ERA

eDATA 2.0 User Manual

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I. LOG IN TO eDATA

Access eDATA[®] from the ERA[®] website, <u>www.eraqc.com</u>. Click on the eDATA login link in the upper right corner.

Log in to eDATA using your ERA customer number or NPDES permit number and password. If you need to reset your eDATA password, click on the link to create/reset ERA password to reset by entering your ERA customer number and email address registered to your account. For any additional assistance accessing your account, please contact ERA's Customer Service at **800.372.0122** or **303.431.8454**.

<image><complex-block><complex-block><complex-block><complex-block><form><form>

Access eDATA from the ERA website, www.eraqc.com. Click on the eDATA login link in the upper right corner.

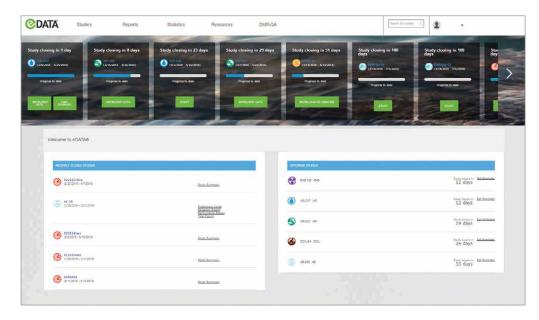
II. ATTESTATION STATEMENT

Before entering the site you are required to acknowledge and accept ERA's Attestation Statement, which is required as part of ERA's ISO 17043 accreditation.

C	DATA
ATTEST	ATION STATEMENT
Per the re	quirements of the USEPA's National Standards for Water Proficiency Testing Studies Criteria Document, please read this attestation statement. By affixing your signature below, you attest that the study results have met the following cri
1. No resu	its, or any other aspect of this study, have been revealed to or discussed with any unauthorized person or other laboratory prior to the close of the study.
2. The sta	ndards for which you are submitting results were not analyzed by any other laboratory.
3. Your lal	boratory has not knowingly received PT study standards from any other laboratories.
4. No info	rmation was solicited from ERA or another laboratories concerning the assigned values or acceptance ranges for the PT study standards until the close of the study.
S. All analy	yses met the criteria for the regulatory agencies to which the PT study results are being sent.

III. eDATA HOME PAGE – YOUR PT DASHBOARD

Once you have logged into your account and accepted the Attestation Statement, you will be automatically directed to the eDATA home screen and your PT dashboard.



The PT dashboard is your main hub in eDATA that provides an overview of critical items such as current open enrolled studies and provides quick access to data entry confirmations, closed studies, performance reports and other critical information.

The study panel displays your enrolled open studies in chronological order, starting with the study with the nearest closing date, and displays the time remaining until the study closes. You can see what you have completed to-date in the PT process using the blue status bar, and the large green icons allow you to easily navigate back to where you may have left off in the PT process. Once a study has closed it moves to the Recently Closed Studies section of your dashboard, which provides a quick link to your study reports.

Your enrolled studies that have not opened yet are listed on the dashboard in the Upcoming Studies section which allows you to set a reminder for the study open date in most calendar applications.

Top menu selections

The top menu provides easy access links to detailed pages dedicated to all of your open and closed studies via the Studies menu. The Reports menu provides access to:

- Custom export generator
- Z-score graph
- PT review

- Performance report
- Exception report
- Analyst report

- Risk report
- Health of Your Lab (HOYL)
- Final PT reports

The Statistics menu provides a link to overall study statistics. The Resources menu provides other useful links and information pertinent to your PT. The search bar allows you to search your eDATA account for a specific open or closed study.

The drop down menu under your customer number provides links to manage your customer information, e-mail us, access FAQs, and change your password.

IV. MANAGING YOUR CUSTOMER INFORMATION

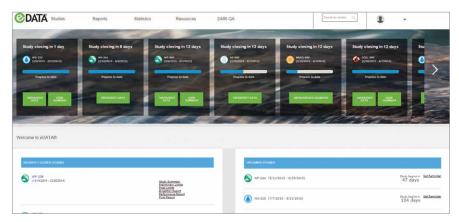
The Customer Information menu allows you to manage your address, contacts, third parties and delivery preferences. You can edit the primary contact by expanding the contact section and clicking the edit icon. The edit contact screen allows you to specify the primary contact using the selection boxes.

+ Customer Information							
Customer Information	i						
Customer Information							
Name: ERA	P1 (302) 431-8454 P1 (720) 898-8382	we					
Addresses							Colopee 🔺
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V. COMPLETING AN OPEN STUDY

Navigate to an open study by clicking the green box on the desired open study panel displayed on the PT dashboard.

Alternatively, you can view open studies by highlighting the Studies menu and clicking the Open Studies tab.



DATA	Studies	Reports	Statistics	Resources	DMR-QA	Search for sholes.
<u>Home</u> > Open Studies						
Open Stu	dies					
Open and	Enrolled Proficiency Testing (Studies				Enter yearsh Q
						Laa Approval Date DALE SALE DATE
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	(2162015+3812016)	Ever Naling Address	Color Agencies & Errar & Asst Third Parties	Custemize Agency Reports (optional)	NPDES Permites Reporting	

The open studies page displays all your enrolled open studies. The drop down filter allows you to filter your open studies by either nearest closing date or study type.

The status bar displays your progress toward the completion of each of the steps for the open study. You can access each step from this menu by clicking on the text below the status bar for the desired step.

There are 3 required steps to complete an open study:

- Step 1: Mailing address
- Step 2: Agencies and third parties
- Step 3: Enter data

a. Step 1: Mailing address

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First Name	Middle Name	Latitors	1189	Phone Number
Audrey	0	Cornell	Proficiency Testing Chemist	(303) 463-3830
FaxNumber	Email Address	EPA Lab ID	Receive Final Reports	
(720) 898-6382	acometigerage.com	coebpen	Hard Copy Reports and PDFs	•
Lab malling address				
Lab Matting Address 16341 Table Mountain Parkway, Golden, Colorado,	USA 80405			
Address 1	Address 2	Address 3	Address I	city
10241 Table Mountain Parkway				Golden
state	Poetar Code	country		
Colorado	* 00203	USA		
Tourista				
Lab Physical Address (Only for DMR-QA)				
Lab Physical Address (Only for DMR-QA) Lab Physical Address				

TIPS:

- Breadcrumbs in the upper left of each page allow you to navigate to a previous level.
- You can also go back to the home screen by clicking the eDATA logo.

- 1. Designate the individual at your company that will receive your final report.
- 2. Review and update your account information, if required.
- 3. Select your preferred final report delivery option.
- 4. Select Save and Continue to proceed to Step 2: Agencies and third parties.

NOTE: Electronic PDF is the recommended delivery method. You can retain an electronic copy and/or print a copy of the PDF.

b. Step 2: Agencies and third parties

DATA	Studies	Reports	Statistics	Resources	DMR-QA		Search for	studies. Q	1	
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	No agencies required					9405365179	581	co	1	
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-	New York		1234			TestContact	Testing1	100	1	0
	Ohio (WP)					Add third party				
D	Oklahoma		-							
P	Pennsylvania									
OAdd	f more agencies									
										SAVE & CONTINUE

Choose Agencies from the menu at left and Third Parties from the menu at right.

Agencies

To select the Agencies you would like your final PT report sent to:

- 1. Select the **check box** for the Agencies you require for your study.
- 2. Enter your agency-specific laboratory ID in the adjacent box.
- 3. View the contact information for the specific agency by clicking the **Agency Lookup** link under the **Resources** menu.
- 4. If you are using a study for internal purposes or do not need to report to any of the specified U.S. Agencies, select the **No Agencies Required** check box at the top of the list of Agencies.

Third parties

On the Third Party tab, there are three options to help you manage and select third parties for reporting:

- Select a Third Party from the list displayed
- Add a Third Party
- Delete a Third Party

DATA	Studies	Reports	Statistics	Resources	DMR-QA			Depth to make 11	2		
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- 1. To add a Third Party, click on the Add Third Party button and complete the required fields.
- 2. To edit a Third Party, click on the **Edit** icon.
- 3. To delete a Third Party, click on the **Delete** icon.

A master record for your Third Parties can also be added, edited or deleted from the Customer Information page. Once added to the master record, Third Parties can be selected to receive future study reports.

