| **Item** | **Question** | **BSDW Specific Details** |
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| **Section 1: Sample Acceptance** | | |
| 1.1 | Does the laboratory's sample acceptance policy meet Bureau of Safe Drinking Water requirements with respect to the minimum required information on the submission form? | PWSID; sample type; location ID; description of sampling location; indicator that sample is/is not reportable to BSDW. |
| 1.2 | If the BSDW minimum required information is not present, what action is taken? | Attempt to obtain missing info: refer to Site Sampling Plan; contact client for missing information; contact Sanitarian or PADWIS section for assistance. |
| 1.3 | If the BSDW minimum required information cannot be obtained, what action is taken? | Sample rejected or submit Request to Submit Qualified DW Result. |
| **Section 2a: Sample Collection Done By Laboratory (If N/A, skip to Section 2b)** | | |
| 2a.1 | Does the laboratory's sample collection plan address samples that have special collection requirements as mandated by State or Federal regulation or the analytical method? | VOC samples taken by person trained per 109.303(d). PFAS samples taken in accordance with EPA guidance. 40 CFR Part 136(e) and/or BOL 150-4200-002. |
| 2a.2 | Does the laboratory's sample collection plan refer the user to the client specific site sampling plans mandated under Chapter 109? | Samples taken at locations identified in DEP approved sampling plans (109.301; 109.302; 109.1103; 109.1202; 109.1303). Samples taken in accordance with the system's Comprehensive Monitoring Plan (109.303(i)). Special monitoring samples taken in accordance with 109.302(d). |
| 2a.3 | Are the client site sampling plans readily available to laboratory employees who perform sample collection? | Samples taken at locations identified in DEP approved sampling plans (109.301; 109.302; 109.1103; 109.1202; 109.1303). Samples taken in accordance with the system's Comprehensive Monitoring Plan (109.303(i)). Special monitoring samples taken in accordance with 109.302(d). |
| 2a.4 | Are sufficient notes recorded either on the Chain of Custody or in a field log, to meet the record maintenance requirements of Chapter 109? | Required elements for all public water systems (or entity who performs the sampling on behalf of the water system): PWS name & ID number; date, time & place of sampling; name of the person who collected the sample (printed legibly); identification of sample type (routine distribution, check, raw, finished water, special purpose sample). |
| 2a.5 | What is the standard procedure if a sample location identified in the client's sampling plan is unavailable at time of collection? | Contact the client (water system) to determine if a suitable replacement site exists. If not, do not collect the sample. All compliance samples must be collected from a BSDW approved location. |
| **Section 2b: Sample Collection Done By Laboratory Contracted Third Party (If N/A, skip to Section 2c)** | | |
| 2b.1 | What is the name of the individual or business entity that collects samples on behalf of the laboratory? | Have a representative from that business entity available to answer the questions in Section 2c |
| 2b.2 | Is the contractor considered an employee of the lab? |  |
| 2b.3 | If yes, does the lab provide all required training and track documentation for the third party performing the sample collection and field analysis? |  |
| 2b.4 | If no, does the laboratory ensure that the third party is a registered lab and meets the requirements of Chapter 304 for field testing of ABR parameters before retaining their services? |  |
| 2b.5 | Which party is responsible for determining the proper sample collection locations/frequencies/parameters? |  |
| **Section 2c: Sample Collection Done By Water System Personnel** | | |
| 2c.1 | Does the laboratory provide sample collection guidance to the client which is consistent with the BSDW requirements listed in 2a.1 & 2a.2? | Chapter 252.307 & BOL 150-4200-002 require the accredited lab to provide Sample Collection Instructions to anyone submitting samples for analysis. |
| 2c.2 | Does the accredited lab report the results of field analyses? |  |
| 2c.3 | If yes, does the accredited laboratory report the field analysis results using a valid lab ID registered to the client who performed the field testing? | The accredited lab may not report results analyzed by a non-lab employee using their lab ID. |
| **Section 3: Chain of Custody** | | |
| 3.1 | Is a chain of custody (COC) or submission form used? | If no, how are the documentation requirements of 109.701(a)(1) (specified in question 1a above), met? |
| 3.2 | Is the COC or submission form pre-populated prior to sample collection? |  |
| 3.3 | If yes, what information is pre-populated? What information is filled out in the field? How are discrepancies or changes noted on the form? | Time of collection may NOT be pre-populated. |
| 3.4 | If the lab uses an internally generated ID on the COC, how is the sample collection location verified by field and lab staff? | i.e., Record description of sampling location not just location ID. |
| **Section 4: Subcontracting** | | |
| 4.1 | Have the responsibilities of the primary and subcontract lab been made clear in writing? | Who reports the data to DWELR? Who is responsible for notifying the client (water system) of any exceedances or the need to recollect or collect check or confirmation samples? |
| 4.2 | If the primary lab creates a secondary COC for submission to the subcontract lab, how is the accuracy of the sample information confirmed by the lab responsible for reporting the data to the Bureau? | The reporting laboratory must have access to the original sample documentation (COC however named). |
| 4.3 | If the primary lab reports results to DWELR on behalf of the subcontracted lab, is the lab ID for the subcontracted lab used? | All results must be reported to DWELR with the ID of the lab that performed the analysis. |
| **Section 5: Accreditation by Rule Parameters** | | |
