



Mentoring Session:

Using Technology to Assist with the Accreditation Process





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The material presented in this session is for informational purposes only. It is designed to promote understanding, consistency and clarification of technical and accreditation requirements. It should not be considered a change or alteration of the Accreditation standards, the published methods, a regulatory agency requirement or a position of TNI.





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Interpretations of requirements are solely in the purview of the accrediting authorities and TNI board of directors.

Questions and issues raised may be referred to the appropriate TNI committee or decision making body for consideration or action as appropriate.





Introductions & Agenda

- Speakers
 - Tim Fitzpatrick, LDC
 - Mei Beth Shepherd, STS
 - Susan Wyatt, MN-ELAP
- Applications & Accreditation Status
- Proficiency Testing
- Assessments & Corrective Actions
- Document Control



Objectives

- Outline the issues related to monitoring compliance with accreditation requirements
- Demonstrate ways technology may assist labs and ABs
- Receive feedback for improvement and identify other options available



The Issues

- Receiving and distributing information
 - Within an AB
 - Between two or more ABs
 - Between a laboratory and its AB
 - To interested parties
- Accuracy
- Consistency
- Efficiency



Why use technology?

- Manual process is paper intensive.
- Manual process is mind numbingly tedious.





Why a Database Application?

- Fundamental nature of the accreditation information is DATA.
- Allows for analysis and further use of the captured information.





Why a Web-based Application?

- It's easier...
 - To build
 - To make portable
 - To support
 - To sell or supply
 - ✦ (no license requirements to software companies).

- Single, centralized database.





Why an Enterprise Application?

- Manages workflows
- Restricts usage based on job roles
- Accessible by HUNDREDS of users at the same time





Who can use these tools?

- Individual Laboratories
- Assessors
- Accreditation Bodies
- Advisory Boards (i.e. TNI, DoD)
- Permissions defined in 3 Parts
 - Organization (Lab/AB)
 - Role (QA Manager/Assessor/Lab Director)
 - Assessment Status/Activity



Application & Accreditation Status

Environmental Laboratory Data-Online
(ELDO)

Susan Wyatt, MN-ELAP

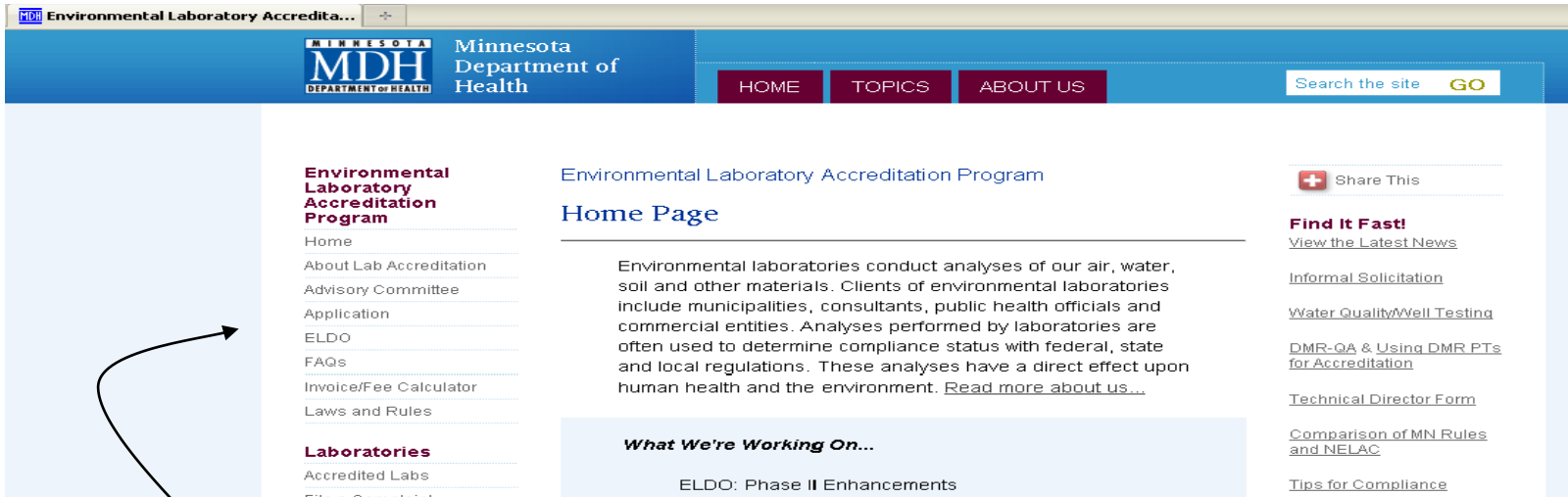


Basic Features of ELDO

- Four main modules
 - Application
 - Assessments (Corrective Action)
 - Documents
 - Proficiency Testing
- Other features
 - Reports
 - Administrative



Web-accessible



Environmental Laboratory Accreditation Program

Home Page

Environmental laboratories conduct analyses of our air, water, soil and other materials. Clients of environmental laboratories include municipalities, consultants, public health officials and commercial entities. Analyses performed by laboratories are often used to determine compliance status with federal, state and local regulations. These analyses have a direct effect upon human health and the environment. [Read more about us...](#)

What We're Working On...

ELDO: Phase II Enhancements

Environmental Laboratory Accreditation Program

- Home
- About Lab Accreditation
- Advisory Committee
- Application
- ELDO
- FAQs
- Invoice/Fee Calculator
- Laws and Rules

Laboratories

- Accredited Labs
- File a Complaint

Share This

Find It Fast!

- [View the Latest News](#)
- [Informal Solicitation](#)
- [Water Quality/Well Testing](#)
- [DMR-QA & Using DMR PTs for Accreditation](#)
- [Technical Director Form](#)
- [Comparison of MN Rules and NELAC](#)
- [Tips for Compliance](#)

A link is available through the Application page or via the shortcut link on the left-side banner on the MN-ELAP home page.

Approved users include: MNELAP accredited labs; MNELAP assessors and contractors; TNI ABs; and state/federal agencies



Where Do I Sign?

- ELDO allows electronic signature through acceptance of the Terms of Use Agreement.
- Agreement appears with each log-in attempt

[Printer-Friendly](#)

Terms of Use Agreement

Pursuant to Minnesota Statutes Chapter 325L, I agree submitting information through this application constitutes an electronic signature for all actions and documents requiring signature under Minnesota Statutes 144.98 and Minnesota Rules, Chapter 4740. Where the 2003 NELAC Standard, as adopted in Minn. Stat. 144.98, requires a record or notification to be in writing, submitting the record or notice through this application satisfies the law.

By accessing this application, I agree to restrict the use of my username and password to laboratory representatives authorized to submit documents and make changes to general laboratory information. By agreeing to this provision, I understand that unauthorized use of my account must be reported immediately, in writing, to the Minnesota Department of Health. When notified of unauthorized access, the Minnesota Department of Health will request my verification of the accuracy of recent changes to the account and will issue a new, secure login to me.

I understand and acknowledge that my laboratory is required to be continually in compliance with the 2003 NELAC Standard, as adopted in Minn. Stat 144.98, and with the provisions in Minnesota Rules, Chapter 4740, parts 4740.2010 to 4740.2120, regarding the certification requirements for environmental laboratories.

I understand that the laboratory is subject to the enforcement and penalty provisions of the State of Minnesota.

I certify that I have not submitted information through this application that is classified as "trade secret" or "not public" under the Minnesota Data Practices Act. I understand that accreditation program information is public unless designated by me as meeting conditions for trade secret classification.

I certify that I am the designated representative of the applicant/owner and that there are no misrepresentations in my submitted information and any related documentation required for compliance with accreditation requirements.

Except for laboratory identifications, any information saved in this application and not submitted to the Minnesota Department of Health within 60 days of initiating the action will be removed.





The Application Form

New Certificate Application for MyLab

Add or Change General Laboratory Information

Laboratory Name (legal):*

Lab Description:*

Accepts samples from private home owners:

Business Hours:*

[Next »](#) [Instructions](#) [Reset Page](#) [Save & Exit](#) [Cancel](#)

Selecting Tests

Fields of Testing

Selected (0) Available (3970)

Available Fields of Testing (2906)

Id	Method Reference	Method Description	Analyte	Program	Matrix	Add
	epa					
285621	EPA 8270C	Semivolatile Organic compounds by GC/MS	Kepone	Resource Conservation Recovery Program	Solid and Chemical Materials	Add
285623	EPA 8270C	Semivolatile Organic compounds by GC/MS	Famphur	Resource Conservation Recovery Program	Solid and Chemical Materials	Add
			benzene	Resource Conservation Recovery Program	Non-Potable Water	Add
				Resource Conservation Recovery Program	Non-Potable Water	Add
				Resource Conservation Recovery Program	Solid and Chemical Materials	Add

Add FOT

Please select a primary certification for the selected FOT

Method Reference: EPA 8270C

Analyte: Kepone

Program: Resource Conservation Recovery Program

Matrix: Solid and Chemical Materials

Primary Certification: * Minnesota

✓ Add FOT ✗ Cancel

Primary Certification: *

- Minnesota
- Select --
- Minnesota
- California
- Illinois
- New Jersey
- New Hampshire
- New York
- Pennsylvania
- Oregon
- Florida
- Louisiana-DHH
- Louisiana-DEQ
- Virginia
- Texas
- Utah
- Kansas

A dialog box will appear for the user to confirm the selection and enter the accreditation body information (primary accreditation body identification). All of the current NELAP-recognized accreditation bodies (AB) are listed in a drop-down box under Primary Certification.



