



# Corrective Action Report

Division of Environmental Services

Date:	/ /	Sample Number(s) Impacted:	
Analyst Name(s):			
Test Impacted:			

**Description of Problem:** In a few words, explain what the problem was and how it occurred.

**Description of Resolution:** In a few words, explain how the problem was corrected.

**Description of Future Preventive Measure(s):** In a few words, explain what preventive measure(s) will be used to ensure that the problem does not occur again.

### Submission Instructions

If any graded results are "Not Acceptable," the permittee must follow up with the laboratory to determine the cause of the deficiency and ensure corrective action is taken to prevent future occurrences. The laboratory must order retesting samples for the failed analyte/s, either another PT study or a fast turnaround study, and write a corrective action response for the permittee. The permittee is required to submit a completed and signed corrective action report to the state DMR-QA coordinator.

Ohio EPA - Division of Environmental Services  
 Steve Roberts  
 DMR-QA Coordinator  
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A list of accredited providers can be obtained from the U.S. EPA DMR-QA website at [epa.gov/compliance/discharge-monitoring-report-quality-assurance-study-program](http://epa.gov/compliance/discharge-monitoring-report-quality-assurance-study-program). The comprehensive and accurate completion of paperwork submitted helps us to compile and evaluate these studies. Your cooperation and efforts in this matter are appreciated.