Click **Save & Continue** to proceed to Step 3: Enter data.

c. Step 3: Enter data

TA Studies	Reports	Statistics	Resources	DMR-QA		barret ta obdes 📿
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O Hardness (catal 580)				Verily Data	O Sullde (cate 091)	Ver
O <u>pH (GHA 577)</u>				Verily Data	C Surfactants - MRAS (catel 1971)	1. State
C Settleable Solids (catil 1	83)			Verily Data	C Acktev (cate 185)	lasi
O Molecile Solids (card 1884	1			Veilly Data	Bromide (cat# 887)	.96
O Solido Concentrate (catil	4030)			Verify Data	Total Residual Otherine (cat# 587)	Star
O Solds (cat # 211)				Verify Data	C Low-Level Total Residual Otherine (cate: 881)	Ver
O Smale Nutrients (cet#)	841			Verify Data	C HEM/SUT-HEM (and 1889)	Ver
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O DI & Grass Concentrat	s (cate 4120)			Verify Data	C Volatiles (cate 530)	Mar
O 01.5 Grass (cat# 582)				Vetil'y Data	Charlended Acid Interfacilies (cash # 529)	Ver
O Trace Metals (cat# 556)				Verily Data	C PCSs in Water (cell# 8325)	Ver
O Nercery (cat# 574)				Verify Detail	C PEDE IN OF (1987 19355)	lose los
O Inv-Level Mercury (cat)	1 8961			Veilly Data	Base/Neutrals (cata 023)	Ver

Step 3 begins with a list of the standards you're enrolled in for this study. The X icon denotes that no data has been entered for that standard.

eDATA gives you two options to enter study results:

- Manual entry of data
- CSV data upload

i. Manual entry of data

Data can be entered by standard when one method can be used for the entire analyte list (A) or you may choose to enter by analyte to designate a different analytical method for each analyte (B). If a standard requires more than one analytical technique such as Demand (Catalog No. 578), Report By Analyte will be the only option available.

Data entry by standard

2D/	ATA'	Studies	Reports	Statistics	Resources		DMR-QA	Dearch for studies.	
	Home > Coon Studies	> W \$-235 (208/2016 - 3/25/2016) >	• Erne Marini Addahs • Genziada	nces & Ado Third Partes - Eng	<u>er Cons</u> > Matana (cana 590)				
Data En	itry								
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1200	Actions		Ū*	(44-	42	6.00-60.0		
1010	Aseto		1016		75	3.6	6.00-30.5		
1215	Damum		0.6		175	125	503-3000		
1022	Deyman		/EP*		87.	17	200-200		
7235	Born (0*	-	- 124	600	605-2000		
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1075	Lead		1	·	70-	3.5	5,02 - 100		
(renk)				L					

To enter data by standard:

- 1. Ensure that the radial button for **Report Data by Standard** is selected.
- 2. Begin typing your analytical method in the **Method** field and select from the list in the drop down box or enter your complete method manually.
- Select your method Rev/Edition from the drop down box, if required.
- 4. A NELAC Code and Tech Key will automatically populate based on the method you reported, if selected from the drop down list. If you have manually entered your method, check NELAC Code is Not Required or NELAC Code Opt Out if a NELAC Code is not required.
- 5. Click on the **Analysis Date** field and select the date the sample was analyzed from the calendar.
- 6. Click the **More** or **Show More** drop down to record any desired optional information to report with your PT results. This may include **Analyst, SOP** and **SOP Revision.**
- 7. Enter the analytical result(s) in the **Datapoint** field.
- Click the check box under the Sign column to specify a less than (<) result.
- 9. Continue to the next analyte.
- Click Add Method to add a blank data set for entry of results from an additional method, if needed.
- 11. When you have entered all data for this standard, click Save.
- 12. Click **View Summary** to view a data entry summary for the standard you have just entered.
- 13. Click **Return to Standards List** to return to the standards menu to select another standard for manual data entry.

TIPS

- Use the tab key to move between fields.
- Use a decimal point in place of a comma when reporting data; i.e., 15.5 instead of 15,5.
- Report your PT results to three significant figures.
- A NELAC Code is a unique numerical identifier for each method assigned by The NELAC Institute (TNI). Method Codes are used by accreditors in the United States for automated data validation. If you choose a method from ERA's drop down list, eDATA will match the method you enter with the Method Code listed in the database of current TNI Method Codes.
- A list of TNI Method Code / Analyte Codes can be accessed by clicking on the link under the Resources menu.
- You will not be able to move past the enter data page or save data until you have entered a correct NELAC Code or have indicated that a NELAC Code is not required.
- International laboratories are not required to report NELAC Codes unless they are accredited in the United States.

Data entry by analyte

Data Entry W6 235 (2/3/2014 - 3/24/2014) > Bolds Concentrative (out# 3350)	(2) Capy this method
WE-225 (2)//2018 - 3/2/2018) > Solids Conventions (and \$150)	
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197. The Disuble String it (C) - (ngL 10: 10:-00: Q.	

To enter data by analyte:

- 1. Ensure that you have the radial box for **Report Data by Analyte** is selected. If the standard contains a list of analytes that require different methods this will be the only option displayed.
- 2. Begin typing your analytical method in the **Method** field and select from the list in the drop down box or enter your complete method manually.
- Select your method Rev/Edition from the drop down box, if required.
- 4. A NELAC Code and Tech Key will automatically populate based on the method you reported, selected from the drop down list. If you have manually entered your method, check NELAC Code is Not Required or NELAC Code Opt Out if a NELAC Code is not required.
- 5. Click on the **Analysis Date** field and select your analysis date from the calendar.
- 6. Click the **More** or **Show More** drop down to record any desired optional information to report with your PT results. This may include **Analyst, SOP** and **SOP Revision.**
- 7. Enter the analytical result(s) in the **Datapoint** field.
- Click the check box under the Sign column to specify a less than (<) result.
- 9. Continue to the next analyte.
- 10. Click **Add Method** to add a blank data set for entry of results from an additional method, if needed.

- 11. When you have entered all data for this standard, click Save.
- 12. Click **View Summary** to view a data entry summary for the standard you have just entered.
- 13. Click **Return to Standards List** to return to the standards menu to select another standard for manual data entry.

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- Report your PT result to three significant figures.
- A NELAC Code is a unique numerical identifier for each method assigned by The NELAC Institute (TNI). Method Codes are used by accreditors in the United States for automated data validation. If you choose a method from ERA's drop down list, eDATA will match the method you enter with the Method Code from the database of current <u>TNI Method Codes</u>.
- A list of TNI Method Code/Analyte Codes can be accessed by clicking on the link under the Resources menu.
- You will not be able to move past the Enter Data page or Save Data until you have entered a correct NELAC Code or have indicated that a NELAC Code is Not Required by selecting the box in the upper left.
- International laboratories are not required to report NELAC Codes unless they are accredited in the United States.

View summary

Data	a Entry Summary												
w	8-235 (2/8/2016 - 3/25/2016) > So	lids Concentrate (d	at# 5150) (cat #5	150)									
1649	od Title												
	ethod 1												
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1250	Total Dollar at 105°C		300	mgil	123	123 - 1100	SMERICO	otine	20069405		GAW	03112016	

After reporting your data by standard or analyte and saving your work, click **View Summary** to review the data you reported.

Click Return to Standards List to continue entering your data for another standard.

ATA	Studies	Reports	Statistics	Resources	DMR-0	DA	Search for studies O	2
tone > Open 23.0	es > zorier Matting Address >	Generated associes & Add Three Parties > Ex	før Data					
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	enderde with check merks en	a saved and submitted. You self all be ab	to to make changes to the next	to and save them ontil the study close	an. For Quik Response or	5565 Projecta, continue to Evaluate & Report to receive your report.	Filter by	
G Hard	iness (cat = 555)					MicrobE ^m (Colforms) (cat= 080C)		
O Loso	ganics (cat# 591)					MicrobE ^m (Colforms) (cat = 080D)		
0 pH (cat= 352)					Heterstrophic Flate Count (cat# 079)		
C Sold	a Concentrace (cat = 515)	0)			View Summary	Haloscetic Acids (HAA) (cat= 852)		
O Meta	(s (cat# 590)					Halomathanes (THMs) (sat # 842)		
O Merc	ury (cat = 551)					Requisted Voistiles (cat= 840)		
O Inon	zanic Disinfection #1 (cat	(# 5270)				O Unresulated Volatiles (cat # 841)		
C Inco	panic Disinfection #2 (cat	= 5260)				Pesticides (cat# 050)		
O 3843	te (cat# 594)					G Carbamate/Carbamondosime Pesticides (cat# 846)		
C orth	osphate Nutrients (cat#)	550)				Chlordane (cat = 845)		
O Basis	dual Chiorina (cat# 593)					C Tomachana (cat = 844)		
O Sim	ide (cat# 556)					EDB/DBCP/TCP (cat+ 847)		
© 9:58	nic Carbon (cat# 557)					Regulated Semivolatiles Ampule =1 (cat = 848)		
C Turb	idity (cat# 592)					Chibrinated Acid Herbicides (cat= \$51)		
C Mice	obE** (Colforms) (cat# 0	(80A)				Regulated Semivolatiles =2 Herbicides (cat = 849)		

After you have entered data for a standard the X icon will change to a check mark icon to indicate that you have reported data for that standard.

NOTE: Data is not required to be reported for all analytes for a given standard in order for a check mark to be displayed. This is because laboratories have the option to report PT results for all analytes or only the analytes they wish to be evaluated for.

