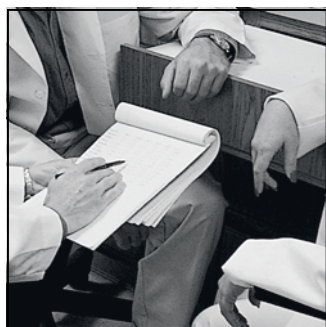
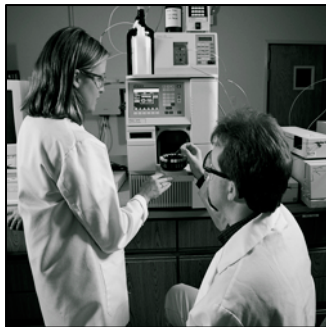


DMRQA

Study 28



PERMITTEE INSTRUCTION BOOKLET

Dear NPDES Permit Holder,

Analytical Products Group, Inc. would like to thank you for selecting us to be your Proficiency Testing Provider. APG is committed to making the DMRQA process a success.

The booklet you are reviewing presents all of the information essential for the Permittee to fulfill their DMRQA responsibilities.

APG is pleased to again offer the “Smart” Online Data Entry System that is available to you at www.APGQA.com. With APG, Online Data Entry is fast, accurate, efficient, and “Smart”.

This booklet has been specially designed to provide you, the Permittee, with the information you need to avoid mistakes. Please read through the entire booklet before you begin the DMRQA Study 28 process.

APG has compiled this Permittee Instruction Booklet with great care, but you may still have questions. We have Account Executives and Technical Support Chemists on staff to help you. Give us a call at 800.272.4442 or 740.423.4200, email us at ptsupport@apgqa.com, or visit our websites at www.apgqa.com or www.dmrqa.com.

Thank you again for choosing Analytical Products Group, Inc. as your Proficiency Testing Provider.

Sincerely,



Michael Haller, Operations Manager

Permittee Instruction Booklet DMRQA Study 28

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Permittee Instructions

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

Important Notice

Additional clarification has been added to item number 7 on page 3 of the NPDES Permittee Instructions for DMRQA Study 28. *“Have your in-house and/or contract laboratories transmit their results to you using the same procedure used for the monthly Discharge Monitoring Reports (DMRs). For instance, if you submit your monthly DMRs electronically, you must use an electronic method to receive and submit the results. Otherwise, use the provider’s paper-based method.”*

It will not be permissible to automatically transfer data online from contract lab to permittee. When using a contract lab you will still have the option to receive a contract lab package. However, APG can not automatically transfer data via the online system you will either utilize the online data entry code provided to manually enter data online or manually transfer the data onto the Permittee Data Return form included with the package and mail the completed forms to APG for processing.

If you use a contract laboratory for DMRQA Permit analyses, you should have received a completed data return form with this booklet.

If you did not receive this form with your samples, please contact your contract laboratory or call APG at 800-272-4442.

You have two options when reporting your data:

1. Report online at www.apgqa.com.
2. Report on the Data Return Form you received from your contract lab.

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

OPTION ONE: Enter Data Online at www.APGQA.com

The APG Online Data Entry System simplifies the DMRQA process by ensuring that your data return is complete and meets US EPA guidelines. With online data entry, you have additional time to submit your data (until 11:59 pm eastern time on the day the study closes) because you do not have to mail anything to APG. To enter data online, register for a Free Elite Membership Account and discover the many benefits of APG's online system.

Step 1 – Elite Membership

Register for your Elite Membership at least 24 hours before the study close date by going to www.APGQA.com/register. If you registered in the past, there is no need to register again. Just login with your email address and password, or contact customer service for assistance.

Step 2 – Data Entry Booklet

Locate the Online Data Entry Code found on your Data Return Form.

Step 3 – Log onto www.APGQA.com/login

Enter your email address and password to login. Then, enter your Online Data Entry Code (8 digit alpha-numeric code) in the space provided on the screen. Follow the on-screen instructions to enter and submit your data.

Step 4 – Checklist

Review the checklist on the back cover of this booklet.

