

Laboratories may not reveal their results or view the results of other laboratories, or any aspect of this study, to any unauthorized person or laboratory until after the study close date. All states require that you test these samples using normal methods, or if you are an accredited laboratory by the methods for which you are accredited.

**Your APGQA.com Online Data Entry Code**  
**4Q8A-9G2W**

Package Prepared For:  
General Lab Inc.  
John Smith

Package Prepared By:  
Williams WWTP  
1234 West Street  
TestVille, OH 415263

Dear NPDES Permit Holder,

This Data Reporting Package was created for you by your Contract Laboratory. It contains a completed Laboratory Data Return Form, a blank Permittee Data Return Form, an example data return form, a checklist, and instructions for data return completion.

You have two options when reporting your data. You can use the blank Permittee Data Return Form supplied on pages 8-9 to transfer your data onto and return to APG, or you can use the online data entry code located at the top of this page to enter your data online.

There are several benefits to entering your data using APG's Online Data Entry System. You will be able to import your contract lab's data without having to re-type it. You will be able to edit this data and enter any of your own results for the same study.

In addition, you have until 11:59 PM EST on the study close date to submit your data online. There is no need to send anything back to APG when using the online system. Finally, you will receive a DMRQA Packet after you submit data online that includes the US EPA Forms that you must submit to your state/regional coordinator(s).

No matter which option you choose, APG is here to assist you. You can contact us at 800.272.4442, visit our web site at [www.APGQA.com](http://www.APGQA.com) or e-mail us at [ptsupport@APGQA.com](mailto:ptsupport@APGQA.com).

Sincerely,



Tabitha N. Linch  
Proficiency Testing Manager

## DMRQA Data Reporting Package

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**EPA-V**

Clyde Marion  
US EPA - Region V  
77 West Jackson Boulevard  
Chicago, Illinois 60604  
Phone: 312.353.5966  
Email: marion.clyde@epa.gov

**Ohio**

Tutu Rosanwo  
Ohio EPA  
1571 Perry Street  
Columbus, Ohio 43201  
Phone: 614.644.4232  
Email: tutu.rosanwo@epa.state.oh.us

US EPA Lab OH99996  
(7 Digit)

Side A DMRQA Study 23  
Laboratory Data Return Form

This information completed by the Contract Laboratory.  
Permittees must use the Permittee Data Return Form.

If you have any questions, contact APG:

Phone: 800.272.4442

Email: [ptsupport@APGQA.com](mailto:ptsupport@APGQA.com)

Website: [www.APGQA.com/DMRQA](http://www.APGQA.com/DMRQA)

Due Date: **August 29, 2003**

Sample Name	Analyte	Sample Lot #	Reported Value	Units	Method Description 15 characters
Demand 6010	Biochemical Oxygen Demand	35191	5	mg/L	sm5210
	Carbonaceous BOD	35191	NO DATA RELEASED		
	Chemical Oxygen Demand	35191	NO DATA RELEASED		
	Total Organic Carbon	35191	6	mg/L	sm5210
Nutrients 6020	Ammonia Nitrogen as N	35192-35193	NO DATA RELEASED		
	Nitrate Nitrogen as N	35192-35193	NO DATA RELEASED		
	Orthophosphate as P	35192-35193	NO DATA RELEASED		
	Total Kjeldahl Nitrogen	35192-35193	NO DATA RELEASED		
	Total Phosphorus as P	35192-35193	NO DATA RELEASED		
Solids 6030	Total Suspended Solids		NO DATA RELEASED		
pH 6060	pH	35194	NO DATA RELEASED		
Trace Metals 6070	Aluminum	35195	NO DATA RELEASED		
	Arsenic	35195	NO DATA RELEASED		
	Cadmium	35195	NO DATA RELEASED		
	Chromium	35195	NO DATA RELEASED		

This confirmation continues on Side B



Analytical Products Group,  
2730 Washington Blvd.  
Belpre, OH 45714  
[www.APGQA.com](http://www.APGQA.com)

US EPA Lab OH99996  
(7 Digit)

Side B DMRQA Study 23  
Laboratory Data Return Form

This information completed by the Contract Laboratory.  
Permittees must use the Permittee Data Return Form.