Evaluating Applications

Evaluate Certificate Applications

Id	Lab	Type	Status	Submission Date	Assessor	
170065	Legend Technical Services of Arizona, Inc.	Change Foa	Waiting for Review	10/18/2010 02:13 PM	Denise Schumacher	Evaluate
168570	Environmental Science Corporation	Renew	Waiting for Review	10/06/2010 01:34 PM	Lynn Boysen	Evaluate
173026	New Prague Municipal Wastewater Treatment Facility	Renew	Waiting for Review	01/19/2011 12:21 PM	Denise Schumacher	Evaluate
173306	MyLab	Renew	Waiting for Review	01/26/2011 02:34 PM	Stephanie Drier	Evaluate

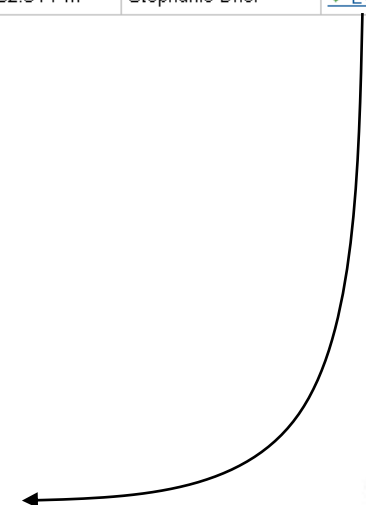
Evaluate Renew Certificate Application for MyLab

Lab Info Accreditation

Fields Of Testing Testing Variances Preparation Techniques Preparation Technique Variances Comparison Studies

✔ Approve All FOT's

Fields of Testing - 3							
Method Reference	Method Description	Analyte	Program	Matrix	Primary	Document	Action
SM 4500-P E	Phosphorus by Ascorbic Acid Method	Total Phosphorus	Clean Water Program	Non-Potable Water	Minnesota	r2-fina...	Waiting for Evaluation
Hach 10360	Luminescence of Dissolved Oxygen (LDO)	Biochemical oxygen demand	Clean Water Program	Non-Potable Water	Minnesota	r2-fina...	Waiting for Evaluation
SM 9222 D (m-FC)-97	Membrane Filtration Quantitative (m-FC): Fecal Coliform	Fecal coliforms	Clean Water Program	Non-Potable Water	Minnesota	r2-fina...	Waiting for Evaluation



Enterprise Application: Workflow for Review

- Will not allow processing application without documents upload

Evaluate New Certificate Application for MyLab

Lab Info | Accreditation

Expiration Date: * 12/31/2011

Fields Of Testing | Testing Variances | Preparation Techniques | Preparation Technique Variances | Comparison Studies

✓ Approve All FOT's

Method Reference	Method Description	Analyte	Program	Matrix	Primary	Document	Action
Hach 10360	Luminescence of Dissolved Oxygen (LDO)	Biochemical oxygen demand	Clean Water Program	Non-Potable Water	Minnesota	Missing Document!	Acceptable
SM 4500-P E	Phosphorus by Ascorbic Acid Method	Total Phosphorus	Clean Water Program	Non-Potable Water	Minnesota	Missing Document!	Acceptable
SM 9222 D (m-FC)-97	Membrane Filtration Quantitative (m-FC): Fecal Coliform	Fecal coliforms	Clean Water Program	Non-Potable Water	Minnesota	Missing Document!	Acceptable

Save & Exit | **Close** | Cancel

The ELDO system will not allow the assessor to close (complete) evaluation of the application without appropriate upload and association of the documents with the fields of testing on the application.





Certificate and Scope

- Under Reports Tab on main menu
- Controlled distribution
 - Official “Display”
 - Easy to ‘withdraw’ upon revocation, withdrawal from program
- Conforms to NELAP content requirements



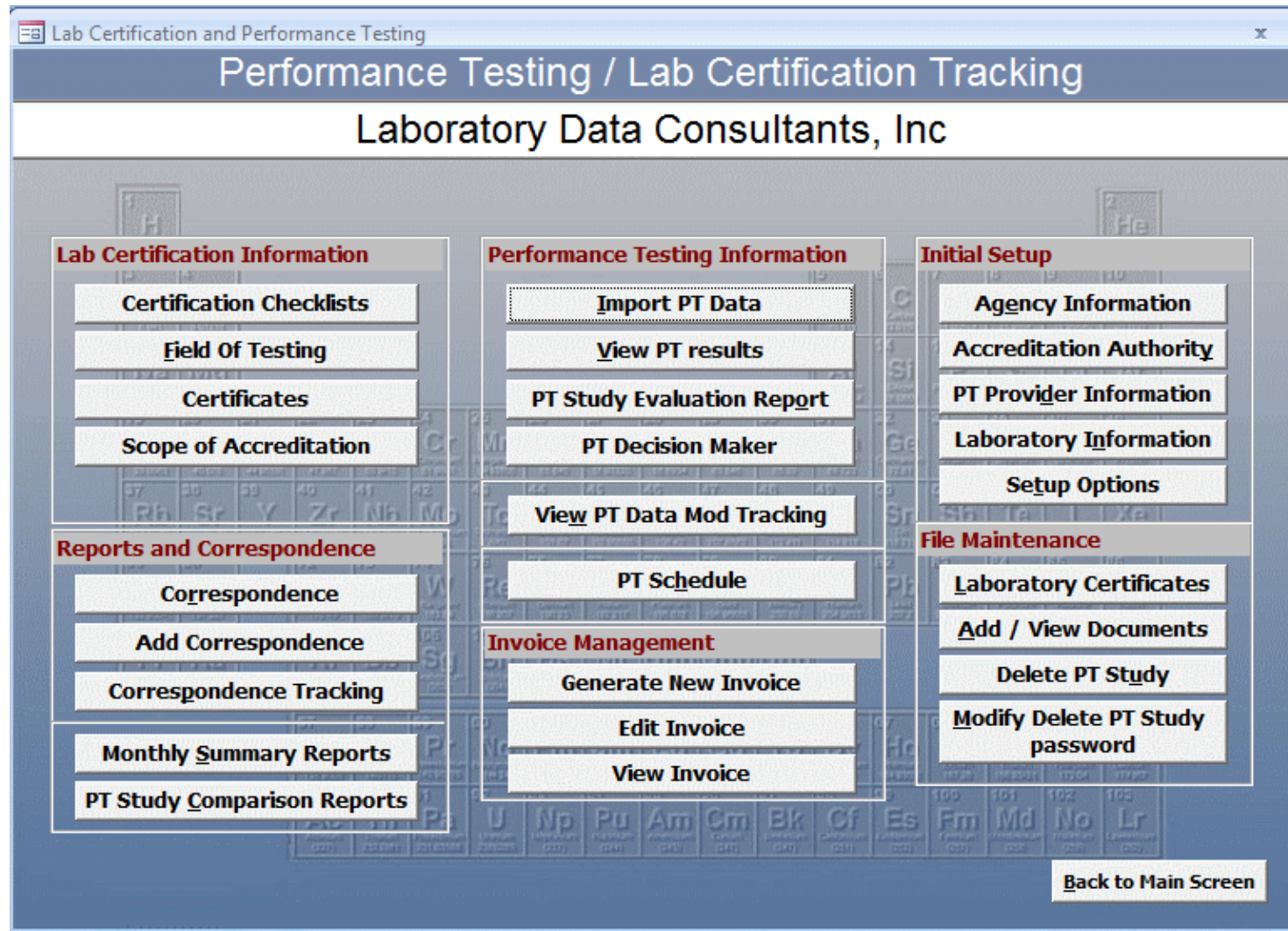
Application & Accreditation Status

Automated Audit System (AAS)

Tim Fitzpatrick, LDC



PT/Cert Module Main Screen



The screenshot shows a web application window titled "Lab Certification and Performance Testing". The main heading is "Performance Testing / Lab Certification Tracking" for "Laboratory Data Consultants, Inc". The interface is organized into several functional areas:

- Lab Certification Information:** Certification Checklists, Field Of Testing, Certificates, Scope of Accreditation.
- Performance Testing Information:** Import PT Data, View PT results, PT Study Evaluation Report, PT Decision Maker, View PT Data Mod Tracking, PT Schedule.
- Initial Setup:** Agency Information, Accreditation Authority, PT Provider Information, Laboratory Information, Setup Options.
- File Maintenance:** Laboratory Certificates, Add / View Documents, Delete PT Study, Modify Delete PT Study password.
- Reports and Correspondence:** Correspondence, Add Correspondence, Correspondence Tracking, Monthly Summary Reports, PT Study Comparison Reports.
- Invoice Management:** Generate New Invoice, Edit Invoice, View Invoice.

A "Back to Main Screen" button is located at the bottom right of the interface.





Certification Module Features

- **Maintains record of all certifications and status of each certification for each laboratory in the database**
- **Checklist based**
- **Generates report listing all FOTs for each laboratory certificate with real-time status of each FOT**
- **Automatic generation of form letters for communication with lab (MS Word)**
- **Electronic application form in MS Excel**
- **Certification Renewal/Audit Due dates at a glance**
- **Add/withdraw FOTs**
- **Optional Custom Invoice Module generates invoices based on FOT and state-specific rules**



Certification Checklists

Lab Certification Process

Laboratory Certification Process

Step 1. Select certification type

- Initial Certification
- Renewal Certification
- Add / Drop
- Enforcement

Step 2. Select certification process

- Create a new certification record
- Edit an existing certification record
- Delete an existing certification record
- Print Preview an existing certification record

Step 2a. Show ... (optional)

- All applications
- In-process only
- Completed applications only

Step 2b. Select certification application to EDIT

Lab Name	Application Description	Certificate ID	Expiration Date
AAA Laboratory	AAA Laboratory (Transfer Cert App May 2009)	WA09-0576	10/22/2009
Aberdeen Wastewater Treatment Plant	Aberdeen Wastewater Treatment Plant Laboratory (Transfer Ce	WA09-0679	09/06/2010
Abitibi - Consolidated W Tacoma Mill Env	Abitibi - Consolidated W Tacoma Mill Env Lab (Transfer Cert App	WA09-0618	11/20/2006
Accurate Testing Labs L.L.C.	Accurate Testing Labs L.L.C. (Transfer Cert App May 2009)	WA09-0792	04/25/2010
Accutest Laboratories - Northern Califo	Accutest Laboratories - Northern California (Transfer Cert App M	WA09-0925	10/27/2010
Accutest Laboratories Southeast, Inc.	Accutest Laboratories Southeast, Inc. (Transfer Cert App May 2	WA09-0918	03/04/2010
ACZ Laboratories, Inc.	ACZ Laboratories, Inc. (Transfer Cert App May 2009)	WA09-0561	07/24/2010
Addy Lab of Southwest Washington	Addy Lab of Southwest Washington (Transfer Cert App May 200	WA09-0824	09/12/2010
Admiralty Environmental LLC	Admiralty Environmental LLC (Transfer Cert App May 2009)	WA09-0906	01/14/2010
Advanced Analytical Laboratory	Advanced Analytical Laboratory (Transfer Cert App May 2009)	WA09-0856	05/12/2010