TIPS

- You can make changes to your PT results until the study closes.
- Always select View Study Summary to review your data. You can also receive a copy of your summary by email by clicking Email Study Summary.

ii. CSV upload

In addition to manually entering your data for an open study, you also have the option to upload your results directly to eDATA as a CSV (Comma Separated Value) file generated from your LIMS.

DATA	Studies	Reports	Statistics	Resources	DMR-Q/	<u>.</u>	Search for studies $\square_{i_{1}}$	1
tone > <u>Spen 2h</u>	giés - <u>Criter Mailing Address</u> -	Genet Associes & Add Third Parties > Enter	Data					
Enrolle	ed Standards							
	W6-435 (28/2018 - 5/24/2014)	Enter Malling Address Add Third Parter	Submit Data	Customize Agency Reports (optional)				
	alandards with chick marks an		VEW STUDY SUMMARY	and save them until the study closes.	For Quik Response or S5	AS Projecta, continue lo Evaluale & Report to receive your report.	Fit	er by
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0 In	organics (cat# 591)					MicrobE''' (Colforms) (cat = 080D)		
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0 80	lds Concentrace (cat+ 515	<u>0)</u>			View Summary	Halascetic Acids (HAA) (cst= 852)		
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O In	arganic Disinfection #2 (cat	= 5260)				Penticides (cat = 050)		
O M	rite (cat# 594)					Carbamate/Carbamocyloxime Pesticides (cat = 846)		
0 21	hosphate Nutrients (cat#	358)				Chlordane (cat # 845)		
0 <u>Re</u>	sidual Chlorine (cat# 593)					C Texaphene (cat = 944)		
0 9	anide (cat = 556)					C EDB/DBCD/TCP (cat= 847)		
0 🗠	ganic Carbon (cat# 557)					Regulated Semivolaties Ampula =1 (cat+ 848)		

Access the menu to upload your CSV file from the data entry standards list menu by clicking the CSV Data Upload button.

Uploading an eDATA compatible CSV file (ERA default format or your custom format)

ATA	Studies	Reports	Statistics	Resources	DMR-QA		Search for studies \mathbb{Q}_{i}	1
tathe > Open St	<u>1985</u> > W 5-255 (205/2016 - 5/25/2	114) > <u>Criter Malling Address</u> > <u>Sava</u>	Angendes & And Third Parties > Ente	<u>Com</u> > CSV uplose				
CSVI	Ipload							
							Errohal Standards	(Hittod Summery) (Study Werflorton
If you he	we used the ERA Default file t	voe to upload your PT data in th	e past, in Step 1: Choose Data F	ormat, leave the file type as "ERA	Default". Then go to Step 2 and browse to you	r EDD file for uploading as normal.		
	Choose Data File Format							
ERA	etaut* • File Forma	t Information Manage Custo	m Layouts					
******	is addictors that the file format i	reactionly						
STEP 2	Choose Study Data File to	Upload						
Choo	e File No file chosen							
20	delmiter .							
	deimiter . • ncel entire upload process if a	ny errore occur						
	erwrite study data with EDD							
RM:	accrediting body requires m	e to report NELAC method codes						
8M	file has headers							
UTe	st Run only (No info saved)							
STEP 3	Click to Start File Upload							
	quart thing their rate							
Resource	es							
ERA M	aster Method Codes and Tech	Keys (Download)						
TNE M	thod Codes and Analyte Code							

Once you have entered the CSV Upload menu, complete the 3 steps to upload your eDATA compatible CSV file.

Step 1 – Select the appropriate file format from the dropdown box (either ERA default, required only, or a custom layout you have previously created).

Step 2 - Click Choose File to select your file to attach and select or deselect the checkboxes you would like to apply to your upload.

Step 3 – Click Upload Study File to upload your file to eDATA.

Upload results page

CODATA Studies Reports Statistics Resources	CODATA Studies Reports Statistics Resources
WF-317 (0F-0F-30 (4 - 03-1F-3013)	WE-221 (12-08-2014 - 01-22-2013)
Upload Result Page	Upload Result Page
Item	7bm
Telef numbar di pusa in the Tele 30 Number di Pasa Assensabili y Inganata 16 Number di Pasa Assensabili 4	Triad number of trace in the UN of 35 Number of trace numerability imposed (35 Number of trace number (4
Forer dotal Kore Markov Status S Markov Status S Markov Status S Markov Status S Markov S	forur deal Reve Nuelser Status
3 Sec. Sec. 2017 3 Sec. Sec. 2017 3 Sec. Sec. 2017 5 Sec. Sec. 2017	
	10141 Tiller tourisen forhume (heure 100-77-0122 ar 222-472,49-04) influenzations, austan, clavalar foreign (n. 2010-101-1023) (n. 2010-1023)

Once the upload is complete, you will be automatically directed to the Upload Result Page to view the status of your upload. If errors were detected, these will be listed in the error detail section with a description of the error encountered.

If you receive an error message and have questions or need assistance, please contact ERA's Interlab Group at 800.372.0122 or 303.431.8454 or <u>interlabgroup@eraqc.com</u>

Creating a CSV format compatible with eDATA

1. Requirements to create your CSV template in ERA Default Format

ata	Studies	Reports	Statistics	Resources	DMR-QA		Search for studies \square_{i}	T
taba > Roan.S	12183 > W1-235 (28/2016 - 3/25/20	114) > <u>Community Assess</u> > Sens	AGREGRE & AGE THIS PARKS > \$10	R <u>CORR</u> > CSV Upload				
CSV	Upload							
0.04	opiodo							
							Tirrolas Standard	s) (Hetrod Sommery) (Study Weth
D you h	ave used the ERA Default file t	ype to upload your PT data in th	e past, in Step 1: Choose Data i	Format, leave the file type as "ERA	Default". Then go to Step 2 and browse to y	our EDD file for uploading as normal.		
STEP 1	: Choose Data File Format							
ERA	Default* • File Forma	t Information) (Manage Custo	n Layouts					
	COLUMN TO AND A DESCRIPTION OF							
*Aste	ick indicates that the file format is	s read-only						
STEP 2	: Choose Study Data File to	Upload						
Cho	se File No file chosen							
	NUMBER OF STREET							
	i delimiter . • ancel entire upload process if a							
	verwrite study data with EDD o							
		e to report NELAC method codes						
	y file has headers							
	ast Run only (No info saved)							
STEP 3	: Click to Start File Upload							
	Aproact Chicag Canta Film							
	and the second sec							
Resou	ces							
FRAZ	laster Method Codes and Tech	Keys Download						
	lethod Codes and Analyte Code							
1023	ective cover and Analyte code	en (on the new tradester)						

Once at the CSV Upload menu, click on the File Format Information link for details on the ERA Default File format.

Links at the bottom of the pages will allow you to find TNI Method Codes and Tech Key Information for the ERA Default File Format.

ERA default format specifications

EDD File	Layout Summary	r		
Layout N	me:ERA Default			Return to Upload Pa
Field Dr	finition and Ordering			
Order	Field Name	Description	Max Length	Required
0	EPA.3d	Your USEPA id code, typically your state initials plus five digit numbery e.g.: TN00000	50	No
1	Lot Number	BRA's lot number as listed on your invoice of on each sample; e.g: P136-977, S039-620, S132-080	20	Yes
2	Analyte Code	This is the NELAC analyte code as found in the most recent version of the tables, typically this is a four digit number; e.g.: 1854, 4582.	10	Yes (alternately CAS Number or Analyte Name)
3	NELAC Analytical Method Code	This analytical method code is the NELAC method code assigned to the analytical method you used for the data you are reporting. Typically, this number is an eight digit number: e.g. 10001602, 20127406.	8	Yes (alternately method description)
4	NELAC Technology Key	This value indicates the technology used with the analytical method code. It is an abbreviation, such as: FB-QN, ICP-AES, GC-MS	20	No
5	NELAC Prep Method Code	This prep method code is the NELAC prep method code assigned to the preparatory method you used for the data you are reporting. Typically, this number is an eight digit number; e.g.: 10001002, 2012/406.	6	No
6	NELAC Cleanup Method Code	This cleanup method code is the NELAC method code assigned to the cleanup method you used for the data you are reporting. Typically, this number is an eight digit number: e.g. i 10001502, 20127406.	8	No
7	Analyst Name	You can enter up to 25 characters for the name of the analyst responsible for producing the data.	25	No
8	Analysis Date	Date the analysis for the data point occurred. Most common date formats are supported. for instance: mm/dd/yyyy.		Yes
9	Reported Value	Value of the data point that you are reporting, e.g. (15.5, 52307, Presence (represented by a 1), Absence (represented by a 0), etc.	15	Yes
T0	Reported Less Than	Bit field 0 or 1. Use a "1" to Indicate that a leas than (<) value is being reported. Otherwise a "0" must be entered. For instance, if you entered 1 in this field and 25 in the ReportedValue field, the reported value would resolve to a value of < 25		Yes
11	Reported Greater Than	Bit field 0 or 1: Use a "1" to indicate that a greater than (>) value is being reported. Otherwise a "0" must be entered. For instance, if you entered 1 in this field and 25 in the ReportedValue field. He reported value would resolve to a value of > 25		Yes
12	Sample Number	Only used the Potabla Water Collform Microbil (200) set of 10, where you have the same analyte, but with more than one sample. For this special case, use this column to enter the sample number (1-10). For all other case, you can have it blank		Yes, for Microbil test

The EDD file Layout Summary page displays a list of the ERA electronic data deliverable (EDD) default file requirements.

