



Texas Commission on Environmental Quality Technical Manager Qualification Form



Name: _____ Date: _____

Position/Title: _____

Laboratory Name: _____

TCEQ Laboratory Certificate Number: _____

Technical manager qualifications are based on one of the following general categories:

- education and experience;
- previous recognition; or
- exceptions.

Most categories contain more than one option. Please review the options and criteria in each category on the following pages. To qualify for technical manager recognition, the candidate must meet all criteria under one of the options within a category (e.g., education and experience, previous recognition, or exceptions).

Information on all laboratory personnel and their qualifications (education and laboratory experience) must be on file in the laboratory and made available to the assessor(s) for review upon request. Please submit the completed form for each designated technical manager candidate to the Texas Commission on Environmental Quality (TCEQ). Additionally, the applicant must submit a resume and college transcripts (official or unofficial copies are acceptable) to be evaluated. If the candidate wanting to be recognized as a Technical Manager obtained a college education abroad, then academic equivalency documentation must also be submitted to the TCEQ.

Biochemistry courses completed in the biology department or chemistry department will count towards credit hours for Technical Manager recognition in all chemical or microbiological analysis options. However, once the credit hours are counted towards a particular recognition, they cannot then be used again for additional recognition. For example, if an applicant is requesting recognition for chemical analyses under option 1 and has a 4-hour biochemistry course taken in the biology department, these 4 hours can be used to meet the educational requirement. If this same applicant asks for recognition under several options, as in chemical analyses under option 1 and microbiological analyses under option 1, then this biochemistry class can only be used to meet the educational requirement for one of the options requested. Furthermore, if the same applicant used the biochemistry class to meet the educational requirement under chemical analyses with option 1 and later asks for recognition under a different option, the 4 hours in biochemistry cannot be used again to meet further educational requirements.



TCEQ Technical Manager Qualification Form

Based on Education & Experience

(2016 TNI Standard V1M2-5.2.6.1.a - e)



Chemical analyses testing (TNI V1M2-5.2.6.1.a):

I request technical manager recognition for chemical analyses based on my education and experience, which meet all requirements in one of the following options.

Option 2 for Chemical analyses with a master's or Doctoral Degree:

- I have a master's or doctoral degree in the chemical, environmental, biological sciences, physical sciences, or engineering;

University/School	Major	Degree Awarded <i>(Associates, BS, MS, PhD)</i>

- My coursework included at least twenty-four (24) college semester credit hours in chemistry; and

Course Number <i>(including CHEM prefix)</i>	Course name	Credit hours
Total Hours:		

- I have at least one (1) year of experience in the environmental analysis of inorganic and organic analytes for which the laboratory seeks or maintains accreditation.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Whole Effluent Toxicity (W.E.T.) (TNI V1M2-5.2.6.1.c, first paragraph):

I request technical manager recognition for biological analyses based on my education and experience, which meet all requirements in one of the following options.

Option 1 for WET with a bachelor's degree:

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

University/School	Major	Degree Awarded (Associates, BS, MS, PhD)

- My coursework included at least sixteen (16) college semester credit hours in biology; and

Course Number (including CHEM prefix)	Course name	Credit hours
Total Hours:		

- I have at least two (2) years of experience in the environmental analysis of representative analytes for which the laboratory seeks or maintains accreditation.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Whole Effluent Toxicity (W.E.T.) (TNI V1M2-5.2.6.1.c, first paragraph):

I request technical manager recognition for biological analyses based on my education and experience, which meet all requirements in one of the following options.

Option 2 for WET with a master's or doctoral degree:

- I have a master's or doctoral degree in biology, chemistry, environmental sciences, physical sciences, or engineering;

University/School	Major	Degree Awarded <i>(Associates, BS, MS, PhD)</i>

- My coursework included at least sixteen (16) college semester credit hours in biology; and

Course Number <i>(including CHEM prefix)</i>	Course name	Credit hours
Total Hours:		

- I have at least one (1) year of experience in the environmental analysis of representative analytes for which the laboratory seeks or maintains accreditation.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Microbiological or biological laboratory analyses testing (TNI V1M2-5.2.6.1.c, first paragraph):

I request technical manager recognition for microbiological or biological analyses based on my education and experience, which meet all requirements in one of the following options.

Option 1 in microbiological or biological laboratory analyses testing with a bachelor's degree:

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

University/School	Major	Degree Awarded (Associates, BS, MS, PhD)

- My coursework included at least sixteen (16) college semester credit hours in biology and 4 hours must be in general microbiology; and

Course Number (including CHEM prefix)	Course name	Credit hours
Total Hours:		

- I have at least two (2) years of experience in the environmental analysis of representative analytes for which the laboratory seeks or maintains accreditation.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Microbiological or biological laboratory analyses testing (TNI V1M2-5.2.6.1.c, first paragraph):

I request technical manager recognition for microbiological or biological analyses based on my education and experience, which meet all requirements in one of the following options.

