Laboratory Data Report
Quality Assurance/Quality Control Checklist

Texas Commission on Environmental Quality

Purpose: This checklist *(if applicable)* **MUST** be completed by the Industrial and Hazardous Waste Generators. It is provided as part of the waste audit process in accordance with 30 Texas Administrative Code (TAC) §335.504 and 40 Code of Federal Regulations (CFR) §261.3 unless it is excluded in 40 CFR §261.4

Submit this checklist (if needed) together with the Industrial Waste classification Check Sheet (TCEQ-20957) and other supporting documentation to the TCEQ, Industrial and Hazardous Waste Permits Section via email at IHWAudit@tceq.texas.gov.

If you have a question about filling out this form, please contact us at (512) 239-2335.

Facility Name:			
Solid Waste Registration No.		Texas Waste Code No.	
Waste Description:			
Laboratory Name:		NELAC/NELAP ID No.	

	Description	Status	Technically Complete	More in Laboratory Case Narrative?
1.	Were laboratory analyses performed by a laboratory accredited by TCEQ, whose accreditation included the matrix (ies), methods, and parameters associated with the data? If not, was an explanation given in the Case-Narrative (e.g., laboratory exemption, accreditation for method or parameter not available from TCEQ)?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
2.	Was a Case Narrative from the laboratory Quality Control (QC) data description summary submitted with the data set?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
3.	Are the sample collection, preparation, and analysis methods listed in the permit, preparation, and analysis methods listed in the permit or other documents specifying the criteria used in the final report?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
4.	Were there any modifications to the sample collection, preparation or analytical methodology (ies)? If so, was the description included in the Case-Narrative?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
5.	Were all samples prepared and analyzed within the required holding times?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	

	Description	Status	Technically Complete	More in Laboratory Case Narrative?
6.	Were samples preserved adequately according to a method and QAPP requirements?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
7.	Have the method detection limits (MDL) or practical quantitation limit (PQL) been defined in the final report? Note: NELAC uses the terms limit of detection (LOD) and Limit of Quantitation, respectively.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
8.	Do parameters listed on the final report match regulatory parameters of concern (POC) specified in the permit or Waste Analysis Plan or other required document?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
9.	Are the POCs included within the analytical methods target analyte list?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
10.	Were the appropriate type(s) of blanks analyzed?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
11.	Did any blank samples contain POC concentrations >5x or 10x of MDL? If so, please explain the potential bias.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
12.	Were method blanks taken through the entire preparation and analytical process?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
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 ☐ N/A	☐ Yes ☐ No ☐ N/A	
14.	Do the initial calibration standards include a concentration below the regulatory limit or 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 ☐ N/A	☐ Yes ☐ No ☐ N/A	
15.	Were manual peak integrations performed? If so, pre and post-chromatograms and method change histories may be requested.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
16.	Were all results bracketed by a lower and upper range calibration standard?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	
17.	Was any result reported outside of the range of the calibration standards?	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	

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

Laboratory Case-Narrative

To accompany Laboratory Data Report QA/QC Checklist

Method No.	Non-Conformance Description	**Corrective Action Taken** (Provide a discussion of the impact on the analytical results)