

NCCA 2020 Document Request Form – Chemistry Laboratories

EPA and its state and tribal partners will conduct the 2020 National Coastal Condition Assessment. NCCA is a survey of the nation's coastal waters and Great Lakes. It is designed to provide statistically valid regional and national estimates of the condition of coastal waters and the Great Lakes. Consistent sampling and analytical procedures ensure that the results can be compared across the country.

As part of the 2020 NCCA, the Quality Assurance Team has been requested to conduct a technical assessment to verify quality control practices in your laboratory and its ability to perform chemistry analyses under this project. Our review will be assessing your laboratory's ability to receive, store, prepare, analyze, and report sample data generated under EPA's 2020 NCCA.

The first step of this assessment process will involve the review of your laboratory's certification and/or documentation. Subsequent actions may include (if needed): reconciliation exercises and/or a site visit. All labs will need to complete the following forms:

All laboratories will be required to complete the following forms and check the specific parameter in which your laboratory will be conducting an analysis for the 2020 NCCA:

- Water Chemistry and chlorophyll *a* (all of the analytes identified in the LOM and QAPP)
- Microcystin
- Mercury in Fish Tissue Plugs
- Sediment Chemistry
- Whole Fish Tissue

If your lab has been previously approved within the last 5 years for the water chemistry indicator:

- A *signature* on the attached Laboratory Signature Form indicates that your laboratory will follow the quality assurance protocols required for chemistry labs conducting analyses for the 2020 NCCA.
- A signature on the Quality Assurance Project Plan (QAPP) and the Laboratory Operations Manual (LOM) Signature Form indicates that you will follow both the QAPP and the LOM.

If you have not been approved within the last 5 years through the laboratory verification process for the water chemistry indicator, in order for us to determine your ability to participate as a laboratory in the NCCA, we are requesting that you submit the following documents (if available) for review:

- Documentation of a successful *quality assurance audit* from a prior National Aquatic Resource Survey (NARS) that occurred within the last 5 years.

- Documentation showing participation in a previous NARS for Water Chemistry for the same parameters/methods.

Additionally, we request that all labs provide the following information in support of your capabilities, (these materials are required if neither of the two items above are provided):

- A copy of your laboratory's *accreditations and certifications* if applicable (i.e. NELAC, ISO, state certifications, NABS, etc.).
- An updated copy of your laboratory's *QAPP* and Laboratory Quality Assurance Manuals
- Standard Operating Procedures (SOPs)* for your laboratory for each analysis to be performed (if not covered in 2020 NCCA LOM).
- Documentation attesting to experience running all analytes for the 2020 NCCA, including chlorophyll *a*.

Laboratory Signature Form – Chemistry Laboratories

I _____ certify that the laboratory,
located in _____, will abide by the following
standards in performing the following data analysis and reporting for the 2020
National Coastal Condition Assessment (NCCA).

This applies to the _____ chemistry indicator.

- 1.) Use procedures identified in the 2020 NCCA Laboratory Operations Manual (or equivalent). If using equivalent procedures, please provide the procedures and obtain approval from EPA.
- 2.) Read and abide by the 2020 NCCA Quality Assurance Project Plan (QAPP) and related Standard Operating Procedures (SOPs).
- 3.) Have an organized IT tracking system in place for recording sample tracking and analysis data.
- 4.) Provide Quality Control (QC) data for internal QC check, on a quarterly basis.
- 5.) Provide data using the template provided on the NARS Sharefile.
- 6.) Provide data results in a timely manner. This will vary with the type of analysis and the number of samples to be processed. Sample data must be received no later than March 1, 2021 or as otherwise negotiated with EPA.
- 7.) Participate in a laboratory technical assessment or audit if requested by EPA NCCA staff (this may be a conference call or on-site audit).
- 8.) Agree to analyze for all parameters specified in the LOM for the appropriate indicator(s) identified above, including Chlorophyll-*a*, for water chemistry.

Signature _____ Date _____