

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM
CERTIFICATION MANUAL**

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Proficiency Testing: Example of Instructions	08/04/16	1 of 2	320

Each proficiency test (PT) sample is accompanied with a cover letter and instruction sheet.

If your laboratory has any questions in regards to the cover letter or instructions, contact the NYSDOH Wadsworth Center PT program at (518) 473-3383 or E-mail dehspt@health.ny.gov.

Attached you will find examples of a current cover letter and instruction page.



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

LAB ID:

EPA LAB ID:

Web Site Due Date: 05/19/2016

Dear _____ :

The Potable Water Proficiency Test ampuls for Inorganic Chemistry and Organic Chemistry are enclosed. Upon receipt, examine the package contents carefully to check for incorrect or damaged ampuls. Requests for replacements will be honored only while supplies last. Call the PT Program at (518)-473-3383 for replacement samples. The PT Data Management website is on <https://commerce.health.state.ny.us>.

ATTENTION: An analytical result is required for each matrix-technology-analyte combination accredited or sought. Laboratories accredited for two or more methods that use the same technology for a given matrix-analyte combination can report for each method using menu option 7 on the PT Data Management website. A laboratory specific listing of methods and method codes sorted by technology has been included as an aid. Reporting methods that have not been previously applied for will result in an unsatisfactory score.

Answers sheets are available for your internal use as a download under option 8 on the PT Data Management website. Please fill out the answer sheets and retain them for your records and assessment by ELAP. Please note that the attestation form has been discontinued and is no longer included. The sample set you received is based on your laboratory's current or pending accreditation. Any change(s) (i.e. additions or deletions) in the list of analytes/methods for which your laboratory desires accreditation must be made in writing to the ELAP Program Office, using the appropriate category application form PRIOR to the last test date of this PT study.

Website PT data submission is the required method for data submission and requires a HPN User ID, password and page permission. Requests for a new HPN account can be made to ELAP at 518-485-5570. It can take up to four weeks to establish a new account. The web site has two ways of submitting data: on-line entry and spreadsheet file download/upload.

The deadline for submitting data online is printed in the upper right corner of this letter. Laboratories that fail to report the data within the prescribed time will be recorded as non-participants. If your laboratory wishes to withdraw from this study for an analyte(s) or for the entire study, please contact the NYSDOH Wadsworth Center PT program on or BEFORE the closing date (i.e., "website submission" date) of the PT study (Phone:(518) 473-3383 or E-mail: dehspt@health.ny.gov).

Laboratories may request that other accrediting authorities receive a copy of their proficiency test scores. Use Menu Option 9 on the Proficiency Test Data Management webpage to select the recipients for your final report. If you have used this feature in past studies, those authorities will be displayed. Make sure to copy them into the current shipment by clicking the copy button. You can also add and delete to further customize your list.

Please provide us with your feedback on any issues related to the PT Program including the current study. While the study is open you may select option 10 on the PT Data Management page menu to provide feedback. Otherwise and at any time, please direct any comments, feedback, or questions to us via email at dehspt@health.ny.gov.