SCIENCE APPLICATIONS INTERNATIONAL CORPORATION
Organic Data Review Checklist - Standard Validation

Project: _____

SDG No: _____ **Analysis:** _____

Method: _____

Laboratory: _____ **Matrix:** _____

The above data package has been reviewed and the analytical quality control/quality assurance performance data have been summarized. The general criteria used to assess the analytical integrityof the data were based on an examination of the following:

Case Narrative	Analytical Surrogate Recoveries
Analytical Holding Times	Internal Standard Performance
Sample Preservation	MS/MSD Recoveries and Differences
Method Calibration	LCS Recoveries
Method and Project Blanks	Re-analysis and Secondary Dilution

Project Specific QA/QC or contract requirements may take priority over validation criteria in this procedure.

Overall Remarks: _____

Definition of Qualifiers:

"U", not detected at the associated level
"UJ", not detected and associated value estimated
"J", associated value estimated
"R", associated value unusable or analyte identity unfounded
"=", compound properly identified and value positive

Reviewed by: _____ Date: _____

QA Reviewed by: _____ Date: _____

I. Case Narrative

Verify direct statements made within the Laboratory Case Narrative (note discrepancies).

Remarks: _____

II. Re-analysis and Secondary Dilutions

Verify that re-analysis and secondary dilutions were performed and reported as necessary. Determine appropriate results to report.

Remarks: _____

III. Holding Times

VOC - Waters - unpreserved: aromatic within 7 days, non-aromatic within 14 days of sample collection
VOC - Waters - preserved: aromatic and non-aromatic within 14 days of sample collection
VOC - Soils - preserve or analyze within 48 hours of sample collection; analyze within 14 days of preservation

SVOC, Pest., PCB - Waters - extract within 7 days of sample collection, analyze within 40 days of extraction
SVOC, Pest., PCB - Soils - extract within 14 days of sample collection, analyze within 40 days of extraction

Deviations:

Sample #	VOC		SVOC			Pest/PCB		
	Date Collected	Date Analyzed	Date Collected	Date Extracted	Date Analyzed	Date Collected	Date Extracted	Date Analyzed

Actions:
1. If holding times are exceeded, all results are qualified as estimated (J/UJ)
2. If holding times are exceeded by more than 2X, reviewer may qualify non-detected results as unusable (R)

Remarks:

IV. System Monitoring Compounds (SMC) Recoveries (VOC, SVOC, Pesticides, PCBs)

List SMC compounds with unacceptable recoveries:

Deviations:

Sample #	VOC			SVOC B/N Compounds			SVOC Acid Compounds			Pest	PCB
	TOL	BFB	DCE	NBZ	FBP	TPH	PHL	2FP	TBP	TCX	DCB
QC Limits											

Actions:
1. If any SMC recovery is <10%, qualify all positive results in associated fractions as estimated (J)
2. If any SMC recovery is <10%, qualify all nondetects in associated fractions as unusable (R)
3. If SMC recoveries fall between 10% and the lower recovery limit, qualify results as estimated (J/UJ)
4. If SMC recoveries fall above the upper recovery limit, qualify positive results as estimated (J)
5. Use professional judgement to qualify Pest/PCB results when SMC recoveries are >10%
6. Use professional judgement to qualify results when SMC recoveries have been diluted out of spec.
7. For SVOC, qualification of the data is required only when 2 or more SMC per fraction are not within control limits
8. Note: SMC formerly known as surrogates.

Remarks:

V. Internal Standards Performance (VOC, SVOC)

VOC internal standard area counts within -50% to +100% of standard (Y/N)
VOC internal standard retention times within ± 30 seconds of standard (Y/N)

SVOC internal standard area counts within -50% to +100% of standard (Y/N)
SVOC internal standard retention times within + 30 seconds of standard (Y/N)

Deviations:

Sample #	IS Affected	Area Counts	Acceptable Range	RT	Std. RT Value

Actions:
1. If area counts are outside limits, qualify positive results associated with that IS as estimated (J)
2. Non-detected compounds quantitated using an IS area count >100% should not be qualified
3. Non-detected compounds quantitated using an IS area count <50%, qualify as estimated (UJ)
4. If extremely low area counts are reported (<50% of the lower limit), qualify non-detects as unusable (R)
5. If an IS retention time varies more than 30 seconds, review the chromatographic profile for shifts and irregularities. Use professional judgement to qualify the data estimated (J/UJ) or unusable (R)

Remarks: _____

VI. Blanks

All blanks were reported per matrix per concentration level for each 12 hour period on each GC/ MS system used to analyze VOCs and SVOCs Yes ☐ No ☐
Review associated laboratory and project blank samples. List documented contamination below:

Laboratory Method Blanks:

Date:	Lab ID #	Fraction	Compound	Conc. (ppb)

Associated Project Blanks (e.g., equipment rinsates, trip blanks, etc.)

