



VOLATILE AND SEMIVOLATILE DATA VERIFICATION/ VALIDATION IMPLEMENTATION FORM

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Purpose: This worksheet is the mechanism to be used to identify and document the implementation of this procedure.

Instructions: One worksheet must be completed for each fraction and analytical method (e.g. SW-8260B Volatiles). The completed worksheet shall be forwarded to the APM for approval.
If the requirements of this procedure are adopted as-is, without the necessity of approved alternatives, enter "as-is" for review item "A" in the implementation column and complete the project sign-off section at the bottom of the form. No other entries are needed.

If project-specific implementations are necessary,

1. Identify review items that will be directly implemented and enter "as-is" in the respective rows of the Implementation column.
2. Identify review items that will not be considered by verifiers or validators during the implementation of this procedure, and enter "n/a" in the respective rows of the Implementation column and reference attached materials documenting the reason for the exclusion of these review items in the Comment column.
3. Identify review items that will be implemented with project-specified alternative actions and enter "Alternative" in the respective rows of the Implementation column. In the Comment column, reference attached materials that document the need for the alternative actions and specify the actions to be implemented upon approval. This alternative description should cover the following: Deliverables, Frequency, Performance Criteria, Verification step(s), Validation step(s).
4. Complete the project sign-off section at the bottom of the worksheet and forward to the APM for approval.

Fraction and Method:

	Implement	Comment
1. All requirements of this procedure will be implemented.		
2. Technical Holding Time		
3. GC/MS Performance Check		
4. Initial Calibration		
5. Continuing Calibration		
6. Surrogate Standards		
7. Internal Standards		
8. Method Blank		
9. Matrix Spike/ Matrix Spike Duplicate		
10. Laboratory Control Standard		
11. RDL		
12. Target Compound Identification		
13. Manual Calculation of Results		
14. Tentatively Identified Compounds		

The _____ project will approach volatile and semivolatile data validation with a strategy consistent with this procedure, and/or with specific alternative(s) described on the attached pages.

Signature _____ Date _____

