



# RESEARCH TRIANGLE INSTITUTE

National Laboratory Certification Program

September 27, 2000

0360  
Mr. Joseph P. Watson  
Express Analytical Laboratory  
1301 18th Avenue, NW  
Suite 110  
Austin, MN 55912

Dear Mr. Watson:

The enclosed critique was developed from the inspection reports of the inspectors who conducted the initial inspection of your laboratory under the National Laboratory Certification Program (NLCP). Based upon our review of these reports, the laboratory's performance in this inspection is acceptable.

Based upon the laboratory's successful completion of this inspection and its satisfactory completion of three sets of performance test (PT) samples, we have found that the laboratory is in compliance with the minimum requirements of the Mandatory Guidelines for Federal Workplace Testing Programs (Federal Register, June 9, 1994). RTI will recommend to the Department of Health and Human Services (HHS) that the laboratory be certified under the NLCP.

Details of the results of the laboratory's performance test samples have been provided under a separate correspondence. As indicated in the materials sent to you previously, a second inspection will be conducted at your laboratory as a follow-up to the initial certification process. This inspection will occur in about three months. After you have received your official certification letter from HHS, NLCP staff will contact you regarding inspection scheduling and payment.

The laboratory must review the enclosed critique and take all appropriate corrective actions. Details of the laboratory's performance testing have been provided in a separate correspondence. To maintain its certification status as required by the Guidelines, the laboratory must successfully analyze four cycles of PT samples per year, and undergo on-site laboratory inspections twice a year. Additional information on the certification maintenance program will be sent to the laboratory on a regular basis.



Mr. Watson  
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We look forward to continuing to work with your laboratory as a participant in the program. If you have any questions or if we can be of further assistance, please call me at (919) 541-6176 or Michael Baylor, Ph.D. at (919) 541-7043.

Sincerely,



Susan Crumpton  
NLCP Technical Analyst

Enclosures

cc:

~~Project Files/360~~

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**NATIONAL LABORATORY CERTIFICATION PROGRAM**

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**Document Review and Critique**

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Laboratory I.D. Number: 0360  
Document No. Final

Laboratory: Express Analytical Laboratory

Location: Austin, MN

Document Reviewed:      Application Form  
                                  Inspection Report #                     Date: 17 August 2000  
                                  Other \_\_\_\_\_

Status:            Highly Acceptable            Acceptable  
                          Unacceptable                  Failure

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A review of the National Laboratory Certification Program (NLCP) inspection reports has been completed. It is the judgment of the reviewers that the laboratory has met the standards required for the inspection phase of the Program.

There were a number of comments and observations generated as a result of the inspection that are detailed on the following pages for the attention of the laboratory before its next inspection.

The following comments were noted, and appear in the same order as the corresponding questions in the Laboratory Inspection Report:

Section E. Standard Operating Procedures - Procedures Manual

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Section F. Chain-of-Custody, Accessioning, and Security

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Section G. Quality Control

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Section H. Initial Tests

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Section I. Confirmatory Tests

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Section J. Records Audit

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Section K. Reporting

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Section L. Computers, Software, and LIMS

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Section M. Equipment and Maintenance

Section N. Personnel