The data file will have one header row and will consist of a string of values separated by commas.

All fields listed must be included in your CSV file with the specified header, you do not need to provide data in the fields listed as not required.

Limits to the character length are specified in the EDD File Layout Summary Table. If a number is not specified, there is no restriction on the character length.

An example of the ERA default CSV format looks like this when opened in MS Excel:

ERAID	LotNumber	Analyte Code	NELAC Analytical Method Code	NELAC Technology Key	NELACPrep Method Code	NELAC Cleanup Method Code	Analyst Name	Analysis Date	Reported Value	Reported Less Than	Reported Greater Than	Sample Number
C000000	S221-5262	1540	10053200	IC-COND			CV	1/15/15	218	0	0	
CO00000	S221-667	1870	10053200	IC-COND			CV	1/15/15	5.33	0	0	
CO00000	S221-667	1870	10070005	UV-VIS			clv	1/15/15	5.29	0	0	
CO00000	S221-667	1870	20124601	UV-VIS			clv	1/15/15	5.29	0	0	
CO00000	S221-698	1575	10053200	IC-COND			CV	1/15/15	45.7	0	0	
CO00000	S221-698	1730	10053200	IC-COND			CV	1/15/15	1.56	0	0	
CO00000	S221-698	1810	20116409	UV-VIS			C1V	1/15/15	9.88	0	0	
CO00000	S221-698	1820	10053200	IC-COND			CV	1/15/15	9.28	0	0	
CO00000	S221-698	1820	10067604	UV-VIS			clv	1/15/15	9.88	0	0	
CO00000	S221-698	1610	20048402	COND			JOC	1/15/15	507	0	0	
CO00000	S221-698	2000	10053200	IC-COND			CV	1/15/15	67.2	0	0	
CO00000	S221-699	2055	20044400	TITR			JOC	1/15/15	2.48	0	0	
CO00000	S221-779	1900	20105004	ISE			SHA	1/15/15	6.96	0	0	
CO00000	S221-983	1645	10061402	UV-VIS			clv	1/15/15	0.219	0	0	
CO00000	S221-983	1645	20092404	UV-VIS			clv	1/15/15	0.219	0	0	

The Comma Separated Values for an example file would look like this:

Example File	
EPA Id.Lot Number, Analytic Code, NELAC Analytical Method Code, NELAC Technology Key, NELAC Prep Method Code, NELAC Cleanup Method Code, Analysis Date, Reported Value, Reported Less Than, Reported Greater Than, Sample Number C000026, p199-907, 1350, 1025564, HPL (K), Code, 200, 200, 200, 200, 200, 200, 200, 20	

Mapping your own CSV format to a custom eDATA layout

Many laboratories are already able to create EDD's for their customers from their LIMS. Since creating a new EDD requires additional time and/or IT resources, ERA has made it easy for you to use one of your existing CSV electronic data deliverables to submit your PT data.

To do this, you will need to create a custom layout in eDATA that is mapped to the layout of your existing file.

ata	Studies	Reports	Statistics	Resources	DMR-QA		Search for studies \square_{i}	1
nome > Open St	<u>2019</u> > W 5-235 (20502316 - 3025/20	14) × <u>Erier Mailing Address</u> × <u>Serec</u>	Agencies & Api, Third Parties > Ente	<u>e Data</u> = CSV Upicad				
CSV L	pload							
							Errohal Standard	(Hetrod Summery) (Study Verificat
Numerica	on used the ERA Default file t	me to unlead your DT data in th	onest, in Step 1: Choose Data E	Format, lasce the file tune as "EB3	Default". Then go to Step 2 and browse to you	r EDD File for united inn as permal		
	Choose Data File Format	and a second						
ERA	etaut* • File Forma	Information Manage Custor	n Layouts					
*Astern	a indicates that the file format is	read-only						
	Choose Study Data File to	Upload						
Choos	e File No file chosen							
	delimiter . •							
	icel entire upload process if a							
	erwrite study data with EDD o							
	accrediting body requires me file has headers	to report NELAC method codes						
	ne has headers it Run only (No info saved)							
	re con only (no mo saver)							
STEP 3:	Click to Start File Upload							
	Analy Taki Pile							
Resource	es							
ERA M	ster Method Codes and Tech	Keys (Download)						
THE M	thod Codes and Analyte Code	Go to NELAC website						

To create a custom layout, click the Manage Custom Layouts button.

Manage custom EDD layouts

AIA	Studies	Reports	Statistics	Resources	DMR-QA	Search for	studies (C)	1
Hatte > Geen Sta	299 - W 5-238 (248/2016 - 3/25/2)	141 - Enwindenne Antonie - Gereck	koensike & Add Thind Pacifies - Erig	er Calli > <u>Cân Unitad</u> > Nanago Cuel	lom Layoute			
Manad	e EDD Layouts							
	10 200 2010000							
Retu	m to Upload Page						(Evolut Standard	(Hethod Summery) (Study Vertical
Choice 1	L - Edit Existing Layout							
ERA D		format, based on this,						
*Aster	ick indicates that the file form ble Asterick Indicates the file	at is read-only comat is inactive						
Choice 2	- Create New Layout							
Create	new file format							
Choice 3	- Create a fayout based o	an existing text file						
Choos	e File No file chosen	60						
	elmiter .	Contract of						
	as headers							
	ias headers							
¥ fle h	ias headers	Default						
¥ fle h	finition and Ordering - ERA	Default Description					Hax Length	Required
⊯ fle h Field De	finition and Ordering - ERA		v state initials plus five digit num	berl s.g. 1100000			Hax Length 50	Required No.
₩ file h Field De Order	finition and Ordering - ERA • Field Name	Description						
₩ file h Field De Order	finition and Ordering - ERA Field Name EPA Id	Description Your USEPA is code, typically you ERA's lot number as listed on you	r involte of un each sample; e.g.		r gyf Sonfor y sy'i 1551, 1952.		50	No. Yes
W file h Field De Order	finition and Ordening - ERA Field Name EPA Id Lot Number	Description Your USEPA Is code, Trybushy you ERA's lat number as field on you This is the NELAC analyse code an	e involte of un each sample; e.g. clound in the most recard version	9156-877, 5659-620, 5132-080 t of the tables, typically this is a four	rage nameer a ge 1821, 1922. De date pro ee regering "Splant, De moder n ee sigt digt mether e	p. 10001602, 20127406.	50 20	No. Yes
Prield De Order D 1 2	Finition and Ordering - ERA Field Name EFA 3d Lot Number Analyse Code	Description Your USEPA is come, Typically, you TRA's lat number as held on you This is the RELAC analyte code a This analytical method code is the	r involte of un each sample; e.g. clound in the most recard version NELAC method code assigned to	9156-877, 5659-620, 5132-080 t of the tables, typically this is a four	the data you are reporting. Typically, this monther is an eight digit number; e.	p= 10001602, 30137406.	50 20 10	No Yes Tox (Aburnatoly CAS Northat or Analy Native)
Prield De Order D 1 2	Einition and Ordering - ERA Pield Name EPA 1d Lot Number Anayte Code NCLAC Analytical Pietrod Code	Description Your USEPA is come, Typically you ERA's lat number as head on you This is the NELAC analyse code a This analytical method code is the This value indicates the technolog	e involte of on each sample; e.g. I found in the most recard variator NELAC method code assigned to y used with the analytical method	P156-977, 5659-620, 5132-080 of the tables, typically this is a four the analytical method you used for orde, 11 is an atomylation, such as	the data you are reporting. Typically, this monther is an eight digit number; e.		50 20 10 8	No Yes Tau (Alternation CAS Number or Analy Name) Yes (alternation method description)

eDATA gives you 3 different ways to create your custom layout that will allow you to upload your CSV files:

- Option 1 Edit an existing layout to map to your file
- Option 2 Create a new layout by selecting and ordering the fields to map to your file
- Option 3 Upload an example of your CSV to map the eDATA fields to your fields

Option 1 - Edit a CSV layout that already exists in eDATA to create your custom layout

DATA	Studies	Reports	Statistics	Resources	DMR-QA	Search for studies	1
Hattis > Gaso Stat	200 - WS-238 (205/2016 -)	sasaore) > <u>Envirianta Acentes</u> > <u>Cens</u> o	Acensies & Add Third Partles - \$13	<u>er Calle</u> > <u>CEV (JOSEA</u> > Manage Cue	lem Layoute		
Manag	e EDD Layouts						
Retur	m to Upload Page					(Evolut Standard	(Heltod Summery) (Study Verbatum)
Choice 1	- Edit Existing Layou	i i					
ERA De	efault* Crea ck indicates that the file le Asterick Indicates th	te file format, based on this, thormat is read-only e fileformat is inactive					
Choice 2	- Create New Layout						
Create	new file format						
Choose Field de	e File No file chosen	ed on an existing text file					
Field Def	finition and Ordering	ERA Default					
Order	Field Name	Description				Max Length	Required
0	EFA 1d		or state initials plus five digit num			50	No
3	Lot Number		or involce of on each sample; e.g.			20	Yes .
2	Analyte Code	This is the NELAC whatyte code i	es found in the most recent version	n of the tables, typically this is a four	r digit number: s.g.: 1854, 1592.	10	Yes (Alternately CAS Nonlast or Analyte Nation)

Select the format you want to edit from the dropdown box and click Create file format, based on this.

