

# PJLA Update Notification

## Update Notification # 35

Update Notification Release Date: 12/27/16

Form/Procedure/Policy: PL-1 Proficiency Testing Requirements

---

### PJLA Applicant/Accredited Organizations

PJLA has recently updated our Policy (PL-1) Proficiency Testing Requirements for Applicant and Accredited Laboratories. Please download and closely review these changes as they will be assessed at your next assessment:

Effective Immediately

#### Summary of Changes:

- 1.1 addition of (i.e. DoD ELAP, EPA NLLAP, TNI EL Program)
  
- 7.2 Organizations shall supply PJLA, prior to accreditation, proficiency testing results for at least 18-months of data (no data older than 18 months, with the last data no older than 6 months). Upon completion of routine PT studies, organizations shall provide PJLA updated results within 15 days of receipt, from the PT provider. It is the responsibility of the organization to inform its PT providers of the required format for PT data and to whom it is to be distributed when submitted to PJLA headquarters. PT data shall be submitted in .csv (comma separated values) format. The file must be compatible with MS Excel©. Organizations that fail to meet the requirements throughout their accreditation cycle (i.e. 2 out of the 3 acceptable rounds in the time intervals specified, with consideration and time intervals for corrective action PT samples) will result in the scope of accreditation being modified. Organizations shall take corrective action for failed PT results. The scope can also be modified if the organization does not provide PJLA with a corrective action report with 30 days of a request for such a report.

\*Note –Additional information in regard to PT submission, evaluation and assessment are noted in PJLA’s Accreditation Procedure SOP-1 \*

- 9.0 Proficiency Testing Requirements: TNI EL Applicant and Accredited Organizations
  - 9.1 Applicant and/accredited organizations under the TNI (EL) program shall meet the requirements for proficiency testing as specified in the TNI (EL) Volume 1 Module 1 Proficiency Testing or and The TNI (EL) Volume 2 General Requirements for Accreditation Bodies

Accrediting Environmental Laboratories, Module 2: Proficiency Testing.  
Note: per TNI (EL) Volume 1 Module 1 Section 4.1.1 Note 1: The requirements for successful PT performance are described in Volume 2, Module 2 and in Volume 3. Organizations should obtain and reference copies of these documents in order to ensure that they meet these requirements.

- 9.2 Organizations shall supply PJLA, prior to accreditation, proficiency testing results for at least 18-months of data (no data older than 18 months, with the last data no older than 6 months). Upon completion of routine PT studies, organizations shall provide PJLA updated results within 15 days of receipt, from the PT provider. It is the responsibility of the organization to inform its PT providers of the required format for PT data and to whom it is to be distributed when submitted to PJLA headquarters. PT data shall be submitted in .csv (comma separated values) format. The file must be compatible with MS Excel©.
- 9.3 Organizations that fail to meet the requirements throughout their accreditation cycle (i.e. 2 out of the 3 acceptable rounds in the time intervals specified, with consideration and time intervals for corrective action PT samples) will result in the scope of accreditation being modified. Organizations shall take corrective action for failed PT results. The scope can also be modified if the organization does not provide PJLA with a corrective action report with 30 days of a request for such a report.

\*Note –Additional information in regard to PT submission, evaluation and assessment are noted in PJLA’s Accreditation Procedure SOP-1 \*

Thank you