

PROFICIENCY TESTING CHECKLIST

Laboratory: _____

Inspector: _____ **Lab Cert. #:** _____

Q.A. Contact: _____ **Inspection Date:** _____

Have PT Sample results been submitted for all applicable parameter methods on the laboratory's Certified Parameter Listing (CPL) for the current or previous (circle one) PT Calendar Year? Yes No

Are/were PT Sample results submitted directly from the PT provider to this office by September 30? Yes No

Does the laboratory use an approved PT provider accredited by: A2LA or ACLASS (circle one)? List the PT provider here: Yes No

Are known PT standards analyzed with initial blind PT samples? [NOTE: Known PT standards are acceptable for troubleshooting purposes but are not to be analyzed on the same day as remedial PT Samples or with the regular PT Samples if this is not the routine practice when analyzing compliance samples.] Yes No

Does the laboratory have a PT Standard Operating Procedure or other documented plan for PT Sample analysis? Yes No

Does the PT SOP or plan address low-level and high-level PT Sample analyses? 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 PT report issue date that contains the unacceptable result? Yes No

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

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

Are Provisional Certification Forms returned within 30 days? (non-Field laboratories only) Yes No

Are "Decertified Parameter Method" forms returned within 30 days? Yes No

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

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

Are PT Sample preparations documented? Yes No

Are PT Samples entered into the laboratory sample tracking system? Yes No

Are PT Sample analyses documented in the same manner (e.g., same benchesheets) as routine compliance samples? Yes No

Are PT Samples analyzed in the same manner as routine compliance samples (e.g., without additional QC, single analysis, same calibration curve as compliance samples, etc.)? 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, matching what is listed on the laboratory's CPL? Yes No

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

If PT Sample results are submitted to the vendor electronically, is a hard copy of the data entry retained? Yes No

Are PT records retained for five years? Yes No

Have abbreviated analyte lists been submitted to this office for organic parameters methods, where needed? Yes No

Have laboratory personnel reviewed or have access to the current Laboratory Certification Branch PT Requirements document? List Revision No. here: Yes No

Additional Comments: _____

