**Project Information**

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| Project Name: | Click or tap here to enter text. |
| Waterbody Name(s): | Click or tap here to enter text. |
| Assessment Unit ID(s): | Click or tap here to enter text. |
| DEC Project Manager: | Click or tap here to enter text. |
| Data Conducting Organization: | Click or tap here to enter text. |
| Data Collection Dates: | Click or tap here to enter text. |

**Data Review Summary**

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| **Review Step** | | **Responsible person** | **Name** | **Date Completed** |
| Pre-Database | Raw data review during field season | Project Manager | Click or tap here to enter text. | Click or tap to enter a date. |
| Complete project and raw data review post field season | Project Manager | Click or tap here to enter text. | Click or tap to enter a date. |
| Database Prep | Import configuration file review | Project Manager | Click or tap here to enter text. | Click or tap to enter a date. |
| Database Import | Provisional AWQMS and data export review | Project Manager | Click or tap here to enter text. | Click or tap to enter a date. |
| Corrected AWQMS and data export review\* | Secondary Reviewer | Click or tap here to enter text. | Click or tap to enter a date. |
| QA Review Checklist | QA Officer | Click or tap here to enter text. | Click or tap to enter a date. |
| Final review | Data Management Lead | Click or tap here to enter text. | Click or tap to enter a date. |

\*repeat review process until neither the project manager nor secondary reviewer finds any errors, then submit for QA and DML final review and project status change to final.

**Data Review Checklist**

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| **Pre-Database** | | |
| During the field season, review raw data files (EDDs, instrument records) as they are received. Document changes and corrections to methods as needed.  Once all data is received, review for overall project success and conduct a detailed evaluation of field notes, in-situ field, and analytical results. Filter and sort raw data files to answer the following questions for all results. Include notes in this checklist as well as a supporting excel file with calculations and summary tables for all QA calculations. Document all data that fails QA and provide justification for any rejected results. | | |
| **Overall Project Success** | **Yes or No** | **Notes** |
| Did the project follow the QAPP? | Yes or No | Notes: click or tap here to enter text. |
| Were there any deviations from the sampling plan? | Yes or No | Notes: click or tap here to enter text |
| Are site names, dates, and times correct? | Yes or No | Notes: click or tap here to enter text. |
| Is the dataset complete (did you receive the expected # of results? | Yes or No | Notes: click or tap here to enter text |
| Enter completeness goal (from QAPP) and project completeness. Provide calculations and a summary table in supporting excel file. |  | Enter Completeness Goal (%)  Enter Project Completeness (%)  Notes: click or tap here to enter text. |
| Were field duplicates, blanks, and/or other QC samples collected as planned? | Yes or No | Field duplicates: Enter # required and # collected  Field blanks: Enter # required and # collected  Other: Enter # required and # collected  Notes: click or tap here to enter text. |
| Are the duplicate sample(s) RPD within range described in QAPP? Provide duplicate RPD calculations and a summary table in supporting excel file. | Yes or No | Enter RPD Goal (%)  Notes: click or tap here to enter text. |
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| **In-situ Field Data and Instruments** | **Yes or No** | **Notes** |
| Were there any issues with instrument calibration? | Yes or No | Notes: click or tap here to enter text |
| Was instrument calibration performed according to the QAPP and instrument recommendations? | Yes or No | Notes: click or tap here to enter text |
| Were calibration logs or records kept? | Yes or No | Notes: click or tap here to enter text |
| Was instrument verification during the field season performed according to the QAPP and instrument recommendations? | Yes or No | Notes: click or tap here to enter text |
| Were verification logs or records kept? | Yes or No | Notes: click or tap here to enter text |
| Did the instrument perform as expected? | Yes or No | Notes: click or tap here to enter text |
| Do the instrument data file site IDs, time stamps and file names match? | Yes or No | Notes: click or tap here to enter text |
| Do the range of results values make sense for the environmental conditions? | Yes or No | Notes: click or tap here to enter text |
| Is any field data rejected and why? | Yes or No | Notes: click or tap here to enter text |
| Any additional comments or concerns. |  | Notes: click or tap here to enter text |
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| **Analytical Laboratory Reports and Results** | **Yes or No** | **Notes** |
| Do the laboratory reports provide results for all sites and analytes? | Yes or No | Notes: click or tap here to enter text |
| Were the appropriate analytical methods used? | Yes or No | Notes: click or tap here to enter text |
| Do the laboratory reports match the COC and requested methods? | Yes or No | Notes: click or tap here to enter text |
| Are the same methods used throughout the season? | Yes or No | Notes: click or tap here to enter text |
| Are the number of samples on the laboratory reports the same as on the COC? | Yes or No | Notes: click or tap here to enter text |
| Is a copy of the COC provided with the laboratory reports? | Yes or No | Notes: click or tap here to enter text |
| Were preservation, hold time and temperature requirements met? | Yes or No | Notes: click or tap here to enter text |
| Was all supporting information provided in the laboratory report, such as reporting limits and definitions? | Yes or No | Notes: click or tap here to enter text |
| Were there any discrepancies, errors, data qualifiers or QC failures? | Yes or No | Notes: click or tap here to enter text |
| Do the range of results values make sense for the environmental conditions? | Yes or No | Notes: click or tap here to enter text |
| Is any laboratory data rejected and why? | Yes or No | Notes: click or tap here to enter text |
| Any additional comments or concerns. | Yes or No | Notes: click or tap here to enter text |
| Was the QA Officer consulted for any data concerns? | Yes or No | Notes: click or tap here to enter text |

