State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Office of Quality Assurance
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Lt. Governor

BOB MARTIN
Commissioner

October 28, 2016

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

SDW PT RESULTS DUE TO OQA
BY MARCH 17, 2017

Attention Laboratory Manager:

RE: January Water Supply PT Study

As a participant in the Environmental Laboratory Certification Program (ELCP) your business is required to acceptably analyze at least one PT Study annually for each parameter within each matrix in which you hold certification.

Businesses are required to purchase PT Samples from a PT Provider accredited by a TNI approved Proficiency Testing Provider Accreditor (PTPA). Not all PT Providers are accredited for all parameters therefore you must ensure the provider you choose has the required accreditation prior to obtaining your PT samples. A list of approved PT Providers can be found in Attachment A of this letter. It can also be found at http://www.nelac-institute.org/ptproviders.php.

For the January Water Supply Study businesses are required to purchase and analyze PT Samples for the parameters given on the attached "SDW Parameter Table" (Attachment B) in which they hold New Jersey Certification. Laboratories will also be required to analyze new parameters this year which are denoted by italics on the table. Please also note the following:

- Businesses must assure that for the January Water Supply Study the PT sample(s) are not analyzed before January 1, 2017.
- Businesses must ensure they request that the PT providers submit the results to the NJDEP OQA prior to the close of the study.
- Businesses must assure that for the January Water Supply Study all PT Sample results are submitted by the PT Sample Provider to the New Jersey Department of Environmental Protection's Office of Quality Assurance (OQA) by close of business March 17, 2017.

- **PT Sample results received by the OQA after March 17, 2017, will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.**
- The PT Sample report must contain the name and or ID # of the laboratory as it appears on your Annual Certified Parameter List (ACPL). Any discrepancies in name or ID # will cause the rejection of the data and will require the analysis of a make-up study
- An amended report from the PT Sample Provider will not be accepted by the OQA.
- Businesses must report the PT Sample result with the method in which it holds certification. **If a business reports a PT Sample result with a method other than that in which it holds certification it will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.**
- Raw data records will not be accepted or reviewed to use as justification for data reporting errors.
- For PT Sample results that are found "Unacceptable", other enforcement actions may be taken by the NJDEP in addition to the requirement for analyzing samples in a make-up study.
- For any parameters not detected in the PT Sample the laboratory must report a result of less than the laboratory's Reporting Limit (< RL) to get credit for the analysis of the compound. If no result is reported no credit will be received for the compound. **Only non-detects (below the laboratory's RL shall be reported as a less than value. If a laboratory reports a less than result for anything greater than its RL no credit will be given. Also, if a non-detect is not reported as a less than value no credit will be received for the parameter (a result of Zero will not be accepted).**

For the January Water Supply Study businesses are required to analyze PT Samples for each analyte by each method in which they hold New Jersey certification. For example, if a laboratory is certified for Aluminum by USEPA 200.7 and Standard Methods (SM) 3120 the laboratory must analyze and pass a PT sample for both USEPA 200.7 and SM 3120 to retain certification for both methods. For the four trihalomethane analytes a laboratory must acceptably analyze a PT for each individual analyte to get credit for that anlayte. However, if a laboratory fails any one or more of the analytes the laboratory will be required to acceptably analyze a make-up study for all four of the individual analytes.

Also in accordance with N.J.A.C. 7.18-2.13(i)3viii for any parameters for which a PT sample is not acceptably analyzed the business is required to investigate the cause of the failure and implement any necessary corrective action. This corrective action shall be documented immediately and shall be made available to the Department upon request.

Additionally, PT Samples are to be entered into the sample receipt log as samples and tracked through the analytical process, as routine environmental samples. PT Samples received as ampules are to be diluted according to the PT Provider's instructions. The diluted ampule becomes the routine environmental sample, which is then added to a routine sample batch. PT Samples shall not be analyzed multiple times unless routine environmental samples are analyzed multiple times. Results from multiple analyses must be calculated in the same manner as routine environmental samples. The type, composition, concentration and frequency of quality control samples analyzed with the PT Samples shall be the same as with that used for environmental

samples. Also, initial and continuing calibrations shall be the same frequency as that used with routine environmental samples.

If you have any questions please contract Rachel Ellis at 609-292-3950.

Sincerely,

Michele M. Potter
Manager

Enclosure(s): Attachments A & B