Office of Environmental Laboratory Certification On-Site Evaluation Documentation

An on-site evaluation is scheduled for your laboratory in the near future. To enable the Office of Environmental Laboratory Certification to perform the evaluation more efficiently, the following items must be submitted via ePermitting two weeks before the scheduled evaluation:

- ☐ Current personnel listing for all analysts performing analyses in the field or laboratory. The list must document the name, time employed, and parameters performed.
- ☐ Standard Operating Procedures (SOPs) for all certified parameters/methods. The manufacturer's instructions cannot be substituted for a SOP. The SOPs must document the approved method reference and date of the last revision. All SOPs must include a revision history documenting all revisions that have been made to the current SOP.
- ☐ Quality Assurance Plan with the date of the last revision. This plan can be incorporated with the SOPs for small laboratories.

The following information must be available for review at the time of the on-site evaluation:

- ☐ Training records for analysts performing analyses in the field or laboratory. SOP training, review, and sign off; IDCs (Initial and Continuing Demonstration of Capability); MDL (Method Detection Limit) studies, if applicable; and unknown sample analysis. Also include other training related to their job duties.
- ☐ Copies of applicable SC DES permits and reports (e.g. DMR, MOR, etc.) for which you are required to submit data to the Agency.
- ☐ Chain-of-custody forms (completed) for all types of samples collected and analyzed for regulatory compliance determinations. Include chain-of-custody forms for your lab as well as for contract laboratories. Provide a list of locations where regulatory samples will be collected and/or analyzed.
- ☐ Certificates of Analysis (COA) from any contract labs performing regulatory analyses.
- ☐ List of equipment used for field and laboratory analyses including, but not limited to, meters, incubators, refrigerators, waterbaths, etc. A copy of this list of equipment must be provided to the Laboratory Certification Officers at the time of the evaluation.
- ☐ All field equipment used for field measurements such as pH, DO, chlorine residual, along with pertinent calibration and analysis records. All field equipment must be available at the time of the evaluation.
- ☐ Calibration and analysis records for Proficiency Testing (PT) studies for the last two years as well as the reports obtained from the PT provider.
- ☐ Calibration, analysis records, pertinent quality control data for all certified parameters/methods.