



GAVIN NEWSOM
GOVERNOR



YANA GARCIA
SECRETARY FOR
ENVIRONMENTAL PROTECTION

State Water Resources Control Board

Environmental Laboratory Accreditation Program (ELAP)

CHANGE OF TECHNICAL MANAGER REQUEST FORM

Part A - Laboratory Information

Name of Laboratory	ELAP Certificate #	
Laboratory Address (<i>physical location</i>)		
Suite		
City	State	Zip

Part B - Current Technical Manager (TM) on file

Name		
Are you replacing the current TM or adding another?	Replacing	Adding
Final date filling role as Technical Manager		

Part C - New Technical Manager Requested

Name		
Start date filling role as Technical Manager		
Email		
Phone Number	Extension	
If adding a TM, what subject will they oversee?		
Will this person also be the Quality Assurance Manager?	yes	no
Will this person also serve as the main point of contact?	yes	no

Part D - Quality Assurance Manager

Name	
Email	
Phone Number	Extension

Part E – Main Point of Contact

Name	
Email	
Phone Number	Extension

PART F - Technical Manager Qualifications

☐ CCR 64812.00 (a) – Education (diploma or transcripts)	Years of Experience
Name of Employer(s)	
Job title(s)	
CCR 64812.00 (b) – CWEA Laboratory Analyst Certification	
Grade	Expiration Date
☐ CCR 64812.00 (b) – CA-NV AWWA Water Quality Analyst Certification	
Grade	Expiration Date

Part E - Signature of Laboratory Owner or Representative

Signature

According to [CCR 64812.00 \(d\)\(2\)](#), the TM shall be responsible for:

- (A) All analytical and operational activities of the laboratory, including activities of satellite or mobile laboratories under the same certificate of accreditation;
- (B) Supervision of all personnel employed by the laboratory, including personnel assigned to work in satellite or mobile laboratories under the same certificate of accreditation; and
- (C) The accuracy and quality of all data reported by the laboratory, including data from satellite or mobile laboratories under the same certificate of accreditation.

According to [CCR 64812.00 \(f\)](#), if the TM is absent for a period of time exceeding:

- (1) Fifteen (15) consecutive days, a person meeting the qualifications of the Technical Manager shall be designated to serve as a temporary Technical Manager; or
- (2) Thirty-five (35) consecutive days, ELAP shall be notified in writing.