Sample Name	Analyte	Sample Lot #	Reported Value	Units	Method Description 15 characters
Trace Metals 6070	Cobalt	35195			NO DATA RELEASED
	Copper	35195			NO DATA RELEASED
	Iron	35195			NO DATA RELEASED
	Lead	35195			NO DATA RELEASED
	Manganese	35195			NO DATA RELEASED
	Mercury	35195			NO DATA RELEASED
	Nickel	35195			NO DATA RELEASED
	Selenium	35195			NO DATA RELEASED
	Vanadium	35195			NO DATA RELEASED
	Zinc	35195			NO DATA RELEASED
Total Phenolics 6080	Total Phenolics	35196			NO DATA RELEASED
Total Cyanide 6090	Total Cyanide	35197			NO DATA RELEASED
Total Residual 6100	Total Residual Chlorine	35198			NO DATA RELEASED
Oil & Grease 6120	Oil & Grease	35199			NO DATA RELEASED

Note: Your organization's report will be shipped to the reporting address at the address below.

Laboratory Name Williams WWTP  
Reporting Address (No P.O. Boxes) 1234 West Street  
City Testville State OH Zip Code 415263  
Phone 740-423-4200 Fax 740-423-5588

By electronic signing your data online I acknowledge that I have read and understand all program requirements. I have verified all laboratory results and authorized APG to submit the results to the US EPA and State / Regional DMRQA Coordinators.

Report Created June 10, 2003 1:54 PM EST  
Study Close August 29, 2003 11:59:59 PM EST

APGQA.com  
Data Entry Code 4Q8A-9G2W



Analytical Products Group,  
2730 Washington Blvd.  
Belpre, OH 45714  
www.APGQA.com

Questions? Contact APG at 800.272.4442

What separates APG from all other PT providers is customer service. If you have any questions about the online system, what must be sent to whom, or what the deadlines are for completing your responsibilities please give your customer service team a call at 800.272.4442.

The following instructions meet the requirements as presented in the DMRQA Announcement Letter (308 Letter) as well as the requirements detailed in the US EPA National Standards for Water Proficiency Testing Studies Criteria Document (December 30, 1998).

**You have two options when reporting your data:**

1. Report online at [www.APGQA.com](http://www.APGQA.com).
2. Report on the Permittee Data Return Form.

**Please review the study close date located on your Permittee Data Return Form to determine when the data must be submitted to APG.**

## **OPTION ONE**

### **Online Data Entry Instructions**

The APG Online Data Entry System simplifies the DMRQA process. It helps ensure that your data return is complete and meets US EPA guidelines. Since you do not have to mail anything to APG, you have extra time to submit your data. Results can be submitted until 11:59 p.m. EST on the study close date. To enter data online register, for a Free Elite Membership Account and discover the many other benefits of APG's online system.

#### **Step 1-Elite Membership**

Register for Elite Membership at [www.APGQA.com/register](http://www.APGQA.com/register) at least one business day before the study close date. If you have already registered, use the same password and login or contact customer service for assistance at 800.272.4442.

#### **Step 2-Data Entry Code (8 characters)**

Locate your Data Entry Code on the Permittee Data Return Form. This is your unique study identification number that allows you to enter, edit, and submit data.

#### **Step 3-Log onto [www.APGQA.com](http://www.APGQA.com)**

Login as an Elite Member at [www.APGQA.com/login](http://www.APGQA.com/login) <<http://www.APGQA.com/login>> and enter your Data Entry Code in the box provided on the left side of your screen. Follow the on-screen instructions to enter and submit data. SEE STEPS 4, 5, and 6 IN THE FOLLOWING SECTION.

## **OPTION TWO**

## Report Data Using the Permittee Data Return Form

### Step 1-Completing the Permittee Data Return Form

Transfer the data you wish to report from the Laboratory Data Return Form to the Permittee Data Return Form and review that the following is complete:

1. A US EPA Lab Code for each sample analyzed is recorded.
2. The sample lot number for the solid analyte if analyzed is recorded.
3. Any analyte that is being reported as voluntary is recorded. See terms and definitions for more information.
4. Your NPDES Permit number is recorded on the Permittee form on side A and B.

### Step 2-Permit Contact Information (Certifying Official)

Complete the "Permittee Certifying Official" section on the back of the Permittee Data Return Form. Please do not leave anything blank. **The permit contact is the certifying official for the organization that holds the permit.**

### Step 3-Signature

Sign the Permittee Data Return Form. **APG cannot evaluate your data without a signature.**

### Step 4-Checklist

Review your Permittee checklist.