Step 5 – DMRQA Data Reporting Packet Generation

Generate your DMRQA packet by combining the following:

1. US EPA Form (also known as the Permittee Data Report Form; found in the 308 Letter or online at www.apgqa.com/library).
2. Completed DMRQA Study 28 Analyte Check List (found in the 308 Letter or online at www.APGQA.com/library).
3. Copy of your APGQA.com Online Data Entry Verification.

Step 6 – Submission of your DMRQA Data Reporting Packet

Make one copy of the packet created in Step 5.

1. Send the copy to your State/Regional DMRQA Coordinator.
2. Keep the original for your records.
3. It is not necessary to mail anything to APG when you use the online system.

OPTION TWO: Submit Hardcopy Data Return Form

Step 1 – Completing the Data Return Form

Please refer to the example Permittee Data Return Form on page 9 and 10 of this booklet.

Combine your in-house data with data received from your contract lab (if applicable) on the Data Return Form. Enter your NPDES Permit Number in the space provided. Be sure to include the following information for each analyte being reported:

1. Check the box beside any analyte being voluntarily reported.
2. Enter the US EPA Lab Code for the lab that performed the analysis.
3. Enter the method description used to perform the analysis.
4. Enter the lot number of the Solids sample if it was analyzed.
5. Check the lot number/study being reported.

Step 2 – Permit Contact Information (Certifying Official)

Complete all permit contact information on the Data Return Form. Please do not leave anything blank. The permit contact is the certifying official responsible for the permit within the permit holder's organization.

Step 3 – Signature

Sign the Data Return Form. APG cannot evaluate your data without a certifying official's signature.

Step 4 – Checklist

Review the checklist on the back cover of this booklet.

Step 5 – DMRQA Data Reporting Packet Generation

Generate your DMRQA packet by combining the following:

1. US EPA Form (also known as the Permittee Data Report Form; found in the 308 Letter or online at www.APGQA.com/library).
2. Completed Analyte Check List DMRQA Study 28 (found in the 308 Letter or online at www.APGQA.com/library).
3. Your signed Data Return Form (an APG form generally provided by your contract laboratory) completed during Step 1.

Please continue on the next page

OPTION TWO: Submit Hardcopy Data Return Form (continued)

Step 6 – Submission of your DMRQA Data Reporting Packet

Make two copies of the data packet.

1. Keep one copy for your records.
2. Send one copy to your State/Regional DMRQA Coordinator.
3. Send the original to APG at the following address:

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

APG recommends 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 DMRQA Data Packet:

DHL	800.Call.DHL	800.225.5345
Federal Express	800.GoFedEx	800.463.3339
UPS	800.Pick.UPS	800.742.5877

APG must receive the original Data Return by the study close date:

May WP (deadline 6/18/08) June WP (deadline 7/16/08), July WP (deadline 8/14/08),
DMRQA Specific (deadline 8/29/08). This does not mean postmarked by this date.

Take advantage of Online Data Entry which is available until 11:59 pm eastern time on the study close date.

Remediation

Negotiate any corrective actions for any deficiencies with your State/Regional DMRQA Coordinator by December 5, 2008.

Terms and Definitions for DMRQA Study 28

Certifying Official

The person listed on the organization's NPDES permit who verifies the data submitted to the PT provider. This person must sign the Permittee Data Return Form. No data will be evaluated by the PT provider without this signature; hence, no results will be reported by the PT provider to the State/Regional DMRQA Coordinator.

Contract Laboratory

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

DMRQA Coordinator

State or Regional EPA contact responsible for oversight and management of the DMRQA program within the territory. A copy of all DMRQA forms should be sent to this person.

In-house Laboratory

The laboratory that is part of the Permittee's organization. If an in-house laboratory performs the routine testing, then the in-house laboratory must complete the DMRQA testing.

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” evaluation if one of the following is true:

The numeric part of the reported value (i.e. 8 if the Reported Value were <8) is less than the upper limit of the EPA acceptance range AND zero (0) is included in the EPA acceptance range.

-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).

