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August 23, 2019

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Attention Laboratory Manager:

RE: October Solid/Chemical Materials PT Study

As a participant in the National Environmental Laboratory Accreditation Program (NELAP) your business is required to acceptably analyze two out of three Proficiency Testing (PT) Samples for each field of proficiency testing within an 18-month period; and must participate in PT Studies approximately every six months.

Businesses are required to purchase PT Samples from a PT Provider accredited by a TNI approved Proficiency Testing Provider Accreditor (PTPA). A list of accredited 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 October 2019 Solid/Chemical Matrix Study businesses are required to purchase and analyze PT Samples for the parameters listed on the TNI Field of Proficiency Testing (FoPT) and on the enclosed "SCM Parameter Table" (Attachment B) in which they hold New Jersey Accreditation. **Bold parameters on the enclosed table are parameters that are required above and beyond the FoPT. Businesses must successfully analyze one PT sample a year in order to maintain eligibility to report data to the State of New Jersey for these parameters.** ***Italicized parameters have been added to the requirements this year and are new PTs required for analysis in 2019.*** Please also note the following:

- Businesses must assure that for the October Solid/Chemical Materials Study the PT sample(s) are not analyzed less than 5 months, or more than 7 months from the prior sample.
- 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.**
- PT results reported by a preparation method and not the laboratory's determinative method will be considered a failure to submit and therefore "Unacceptable" and will require the analysis of a make-up study.
- Businesses must ensure they request that the PT providers submit the results to the NJDEP OQA prior to the close of the study.
- If a business reports more than one test method per technology per Field of Proficiency Testing (FoPT), an unacceptable score for any test method shall result in an unacceptable score for all test methods for that FoPT.
- An amended report from the PT Sample Provider will not be accepted by the QQA.
- 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 parameter. If no result is reported no credit will be received for the parameter. **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).**

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 all 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