Close < Previous Next > Save Certification Information Correspondence On-site Audit Schedule EOT Menu

Cert Checklist Details

Lab Certification Process

Laboratory Certification Process

Initial : General Checklist - Initial

Item No.	Checklist Item	Yes/No/NA	Entry Date	Entered By (Initials)	Link To Document	Comments
1.0	Enter laboratory and primary point-of-contact information.	Yes	06/15/2009	SL		
2.0	Enter date original application was received	Yes	06/15/2009	SL	Demo Files\Cert Info\117025	Application pdf hyperlinked 6/15/09 by SL
3.0	Were fees received? (Enter date of fee receipt)	Yes	06/15/2009	SL		
4.0	Is the payment received for fees equal to the amount owed?	Yes	06/15/2009	SL		
5.0	Were complete Performance Testing (PT) data included for all FOTs on the application?	Yes	06/15/2009	SL		
6.0	Were Standard Operating Procedures (SOPs) received for all analytes requested on the application?	Yes	06/15/2009	SL		
7.0	Check that the method number and reference source for each SOP is current and approved.	Yes	06/15/2009	SL		
8.0	Was a laboratory QA manual included with the application?	Yes	06/15/2009	SL	Demo Files\ACME Docs\ACMF	QAM hyperlinked on 6/15/09 by SL



Lab Info Summary Screen

Laboratory Information
x

Laboratory Information

FILTERS : Co. Name : Active?

Co. ID : City / State :

General | Physical Address | Certificate Date | Audit Date

<p>Company ID : <input type="text" value="576"/></p> <p>(USEPA) Lab ID : <input type="text" value="WA00001"/> Lab Accreditation No. : <input type="text" value="C576"/> <input type="text" value="C1272"/> PS2 LAN</p> <p>Lab Name : <input type="text" value="ACME Laboratory"/></p> <p>Street Line 1 : <input type="text" value="404 1st Street"/></p> <p>Street Line 2 : <input type="text"/></p> <p>City : <input type="text" value="Anywhere"/></p> <p>State / Zip / County/Country : <input type="text" value="WA"/> <input type="text" value="99000"/> <input type="text" value="Anywhere"/> <input type="text" value="US"/></p> <p>Phone Main and 2nd Number : <input type="text" value="(509) 235-9390"/> <input type="text"/></p> <p>Fax Main and 2nd Number : <input type="text" value="(509) 235-9326"/> <input type="text"/></p> <p>Web Address : <input type="text" value="aaalab@hotmail.com"/></p> <p>* Add personnel first then assign Primary POC</p> <p>Primary POC : <input type="text" value="Blake, Cheryl"/> <input type="text"/></p> <p>2nd POC : <input type="text"/></p> <p>3rd POC : <input type="text"/></p> <p>4th POC : <input type="text"/></p> <p>Lead Auditor : <input type="text" value="Lombard, Stewart"/></p>	<p>Active? <input checked="" type="checkbox"/></p> <p>Accreditation Status : <input type="text" value="3"/></p> <p>Last Routine Audit Date : <input type="text"/></p> <p>Audit Report Sent Date : <input type="text"/></p> <p>Lab Type : <input type="text" value="C"/></p> <p>NPDES Permit No. : <input type="text"/></p> <p>Major Discharger : <input type="text"/></p> <p>Ecology Region : <input type="text" value="E"/></p> <p>State Permit No. : <input type="text"/></p> <p>Ecology Permit No. : <input type="text" value="108"/></p> <p>Marker : <input type="text" value="L"/></p> <p>Local Motel Information : <input type="text"/></p> <p>Lab Narrative : <input type="text" value="10/08 - Renewal - Nitrite denied."/></p>
--	---



Certification Key Date Tracker

Laboratory Information
x

Laboratory Information

FILTERS : Co. Name : Active?
 Co. ID : City / State :

General
Physical Address
Certificate Date
Audit Date

Lab Name :

Certification Number :

Change to a New Certification Number :

DYNAMIC DATES

Scope Effective Date :

Scope Expiration Date :

Scope Revision Date :

Renewal Application Send Date :

Renewal Application Received Date :

Renewal Application Response Date :

Third Party Expiration Date :

Drinking Water :

[Update Dynamic Date](#)

STATIC DATES

Initial Draft Application Received Date :

Initial Draft Application Response Date :

Original On site Audit Date :

Lab Original Accred Date :

Initial QAM Received Date :

Initial QAM Response Date :

Last Updated :

Updated By :

Close
PT Tracking
Create New Certification
View Certifications
Add New Laboratory Information
Add Personnel Info
Lab Accreditation Record



Query Screen

Summary Reports

Monthly Summary Reports

Due Date for the next lab audit : Select Certification Officer :

Enter date range for lab audit schedule - Between : And

Due date for certificate renewal : Select Certification Officer :

Enter date range for certificate expiration date - Between : And

Due date for next PT test : Select Certification Officer :

Enter date range for schedule date of next PT test - Between : And

Labs with FOT in Warning status : Select Certification Officer :

Include expired certificates ? Yes No

Labs with FOT in Suspended status : Select Certification Officer :

Include expired certificates ? Yes No

Labs with FOT in Revoked status : Select Certification Officer :

Include expired certificates ? Yes No

Labs with response due from audits or other communications Select Certification Officer :

Enter date range for response due date - Between : And



Proficiency Testing

Automated Audit System (AAS)

Tim Fitzpatrick, LDC



PT Features

- **Direct upload of electronic results from PT Provider**
- **PT data is stored in temporary table and is checked for errors, formatting and usability before appending to main database**
- **PT Decision Maker**
- **PT Evaluation Report**
- **Retrieval of PT results by lab, study type, date range, evaluation result status**
- **Classifies status of each FOT as Good, Warning, Suspended, Revoked or Withdrawn**
- **Decision Maker uses TNI logic but can use any logic**
- **Method Equivalency Mapping Tool**
- **PT Evaluation Tool gives entire PT history at a glance including exceptions**



Import/Check Electronic PT Results

View / EDT PT Results Data

View / Edit PT Data for Import Select PT Import File Type : **Data** Final Summary State Summary WPCHEM Data

Required Fields :

- StudyType
- ProviderIdentifier
- StudyNumber
- ParticipantIdentifier
- AnalyteIdentifier
- LotNumber
- MethodCode
- Evaluation

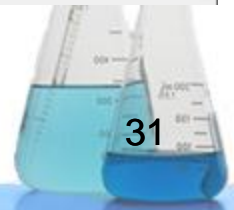
Standard Value List :

- MethodCode
- AnalyteIdentifier
- StudyType
- ParticipantIdentifier

Data Format :

RecordID	StudyType	ProviderIdent	StudyNumber	ParticipantIdentifier	AnalyteIdentifier	LotNumber	Out
1	WPCHEM	200393-0	4032	NULL	1000	PEI0341B	
2	WPCHEM	200393-0	4032	NULL	1000	PEI0341B	
3	WPCHEM	200393-0	4032	NULL	1000	PEI0341B	
4	WPCHEM	200393-0	4032	NULL	1010	PEI0341B	
5	WPCHEM	200393-0	4032	NULL	1010	PEI0341B	
6	WPCHEM	200393-0	4032	NULL	1020	PEI0341B	
7	WPCHEM	200393-0	4032	NULL	1020	PEI0341B	
8	WPCHEM	200393-0	4032	NULL	1030	PEI0341B	
9	WPCHEM	200393-0	4032	NULL	1030	PEI0341B	
10	WPCHEM	200393-0	4032	NULL	1035	PEI02712B	
11	WPCHEM	200393-0	4032	NULL	1035	PEI02712B	
12	WPCHEM	200393-0	4032	NULL	1035	PEI02712B	
13	WPCHEM	200393-0	4032	NULL	1035	PEI02712B	
14	WPCHEM	200393-0	4032	NULL	1040	PEI0341B	
15	WPCHEM	200393-0	4032	NULL	1040	PEI0341B	
16	WPCHEM	200393-0	4032	NULL	1050	PEI0341B	
17	WPCHEM	200393-0	4032	NULL	1050	PEI0341B	
18	WPCHEM	200393-0	4032	NULL	1055	PEI0341B	
19	WPCHEM	200393-0	4032	NULL	1055	PEI0341B	
20	WPCHEM	200393-0	4032	NULL	1070	PEI0341B	
21	WPCHEM	200393-0	4032	NULL	1070	PEI0341B	

Record: 1 of 2575 No Filter Search



View/Query PT results

View Performance Testing (PT) Results

FILTERS (use * as wildcard)

Study No. Method

Study Type Analyte

Lab Type Lab

Study Date Interval

Begin End

Evaluation

Study No	Study Type	Eval Date	Lab ID	Lab Name	Evaluation	Method Code	Method Name	Analyte ID	Analyte Na
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1015	Barium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1020	Beryllium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1030	Cadmium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1040	Chromium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1050	Cobalt
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1055	Copper
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1070	Iron
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1075	Lead
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1090	Manganese
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1100	Molybdenum
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1105	Nickel
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1140	Selenium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1150	Silver
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1160	Strontium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1165	Thallium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1185	Vanadium
1009	WPCHEM	20091123	IN00023	TestAmerica Valparaiso	ACCEPT.	10155609	6010B	1190	Zinc

Close Show... All FOT Method and Analyte Reset Filter Parameters Add / View Documents Edit / View FOT Method Mapping

