

West Virginia Department of Health and Human Resources
 Bureau For Public Health
 OFFICE OF LABORATORY SERVICES
**ANNUAL PROFICIENCY TESTING (P.T.) STUDY
 REPORT FORM**

Laboratory		E.P.A. I.D. #	
Address			
City		State	Zip
Phone		FAX	e-mail
Director		Drinking Water Supervisor	
Analysts Approved for Drinking Water:			

	Certified Methods	Method Reference
1		
2		
3		
4		

	1	2	3	4
Study Provider				
Provider ID #				
Study #				
Reason for Study	<input type="checkbox"/> Annual <input type="checkbox"/> Repeat	<input type="checkbox"/> Annual <input type="checkbox"/> Repeat	<input type="checkbox"/> Annual <input type="checkbox"/> Repeat	<input type="checkbox"/> Annual <input type="checkbox"/> Repeat
Date/Time Received				
Received By				
Date/Time Analyzed				
Analyzed By				
Method of Analysis				
Date Reported				
Reported By				
Results*				

***Please attach copies of the P.T. Report**

INSTRUCTIONS FOR COMPLETION OF P.T. STUDY REPORT FORM

Drinking Water Certification in West Virginia requires all laboratories analyzing water samples for microbiological content under the Safe Drinking Water Act (SDWA) to successfully participate in Proficiency Testing Studies on an annual basis. A different study is required for each certified method (i.e., Membrane Filtration, Multi Tube Fermentation and Chromogenic/Fluorogenic Substrate Test). Currently there is no requirement for participation in a study for Heterotrophic Plate Count. Proficiency Testing Studies must be obtained from a accredited P.T. Study Provider. For a current list of Accredited P.T. Study Providers, please check the following web site: www.ts.nist.gov/ts/htdocs/210/214/scopes/calchem.htm or contact this office.

To complete the form:

1. Complete all laboratory information in the blue boxes including the USEPA ID #. Laboratories will already have a unique ID number assigned to them if they have ever participated in an USEPA-run study. If the laboratory does not have a unique USEPA ID #, then please contact Charles Feldmann at the Office of Ground Water and Drinking Water, Technical Support Center at (513) 569-7671. List all of the analysts that have been approved by the Director/Supervisor to analyze drinking water for microbiological content under the SDWA.
2. In the green boxes, list all testing methods that the laboratory uses on drinking water analysis under the SDWA for microbiological content and their reference. For example, Colilert - SM 9223 or Multi Tube Fermentation - SM 9221 B, E.
3. The red boxes are intended for recording all of the information for a particular study. Space has been provided for recording information for up to 4 different studies. In the red boxes, record the following information:
 - A. Study Provider Name of Accredited P.T. Study Provider.
 - B. Provider ID # This is the unique number that the provider has assigned your laboratory.
 - C. Study # This can be a WS#, Code # or a Lot #. Each certified method must be analyzed with a different study number. If two methods use the same study number, then credit will be given for only one method.
 - D. Reason for Study Place an "X" in the "Annual" Box if this study is for the annual requirement. Place an "X" in the "Repeat" box if the study is the result of a prior Unsatisfactory Study.
 - E. Date/Time/Analyst Record the Date and Time that the samples were received and analyzed and also the name of the analyst(s) who received and analyzed them.
 - F. Method of Analysis List the method that was used for analysis. For example, Colilert, Colisure, MTF, MF, etc.
 - G. Date Reported List the date that the study is reported to the P.T. Provider and the analyst who submitted the study.
 - H. Results When the study results are received back from the P.T. Provider, an interpretation will be given as to whether the study was "Acceptable" or "Unacceptable".

This Annual P.T. Report must be complete and submitted to the address listed below by May 30 of each year. This report may be submitted at any date prior to May 30 provided that it is complete (results have been received from all P.T. Studies for each method certified). Laboratories failing to submit an acceptable P.T. Study by September 30 will receive a certified letter with the intent to remove certification status.

LABORATORIES MUST IMMEDIATELY NOTIFY (WITHIN 30 DAYS), IN WRITING, THE ADDRESS BELOW OF A FAILURE OF A P.T. STUDY AND INCLUDE WRITTEN CORRECTIVE ACTIONS.

LABORATORIES MUST PARTICIPATE IN P.T. STUDIES WITHIN THE FIRST THREE MONTHS OF THE YEAR (JANUARY, FEBRUARY OR MARCH) TO ALLOW TIME FOR REPEATS IF NECESSARY.

Submit Reports To: **Thomas L. Ong, Microbiologist Supervisor**
Laboratory Certification Officer
WVDHHR/BPH
Office of Laboratory Services
167 - 11th Avenue
South Charleston, WV 25303