

**ENVIRONMENTAL LABORATORY APPROVAL PROGRAM  
CERTIFICATION MANUAL**

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The NYSDOH Wadsworth Center proficiency test (PT) program does not limit the usage of PT reports by individuals or organizations. The PT program only distributes PT reports to participants and organizations selected by the participant laboratory for distribution. The request must be made prior to the close date (i.e., “website submission” date) of each study. Refer to Item No. 327 for the instructions on how to distribute reports to other Accrediting Bodies. The PT program can be contacted at (518) 473-3383 or [dehspt@health.ny.gov](mailto:dehspt@health.ny.gov).

**NYSDOH ELAP will also accept PT study data from other NELAC approved PT study providers. The scored data (report) must be sent to ELAP directly by the approved PT provider.**

NYSDOH PT reports can be viewed and printed from a secure website. A laboratory must have a NYSDOH Health Commerce System (HCS) / Health Provider Network (HPN) account to access the website. The website address is <https://commerce.health.state.ny.us>.

In order to view results, click on the link listed, “PT Reports” (Figure 1). Using the dropdown menu, select the appropriate “Shipment Type”. Finally, select “Go!” (Figure 2).

Figure 1 An example of the window that appears (Note: The ‘Renewal Application’ link changes to ‘Laboratory Information Update’ between April and December of each year.)



**Division of Laboratory Quality Certification**

**Environmental Laboratory Approval Program**

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Figure 2 - An example of the window that appears

Wadsworth Center  
New York State Department of Health

Lab PT Reports

Lab:

Shipment Type:

- ASBEM
- ASBLM
- BACT
- NWC
- PWC

Go!

Please send questions, comments, or suggestions to the ELAP office at [elap@health.state.ny.us](mailto:elap@health.state.ny.us)

At the next screen (Figure 3), select the Shipment number of the PT report. A PDF file of the PT report is generated. The report is accompanied by a cover letter. The laboratory should print or save the file for their records.

Figure 3 - An example of the window that appears

Wadsworth Center  
New York State Department of Health

Lab PT Reports

Lab: Environmental Laboratory

Shipment Type: NWC

Choose a shipment:

Shipment	Ship Date
<a href="#">300</a>	01/23/2007
<a href="#">305</a>	07/16/2007
<a href="#">310</a>	01/22/2008
<a href="#">315</a>	07/14/2008
<a href="#">320</a>	01/20/2009