# *Statement of Qualifications*

## Micro-Methods Laboratory, Inc.


Environmental Testing, Industrial Hygiene, and Analytical Services Laboratory
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EPA Lab ID # MS00021
LELAP Lab ID # 01960
MSDH ID # MS00007
TNI01397

Website: http://www.micromethodslab.com

***"Committed to Providing Accurate Results for Our Clients' Data Needs"***

**MICRO-METHODS LABORATORY**

## Mission Statement

*Micro-Methods Laboratory is committed to providing our clientele with a quality data product meeting or exceeding their data requirements in terms of cost, quality, and delivery. We continually strive to improve in these areas, while maintaining a work environment conducive to ethical work practices.*

## Ethics Policy

*It is the policy of Micro-Methods Laboratory staff to conduct all laboratory operations with integrity and in an ethical manner. All Micro-Methods Laboratory staff within the limits of their authority and duties are responsible for fostering and enforcement of laws, regulations and other directives, for maintaining the highest standard of ethical conduct, and for promoting efficiency and effectiveness in the administration of management's programs and activities in all laboratory operations.*

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## 1.0 Company Overview

Micro-Methods Laboratory, a privately owned corporation, has been providing quality environmental analytical services since 1976. Unlike many large corporate laboratories that have grown through acquisition and consolidation of other laboratories, Micro-Methods growth has been entirely through the commitment of our staff to providing quality data to its valued customers. Our strong client base is evidence of the quality services we provide. Our professional staff of chemists, technicians, and field support personnel offers comprehensive capabilities and many value added services at no extra charges to our clients. We serve hundreds of clients nationally including environmental consultants, private industry, municipalities and government agencies.

## 2.0 Facilities

Micro-Methods Laboratory facility consists of three buildings with a total of 12,000 square feet of laboratory and storage space. The Organics Extraction Lab is separated from the Main Lab. In addition, the Volatiles Laboratory is also separated from the Main Lab. This laboratory design minimizes possible contamination from routinely used solvents used by the laboratory, such as Methylene Chloride and Acetone. A third building is dedicated to storage of records, with future laboratory expansion possibilities. All of the buildings have state of the art security systems to control unauthorized access. All access into the laboratory is controlled to ensure client confidentiality.

The Main Laboratory is divided into the following areas:

- Metals Prep and Analysis Lab
- Semi-Volatile Organics Laboratory
- Sample Receiving and Log In Area
- Inorganics Laboratory (General Chemistry)
- Microbiology Lab
- TCLP Leachate Area (temperature controlled environment)
- Refrigeration (Walk In Cooler)
- Offices and Conference room

## 3.0 Electronic Information Technology

Micro-Methods Laboratory strives to provide our clients with a quality data product both for immediate use and future reproduction through our LIMS, internet data access and onsite computer network. We scan all final reports and maintain an electronic format for a minimum of ten years. Current projects are available to our clientele via website portal using secure passwords obtained from our LIMS administrator for each client. Our computer server is maintained with triple redundancy both onsite and offsite.

## 4.0 Staff

We at Micro-Methods Laboratory stake our reputation on providing the client with a quality data product supported by a highly experienced technical staff. The key personnel of Micro-Methods Laboratory have combined management experience of over 100 years and combined analytical work experience of over 60 years. Locally owned, operated, and managed for over 30 years, Micro-Methods Laboratory maintains the personal client interaction and the quality data product through experienced key personnel and the national environmental laboratory accreditation.

## Owner and President

Clyde Woodward

## EDUCATION

Louisiana State University
BS Mechanical Engineering 1970

## PROFESSIONAL SUMMARY

Mr. Woodward is the President of Micro-Methods Laboratory, Inc. as well as Environmental Management Services, Inc. He has over 40 years experience managing environmental and engineering projects as well as the associated contractual and financial affairs throughout the United States and Mexico. Much of his experience has been in the State of Mississippi and adjoining states.

## PROFESSIONAL EXPERIENCE

- Managed, directed, and participated in several hundred environmental assessments/investigations and subsequent design and implementation of remedial measures, including RCRA, CERCLA, UST, Air, Solid Waste, Wetlands, Threatened and Endangered Species, and OSHA. He has managed projects within numerous state and federal environmental jurisdictions.
- Selecting, designing, and applying the various remedial methods by conventional and non-conventional methods. Has successfully implemented various technologies including, but not limited to, pump and treat, dual phase extraction, SVE, surface and subsurface bioremediation, air sparging, chemical oxidation via injection, removal and disposal, natural attenuation, stabilization, immobilization, and various containment methods including slurry walls, capping, hydraulic control, and phytoremediation designed for secondary hydraulic control.

