Job Level Authorization Checklist

The Chemistry and Biology programs have sections within them. Each section manager (or designee) must review and authorize jobs relevant to their groups. Job authorization indicates that the appropriate checks indicated below were performed on the authorization date.

A review of a job includes the following checks and associated corrective actions:

1. All data are examined to ensure that results are consistent with project expectations. If there appears to be any anomalous or suspect data reported, the appropriate group supervisor is contacted for confirmation of the results. In some cases, a detailed test level comment is added or a memorandum may be attached to the report to explain any apparently anomalous results to the client.

2. All comments are examined for clarity. If ambiguous comments are detected, the appropriate group supervisor is contacted for clarification of the comments.

3. If holding times are exceeded for an analysis or preparation, the affected results in the job must be flagged with a "Q" qualifier. For most analyses, the Q qualifier is automatically appended when the Data Review calculations are performed. For some biological tests, the Q qualifier is not automatically appended and must be entered with the result in Results Editor. Test level comments are used to indicate the reason for the expiration for all Chemistry analyses and for some Biological analyses when expiration is due to laboratory issues. For Biological analyses that are received out of hold, acceptable analysis times have been established wherein a sample will still be analyzed and reported with a 'Q' qualifier, but no comment is necessary as these acceptable times have been communicated to clients.

4. For chemical analyses, field duplicates are spot checked to ensure that results are consistent with expectations for the project. If there appears to be any anomalous or suspect data reported, the appropriate group supervisor is consulted. When an anomaly is confirmed after further reviewing of data, a memorandum may be attached to the report or a test level comment may be used to notify the client that precision for field duplicates has exceeded expectations.

5. Some jobs may contain multiple inorganic tests that have interdependencies on each other (such as total ammonia and total Kjeldahl nitrogen), on field activities (such as dissolved metals versus unfiltered metals) or field parameters (such as total cation concentrations and field conductivity). When available, these job level calculations are performed on all samples within the job. Any inconsistencies must be reported to the group supervisors for confirmation or explanatory comments added in Data Review calculations. A detailed test level comment may be used to notify the client of our findings.

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6. Some jobs may contain multiple organic tests that share one or more components. When these components are detected in one test, their presence should be verified in the other test. If there appears to be any anomalous or suspect data reported, the associated group supervisors should be consulted. A test level comment will be added to notify the client of our findings when deemed necessary.

7. Field, equipment and trip blanks are examined for obvious evidence of contamination. If any data anomaly or detection pattern suggests the possibility of laboratory contamination, the appropriate group supervisor may be consulted to ensure that contamination was not detected in laboratory blanks. When lab contamination is suspected or concluded, a memorandum may be attached to the report or a test level comment may be used to notify the client of the laboratory contamination situation. If laboratory contamination is confirmed, corrective action must be initiated to control or eliminate the source of contamination.

8. Review all analytical data of QC Bottle Check samples (samples generated in the laboratory to check the efficacy of cleaning procedures), and notify supporting group's supervisor of findings, regardless of detection or non-detection. When positives are observed in QC Bottle Checks, bottle cleaning and preparation should be investigated thoroughly before proceeding with subsequent sampling kit preparation.

9. The quality control data is examined for completeness. Any quality control result that is outside control limits may require the associated test result to be qualified (refer to LB-027, *Standard Operating Procedure for Reporting Qualified Data*, for details). Results that are associated with quality control failures are flagged, if appropriate, with a "J" qualifier and an explanatory test comment. If deviations from this policy are detected, the appropriate group supervisor must initiate corrective action procedures.

10. Review all reported data for unusual concentrations or numbers of analytes. If a sample contains any unusual combinations of analytes, numbers of analytes or concentrations of analytes, check to ensure that results have been confirmed. Additionally, samples having high priority or sensitivity may require re-analysis for confirmation.

11. Review any NCRs attached to the job and if necessary ensure that data has been appropriately qualified.

12. For Biology Program jobs, review any results reported as "No Result" and ensure that a test level comment explaining the reason has been included. If no preparation or analysis occurred, an "O" qualifier should accompany the "No Result". If any preparation or analysis occurred before the test was terminated, no qualifier is necessary. For Chemistry Program jobs, check that if any results are reported with the O qualifier there is an attached NCR explaining why the qualifier was used.

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REFERENCES:

DEP SOP LB-027, *Standard Operating Procedure for Reporting Qualified Data*

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