by-Step on Setting up & Joining Microsoft Teams on an Apple Computer *** Google Chrome browser works best when accessing Microsoft Teams online	Step-by-Step on Setting up & Joining Microsoft Teams on an iPhone
	 Accept the invitation by clicking "YES" 	1. Accept the invitation by clicking "YES"
Electronic Submission of Data to Ohio EPA	Q. Sextimal · O @ II	1. Accept the invitation by clicking TES
Electronic submission of information to Ohio EPA cannot be completed with external devices (jump		
drives, CDs, etc.). Instead, please complete the following:	Remote Survey D Innex 🖶 🖸	
 Go to Ohio EPA's file sharing website: <u>https://iiieshare.epa.chio.gov/</u>. 	😧 bypela Antig Spean Allo gan 🕸 🔥 1	Remote Burrey
	29 View on Google Calendar Mon. Jun 20, 320	© 2007 22, 1130 AM-12 20 PM
	Mine Man Jun 20, 2020 11:35am - 12pm (EDT) No earlier events Mine Auto 20, 5000 11:35am - 11:35am Remote Survey	
	Ves Maybe No More options No later events	Bronzet Survey Jack
		Normality was 12
	Join Microsoft Tearra Meeting	
Ohio Environmental	 1 614-221-2372 United States, Columbia (208) Continues ID-420, 692 2028 	Join Microsoft Taama Meeting
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Questions?

Contacts		
Krystie Perry	(614) 644-4067 (614) 867-6612 (cell)	Krystie.Perry@epa.ohio.gov
Hilary Speelman	(614) 644-4259 (740) 899-6088 (cell)	Hilary.Speelman@epa.ohio.gov
Charles Vasulka	(614) 644-4266 (614) 907-6577 (cell)	Charles.Vasulka@epa.ohio.gov
Julie Spangler	(614) 644-4222 (614) 935-5147 (cell)	Julie.Spangler@epa.ohio.gov

