

## Quality Assurance Manual Check List

Please indicate, by section number and/or page number, where the following elements are found in the submitted Laboratory Quality Assurance Manual. See the attached Manual for the Certification of Laboratories Analyzing Drinking Water, section labeled Laboratory Quality Assurance Plan starting on page III4 for more information. If a particular item is not relevant, the QA plan should state this and provide a brief explanation.

| MANDATORY ELEMENTS   | QUALITY MANUAL REFERENCE |
|--|--------------------------|
| Title Page signed and dated  |                          |
| 1a. Chart or table showing Laboratory organization and responsibility and relationship between management and the Quality System |                          |
| 1b. List of key individuals responsible for production of valid results and routine assessment of the quality systems            |                          |
| 1c. Reference to job descriptions of staff, training provided, and documentation of staff proficiency                            |                          |
| 2. Process used to identify clients Data Quality Objectives  |                          |
| 3a. List of SOP's with dates of last revisions   |                          |
| 3b. Where are current copies of SOP's stored   |                          |
| 3c. Are SOP's reviewed annually and revised as changes are made?   |                          |
| 3d. Do SOP's have signature pages and revisions dated?   |                          |
| 4a. Sampling, preserving, shipping, receiving, and storage procedures  |                          |
| 4b. How are forms filled out and are hard copies of electronic data available?   |                          |
| 4c. How are samples checked on arrival?  |                          |
| 4d. Sample instructions are available  |                          |
| 5. Laboratory sample handling procedures   |                          |
| 5a. Sample login procedure   |                          |
| 5b. Storage of samples   |                          |
| 5c. Sample Tracking Process  |                          |
| 5d. Sample Chain of Custody  |                          |
| 5e. Sample rejection   |                          |
| 6. Calibration procedures for Chemistry  |                          |
| 6a. Specify type of calibration used for each method and frequency of use  |                          |
| 6b. Describe standards source, age, storage, labeling  |                          |
| 6c. Perform data comparability checks  |                          |
| 6d. Use of Control Charts  |                          |
| 7. Analytical procedures (May reference SOP)   |                          |
| 7a. Cite complete method manual  |                          |
| 7b. Describe Quality control procedures required by the methods that must be followed  |                          |
| 8. Data reduction, validation, reporting and verification  |                          |
| 8a. Describe the data reduction process  |                          |
| 8b. Describe the data validation process   |                          |
| 8c. Describe reporting ,including procedures and format  |                          |
| 8d. Describe data verification process   |                          |
| 8e. Describe procedure for data corrections  |                          |
| 9. Type of quality control checks and the frequency of use   |                          |
| 9a. Instrument performance check standards   |                          |

| <b>MANDATORY ELEMENTS</b>   | <b>QUALITY MANUAL REFERENCE</b> |
|---|---------------------------------|
| 9b. Frequency and acceptability of method detection limit calculations  |                                 |
| 9c. Calibration, internal, and surrogate standards  |                                 |
| 9d. Laboratory reagent blank, field reagent blank, and trip blank   |                                 |
| 9e. Field and laboratory matrix replicates  |                                 |
| 9f. Quality control and performance evaluation samples  |                                 |
| 9g. Laboratory fortified blank and laboratory fortified sample matrix replicates  |                                 |
| 9e. Initial demonstration of method capability and use of control charts  |                                 |
| 9f. Qualitative identification/confirmation of contaminants   |                                 |
| 9g. Parameters for microbiology should include or reference:  |                                 |
| a. Positive and negative controls used  |                                 |
| b. Confirmation, verification of presumptive total coliform positive samples  |                                 |
| c. Sterility controls   |                                 |
| d. Performance evaluation and quality control samples   |                                 |
| 10. List schedules of internal & external system and data quality audits and inter-laboratory comparisons (May reference SOP) |                                 |
| 11. Preventative maintenance procedures and schedules   |                                 |
| 11a. Describe location of instrument manuals and schedules and documentation of routine equipment maintenance                 |                                 |
| 11b. Describe availability of instrument spare parts in the laboratory  |                                 |
| 11c. List any maintenance contracts in place  |                                 |
| 12. Corrective action contingencies   |                                 |
| 12a. Describe response to obtaining unacceptable results from analysis of PT samples and from internal QC checks              |                                 |
| 12b. Name person responsible for various corrective actions   |                                 |
| 12c. Describe how corrective actions taken are documented   |                                 |
| 13. Record keeping procedures   |                                 |
| 13a. Describe procedures and documentation of those procedures  |                                 |
| 13b. List length of storage, media type (electronic or hard copy)   |                                 |
| 13c. Describe security policy of electronic databases   |                                 |