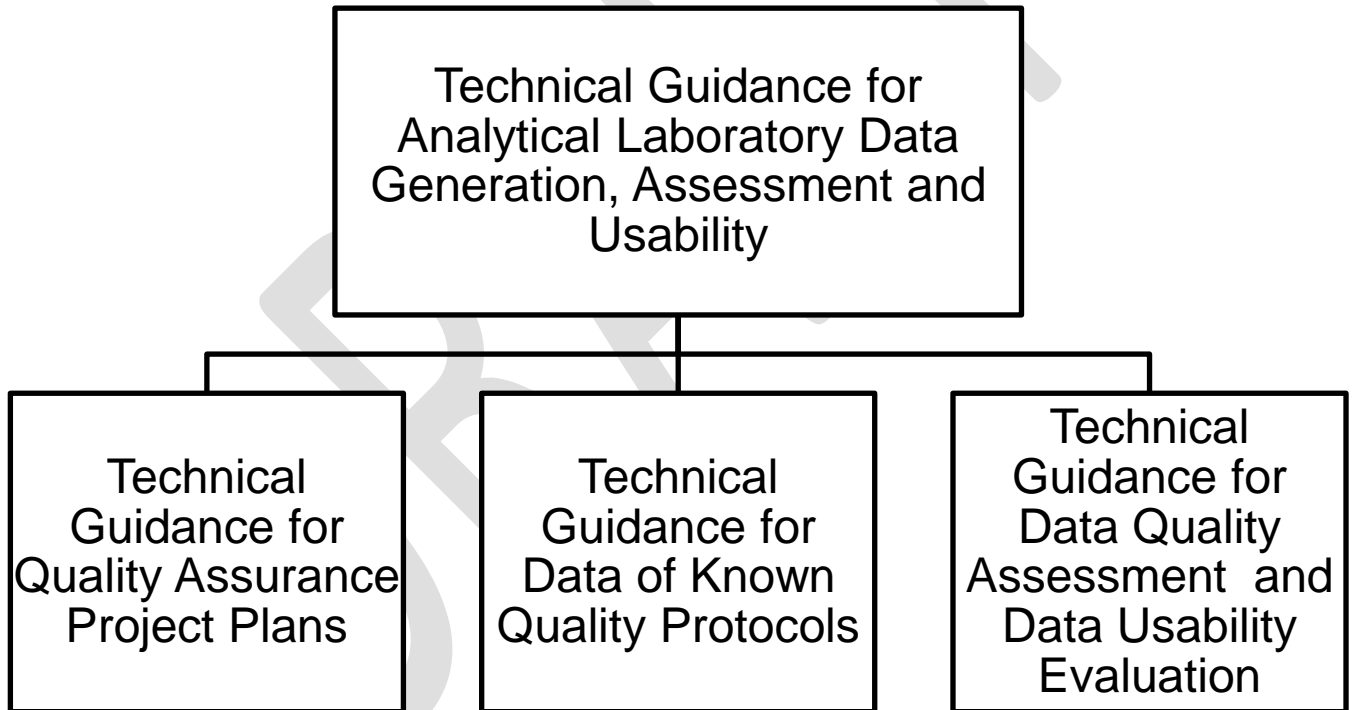


**ANALYTICAL METHODS COMMITTEE
TECHNICAL GUIDANCE DOCUMENTS**



TECHNICAL GUIDANCE FOR ANALYTICAL LABORATORY DATA GENERATION, ASSESSMENT AND USABILITY

Major Topics:

Quality Assurance Project Plans

Data of Known Quality Protocols

Data Quality Assessment/Data Usability Evaluation

A List of the Target Compounds/Analytes

A List of the Standards/Screening Levels plus Hyperlinks to All

A List of the Vapor Intrusion Compounds

TECHNICAL GUIDANCE FOR QUALITY ASSURANCE PROJECT PLANS

Procedures

Conceptual Site Model

Data Quality Objectives

Data of Known Quality Protocols (DKQP)

Laboratory Accreditation/Certification

NJDEP Requirements

QAPP Elements

Administrative Sections

Title and Approval Pages

Table of Contents

Project Definition/Background

Project Definition

Background

Project/Task Description

Project/Task Organization

Project Team

Special Training Needs/Certification

Data Quality Objectives and Criteria for Measurement Data

Precision

Accuracy

Representativeness

Comparability

Completeness

(Technical Guidance For Quality Assurance Project Plans – continued)

