**Project Information**

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| Project Name: |  |
| Waterbody Name(s): |  |
| Assessment Unit ID(s): |  |
| DEC Project Manager: |  |
| DEC QA Officer |  |

**QA Data Review Checklist**

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| **In-situ Field Data and Instruments** | Yes, No, N/A | **Comments** |
| Were all issues with instruments noted by field staff? |  |  |
| Were instrument logs (paper and electronic) complete and thorough? |  |  |
| Was rejected data adequately documented? |  |  |
| Does any additional field data need to be rejected and why? |  |  |
| Any additional comments or concerns. |  |  |
| Total % of field data reviewed |  |  |

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| **Analytical Laboratory Reports and Results - Metals** | Yes, No, N/A | **Comments** |
| **Sensitivity:** Were the appropriate analytical methods and reporting limits used? |  |  |
| **Comparability:** Are the same methods used throughout the season? |  |  |
| **Representativeness:** Do the range of result values make sense for the environmental conditions? |  |  |
| **Accuracy:** Does % recovery of Matrix Spikes meet both Lab and internal QA requirements? |  |  |
| **Bias**: Do spikes or standard reference materials have any anomalies? |  |  |
| Were flagged samples transferred correctly from lab report to the AWMQS export? |  |  |
| Were any there any unusual discrepancies such as dissolved metals higher than total metals? |  |  |
| Were any potential contamination issues noted? |  |  |
| Was rejected data adequately documented? |  |  |
| Does any additional lab data need to be rejected and why? |  |  |
| Did the PM document any missing laboratory data? |  |  |
| List all supporting information reviewed. |  | (laboratory report, field logs, instrument logs, COCs, etc) |
| Any additional comments or concerns. |  |  |
| Total % of lab reports reviewed |  |  |

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| **Analytical Laboratory Reports and Results - Bacteria** | Yes, No, N/A | **Comments** |
| **Sensitivity:** Were the appropriate analytical methods and reporting limits used? |  |  |
| **Comparability:** Are the same methods used throughout the season? |  |  |
| **Representativeness:** Do the range of result values make sense for the environmental conditions? |  |  |
| Were flagged samples transferred correctly from lab report? |  |  |
| Were any there any unusual discrepancies? |  |  |
| Were any potential contamination issues noted? |  |  |
| Was rejected data adequately documented? |  |  |
| Does any additional lab data need to be rejected and why? |  |  |
| Did the PM document any missing laboratory data? |  |  |
| List all supporting information reviewed. |  | (laboratory report, field logs, instrument logs, COCs, etc) |
| Any additional comments or concerns. |  |  |
| Total % of lab reports reviewed |  |  |

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| --- | --- | --- |
| **Overall** | Yes, No, N/A | **Comments** |
| Was RDP within QAPP ranges? |  |  |
| Total % of data reviewed and did the overall project meet QAPP requirements |  |  |
| List all datasets that were rejected. |  |  |
| Any additional comments or concerns? |  |  |