Date	Lab ID #	Fraction	Compound	Conc. (ppb)

Remarks: _____

VI. Blanks (continued)

Calculate action levels based on 10X the highest blank concentration of "common laboratory solvents", VOCs (methylene chloride, acetone, toluene, 2-butanone, cyclohexane) or SVOCs (phthalates), and 5X the highest blank concentration for all other VOC, SVOC, Pesticides, and PCB compounds. Sample weights, volumes, and dilution factors must be taken into account when applying the 5X and 10X criteria. This allows the total amount of contaminant present to be considered.

Deviations:

Compound	Maximum Conc. Detected, (ppb)	Action Level (ppb)	Samples Affected

Actions:

1. If compound results exceed the action levels, the data are not qualified
2. If compound results are below the required reporting level, report results as non-detect (U) at the reporting level
3. If the compound is detected above the reporting level, but below the action level, qualify as not-detected (U)
4. If gross contamination exists in blanks (i.e.,, saturated peaks by GC/ MS), all affected compounds in the associated samles should be qualifed as unusable (R) due to interference.
5. If blanks were not analyzed per matrix per concentration level for each 12 hour period on each GC/MS system used to analyze VOCs and SVOCs use professional judgement to qualifty data. Data may be rejected (R).

Remarks: _____

VII. Initial & Contining Calibration (VOC, SVOC)

GC/MS instrument performance checks (BFB / DFTPP) Acceptable Y or N
All compounds must have and RRF > 0.01, %RSD < 30, and %D < 25

VOC - Date of initial calibration: _____
VOC - Date(s) of continuing calibration:
Was the 12 hour critieria met? Y or N

SVOC- Date of initial calibration: _____
SVOC - Date(s) of continuing calibration: _____
Was the 12 hour critieria met? Y or N

Deviations:

Compound	Date	RRF	%RSD	%D	Samples Affected

* % Difference = $((RF_{CCV} - RF_{ICAL\ AVG})/RF_{ICAL\ AVG}) \times 100$. In instances where the bias of the CCV impacts validation qualifiers, review the RF values or amount reported to confirm that the % Difference or % Drift are reported with the correct negative or positive value.

Actions:

1. If any compound has an intial or continuing RRF of < 0.01, qualify positive results as estimated (J)
2. If any compound has an intial or continuing RRF of < 0.01, qualify non-detects as unusable (R)
3. If any compound has a %RSD >30 or a %D >25, qualify positive results as estimated (J)
4. If any compound has a %RSD >40 or a %D >40, qualify non-detects as estimated (UJ)
5. If BFB or DFTPP mass assignment / ION abundance criteria are all associated data as unusable (R).
6. If samples were analyzed outside the 12 hour BFB or DFTPP performance check time period, qualify the affected sample data as estimated (J/UJ).
7. If separate calibration for water and soil were not performed, use professional judgement to evaluate the data. Data may be rejected (R).
8. If calibrations were not completed within the 12 hour criterion, qualifty all associated data as estimated (J/UJ). If the 12 hour criterion was grossly exceeded, reject all associated data (R).

Remarks: _____

IX. Matrix Spike/Matrix Spike Duplicate Information

General MS/MSD Criteria:	VOC	SVOC	Pest	PCB
percent recovery (%R)	70-130	45-135	40-140	40-140
relative percent difference (RPD)	<30	<50	<50	<50

Project Sample(s) Spiked: _____

Deviations:

Compound	%R	%R Limits	RPD	RPD Limits	Samples Affected

Actions:

1. If the spike recovery is above the upper control limit (UCL), qualify all positive values in the unspiked sample as estimated (J) and non-detects as estimated (UJ).
2. If the spike recovery is below the lower control limit (LCL), qualifty positive values as estimated (J). And non-detects as estimated (UJ).
3. If the spike recovery is <10%, qualify non-detect values as unusable (R)
4. If the RPD does not meet criteria, qualify positive values in the unspiked sample as estimated (J)
5. Use professional judgement to qualify additional samples in the analytical group based on MS/MSD results
6. Use professional judgement for qualification of data for unspiked compounds

Remarks: _____

X. Laboratory Control Sample Information

General LCS Criteria:	VOC	SVOC	Pest	PCB
percent recovery (%R)	80-120	60-120	50-130	50-130

Laboratory LCS Identifications: _____

Deviations:

Compound	Date	%R	Samples Affected/Qualifiers Applied

Actions:

Action should be based on both the number of compounds outside the criterion and the magnitude of the exceedance.

1. If the LCS recovery is below limits but > one- half the lower limit, qualify valves as estimated (J/UJ).
2. If the LCS recovery is < one-half the lower limit, qualify all data for that analyte as unusable (R).
3. If the LCS recovery is greater than the upper limit, qualify positive valves for that analyte as estimated (J).
4. If more than half the compounds in this LCS are not within recovery criteria, then qualify associated detected compounds as estimated (J).
5. Use professional judgement for qualification of data for compounds with no LCS information

Remarks: _____