APPENDIX A

QA REVIEW GENERAL DOCUMENTATION

Project #: **P4642**

	Completed

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)	✔
Check chain-of-custody for proper relinquish/return of samples	✔
Is the chain of custody signed and complete	✔
Check internal chain-of-custody for proper relinquish/return of samples /sample extracts	✔
Collect information for each project id from server. Were all requirements followed	✔

COVER PAGE:

Do numbers of samples correspond to the number of samples in the Chain of Custody on login page	✔
Do lab numbers and client Ids on cover page agree with the Chain of Custody	✔

CHAIN OF CUSTODY:

Do requested analyses on Chain of Custody agree with form I results	✔
Do requested analyses on Chain of Custody agree with the log-in page	✔
Were the correct method log-in for analysis according to the Analytical Request and Chain of Castody	✔
Were the samples received within hold time	✔
Were any problems found with the samples at arrival recorded in the Sample Management Laboratory Chronicle	✔

ANALYTICAL:

Was method requirement followed?	✔
Was client requirement followed?	✔
Does the case narrative summarize all QC failure?	✔
All runlogs and manual integration are reviewed for requirements	✔
All manual calculations and /or hand notations verified	✔

QA Review Signature: NIMISHA PANDYA **Date:** 11/19/2024