## REGISTRATION/CERTIFICATION/TRAINING

- DOT Hazardous Waste Training
- OSHA Health and Safety Training
- GPS/GIS Training
- Environmental Audits
- Environmental Assessments
- Real Property Transfers
- “Seven Habits of Highly Effective People” Workshop
- Site Specific RCRA Training

**Lab Director**
**Organics Supervisor, Systems Administrator**

Mitch Spicer

## EDUCATION

University of South Alabama
Bachelor of Arts Psychology, 2007
Bachelor of Arts Philosophy, 2007

Mississippi Gulf Coast Community College, Jackson County 1998

Moss Point High School, MS 1997

## PROFESSIONAL SUMMARY

Laboratory Technician trained in environmental laboratory. Over 13 years of experience in environmental laboratory organic testing and wet chemistry with the majority of duties in organic extraction and analysis. Supervise technicians, review and approve analytical data, provide maintenance for gas chromatographs, mass spectrometers, liquid chromatographs, ion chromatograph, and interface with customers regarding issues such as data and technical support.

## PROFESSIONAL EXPERIENCE

Organic - Laboratory Technician

- Responsible for performing and reporting analyses on various matrixes
- Sample preparation, maintenance and calibration of instrumentation, writing and updating procedures, method detection limit studies, and annual linearity testing
- Trained in organic extractions
- Knowledgeable of Methods 610, 624, 625, 8260, 8270, 8081, 8082, 8151, 8040, 8310, 8015 and 8011

**Quality Assurance Officer**
**Ethics and Compliance Officer**

Samantha Ingram Hall

## EDUCATION

Fort Hays State University, Hays, KS
Bachelors of Business Administration, Operations Management, May 2021

Fort Hays State University, Hays, KS
Associate of Arts, General Business, May 2018

Vancleave High School 2000

## PROFESSIONAL SUMMARY

Over 13 years of experience in an environmental laboratory with a focus on data traceability. Work experience is concentrated in metals and mercury analyses using ICP-AES, ICP-MS, GFAA, and CVAAS technology. Possesses general knowledge of bacteriological testing, wet chemistry testing, and semi-volatile organic analysis. Experienced with method interpretation , creating and implementing laboratory standard operating procedures, overseeing technician training, and troubleshooting and maintenance of metals instrumentation.

## PROFESSIONAL EXPERIENCE

Quality Assurance/Ethics and Compliance Officer

- Maintaining the Quality Management System
- Serving as point-of-contact for external auditors
- Overseeing quality and ethics training
- Managing control charts and acceptance limit criteria
- Providing quality reviews for data generated and reported by Micro-Methods

Metals Laboratory Analyst

- Preparing and analyzing samples of varying matrices
- Sample preparation, maintenance and calibration of instrumentation, writing and updating procedures, method detection limit studies, and annual linearity testing
- Responsible for training and maintaining records for all secondary technicians
- Knowledgeable of analysis methods 200.8, 200.7, 6010B, 6010C, 245.1, 7470A, 7471B, TCLP, and preparation methods 200.2, 3010A, 3050B, 245.1, 7470A, 7471B, and TCLP.

**Industrial Hygiene/Indoor Air Quality Supervisor**
**Chemical Hygiene Officer**

Charles D. Bingham

## EDUCATION

Stranahan High School

## PROFESSIONAL SUMMARY

Over 20 years experience with Micro-Methods in the industrial hygiene and indoor air quality fields. Work relationship with numerous industrial facilities, engineering firms, governmental agencies, and school systems in helping design plans for safe work and learning environments.

## PROFESSIONAL EXPERIENCE

Asbestos

- MS DEQ Certified in Asbestos Inspection, Asbestos Air Monitoring
- Certified NIOSH 582 PCM Asbestos Analyst
- Certified Asbestos Bulk Sample Analyst (PLM)

Lead Base Paint

- MS DEQ Certified Lead Base Paint Inspector
- Niton XRF spectrum analyzer certified operator

Indoor Air Quality Assessment:

- Indoor Environmental Standards Organization Certified Residential Mold Inspector

## ASSOCIATIONS

American IAQ Council
Indoor Environmental Standards Organization

## INSTRUMENTATION

Niton XLP 300 XRF Spectrum Analyzer
Portable FID analyzer
Portable PCM and PLM Asbestos Microscopy Lab
Industrial Hygiene Air Sampling Equipment

## Office Manager

Tina P. Tomek

### EDUCATION

Associate Degree in Business, 1981
MS Gulf Coast Junior College
Gautier, MS

Bassfield High School, 1974
Bassfield, MS

### PROFESSIONAL SUMMARY

Over 30 years experience in bookkeeping and office management.

