



RTI Laboratories  
Environmental Sciences Division  
Statement of Qualifications  
2016

# Statement of Qualifications

31628 Glendale Street

\_\_\_\_\_  
Livonia, Michigan 48150-1827

\_\_\_\_\_  
Tel: 734-422-8000

\_\_\_\_\_  
Fax: 734-422-5342

\_\_\_\_\_  
Web Site:  
[www.rtilab.com](http://www.rtilab.com)

2016

## Table of Contents

---

Executive Summary	4
Project Management	6
Organizational Structure	8
Senior Management	9
Current Certifications	12
Quality Assurance Program	13
Facilities and Resources	15
Project Experience	17
Specialty Analyses	18
Awards & Recognitions	19



## Executive Summary

---

Established in 1986, RTI Laboratories, Inc. (RTI) is one of the largest, nationally recognized small-business environmental laboratories in the United States. Operating out of more than 24,000 square feet in Livonia, Michigan, we combine a team of highly experienced analysts with advanced instrumentation to deliver “Service and Solutions for Your Success.” Our commitment is to consistently provide our clients with responsive project management while meeting the most stringent quality standards in the environmental industry.



RTI maintains our Quality Assurance Program in strict adherence with NELAC and Department of Defense (DoD) Quality Systems Manual (QSM) to ensure the most accurate and defensible data for our clients. Under the guidance of these accreditations, RTI performs comprehensive testing services in accordance with EPA, SW-846, Standard Methods and ASTM approved methodology. Our capabilities include organic and inorganic analysis of sediment, soil, water, air, energetics, and several specialty analyses. Our clients range from the U.S. Department of Defense, to environmental consulting firms and commercial industry across the United States.

## Executive Summary (cont'd)

---

Founded on our SQL based “Omega” Laboratory Information Management System (LIMS), the laboratory is able to follow the progress of each client’s project throughout the extraction and analytical process. Beginning with the UFP-QAPP worksheets as the cornerstone for each federal project, the LIMS seamlessly coordinates between project managers and laboratory analysts to automatically integrate each client’s specific requirements. Within the lab, professional analysts utilize computerized processes to import data from instrumentation to the LIMS, minimizing the risk of transcription error while optimizing efficiency.



Once analyses are completed, the LIMS allows for the automated generation of Level II, III and Level IV reports—without the delay of manual input. Finally, our online information web portal, “**Flashpoint**”, provides secure, real-time data resources that allow clients to access their results and EDDs at any time.

We participate in the most rigorous of accreditation and compliance programs. With our focus on quality and service, RTI strives to meet each client’s specific needs in a timely and cost-effective manner.

## Project Management

---

It is RTI's intent to be a single-source of analytical support for our clients. Working toward that goal, RTI assigns each client with an experienced Project Manager to answer all questions during project set-up and coordinate the successful completion of their work order. In addition, a back-up Project Manager is assigned for any further assistance needed.



The process begins before samples are even shipped to the laboratory. Client projects are first set up in our Laboratory Information Management System (LIMS) to include specific requirements: analyte lists, reporting and control limits, turnaround times, data deliverables, and all project QAPP specifications. Upon receiving samples, each work order is expeditiously processed into the LIMS by our Sample Custodians and re-validated against the chain of custody by a member of our Client Services Department. Samples are then ready for laboratory production.



## Project Management (cont'd)

---



Laboratory analyses are managed by our highly-regarded professional analysts. Each analytical sequence is characterized by strict quality-control criteria, and undergoes an initial quality review by the

