



**STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES**

Davy Crockett Tower, 9th Floor
500 James Robertson Parkway
Nashville, Tennessee 37243

May 17, 2024

West Knox Utility District
Mr. Jacob Swafford
e-copy: jswafford@wkud.com
PO Box 51370
Knoxville, Tennessee 37950

Re: Audit Report
Lab # TN03052

Dear Mr. Swafford:

Division of Water Resources personnel visited your laboratory and performed a microbiology audit on May 14, 2024. We would like to thank your staff for their courtesy extended during the audit. We appreciate the effort that is put forth to keep your laboratory and utility in compliance. The deviations listed below must be corrected within 60 days with a written notice to the Department of Environment and Conservation, Division of Water Resources.

Your response may emailed directly:
Timothy.hill@tn.gov

I. Certification Status

West Knox Utility District's microbiology certification for Colilert is valid through May 14, 2027; subject to the satisfactory correction of deviations and continued compliance with the State of Tennessee certification criteria and the USEPA laboratory certification criteria and procedures for quality assurance (*Manual for the Certification of Laboratories Analyzing Drinking Water, Fifth Edition, 2005*).

II. Deviations

1. Training folders are required for each employee that is involved with the laboratory. They should include documentation of all training and testing that shows competency in analyzing

bacteriological samples. Documentation for new analysts must show an initial demonstration of capability, before analyzing compliance samples. Documentation was only sporadically noted, but should include annual information and signature of the QA Manager. (EPA Certification Manual, Chapter 5, Section 1.4)

2. The Quality Assurance Plan, developed following the previous audit, did not appear to have been updated since 2021. The QAP must be reviewed annually and revised as needed. Minor revisions noted included an update on the analyst list and current practice of purchasing thermometers. (EPA Certification Manual, Chapter 5, Section 7.1)

III. Remarks

1. If the working thermometers are purchased annually, the accompanying certificate of analysis and purchase order must be retained for 6 years. Only the current equipment documentation was onsite. (EPA Certification Manual, Chapter 5, Section 3.3.2)
2. It is recommended that the pH verification for each new lot of media be recorded either on the positive and negative control form or the fluorescence form. (EPA Certification Manual, Chapter 5, Section 5.1.6.2)

IV. Personnel

<u>Name</u>	<u>Specialty</u>
Jacob Swafford	QA Manager/Chief Operator
James Weaver	Analyst
Chris Cantu	Analyst
Ted Morrison	Analyst

In the event of personnel changes in the laboratory, the Certification Officer needs to be notified within 30 days of the change (Section 14.1 Criteria for Downgrading Certification Status, the *Manual for the Certification of Laboratories Analyzing Drinking Water, Fifth Edition, 2005*). Failure to report personnel changes that would impair analytical capability may cause the laboratory certification to be downgraded.

Thank you for your compliance with the drinking water laboratory regulations for the State of Tennessee. If you have any questions, please do not hesitate to contact me at (865-364-9535) or Timothy.Hill@tn.gov.

Sincerely,



Timothy Hill
Laboratory Certification Officer
Tennessee Division of Water Resources

cc: Prasad Subbanna – Nashville Central Office
Robert Ramsey- Knoxville Environmental Field Office



The State of Tennessee

DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES

Certifies That

West Knox Utility District

*Having Met the Requirements of the Regulations for the
Certification of Laboratories Analyzing Drinking Water
is hereby Approved as a*

State Certified Laboratory in Microbiology

*Total Coliform- Enzyme Substrate Method- Colilert SM9223
Escherichia coli- Enzyme Substrate Method- Colilert SM9223*

For the Public Water Systems of Tennessee

Laboratory ID Number 03052

Prasad Subbanna
Lab Certification Program Manager
Division of Water Resources

Tim Hill
Lab Certification Officer
Division of water Resources

Effective Date: 5/14/24

Issue Date: 5/17/2024

Expiration Date: 5/14/2027

*This certification is subject to performance on E.P.A.
Proficiency Testing Samples, laboratory inspections,
payment of annual fees, is nontransferable, and
supersedes previously issued certificates*