

Technical Manager Qualification Form

Name: _____ Date: _____

Position/Title: _____

Laboratory Name: _____

MDH-assigned Laboratory Number: _____

Technical manager qualifications are based on four general categories:

1. exception;
2. experience;
3. education; and
4. recognition.

Most categories contain more than one option. Please review the criteria for each category and option on the following pages. To qualify for technical manager approval, the applicant must meet all criteria under one of the options within a category (exception, experience, education and recognition). A person that meets several options in each category only needs to qualify once in each category for as many testing categories as needed to cover the scope of the laboratory.

A technical manager who is absent for a period of time exceeding fifteen (15) consecutive calendar days shall designate another full-time staff member, meeting the qualifications of technical manager, to temporarily perform this function. If this absence exceeds 35 consecutive calendar days, the MNELAP administrator must be notified in writing (2009/2016 V1M2 4.1.7.2 e.).

Information on all laboratory personnel and their qualifications (education and laboratory experience) should be on file in the laboratory and made available to assessors for review. Please upload the completed form for each designated technical manager to the Environmental Laboratory Data Online (ELDO) system additional document module and identify the type as technical director qualifications.

Technical Manager Qualification based on EXCEPTIONS (2016 TNI Standard V1M2 5.2.6.2)

The exceptions apply only to a laboratory in a water treatment facility, a sewage treatment facility or an industrial waste treatment facility accredited only for the scope of that facility's regulatory permit, and the facility's laboratory is analyzing water treatment/sewage treatment/industrial treatment samples collected within the state where the laboratory is situated.

I request technical manager approval based on the exceptions for professional certificate or type of laboratory, because I meet the following criteria:

Option 1:

- I am a full-time employee of a drinking water or sewage treatment facility.
- I hold a valid operator's certificate equivalent to the nature and size of the facility.

License# _____

- I have two (2) years testing experience devoted to the testing of environmental samples specified in the facility's regulatory permit.

or

Option 2:

- I am a full-time employee of an industrial treatment facility.
- I have at least two (2) years of experience or supervised experience in the environmental analysis of samples specific to the scope of the facility's regulatory permit.

Technical Manager Qualification based on EXPERIENCE (2016 TNI Standard V1M2 5.2.6.2 c.)

I request technical manager approval based on my experience, which meets the criteria:

Option 1:

- I am currently the individual designated as being responsible for the testing areas indicated (choose at least one):
 - inorganics
 - metals
 - organics
 - microbiology/WET
 - radiochemistry
 - asbestos
- I have held this position for the previous twelve (12) months.
- I meet the experience criteria as described in each testing area that I am requesting technical manager designation(s). Education requirements need not be met for the experience criteria in this section. Please see the individual testing areas listed below for the required analytical experience qualification details.
- I held the position of technical manager of the laboratory on the date the laboratory applied for accreditation and/or became subject to accreditation under the Standard, and shall have been a technical manager in that laboratory continuously for the previous twelve (12) months.

or

Option 2:

- Eligibility as technical manager was established under these conditions for the same fields of accreditation in another accredited laboratory. Please provide the previous laboratory name: _____ and Technical Manager designations held: _____.

or

Option 3:

- In my previous technical Manager position, I received approval as technical manager from _____, a NELAP-recognized accrediting body, for the testing areas selected below (choose at least one):
 - inorganics
 - metals
 - organics
 - microbiology/WET
 - radiochemistry
 - asbestos

Technical Manager Qualification based on EDUCATION (2016 TNI Standard V1M2 5.2.6.1)

Inorganic and organic laboratory testing areas:

I request technical manager approval for inorganic and organic analytical testing based on my educational requirements, which meet all of the criteria in one of the following options:

Option 1:

- I have a bachelor's degree in the chemical, environmental, biological sciences, physical sciences or engineering.
- My coursework included at least twenty-four (24) college semester credit hours (or 36 quarter credit hours) in chemistry; and
- I have at least two years of experience in the environmental analysis of representative inorganic and organic analytes.

or

Option 2:

- I have a masters or doctoral degree in the chemical, environmental, biological sciences, physical sciences or engineering.
- My coursework included at least twenty-four (24) college semester credit hours (or 36 quarter credit hours) in chemistry; and
- I have at least one (1) year of experience in the environmental analysis of inorganic and organic analytes.

Inorganic (non-metals) laboratory testing areas:

I request technical manager approval for inorganic (non-metals) analytical testing based on my educational requirements, which meet all of the criteria:

- I have an earned associate's degree in the chemical, physical or environmental sciences or two (2) years of equivalent successful college education.
- My coursework included at least sixteen (16) college semester credit hours (or 24 quarter credit hours) in chemistry; and
- I have at least two (2) years of experience in the environmental analysis of inorganic (non-metals) analytes.

Microbiological or biological laboratory testing areas (includes Whole Effluent Technology):

I request technical manager approval for microbiological or biological analytical testing based on my educational requirements, which meet all of the criteria in one of the following options:

Option 1:

- I have a bachelor's degree in the microbiology, biology, chemistry, environmental sciences, physical sciences or engineering.

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- My coursework included at least sixteen (16) college semester credit hours (or 24 quarter credit hours) in general microbiology and biology; and
- I have at least two (2) years of experience in the environmental analysis of representative analytes on the laboratory's scope of accreditation or application.

or

Option 2:

- I have a masters or doctoral degree in the microbiology, biology, chemistry, environmental sciences, physical sciences or engineering.
- My coursework included at least sixteen (16) college semester credit hours (or 24 quarter credit hours) in general microbiology and biology; and
- I have at least one (1) year of experience in the environmental analysis of representative analytes on the laboratory's scope of accreditation or application.

or

Option 3:

- My laboratory's scope is limited to fecal coliform, total coliform, E.coli and standard plate count.
- I have an associate's degree in an appropriate field of the sciences or applied sciences or have two (2) years of equivalent successful college education.
- My coursework included at least four (4) college semester credit hours (or 6 quarter credit hours) in general microbiology; and
- I have at least one (1) year of experience in microbiological analysis.

Radiological laboratory testing areas:

I request technical manager approval for radiological analytical testing based on my educational requirements, which meet all of the criteria in one of the following options:

Option 1:

- I have a bachelors degree in chemistry, environmental, biological sciences, physical sciences, or engineering.
- My coursework included at least twenty-four (24) college semester credit hours (or 36 quarter credit hours) in chemistry; and
- I have at least two (2) years of experience in the environmental analysis of radiological environmental samples.

or

Option 2:

- I have a master's or doctoral degree in chemistry, environmental, biological sciences, physical sciences, or engineering.
- My coursework included at least 24 college semester credit hours (or 36 quarter credit hours) in chemistry; and

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- I have at least one (1) year of experience in the environmental analysis of radiological environmental samples.

Asbestos and/or airborne fiber laboratory testing areas:

Transmission Electron Microscope:

I request technical manager approval for transmission electron microscope analytical testing based the following requirements, which meet all of the criteria in the following options:

- I have a bachelor's degree;
- My coursework included use of the TEM instrument; and
- I have at least one (1) year of experience in the environmental analysis and supervised use of the instrument, which includes identification of minerals.

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