Proficiency Testing (PT) Checklist

Laboratory: _____ Inspection Date: _____

Lab Cert. #: _____ Q.A. Contact: _____

Inspector: _____ Inspector: _____

Have PT results been submitted for all parameters on the certificate attachment for the current or previous (circle one) PT Calendar Year?	☐ Yes ☐ No
Are/were PT results submitted to this office by September 30?	☐ Yes ☐ No
Does the laboratory use an approved PT provider accredited by: A2LA or ACLASS (circle one)? List the PT provider here:	☐ Yes ☐ No
Are known PTs analyzed with initial blind PTs? [NOTE: Known PTs are acceptable for troubleshooting purposes with remedial PTs but should not be analyzed with the maintenance PTs if this is not routine for environmental samples.]	☐ Yes ☐ No
Does the laboratory have a PT Standard Operating Procedure (Non-field labs only)?	☐ Yes ☐ No
Does the PT SOP address low-level and high-level PT sample analyses?	☐ Yes ☐ No
Are PT results reported to NC WW/GW LC directly from the PT provider?	☐ Yes ☐ No
Are remedial PTs analyzed within 90 days of the initial failed PT report issue date?	☐ Yes ☐ No
Are remedial PTs analyzed in the same matrix as the failed PT?	☐ Yes ☐ No
Are individual analytes under provisional status qualified as estimated?	☐ Yes ☐ No
Are Provisional Certification Forms returned within 30 days?	☐ Yes ☐ No
Are Decertified Laboratory Report Forms returned within 30 days?	☐ Yes ☐ No
Does the lab have an EPA Lab Code? Note the EPA Lab Code here:	☐ Yes ☐ No
Is the EPA Lab Code reported with PT results?	☐ Yes ☐ No
Is PT sample preparation documented?	☐ Yes ☐ No
Are PT samples entered into the laboratory sample tracking system?	☐ Yes ☐ No
Are PT sample analyses documented in the same manner as routine environmental samples?	☐ Yes ☐ No
Are PT samples analyzed in the same manner as routine environmental samples (e.g., without additional QC, single analysis, etc.)?	☐ Yes ☐ No
Are PT samples equally distributed among qualified personnel from year to year? Comments:	☐ Yes ☐ No
Are PT sample results reported with the correct method codes?	☐ Yes ☐ No
Are PT sample results reported to the routine PQLs?	☐ Yes ☐ No
If PT results are submitted to the vendor electronically, is a hard copy of the data entry retained?	☐ Yes ☐ No
Are PT records retained for five years?	☐ Yes ☐ No
Have abbreviated lists been submitted to this office for organic parameters where needed?	☐ Yes ☐ No
Did the lab receive the annual PT letter?	☐ Yes ☐ No
Have lab personnel reviewed or have access to the PT Guidance Doc.? Revision #:	☐ Yes ☐ No

Additional Comments: _____

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Inspector: _____ Date: _____