Laboratory Data QA/QC Report Checklist

Facility Name:	**Permit No.:**	**For TCEQ Use Only**
Laboratory Name:	**U.S. EPA I.D. No.:**	
Reviewer Name:	**TCEQ Project Manager/Data Reviewer:**	
Date:	**Date:**	

Description	Status	Case Narrative (Check Box)	Technically Complete
1. Were laboratory analyses performed by a laboratory accredited by TCEQ, whose accreditation included the matrix (ces), methods, and parameters associated with the data? If not was an explanation given in the case-narrative (e.g., laboratory exemption, accreditation for method /parameter not available from TCEQ)?	Yes☐ No☐ NA☐ Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
2. Was a case-narrative from laboratory (QC data description summary) submitted with the data set?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
3. Are the sample collection, preparation and analyses methods listed in the permit, preparation and analysis methods listed in the permit or other documents specifying criteria the ones used on the final report?	Yes ☐ No ☐NA ☐	☐	Yes☐ No☐ NA☐
4. Were there any modifications to the sample collection, preparation and/or analytical methodology (ies)? If so was the description included on the Case-Narrative?	Yes☐ No☐ NA☐ Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
5. Were all samples prepared and analyzed within required holding times?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
6. Were samples properly preserved according to method and QAPP requirements?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
7. Have the method detection limits (MDL) and/or practical quantitation limit (PQL) been defined in the final report? Note: NELAC uses terms limit of detection (LOD) and limit of quantitation respectively.	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
8. Do parameters listed on final report match regulatory parameters of concern (POC) specified in permit and/or Waste Analysis Plan or other required document? Note: POC may also be referred to chemicals of concern (COCs)	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
9. Are the POC's included within the analytical method's target analyte list?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
10. Were the appropriate type(s) of blanks analyzed?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
11. Did any blank samples contain POC concentrations >5x or 10x of MDL? If so, please explain potential bias.	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
12. Were method blanks taken through the entire preparation and analytical process?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
13. Did the calibration curve and continuing calibration verification meet regulatory (e.g. NELAC Standards) method specifications (No. of standards, acceptance criteria, etc.)?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
14. Do the initial calibration standards include a concentration below the regulatory limit/decision level? If not please explain. If an MDL and PQL are each used on a report then the relationship between the two must be defined for each method.	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
15. Were manual peak integrations performed? If so pre and post chromatograms and method change histories may be requested.	Yes☐ No☐ NA☐ Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
16. Were all results bracketed by a lower and upper range calibration standard?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
17. Was any result reported outside of the range of the calibration standards?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
18. Were all matrix spike (MS) and MS duplicate (MSD) recoveries within the data decision making goals of QC data in the UIC QAPP and/or within the laboratories control charts?	Yes☐ No☐ NA☐ Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐

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If not were data flagged with explanation in case-narrative?			
19. Were all of the MS and MSD relative percent differences (RPDs) within the data decision making goals of QC data in the UIC QAPP? If not were data flagged with explanation in case-narrative?	Yes☐ No☐ NA☐ Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
20. Were all laboratory control sample (LCS) recoveries at least within the MS and MSD ranges of recoveries and within laboratories control charts? If not were data flagged with explanation in the case-narrative?	Yes☐ No☐ NA☐ Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
21. Were all POCs (COCs) in the LCS?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
22. Were the MS and MSD from samples collected for this work order or other samples in the analytical batch as defined by the Accreditation Standards? *This information is used to identify factors contributing to matrix interferences. It should not be assumed, unless it is understood by the laboratory, that samples relating to this report were the ones selected to be fortified with the POCs.*	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐
23. Were any of the samples diluted? If so were appropriate calculations made to the MDL and/or PQL of the final report?	Yes☐ No☐ NA☐	☐	Yes☐ No☐ NA☐