DWM ADaPT Library Additions & Updates

This document outlines the policies and procedures used to update the Florida Department of Environmental Protection (FDEP), Division of Waste Management (DWM) ADaPT library. All references to certification in this document as applied to labs, methods, Standard Operating Procedures (SOP), or analytes assume that the accreditation body is the Florida Department of Health (FDOH), a National Environmental Laboratory Accreditation Program (NELAP) approved accreditation body.

When adding a new analytical method or analyte to the DWM library, first determine if the method satisfies one of the following conditions:

1. Does this method appear in 40 CFR Part 136, or
2. Does this method appear in SW-846

If yes: Add the method following method specific guidelines to determine the valid matrix, analytes, Quality Control (QC) elements, QC control limits, and if appropriate, surrogates.

If not: Determine if the requested method is needed by the specific program area for which the data is being submitted. In order to add new methods, we must determine that the project comes under the jurisdiction of the DWM and that the analytes reported are justified by Rule, consent order, or permit. The lab reporting the data must be certified by the FDOH for that method, matrix, and analyte(s), as outlined below.

Next, determine if this method is required by any DWM program:

If not: It is not necessary to add the method to the DWM library.

If yes: Check to make sure that the method is a current (not outdated) Environmental Protection Agency (EPA), Standard Methods (SM), American Society for Testing & Materials (ASTM), Clean Water Act, etc., method. Add the method and only those analytes required by the respective program area(s). The following are some examples of addition requests and recommended solutions:

1. The lab may want to add an analyte that is not specifically listed in the method but may be similar to compounds listed in the method. If the lab is certified for the analysis of this analyte by this specific method, and the analyte is NOT listed in the method, then add the analyte to the method with the (Certified) appendix. An example would be EPA 8270 (Certified). The lab must report this analyte using the EPA 8270 (Certified) method; this naming convention allows us to check and verify that the lab is indeed certified to report this analyte by the stated method.

2. The lab may want to add an analyte that the lab is certified to report by an SOP that closely follows a specific method already in the library. Obtain a copy of the lab's SOP

and determine if the SOP closely follows a specific method (similar sample preparation, analytical method, QC requirements, control limits, etc.) before adding the analyte to a new method with the (SOP) appendix. An example would be EPA 8321 (SOP). In this case, the lab is reporting an analyte which is not listed in EPA 8321, but the lab is reporting the method by an SOP that is based on this method. The lab must report this analyte using the EPA 8321 (SOP) method so we know to check if the lab is indeed certified to report this analyte by an SOP based on EPA method 8321.

3. The lab may want to add an analyte for a special project that is not specifically listed in the lab's certified method. If FDOH has not certified any lab for this analyte by ANY method, we would add the appendix (Not Certified) to the method. An example would be EPA 6010 (Not Certified) for Tungsten.

4. In some cases, the lab may be certified to report an analyte by SOP for which there is no prescribed analytical method (EPA, SM, ASTM, etc.). In this instance, we would add the lab specific SOP to the library with the SOP appendix. An example would be Nitrocellulose by SOP.

Follow these procedures when updating, adding, or changing analytes, matrices, QC requirements, or QC limits for existing methods in the DWM Library:

- Refer to the specific method for a list of approved matrices, analytes, surrogates, QC requirements, and QC limits.
- If not specifically outlined in the method, refer first to the FDEP Bureau of Labs library, then the FDEP Master library, and discuss with the FDEP Bureau of Labs and Standards and Assessment Section staff.

<u>Surrogates</u>

When adding surrogates to any FDEP defined library, all ADaPT valid values should be updated to include this surrogate. This will require close cooperation between all FDEP program areas using different ADaPT libraries and valid values. All ADaPT valid values should be synchronized with respect to surrogates and other physical parameters added to the library.

When adding an analyte to a method, the ClientAnalyteID assigned to the analyte is typically the Chemical Abstract Service (CAS) number or the NELAP Analyte ID, with preference being given to the CAS number. Adding surrogates or analytes/parameters to ADaPT's valid values that are NOT identified by these standards can cause confusion. In order to maintain consistency between libraries, these surrogates need to be added to all analyte valid value tables. This will prevent having a duplicate surrogate ClientAnalyteID for different compounds.