

Qualifications of Third-Party Personnel

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Proponent:

Product/Practice of Interest:

Product/Practice ID:

This form must be completed and signed by the proponent or the third party observing or overseeing the laboratory testing for the proposed practice. This form must accompany the QAPP submitted by the proponent.

Nature of Third-Party Personnel Activities

Please describe whether you provided third-party oversight or observation as well as the nature of these activities.

Qualification(s) of Third-Party Personnel

The following qualifications are required for third-party personnel involved in oversight or observation of laboratory testing.

- Bachelor's degree in an engineering or science field.
- Knowledge of laboratory or field testing or monitoring procedures for stormwater products and practices.
- Knowledge of typical Quality Assurance/Quality Control procedures for laboratory or field testing or monitoring.
- Knowledge of or experience with performance measurement or monitoring equipment associated with laboratory or field testing or monitoring for stormwater products and practices.
- Knowledge of STEPP policies, processes, and procedures.
- Knowledge of ASTM test method standards applicable to the stormwater sector, especially ASTM E64 Committee on Stormwater Control Measures

Provide information for each item below describing how the third-party personnel meet the required criteria. If a resume is submitted along with this form, please refer specifically to where information found in the resume/CV meets requirements in the form responses. Submitting only a resume/CV without filling out the form as well does not meet the requirements of STEPP for crediting of required qualification of third-party personnel.

1. *Summarize academic background. Bachelor's degree in an engineering or science field is required. Include degree(s) received, date received, and institution.*

2. *Describe knowledge of laboratory or field testing or monitoring procedures for stormwater products and practices. Include projects, organizations, work performed, and other information as appropriate, including dates.*

3. *Describe knowledge of typical Quality Assurance/Quality Control procedures for laboratory or field testing or monitoring. Describe how, when, and where this knowledge was acquired. Examples include but are not limited to reviewing QA/QC information and reports, conducting testing that required QA/QC procedures, writing QA/QC protocol, and working in a certified laboratory.*

4. *Describe knowledge of or experience with performance measurement for testing of stormwater products and practices, or knowledge of or experience with monitoring equipment associated with testing of stormwater products and practices. Include projects, organizations, work performed, and other information as appropriate, including dates.*

5. *Are you familiar with STEPP policies, processes, and procedures? How was this familiarity obtained?*

6. *Are you familiar with ASTM test method standards applicable to the stormwater sector, especially ASTM E64 Committee on Stormwater Control Measures? How was this familiarity obtained?*

You may wish to highlight additional qualifications of third-party personnel, though this is not required by STEPP. The following are additional recommended qualifications for a third-party observer or overseer. Note these recommended qualifications are not requirements for STEPP.

- Experience in observing or reviewing performance laboratory testing of stormwater products and practices.
- Experience performing laboratory testing of stormwater products and practices.
- Experience in analyzing performance laboratory test results for stormwater products and practices.

Provide information for each item below describing how the third-party personnel meet the recommended (but not required) criteria noted above. If a resume is submitted along with this form, please refer specifically to where information found in the resume/CV meets recommended criteria in the form responses. Submitting only a resume/CV without filling out the form does not meet the requirements of STEPP for crediting of additional recommended qualification of third-party personnel.

7. *Describe your experience performing laboratory testing of stormwater products and practices. Include projects, organizations, work performed, and other information as appropriate, including dates.*

8. *Describe your experience in analyzing performance laboratory test results for stormwater products and practices. Include projects, organizations, work performed, and other information as appropriate, including dates.*

9. Describe your experience in observing or reviewing performance laboratory or field testing of stormwater products and practices. Include projects, organizations, work performed, and other information as appropriate, including dates.

As the third-party personnel cited in this form, I certify the above information is accurate.

Signature: _____

Printed Name: _____

Date: _____

