



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF QUALITY ASSURANCE

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Governor

SHAWN M. LATOURETTE
Commissioner

TAHESHA L. WAY
Lt. Governor

January 17, 2025

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Attention Laboratory Manager:

RE: March 2025 Non-Potable water PT Study

As a participant in the National Environmental Laboratory Accreditation Program (NELAP) your business is required to acceptably analyze two out of three Proficiency Testing (PT) Samples for each field of proficiency testing within an 18-month period. Your business must participate in PT Studies with no more than 7 months between close dates and must perform at least two studies a year.

Businesses are required to purchase PT Samples from a PT Provider accredited by a TNI approved Proficiency Testing Provider Accreditor (PTPA). Not all PT Providers are accredited for all parameters therefore you must ensure the provider you choose has the required accreditation prior to obtaining your PT samples. A list of accredited PT Providers can be found in Attachment A of this letter. It can also be found at <http://www.nelac-institute.org/ptproviders.php>.

For the March 2025 Non-potable Water Study businesses are required to purchase and analyze PT Samples for the parameters listed on the TNI Field of Proficiency Testing (FoPT) and on the enclosed "NPW Parameter Table" (Attachment B) in which they hold New Jersey Accreditation. **Bold parameters on the enclosed table are parameters that are required above and beyond the FoPT. Businesses must successfully analyze one PT sample a year in order to maintain eligibility to report data to the State of New Jersey for these parameters. Please also note the following:**

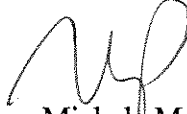
- Businesses must assure that for the March Non-potable water Study the PT study does not open less than 15 days, or more than 7 months from close date of the prior study.
- **The PT Sample report must contain the name and ID # of the laboratory as it appears on your Annual Certified Parameter List (ACPL). Any discrepancies in name or ID # will cause the rejection of the data and will require the analysis of a make-up study.**
- Businesses must report the PT Sample result with the method in which it holds certification. **If a business reports a PT Sample result with a method other than that in which it holds certification it will be evaluated as failed to submit results and therefore “Unacceptable” and will require the analysis of a make-up study.**
- Businesses must ensure they request that the PT providers submit the results to the New Jersey Department of Environmental Protection’s Office of Quality Assurance (NJDEP OQA) prior to the close of the study.
- If a business reports PT results for more than one test method per technology per FoPT, an unacceptable score for any one test method shall result in an unacceptable score for all test methods for that FoPT and technology.
- An amended report from the PT Sample Provider will not be accepted by the OQA.
- Raw data records will not be accepted or reviewed to use as justification for data reporting errors.
- **PT results submitted by your laboratory may not have been analyzed by another laboratory and no results shall be revealed to or discussed with any other laboratory prior to the close of the study.**
- For PT Sample results that are found “Unacceptable”, other enforcement actions may be taken by the NJDEP in addition to the requirement for analyzing samples in a make-up study.
- For any parameters not detected in the PT Sample the laboratory must report a result of less than the laboratory’s Reporting Limit ($< RL$) to get credit for the analysis of the parameter. **Only non-detects (below the laboratory’s RL) shall be reported as a less than value. If a laboratory reports a less than result for anything greater than its RL no credit will be given. Also, if a non-detect is not reported as a less than value no credit will be received for the parameter (a result of zero will not be accepted).**

Additionally, PT Samples are to be entered into the sample receipt log as samples and tracked through the analytical process as routine environmental samples. PT Samples received as ampules are to be diluted according to the PT Provider’s instructions. The diluted ampule becomes the routine environmental sample, which is then added to a routine sample batch. PT Samples shall not be analyzed multiple times unless routine environmental samples are analyzed multiple times. Results from multiple analyses must be calculated in the same manner as routine environmental samples. The type, composition, concentration and frequency of quality control samples analyzed with the PT Samples shall be the same as with that used for environmental samples. Also, initial and continuing calibrations shall be the same frequency as that used with routine environmental

samples. The instruments used to analyze the PT samples must be the instruments used for routine environmental analyses.

If you have any questions please contact Rachel Ellis at 609-292-3950.

Sincerely,

A handwritten signature in black ink, appearing to read 'MP', is positioned above the printed name.

Michele M. Potter
Manager

Enclosure(s): Attachments A & B