

**NEW YORK STATE DEPARTMENT OF HEALTH (NYS DOH)
WADSWORTH CENTER
ENVIRONMENTAL LABORATORY APPROVAL PROGRAM (ELAP)**

Frequently Asked Questions

1. What carbon range are laboratories to report for NY samples analyzed for Gasoline Range Organics (GRO) and Diesel Range Organics (DRO)?

Laboratories are to report a carbon range between C5 and C10 for GRO and between C10 and C28 for DRO. These ranges are those listed in TNI's Fields of Proficiency Testing for Solid and Chemical Materials. Note: for GRO listed in SW 846 Method 8015 B and C, the range is listed as C6 to C10. (<http://www.nelac-institute.org/fopt.php>)

2. How and where does a laboratory submit PT results for NYS DOH PTs?

Laboratories were notified in a blanket letter (dated April 6, 2007) that “web based PT submission is required effective July 16, 2007. After July 16, 2007, paper/fax data will no longer be accepted.” Laboratories must have an active Health Provider Network (HPN) account for web based data submission. The form for registering for an HPN account was included with the blanket letter. The HPN account is accessed through the secure NYS DOH Health Commerce System. (<https://commerce.health.state.ny.us/>)

3. Why hasn't my laboratory received paper based PT results for a recently, completed study?

Starting with NYS DOH PT Study 318, ELAP no longer provides paper based reports. PT results are available on the web based Health Provider Network (HPN), accessed via the secure NYS DOH Health Commerce System. (<https://commerce.health.state.ny.us/>)

4. Why hasn't my laboratory received blanket emails from ELAP notifying them of significant changes?

Most likely, ELAP's database contains an obsolete or inaccurate email address for your laboratory. The laboratory should provide ELAP with a current and appropriate email address by contacting ELAP through an email (ELAP@health.state.ny.us) or a phone call (518-485-5570).

5. Can my laboratory use the NELAP /TNI logo?

A laboratory can use the NELAP / TNI logo provided the conditions listed in ELAP Certification Manual Item 132 are met.

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6. How can my laboratory meet Data Integrity training requirement?

The laboratory has options to meet the NELAC (2003) [2009] Standard 5.5.2.7 [M2, 5.2.7], which requires that the training be performed on an annual basis and cover the topics listed in the Standard. Furthermore, the training must have a signature attendance sheet or some other form of documentation. The options are as follows:

- a) Completing an online training course that fully addresses the Standard*
 - i) Although ELAP does not endorse this online training course, New York Association of Approved Environmental Laboratories (NYAAEL) does offer an “Online Ethics Training Refresher Course” at a reasonable rate whether your laboratory is a member or non-member of the association. (<http://www.nyaael.org/wordpress>).*
 - b) Conducting an in-house training course by the laboratory’s upper management*
 - i) The laboratory must be able to provide the agenda, presentation, or handouts as proof.*
 - ii) The laboratory can incorporate information taken from online resources. Although ELAP does not endorse US EPA’s website, the US EPA has information available on “Detecting Improper Laboratory Practices” (<http://www.epa.gov/quality/bestlabs.html>).*
 - iii) The laboratory can incorporate information taken from the ELAP guidance document – Guidance for Annual Requirement in Data Integrity and Ethics Training, which is available as a PDF document on the ELAP website.*

7. When are the Proficiency Test (PT) samples being shipped? When do my PT results need to be submitted by? When are the PT reports issued? When do I need to test the bacteriology samples?

The laboratory can obtain the latest PT schedule from the ELAP website. The “Proficiency Testing Current Schedule” is posted as ELAP Certification Manual Item 310. This schedule lists the following dates:

- *“Study Open Date”, which corresponds to the shipment date,*
- *“Website Submission” date, which corresponds to the last date labs are able to submit their results,*
- *“Report Date”, which corresponds to the date PT reports are uploaded to the website, and*
- *“TEST DATE”, which corresponds to the dates the non-potable and potable water bacteriology PTs are to be tested.*

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8. What form does my laboratory need to complete in order to add or withdraw an analyte from its scope of accreditation?

The laboratory will need to fill out one of the following forms which are specific to a matrix: Form 108 (Drinking Water), Form 109 (Non-potable Water), Form 1977 (Solid & Hazardous Waste), Form 1977CA (Critical Agents), and Form 1978 (Air & Emissions). The forms are available on the “Application Forms and Related Information” web page (<http://www.wadsworth.org/labcert/elapcert/appforms.htm>).

9. Which Proficiency Test (PT) providers can my lab use to meet the PT requirements?

ELAP will only accept PT results from American Association for Laboratory Accreditation’s (A2LA) accredited NELAC PT providers (<http://www.a2la.org/dirsearchnew/nelacptproviders.cfm>).

10. What is meant by a Master List of Documents? What is meant by a Signature Log?

A Master List of Documents includes all pertinent controlled documents and their associated revision date, document number, and distribution. A Signature Log is a list of names, signatures, and initials for all individuals who are responsible for signing or initially any laboratory record.

11. What does my lab need to do in order to have the PT reports from a particular study sent to an Accreditation Body or Organization?

In the past the provided a formal request to ELAP through an email (ELAP@health.state.ny.us), letter (Empire State Plaza, P.O. Box 509, Albany, NY 12201-0509), or fax (518-485-5568). The preferred method to submit a request was by email.

*Now, in order to designate the report for the current study to be distributed to another State or Organization, you are to use **Option 9 Distribution to Other Accrediting Bodies** on the ‘Proficiency Test Data Management’ menu item.*

*Furthermore, the request must be submitted **PRIOR** to the close date (i.e., “website submission” date) of the study.*

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12. Where can I find a list of NYS certified laboratories?

The ELAP website contains links to our certified laboratories for these fields of analysis: radiochemistry, radon, TCLP, lead testing, and asbestos and fibers (<http://www.wadsworth.org/labcert/elap/elap.html>). The website also contains links to ELAP's certified commercial and non-commercial laboratories. Laboratories are listed alphabetically by NY county, and then alphabetically by out-of-state laboratories. The scopes posted are partial.

If you are looking for laboratories certified for a specific matrix-analyte-method/technology (e.g., non-potable water-E. coli (enumeration)-Colilert (ELAP method code 1020), or want the laboratories' full scope of accreditation, you will need to either call or email ELAP to run the query from our database.

13. How can my laboratory become ELAP certified?

Please go to the following ELAP website (<http://www.wadsworth.org/labcert/elapcert/appforms.htm>). You will need to read and complete the following forms:

- *General Instructions*
- *Form 107*
- *Category Application Form (108, 109, 1977, 1977CA, and 1978)*

14. Is a \$500 fee still needed at the time of application?

No. ELAP will no longer be requesting a \$500 fee at the time of application. Instead, a \$500 fee will be requested after the application has been reviewed and approved and the laboratory has been issued a certificate.

15. Who does my laboratory contact when I am unable to access the State of New York Department of Health, Health Provider Network's (HPN) website, which is a secure site?

If your laboratory is having difficulty accessing the site because of an expired password or you forgot your password, please contact Commerce Accounts Management Unit (CAMU) at the toll free number (866)-529-1890.

If your laboratory can access the HPN main webpage, but not the webpage for the "Environmental Laboratory Proficiency Reports (ELAP)" link, please contact ELAP by email (ELAP@health.state.ny.us) or phone (518)-485-5570. You will need to provide ELAP with your HPN userid (e.g., gs23786) and your laboratory's ELAP ID and name so access can be granted.