State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Office of Quality Assurance
401 East State Street
P.O. Box 420, Mail Code 401-02D
Trenton, New Jersey 08625
Telephone: (609)-292-3950
Facsimile: (609)-777-1774

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Commissioner

November 14, 2014

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

CAP PT RESULTS DUE TO OQA
BY APRIL 2, 2015

Attention Laboratory Manager:

RE: January CAP PT study Announcement

For the past 12 years the State of New Jersey has contracted with Accredited PT Providers to supply Proficiency Testing (PT) Samples to businesses participating in the Environmental Laboratory Certification Program (ELCP). The State is no longer administering a PT Sample Contract and businesses will now be responsible for contacting PT Sample Providers to obtain their own samples. As a participant in the ELCP your business is required to acceptably analyze at least one PT Study annually for each parameter in which you hold certification.

Businesses are required to purchase PT Samples from an A2LA or ACLASS approved PT Provider that meets the TNI requirements. 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 Clean Air Study businesses are required to purchase and analyze PT Samples for the parameters given on the attached "CAP PT Parameter Table" (Attachment B) in which they hold New Jersey Certification. Please also note the following:

- Businesses must assure that for the January Clean Air Study the PT sample(s) are not analyzed before January 1, 2015.
- Businesses must assure that for the January Clean Air 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 April 2, 2015.

- **PT Sample results received by the OQA after April 2, 2015, will be evaluated as failed to submit results and therefore "Unacceptable" 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 a non-detect is not reported as a less than value no credit will be received for the parameter.**

Additionally, laboratories shall not subcontract the analysis of any PT sample or portion of a PT sample to another laboratory. 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 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,

Joseph F. Aiello, Manager

Enclosure(s): Attachments A & B