Ma	anage Edd file Layout						
						(Enrolled Standards)	(Hettod Sammey) (Study Verbatum)
	ayout Name Copy MERA Detivit						Return to Upbad Page
	Columns Do Not Import	A00	Selected Columns	- 10			
	CAS Number Analyte Name Method Description	ADDAL REMOVE	Lo Number Analyte Code NELAC Panlytical Method Code NELAC Preshology Key NELAC Prep Nethod Code Analysis Name Analysis Date Reported Code Reported Code Tana Reported Code Sample Number	0000			
	*	swich Affe Uryout	CANCEL	SAVE			

To edit an existing format to create your new CSV format:

- 1. The Selected Columns box lists the fields that are included in the format you are basing your custom layout on and the order.
- 2. Add additional columns or remove columns from the list of columns available.
- 3. You can set column order by moving the field selections up or down.
- 4. Place a **Do Not Import** for any fields that are in your CSV that are not on the list provided or that you do not want to import.
- 5. Name your new layout in the **Layout Name** field. Be sure to create a name that is recognizable for future uploads. A defaulted name is prepopulated and will be used if you do not enter a name.
- 6. When all of the above steps are completed, click Save.

Option 2 - Create a new layout by matching the field selections and order to your CSV file

Data	Studies	Reports	Statistics	Resources	DMR-QA		Search for studies .	1
Horne > Coon Stud	<u>1111</u> - W.S. 238 (2012016 - 325/20	14) > <u>Enter Malling Address</u> > <u>Sound</u>	Activities & Acto Trins Parties - Ente	r Catte > <u>COV Upicate</u> > Manage Cuefe	m Layoute			
Manag	e EDD Layouts							
Retur	m to Upload Page						Evented Stands	ess) (Nettod Summery) (Study Vertication)
Choice 1	- Edit Existing Layout							
ERA D	efault' • Creste file	format, based on this,						
Choice 2	ck indicates that the file form le Asterick Indicates the file - Create New Layout inew/file format	ormat is inactive						
Choice 3	- Create a layout based or	an existing text file						
Field de	e File No file chosen elmiter • as headers	60						
Field Def	finition and Ordering - ERA	Default						
Order	Pield Name	Description					Max Length	Required
D	82A 34	Your USEPA is code, sypically ye	or state initials plus five digit numb	er: e.g. 7N00000			50	No
1	Lot Number	ERA's lot number as lated on yo	or involce of on each sample; e.g.	P158-977, 5059-620, 5132-080			20	Yes
2	Arwhyte: Code	This is the NELAC analyte code	es found in the must recent version	of the tables, typically this is a four	digit number: n.g.: 1854, 4592.		10	Yes (alternately CAS Number or Analyte Name)
	NELAC Analytical Nethod	This analytical mathed code is th	NTLAC mathod side assisted in	the analytical matters are used for t	he date you are reporting. Typically, this member is	an aight dog menter: a o : 10001602 20123405		Yes (attamately method description)

Click Create New File Format to manage EDD file Layout.

	e Edd file Layout	i > Enlecidalino Addreas > GeleciAor	ncies & Add Thind Parles > Briel Cold >	CEV Lenze > Manage Curbin La	<u>voja</u> - Creata Fila Format		
						(Drolled Sandard	s) (Nethod Summery) (Study Verbiation)
Layout	Name Copy of ERA Detault						(Return to Upload Page)
CAS	ana 21 Import + Muncher et Game of Desorption	ACO ACOAL PESCAE	Selected Columns IN 1 IN 1 Lot Number Analyse Cole NELAC Reshology Key NELAC Reshology Key NELAC Reshology Key Analysis Name Analysis Date Reported Usiae Reported Usiae Reported Reporte	(P (0000)			
Field Ref		SMCTNATE UPOLT	CANCEL	3.AVC			

To create a new file format:

- 1. Required columns are listed in Selected Columns shown on the right.
- 2. Additional available columns can be added from the selections on the left by clicking on the **Column Name** and then the **Add** button.
- 3. For extra fields in your CSV that are not listed, use **Do Not Import.**
- 4. Move the selected columns **up** or **down** to match the order of your CSV file.
- 5. Provide a name for your layout in the Layout Name field.
- 6. Save your layout.

Option 3 - Upload an example of your existing CSV file and map to eDATA fields to create your layout

DATA	Studies	Reports	Statistics	Resources	DMR-QA	Search for studies CL	2
Hana > Quan Divis	21 × W3-238 (2882016 · 30	25(2014) > <u>Enter Mailing Accesss</u> > <u>Censo</u>	Agensies & Add Third Parties - Eng	<u>er Cata</u> » <u>Câlv (Jakona</u> » Manage Cae	tom Layouta		
Manage	EDD Layouts						
Return	to Upload Page					(Evolut Standar	is) (Nation Gammary) (Study Verbad
Choice 1 -	Edit Existing Layout						
ERA Def	fault* * Create	fle format, based on this.					
*Astarici **Doubl	k indicates that the file f e Asterick Indicates the	format is read-only Reformat is inactive					
Choice 2 -	Create New Layout						
Creater	new file format						
		d on an existing text file					
Choose Field delt	File No file chosen	CO.					
Field Defi	nition and Ordering - I	ERA Default					
Order	Field Name	Description				Nax Length	Required
0	EPA 12	Your USEPA Id code, Typically yo	or state initials plus five digit num	ber) e.g. TN00000		50	No
	Lot Number	ERA's lot number as listed on yo	or involte of on each sample; e.g.	P156-977, 5059-620, 5132-080		20	Yes
2	Arwhyte: Code	This is the NELAC analyte code a	es faund in the most recent versio	n of the tables, typically this is a for	r dig8 number: a.g.: 1854, 4592.	10	Yes (alternately CAS Number or Analy Native)

To create your new layout by uploading an example of your existing CSV file, click **Choose File** then select your example CSV for upload. Click the GO button.

5-221 (12-08-2014 - 01-	22-2015)				Enro	lled Standards Method Su	mmary Study Verificati
Greate layout from existing Match up the existing Select a given column If you do not want a r	fie columns from your file to information r only once. Make certain you select req. solumn's information to be imported, se	equired for ERA data entry. aired columns. let: "Do Not Import"					
Layout Name							
Submt	Cancel						
-		-					
ERAID EPA Id	LotNumber EPA Id	AnalyteCode	NELACAnalyticalMethodC EPA Id	NELACTechnologyKey EPA Id	•		
C000000	\$221-5262	1540	10053200	IC-COND			
CD00000	\$221-667	1870	10053200	IC-COND			
C000000	\$221-667	1870	10070005	UV-VIS			
C000000	\$221-667	1870	20124601	UV-VIS			
C000000	\$221-698	1575	10053200	IC-COND			
CD00000	\$221-698	1730	10053200	IC-COND			
C000000	\$221-698	1810	20116409	UV-VIS			
CD00000	5221-698	1820	10053200	IC-COND			
C000000	\$221-698	1820	10067604	UV-V19	1		
4							

To map eDATA fields to your CSV:

- 1. Use the drop down box to select and map the appropriate eDATA field match to your CSV field.
- The header provided in your CSV is provided above the drop down for reference with the data reported in that field below.
- 3. Enter the name of your layout in the **Layout Name** field. When you have completed mapping and named your file.
- 4. Click Submit.

TIPS

- Please note that QuiK Response PT results cannot be uploaded.
- Upload the data for all analytes to be reported for the standard.
- Multiple uploads of the same standard may cause your data to be overwritten.
- Error logs will provide you with the type of error and the line number where the error occurred.
- If your file contains a header row, the row number in the error log will <u>not include</u> the header row of your file.
- Always review your study summary to ensure your results were uploaded correctly.
- Be sure to name the format before you save the file.
- International laboratories are not required to report NELAC Method Codes unless they are accredited in the United States.
- Always select View Study Summary to review your data. You can also receive a copy summary by selecting Email Study Summary.
- While you are basing a layout on your existing CSV, you need to ensure that all required data are presented in your CSV that you plan to use.

