To:
Andrea.M.Labik@wv.gov,
Cc:
WandaF Johnson/R3/USEPA/US, William Arguto/R3/USEPA/US, Cynthia Metzger/ESC/R3/USEPA/US, Cynthia Caporale/ESC/R3/USEPA/US, Charlotte.J.Billingsley@wv.gov, "Ong, Tom L" <Tom.L.Ong@wv.gov>, "Young, Gregory W" <Gregory.W.Young@wv.gov>, Dave Russell/ESC/R3/USEPA/US, Robin Costas/ESC/R3/USEPA/US, Eric Graybill/ESC/R3/USEPA/US, Sue Warner/ESC/R3/USEPA/US, George Long/ESC/R3/USEPA/US, Ed Messer/ESC/R3/USEPA/US,
Bcc:

Subject:
SDWA Lab and Program On-sites
From:
Joe Slayton/ESC/R3/USEPA/US - Friday 03/30/2012 12:49 PM

Dear Dr. Labik:

I would like to schedule the next SDWA on-site assessment.

What: SDWA on-site assessment of the West Virginia Department of Health (WV DH) laboratory that includes a data audit (checking analytical results from sample log-in, bench records and the instrument printouts to the final reported results). This will include microbiology and chemistry. The inspection will focus on SDWA analytical work and will not include NPDES. In addition, the WV DH's SDWA Laboratory Certification program will be reviewed.

When: September18-19, 2012 (beginning at 9 AM on Tuesday 9/18/12) for the laboratory assesment, with the closing meeting Wednesday afternoon or upon completion.

The review of WV DH's SDWA Laboratory Certification program will be conducted on Thursday 9/20/12 with close-out Friday. The review will focus on program documentation, laboratory file records, interviews, and will include observation of a WV DH Laboratoy assessment.

Who (Inspection Team): David Russell (microbiology), Robin Costas, George Long, and Joseph Slayton (inorganic chemistry). George Long and Joe Slayton also will review the laboratory's quality system and WV DH's Lab Certification Program. If organic chemistry methods are in place, Eric Graybill will perform the on-site for organic methods. Susan Warner will assist with the review of data from organic analyses but will not be traveling to the laboratory. In addition, Wanda Johnson, the EPA drinking water program manager for West Virginia, may attend the opening and closing sessions via teleconference.

Preparation: The pre-survey forms (attached) include items to be provide prior to the on-site assessment By so doing, the on-site will be facilitated and be less disruptive of the laboratory. The forms need to be completed and returned electronically. The laboratory's quality manuals and SOP are most useful if provided in .doc or searchable .pdf format. Data requested by the pre-survey ideally would be provided as

.pdf format, but if this is too costly or time consuming may be shipped by currier service. To maximize the usefulness to the team, we request that the pre-survey material be provided August 14, 2012. If organic analyses will be included in your requested scope of certification, we request that you let us know as soon as possible (no later than July 14, 2012), to allow travel and workload arrangements. Also, it is suggested that you review the last on-site assessment reports and any follow-up reports and verify completion of any necessary corrective actions.

Please schedule an on-site assessment for drinking water microbiology in or near Charleston. Ideally this would be September 20th so we could close-out at your facility on the 21st.

If you have any questions please call me at 410-305-2653 or E-mail.

Thanks, Joseph Slayton, OASQA Senior Scientist