

# The Children's Total Exposure to Persistent Pesticides and Other Persistent Organic Pollutants (CTEPP) Study

## Conducting Internal Field Audits and Quality Control

Battelle  
Columbus, OH 43201  
Contract No. 68-D-99-011

**Standard Operating Procedure**

**CTEPP-SOP-2.25**

**Title:** Conducting Internal Field Audits and Quality Control

**Source:** Battelle

U.S. Environmental Protection Agency  
Office of Research and Development  
Human Exposure & Atmospheric Sciences Division  
Exposure Measurements & Analysis Branch

**Notice:** The U.S. Environmental Protection Agency (EPA), through its Office of Research and Development (ORD), partially funded and collaborated in the research described here. This protocol is part of the Quality Systems Implementation Plan (QSIP) that was reviewed by the EPA and approved for use in this demonstration/scoping study. Mention of trade names or commercial products does not constitute endorsement or recommendation by EPA for use.

STANDARD OPERATING PROCEDURE (SOP)  
FOR CONDUCTING INTERNAL FIELD AUDITS AND  
QUALITY CONTROL

Prepared by: _____	Date: _____
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**1.0 Scope and Applicability**

This standard operating procedure (SOP) describes the method for conducting the internal field audit and quality control procedures.

**2.0 Summary of Method**

In addition to the EPA Quality Control Audit, Battelle will conduct internal field audits to ensure the collection of high quality data. The internal field audit will be conducted by Field Auditors (the Field QA Officer and the Field Team Leader (FTL). Field auditors will ensure that all the field sampling activities are performed according to the SOPs. The field staff will not be notified of the field auditors' visits. The field audit schedule will be randomly selected by the field auditors. The field auditors will prepare a field audit report after each field audit.

**3.0 Definition**

Not applicable.

**4.0 Cautions**

Not applicable.

**5.0 Responsibilities**

5.1 The field audits will be performed by the Field QA Officer and FTL.

**6.0 Apparatus and Materials**

6.1 Materials

6.1.1 Copies of the field staff's schedule.

6.1.2 SOPs

## **7.0 Procedures**

- 7.1 The field auditor will follow the field team for the entire sampling period, from Day-1 to Day-3, to conduct a complete field audit.
  - 7.1.1 At least one complete field audit will be conducted within the first month of field sampling.
  - 7.1.2 The field auditor will observe all field sampling activities according to the SOPs.
  - 7.1.3 The field auditor will record any findings about the field staff's work that was not consistent with the SOPs.
  - 7.1.4 The field auditor will discuss the findings with the field staff before the end of each field audit.
  - 7.1.5 The field auditor will prepare a field audit report after each field audit.
- 7.2 The field auditor will follow the field team only for certain field sampling activities, e.g., Day 1 or Day 3 activities to conduct a partial field audit.
  - 7.2.1 At least one partial field audit will be conducted each month during field sampling.
  - 7.2.2 The field auditor will observe the field sampling activities according to the SOPs.
  - 7.2.3 The field auditor will record any findings about the field staff's work that was not consistent with the SOPs.
  - 7.2.4 The field auditor will discuss the findings with the field staff before the end of each field audit.
  - 7.2.5 The field auditor will prepare a field audit report after each field audit.

## **8.0 Records**

The original records will be stored in a secured file room. Electronic files will be stored in the field audit folders and archived on a CD ROM after the project is completed. All electronic files will be protected by passwords. Only authorized project personnel will be allowed to access the files. All records will be archived for three years after the completion of the study.

## **9.0 Quality Control and Quality Assurance**

The field audit is an important component of quality control and quality assurance. It will be performed by the Field QA Officer and the FTL. Any problems identified during the field audits will be corrected immediately and the corrective action will be documented. The field auditor will discuss the problems with the field staff on site. A copy of the completed audit report will be retained by the Field QA Officer. A follow-up field audit may be conducted if necessary.

## **10.0 Reference**

Not applicable.