### Step 5-Packet Generation

Create your DMRQA Packet by combining the following:

1. *US EPA Forms/Permittee Data Report Form* (found in the 308 Letter or at [www.APGQA.com/library](http://www.APGQA.com/library)).
2. Your completed *Analyte Check List DMRQA Study 23* (found in the 308 Letter or at [www.APGQA.com/library](http://www.APGQA.com/library)).
3. Your signed Permittee Data Return Form.
4. Your Laboratory Data Return Form if you used a contract laboratory to perform part or all of your analysis.

### Step 6-Submission of Data Packet

1. Make two copies of the data packet.
2. Keep one copy for your records.
3. Send one copy to your regulatory authority.
4. If you have not entered data online, send a packet to APG at:

**Analytical Products Group, Inc.**  
**Attention: DMRQA Results**  
**2730 Washington Blvd.**  
**Belpre, OH 45714**

APG recommends that you send your documents in such a way that you can track them. The following shipping companies and their phone numbers can be used to ship and track your Data Return:

Airborne	800 Air-Born	800.247.2676
Federal Express	800.Go-Fedex	800.463.3339
UPS	800.Pick-Ups	800.742.5877

Please review this Permittee Example Data Return before completing your Data Return Form. Please note: this page is to be used as an example. All numbers and information used on this page are merely for example and should not be used as actual data.

- 1 Your NPDES Permit Number **must** be recorded in this space on Side A and B.
- 2 You **must** check this box for each analyte you are reporting **voluntarily**. These are analytes reported that are not required by your permit.
- 3 The **Solid Lot Number** must be recorded if analyzed. Your data **cannot** be processed without it.
- 4 This is the code assigned by the US EPA for the laboratory that has tested this analyte. Each analyte reported **must** have an associated **US EPA lab code**.
- 5 Be certain your **Reported Value** is consistent with the units specified. It is recommended that you limit your reporting of results to three significant digits.
- 6 Your **Method Description** can be recorded as a 1 to 15 character alpha-numeric string.
- 7 **This section must be completed.** The information listed here should be the same information as recorded on the NPDES Permittee Data Report Form (US EPA form). Be certain you have signed and dated the form.
- 8 Your **Data Entry Code** is needed when entering your data online.

NPDES Permit **OH1234567** 1  
 (9 Digit)

Side A DMRQA Study #  
Permittee Data Return Form

Please review the entire Instruction Booklet before completing this Data Return Form. After all data is recorded, please complete all information concerning your organization, sign, and date this form on side B. Also review the checklist in the Instruction Booklet.

If you have any questions, contact APG: **Phone: 800.272.4442**  
**Email: ptsupport@APGQA.com**  
**Website: www.APGQA.com/DMRQA**

Study Close Date: (study close date)

Sample Name	Analyte	Voluntary	Sample Lot #	US EPA Lab Code	Reported Value	Units	Method Description 15 characters
Demand 6010	Biochemical Oxygen Demand		29962	OH2345	82.4	mg/L	SM5210-B
	Carbonaceous BOD		29962	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>		mg/L	
	Chemical Oxygen Demand		29962	OH2345	133	mg/L	SM5210-D
	Total Organic Carbon	X <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	29962	OH2345	382.7	mg/L	SM5320
Nutrients 6020	Ammonia Nitrogen as N		29969-29970			mg/L	
	Nitrate Nitrogen as N		29969-29970	OH2345	16	mg/L	EPA953.3
	Orthophosphate as P		29969-29970	OH2345	1.0	mg/L	EPA365.2
	Total Kjeldahl Nitrogen		29969-29970	OH2345	4.5	mg/L	EPA351.2
	Total Phosphorus as P		29969-29970	OH2345	8 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>	mg/L	EPA351.3
Solids 6030	Total Suspended Solids		29994 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>			mg/L	

EXAMPLE ONLY

Side B

Total Phenolics 6080	Total Phenolics		29975			mg/L	
Total Cyanide 6090	Total Cyanide		29966	OH2345	0.66	mg/L	SM4300-CN-E
Total Residual Chlorine 6100	Total Residual Chlorine		29977	OH2345	2.25	mg/L	SM4300-CL-G
Oil & Grease 6120	Oil & Grease		29973	OH2345	34.5	mg/L	EPA 1664 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>

7 Note: Your organization's report will be shipped to the certifying official at the address below.

Certifying Official John D. Emcueara Email j.emcueara@ContractLab.com  
 Permittee Organization Name City of Diquareh  
 Reporting Address (No P.O. Boxes) 123 Eep-eh Lane  
 City Diquareh State OH Zip Code 12345  
 Phone (888) 555 - 1234 Fax (614) 555 - 1235

By signing this form I acknowledge that I have read and understand all program requirements. I have verified all laboratory results and authorized APG to submit the results to the US EPA and State / Regional DMRQA Coordinators.