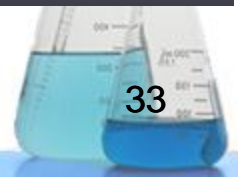
Record: 5 of 5206 No Filter Search



PT History with Exception Report

	A	B	C	D	E	F	G	H
1			PT Study Evaluation Worksheet					
2								
3	Laboratory Name: AAAA Acme Testing Labs							
4	EPA ID: WA00050							
5	State ID: C553							
6								
7	Program Type: CWP							
8								
					03/18/2008	04/11/2008	06/25/2008	09/18/2008
9	Fraction	Analyte Name	Analyte ID	Method Name	WPCHEM-156	WPCHEM-157	RCRA-62	WPCHEM-162
10		Total Hardness	1755	SM 2340 C		ACCEPT.		
11	Metals	Aluminum	1000	EPA 200.7		ACCEPT.		ACCEPT.
12	Metals	Antimony	1005	EPA 200.7		ACCEPT.		ACCEPT.
13	Metals	Antimony	1005	EPA 200.8		ACCEPT.		ACCEPT.
14	Metals	Arsenic	1010	EPA 200.7		ACCEPT.		ACCEPT.
15	Metals	Arsenic	1010	EPA 200.8		ACCEPT.		ACCEPT.
16	Metals	Barium	1015	EPA 200.7		ACCEPT.		ACCEPT.
17	Metals	Barium	1015	EPA 200.8		ACCEPT.		ACCEPT.
18	Metals	Beryllium	1020	EPA 200.7		ACCEPT.		ACCEPT.
19	Metals	Beryllium	1020	EPA 200.8		ACCEPT.		ACCEPT.
20	Metals	Cadmium	1030	EPA 200.7		ACCEPT.		ACCEPT.
21	Metals	Cadmium	1030	EPA 200.8		ACCEPT.		ACCEPT.
22	Metals	Calcium	1035	EPA 200.7				
23	Metals	Chromium	1040	EPA 200.7		ACCEPT.		ACCEPT.
24	Metals	Chromium	1040	EPA 200.8		ACCEPT.		ACCEPT.

PT Result Exception Sheet3



TNI PT Evaluation Tool

PT Decision Maker

1. Select Laboratory FOT

Lab Name: FOT: Cert #: Issue Date:

2. Select a Program **3. Select a Study Type** **4. Run Decision Maker** **5. Enter Path\File below** **6. Generate Report**

Lab Name	Analyte	Method	Current Status	Update Status	Comments	Recent Accept	2 of 3 Accept	Date Range	Exp	Eval Date 1	Study Number 1	Evaluation 1	Eval Date 2	Study Number 2	Evaluation 2	Eval Date 3	Study Number 3	Ev
AAAA Acme Testing Labs	Alkalinity as CaCO ₃	SM 2320 B	Interim	Interim		Y	N	N		4/11/2008	157	ACCEPT.						
AAAA Acme Testing Labs	Aluminum	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Ammonia as N	EPA 350.1	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Antimony	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Antimony	EPA 200.8	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Arsenic	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Arsenic	EPA 200.8	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Barium	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Barium	EPA 200.8	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Beryllium	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Beryllium	EPA 200.8	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Biochemical oxygen	SM 5210 B	Interim	Interim		Y	N	N		4/11/2008	157	ACCEPT.						
AAAA Acme Testing Labs	Bromide	EPA 300.0	Good Standing	Suspended		N	N	N		9/14/2009	174	NOT ACCEPT.	3/18/2008	156	ACCEPT.			
AAAA Acme Testing Labs	Cadmium	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Cadmium	EPA 200.8	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC
AAAA Acme Testing Labs	Calcium	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.			
AAAA Acme Testing Labs	Chloride	EPA 300.0	Interim	Interim		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.			
AAAA Acme Testing Labs	Chromium	EPA 200.7	Good Standing	Warning		Y	Y	N		9/14/2009	174	ACCEPT.	4/23/2009	169	ACCEPT.	9/18/2008	162	ACC

Show... All Status Changed Filter: Method Analyte Current Status



Method Mapping Tool

Method mapping

Map PT Method to FOT Method

Unmapped PT methods		FOT Methods		Mapped PT/FOT methods			
Method Name	Method Code	Method Name	Method Code	PT	Method Code	FOT	Method Code
(IC) Ion Chroma	10055604	40CFR.763 Subpart E, Ap	WM900000	120.1	10006209	EPA 120.1_1982	10006403
200.7 Rev 4.4	10013806	Abraxis	WM920060	130.1	10054805	EPA 130.1_1982	10006801
200.8	10014605	ALI SOP 602	WM900020	130.2	10007202	EPA 130.2_1971	10007202
200.8	10014809	ALPCO Manual	WM900030	1311	1000000011	EPA 1311_0_1992	10118806
2130 B	20042006	AP WHO-2	WM900040	150.2	10008603	EPA 150.2_1971	10008807
245.2	10271202	ARI SOP 427S	WM900060	160.1	10009004	EPA 160.1_1971	10009208
353.2	10067206	ARI SOP 423S	WM900050	160.3	10009800	EPA 160.3_1971	10010001
4500 CIG	20020604	ASTM D 1067-92B	30004003	1613B	10120602	EPA 1613_B_1994	10120408
4500 H/B	20022406	ASTM D 1125-92 A	30005200	200.8	10014401	EPA 200.8_5.4_1994	10014605
4500G	20020604	ASTM D 1179-93B	30005802	2120B	20001803	SM 2120 B 19th ED (199	20223807
6010B	10155609	ASTM D 1293-95 B	30007206	218.4	10027404	SM 2320 B 19th ED (199	20045005
610	10104402	ASTM D 19	WM300000	245.1	10036201	EPA 245.1_3_1994	10036609
624	10107207	ASTM D 1945	WM300040	2540B	20004608	SM 2540 B 20th ED (199	20049007
625	10107401	ASTM D 1946	WM300020	2540C	20004404	SM 2540 C 18th ED (199	20049609
625	10185805	ASTM D 2820	WM300030	305.1	10054009	EPA 305.1_1974	10054203
7470A	10165807	ASTM D 3416	WM300050	6010B/EPA 200.7	10014003	EPA 6010B_2_1996	10155609
8082	10179007	ASTM D 3588	WM300060	6010B/EPA 200.7	10155609	EPA 6010B_2_1996	10155609
8260B	10184802	ASTM D 3590-02	30016605	6020	10156408	EPA 6020_(9/94)	10156000
8270C	10185805	ASTM D 422	WM300080	8321A	10189001	EPA 8330_0_1994	10189807
8310	10187607	ASTM D 4282	WM920020	8321B	10189205	EPA 8321A_1_1996	10189001

Map Selected >

< Unmap Selected

<< Unmap All

Sort by... Ascending Descending

Sort by... Ascending Descending

Sort by... Ascending Descending

Close



Schedule PT Testing

PT Schedule

Performance Testing Schedule FILTER Select Laboratory

Study Rec ID / Description : 1 ACME Routine 2006

Lab ID / Name : ACME Labs

Study Type : WPChem

Submittal Due Date : 07/01/2006

Study Class : Routine

Comments :

PT Provider ID / Name :

Study ID : Date Completed Study Submitted :

Study Rec ID / Description : 2 ACME Makeup 2006

Lab ID / Name : ACME Labs

Study Type : WPChem

Submittal Due Date : 07/01/2006

Study Class : Make-up

Comments : 1112 PCA and 112TCA by 8021 due for make-up

PT Provider ID / Name :

Study ID : Date Completed Study Submitted :

Study Rec ID / Description : 3 [REDACTED] Routine 2006 PT

Record: 1 of 5



Real Time FOT status

FOT View/Edit

FILTERS

FOT ID / Description : ACME Scope of Accreditation Matrix :
 Program : Technology :
 Group : Method :

FOT Description : ACME Scope of Accreditation
Lab Name : ACME Labs
Certificate Number : CERT0001
Program : Clean Water Program
Group : Synthetic Organic Compounds
Matrix Type : Non potable water

Status	StudyType	Analyte ID	Analyte Name	Method ID	Method Name	Technology Type
Warning	WPChem	5105	1,1,1,2-Tetrachloroethane	10174808	EPA 8021B_2_1996	GC-ELCD
Good Standing	WPChem	5105	1,1,1,2-Tetrachloroethane	10184802	EPA 8260B_2_1996	GC-ELCD
Warning	WPChem	5105	1,1,1,2-Tetrachloroethane	10174400	EPA 8021_(7/92)	GC-ELCD
Warning	WPChem	5160	1,1,1-Trichloroethane	10174400	EPA 8021_(7/92)	GC-ELCD
Good Standing	WPChem	5160	1,1,1-Trichloroethane	10184802	EPA 8260B_2_1996	GC-ELCD
Interim	WPChem	5160	1,1,1-Trichloroethane	10174808	EPA 8021B_2_1996	GC-ELCD
Warning	WPChem	5110	1,1,2,2-Tetrachloroethane	10184802	EPA 8260B_2_1996	GC-ELCD
Good Standing	WPChem	5110	1,1,2,2-Tetrachloroethane	10174808	EPA 8021B_2_1996	GC-ELCD
Good Standing	WPChem	5110	1,1,2,2-Tetrachloroethane	10174400	EPA 8021_(7/92)	GC-ELCD
Good Standing	WPChem	5195	1,1,2-Trichloro-1,2,2-trifluoroethane	10184802	EPA 8260B_2_1996	GC-ELCD
Warning	WPChem	5195	1,1,2-Trichloro-1,2,2-trifluoroethane	10174808	EPA 8021B_2_1996	GC-ELCD
Good Standing	WPChem	5165	1,1,2-Trichloroethane	10174808	EPA 8021B_2_1996	GC-ELCD
Good Standing	WPChem	5165	1,1,2-Trichloroethane	10184802	EPA 8260B_2_1996	GC-ELCD
Warning	WPChem	5165	1,1,2-Trichloroethane	10174400	EPA 8021_(7/92)	GC-ELCD
Good Standing	WPChem	4630	1,1-Dichloroethane	10174808	EPA 8021B_2_1996	GC-ELCD



Proficiency Testing

Environmental Laboratory Data-Online
(ELDO)

Susan Wyatt, MN-ELAP



ELDO Features for PTs

- Upload electronic data from vendors
 - XML format: allows validation prior to delivery to MNELAP, readable files
- Business rules applied for evaluating PTs according to NELAP
 - Associates 'required PTs' for labs
 - Features for 2009 TNI Standard already incorporated (LOQ, analysis date)