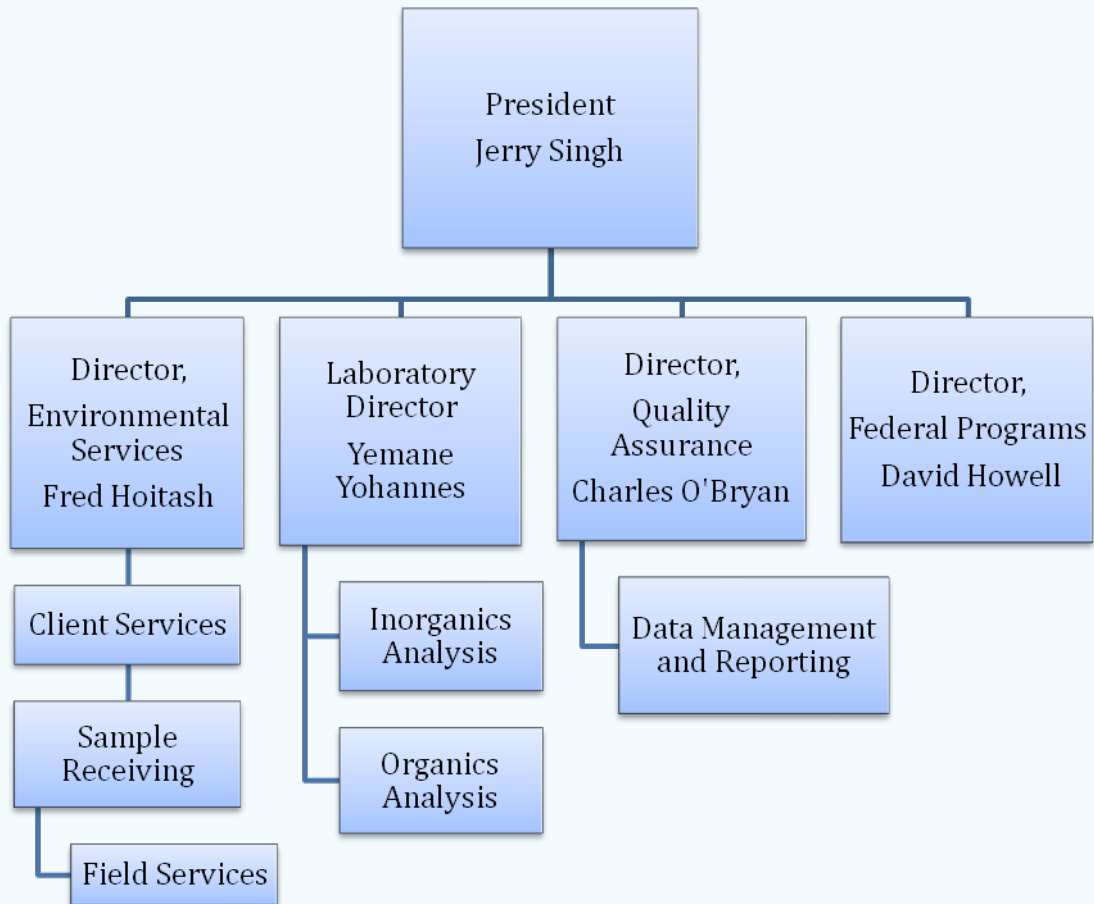
analytical professional prior to importation into the LIMS. Upon completion of all analytical and quality-control data, the work order is validated by a senior manager and electronically generated into a final PDF report and an Electronic Data Deliverable (EDD). An email automatically notifies the client when these files are available to download from Flashpoint, our secure online server.

Finally, the Project Management Department verifies the contract price and validates an invoice for the work order, typically within one business day of the report's completion. It, too, is available for download via Flashpoint.

At any point during the process, clients can observe the progress of their work order through Flashpoint, an integral component of RTI's mission to provide outstanding client service. Implemented over seven years ago, it has been received enthusiastically by RTI's large client base and continues to fulfill the expectations of a professionally managed environmental laboratory.

## Organizational Structure

---





## Senior Management

---



**Jerry G. Singh**  
**President**  
**B.S. Chemistry and Microbiology**

Mr. Singh has over thirty years of experience in environmental and industrial chemistry, laboratory operations, and management. His responsibilities include corporate development, enhancement of technical expertise and strategic planning. Mr. Singh is a member of several associations and committees, including the Michigan Minority Business Development Council, Michigan Association of Environmental Professionals and the Laboratory Practices Committee.



