



1. Are you a BQ-9000 registered laboratory? If yes what is the scope of registration? Attach certificate, sign, and date and return form – no further questions need be answered.  
**No, Not at this time, however we have begun to implement this system with an internal goal of accreditation of 2011**
2. Is the laboratory registered with any certifying body?  Yes  No  
If yes, please provide the name of the certifying body and the laboratory's registration number.  
**BQ-9000, 0808110041**
3. Does the Laboratory have the current ASTM D6751 specifications and current ASTM test methods for all biodiesel Tests that they perform?  Yes  No Attach a copy of the Laboratory's test equipment used for biodiesel testing.
4. Describe what method the Laboratory used to ensure that they have the latest versions of ASTM documents? **We are members of ASTM and receive email notifications of any and all changes to Biodiesel methods.**
5. Does the Laboratory calibrate the test equipment at least as frequently as required by the ASTM test methods used for testing Biodiesel?  Yes  No
6. For some of the Biodiesel ASTM tests, the test methods do not define a schedule for calibrating the test equipment. For these test methods, does the Laboratory have a schedule to calibrate test equipment?  Yes  No  
Attach a copy of the Laboratory's schedule for calibrating test equipment used for biodiesel testing.  
(May be combined with question 3)
7. Describe what basis is used for establishing the recalibration schedule for the test methods described in question 4? **Manufacturers' recommendations, Customer requirements, and Instrument Stability.**
8. Describe the method used to ensure the expired reagents or degraded reagents are cleared from the Laboratory and not accidentally used. **During our listed monthly calibrations and maintenance of the instrumentation, the reagents are checked as well. Expiration is checked Prior to each use of a reagent.**
9. What basis is used to determine when maintenance is to be performed on test equipment? **Manufacturers' recommendations, Customer requirements, and Instrument Stability.**
10. How long are the calibration and equipment maintenance records maintained?  
**2 Year Minimum**
11. What method is used to train personnel to competently perform these tests? Note: Attendance at seminars or conferences is not considered adequate training methods, unless these meetings are held specifically for Test Method training. Describe the training methods  
**Review of testing procedures, on the job training with qualified personnel and a check of abilities by the Lab Manager.**
12. Are these training records maintained?  Yes  No
13. How frequently is retraining required? **Annually**



14. Describe the Laboratory's internal audit process? Who performs the audit? Who reviews the results? Is there a system for processing corrective actions?  
*Per BQ-9000 requirements of minimum of once every 6 months lead by an NBAC BQ-9000 trained employee. Results are reviewed by all of management and any nonconformances are documented on a CPAR form with explanations of corrections.*
15. Describe what method does the Laboratory use to ensure that their testing results are accurate? Such as ASTM Cross Check Program, QC Samples, Third Party testing, etc.  
*A round-robin with another BQ-9000 quality lab followed by comparisons of individual results against method Reproducibility requirements.*
16. Describe the process for analyzing the data generated to verify the effectiveness of the Laboratory's testing performance. Who performs the analysis? Who reviews the results? What frequency? Is corrective action used?  
*Results (Data) from all parties are entered into a spreadsheet (3<sup>rd</sup> Party Comparison) were the Reproducibility (R) is listed or automatically calculated per the ASTM method calculations. Laboratory supervision and or Management review the data against the R. Any results not meeting the requirements are written up on a CPAR and treated as a nonconformance.*
17. Describe the actions taken when test results are reported and the test equipment is later found out of calibration.  
*A CPAR is filled out and rechecks are performed. If HBX testing equipment needed recalibrated, reports are updated and clients are notified.*
18. How long does the Laboratory retain samples submitted for Biodiesel testing?  
*Yes, for a minimum of 60 days.*
19. Does the Laboratory's report analytical results reference the test method used?  
 Yes  No
20. When a Laboratory uses an external third party Laboratory for some of the Biodiesel testing, is the third party Laboratory referenced on the test results form?  Yes  No
21. What methods are used to ensure that the external third party Laboratory meets these same quality system requirements as specified on this BQF-1 form? Describe.  
*HERO BX only uses external laboratories who have a updated BQF-1 form completed which includes a quality system defined on it.*

Laboratory Name: Lake Erie Biofuels, LLC d/b/a HERO BX

Laboratory Address: 1670 East Lake Road, Erie, PA. 16511

Laboratory Manager Signature: 

Date: 8/1/2010



When submitting this form, attach sufficient objective evidence to verify compliance with the laboratory requirements where appropriate.

Revision 4 Effective June 1, 2010 page 2 of 2