

# WQSAR - Analytical Data Review Checklist

PROJECT INFORMATION	
PROJECT NAME	DEC Project Representative
REVIEWER (if different then DEC Project Representative)	REVIEW DATE

## 1. LABORATORY REPORT, CHAIN OF CUSTODY, AND HOLDING TIMES

	QUESTION	YES	NO	N/A	COMMENTS
<b>A</b>	Is the Laboratory Report & Data Package complete? (ex: lab prep completed within hold time)				
<b>B</b>	Are there discrepancies, errors, data qualifiers, or QC failures identified by the lab?				
<b>C</b>	Were samples received within holding time and temperature for sample prep for all requested analyses?				
<b>D</b>	Is there a Chain of Custody (COC) with the report?				
<b>E</b>	Does the number of samples on the results report from the laboratory match the number of samples on the COC?				

## 2. CALIBRATION (Laboratory and Field Measurements)

	QUESTION	YES	NO	N/A	COMMENTS
<b>A</b>	Does the report narrative, data qualifiers, field notes indicate instrument calibration problems for any analyses or measurement? If yes, explain the data impact.				

## 3. BLANKS

	QUESTION	YES	NO	N/A	COMMENTS
<b>A</b>	Do any of the analyses contain samples for field or trip blanks?				
	If yes, are the same compounds also present in the samples? Explain the possible data impact.				
<b>B</b>	One method blank reported per matrix, analysis according to the QAPP or SAP (ex: 1 per 20 samples)?				
<b>C</b>	Is the data quality or usability affected?				

**4. SAMPLE DUPLICATE (DUP), MATRIX SPIKE (MS)**

QUESTION		YES	NO	N/A	COMMENTS
<b>A</b>	Was a duplicate sample(s) submitted for the analytical method(s)?				
	Is the Relative Percentage Difference (RPD) within _____ for the duplicate pair? If no, explain possible causes and data impact. <i>(see specific requirements of project QAPP or other project documents for specific RPD. Otherwise use 20% RPD)</i>				
<b>B</b>	Did the lab conduct any MS or other internal lab QA checks?				
<b>C</b>	Is the data quality or usability affected?				

**5. REPORTING LIMITS and METHODS**

QUESTION		YES	NO	N/A	COMMENTS
<b>A</b>	Are reporting limits clearly listed on the report for all analyses?				
<b>B</b>	Do the reporting limits meet the required limits for the project? If not, an explanation is required.				
<b>C</b>	Were the correct analytical methods used for measurements and analysis?				

**6. DATA ACCURACY and REPRESENTATIVENESS**

QUESTION		YES	NO	N/A	COMMENTS
<b>A</b>	Do the field notes and recorded field measurement parameters match the entered data? (ie: Sample ID, # of Samples, Date, Time, pH, Temperature, etc)				
<b>B</b>	Was data reviewed for accuracy? If so what % was reviewed (enter in comments)?				
	If so, are there any data outliers?				
<b>C</b>	Does the data fall within expected environmental conditions and parameter limits?				
<b>D</b>	Were the correct analytical methods used for measurements and analysis (including appropriate detection limits for project)?				

## 7. ADDITIONAL COMMENTS