

**APPENDIX A****QA REVIEW GENERAL DOCUMENTATION**

Project #: P1747

Completed

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For thorough review, the report must have the following:

**GENERAL:**

Are all original paperwork present (chain of custody, record of communication,airbill, sample management lab chronicle, login page)

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✓

Check chain-of-custody for proper relinquish/return of samples

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✓

Is the chain of custody signed and complete

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✓

Check internal chain-of-custody for proper relinquish/return of samples /sample extracts

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✓

Collect information for each project id from server. Were all requirements followed

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✓**COVER PAGE:**

Do numbers of samples correspond to the number of samples in the Chain of Custody on login page

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✓

Do lab numbers and client Ids on cover page agree with the Chain of Custody

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✓**CHAIN OF CUSTODY:**

Do requested analyses on Chain of Custody agree with form I results

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✓

Do requested analyses on Chain of Custody agree with the log-in page

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✓

Were the correct method log-in for analysis according to the Analytical Request and Chain of Custody

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✓

Were the samples received within hold time

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✓

Were any problems found with the samples at arrival recorded in the Sample Management Laboratory Chronicle

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✓**ANALYTICAL:**

Was method requirement followed?

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✓

Was client requirement followed?

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✓

Does the case narrative summarize all QC failure?

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✓

All runlogs and manual integration are reviewed for requirements

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✓

All manual calculations and /or hand notations verified

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✓

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Date: 03/28/2024

2nd Level QA Review Signature: \_\_\_\_\_

Date: \_\_\_\_\_