

ARCADIS

Appendix B

Example Data Validation
Checklist

Project Number:

SAMPLE IDENTIFICATIONS:		
PROJECT NUMBER	LAB SDG NUMBER	SAMPLE IDS
Sample Date(s):		
Sample Team:		
Sample Matrix:		
Analyzing Laboratory:		
Analyses:		
Analytical Report Level:		
Job Number		

Comments:

ANALYTICAL DATA PACKAGE DOCUMENTATION
 GENERAL INFORMATION

Items Reviewed	Reported		Performance Acceptable		Not Required
	No	Yes	No	Yes	
1. Sample Results					
2. Parameters Analyzed					
3. Methods of Analysis					
4. Reporting Limits of Analysis					
5. Master Tracking List					
6. Sample Collection Date					
7. Laboratory Sample Received Date					
8. Sample Preparation/Extraction Date					
9. Sample Analysis Date					
10. Copy of Chain-of-Custody Form signed by Lab Sample Custodian					

QA - quality assurance

Comments:

METALS METHODS

Items Reviewed	Reported		Performance Acceptable		Not Required
	No	Yes	No	Yes	
1. Holding Times					
2. Reporting Limits					
3. Blanks					
A. Method Blanks					
B. Equipment Blanks					
4. Laboratory Control Sample (LCS) %R					
5. Laboratory Control Sample Duplicate (LCSD) %R					
6. LCS/LCSD RPD					
7. Matrix Spike (MS) %R					
8. MS Duplicate (MSD) %R					
9. MS/MSD RPD					
10. Serial Dilution					

%R – percent recovery

RPD – relative percent difference

MSD – matrix spike duplicate

Comments:

WET CHEMISTRY METHODS

Items Reviewed	Reported		Performance Acceptable		Not Required
	No	Yes	No	Yes	
1. Holding Times					
2. Reporting Limits					
3. Blanks					
A. Method Blanks					
B. Equipment Blanks					
4. Laboratory Control Sample (LCS) %R					
5. LCS Duplicate (LCSD) %R					
6. LCS/LCSD RPD					
5. Matrix Spike (MS) %R					
6. MS Duplicate (MSD) %R					
7. MS/MSD RPD					
8. Laboratory Duplicate (optional) RPD					
10. Field Dup					

%R percent recovery

RPD - relative percent difference

MSD - matrix spike duplicate

Comments:

DATA QUALIFICATION SUMMARY

All data values are useable as presented.

VALIDATION PERFORMED BY: _____

SIGNATURE: _____

DATE: _____