

## PROFICIENCY TESTING -FIELD

Have PT Sample results been submitted for all parameter methods on the certificate attachment for the current or previous (circle one) PT Calendar Year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are/were PT results submitted to this office by September 30?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the laboratory use an approved PT provider accredited by: A2LA or ACLASS (circle one)? List the PT provider here:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are known PT Samples analyzed with initial blind PT Samples? [NOTE: Known PT Samples are acceptable for troubleshooting purposes with remedial PT Samples but should not be analyzed with the maintenance PT Samples if this is not routine for compliance samples.]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the laboratory have a PT Standard Operating Procedure or other documented plan for PT analysis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT Sample results reported to NC WW/GW LCB directly from the PT provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are remedial PTs analyzed within 90 days of the initial failed PT report issue date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the lab have an EPA Lab Code? Note the EPA Lab Code here:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the EPA Lab Code reported with PT results?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is PT Sample preparation documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT Sample analyses documented on the same benchesheets or logbooks as routine compliance samples?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the calibration associated with PT Sample analyses documented either on the same benchesheet or in a calibration logbook?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT Samples analyzed in the same manner as routine compliance samples (e.g., without additional QC, single analysis, TRC analyzed on same spectrophotometer program, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT Samples equally distributed among qualified personnel from year to year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
Are PT Sample results reported with the correct method codes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT Sample results reported to the routine PQLs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If PT results are submitted to the vendor electronically, is a hard copy of the data entry retained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a CAP report submitted to your assigned auditor within 10 days of the date of our unacceptable results letter to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a CAR report submitted to your assigned auditor within 30 days of the date of our unacceptable results letter to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT records retained for five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the lab receive the annual PT letter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have lab personnel reviewed or have access to the PT Requirements Document? Revision #:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Comments:		