Identification of Vendors

Edit Vendor

Name: *	<input type="text" value="Wibby Environmental"/>
Vendor Id: *	<input type="text" value="2427.01"/>
Website:	<input type="text" value="www.wibby.com"/>
Phone:	<input type="text" value="(303)940-0033"/>
Email:	<input type="text" value="cwibby@wibby.com"/>

 [Update](#)

 [Cancel](#)



Finding Studies (by lab)

Search Studies

EPA ID: *

Name	EPA Id
TestAmerica Denver	CO00026

Analysis D

From date:

To date:



View Study Details

Lab Study Details

Study Id: 123567
Vendor: vendor 123
Vendor Code: vendor123
Lab: TestAmerica Denver
Lab EPA Id: CO00026

Study Items (1154)

Analyte	Method	Matrix	Lot#	Eval	Analysis Date	Close Date	Open Date	Report Date	Assigned Value	LOQ	Reported Value	Limits	Unit
Benzo(g,h,i)perylene	EPA 8310	Non-Potable Water	lot123	Acceptable	12/17/2010	12/17/2010	12/17/2010	12/17/2010	24	200	<5	1/200	g/l
Chloroethane (Ethyl chloride)	EPA 8260B	Solid and Chemical Materials	lot123	Acceptable	12/17/2010	12/17/2010	12/17/2010	12/17/2010	24	200	<5	1/200	g/l
Trichloroethene (Trichloroethylene)	EPA 8021B	Solid and Chemical Materials	lot123	Acceptable	12/17/2010	12/17/2010	12/17/2010	12/17/2010	24	200	<5	1/200	g/l
	EPA	Non-Potable											





View List of PTs Required

Required PT's


EPA ID:*


Analysis Date:

From date: 

To date: 

Close Date:

From date: 

To date: 

Required PT Results (2360)									
Analyte ↕	Matrix ↕	Method ↕	Technology ↕	Status ↕	Vendor Eval ↕	Vendor ↕	Study # ↕	Reported Value ↕	Closing Dat
Disulfoton	Solid and Chemical Materials	EPA 8270C	Gas Chromatography-Mass Spectrometry	ACC	Acceptable	vendor 123	123567	<5	Dec 17, 2010
Disulfoton	Solid and Chemical Materials	EPA 8270C	Gas Chromatography-Mass Spectrometry	ACC	Acceptable	vendor 123	12345	<5	Dec 29, 2010
Phorate	Solid and Chemical Materials	EPA 8141A	Gas Chromatography-Nitrogen/phosphorus Detection	ACC	Acceptable	vendor 123	123567	<5	Dec 17, 2010



Constraints

- Undefined FoPT list
- Incomplete method codes and analyte codes lists
- PT vendor files inconsistent
- Inconvenient transfer files
- No TNI-established identification for PT vendors

TNI, Please Help Us!!



Assessments

Checklist Tool

Mei Beth Shepherd, STS





Checklist Tool Features

- Access Assessments over the Web
- All levels (Laboratory, Assessors, AB, Advisory Board) see real time status
- Easily find the question of interest among the 1300ish in the NELAC checklist
- Automated creation of reports
 - Single assessment
 - Across multiple assessments





Create Assessment

Use the form below to add a new audit. Items marked with * are required. Click the Cancel button to go back to the list of audits.

*Assessment Id:	<input type="text"/>	Client:	<input type="text" value="Select..."/>
Start Date:	<input type="text"/>	-OR- NEW Client/Location:	<input type="text"/> <input type="checkbox"/> Client Location
End Date:	<input type="text"/>	Address:	<input type="text"/>
*Standard:	<input type="text" value="Select..."/>	City:	<input type="text"/>
*Status:	<input type="text" value="Open"/>	State:	<input type="text" value="Select..."/>
Type:	<input type="checkbox"/> External <input checked="" type="checkbox"/> Internal	Zip:	<input type="text"/>
*FOAs and Capabilities:	<input type="checkbox"/> Air <input type="checkbox"/> Asbestos <input type="checkbox"/> Microbiology <input type="checkbox"/> Organics <input type="checkbox"/> Radio Chemistry <input type="checkbox"/> Toxicity Testing	<input type="checkbox"/> In House Lab <input type="checkbox"/> PT Samples <input type="checkbox"/> Sampling <input type="checkbox"/> Sampling Equipment <input type="checkbox"/> Sub Contractors <input type="checkbox"/> Work Cells	Phone: <input type="text"/> Fax: <input type="text"/> http:// <input type="text"/> Laboratory Title: <input type="text"/>
Classification:	<input type="text" value="Select..."/>	Contact First Name:	<input type="text"/>
Assessor Co.:	<input type="text" value="Select..."/>	Contact Last Name:	<input type="text"/>
Accrediting Body:	<input type="text" value="Select..."/>	Contact Email:	<input type="text"/>
Advisory Board:	<input type="text" value="Select..."/>		

Assessor Definition

□ Assessors

Use the form below to add an Audit Assessor to this Audit. Click the Cancel button to go back to the list of Audits.

Assessor Co.:	Shepherd Technical Services
NEW Assessor	
Name:	<input type="text"/>
Email:	<input type="text"/>
- OR -	
EXISTING Assessor	<input type="text" value="Select..."/>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	
Assessor(s):	There are no Audit Assessors in the database for this Audit.



Interviewee Definition

□ Interviewees

Use the form below to add an Audit Interviewee to this Audit. Items marked with * are required. Click the Cancel button to go back to the list of Audits.

*Name:	<input type="text"/>
Email:	<input type="text"/>
*Functional Area:	<input type="text"/>
Meeting Type:	<input type="checkbox"/> Opening <input type="checkbox"/> Closing <input type="checkbox"/> Interview
	<input type="button" value="Apply"/> <input type="button" value="Cancel"/>
Interviewee(s):	There are no Audit Interviewees in the database for this Audit.



Document Definition

□ Documents

Use the form below to add an Audit Document to this Audit. Items marked with * are required. Click the Cancel button to go back to the list of Audits.

Document Type:

- Audits
- Corrective Action Reports
- Data Records
- DOC
- Instrument/Reagent/Standard Tracking Records
- Method SOPs
- Miscellaneous
- Personnel Qualifications
- PT
- Quality Documents
- Support
- Test Reports
- Training Records

Document(s): There are no Audit Documents in the database for this Audit.



Sublist Definition

- Sublists such as Method Checklists

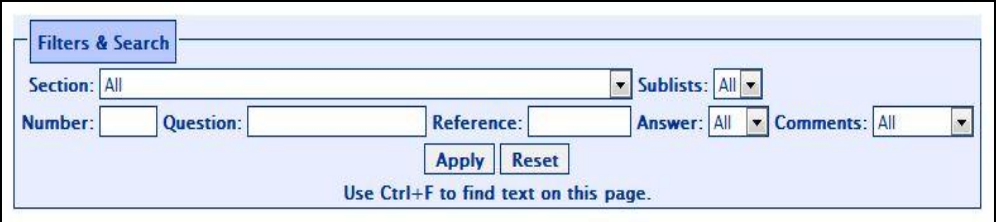
Use the form below to add a new sublist to this audit. Click the Cancel button to go back to the list of audits.

Name:	<input type="text"/>
Standard:	<input type="text" value="Select..."/>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	
Sublist(s):	There are no sublists in the database for this audit.



Find Questions

- Search for Relevant Checklist Question
 - Number
 - Standard Section
 - Full Text search
- Add Comments
 - Prior to onsite assessment
 - During Assessment
 - After Assessment



Filters & Search

Section: All Sublists: All

Number: Question: Reference: Answer: All Comments: All

Apply Reset

Use Ctrl+F to find text on this page.





Enter Findings

Use the form below to update this answer. Click the Cancel button to go back to the list of answers for this audit.

Standard: 2003 d

Section: 5.4 – Management Requirements

Question: 35. Do the technical director(s) meet the requirements specified in the Accreditation Process? (see 4.1.1.1)

Reference: 5.4.1.5.h

Answer: N/A No Yes

Comment:

Add a New Finding

Sort Order:

Critical: No Yes

Repeat: No Yes

Category:

Finding Details:

Days to Complete:

Request Assessor Approval: No Yes



Single Assessment Reports

- Cover Page
- Preview Findings
- NELAC General
- Documents
- DOCs
- Summary





Multiple Assessment Reports

- Used for
 - Training
 - Standard Improvement
- Deficiency Summary
 - Which questions have the most findings?
- Cross Assessment Report
 - What are the findings for each question?





Report Examples

Deficiency Summary

[Change report parameters.](#) Number of Audits in Sample: 57

Standard	Question	Deficiency Count
2003 d	1	3

Cross Assessment Findings

[Change report parameters.](#)
 Number of Audits in Sample: 5
 Number of Findings in Sample: 144

[Print](#)

[Close](#)