**Frederick J. Hoitash**  
**Director of Sales and Field Services**  
**B.S. Chemistry**  
**Graduate Studies in Chemical Engineering**

Mr. Hoitash has over twenty-four years of analytical laboratory experience. This includes fourteen years as a founding partner of Huron Valley Laboratories, which was later acquired by RTI Laboratories. As a senior manager within RTI, Mr. Hoitash's role is interpret and implement client needs and establish the corresponding laboratory procedures for special projects.

## Senior Management (cont'd)

---



**Yemane Yohannes**  
**Laboratory Director**  
**B.S. Chemistry**

Mr. Yohannes' career in environmental analytical chemistry spans over twenty-eight years, with more than fifteen years in management. He is primarily responsible for production in the environmental laboratory. Mr. Yohannes' role includes the oversight of efficiency and personnel, instrument maintenance and lab supply purchases.



**David Howell**  
**Director of Federal Programs**  
**B.S. Chemistry**

Mr. Howell takes the lead in sales for the Environmental Sciences division. He has more than thirty-seven years of sales experience, with twenty-six years specializing in environmental laboratories. Mr. Howell is responsible for developing the national sales plan, negotiating federal contracts and designing proposals.

## Senior Management (cont'd)

---



Charles A. O'Bryan  
Director of Quality Management  
B.S. Biology and Medical Technology  
M.S. Environmental and Industrial Health

Mr. O'Bryan was formerly a partner of the Michigan-based AAC Trinity before its acquisition by RTI Laboratories. He holds over thirty-seven years of analytical laboratory experience and twenty-nine years in management. Mr. O'Bryan is chiefly responsible for the the laboratory quality assurance program. This includes organizing internal laboratory audits, updating the standard operating procedures and reviewing technical data before its release.

## Current Certifications

---

Accreditations & Certifications	Accrediting Body	Expiration Date
DoD ELAP	A2LA	October 31, 2016
NELAP – Primary	Utah	May 31, 2016
ELAP	California	July 31, 2017
ELAP	Louisiana	June 30, 2016
Drinking Water – MI	Michigan DEQ	August 27, 2016
Soil Permit	USDA	June 22, 2016
Certified MBE – MI	MMSDC	Renews Yearly
NELAP – Secondary	New York	April 1, 2017
NELAP – Secondary	Wisconsin	August 31, 2016
NELAP – Secondary	New Jersey	June 30, 2016
Seal of Excellence	ACIL	Renews Yearly

## Quality Assurance Program

---

The management and staff of RTI Laboratories are dedicated to the effective implementation of our Quality Program policies and procedures. Our goal is to meet the highest data quality standards and conformance with NELAP, ISO 17025-2005 guidelines, DoD QSM



and various state specific requirements to consistently produce defensible data that meets the designated analytical method and client specified data quality objectives. This is accomplished by

incorporating the components of our Quality System into every laboratory process as an essential basis of day-to-day operations. Continual improvements and conformance to NELAP and DoD Quality standards falls under the administration of our Director of Quality Management.

## Quality Assurance Program (cont'd)

---

In addition to the Quality Assurance Plan, the Director of Quality Management is responsible to ensure the following areas are in compliance within the laboratory:

- SOPs – Review and Compliance
- Standards Preparation Traceability
- Instrument Maintenance
- Non-Conformance/Corrective Actions
- Document Control
- PE Audits Performance and Compliance
- Sample Receiving
- State and Agency Certifications and Validations
- Records Retention
- Waste Management
- Instrument and Equipment Calibrations
- Data Package Review and Peer Checking

RTI participates in various proficiency testing programs for each analyte or analyte group. The proficiency testing program is evaluated to obtain or maintain approval for the analysis of a given analyte. The Quality Assurance Manager keeps results of these tests on file.



## Facilities and Resources

---

RTI Laboratories is located in Livonia, Michigan and employs a staff of over 60 professionals. The facility encompasses two buildings totaling 24,000 square feet of laboratory, private offices, and administrative area. All entrances to the facility are locked. Visitors are escorted at all times while in the facility by members of the staff only after the visitor has signed a permanent logbook.



The laboratory has a full complement of support equipment and instrumentation, such as hoods, refrigerators, freezers, ovens, auto analyzers, a Type II water filtration system, multiple air handling units, etc. All instruments are maintained by either trained employees or manufacturer service personnel.



