



LABORATORY REVIEW CHECKLIST: REPORTABLE DATA

Laboratory Name: SPL, Inc.		LRC Date:					
Project Name:		Laboratory Project Number:					
Reviewer Name:		Prep Batch Number(s):					
# ¹	A ²	DESCRIPTION	YES	NO	NA ³	NR ⁴	ER # ⁵
R1	OI	CHAIN-OF-CUSTODY (C-O-C):					
		Did samples meet the laboratory's standard conditions of sample acceptability upon receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were all departures from standard conditions described in an exception report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R2	OI	SAMPLE AND QUALITY CONTROL (QC) IDENTIFICATION:					
		Are all field sample ID numbers cross-referenced to the laboratory ID number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Are all laboratory ID numbers cross-referenced to the corresponding QC data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R3	OI	TEST REPORTS.					
		Were samples prepared and analyzed within holding times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Other than those results <MQL, were all other raw values bracketed by calibration standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were calculations checked by a peer or supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were all analyte identifications checked by a peer supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were sample quantitation limits reported for all analytes not detected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were results for soil and sediment samples reported on a dry weight basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were % moisture (or solids) reported for all soil and sediment samples?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		If required for the project, were TIC's reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R4	O	SURROGATE RECOVERY DATA:					
		Were surrogates added prior to extraction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were surrogate percent recoveries in all samples within the laboratory QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R5	OI	TEST REPORTS/SUMMARY FORMS FOR BLANK SAMPLES:					
		Were appropriate type(s) of blanks analyzed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were blanks analyzed at the appropriate frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were method blanks taken through the entire analytical process, including preparation and, if applicable, cleanup procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were blank concentrations <MQL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R6	OI	LABORATORY CONTROL SAMPLES (LCS's)					
		Were all COC's included in the LCS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Was each LCS taken through the entire analytical procedure, including prep and cleanup steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were LCS's analyzed at required frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were LCS (and LCSD, if applicable) %Rs within the laboratory QC control limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Does the detectability data document the laboratory's capability to detect the COC's at the MDL used to calculate the SQL's?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Was the LCSD RPD within QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R7	OI	MATRIX SPIKE (MS) and MATRIX SPIKE DUPLICATE (MSD) DATA:					
		Were all project/method specified analytes included in the MS and MSD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were MS/MSD analyzed at the appropriate frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were MS (and MSD, if applicable) %Rs within the laboratory QCI limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Were MS/MSD RPDs within laboratory QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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³ NA = Not applicable;

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LABORATORY REVIEW CHECKLIST (continued): REPORTABLE DATA

Laboratory Name:		SPL, Inc.	LRC Date:		01/00/00				
Project Name:		0	Laboratory Project Number:		0				
Reviewer Name:		0	Prep Batch Number(s):		0				
# ¹	A ²	DESCRIPTION	YES	NO	NA ³	NR ⁴	ER # ⁵		
R8	OI	ANALYTICAL DUPLICATE DATA:							
		Were appropriate analytical duplicates analyzed for each matrix?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were analytical duplicates analyzed at the appropriate frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were RPDs or relative standard deviations within the laboratory QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
R9	OI	METHOD QUANTITATION LIMITS (MQL'S)							
		Are the MQLs for each method analyte included in the laboratory data package?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Do the MQLs correspond to the concentration of the lowest non-zero calibration standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Are unadjusted MQLs included in the laboratory data package?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
R10	OI	OTHER PROBLEMS/ANOMALIES:							
		Are all known problems/anomalies/special conditions noted in this LRC and ER?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were all necessary corrective actions performed for the reported data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Was applicable and available technologies used to lower the SQL minimize the matrix interference affects on the sample results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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Project Name:		0	Laboratory Project Number:		0				
Reviewer Name:		0	Prep Batch Number(s):		0				
# ¹	Analysis ²	DESCRIPTION	YES	NO	NA ³	NR ⁴	ER # ⁵		
S1	OI	INITIAL CALIBRATION (ICAL):							
		Were response factors and/or relative response factors for each analyte within QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were percent RSDs or correlation coefficient criteria met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Was the number of standards recommended in the method used for all analytes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were all points generated between the lowest and highest standard used to calculate the curve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Are ICAL data available for all instruments used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Has the initial calibration curve been verified using an appropriate second source standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S2	OI	INITIAL AND CONTINUING CALIBRATION VERIFICATION (ICV AND CCV) AND CONTINUING CALIBRATION:							
		Was the CCV analyzed at the method-required frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were percent differences for each analyte within the method-required QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Was the ICAL curve verified for each analyte?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Was the absolute value of the analyte concentration in the inorganic CCB < MDL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S3	O	MASS SPECTRAL TUNING:							
		1) Was the appropriate compound for the method used for tuning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		2) Were ion abundance data within the method-required QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S4	O	INTERNAL STANDARD (IS):							
		Were IS area counts and retention times within the method-required QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S5	OI	RAW DATA (NELAC Section 1 Appendix A Glossary, and Section 5.12 or ISO/IEC 17025 section):							
		Were the raw data (for example, chromatograms, spectral data) reviewed by an analyst?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Were all data associated with manual integrations flagged on raw data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S6	O	DUAL COLUMN CONFIRMATION:							
		Did dual column confirmation results meet the method-required QC control limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S7	O	TENTATIVELY IDENTIFIED COMPOUNDS (TIC's):							
		If TICs were requested, were the mass spectra and TIC data subject to appropriate checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S8	I	INTERFERENCE CHECK SAMPLE (ICS) RESULTS:							
		Were percent recoveries within method QC limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S9	I	SERIAL DILUTIONS, POST DIGESTION SPIKES, AND METHOD OF STANDARD ADDITIONS:							
		Were percent differences, recoveries, and linearity within the QC limits specified in the method?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S10	OI	METHOD DETECTION LIMIT (MDL) STUDIES:							
		Was an MDL study performed for each reported analyte?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Is the MDL either adjusted or supported by the analysis of DCSs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S11	OI	PROFICIENCY TEST REPORTS:							
		Was the laboratory's performance acceptable on the applicable proficiency tests or evaluation studies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S12	OI	STANDARDS DOCUMENTATION:							
		Are all standards used in the analyses NIST-traceable or obtained from other appropriate source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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# ¹	Analysis ²	DESCRIPTION	YES	NO	NA ³	NR ⁴	ER # ⁵		
S13	OI	COMPOUND/ANALYTE IDENTIFICATION PROCEDURES:							
		Are the procedures for compound/analyte identification documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S14	OI	DEMONSTRATION OF ANALYST COMPETENCY (DOC) :							
		Was DOC conducted consistent with NELAC 5C or ISO 4.2.2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Is documentation of the analyst's competency up-to-date of and on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S15	OI	VERIFICATION/VALIDATION DOCUMENTATION FOR METHODS (NELAC Chap 5 or ISO/IEC 17025 Section 5)							
		Are all the methods used to generate the data documented, verified, and validated, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
S16	OI	LABORATORY STANDARD OPERATING PROCEDURES(SOPS):							
		Are laboratory SOPs current and on file for each method performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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