- If you have additional fields in your CSV file that you do not wish to import or upload, the fields can be excluded by designating the fields with **Do Not Import.**
- You will need to have a field for both **Reported >** and **Reported <** that has a bit flag of 0 or 1. 0 indicates there is no symbol reported while a 1 indicates that the symbol was reported.
- A listing and description of the fields required can be found by clicking the File Format Information button from the CSV Upload menu.
- The following information is required to upload your PT data:
 - ERA Lot # as the sample number/ID or your lot number/id
 - The data system will recognize either TNI analyte codes, CAS numbers or analyte names
 - Method Description or TNI Method Code
 - Analysis Date
 - Reported Value
 - Greater than (>) bit flag (value either 0 or 1)
 - Less than (<) bit flag (value either 0 or 1)
 - Sample number for the WS Microbiology 10 sample set
- If you have any questions concerning any part of the eDATA website, please contact ERA at 800.372.0122 or 303.431.8454 or send an email to <u>interlabgroup@eraqc.com</u>

ATA	Studies	Reports	Statistics	Resources	DMR-QA	Search for structures CL
Haine > Open Sta	(<u>185</u> > W 5-255 (2/5/2016 - 3/23/2	014) > <u>Eriter Mailing Apdress</u> > <u>See</u> s	(Agendes & Add Third Parties > Enly	<u>r Cata</u> > CSV Upload		
CSV U	pload					
						Throbal Sandarth (Hattod Samaery) (Study VerBoston)
If you ha	re used the ERA Default file t	type to upload your PT data in th	e past, in Step 1: Choose Data R	format, leave the file type as "ERA	Default". Then go to Step 2 and browse to your EDD	D File for uploading as normal.
STEP 1:	Choose Data File Format					
ERA D	staut* • File Forma	t Information Manage Custo	m Layouts			
	Contraction of Contraction					
*Asteria	andicates that the file format	ic read-only				
STEP 2	Choose Study Data File to	Unload				
	E File No file chosen	opiona				
Choos	E FIE No Tie chosen					
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	cel entire upload process if a	iny errors occur				
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RMy	file has headers					
UTes	t Run only (No info saved)					
STEP 3:	Click to Start File Upload					
	processing také Pale					
Resource	5					
CDA M.	ster Method Codes and Tech	Key (Doubled)				
	thod Codes and Analyte Cod					
This Me	moor Lodges and Analyte Cod	es (Do to HELAC MOSE)				

Once you have created your CSV custom layout it will become available in the dropdown selection box in step 1 of the CSV Upload menu. You will then be able to complete the 3 steps to upload your file.

Upload your custom file layout

Step 1 – Select the appropriate file format from the dropdown box. (Either ERA default, or a custom layout you have previously created)
 Step 2 – Click Choose File to select your file to attach and select or deselect the check boxes you would like to apply to your upload
 Step 3 – Click Upload Study File to upload your file to eDATA

View summary

e	DATA Studies	Reports Stat	istics	Resources	Search for stud		•
Home > Op	er Studies > Erner Melling Andress > Select Agencies & An	Thing Parling > Erner Data					
En	rolled Standards						
	WS-217 (08/04/2014 - 03/18/2018) En	2 Contraction of the second se	Enter & Verify Data	Customize Step 2 Reports (optional)			
NOT	T: All standards with check marks are saved and submi CSV DATA UPLICAD EXAULIST	tted. You will still be able to make changes to th RY SUMMARY MEW STUDY SU		til the study closes.		Filter by	*
e	Hardness (#555)		Vi	sw Summary			
e	Inorganics (#591)		Vi	ew Summary			
A2221							

When you have successfully uploaded your CSV without errors, return to the standards menu. Click **View Study Summary** or **Email Study Summary** to review your data.

III. QUIK RESPONSE

DATA	Studies	Reports	Statistics	Resources	DMR-QA	Search for studies Q
HOME > SOUL ST	nan - Elachandadan -	Sensi Agenose & Also Trins Parties > Enfer Def	a -			
Enroll	led Standards					
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	W standards with these meres are		whe changes to the results and save th	een wetil the study closes. For Quik	Response or SSAS Projects, continue to Evaluate & Report to reteive your report:	First by
	solds (cat# 499QR)				r Summary	

The QuiK Response[™] reporting process is completed using the same procedure as described for other PT studies for Step 1: Mailing address, Step 2: Agencies and third parties, and Step 3: Enter data.

For Quik Response PTs, a step 5: Evaluate and Report icon will be visible on the PT process status bar.

- To report your Quik Response PT to ERA after completing all data entry and review:
- 1. Click on **Evaluate & Report** (found below the Step 5 icon on the progress bar).
- 2. On the **Evaluate & Report** page, check the standards you wish to be evaluated.
- 3. Click Submit Data for evaluation.

Evalua	ate and Report									
(0302169et (2202016-31182016)	Enter Mailing Address	Seleci Agendes & Add Thios Parties	Consta Susme Casa	Cistonize Agency Reports (optional)	Evanate & Report				
• .	r Solds (cat# 499QR)						Enter Data			

VI. REVIEWING YOUR PT RESULTS

a. Closed studies

DATA Studies		atistics Resources	DMR-QA	Search for sh	. Q	~
Study closing in 1 day	Study closing in 8 days	Study closing in 12 days	Study closing in 12 days	Study closing in 12 days	Study closing in 12 days	Stu
WS-223 (2/9/2015 - 3/27/2015) Progress tordate	WP-241 (2/16/2015 - 4/3/2015) Progress tordate	WP-995 [3/6/2015 - 4/7/2015]	AL-999 (2/29/2015 - 4/7/2015) Progress tordate	(2/20/2015 - 4/7/2015)	SOE -999 (2/30/2015 - 4/7/2015)	
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come to eDATA®						
RECENTLY CLOSED STUDIES			UPCOMING STUDIES			
RECENTLY CLOSED STUDIES WP-238 (11/14/2014 - 12/192014)		<u>But farmar</u>		1 1/2015 - 6/25(2015)	Biogram	iy Bogins in Sati Recninds 7 days
WP-238		fade Janman Balanca Linu Balanca Balanca Balanca Balanca Balanca Balanca Balanca Balanca Balanca Balanca	S WP-244 (5/1		4	v begins in Set Remind 7 days 4 days
WP-238		Indi-Lemmer Indi-Lemmer Bandware Honolaut Reed Fordination Market Facilitation	(i) w5-244 (5/1	1/2015 - 6/25/2015)	4. 9500 10	7 days

There are two methods to access closed studies:

1. eDATA Home Screen and PT Dashboard: Recently Closed Studies

Once a study has closed it moves to the recently closed studies section of your dashboard, which provides a quick link to your study reports.

2. Studies Menu: Closed Studies

The Studies menu is accessible from each eDATA page and provides a link to a complete list of all your closed studies.

DATA	Studies	Reports	Statistics	Resources	DMR-QA	Seamh for s	tudies (L)
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Close	ed Studies						
Close	ed Studies					Enter search Q, Filter by Ye	r • Study Category • Percei Institut
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	O128166est (1282016-3/112016)	Enter Mailing Address	Construct Agendes & Enter 8 And Third Parties Butter 1046	Customize Agency Ex	aune Soont		Sinds Sammary
	500-63 11.030016-3702016)	25M Vallig Atoves	Select Agenoles & Enter & Add Third Parties Estimit Data	Customes Agency Ev	avan Naan Appen		Produktory Linds Pool India Economic Respi Partemance Resp Tani Respon
	(3)11/2015-3/10/2016)	Erler Mailing Address	Select Agencies & Subwit Data	Contractor A Report			Shele Summery
	WP-252 (1782016-303016)	Enter Azaling Astross	Celect Apercies & Enter & Colored Data	Cuetomize Agency Nº2 Reports (optional) Rep	Eo Parnitize Eo Parnitize Eo Ronazin Integ		Skol/ Sammary Pretminery Lenks Exatilation Provide Record Participants Trial Report
	(1/11/2016-225(2016)	Enter Malling Address	Select Agendies & Enter & Submit Date	Customize Agency Ex	uate sport		Slady Systemacy Protestary Limits Deal System Exception Report Performance Rep

The closed studies search bar allows search for a specific study number or filter by year or study type.

The buttons provided at the right of each closed study allow you to access reports and information for the specified study including:

- Performance report summarizing your PT performance for the study
- Exception report indicating only your results for analytes that receive a "Not Acceptable" or "Unsatisfactory" performance evaluation
- Final PT report available after the closed study has been evaluated and released to participants
- Study summary Data entry summary for the study
- Preliminary limits report available the morning after the closing date of the study, which includes your reported result and the preliminary assigned value and acceptance limits
- Final limits report available when the study has been completed showing your reported results, assigned value, acceptance limits and evaluation, essentially an abbreviated version of your final PT report

i. Exception report

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ception Report - WP-	46 •] ==== 500 = =		Unit.	Separate Trans	August .	Angeland	Periodiana Trabata	Balled Socrappe	Anaroja Galer	7600	No.	u.s. Second	Junya Nana
ception Report - WP-	46 •] ==== 500 = =		line.	New-Sol Time	August .		Resident datum Terphagent [AL]	Refer Destypes		7 Saine Main - •		ung Salati	Surger Value

On the closed studies page, click the **Exception Report** button at the right of the applicable closed study to access your exception report for the study. You can also use the performance report to explore your complete PT history for unsatisfactory results by selecting the **Matrix**, **Year** and **Studies** to review.