## Facilities and Resources (cont'd)

---

In an effort to reduce unexpected instrument failure, ensure reliable



and accurate data, while controlling the costs associated with non-routine maintenance and down time, the laboratory has implemented a preventative maintenance system. When discovering that non-routine maintenance is required, RTI has on-site instrument service

available usually within 24 hours. The on-site service includes hardware support for GC, GC/MS, HPLC, ICP, AA, and other analytical instruments.

A summary of major instrumentation is detailed as follows:

- Gas Chromatograph/Mass Spectrophotometers (13)
- Gas Chromatograph (10)
- ICP/Mass Spectrophotometers (1)
- Inductively Coupled Plasma (ICP) (2)
- High Pressure Liquid Chromatography (4)
- UPLC (1)
- HPLC-MS/MS (1)
- CVAA Mercury Analyzers (1)
- Low-Level Mercury Analyzer (1)
- Ion Chromatograph (3)
- Automated Wet Chemistry Analyzer (1)
- Infrared Spectrophotometer (2)
- Spectrophotometers (3)
- OIA Available Cyanide Analyzer (1)

## Project Experience

---

Our team has a wide breadth of experience. Listed below is a subset of our most recent projects.

*Aberdeen Proving Grounds  
Redstone Arsenal  
Ft. Leonard Wood  
Ravenna Army Ammunition Plant  
Colonie FUSRAP Site  
Ft. Drum  
Camp Breckenridge  
Ft. Benning  
Southwestern Proving Grounds  
29 Palms MCAGCC  
Barksdale Air Force Base  
Ft. Leavenworth  
Cleveland Harbor  
McAlester Army Ammunition Plant  
Camp Foster/Okinawa  
Kirtland Air Force Base  
McGuire Air Force Base  
Selfridge Air National Guard Base  
USCG Manistee*

*Kansas Army Ammunition Plant  
Deseret Chemical Depot  
Ft. Mead  
Curtis Bay MMRP  
Letterkenny Army Depot  
Ft. Irwin  
Ft. Jackson  
Scott Air Force Base  
Camp Pendleton  
Marine Corps REVA  
Forbes Atlas Missile Site  
Duluth Harbor  
USGS  
Camp Lejeune  
Ft. Wingate  
Iowa Army Ammunition Plant  
Wright Patterson Air Force Base  
Hancock Air National Guard Base  
Alpena Air National Guard Base*

## Specialty Analyses

---

The following is a list of specialty analytical parameters offered by RTI Laboratories.

- Low Level Mercury / EPA 1631
- White Phosphorus / EPA 7580
- Explosives / EPA 8330B
- Low Level Perchlorate / EPA 6850
- EDTA
- Organophosphorus Pesticides / EPA 8141
- Available Cyanide / ASTM D6888
- TOC in Soil / Walkley Black and EPA 9060
- Grain Size with Hydrometer / ASTM D422
- Formaldehyde/ 8315A
- Dissolved Gases in Water / RSK 175 (FID & TCD)
- VOCs in Air (Ambient and sub-slab) / TO-15
- MA Air Phase Petroleum Hydrocarbons / MA-APH
- Non-Condensable (permanent) Gases / ASTM 2504
- ELISA methods for Microcystins and Atrazine
- Chemical Warfare Agent Breakdown Analysis
- Lipids / *Environmental Toxicology and Chemistry*, Vol 10, 1991 (Randall)
- PCB Congeners / EPA 8082 Mod
- Low-level and Alkylated PAHs / EPA 8270 Mod
- Elutriate and Pore Water Preparation
- Phytoplankton

## Awards & Recognitions

---

Along with its numerous accreditations and certifications, RTI Laboratories has been honored with several recognitions for consistent growth, quality of service to clients and its positive impact in the community. A handful of these awards are given below:



Inc. 500/5000 Fastest Growing Private Companies in America



Michigan 50 Companies to Watch (Edward Lowe Foundation)



Best Small Business in Southeast Michigan (SBDC Region 9)



Seal of Excellence - American Council of Independent Laboratories