### PROFESSIONAL EXPERIENCE

- Day to day operations of the financial side of operating the business
- Payroll, Accounts Payables/Accounts Receivables
- Balancing monthly bank statements
- Quarterly taxes
- Yearly 1099s and W-2s
- Closing out the books monthly
- Working directly with Corporate CPA for year end reporting
- Involved in management decisions concerning financial matters and daily operations
- Generating final reports in Element
- Billing all customers for analytical testing
- E-mailing reports as per customers instructions
- Overseeing office personnel
- Filing reports, copies, and mailing

**Inorganic Laboratory Supervisor (Wet Chemistry)**

Teresa Meins

## EDUCATION

Mississippi Gulf Coast Community College, Jackson County
Vancleave High School

## PROFESSIONAL SUMMARY

Laboratory Technician trained in environmental laboratory. Over 20 years of experience in environmental laboratory organic testing and wet chemistry with the majority of duties in organic extraction and analysis. Supervise technicians, review and approve analytical data, provide maintenance for gas chromatographs, mass spectrometers, liquid chromatographs, ion chromatograph, and interface with customers regarding issues such as data and technical support.

## PROFESSIONAL EXPERIENCE

Inorganic Supervisor

- Responsible for oversight and training of Inorganics Lab Technicians in daily routine laboratory operations
- Responsible for data review, data validation, and quality control of all samples submitted requiring inorganic analyses
- Responsible for analytical inorganic testing, calculation, and required quality control for each analysis performed

Organic - Laboratory Technician

- Responsible for performing and reporting analyses on various matrixes
- Sample preparation, maintenance and calibration of instrumentation, writing and updating procedures, method detection limit studies, and annual linearity testing
- Trained in organic extractions
- Knowledgeable of Methods 610, 624, 625, 8260, 8270, 8081, 8082, 8151, 8040, 8310, 8015 and 8011

## 5.0 Range of Services

Prior to accepting any work or request for analytical services, Micro-Methods thoroughly evaluates the technical and service requirements and specifications needed by the client. The review includes staffing, expertise, instrumentation, detection limits, required methodology, turn around times, and QC and reporting requirements. Micro-Methods uses only published reference methods or procedures required and/or acceptable to the client.

Micro-Methods offers a wide range of analytical services, with full capabilities of instrumentation and expertise for most environmental applications.

Micro-Methods Laboratory specializes in the following:

- BNA and VOC analysis by GCMS
- GRO, DRO, and ORO analysis by GC
- Pesticides by GC
- General Chemistry Analyses
- Metals Analysis by ICP and ICPMS
- Mercury by CVAAS
- PCB analysis by GC
- Groundwater and Soil Sampling Services
- TCLP Analysis
- Total Coliform (Colilert) and Fecal Coliform
- Miscellaneous Petroleum Analyses
- Asbestos Air Sampling and Inspection
- Asbestos Bulk and Air Sample Analysis (PLM, PCM)—Laboratory and On-Site
- Mold Inspection and Sampling
- Indoor Air Quality Assessments
- Industrial Hygiene Services
- Lead Inspections and XRF testing for lead
- Hazardous Waste Characterization
- Analyses for UST required testing
- NPDES discharge permit testing requirements

## 6.0 Quality System

Micro-Methods is dedicated to providing quality environmental analytical services to our clients. To support and provide assurance that our data is of known quality, Micro-Methods entered the National Environmental Laboratory Accreditation Program in 1999. Our Quality System is structured to be compliant with the most current standards established by The NELAC Institute. Through much effort and commitment, Micro-Methods Laboratory received NELAP accreditation for CWA and RCRA analyses in 2001 through the State of Louisiana. Our goal is to provide our clients with data they can use to make sound decisions as well as being legally defensible if such a circumstance should ever arise.

