E2 DWR Sample Rejection Request

New Jersey Department of Environmental Protection
Division of Water Supply & Geoscience

This form is to be used by certified laboratories to request that the Department of Environmental Protection (Department) reject sample results from E2 on the basis of typographical or informational errors. The form is to be submitted to E2-DWRHelp@dep.nj.gov.

A sample rejection does not question the quality of the analysis (i.e., sample invalidation), only the submission of the result. For inquiries regarding sample invalidation, contact the Department at watersupply@dep.nj.gov at and specify "Sample Invalidation" in the subject line.

Provide the following information:

PWSID: NJ   *System Name*:

Submitted by:

Lab Name (Certification Number):

Submission ID: *Collection Date(s)*:

Sample Point ID(s):   *Lab Sample ID(s)*:

Analytes to be Rejected: ☐ RTCR ☐ PB/CU ☐ Other:

Reason for Rejection Request:

Anticipated review time is one to two weeks. Is this a time-sensitive request (i.e., there is a possibility that resampling will be necessary, compliance deadline is approaching, etc.)? ☐ Yes ☐ No	**Must complete:** Was there a typographical error* in the initial submission? ☐ Yes ☐ No – <u>Must</u> submit COC(s) and lab reports(s) for all samples and include a detailed justification below
Check all that apply: ☐ Incorrect PWSID ☐ Incorrect Sample Point ☐ Incorrect Sample Result ☐ Incorrect Sample Date ☐ Sample data was not for compliance ☐ Sample number used was not unique ☐ Other (explain in the Justification)	Submitted information: Correct Information: Justification for rejection:

*Examples of typographical errors include spelling, transcription, etc.

- All rejection requests, other than those due to typographical errors, **must** include a written explanation detailing why the rejection is being requested in the "Justification for rejection" field above and include chain of custody (COC) and laboratory analytical report documentation. If this information and documentation is not provided, the Department cannot process the rejection request.

- In accordance with N.J.A.C. 7:18: "*The laboratory shall check all results reported on final report forms against original data to make sure there are no transcription errors*." The Office of Quality Assurance has access to the Department's sample rejection records and may audit any of these rejection requests and/or laboratory internal records.