Commonly Observed Audit Deficiencies

Environmental Assessment Section
Bureau of Laboratories

If any of these apply to your organization, please correct the problem. For the audit checklists, see http://www.dep.state.fl.us/labs/library/index.htm and scroll down to TMDL audit checklists.

Deficiencies in Field Activities:

1. Pre- deployment checks on field test and sampling equipment were not conducted.
2. DEP SOP calibration verification protocols for test instruments were not followed.
3. Standards used for calibrating field measurements did not bracket sample concentrations.
4. Calibration acceptance criteria were not being assessed.
5. The origins of field calibration standard were not documented.
6. Field preservation and verification, including filtration, were not documented.
7. Field test meter identification number was not linked with calibration records and sample measurements.
8. Sample container not uniquely identified and not linked with lab and field records.
9. No documentation of project sampling equipment.

Deficiencies in Laboratory Activities

1. Concentration levels of spikes were too high to achieve project Practical Quantitation Limits (PQLs).
2. Reported PQL was not low enough to meet data quality objectives.
3. Use of duplicate sample results below the PQL to evaluate precision.
4. Filtration time for chlorophyll analyses not recorded (holding time issue) and no analysis of QC check samples for chlorophyll.
5. Laboratory not verifying that sample was properly preserved upon sample receipt (including thermal preservation).
6. Missing or improper data qualifier codes on reported results.
7. Blank contamination not appropriately evaluated relative to data reporting.
8. Selective use of QC data relative to sample analysis chronology.
9. Use of sample results outside of calibration range relative to data reporting.