Terms and Definitions for DMRQA Study 28

NPDES Permit Number

The identification number on the permit. A valid NPDES Permit Number contains a two-letter state abbreviation 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, including your Permittee Data Return Form. Without your NPDES Permit Number, APG cannot process your DMRQA data. The NPDES Permit Number is not the same as the US EPA Lab Code. The US EPA Lab Code is specific to the laboratory (In-house or Contract Laboratory) performing the actual testing. Both of these numbers are extremely important with respect to DMRQA data reporting.

Reported Value

The test result you report for a specific analyte. Be sure to verify that you are reporting the value in the units specified on the Data Return Form. It is essential that your data is clearly written and that decimal points are obvious. It is recommended that you limit your reported value to three significant digits. 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). 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, clearly cross out the original entry and write in the new value. Please 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 with the US EPA at 513-569-7671.

Voluntary Analyte

Reported analytes that do not appear on your NPDES Permit. 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 an unacceptable result occur.

Permittee Example Data Return Form

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

- ① Your NPDES Permit Number must be recorded in this space.
- 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 Solids 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 alphanumeric 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.
- ⑨ Be certain to check the appropriate Lot Number for the analyte you are reporting.

Permittee Example Data Return Form

All analytes will be reported to the EPA, unless otherwise specified.

DMRQA 28 Data Return
Page 1 of 8

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. Also review the checklist.

APGQA.com Data Entry Code: 94HC-RR3P **8**

NPDES Permit Holder (Permittee)

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

NPDES Permit Number OH 0021564
(2 Digit State) (7 Digit Numeric - Leading Zero are optional)

Certifying Official Mike Smith

Organization Name City of Diquareh

Reporting Address 124 Eeh Lane
(no PO Boxes)

City, State, Zip Diquareh, OH 12345

Fax Number 304-555-4321

Phone Number 304-222-9876

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

X Mike Smith 6/30/2005
 Certifying Officer Signature Date

Commercial Lab (Contract Lab)

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

Lab Contact Jim Morravs

Laboratory Name Williams Testing Corp.

Reporting Address 28 Water Street
(no PO Boxes)

City, State, Zip Belpre, OH 26164

Fax Number 304-555-1234

Phone Number 304-444-1234

By signing this form, I acknowledge that I have read and understand all program requirements. I have verified all laboratory results and authorize the permittee(s) to use these results.

X Jim Morravs 6/15/2005
 Certifying Officer Signature Date

Product/Analyte	Lot Number Study (Deadline)	Vol.	US EPA Lab Code	Reported Value	Method Description
Demand	<input checked="" type="radio"/> 97853 June WP (7/15/05)	<input type="checkbox"/>			
Biochemical Oxygen Demand (mg/L)	<input type="radio"/> 23499 July WP (8/15/05) <input type="radio"/> 32474 DMRQA (9/05/05) Please Check One	<input checked="" type="checkbox"/>	OH12345	25.5	SM5210-B
Solids	<input type="radio"/> _____ June WP (7/15/05)	<input type="checkbox"/>			
Total Suspended Solids (mg/L) (ENTER LOT NUMBER)	<input checked="" type="radio"/> 956123 July WP (8/15/05) <input type="radio"/> _____ DMRQA (9/05/05) Please Check One	<input type="checkbox"/>	OH98765	7.81	EPA160.1

EXAMPLE ONLY

NPDES Permit Number OH0021564

APGQA.com Data Entry Code: 94HC-RR3P

DMRQA Study 28 Permittee Checklist

Please be certain of the following:

- Data is being reported on the Data Return Form.
- NPDES Permit Number is recorded on the Data Return Form.
- US EPA Lab Code is recorded for each reported analyte.
- A Method Description is recorded for each analyte.
- A Solids 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.
- The correct Lot Number is checked for the analyte.
- All data is legible with the decimal points clearly located.
- The information is being submitted to APG within the required timeframe.
- The Data Return Form has been signed and dated.
- Copies have been made of the NPDES US EPA Permittee Report Forms, completed Analyte Checklist, and Data Return Form. Keep a copy for your records and send one to your regulatory authority.

Submit the original packet

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