Standard	Number	Question	Category	Reference	Deficiencies or Findings	Critical	Repeat	Section
2003 d	2	Does the laboratory demonstrate compliance with more stringent standards if required in a mandated test method or regulation?	T-1 - Analytical and Program Requirements	5.1.1	The laboratory's SOP for EPA Method 1664A calls for using 35-70 mesh silica gel for the silica gel treated portion of the analysis. This mesh size corresponds to 210-500 micron particle size. Section 7.7 of the reference method specifies 75-100 micron particle size material.	N	N	5.4 - Management Requirements
2003 d	2	Does the laboratory demonstrate compliance with more stringent standards if required in a mandated test method or regulation?	T-1 - Analytical and Program Requirements	5.1.1	The laboratory's SOP for performing TCLP extractions employs a dry weight determination rather than the percent solids procedure described in Section 7.1.1 of the reference method.	N	N	5.4 - Management Requirements
2003 d	35	Do the technical director(s) meet the requirements specified in the Accreditation Process? (see 4.1.1.1)	P - Positive Findings	5.4.1.5.h	Mr. Robert Stowe and Ms. Erica Trickey are recognized as meeting the qualifications requirements for Technical Director for Toxicity Testing as defined at NELAC 4.1.1.1.	N	N	5.4 - Management Requirements
2003 d	35	Do the technical director(s) meet the requirements specified in the Accreditation Process? (see 4.1.1.1)	P - Positive Findings	5.4.1.5.h	TCEQ recognizes Ms. Norma James as meeting the qualifications requirements for Technical Director as defined at NELAC 4.1.1.1.	N	N	5.4 - Management Requirements
2003 d	44	Does the laboratory appoint deputies for key managerial personnel including the technical director(s) and/or quality manager?	M-1 - Organization	5.4.1.5.j	The laboratory has not appointed deputies for key managerial personnel, including the technical director and the quality manager.	N	N	5.4 - Management Requirements
2003 d	45	For purposes of qualifying for and maintaining accreditation, does each laboratory participate in a proficiency test program as outlined in Chapter 2?	T-3 - Proficiency Testing	5.4.1.5.k	Corrective action reports for failed proficiency test studies are not submitted to the accrediting authority as required in NELAC 2.7.4.	N	N	5.4 - Management Requirements
2003 d	47	Does the laboratory document its policies, systems, programs, procedures and instructions to the extent necessary to assure the quality of the environmental test results?	M-2 - Quality Systems	5.4.2.1	The laboratory has failed to document policies and procedures for several key quality systems. Documented procedures do not exist for: • Purchasing, • Review of Contracts, Requests, and Tenders, • Internal Audits, • Management Review, • Corrective Action, and • Data Integrity. Due to fundamental nature of these systems to implementation of the overall standard, this finding is judged to be a Critical Finding.	Y	N	5.4 - Management Requirements

Future Development

- Enhancements
 - Additional checklists (e.g., 2009 TNI standard)
 - Off-line version
 - Canned database reporting tools
 - Direct entry of CAB corrective action(s)
 - Additional reports, as needed.



Assessments

Automated Audit System (AAS)

Tim Fitzpatrick, LDC



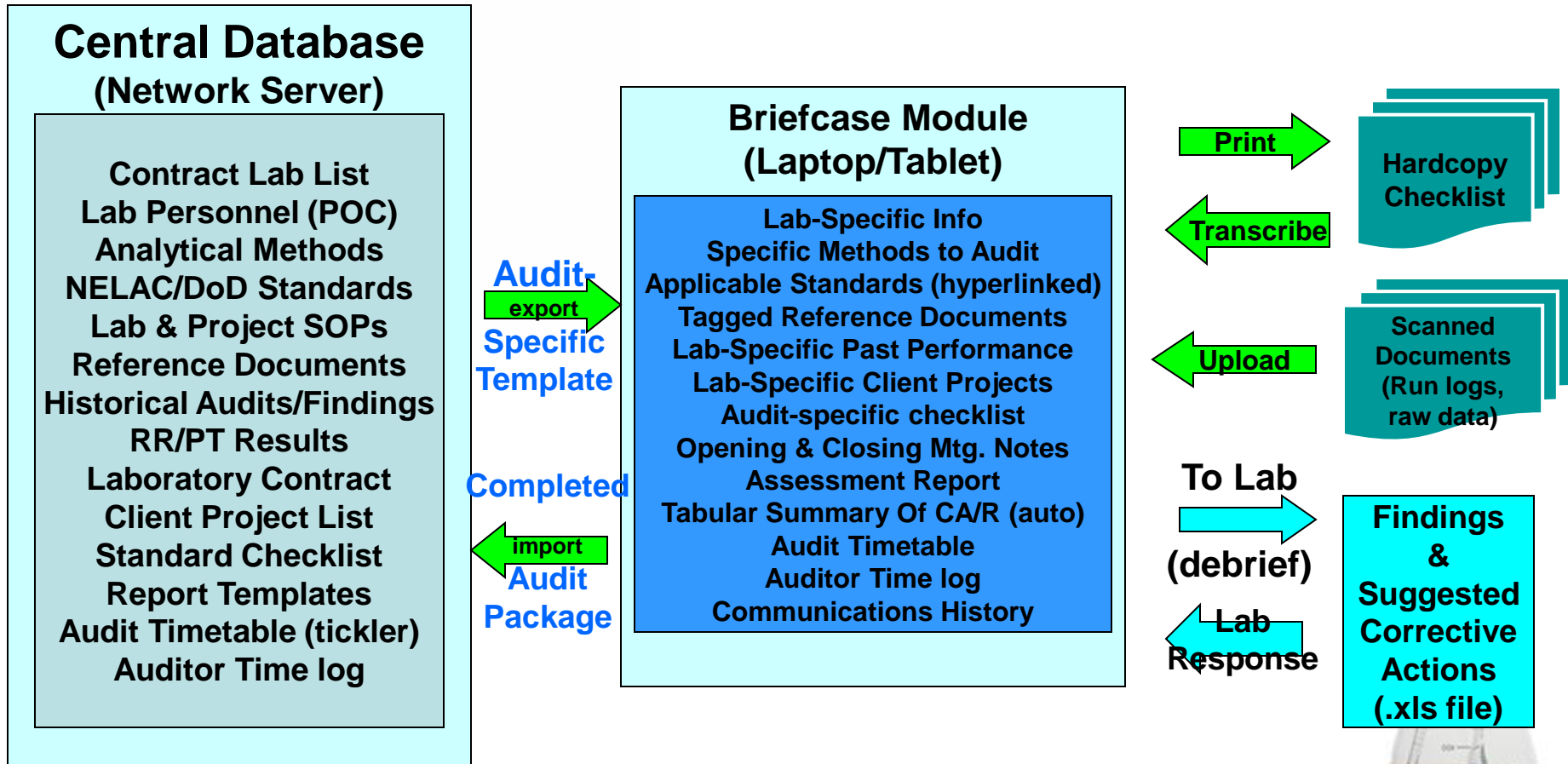


Audit Module Features

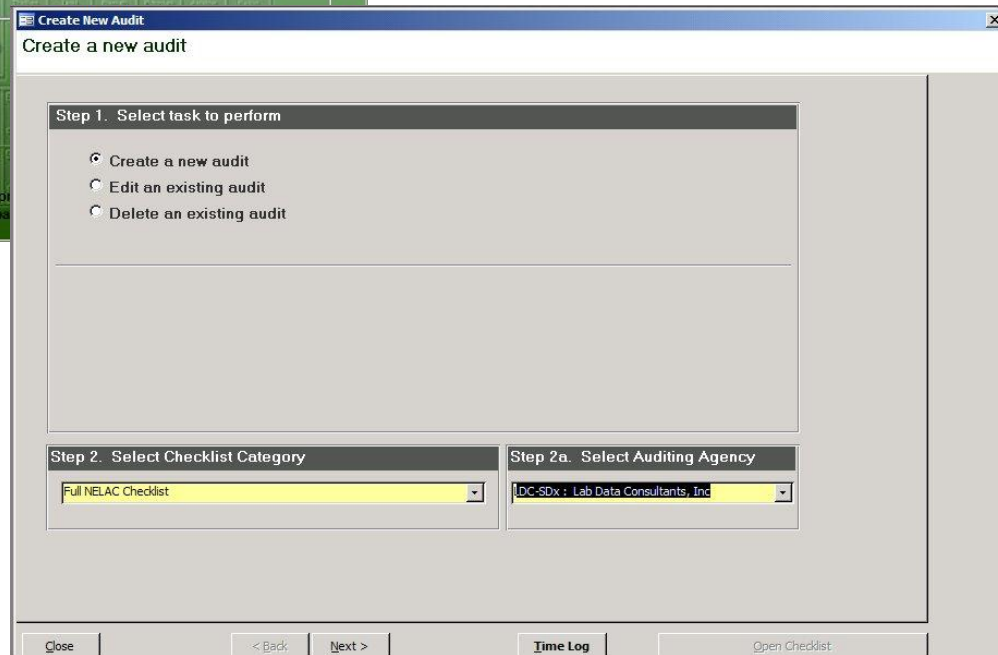
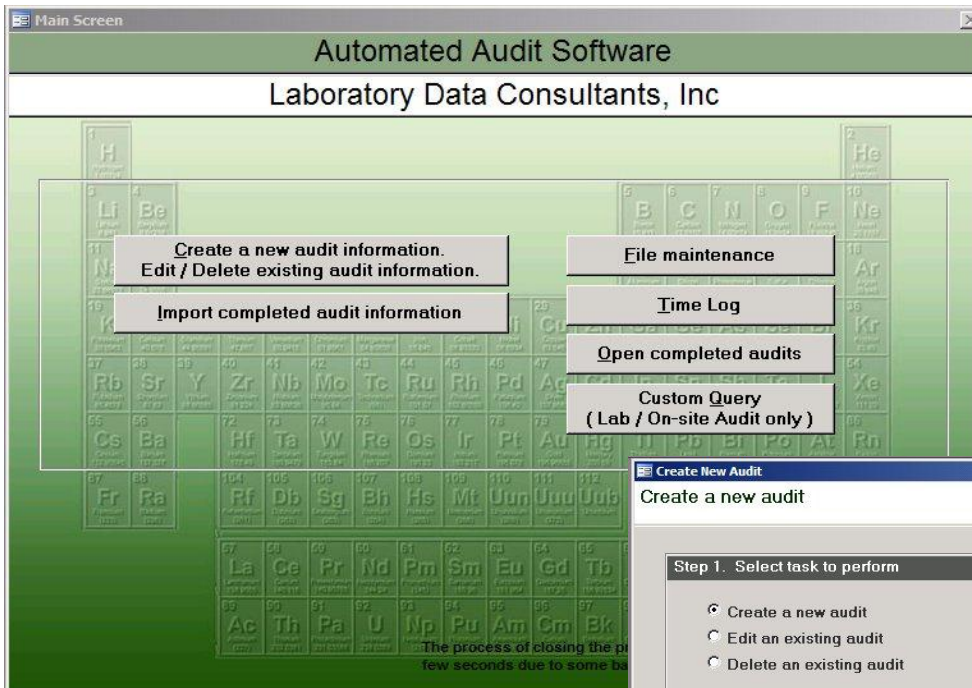
- **Standardization of audit process and audit reporting through automation**
- **Uses TNI and other agency or project-specific checklists and requirements to guide the user through the audit**
- **Centralized storage of audit records for review by audit team**
- **Query tool for findings, CA and trend analysis**
- **Real time retrieval of audit reference documents by hyperlinks**
- **Generation of clear, concise and technically sound reports for the laboratory and data users**
- **Field Sampling Audit version available**
- **Attach electronic exhibits for findings**



