

# Approval of water analysts

Drinking Water Regulation Guidance Note No.5  
July 2006

## Introduction

Regulation 12 of the Safe Drinking Water Regulations 2005 (the Regulations) states that a water supplier must cause an analysis of every sample of drinking water collected in accordance with the regulations to be conducted by an approved water analyst. This is a mandatory obligation placed on water suppliers for this kind of monitoring. Even though this mandatory obligation rests with the water supplier a laboratory would need to have approved water analysts in its employ to be able to analyse drinking water samples in accordance with the Regulations.

## What is meant by water collected in accordance with the regulations?

The only analytes on drinking water samples that must be analysed by approved water analysts are those listed in Schedule 2 of the Regulations. The current list of analytes in Schedule 2 of the Regulations is:

- *Escherichia coli*;
- Turbidity;
- Aluminium (acid soluble);
- Trihalomethanes;
- Mono- Di- and Trichloroacetic Acids;
- Bromate; and

- Formaldehyde.

The only Schedule 2 analyte samples that "approved water analysts" are required to conduct the analysis on are samples collected from specified water sampling points. These points are specified by the Secretary to the Department of Human Services and are representative of the drinking water supplied to consumers (see regulation 5).

## How to become an approved water analyst?

The Secretary to the Department approves water analysts and will only do so if the person is appropriately qualified to conduct analyses of drinking water samples and that the person is employed in a laboratory that is NATA accredited (regulation 13).

## Assessment of applications

Each water analyst will be assessed for approval against the following criteria:

- Is employed at a NATA-accredited laboratory and that the laboratory has current NATA accreditation for the drinking water analyte(s) that the applicant is seeking approval to analyse;

- Is a current NATA signatory for the drinking water analyte(s) that the applicant is seeking approval to analyse;
- Has at least five years experience analysing the analyte(s) for which they are seeking approval to analyse in a relevant matrix (e.g. drinking water);
- Has relevant formal qualifications. Examples of acceptable qualifications include:
  - Degree in applied science;
  - Degree in life science;
  - Degree in chemistry (applied or analytical);
  - Degree in microbiology; or
  - Diploma / Certificate in chemistry, microbiology or laboratory techniques.

An individual analyst can be approved to analyse more than one of the listed analytes, provided they meet the Department's requirements for each individual analyte.

Successful applicants will be sent a certificate confirming their status as an approved water analyst. Unsuccessful applicants will be notified as to the reasons for their unsuccessful application.

Approvals will also be issued with an expiry date. Prior to the expiry date a renewal letter will be sent to the approved analyst.

### Expectations of a water analyst

Regulation 12 states that the analysis of every sample of drinking water collected in accordance to the Regulations is to be conducted by an approved water analyst. For the purposes of this regulation, the word conduct includes the concepts that the approved analyst performs, oversees or supervises the analysis. Approved water analyst status is therefore analogous to NATA signatory status.

The Department of Human Services expects that all final laboratory reports that contain results for samples collected from specified water sampling points for the analytes listed in Schedule 2 of the Regulations will be on NATA-endorsed reports that have been reviewed and signed off by the water analysts approved for those analytes.

As is the case with NATA signatory status, the approval resides with the individual analyst. It is a requirement of approval that the analyst inform the Department of Human Services within 14 days if they leave the laboratory/site at which they gained the approval, and also inform the Department within 14 days when they commence work at another laboratory/site where they intend to use their approval.

For businesses that operate laboratories at multiple sites, it is expected that an approved water analyst for each analyte will be present at each site.

### Applying to be a water analyst

Applications are to be made on the "*Water Analyst Application Form*". All sections of the form are to be completed and careful consideration given to the declaration stating that the applicant is not directly or indirectly engaged in any activity connected with the supply of drinking water that would conflict with the applicants duty as an approved water analyst.

This form can be obtained from: [www.health.vic.gov.au/environment/water/drinking](http://www.health.vic.gov.au/environment/water/drinking) or from DHS Drinking Water Regulatory Section:  
Ph: (03) 9096 0406.

Note that the details of approved water analyst will be maintained on a published list that is available for inspection at the principal office of the Department of Human Services and on the Drinking Water Regulatory Sections website.

The published details will include:

- Analysts name
- Name of laboratory and site where the analyst is employed.
- Contact details – business address and phone number.
- Analyte(s) the analyst is approved for.

### Lodgement of applications and further information

Please forward completed application to:

Assistant Director,  
Environmental Health  
Department of Human Services  
PO Box 4057,  
Melbourne, VIC 3001

For more information:

Ph: (03) 9096 0406  
Fax: (03) 9096 9182

Email: [dwru@dhs.vic.gov.au](mailto:dwru@dhs.vic.gov.au)

Website: [www.health.vic.gov.au/environment/water/drinking](http://www.health.vic.gov.au/environment/water/drinking)

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