**General Considerations:**

* Goal is to inspect 1-2 labs with SDW accreditations every quarter.
* SDW will coordinate with LAP schedule as much as possible, but SDW will also conduct inspections independently of LAP
* SDW criteria to prioritize lab inspections conducted independently from LAP
  + Labs with known or potential coliform issues
    - Higher than average % positive rate
    - Reporting issues/violations
    - Complaints from regional staff/PWS
  + Labs with chronic reporting issues/late reporting
  + Labs that are known to contract collection to a third party?
  + Other?

**Process for site visits:**

* Notify lab of intent to inspect (purpose of inspection) 4 months prior; provide tentative dates & coordinate with lab on scheduling.
  + Include people to be interviewed, and documents requested for review in advance
* Confirm dates with lab at least 12 weeks prior to onsite date. Labs have 8 weeks to gather required documents & DEP has 4 weeks to review information.
  + Schedule Teams call with LAP (concurrent inspections only), SDW, and lab management to go over dates & on-site schedule.
  + Provide a list of requested documentation and a due date for submission of documentation to SDW.
* DEP reviews documentation submitted by lab specific to SDW concerns (prior to site visit), including COCs, SOPs (sampling, sample receipt policy, residual chlorine check), sampling plans (lab general and client specific), training plans & records (for field staff).
* On-site:
  + Review/verify sampling plans location(s), access & how often updated
  + Discuss workflow for relevant areas
  + Personnel to be interviewed by SDW:
    - Sample collector(s)
    - Sample receiving staff\*
    - Individual(s) that train field staff in sample collection procedures & field testing parameters
    - Individual(s) that report data to DWELR\*

*\*Also interviewed by LAP – coordinate scheduling*

* Identify areas of concern/discrepancies during exit interview
  + If joint inspection with LAP, LAP leads the exit interview; SDW staff will follow
* Follow-up
  + Written report within 30 days. Follow LAP format of Findings & Comments (incl reg citations).
  + Request corrective action report (CAR) that includes a schedule for completing corrective actions within 30-60 days of written report.