Electronic Audit Process Overview



Audit Template Wizard



Customizable Checklists with Hyperlinks

Audit Worksheet

Lab Audit Worksheet - Main Checklist LabAudit NELAC OK TEST, ACME Labs

05.0 : Introduction, PT Studies, and use of Accreditation

Select FILTER Header : 05.0 Compliance Filter

Subheader :

- ALL
- NULL
- CA
- CA1
- Did Not Ask

05.0	5.0	Introduction, PT Studies, and use of Accreditation	Applicable STD	Link to Docs	Compliance	Findings / Observations
05.0	5.0	001 Are all items identified in NELAC Chapter 5 Quality System available for the on-site inspection or data audit?	5	NELAC2003Docs\2003 NELAC STD Quality Systems	Did Not Ask	
05.0	5.0	002 Do the laboratory's management and all analysts ensure that all PT samples are handled (i.e., managed, analyzed, and reported) in the same manner as real environmental samples utilizing the same staff, methods as used for routine analysis of	2.5	NELAC2003Docs\2003 NELAC STD PT Sec 2.5.pdf	CA	Lab analysts re-ran PT samples multiple times at multiple dilutions. Reasons for re-runs not documented. Other samples analyzed same day received no such treatment.
05.0	5.0	003 Does the laboratory post or display their most recent NELAP accreditation certificate or their NELAP-accredited fields of testing in a prominent place in the laboratory facility?	6.8.a.1	NELAC2003Docs\2003 NELAC STD Accr Auth sec 6.8.pdf	Did Not Ask	
05.0	5.0	004 Does the laboratory make accurate statements concerning their NELAP accreditation fields of testing and NELAP accreditation status?	4.6.1	NELAC2003Docs\2003 NELAC STD Accreditation	Did Not Ask	
05.0	5.0	005 Does the laboratory accompany the accrediting authority's name and/or the NELAC/NELAP logo with at least the phrase	6.8.a.3	NELAC2003Docs\2003 NELAC	Did Not Ask	

Record: 1 of 6 Filtered Search

Summary Findings Table I/O in Excel

Finding No.	Findings / Observations	Compliance	Rule	Checklist Section	Corrective Action / Recommendation	Laboratory Proposed Corrective Action Plan	Accepted ?
1	The ICAL for the current HPLC 8330A does not conform to the lab's reference to EPA 8000B	CA	5.5.5.2.2.1.e	5.5 5.5.05	The current Explosives analysis calibration model is a non-linear Quadratic (second order) that employs five (5) standard levels. ACME SOP #17 references 8000B for ICAL guidance and	ACME SOP #17 will be revised for the non-linear second order criterion of 6 point minimum. The SOP revision excerpt, training records and ICAL summary will be provided for approval (11/12/2004)	<input type="checkbox"/>
2	Review of PT studies for Organic analysis indicated unwarranted duplicate and serial dilution analyses.	CA	2.5	5.0 5.0	When analyzing PT samples, the lab must use the same sequence of analytical steps for routine samples. Interview indicated that the serial dilutions and duplicate analysis were	ACME SOP-PTs will be revised to mandate that analyses of PT samples cannot deviate from routine analytical sequence steps. Training records and copies of the	<input checked="" type="checkbox"/>
3	The current Corrective Action, Training and Internal Systems and Technical Audit SOPs do not make reference to the Data Integrity elements defined by NELAC: data integrity training and agreement;	CA	5.5.4.1	SOP 99.	At a minimum, the lab must revised the current SOPs for Corrective action, Training, and Internal Systems and Technical Audits, to integrate and reference data integrity phase information	The Lab revised SOPs for Corrective action, Training, and Internal Systems and Technical Audits, reference data integrity procedures established by the lab's DI program.	<input checked="" type="checkbox"/>
4	Recommendation: ACME SOP #3- Manual Integration should be revised to ensure the procedures of the required elements for the Data Integrity policy are objectives within the scope of the SOP.	R	5.5.4.7.1.c	5.5 5.5.04	The following objectives should be revised or added within the scope of the MI SOP for concise definition of policy requirements and enforcement: - When and when not to MI; including	ACME SOP #3- Manual Integration will be revised for comprehensive data integrity procedure and submitted for review. Training records copies and demonstration of implementation reports	<input checked="" type="checkbox"/>
5	Lapses of initialed and dated records were observed among reviewed raw data, run logs, maintenance logs, etc.	R	5.4.12.1.5.d	5.4 5.4.12	The laboratory needs to enforce the importance of record integrity through continued monitoring and surveillance, and need of training or re-training.	The lab will enforce documentation policy through continued monitoring of logs and data. Additionally, data review checklists will itemize conformance of documentation policy.	<input checked="" type="checkbox"/>
6	Corrective Action table of SOP makes reference of surrogate check. Method 7470A does not employ surrogate(s).	R	D.1.1.3.3.c	Appendix D App D.1	A typo is apparent in the ACME Mercury SOP's corrective action table, which is checklisting surrogate performance.	The lab confirmed the error to be a typo and has removed check of surrogate from the corrective action table of the	<input checked="" type="checkbox"/>

Record: 1 of 13



Report Template (MS Word)

Audit Report

Audit Report

Report variables. Lab's Date of Inception (mm/yyyy) : **Dec, 2004** (Section 2.0) Contract ID **G. Costanza** (Section 2.0)

Analyses Types (Section 5.3) **Inorganics, Organics and Wet Chemistry** Lab QA Manual Date : **09/01/2003** (Section 5.2) (mm/dd/yyyy)

1.0 Introduction

As requested by Ajax Consulting Agency, Inc. Lab Data Consultants, Inc. conducted an assessment of ACME Labs, Inc. located in Augusta, GA. The audit process includes four primary phases:

- 1) Review of laboratory preliminary documentation;
- 2) Proficiency Testing (PT) review;
- 3) On-site assessment; and
- 4) Corrective action.

2.0 General Information

The Assessment was initiated by Ajax Consulting Agency, Inc. The assessment was executed by Lab Data Consultants, Inc. Rich Amano, and Scott Denzer were the assigned assessors. Rich Amano served as lead assessor. The assessment was structured as a general evaluation of laboratory capabilities to support Inorganic, Organic and wet chemistry analyses for Navy CLEAN activities and projects.

ACME Labs, Inc. has been providing commercial and government clients with routine environmental analytical services at the Augusta location since December, 2004. The scope of this assessment is limited to the Augusta facility.

The laboratory performs Navy IR work for several contractors under the Navy CLEAN contracts. The laboratory has performed work for the Navy's, Southern Division, Northern Division and Atlantic Division. The laboratory also performs testing for other DOD projects for a variety of contractors and sites. These include U.S. Army Corps of Engineers, and Air Force Center for Environmental Excellence (AFCEE).

ACME Labs, Inc. occupies 2 building(s), totaling 140000 SQ FT. The laboratory currently operates with approximately 66 full and part-time personnel, which includes approximately 54 technical staff.

3.0 Laboratory Preliminary Documentation Review

Query Tool Findings/CA

Custom Query Builder

Custom Query Builder

Option 6 : Select one or more laboratories

Lab ID	Lab Name, City, State
LDC003	ACME Labs, Augusta, GA
EPA-ICP-005	ICP Analytical Laboratory, Tulsa, OK
LDC002	Trust Us Labs Inc., Thatcher, AZ

Select all Clear all

Option 7 : Select one or more methods

Method ID	Method Name
NL	Non-method specific checklist
30020407	ASTM 5317-93
30018805	ASTM D 4107-91
10000803	EPA 00-02
10002003	EPA 0020_0_1986
10004601	EPA 100.2_1994
10008205	EPA 150.1
10009004	EPA 160.1
10009402	EPA 160.2
10010205	EPA 160.4
10011606	EPA 180.1_1978
10013408	EPA 200.7
10015006	EPA 200.9
10135203	EPA 3050_(9/86)
10135601	EPA 3050B_2_1996
10136604	EPA 3060A_1_1996
10137801	EPA 3510A_(7/92)
10067206	EPA 353.2
10067400	EPA 353.2_1978
10067808	EPA 353.3
10077006	EPA 410.4
10078009	EPA 413.2_1978
10078805	EPA 418.1

Select all Clear all

Option 8
Select one or more subheader titles (Optional)

- All
- Accommodation and Environmental Conditions
- Air Testing
- Asbestos Testing
- Assuring the Quality of Environmental Test and Calibration Result
- Chemical Testing
- Complaints
- Control of Nonconforming Environmental Testing and/or Calibrat
- Control of Records
- Corrective Action
- Data Integrity
- Demonstration of Capability
- Document Control
- Environmental Test and Calibration Methods and Method Validato
- Equipment
- General
- Handling of Samples
- Internal Audits
- Introduction
- Introduction, PT Studies, and use of Accreditation
- Management Reviews
- Measurement Traceability
- Microbiology Testing
- Organization

Select all Clear all

< Back Next >

Save Query Run Query / MS Excel Export Close



Assessments

Environmental Laboratory Data-Online
(ELDO)

Susan Wyatt, MN-ELAP





ELDO Features: Assessments

- Real-time assessment reporting and responses
 - No transfer files; enter directly into system
- Pre-programmed report citations with “hints” for use
- Multiple assessor access to draft reports
- System-required peer review
- Automated messaging and delivery of reports and lab responses



Create Assessments

Add Assessment

Assessment ID:

Selected lab

EPA Id: *


Lab Name:


Lab State Code:

Lab EPA Id:

Physical Address:

Type: *

Assessment Date: * 

End Date: * 

Report Date:

Status: Draft

Lead Assessor: Stephanie Drier

Other Assessors: [+ Add](#)

Lab Attendants: [+ Add](#)

Responsibility Areas: *

AIR
 All Areas
 Inorganic Chemistry
 Metals
 Microbiology
 Other Organic Comp

[» Add all](#)
[» Add](#)
[« Remove](#)
[« Remove All](#)

CAR Items (0)		
#	Citation	Action
+ Add CAR		



Record Findings

Edit CAR Item

Assessment date: 1/10/2011 Assessment ID:

Finding Number: 1 of 1

Citation:*

Observation:*

Edit CAR Item

Assessment date: 1/10/2011 Assessment ID:

Finding Number: 1 of 1

Citation:*

Observation:*

- Organization (NELAC 5.4.1)
- Quality System (NELAC 5.4.2)
- Document Control (NELAC 5.4.3)
- Review of Requests, Tenders, and Contracts (NELAC 5.4.4)
- Supply copy of certificate and scope (MN Rules 4740)
- Subcontracting of Environmental Tests (NELAC 5.4.5)
- Purchasing Services and Supplies (NELAC 5.4.6)
- Service to the Client (NELAC 5.4.7)
- Complaints (NELAC 5.4.8)
- Control of Nonconforming Work (NELAC 5.4.9)
- Corrective Action (NELAC 5.4.10)
- Preventive Action (NELAC 5.4.11)

Assessment date: 1/10/2011 Assessment ID:

Finding Number: 1 of 1

Citation:*

Observation:*



View and Respond to Assessments ONLINE

Lab Search Parameters

Status: Pending All

From date: 10/12/2010 05:46 PM To date: 01/10/2011 04:46 PM

Results:(1)

id	Type	Status	Lab	EPA ID	Assessment Date	Action
172859	Onsite	Open	MyLab	MN99999	01/10/2011 08:00 AM	View

Select the [View](#) link at the end of the row to view the corresponding assessment report.

