

**APPENDIX A**

**QA REVIEW GENERAL DOCUMENTATION**

Project #: Q1655

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

✓

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Date: 04/02/2025