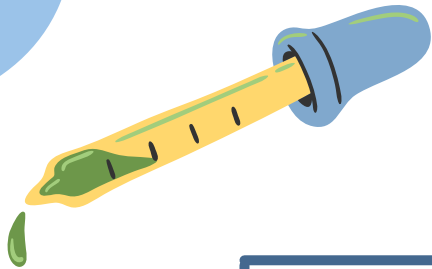


Laboratory Accreditation

Prepare for the Next Renewal

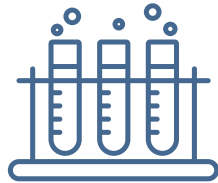


1 You receive your renewed documents: Letter, certificate, and scope



- When you receive these documents; start preparing as soon as possible.
- Review the cover letter; especially for requested actions.
- See if any of your tests are in provisional status or denied. If they are, you'll need to complete two separate Proficiency Testing (PT) studies.
- Order your next set of PT studies now.

2 You receive your PT study



- Find the study number and closing date.
- Give yourself time by starting analysis now.
- Be sure to report the results for the right test. It should match the test on your scope.
- Report results before the PT study closes.
- Ask the PT provider to send a copy of the report to Laboratory Accreditation.

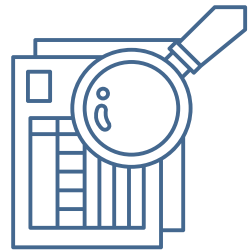
3 You receive your PT results

- Did your PT results pass? Are they acceptable or unacceptable?
- If the results all passed — Congratulations!



4 What to do if your PT failed

- Do your research to find out what happened.
- Document what happened and how you'll prevent it next time. This is your corrective action report (CAR). See the Model Corrective Action Report.
- Order a new PT study for the failed tests right away.
- You must pass at least one PT for each test every year.



5 Are you ready for your next renewal?

- Check your accreditation letter to see how many PT studies you need. Did you complete them all?
- Order a second PT study if two results are required.
- Did the letter ask for anything else? Send any other requested documents to your auditor.



Rebecca Wood
Laboratory Accreditation Supervisor
Rebecca.Wood@ecy.wa.gov
360-871-8811

Questions? Contact your auditor.