Our Quality System is formally established in our Quality Assurance Manual and supporting documentation. The System functions at three levels, management, analyst, and quality assurance. Management establishes the goals and requirements of laboratory operations and policies. The analysts follow the standard operation procedures and apply quality control indicators. The Quality Assurance Unit monitors trends and sets control acceptance limits. These levels are administered through data control and our review process. The final result is a data deliverable that is reproducible, accurate, useful to the client and legally defensible, to the extent possible, in a court of law.

Our Quality System is focused more on preventing errors and problems rather than correcting them after the fact. This translates into a better data product completed in a shorter time. Quality checks are built into every method to ensure that the client gets data that can be used for the purpose for which it is intended. Data must meet method acceptance criteria or statistically sound lab-generated limits before the data is released. Anomalies are qualified and discussed in the Narrative Report. A strong corrective action system is in place to document and correct problems to minimize reoccurrence.

Every two years a representative from the State of Louisiana performs an audit of our facility and laboratory operations to determine if our laboratory is abiding by the NELAP standards. Micro-Methods participates in Performance Testing for NELAP, DMR, Drinking water, and Asbestos.

In addition numerous client representatives from major refineries, MSDEQ, and the MS Department of Health perform audits of our facility.

## 7.0 Equipment and Instrumentation

Micro-Methods Laboratory has in-house extremely sophisticated analytical instrumentation in place that meets or exceeds the Reference Method requirements. It is the policy of management to upgrade older analytical systems prior to failure to minimize downtime and to ensure that samples are analyzed by the best available technology. Micro-Methods maintains multiple Purge and Trap GCMS systems for volatile analysis and multiple GCMS systems for semi-volatile analysis. By having multiple instruments in the major analytical areas of the laboratory, throughput is uninterrupted. Our equipment inventory coupled with highly trained staff, allows for meeting most project requirements with minimal subcontracting.

Complete Analytical Instrumentation Lists are available upon request or can be found in our Quality Assurance Manual.

## 8.0 Data Reporting

Data reporting is accomplished based on the needs of the client. Final Reports can be in the form of hard copy paper sent via the U.S. Postal Service, Final Reports in PDF format via email or both formats together. Electronic Data Deliverables can be sent via email or copied on CDs. Final Reports can be accessed via our website (discussed below).

Our standard reporting format is EPA Level II (Results, QC, and COC). EPA Level III and IV reports are also available. CLP-Like Forms Reports can also be generated.

## 9.0 LIMS Overview

Micro-Methods installed a powerful LIMS, Element by Promium. Our SQL version of the LIMS is utilized to track and manage sample flow, enhances quality control, and establishes a platform for hardcopy, electronic deliverables, and web reporting. This LIMS is state of the art technology, allowing for direct instrument to LIMS interfacing as well as manual data entry. All major instrumentation is interfaced with the LIMS, virtually eliminating data transcription errors.

When samples are received into the laboratory they are logged into the system, which immediately generates a unique laboratory identification number for each sample. This laboratory ID number is used to monitor and track the sample through every stage of the analysis, from preparation to disposal.

The LIMS provides safeguards against multiple data entries and tracks all changes made to each sample. Data cannot be released or reported without a review by the Department Supervisor, Lab Director, and/or Quality Assurance Officer. Once data has been approved, the system will not allow manual changes to the data without proper authorization.

Through the LIMS, Micro-Methods is able to report results in a variety of electronic formats. Electronic Data Deliverables (EDDs) allow our clients to populate their databases via computer and effectively generate reports for their clients, reducing time, work, and cost. All of our EDDs pull data from the same source as the reports, thus ensuring data integrity between final hard copy reports and the EDDs. Clients can be assured that the data is the same as was originally presented. The EDDs can be generated at the same time as the hard copy report, significantly reducing reporting time. Data can be transferred from the LIMS into most any electronic format including, but not limited to the following (please call the laboratory for other available formats):

- SEDD
- ERPIMS
- IRPIMS
- EQUIS
- EXCEL
- ACCESS
- LOTUS
- TEXT
- DBASE
- FoxPro
- XML
- ERIMS
- ERIS
- TERRABASE
- Various other Client or Agency specific Formats

If you are interested in having access to your data via the internet, please contact our network administrator.