The exception report provides a list of only the analytes with a not acceptable or unsatisfactory performance evaluation and includes information about your PT result including reported value, the assigned value, acceptance limits, evaluation, method, study mean and standard deviation, the analyst name if it was reported and the total number of datapoints reported for this analyte from all participants. Click export to download your exception report as a CSV file.

ii. Performance report

DA	ΓĂ	Studies Reports	Staf	stici	Resources	DMR-	DA .		1	nent fri platen	1 2		
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8-256 8-357 8-258	1011	1111		902	905	772 - 3245	hasstable	EFIC 6033	5/35/2014				

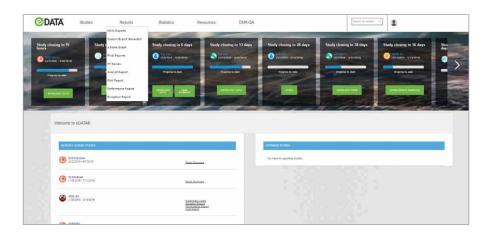
On the closed studies page, click the **Performance Report** button at the right of the applicable closed study to access your performance report for the study. You can use the performance report to explore your PT performance history for more than one study by selecting the Matrix, Year and Studies to review.

The performance report provides a complete overview of your performance for the selected study and includes information about your final PT result including your reported value, the assigned value, acceptance limits, evaluation, method, study mean and standard deviation, the analyst name if it was reported and the total number of datapoints reported for this analyte, as well as SOP name and revision if it was reported in the optional section on the data entry page.

The performance report is searchable by analyte, performance evaluation, method, and analyst name. Click export to download your performance report as a CSV file.

For U.S customers, the performance report was designed to include all of the information required in the 2009 TNI standard for Demonstration of Capability including the optional analyst name, SOP and SOP Revision fields that are optional for data entry. These fields are required if you intend to use the performance report for DOC purposes.

VII. TOOLS FOR QA MANAGERS



Additional tools to assist in reviewing and understanding your PT performance are available under the **Reports** menu. These include:

- Custom export generator
- Analyst report
- Z-score graph
- Risk report
- PT review

HOYL reports

a. Custom export generator

<u>Home</u> > Castom Export Generator			
Custom Export Generator			
Report Columna Soldy Weld ERAAccount Univer LabERAD LabERAD HersalDose	Lab Norro	Hody Types AE / * Def / * Def / * Def / * Hodo IMR/AC	Analytes: Paula Sover Sover Sover Fox
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The custom export generator is a tool that allows you to filter and download your historical PT data to your own specification. To create a custom export:

- 1. Choose from the Report Columns list to add reporting fields to your Selected Columns list.
- 2. Specify the order for reporting by highlighting the desired column field and using the buttons provided to move the field up or down.
- Begin by selecting the year(s) you would like to report.
 Note: Addition filter fields are populated based on the data available from your selections in the previous field.
 Hold down the control or shift keys to make multiple selections.

- 4. Next apply data filters to select the study type, laboratory (available only for corporate networks), specific study or studies, evaluation, standard and/or analytes to be reported.
- 5. Once you've selected the data and the order to be reported, you can name and save your selected columns and order as a template for future use.
- 6. Click Generate Report to download your data as a CSV file and open in Microsoft Excel.

b. Z-score graph

DATA	Studies	Reports	Statistics Statistics	Resources	DMR-QA	Search by KindsenQ.	1
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Z-Scol	e Graph						
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4 3 2	Perf	ormance Score Chart		# 896, 200, 7 - Land 896, 200, 8 - Land			
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(8) 				5			
DES. COM	1927 1.223						

The z-score is a great measure for comparing your analytical performance from one round to another.

Generally speaking, an acceptable z-score ranges from -2 to 2, shown as white on the graph. A z-score of > absolute 2 to < absolute 3 indicates a warning of questionable results and is color coded orange on the graph. A z-score of greater than or equal to absolute 3 is unsatisfactory and highlighted in red on this graph. A negative z-score indicates a low bias, and a positive z-score indicates a high bias in the reported result relative to the assigned value used for the performance evaluation.

It must be noted that these interpretations of z-scores are as described in international standards for Proficiency Testing such as ISO 13528, however, there can be some differences in the interpretation of z-scores and what constitutes an acceptable or unacceptable result depending on the specific requirements set out by your Accrediting Body, and/or applicable regulations. For consistency we have color coded the trending chart based on the general scale.

To create a z-score graph for an analyte:

- 1. Select the Lab (applicable for laboratory networks).
- 2. Specify the Date Range select a date range based on your PT participation that will provide sufficient data points for review.
- 3. Select the desired Scheme (study) type.
- 4. Select the desired **Standard.**
- 5. Select the Analyte.
- 6. Select the Analyst (optional).
- 7. Select the Method (optional) select from the available methods or report all methods.
- 8. Click Add To Chart to create your z-score chart based on your selections.

c. PT review

Filter by:					Hatric wo V Dat	le Ratige: (07/18/2014 - (01/19/2016		
				Sudici: Freemannet T	server free and a server of	Internet and a second second second second		
Display)				Sender: MAR AUSS (4044) 4	kaluation TNI 2009 T Display	Study Close Date 🔻 🗸 Not Acceptable 🛛 Dachud		
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Control Control	- 346.1	B9(2003)	54.104	0448	04/27/2014 02/06/2016 ACREDITE			

The PT Review report allows you to quickly and easily identify any analytes that you may need to be concerned about for accreditation purposes, depending on the proficiency testing requirements to maintain your accreditation.

To generate your PT review, make your selections using the dropdown filters at the top of the report:

- 1. Select the Study Matrix.
- 2. Select the Date Range to be examined.

Note: the date range selected should be based on how often you participate in PT and how many studies you would like to display

- 3. Select whether you want the table to be based on Study Close Date or Analysis Date.
- 4. Select review either your last 3 or last 5 PT results within the specified date range.
- 5. Select display evaluation based on either the 2003 or 2009 TNI standard.
- 6. PT review will default to show only analytes that have been given a **not acceptable evaluation** within the selected matrix and date range. Deselect the **Not Acceptable** checkbox to view all analytes.
- 7. Click **Export** to download your PT Review report as a CSV file.

The PT Review table is listed by analyte in alphabetical order, and includes the matrix, method/revision and technology for each analyte. Performance evaluation and either the analysis date or study close date depending on the reporting option you selected are displayed. Analytes that were given a **not acceptable** evaluation are **highlighted in red** to make them easily identifiable.

d. Analyst report

ODATA	Studies		Reports	Statistics	Resou	irces	DMR-QA			Search for studies	2			
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analyst Report														
valuation Criteria: Thi 2009	 Show SOP: LI 													
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Analyst Name g Demand Audrey Comell Meg Ward	Study WP-214	1530	BOD		mg/L	98.0	113	56.9 - 168	Acceptable Acceptable	• 5M 5210 8-1997 1997	1/18/2013	ALL •	- 111	20.0
Analyst Name g Demand Audrey Comell Heg Ward g Minerals	Study WP-214 WP-214	1530 1565	BOD COD		mg/L mg/L	98.0 185	113 182	56.9 - 168 141 - 207	Acceptable Acceptable Acceptable	5M 5210 8-1997 1997 SM 5310 8-2000 2000	1/18/2013 1/18/2013	ALL • -0.524 -0.218	111 181	20.0
Analyst Name g Demand Audrey Cornel Meg Ward g Ninerals Elen LaRivere g Complex Nutrients	Study WP-214 WP-214	1530 1565	BOD COD		mg/L mg/L	98.0 185	113 182	56.9 - 168 141 - 207	Acceptable Acceptable Acceptable	5M 5210 8-1997 1997 SM 5310 8-2000 2000	1/18/2013 1/18/2013	ALL • -0.524 -0.218	111 181	20.0
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Analyst Name g Demand Audiny Cornell Hoserala Den Laboure g Complex Nutrents Elen Laboure g Trace Medala Audiny Cornell	Study WP-214 WP-214 WP-214 WP-214	1530 1565 1155 1910 1055	80D C0D Sodium Total phosphorus as P Copper		mg/L mg/L mg/L mg/L	98.0 185 50 5.65 258	113 182 53,3 9,48 280	56.5 - 168 141 - 207 45.2 - 61.2 7.85 - 11.2 252 - 309	Acceptable Acceptable Acceptable Acceptable Acceptable Acceptable	 SM 5210 8-1997 1997 SM 5310 8-2000 2000 SM 4500-504 C-2011 2011 SM 4500-FB 5-2011 2011 SM 4500-FB 5-2011 2011 SM 3500-ALB-2001 2001 	1/18/2013 1/18/2013 1/18/2013 1/18/2013 1/18/2013	ALL • -0.524 0.218 -0.730 -0.107	111 181 52.3 9.59 203	20.0 16.1 3.14 0.548 12.5

The Analyst Report provides a complete summary of your analysts PT performance history.

