



VOLATILE/SEMIVOLATILE DATA VERIFICATION REPORT

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Sample Delivery Group Number: _____

Matrix: _____

Laboratory: _____

Project ID: _____

Analytical Parameter: _____

This checklist is to be used for verification of VOA/SVOA data packages. No qualifiers are placed through the process of verification.

Verified by: _____ Date: _____

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Custody of Samples

Y N NA

1. Are samples traceable through inspection of signature records on field and laboratory chains of custody?

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Action: For any samples not traceable upon inspection of chains of custody, indicate the identities below and where the break in traceability occurred.

GC/MS Performance Check

2. Are Form V's or equivalent for SW-846 methods included in the data package?
 3. Has the performance check been run at the specified frequency?

Calibration

4. Are Forms VI and VII or equivalent for SW-846 methods included in the data package?
 5. Has initial calibration been performed within 12 hours of the performance check and prior to analysis of analytical samples?
 6. Has continuing calibration been performed every 12 hours in which samples were analyzed?
 7. Have the contract-required standard concentrations been used (or those specified in SW-846)?

Surrogate Standards

8. Are Form II's or equivalent for SW-846 methods included in the data package?
 9. Are surrogate recoveries included for all samples, blanks, and QC samples?
 10. Have the contract-specified surrogate standard concentrations been used?

Internal Standards

11. Are Form VIII's or equivalent for SW-846 methods included in the data package?
 12. Have the contract-specified internal standard concentrations been used?

Method Blank

13. Are Form I's and Form IV's or equivalent for SW-846 methods, for method blanks, included in the data package?
 14. Have frequency requirements for the method blank been satisfied?

Matrix Spike

15. Are Form III or equivalent for SW-846 methods included in the data package?
 16. Have frequency requirements for the MS/MSD been satisfied?

Laboratory Control Standard

17. Is a report for the LCS included in the data package?
 18. Have the frequency requirements for the LCS been met?
 19. Have the acceptance criteria been met?

RDLs and SQLs

20. Are Form I's or equivalent for included in the data package?

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Tentatively Identified Compounds

21. Are Form I-TIC or equivalent for all analytical samples and blanks included in the data package?

Y N NA

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Action: Indicate non-correctable contract compliance deviations below.