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| **Database Prep** | | |
| Add project to AWQMS database including QAPP and any supplemental data not part of import. Add monitoring locations to AWQMS database and associate monitoring locations with project. Develop import configuration file for Activities and Results. Copy raw data into import file and review for accuracy and completeness. Filter and sort import data file to review and correct any errors. Upload raw data in import file as “Provisional” status into AWQMS. Fix any import errors that arise. Repeat as necessary until all data is uploaded to AWQMS. | | |
| Complete | Yes or No | Notes: click or tap here to enter text. |
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| **Database** | | |
| The fields identified for review below are suggestions based on typical projects. Your particular project may include more or fewer fields that need to be reviewed. Please include notes for any additional fields reviewed for your projects.  The following review should be conducted first by the project manager and then repeated by a secondary reviewer. Project manager corrects errors until project manager and secondary reviewer find no more errors. Once reviews are complete and no errors are found, submit to QA Officer for review. | | |
| **AWQMS Project Detail Page** | **Check box** | **Notes** |
| Is the project detail filled out? |  | Notes: click or tap here to enter text. |
| Are the correct monitoring locations associated with the project? |  | Notes: click or tap here to enter text. |
| Is the total number of results correct for the project? |  | Notes: click or tap here to enter text. |
| Are the QAPP and other supporting documents attached? |  | Notes: click or tap here to enter text. |
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| **AWQMS Monitoring Locations** |  |  |
| Create a map: Are the monitoring locations in the correct place? |  | Notes: click or tap here to enter text. |
| Are the latitude and longitude filled in correctly in a consistent format? |  | Notes: click or tap here to enter text. |
| Is metadata provided: monitoring location name, description, establishment date, state, county, HUC8, HUC12, alternate IDs |  |  |
| Is all metadata correct? |  | Notes: click or tap here to enter text. |
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| **Standard Export** | Use sort and filter to review standard export of data for completeness and correctness. | |
| Is the organization ID correct? |  | Notes: click or tap here to enter text. |
| Are the times zones consistent and correct? (AKDT in summer) |  | Notes: click or tap here to enter text. |
| Are all media types included? |  | Notes: click or tap here to enter text. |
| Are the Media types appropriate to the Characteristic? |  | Notes: click or tap here to enter text. |
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| **Activities in the Standard Export** |  |  |
| Check Sample Collection, Preparation and Preservation Methods, Thermal Preservative, Equipment ID, Activity Media. Is supporting information included and correct? |  | Notes: click or tap here to enter text. |
| Are expected Activity types present and are QC samples correctly identified? |  | Notes: click or tap here to enter text. |
| Is metadata provided (as appropriate): sample collection and preparation methods, relative depth (water only), media subdivision, start date & time and project ID |  | Notes: click or tap here to enter text. |
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| **Results in the Standard Export** |  |  |
| Is the number of results for each Characteristic correct? |  | Notes: click or tap here to enter text. |
| Do the range of results values make sense for the environmental conditions? |  | Notes: click or tap here to enter text. |
| Are units correct and consistent for each Characteristic? |  | Notes: click or tap here to enter text. |
| Are detection limits, detection conditions and laboratory or other result qualifiers included for analytical results? |  | Notes: click or tap here to enter text. |
| Is metadata provided (as appropriate): value type, method speciation and statistic N value |  | Notes: click or tap here to enter text. |
| Other fields reviewed as applicable to your project. |  | Notes: click or tap here to enter text. |
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| Any additional comments or concerns. | Yes or No | Notes: click or tap here to enter text |