Signature John D. Emcueara Date 12/20/2003

Study Close Date: (Study Close Date)

APGQA.com 8  
 Data Entry Code ABCD-1234

Analytical Products Group, Inc.  
2730 Washington Blvd.  
Belpre, OH 45714  
www.APGQA.com

Questions? Contact APG at 800.272.4442

NPDS Permit No. \_\_\_\_\_  
(9 Digit)

**Side A** DMRQA Study 23  
Permittee Data Return Form

This information is to be completed by the Permittee.

Please review the entire Instruction Booklet before completing this Data Return Form. After all data is recorded, please complete all information concerning your organization, sign, and date this form on side B. Also review the checklist in the Instruction Booklet.

If you have any questions, contact APG:

**Phone: 800.272.4442**

**Email: [ptsupport@APGQA.com](mailto:ptsupport@APGQA.com)**

**Website: [www.APGQA.com/DMRQA](http://www.APGQA.com/DMRQA)**

**Due Date: August 29, 2003**

Sample Name	Analyte	Voluntary	Sample Lot #	US EPA Lab Code (7 digit)	Reported Value	Units	Method Description 15 characters
Demand 6010	Biochemical Oxygen Demand		35191			mg/L	
	Carbonaceous BOD		35191			mg/L	
	Chemical Oxygen Demand		35191			mg/L	
	Total Organic Carbon		35191			mg/L	
Nutrients 6020	Ammonia Nitrogen as N		35192-35193			mg/L	
	Nitrate Nitrogen as N		35192-35193			mg/L	
	Orthophosphate as P		35192-35193			mg/L	
	Total Kjeldahl Nitrogen		35192-35193			mg/L	
	Total Phosphorus as P		35192-35193			mg/L	
Solids 6030	Total Suspended Solids					mg/L	
pH 6060	pH		35194			Units	
Trace Metals 6070	Aluminum		35195			ug/L	
	Arsenic		35195			ug/L	
	Cadmium		35195			ug/L	
	Chromium		35195			ug/L	

**This form is not completed until side B is completed and signed**

Questions? Contact APG at 800.272.4442



**Analytical Products Group, Inc.**  
2730 Washington Blvd.  
Belpre, OH 45714  
[www.APGQA.com](http://www.APGQA.com)

NPDS Permit No. \_\_\_\_\_  
(9 Digit)

**Side B** DMRQA Study 23  
Permittee Data Return Form

This information is to be completed by the Permittee.

Sample Name	Analyte	Voluntary	Sample Lot #	US EPA Lab Code (7 digit)	Reported Value	Units	Method Description 15 characters
Trace Metals 6070	Cobalt		35195			ug/L	
	Copper		35195			ug/L	
	Iron		35195			ug/L	
	Lead		35195			ug/L	
	Manganese		35195			ug/L	
	Mercury		35195			ug/L	
	Nickel		35195			ug/L	
	Selenium		35195			ug/L	
	Vanadium		35195			ug/L	
	Zinc		35195			ug/L	
Total Phenolics 6080	Total Phenolics		35196			mg/L	
Total Cyanide 6090	Total Cyanide		35197			mg/L	
Total Residual Chlorine 6100	Total Residual Chlorine		35198			mg/L	
Oil & Grease 6120	Oil & Grease		35199			mg/L	

Note: Your organization's report will be shipped to the certifying official at the address below.

Certifying Official \_\_\_\_\_ Email \_\_\_\_\_

Permittee Organization Name \_\_\_\_\_

Reporting Address (No P.O. Boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

By signing this form I acknowledge that I have read and understand all program requirements. I have verified all laboratory results and authorized APG to submit the results to the US EPA and State / Regional DMRQA Coordinators.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Due Date: August 29, 2003**

APGQA.com  
Data Entry Code **AAAA-BBBB**

Questions? Contact APG at 800.272.4442



Please be certain of the following:

- Data is being reported on the Permittee Data Return Form.
- NPDES Permit Number is recorded on the Permittee Data Return Form.
- US EPA Lab Code is recorded for each reported analyte.
- A Method Description is recorded for each analyte.
- A Solid Lot Number is recorded if analyzed.
- Reported values are in the correct units. APG can only use the units as specified on the data return form.
- All data is legible with the decimal points clearly located.
- The information is being submitted to APG within the required timeframe.
- The Permittee Data Return Form has been signed and dated.
- All analytes being reported as voluntary have been marked as such.
- Copies have been made of the NPDES US EPA Permittee Report Forms, the Completed Analyte Check List, and the Permittee Data Return Form. Keep one copy for your records, send one to your regulatory authority, and submit the Permittee Data Return Form to:

