



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
STATE LABORATORIES DIVISION  
2725 WAIMANO HOME ROAD  
PEARL CITY, HAWAII 96782-1496

## REQUIREMENTS FOR STATE OF HAWAII DRINKING WATER LABORATORY CERTIFICATION FOR OUT-OF-STATE LABORATORIES

The State of Hawaii does not have formal reciprocity agreements with other states but does approve laboratories that have home-state drinking water certification and/or NELAP (National Environmental Laboratory Accreditation Program) drinking water certification.

The State of Hawaii has no plans to become a NELAP accrediting authority although it will accept NELAP certification. If an out-of state laboratory is acceptable by the criteria of the current Environmental Protection Agency (EPA) Manual for the Certification of Laboratories Analyzing Drinking Water and the criteria listed below, the Hawaii Laboratory Certification Officer and the State Laboratory Administrator would recommend that the data for drinking water analysis from the laboratory be "accepted" for regulatory purposes by the State of Hawaii Department of Health, Safe Drinking Water Program.

The State of Hawaii only certifies the laboratories which test drinking water compliance samples from the State of Hawaii.

The following are the requirements for Hawaii Drinking Water Certification:

1. **A copy of the laboratory's record** indicating that the laboratory tested drinking water samples for compliance purpose from the State of Hawaii in the last 12 months, or **a proof of existing/pending plan** to provide drinking water testing to a water system located in the State of Hawaii. The laboratory shall provide the contact information for the organizations the laboratory test drinking water compliance samples for.
2. **A copy of the laboratory's updated in-state drinking water certification and/or updated NELAP drinking certification.** The primary requirements

for the State of Hawaii drinking water certification are an in-state certification, for the State in which the laboratory operates, and/or NELAP certification with the list of certified drinking water analytes and methods. The NELAP auditors must submit a copy of the NELAP auditors' EPA training certificate(s) to show proof of passage of the EPA training course that they are certifying for.

3. **Water Supply Proficiency Testing (WS-PT) results for the current calendar year and the previous calendar year for all the analytes/methods to be certified.** The State of Hawaii requires at least one acceptable WS-PT study result each year for every analyte. The WS-PT study must be done utilizing the EPA approved methodology for which the laboratory is certified.
4. **Copies of the laboratory's current in-state certification or NELAP audit report and the laboratory's subsequent corrective action report (CAR).** The laboratory should continue to submit new on-site audit and CAR reports during its Hawaii certification as CAR reports become available.
5. **A copy of the laboratory's Quality Assurance plan (QAP)** which shall include an organizational chart, a list of all personnel and their qualifications analyzing the drinking water samples, and a list of equipment being used for the drinking water methods.
6. **Copies of the laboratory's EPA approved drinking water method Standard Operating Procedures (SOPs)** used to analyze the drinking water samples.
7. **A list of the regulated analytes with the EPA approved drinking water methods that the laboratory wants certification for,** or indicate if there are any requested changes to your current Hawaii drinking water certification.
8. **The method revision/version identifiers** shall be specified in the required documents. Where revision/version numbers are not available, standard method editions or the year of publication/release is acceptable.