- 1. Hover your cursor over Select an Analyst.
- 2. Click on the Year to select all analysts, matrices, and studies for the year or hover over the Fly-Out Menu to select a specific analyst and study.
- 3. Click Add Analysts or Clear Analysts to modify your selections.
- 4. Click **Export** to download your analyst report as a CSV file.

e. Risk report

©D	ATA Studies Reports	Statistics Resources DMR-QA	Search for studies	۹.
ome > Risk Re	port			
Filter by:		Matrix: WP • Date Range: 11/19/2012	- 11/19/2015 Flag: Selected Flags > Laboratory:	
Matrix	Standard	Method Description	Analyte	Flag
				ALL
P	Base/Neutrals	EPA 625	1,3-Dichlorobenzene	Possible Trend
/P	Base/Neutrals	EPA 625	2,4-Dinitrotoluene	Systematic Bias Possible Trend
P	Base/Neutrals	EPA 625	4-Chlorophenyl-phenylether	Possible Trend
P	Base/Neutrals	EPA 625	Benzo(a)anthracene	PT Failure Systematic Bias
IP	Base/Neutrals	EPA 625	Benzo(b)fluoranthene	PT.Failure
VP	Base/Neutrals	EPA 625	Benzo(g,h,i)perylene	PT Failure Possible Trend
/P	Base/Neutrals	EPA 625	Benzo(k)fluoranthene	PT Failure Possible Trend
/P	Base/Neutrals	EPA 625	bis(2-Chloroethoxy)methane	Possible Trend
Risk Repo	a art	x	bis(2-Chloroisopropyl)ether	Possible Trend
кізк керс	or t	•	bis(2-Ethylhexyl)phthalate	PT Failure Systematic Bias
	WP: Hexachlorobenzene - EPA	A 625	Butylbenzylphthalate	Possible Trend
			Chrysene	PT Failure
			Di-n-butylphthalate	Analytical Bias
Score			Dibenz(a,h)anthracene	Possible Trend
Z S			Dimethylphthalate	Possible Trend
	0		Fluoranthene	Analytical Bias
	~		Fluorene	Systematic Blas
			Hexachlorobenzene	PT. Failure Analytical Blas Trend
		0	Hexachlorobutadiene	Possible Trend
	Rounds		Indeno(1,2,3-cd)pyrene	Possible Trend
			N-Nitrosodimethylamine	Possible Trend

The Risk Report analyzes laboratory or corporate network proficiency testing performance history against a series of rules to help Quality Managers quickly and easily identify analyte trends that may indicate current or future risk of unsatisfactory PT results to assist with corrective and preventive action. Use the Risk Report to:

- Identify bias and directional trends in method performance
- Determine what methods need the most attention
- Anticipate and prevent PT failures

To create your Risk Report:

- 1. Select the Matrix.
- 2. Select the Date Range.
- 3. Select up to 6 risk criteria. All 6 criteria will be selected by default. Deselect the check boxes to remove risk criteria from your report.
- 4. Double click on an analyte to display a z-score chart for the selected analyte. The risk criteria applicable to each analyte are described in the flag column.
- 5. Hover your cursor over each data point to display the study, method, and z-score.

The six risk criteria and flags include:

- Llof5 > 3SD: One or more of the last five data points was outside of 3 SD (1.3s)
- L2 of 3 > 2SD: Two of the last three data points were both outside two SD on the same side of the mean (2of3.2s)
- L3 > 1SD: Last three data points were outside one SD on the same side of the mean (3.1s)
- L5x: Last five data points were all on the same side of the mean (5x)
- L3: Last three data points all increase/decrease in the same direction from the mean (3t)
- L5: Last five data points all increase/decrease in the same direction from the mean (5t)

f. Health of Your Lab (HOYL) reports

Health of Your Lab (HOYL) is your all access pass for insight into your PT performance history. HOYL reports are designed to take you from a high level overview and comparison of your performance relative to your peers, down to performance statistics for individual analytes. HOYL is perfect for either a quick snapshot to give you general peace of mind or the deep dive required for effective corrective and preventive action. Data within HOYL is linked to other reports in eDATA to help you visualize and investigate the results. The three reporting levels of HOYL are:

- HOYL studies
- HOYL standards
- HOYL analytes

HOYL studies:

DATA st	udies Reports	Statistics Resources	DMR-QA	Search for studies Q	1
YL Main Page					
Health of your Lab(s	5)				
		Filter by: 36 Months	Ali 🔹 Ali	• AP9	NY RESET FRAMES EX
		12 Months 18 Months			
WP Studies		36 Months			
Studies	Pass Rate My Laboratory	Pass Rate All Participants	My Acceptable Evaluations	My Not Acceptable Evaluations	My Total Evaluations
WP-237	98%	98%	172	3	175
<u>WP-234</u>	100%	98%	175	0	175
WP-231	98%	98%	156	3	159
WP-228	98%	98%	157	2	159
WP-225	91%	97%	146	13	159
WP-222	99%	97%	156	1	157

Compare the performance of your lab to all participating laboratories using pass rates for the analytes within each of your studies over the last 12, 18 or 36 rolling months.

- Click on a **study** to view the HOYL standard report for that study.
- Click on My Not Acceptable Evaluations to access the exception report for that study.
- Click on My Total Evaluations to access the performance report for that study.

HOYL standards:

DATA	Studies	Reports	Statistics	Resources	DMR-QA		Search for studies	۹.	
Study Summary > St	andard Summary								
Standard Summ	ary for WP-237								
Volatiles (#830) Analyte Pass Rate My Lab 97%	Analyte Pass Rate All Labs 97%	My Acceptable Evaluations 69	My Not Acceptable Evaluations 2	My Total Evaluations 71	Acids (#834) Analyte Pass Rate My Lab 100%	Analyte Pass Rate All Labs 97%	My Acceptable Evaluations 17	My Not Acceptable Evaluations 0	My Total Evaluations 17
PCBs in Water (# Analyte Pass Rate My Lab 100%	Analyte Pass Rate All Labs 97%	My Acceptable Evaluations 7	My Not Acceptable Evaluations	My Total Evaluations 7	Organochlorine I Analyte Pass Rate My Lab 100%	Pesticides (#831) Analyte Pass Rate All Labs 98%	My Acceptable Evaluations 20	My Not Acceptable Evaluations 0	My Total Evaluations 20
Base/Neutrals (# Analyte Pass Rate My Lab 98%	Analyte Pass Rate All Labs 99%	My Acceptable Evaluations	My Not Acceptable Evaluations	My Total Evaluations 60					

Compare the performance of your lab to all participating laboratories using pass rates for the analytes for each of the standards in the study you selected.

• Click on the **standard** to access the **HOYL analytes report**.

HOYL analytes:

DATA Studies	Reports	Statistic	s Res	ources [MR-QA		Searc	ch for studies	a (0
<u>Study Summary</u> > <u>Standard Summary</u> > A	nalyte Summary									
Analyte Summary for WP-237 Vo	latiles (#830)									
		WP-237			WP-234			WP-231		
Analyte	Method	zScore	% Recovery My Lab	% Recovery All Labs	zScore	% Recovery My Lab	% Recovery All Labs	zScore	% Recovery My Lab	% Recovery All Labs
Acetone	EPA 8260B	0.731	112%	93%	0.755	109%	95%	0.411	97%	87%
Acetonitrile	EPA 8260B	2	2	20	2	2	127			
Acrolein	EPA 8260B			327	2	2	10	14		
Acrylonitrile	EPA 82608	~		140	2	2	141	140		34 - C
Benzene	EPA 8260B	1.10	113%	99%	-0.477	95%	100%	+2:37	78%	99%
Bromobenzene	EPA 8260B	~				8		181		
Bromochloromethane	EPA 8260B	e		100			20	191		
Bromodichloromethane	EPA 82608			(75)	=	2	121	100		a.
Bromoform	EPA 8260B	2.05	149%	102%	0.917	114%	103%	0.896	109%	100%
Bromomethane	EPA 8260B	2	2		0.289	91%	82%			
2-Butanone (MEK)	EDA 9260B			349				100		

Review and compare percent recovery and z-score for each of the analytes in the standard you selected over the last 18 months.

- Orange shading is used to highlight analyte results with z-score greater than 2.
- Red shading is used to highlight analyte results with z-score greater than or equal to 3.
- Click on the z-score to view the z-score chart for the analyte for visual analysis of analyte trends.

[CARE AND USE MANUAL]

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