Sensitivity

Historical and Secondary Information / Data

Investigation Process Design

Investigation Methods

Field Quality Control

Field Instrument/Equipment Calibration and Frequency

Inspection/Acceptance of Supplies and Consumables

Sample Handling and Custody Requirements

Field Storage and Transport Procedures

Analytical Laboratory Requirements

Project Compounds and Analytical Summary

Analytical Quality Control

Laboratory Deliverables

Data Review and Usability

Data Management

Data Verification and Usability

Reconciliation with User Requirements

Assessments

Performance and System Audits

Corrective Action Processes

Reporting, Documents and Records

Method Specific NJDEP DKQ Tables (QAPP Worksheets)

TECHNICAL GUIDANCE FOR DATA OF KNOWN QUALITY PROTOCOLS

Handling Times, Holding Times, Containers, and Preservatives

Target Analytes

Reporting Limits

Quality Control/Quality Control Criteria

Report Deliverables

Project-Specific Laboratory Quality Assurance/Quality Control

Tentatively Identified Compounds

Laboratory Reports

Index of Samples

Methodology

Subcontracting Information

Laboratory Narrative Describing Non-Conformances

Reporting of Analytical Results

Quality Control Results

Data of Known Quality Forms

Project Communication Form

Data of Known Quality Conformance/Non-Conformance Summary
Questionnaire Form

Analytical Procedures for Which No DKQP Method Is Published

APPENDIX A Forms

Example Project Communication Form

Data of Known Quality Conformance/Non-Conformance Summary
Questionnaire

APPENDIX B: Method Specific NDEP DKQP Tables (QAPP Worksheets)

TECHNICAL GUIDANCE FOR DATA QUALITY ASSESSMENT AND DATA USABILITY EVALUATION

OVERVIEW OF THE DATA QUALITY ASSESSMENT AND DATA USABILITY EVALUATION PROCESS

Data Quality Objectives

Uncertainty in Analytical Data

Types of Analytical Data

DKQ Data

Non-RCP DKQ Data

Pre-RCP Data

PARCCS Parameters

Precision

Accuracy

Representativeness

Comparability

Completeness

Sensitivity

.DATA QUALITY ASSESSMENT

Batch Quality Control versus Site Specific Quality Control

Evaluating Significant Quality Control Variances

Poorly Performing Compounds

Common Laboratory Contaminants

Bias

DATA USABILITY EVALUATION

Evaluation of Bias

General Quality Control Information

Chain of Custody Forms

Sample Preservation and Holding Times

Field Duplicates

Laboratory Quality Control Information

Data of Known Quality Laboratory Analysis QA/QC Certification Form

Reporting Limits

Method Blanks

Laboratory Duplicates

Surrogates

Laboratory Control Samples

Matrix Spike and Matrix Spike Duplicates

Internal Standards

Serial Dilution

Interference Check Solution

Matrix Spike and Duplicate

Internal Standards for ICP/MS

Using Multiple Lines of Evidence to Evaluate Laboratory QC Information

Data Usability Evaluations for Non-RCP and Pre-RCP Analytical Data

Data Usability Evaluations Using Multiple Lines of Evidence from DQOs and the CSM

Factors to be Considered during Data Usability Evaluations

Documentation of Data Quality Assessments and Data Usability Evaluations

APPENDICES:

| | |
|------------|---|
| APPENDIX A | SUPPLEMENTAL INFORMATION ON DATA QUALITY OBJECTIVES AND QUALITY ASSURANCE PROJECT PLANS |
| APPENDIX B | QC INFORMATION SUMMARY AND MEASUREMENT PERFORMANCE CRITERIA |
| APPENDIX C | QC INFORMATION TO BE REVIEWED DURING DATA QUALITY ASSESSMENTS |
| APPENDIX D | DATA QUALITY ASSESSMENT WORKSHEETS AND SUMMARY OF RCP ACCEPTANCE CRITERIA |
| APPENDIX E | SIGNIFICANT QA/QC VARIANCES |
| APPENDIX F | POORLY PERFORMING COMPOUNDS |
| APPENDIX G | RANGE OF DATA USABILITY EVALUATION OUTCOMES |
| APPENDIX H | DATA USABILITY EVALUATION WORKSHEET |
| APPENDIX I | SURROGATES AND INTERNAL STANDARDS |
| APPENDIX J | SUPPLEMENTAL EXAMPLES USING MULTIPLE LINES OF EVIDENCE |
| APPENDIX K | DATA QUALITY ASSESSMENT AND DATA USABILITY EVALUATION CASE STUDY |