## 10.0 Client LIMS Access

Our LIMS is linked to our web site so that the client can have secure, real time access to their specific project information, 24 hours a day through the Internet. Some of the Internet services that we provide are:

- Access to Reports, EDDs, Chain of Custody forms and Invoices
- View Work-Orders, Project Status, Results, and Quotes
- Receive Sample Receipt Notification
- Notification that Reports and EDDs are available for download

Network Administrator: Mitch Spicer mail to: mitch.spicer@gmail.com

## 11.0 Analytical Methods

Micro-Methods only uses published analytical procedures or procedures acceptable to the client. All procedures are transferred to our Standard Operating Procedures. We specialize in Standard Methods, EPA procedures, and Solid Waste-846 Methods and some ASTM methods.

## 12.0 Certifications and Accreditations

Micro-Methods has NELAP accreditation by the State of Louisiana (LELAP) for analyses for the Clean Water Act (CWA) and Resource Conservation and Recovery Act (RCRA). This includes an extensive list of parameters and test methods, which include BNAs, VOAs, Pesticides, Metals, PCBs and many other general water quality testing.

Micro-Methods is certified by the Mississippi Department of Health for Coliform by Colilert, metals and miscellaneous inorganic testing.

Micro-Methods is certified by the State of Mississippi for Lead Base Paint – License #PBF-00000028. This includes several technicians that are certified in LBP Inspection.

Micro-Methods has technicians that are certified in Asbestos; NIOSH 582, Air Monitoring, and Inspector.

Contact the Quality Assurance Officer for a list of NELAP/LELAP, MS Health Department accredited parameters

LELAP Certification #01960
EPA Lab ID MS00021
TNI01397

## 13.0 Project Experience

- Enterococci Monitoring of MS Beaches
- Ambient Microbiological Monitoring (MDEQ) Project

- NPDES testing of multiple outfalls along the Gulf Coast of Alabama and Mississippi
- Year long rainwater runoff study at Northrop Grumman Facility, Pascagoula, MS
- Monitoring well analyses at sites maintained by Environmental Management Services (Mobile, AL, Gulfport, MS, Urania, LA, and Sallisaw, OK)
- Pilot Plant study for design of package sewage plants for LHA Ships, Litton Shipbuilding
- Heavy metal fish tissue study for Jackson County Port Authority
- Reduction of green house gas study for Southern Company
- Monthly total coliform testing for multiple cities along the Gulf Coast
- Sampling and analyses of soil and water for underground storage tank assessments post Katrina (MSDEQ)
- Sampling and analyses of soil samples to define extent of contamination caused by pipeline leak, Exxon Mobil, Coden, AL
- PCB testing of soil and runoff water at transformer storage site, Crystal Springs, MS
- Dioxin screening at Naval Construction Battalion Center, Gulfport, MS
- Organic soil analyses post remediation, Mississippi Power Service Center, Biloxi, MS
- Low level mercury sampling for Industrial and Waste Treatment Facilities affecting the Escatawpa River
- Phase II sampling of soil at proposed marina and resort, Gulf Shores, AL (Wink Engineering)
- Defining extent of contamination at US Postal Service sites, Mobile, AL and Jackson, MS, Potomac Hudson Engineering.
- Provided mold/moisture inspections for Ms. Gulf Coast residents and schools during the Hurricane Katrina recovery.
- Performed extensive additional quick-turn-around PCB testing of damaged transformers during Hurricane Katrina recovery.
- MS State Contract Laboratory during the BP Spill
- Potable Water System installation testing at Gulf LNG Pascagoula, MS.
- Fish Lipids determination in Gulf Menhaden Project

## 14.0 Contact Information

Our regular business hours are from 8:00am until 4:30pm, Monday through Friday.

For information concerning any of our services or to speak directly to any one listed below contact us at:
Phone: 228-875-6420
Fax: 228-875-6423
Email: micromethods@micromethodslab.com

For project capabilities, analytical questions, and questions related to Organic Analyses or the LIMs system, contact Mitch Spicer, Lab Director at mspicer@micromethodslab.com

For project initiation, pricing and general pricing information contact Tina Tomek, Office Manager at ttomek@micromethodslab.com

For questions related to Quality System, technical questions, or for a copy of our Quality Assurance Manual, contact Samantha Hall, Quality Assurance Officer at singram@micromethodslab.com or shall@micromethodslab.com

For questions related to Inorganic Analyses (Wet Chemistry) contact Teresa Meins at tmeins@micromethodslab.com

For questions related to Industrial Hygiene, Asbestos, Indoor Air Quality, Mold Testing, Lead testing by XRF, contact Dave Bingham at dbingham@micromethodslab.com