

**ARCHIVE:** Archived because revisions made to VAP rules in 2002 in OAC Chapter 3745-300 render this guidance unnecessary. However, this document is accurate under the 1996 VAP rules.

**TITLE:** Ordering of Ampules for Certified Laboratory Periodic Performance Evaluation (PE) Rounds

**DATE**

**EFFECTIVE:** May 21, 1998

**KEYWORDS:** Add-on certification, certified Laboratories, performance evaluations, PE ampules

**RULES:** Rule citation relating to this issue: OAC 3745-300-04(D)

**QUESTION:** Can I order PE ampules for methods/analytes/parameter groups I want to **add** to my existing certified laboratory (CL) certificate during the periodic PE rounds?

**ANSWER:** PE ampules for methods a CL wants to **add** to its certificate **should not** be ordered when completing the order form for the normal periodic PE rounds. The Periodic PE Order Form must only be used to place an order for analytes or parameter groups, and methods for which the laboratory is **currently** certified.

Certified laboratories seeking to apply for additional methods, analytes, or parameter groups must provide, on company letterhead, a list of those analytes or parameter groups and methods. This letter must be submitted to the VAP for review to ensure it is within our regulatory authority **prior to ordering any PE ampules**. This is for your protection as well as ours since we do not want CLs trying to obtain and pay for PE ampules for methods/analytes/parameter groups the VAP does not have the authority to certify you for. On completion of our review, the laboratory will receive a response regarding the acceptability or any problem(s) associated with the list of analytes, parameter groups and methods described in the letter. Once approved, this letter may be sent to the VAP PE contractor to request ampules. It is important for laboratories to clearly communicate to the VAP PE contractor when ampules are being ordered to apply for additional certification since the initial (includes add-ons) and periodic PE programs have different acceptance criteria, reporting requirements, and deadlines.

**CONTACT:** For any questions concerning this issue, please contact the VAP central office at (614) 644-2924.