

PROFICIENCY TESTING

Laboratory: _____

Inspector: _____ Lab Cert. #: _____

Contact(s): _____ Inspection Date: _____

Have PT results been submitted for all parameter methods on the certificate attachment for the current or previous (circle one) PT Calendar Year? Yes No

Are/were PT results submitted to this office by September 30? Yes No

Does the laboratory use a NELAC-approved PT provider? List the PT provider here: Yes No

Does the laboratory have a documented plan for PT analyses? Yes No

Does the PT plan address low-level and high-level PT Sample analyses, if needed? Yes No

Are PT Sample results reported to NC WW/GW LCB directly from the PT provider? Yes No

Are remedial PT Samples analyzed within 90 days of the initial failed PT report issue date? Yes No

Are remedial PT Samples analyzed in the same matrix as the failed PT Sample? Yes No

Are individual analytes under provisional status qualified as estimated? (Non-Field labs only) Yes No

Are Provisional Certification Forms returned within 10 days of the date of our unacceptable results letter to you? (Non-Field labs only) Yes No

Are Decertified Parameter Method Report Forms returned within 30 days of the decertification effective date? Yes No

Does the lab have an EPA Lab Code? Note the EPA Lab Code here: Yes No

Is the EPA Lab Code reported with PT results? Yes No

Is PT Sample preparation documented? Yes No

Are PT Samples entered into the laboratory sample tracking system? (Non-Field labs only) Yes No

Is the calibration associated with PT Sample analyses documented either on the same benchsheet or in a calibration logbook? Yes No

Are PT Sample analyses documented on the same benchsheets or logbooks as routine compliance samples? Yes No

Are PT Samples analyzed in the same manner as routine compliance samples (e.g., without additional QC or known PT Standards, single analysis, TRC analyzed on same spectrophotometer program, etc.)? [NOTE: Known PT Standards are acceptable for troubleshooting purposes with remedial PT Samples but are not to be analyzed with the maintenance PT Samples if this is not routine for compliance samples.] Yes No

Are PT Samples equally distributed among qualified personnel from year to year? Yes No
Comments: _____

Are PT Sample results reported with the correct method codes? Yes No

Are PT Sample results reported to the routine reporting limits? Yes No

Are PT records retained for five years? Yes No

Is a CAP report submitted within 10 days of the date of our unacceptable results letter? Yes No

Is a CAR report submitted within 90 days of the issue date of the PT report that contained the unacceptable result? Yes No

Have abbreviated lists been submitted to this office for organic parameters where needed? (Non-Field labs only) Yes No

Have lab personnel reviewed or have access to the PT Requirements Document? Revision #: Yes No

Additional Comments: _____

