State of New Jersey

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Commissioner

December 6, 2019

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Attention Laboratory Manager:

RE: January CAP PT study Announcement

The New Jersey Environmental Laboratory Certification Program requires all laboratories certified for parameters within the air and emissions category to acceptably analyze at least one Proficiency Testing study annually in order to maintain New Jersey Accreditation. Since the Clean Air Program (CAP) PTs are not included on The NELAC Institute's Fields of Proficiency Testing they are not necessary for NELAP accreditation purposes. However, acceptable CAP PT results are necessary in order to provide data in response to New Jersey's environmental programs, and to receive a "Yes" designation in the "Eligible to Report NJ Data" on the Annual Certified Parameter List. For the lab to receive a "Yes" designation a NELAP accredited laboratory is required to pass one PT sample per parameter per year.

Businesses are required to purchase PT Samples from an A2LA or ANAB 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 less than 5 months, or more than 7 months from the prior sample. 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 ensure they request that the PT providers submit the results to the NJDEP OQA prior to the close of the 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.
- 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.**
- An amended report from the PT Sample Provider will not be accepted by the OQA.
- Raw data records will not be accepted or reviewed to use as justification for data reporting errors.
- **No PT results submitted by your laboratory may be analyzed by another laboratory and no results shall be revealed to or discussed with any other laboratory prior to the close of the study.**
- 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. **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 that 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 results of Zero will not be accepted).**

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,

Michele M. Potter

Michele M. Potter
Manager

Enclosure(s): Attachments A & B