| 5.1 | Does the laboratory perform testing for any of the parameters listed under 109.304(c)? | Alkalinity, calcium, chlorine dioxide, free/total chlorine, chlorite, conductivity, fluoride, magnesium hardness, orthophosphate, ozone, pH, silica, temperature, turbidity. |
| 5.2 | Is the laboratory accredited for the listed parameters? | (If yes, skip to Section 6) If no, list analyte & test method here: |
| 5.3 | If the laboratory is analyzing any parameters under Accreditation By Rule, are they using only the allowed test methods? | (Check table for acceptable methods for ABR parameters) If no, list analyte & test method here: |
| 5.4 | If the laboratory is analyzing any parameters under ABR, do they employ a Certified Operator with the appropriate classifications & subclassifications? | Enter name & client ID of CO |
| 5.5 | Are the ABR parameters tested by the CO? |  |
| 5.6 | If ABR parameter testing is not performed by the CO, is there an SOP written or approved by a designated Operator in Responsible Charge (OIRC) that provides the necessary detail for another person to perform the testing correctly? |  |
| **Section 6a: Field Testing by Laboratory Staff** | | |
| 6a.1 | Do any laboratory staff perform field testing of samples? | (If no, skip to Section 6b) |
| 6a.2 | Is the lab accredited for the parameters being tested in the field? | (If no, skip to question 6a.4) (If yes, answer question 6c then skip to question 6e). |
| 6a.3 | If the lab is accredited for the field testing parameters, does each field staff person receive full & ongoing training as required under Chapter 252? | Do they prepare the calibration and DOC solutions? Do they receive annual ethics training? Are they required to read and sign each update of the SOP? Are they given a copy of the document-controlled SOP to take out into the field with them? Are field staff ever required to analyze PT samples? |
| 6a.4 | If the lab is not accredited for the field testing parameters, are field staff following an SOP written or approved by a laboratory employed OIRC? | Ask for and review the SOP(s) |
| 6a.5 | If the lab is not accredited for the field testing parameters, are field staff following the requirements of Method 334.0 for free/total chlorine testing? | Ask to see field staff DOCs, etc. |
| 6a.6 | How are the results of field testing transmitted to the laboratory for reporting? | Field log; note on Chain of Custody; etc. Verbal transmission is not acceptable. |
| 6a.7 | Are the results for field testing parameters reported under the accredited laboratory's labID? |  |
| **Section 6b: Field Testing Not Performed by Laboratory Staff** | | |
| 6b.1 | Does the laboratory report to DWELR field testing results that were not performed by laboraotry staff? | (If no, skip to Section 7) |
| 6b.2 | Are the field testing results reported using the accredited laboratory's labID? If not, what labID is used? |  |
| 6b.3 | How are the results of field testing transmitted to the accredited laboratory for reporting? | Field log; note on Chain of Custody; etc. Verbal transmission is not acceptable. |
| **Section 7: Reporting to DWELR** | | |
| 7.1 | Are records entered manually or via spreadsheet upload? |  |
| 7.2 | Are spreadsheet entries exported from the laboratory LIMS? | (If not exported from the LIMS, skip to question 7d) |
| 7.3 | Are the exported LIMS results checked for accuracy before being uploaded to DWELR? | Who does the checking? How? |
| 7.4 | If spreadsheet results are not exported from the LIMS, does the laboratory overwrite the previous month's spreadsheet? Or maintain a template with basic information? | Overwriting the previous month's spreadsheet can cause reporting errors. |
| 7.5 | Does the laboratory have a policy or procedure which clearly defines when, how, and by whom results are reported to DWELR? | Avoid duplicate reporting by multiple users or over multiple reporting periods. |
| 7.6 | Does the laboratory provide adequate training to the individual(s) responsible for reporting data to DWELR? | Are the most recent versions of the Reporting Form Instructions available and used? |
| 7.7 | Does the laboratory maintain copies (hard or electronic) of each DWELR submission? | Not just the confirmation email; encourage use of Printer-Friendly view. |
| 7.8 | Does the laboratory inspect the Error Report before the 10th of each month? |  |
| 7.9 | If errors are noted, does the laboratory attempt to resolve the errors? How? | Contact client; contact Sanitarian; check site sampling plan; talk to collector; check DWRS; contact EP, PADWIS. DON'T just try random combinations of sample type and location ID until the error clears! |
| 7.10 | If the errors cannot be resolved before the 10th of the month what does the lab do? | Delete results and contact client and/or Sanitarian. |
| 7.11 | Does the laboratory check for duplicate entries in DWELR before the 10th of each month? | Duplicate records are NOT included on the Error Report! |
| 7.12 | If duplicate entries are found, what does the lab do? | Delete duplicate entries. |
| **Section 8: Requests to Report Qualified DW Data** | | |
| 8.1 | Does the laboratory ever report data to DWELR that does not meet all method and sample acceptance criteria? | (If no, skip to question 8c) |
| 8.2 | If yes, do they first submit a Request to Report Qualified DW Data and wait for Department approval? |  |
| 8.3 | Under what circumstances does the laboratory submit a Request to Report Qualified DW Data? | Any deviation where the sample result still might be acceptable for compliance purposes. The laboratory should not require re-sampling until they have confirmed that the results are not acceptable. |
| 8.4 | Under what circumstances does the laboratory NOT submit a Request to Report Qualified DW Data? | Didn't follow method procedure; specific deviations listed in the qual request form as unacceptable. The laboratory should immediately ask for a re-sample for these types of excursions. They should not submit a request to have the Department invalidate the sample under these circumstances. |