Option 2 in microbiological or biological laboratory analyses testing with a master's or doctoral degree:

- I have a master's or doctoral degree in microbiology, biology, chemistry, environmental sciences, physical sciences, or engineering;

University/School	Major	Degree Awarded <i>(Associates, BS, MS, PhD)</i>

- My coursework included at least sixteen (16) college semester credit hours in biology and 4 hours must be in general microbiology; and

Course Number <i>(including CHEM prefix)</i>	Course name	Credit hours
Total Hours:		

- I have at least one (1) year of experience in the environmental analysis of representative analytes for which the laboratory seeks or maintains accreditation.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
- If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Microbiological or biological laboratory analyses limited to fecal coliform, total coliform, *E. coli*, and standard plate count testing (TNI V1M2-5.2.6.1.c, second paragraph):

My laboratory's scope is limited to fecal coliform, total coliform, *E.coli*, and standard plate count. I request technical manager recognition for the limited scope of testing based on my education and experience, which meet all requirements below.

- I have an associate degree in an appropriate field of the sciences or applied sciences, or have two (2) years of equivalent successful college education;

University/School	Major	Degree Awarded (Associates, BS, MS, PhD)

- My coursework included at least four (4) college semester credit hours in general microbiology; and

Course Number (including CHEM prefix)	Course name	Credit hours
Total Hours:		

- I have at least one (1) year of experience in microbiological analysis.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Radiological analyses testing (TNI V1M2-5.2.6.1.d):

I request technical manager recognition for radiological analytical testing based on my education and experience, which meet all requirements in one of the following options.

Option 1 for radiological analyses testing with a bachelor's degree:

- I have a bachelor's degree in chemistry, environmental, biological sciences, physical sciences, or engineering;

University/School	Major	Degree Awarded (Associates, BS, MS, PhD)

- My coursework included at least twenty-four (24) college semester credit hours in chemistry; and

Course Number (including CHEM prefix)	Course name	Credit hours
Total Hours:		

- I have at least two (2) years of experience in the environmental analysis of radiological environmental samples.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Based on Education & Experience
(2016 TNI Standard V1M2-5.2.6.1.a - e)



Microscopic examination of asbestos and/or airborne fibers (TNI V1M2-5.2.6.1.e.i):

Transmission Electron Microscope (TEM): I request technical manager recognition for transmission electron microscope analytical testing based on the following requirements, which meet all of the criteria in the following option:

- I have a bachelor's degree;

University/School	Major	Degree Awarded (Associates, BS, MS, PhD)

- My coursework included the use of the TEM instrument; and

Course Number (including CHEM prefix)	Course name	Credit hours
Total Hours:		

- I have at least one (1) year of experience, under supervision, in the use of the instrument, which includes the identification of minerals.

Analyte	Laboratory/Company	Duration
Total Experience:		

Does the applicant have enough hours and experience?

- If yes, submit the application to TCEQ.
 If no, then do not submit the application to TCEQ.



TCEQ Technical Manager Qualification Form

Technical Manager Qualifications Based on Exceptions (2016 TNI Standard V1M2-5.2.6.2.a & b)



The exceptions apply only to a laboratory in a water treatment facility, a sewage treatment facility, or an industrial waste treatment facility. The facility's laboratory analyzes water treatment/sewage treatment/industrial treatment samples collected within the state where the laboratory is situated.

I request technical manager recognition 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 (i.e., Class C or higher) to the nature and size of the facility.

License #: _____

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

Option 2:

- I am a full-time employee of an industrial waste treatment facility.
- I hold a valid operator's certificate equivalent (i.e., Class C or higher) to the nature and size of the facility.

License #: _____

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



TCEQ Technical Manager Qualification Form

Based on Exceptions/Previously Recognized (2016 TNI Standard V1M2-5.2.6.2.c)



I request technical manager recognition 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):
 - Inorganic chemical analysis other than metals testing
 - Organic chemical analysis
 - Metal analysis
 - Microbiology/W.E.T.
 - Radiochemistry
 - Asbestos

- I have held this position for the previous twelve (12) months.

- I have 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 have been a technical manager in the laboratory continuously for the previous twelve (12) months.

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: _____, technical manager designations held: _____, and dates of recognition _____.

Option 3:

- In my previous technical manager position, I received recognition status as technical manager from _____, a NELAP-recognized state accreditation body (AB), for the testing area(s) selected below:
 - Inorganic chemical analysis other than metals testing
 - Organic chemical analysis
 - Metal analysis
 - Microbiology/W.E.T.
 - Radiochemistry
 - Asbestos

(Note: If previously recognized from outside the state of Texas, please provide a previous recognition letter or approval notice from the Accrediting Body.)