

Individual Statement of Qualifications for Third Party Assessor Contracts

(This template is provided to facilitate consistent and comparable presentation of qualifications among listees. Please fill it out as the items apply to your situation. You may include or substitute your resume or CV, but parties using similarly formatted documentation are much easier to compare)

Name: Matthew Sica Doing Business as: Matthew Sica Consulting

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Degree(s) Held: B.S., 1991 Rutgers University, New Brunswick, NJ
Areas of Concentration: Environmental Science, Environmental Chemistry

Years Experience in an Analytical Laboratory: 16 years (1988-2004)
Various positions: Analyst, Supervisor, Technical Project Manager, and Technical Manager

Years Experience as an Environmental Laboratory Assessor: 9 years

Total Number of Environmental Laboratory Assessments Completed: 100+
Number of the Total That Were NELAP Assessments: 3
Number of the Total that Were ISO/IEC Assessments: 35
Number of the Total that Were EPA DW Assessments: 70+

Experience Related to Conducting Assessments for State Accrediting Bodies:
Contracted for both TNI/NELAP states as well as DW certification program states.

Training Courses Completed: (list by category as indicated, with dates)

NELAP Assessor Training: 2009

USEPA Drinking Water Certification: Microbiology (2004), Inorganic and Organic Chemistry(2004) , Cryptosporidium (2011)

Technical Training (specify field(s)):

NELAC Inorganic Assessor Training (2005)

Government Inspector Training, Techniques for Using In-Depth Data Review and Assessment in Determining Data Quality and Integrity. (2005)

Data Review to Conformance to NELAC Standard (2006)

Standard Methods Theory and Application (2008)

Other Specialized Training (specify): ISO/IEC 17025 (2010), DoD QSM (2011), ISO Guide 34, (2011)

Refresher/Continuing Training (specify) ACLASS Profession Development Week (2011), ACLASS Professional Development Week (2012), ACLASS Professional Development Week (2013), TNI/NELAC Refresher September, 2013

Specialized Program Knowledge TNI, NELAP, ISO/IEC 17025, DoD QSM

Specialized Technical Knowledge (micro, inorganic, organic, radiochemistry): microbiology, inorganic chemistry, organic chemistry, WET, Cryptosporidium testing

Computer Software Expertise: Proficient in various software

Current and Past Membership in TNI Committees, Councils and Boards: (list with dates)

The NELAC Institute (TNI) Board of Directors, 2008-2012
Proficiency Testing (PT) Board of TNI, 2008-2011
Proficiency Testing (PT) Expert Committee of TNI, 2006-2011

Memberships in Other Trade/Professional Organizations:

Presentations Made:

- (2004 -2010) NELAC Refresher Training, (Various Locations), NYCDEP Wastewater Laboratory Staff. (In Cooperation with NEIWPC)
- (2004) Surviving your Laboratory & Facility Inspection (In Cooperation with JETCC) 11/8/2004 South Portland, ME and 12/2/2004 Bangor, ME
- (2005) Understanding Laboratory QA/QC (In Cooperation with JETCC) 3/24/2005 Lewistown, ME
- (2006) Working with Your Contract Lab, Sampling Procedures & Data Evaluation (In Cooperation with JETCC) 10/18/2006 Seal Harbor, ME, 1/11/2007 Saco, ME, 4/26/2007 Winthrop, ME
- (2007) QA/QC of Laboratory Instruments (In Cooperation with JETCC) 1/11/2007 Saco, ME
- (2008) Microbiology Methods for Compliance Testing (In Cooperation with JETCC) 11/13/2008 Vassalboro, ME
- (2009) BOD and TSS Method Reviews (In Cooperation with JETCC) 3/4/3009 Fairfield, ME and 3/24/2009 Wells, ME
- (2009) Wastewater Chemistry Laboratory Essentials (In Cooperation with JETCC) 11/17/2009 Ellsworth, ME and 2/11/2010 Lewiston, ME
- (2010) SOP Writing for Laboratories (In Cooperation with JETCC) 12/9/2010 Fairfield, ME
- (2011) Legally Defensible Data (In Cooperation with JETCC) 4/26/2011 Fairfield, ME and 11/15/2011 Bangor, ME
- (2012) Getting Ready For NEFAP, Technical Training Program at the Environmental Measurement Symposium in Washington, DC, August 2012, (In Cooperation with ASI)
- (2012) A Practical Foundation in ISO/IEC 17025: 2005, Technical Training Program at the Environmental Measurement Symposium in Washington, DC, August 2012, (In Cooperation with ACLASS)
- (2012) Reference Material Producer Accreditation, United States Pharmacopeial Convention, (In Cooperation with ACLASS)
- (2013) ISO/IEC 17025 Training, Private Client, CA
- (2013) Using ISO/IEC 17025 requirements as a platform to the TNI Standard, Technical Training Program at the Environmental Measurement Symposium in San Antonio, TX August 2013, (In Cooperation with ACLASS)
- (2013) DoD QSM 5 Training, Private Client, CA

Geographic Area Covered: US and International