Edit Assessment

Assessment ID: 172859

Lab: MyLab
 Type: Onsite
 Assessment date: 01/10/2011 08:00 AM
 Status: Open

CAR Items (2)

#	Citation	Action
1	Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)	Respond
2	Equipment (MFI AC 5.5.4)	Respond

Select the [Respond](#) link at the end of the row to view observations for each of the citations in the report.

Edit CAR Item

Assessment date: 1/10/2011 Assessment ID: 172859

Finding Number: 1 of 2
 Citation: Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)
 Observation:
 The assessor reviewed the report of the management review conducted on November 18, 2010. The laboratory did not record the required actions resulting from the review of findings and the appropriate and agreed timeline for management to ensure the actions are carried out. During the management review, the laboratory must review and record the implementation and effectiveness of its corrective actions.

Action:*





Enterprise Application: Managing Workflow for Assessments

Edit CAR Item

Assessment date:	1/10/2011	Assessment ID:	172859
Finding Number:	1 of 2		
Citation:	Management Reviews (NELAC 5.4.14 and NELAC 5.4.15)		
Observation:	<p>The assessor reviewed the report of the management review conducted on November 18, 2010. The laboratory did not record the required actions resulting from the review of findings and the appropriate and agreed timeline for management to ensure the actions are carried out. During the management review, the laboratory must review and record the implementation and effectiveness of its corrective actions.</p>		
Action:	<p>The laboratory has modified its management review procedure to ensure that all corrective actions are reviewed for effectiveness and meet the timelines of the standard. A revised procedure is uploaded in the ELDO system for review.</p>		
Status:	NOT Acceptable		
Observation:	<p>The ELDO system does not have a record of your laboratory's revised procedure. Please log into the system and assure that you have uploaded the document correctly and submitted it for review.</p>		
Action:*	<div style="border: 1px solid black; height: 100px;"></div>		



Document Control

Environmental Laboratory Data-Online
(ELDO)

Susan Wyatt, MN-ELAP



Our History

- In the beginning.....there was **paper** (lots and lots of paper)
- Then **scanning** (lots and lots of scanning)
- Next **indexing**....(lots and lots of indexing)
- And we still had not begun to USE the documents....



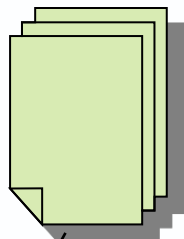


Then...along came ELDO

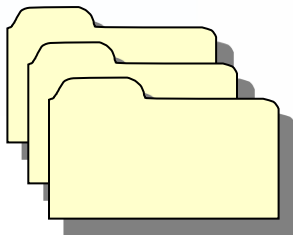
- Upload or update documents online
- Maintains “Table of Contents” and list of effective dates per NELAP
- Ensures documents received by MNELAP prior to accreditation approval



Uploading, Accepting, and Viewing Documents



Lab creates files and sorts into pre-identified “folders” on ELDO



Folders are ‘sent’ to MNELAP and placed in file cabinet. Files are accessible to ELDO users



Document Information


QAM Documents


Upload Quality Assurance Manuals/ Single Document

Title: *

Revision: *

Reviewed by: *

Review date: * 

Effective Date: * 

File: *

Row	Rule Requirement	Page
1	Quality policy statement	<input type="text"/>
2	Organizational structure	<input type="text"/>
3	Records retention procedure	<input type="text"/>
4	Document control procedure	<input type="text"/>
5	Job descriptions	<input type="text"/>
6	Identification of approved signatories	<input type="text"/>
7	Traceability procedures	<input type="text"/>
8	List of test procedures	<input type="text"/>
9	Project management procedures	<input type="text"/>
10	Calibration procedures	<input type="text"/>





Accepting Documents into ELDO

Evaluate Documents Request for lab "New Prague Municipal Wastewater Treatment Facility"

QAM Documents - SINGLE	
Title:	New Prague WWTF Manual
Revision:	003
Reviewd by:	Ron B
Review date:	1/14/2011
Effective date:	1/14/2011
File:	MDH - SOPtitle page.pdf
Approve:	<input type="text" value="Waiting for Evaluation"/>

Rule Requirement	Page
Quality policy statement	1
Organizational structure	2
Records retention procedure	3
Document control procedure	4
Job descriptions	5
Identification of approved signatories	5
Traceability procedures	6
List of test procedures	7
Project management procedures	5
Calibration procedures	7



Viewing, Downloading Documents

Allows convenient viewing and download of laboratory records to desktop for assessing or CDROM for sharing.

Documents for MyLab

QAM Documents | **SOP Documents** | Additional Documents

SOP Documents - MULTIPLE

Download All

SOP Multiple Document							
Filename	Method	Matrix	Title	Revision Number	Reviewed By	Review Date	Effective Date
r2-final.pdf	SM 9222 D (m-FC)-97	Non-Potable Water	Fecal Coliform SOP	2	I. LabGuy	1/3/2011	1/3/2011
r2-final.pdf	SM 4500-P E	Non-Potable Water	TPhos SOP	2	I. LabGuy	1/3/2011	1/3/2011
r2-final.pdf	Hach 10360	Non-Potable Water	BOD SOP	2	I. LabGuy	1/3/2011	1/3/2011

Opening SOP Documents for MN99999.zip

You have chosen to open

SOP Documents for MN99999.zip
 which is a: zip File
 from: https://apps-test.health.state.mn.us

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.



Document Control

Automated Audit Software (AAS)

Tim Fitzpatrick, LDC



Communications Manager

View Correspondence Tracking

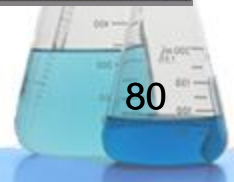
Correspondence Letter Tracking Information

FILTERS Letter Class Date Letter Sent: Begin End
 Letter Type (use * as wildcard) Date Letter Received: Begin End
 Reset Filter Lab Name

Letter Type	Date Sent	Date Received	Lab Name	Link to Doc	Response Required	Response Due	Response Received	Comment
ation_extension_generic.doc	3/22/2006		ACME Labs	C:\AAS\Programs\Commercial_Aut	<input checked="" type="checkbox"/>	3/16/2006		
st for certification		3/13/2006	ACME Labs	C:\AAS\Programs\Commercial_Aut	<input checked="" type="checkbox"/>	3/24/2006		
tion received	1/9/2006		ACME Labs	Demo\Files\ACME_Docs\INI_APP	<input type="checkbox"/>			
ation_granted_generic.doc	2/27/2006		Bob's Testing Labs	Demo\Files\Bob's_Docs\Bobs_cer	<input type="checkbox"/>			
_letter.doc	4/11/2006		ACME Labs	C:\Documents and Settings\TJF\Desktop\PTC	<input checked="" type="checkbox"/>	5/18/2006		
ertification_generic.doc	2/1/2006		ACME Labs	Demo\Files\ACME_Docs\FOT	<input checked="" type="checkbox"/>	3/10/2006		
evocation_generic.doc	2/27/2006		ACME Labs	Demo\Files\ACME_Docs\ACME	<input checked="" type="checkbox"/>	3/13/2006		
_letter.doc	4/27/2006		ACME Labs	C:\Documents and Settings\TJF\Desktop\PTC	<input checked="" type="checkbox"/>	5/5/2006		

Record: 1 of 8

Close Delete Checked Records



Document Management

Add new document to list

Add New Document

Step 1. Select files

Files in folder: C:\AAS Programs\AutomatedAuditV9_0\FDOH_Docs

Document file name
AAS.doc
air2003.doc
BIO2003.doc
BIO2003_checklist.xls
chem2003.doc
ELECTRIC.doc
EXTGC.doc
EXTGMS.doc
GRAVITAS.doc
HPLC.DOC
hrms.doc
IC.doc

Step 2. Select one or more companies

CompanyName	Company ID	State
DR	X908	
XMysteryLab	X907	
ZZMidwest Laboratories, Inc.	X911	
Admiralty Environmental LLC	AK00976	AK
Centauri Labs - Alabama	AL01144	AL
TestAmerica Mobile	AL00009	AL
ALS Environmental - Vancouver	X794	BC
Axys Analytical Services Ltd	CN00003	BC
Cantest	X406	BC
Cantest Ltd.	CN00020	BC
Golder Associates North Vancouver Toxicology	CN00903	BC
Maxxam Analytics Inc. - Burnaby	CN00025	BC

Step 3. (applies to all selected files in step 1)

Prefix for Document ID : (Optional string placed at the beginning of each Document ID - Useful for sorting)

Audit ID / Description :

Doc Type : (required)

Doc Date : 8 / 7 / 2006

Document Description :

Comments :

Step 4.



Suggestions?

(or Questions ...)

