Data Verification Checklist

Project: Project ID:

Laboratory: Laboratory Project ID:

Reviewer: Date of Review:

Pre-sampling/Lab Qualification		Y/N*	Data Verification Resource/Method
1	Was laboratory National Environmental Laboratory Accreditation (NELAC) accreditation/certification information provided?		
2	Were Laboratory Quality Control Limits for spike recoveries checked and found acceptable?		
3	Were the sample results reporting format discussed and agreed upon prior to sample collection?		
4	Can the lab achieve detection/reporting limits at or below VAP applicable standards?[1]		
5	Was laboratory contact information provided?		
6	For vapor intrusion (VI) sampling, was a pre-sampling survey and/or inspection conducted [See Indoor Air Building Survey and Sampling Form (pgs. 99 – 103), Instructions for Building Occupants Prior to Indoor Air Sampling (pg. 104), and Appendix E in DERR's March 2020 VI guidance)?[2]		
7	Were Summa canisters batch certified or individually certified clean? Please specify.		
8	Was the canister vacuum greater than zero when it was received at the lab?		

Sample Verification and Qualification		Y/N*	Data Verification Resource/Method
1	Were problems noted in the case narrative/cover letter?		
2	Were the date(s) that samples were collected, received, prepared, and analyzed by the laboratory provided in the report?		
3	Were any problems noted on sample receipt checklist?		
4	Was the Chain of Custody Form included and filled out correctly?		
5	Were any problems noted on the Chain of Custody form (if provided)?		
6	Were all requested analytes reported?		
7	Were the correct methods requested?		
8	Were samples properly preserved and/or cooled?		
9	Were technical holding times acceptable?		
10	Were correct units of measurement reported? (dry/wet weight if applicable)		
11	Were detection/reporting limits below VAP Applicable Standards?		
12	Were data qualifiers reported and explained in the narrative?		

Sample Verification and Qualification		Y/N*	Data Verification Resource/Method
13	Were blanks, Laboratory Control Samples (LCS), and Matrix Spike/Matrix Spike Duplicate (MS/MSD samples) analyzed per analytical batch?		
14	Was there any contamination in blank samples?		
15	Were detections qualified based on blank contamination?		
16	Were Laboratory Control Sample (LCS duplicate, if applicable) recoveries within allowable limits? If not, were results appropriately qualified?		
17	Were any field blank samples used for spike sample analysis?		
18	Were MS/MSD samples analyzed for each batch and sample matrix?		
19	Were MS/MSD or Laboratory Duplicate recoveries within allowable limits? If not, were results appropriately qualified?		
21	Were all surrogate recoveries (organic samples) within allowable limits? If not, were results appropriately qualified?		
22	For inorganic analytes, was a post-digestion spike or serial dilution required? If so, did this result in data qualification?		

1. For VI sampling, see soil gas and sub-slab vapor analytical methods and reporting limit ranges in Appendix F of DERR's March 2020 *Sample Collection and Evaluation of Vapor Intrusion to Indoor Air guidance for Remedial Response, Resource Conservation and Recovery Act, and Voluntary Action Programs* guidance document.
2. Refer to Sections 5.1 and 8.6 of DERR's March 2020 VI guidance for additional information.

NA= Not applicable and no vapor intrusion sampling was included in this data package

***If the answer to any of the questions in the checklist indicate a potential issue, please provide an explanation and discuss if the data is usable.**

"I have reviewed the results of this laboratory report and its associated quality control data and I certify that the data meets acceptable levels of precision and accuracy and can be used as certified data in Ohio's Voluntary Action Program."

_____
Signature

_____
Date