

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM
CERTIFICATION MANUAL**

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General Instructions

Website data submission is the required method for submitting results to NYSDOH Wadsworth Center Proficiency Test (PT) studies. A laboratory must have a NYSDOH Health Commerce System (HCS) / Health Provider Network (HPN) account to access the secure website. The website address is <https://commerce.health.state.ny.us>.

Proficiency Test results are entered by accessing the primary data submission webpage for the Environmental Laboratory Approval Program (ELAP). The link, which is titled “Environmental Laboratory Proficiency Reports (ELAP)”, can be accessed from the secure website.

ELAP will allow a laboratory to withdraw from a study for any Field of Proficiency Testing (FoPT) or the entire study on or before the close date of that study. Withdrawing from a study will not exempt a laboratory from meeting the semi-annually requirement for continuing accreditation. **Laboratories participating in a recognized PT provider(s) PT program, other than the Department’s program, shall arrange with that provider to have test results forwarded to the department.**

In order to submit results, click on the first link listed, “Proficiency Test Data Management”. Using the dropdown menu, select the appropriate “Shipment” number. Finally, select the appropriate option for entering the PT results. There are three options, and they are as follows:


1. Option 1 – Enter results by sample
2. Option 2 – Enter results for all samples
3. Option 7 – Optional test methods by sample

Whether Option 1, 2, or 7 is used, the analysis date must be entered in addition to the result. If results are entered through Option 1, results will be entered by clicking on the name of the sample type. Figure 1 is a screen shot of how this page would appear.

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Figure 1 – An example of the window that will appear using Option 1



New York State Department of Health

Proficiency Test By Sample

Shipment: 330 Lab: 00000


Environmental Laboratory

Please click on the name of the sample type you would like to view:

[NW - Residue - GRAV](#)
[NW - Hydrogen Ion - POT](#)
[NW - Metals I and II - COLOR](#)
[NW - Settleable Solids - GRAV](#)
[NW - Total Residual Chlorine - TITR](#)

If results are entered by Option 2, results can be entered for all samples at the same time. Figure 2 is a screen shot of how this would appear on the site.

Figure 2 - An example of the window that will appear using Option 2



New York State Department of Health


Proficiency Test Data Management

Shipment: 334; Lab: 00000
Environmental Laboratory







Submit Reset

[Show methods to be used in this shipment](#)

*** If you want to remove a Test Method from processing, delete data in all fields EXCEPT the Test Method field. ***

Enter a Main Analysis Date:  Update ALL Analysis Date fields below

AI - Airborne Fiber Samples - PCM

Sample	Analyte	Test Method	Qualifier	Result	Units	Analysis Date (mm/dd/yyyy)
3737	Fibers - PCM	4587			Fibers per r	
4123	Fibers - PCM	4587			Fibers per r	
8488	Fibers - PCM	4587			Fibers per r	

Option 7 can also be used to enter PT results if your laboratory is accredited for more than one method by a single technology. For example, a lab has accreditation for ammonia in non-potable water by auto analyzer methods EPA 350.1 Rev. 2 and Standard Method 4500-NH₃ H.

Whether Option 1, Option 2, or Option 7 is chosen for entering results, make sure that the appropriate prep method, if applicable, and qualifier are selected before clicking "Submit". After "Submit" is selected, a new window appears where one can review and edit the data. If the information is correct, click "Done". Another window appears that contains a

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message: "Thank you for using ELAP's website to submit your proficiency test data."

Option 3 (View Results) should be utilized by the laboratory as a cross-check. This option will display the results that were entered for each PT sample. The laboratory should print this page out and/or save the page electronically for their records.

Attestation Form and Packing Slip Answersheets

Starting in March 2013, laboratories will no longer have to submit an *Attestation* form to the NYSDOH Wadsworth Center PT program. The form is redundant since the laboratories make this attestation upon submitting their results. In the past, laboratories completed and submitted it directly to the ELAP office by fax (518-485-5568), email as a PDF (elap@health.state.ny.us), or mail (Empire State Plaza, P.O. Box 509, Albany, NY 12201-0509). This form was included with each PT shipment package and stated that the PT samples were integrated into this laboratory's normal workload and analyzed the same number of times by the same methods as routine samples.

However, ELAP is now requiring that all labs participating in NYS DOH PT studies download, complete and file "Packing Slip Answersheets" at their lab. From the "Proficiency Test Data Management" link, use option "8. Packing Slip Answersheets" to download the sheets. See Figure 3 on the next page.

These sheets will be reviewed by ELAP auditors during your lab's on-site assessment. This requirement will be effective with NYS DOH PT study 364 and any studies thereafter.

Distribution of Reports to Other Accreditation Bodies or Organizations

Prior to close date of the study, in order to designate the report for a current study to be distributed to another State or Organization, use Option 9 – Distribution to Other Accrediting Bodies. See Figure 3 below. In addition, the laboratory can designate the type of report to be sent. Specifically, you can opt for the State or Organization to receive the report as scored to the NELAC 2003 Standard or to the NELAC 2009 Standard.

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Figure 3 – An example of a window that will appear showing all available options.