**Analytical Products Group, Inc.**  
**Attention: DMRQA Results**  
**2730 Washington Blvd.**  
**Belpre, OH 45714**

**APG must receive the Permittee Data Return by the study close date, which can be found on the back of the Permittee Data Return Form. This does not mean postmarked by this date. Take advantage of Online Data Entry which is available until 11:59 p.m. EST on the study close date.**

**Certifying Official** - The person listed on the organization's NPDES permit that is to certify the data submitted to the PT provider. This person must sign the Data Return Form. **Without this signature, the data cannot be evaluated by the PT Provider; hence no results will be reported by the PT Provider to the State/Regional DMRQA Coordinator.**

**Contract Laboratory** - A laboratory contracted with a Permittee to provide some or all of the routine testing listed on the permit. Contract Labs can only be used for DMRQA testing if the contract lab is the entity that routinely performs the Permittee's testing. If an In-house Laboratory performs the routine testing, the In-house Laboratory must complete the DMRQA testing. If a Permittee uses a Contract lab, it is the responsibility of the Contract Lab to provide the Permittee with the completed **Laboratory Data Return Form** within the timeframe specified.

**In-house Laboratory** - The laboratory that is part of the Permittee's organization. The In-house Laboratory must be used to test DMRQA samples if it routinely tests the normal samples as required by the permit.

**Less Than (<) Reporting** - The US EPA database **cannot** handle "text" results such as "BDL," "ND," "Non-Tested," etc. Therefore, to receive credit for testing an analyte and determining a non-detect, you must report a "less than" value using the < symbol. The evaluation will result in an "Acceptable" value if one of the following is true:

- 1) The numeric part of the reported value (i.e. 8 if the Report Value were <8) is less than the upper limit of the EPA acceptance range **AND** zero (0) is included in the EPA acceptance range
- 2) OR if you report a "less than" value **AND** the assigned value is equal to zero (i.e. the analyte was not spiked in the sample).

Any other non-numeric value (i.e. BDL, ND, >10, etc.) cannot be evaluated and will return an evaluation result of "Unusable." This method of evaluation is consistent with the *US EPA National Standards for Water Proficiency Testing Program Criteria Document (December 30, 1998)* and the *NVLAP NIST Handbook 150 document*.

**Method Description** - A 15 character alpha-numeric string that describes the method used to evaluate the sample. APG can only report 15 characters to the US EPA, therefore, APG will enter the first 15 characters of the reported Method Description (does not include blank spaces).

**NPDES Permit Number** - The identification number on your permit. A valid NPDES Permit Number contains a two-letter state designation and a seven digit numeric code. If you have any questions please contact your State/Regional DMRQA coordinator. The NPDES Permit Number must be recorded on all documentation and correspondence with all organizations involved with the DMRQA program. This includes your **Permittee Data Return Form**. Without the NPDES Permit Number, APG cannot process your data return. The NPDES Permit Number is different than the US EPA Lab Code. The US EPA Lab Code is specific to the laboratory (In-house or Contract Laboratory) executing the actual testing. Both of these numbers are extremely important with respect to reporting.

**Reported Value** - The test result you report for a specific analyte. Be sure to verify that you are reporting the value in the proper units. It is essential that your data is clearly written and that decimal points be apparent. APG is required to evaluate your data to three significant digits based upon the EPA Acceptance Range per the *US EPA National Standards for Water Proficiency Testing Program Criteria Document (December 30, 1998)*. It is recommended that you limit your reporting of results to three significant digits. See the Less Than (<) Reporting term for more details pertaining to your Reported Value. If you must make a change to your reported value after you have entered the information on the data return form, please clearly cross out the original entry and write in the new value. Do not use white-out to cover the original entry.

**US EPA Lab Code** - A unique identification number assigned to a laboratory by the US EPA. If you are not sure about your US EPA Lab Code, please contact Charles Feldman at 513.569.7671 at the US EPA.

**Voluntary Analyte** - APG will provide you with an evaluation on these analytes, but the US EPA and State Agencies will not require remediation for these analytes should the APG evaluation result in a "Not Acceptable" evaluation. Analytes can only be considered voluntary if they do not appear on your permit.