

**PROFICIENCY TESTING
NON-FIELD LABS**

Laboratory: _____

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

Q.A. Contact: _____ **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?	<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 PTs analyzed with initial blind PTs? [NOTE: Known PTs are acceptable for troubleshooting purposes with remedial PTs but are not to be analyzed with the maintenance PTs if this is not routine for environmental 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 (Non-field labs only)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the PT SOP or plan address low-level and high-level PT sample analyses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT results reported to NC WW/GW LC 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
Are remedial PTs analyzed in the same matrix as the failed PT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are individual analytes under provisional status qualified as estimated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are Provisional Certification Forms returned within 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are Decertified Laboratory Report Forms returned within 30 days?	<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 samples entered into the laboratory sample tracking system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT sample analyses documented in the same manner as routine environmental samples?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are PT samples analyzed in the same manner as routine environmental 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
Are PT records retained for five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have abbreviated lists been submitted to this office for organic parameters where needed?	<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 Guidance Doc.? Revision #:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Comments:

