Reference Guide for use in completing NJDEP Full Laboratory Data Deliverables Form, Section F, Version 1.5 09/13/12

This form is intended to be used as general guidance for assisting our clients with locating the documentation necessary to answer the noted questions.

Data Quality Assurance/Quality Control	Information located in the following document or section of our Data Package
1. Were the appropriate sample preservation requirements met? *(Not applicable for Air.)*	**Sample Receipt and Container Information**
2. Were appropriate sample holding times (for both extraction/sample preparation and analysis) met? If "No," provide a brief explanation.	**Conformance/Non-Conformance Summary Report (Case Narrative)**
3. Were the samples diluted? Indicate the identity of the samples and why.	**Form 1 & Case Narrative**
4. If applicable, did sample dilutions result in elevated reporting limits that exceed applicable standards? If "Yes," list the affected samples.	**Refer to ADEx Criteria Checker EDD or Data Merger report format**
5. Were any applicable standards exceeded for any samples? If "Yes," include the number of samples and laboratory sample identification numbers.	**Refer to ADEx Criteria Checker EDD or Data Merger report format**
6. Were the laboratory reporting limits below the applicable remediation standards/criteria required for the site? If "No," provide a brief explanation of action taken.	**Refer to ADEx Criteria Checker EDD or Data Merger report format**
7. Were qualifications noted in the non-conformance summary? Provide a brief explanation.	**Conformance/Non-Conformance Summary Report (Case Narrative)**
8. Were qualified data used?	**Conformance/Non-Conformance Summary Report (Case Narrative)**
9. Were rejections noted in the non-conformance summary? Provide a brief explanation.	**Conformance/Non-Conformance Summary Report (Case Narrative)**

Data Quality Assurance/Quality Control (continued)	Information located in the following document or section of our Data Package
10. Were rejected data used? If "Yes," please indicate reasons rejected data were used: - For Hex Chrome, data were rejected because spike recovery was less than 50%. - Data were rejected due to missing deliverables. - Data were rejected but an applicable standard exceedance exists. - Data were rejected in an early phase of a remediation; however, additional sampling and analysis are scheduled to be performed. - Other reasons not noted directly above. Explain:	
11. Were the quality control criteria associated with the compounds of concern at the site met?	**Data Merger: Data Usability Spreadsheet report format**
12. Were the QC Summary Forms reviewed?	
13. Surrogate recoveries acceptable? *(Organic analysis only; Not applicable to Air.)*	**Form 2 & Case Narrative**
14. Internal Standards acceptable? *(Organic analysis and ICP-MS analysis.)*	**Organic-Form 8 or Inorganic-15 & Case Narrative**
15. MS/MSDs acceptable? *(Form 3 for Organics; Form 5a for Inorganics; Not Applicable to Air.)*	**Organic-Form 3 or Inorganic-5a & Case Narrative**
16. Tune summaries acceptable? *(GC-MS and ICP-MS analysis.)*	**Organic-Form 5 or Inorganic-14 & Case Narrative**
17. Calibration summaries acceptable?	**Organic-Form 6 & 7 or Inorganic-2a & 3 & Case Narrative**
18. Serial dilutions acceptable? *(Metals only.)*	**Form 8 & Case Narrative**
19. Inorganic duplicates acceptable?	**Form 6 & Case Narrative**
20. LCS recovery acceptable?	**Organic-Form 3 or Inorganic-7 & Case Narrative**
21. Other QC acceptable? Provide a brief explanation if applicable:	

NOTE: Conformance/Non-conformance Summary Report is also referred to as 'Case Narrative'.