Question ID	Question	App Standards

Ok Field Check List

Header : OKF-Gen **Subchapter 5 Personnel Requirements**

SubHeader : 99 **Additional Questions - 5.0 Personnel Requirements**

002	Is there a clear description of the lines of responsibility and authority in the laboratory?	*OAC 252:302-9-3*
003	Is a Laboratory Manager identified?	*OAC 252:302-9-3*
012	Is the qualifications and training of all laboratory personnel documented and updated?	*OAC 252:302-5-2*
012	Does the laboratory staff have at minimum high school deploma and 6 months experience in perfroming testing?	*OAC 252:302-5-2*
012	Does the personnel have demonstration of Capability readily available?	*OAC 252:302-5-2*
012	Is the laboratory supervisor/consultant have a bachelor's degree in chemistry or equivalent and 2 years experience with environmental testing?	*OAC 252:302-5-4*
005	Does the staff have all equipment, reagents, glassware and supplies for the proper performance of laboratory analyses on hand or readliy available?	*OAC 252:302-5-5*
006	Are the reagents and standards within their expiration dates?	*OAC 252:302-5-5*

Header : OKField Conducti Method checklist Conductivity

SubHeader : 110 **Method specific Conductivity checklist**

001	Are written SOPs developed for preparation of samples?	*OAC 252:302-9-25*
002	Are the appropriate portions of the SOPs available to the laboratory staff?	*OAC 252:302-9-25*
003	Is the laboratory maintained in a clean and organized manner?	*OAC 252:302-9-25*
004	Does the laboratory appear to have adequate workspace?	*OAC 252:302-9-25*
005	Does the laboratory appear to have adequate lighting, heating, cooling, and ventilation?	*OAC 252:302-9-25*
006	Are contamination-free work areas provided for trace level analytical work?	*OAC 252:302-9-25*
007	Is the instrument calibration within the range of samples expected?	*OAC 252:302-9-25*
008	Can it be documented that analyte-free water is available and used for the preparations of standards and blanks?	*OAC 252:302-9-25*
009	Is the conductivity of the analyte-free water checked and documented in a logbook?	*OAC 252:302-9-25*
010	Is the instrument calibration in accordance with manufacture instructions?	*OAC 252:302-9-25*
011	Are standards used in calibration NIST or SRM?	*OAC 252:302-9-25*
012	Are analytical reagents dated upon receipt?	*OAC 252:302-9-25*
013	Are reagent inventories maintained on a first-in, first-out basis?	*OAC 252:302-9-25*
014	Is the purity of the analytical reagents verified before use?	*OAC 252:302-9-25*
015	Can the laboratory document the traceability, purity, and procedure for the preparation of reagents and standards?	*OAC 252:302-9-25*
016	Are fresh analytical standards prepared at a frequency consistent with the laboratory SOPs?	*OAC 252:302-9-25*
017	Are reference standards properly labeled with concentrations, date of preparation, expiration date, and the identity of the person preparing the standard and/or is a traceable reference code number used?	*OAC 252:302-9-25*
018	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-25*
019	Do the analysts record bench data in a neat and accurate manner?	*OAC 252:302-9-25*
020	Is there evidence of a secondary review of all documents and logbooks by someone other than the person generating the documents?	*OAC 252:302-9-25*
021	When mistakes occur in records, is each mistake crossed out (not erased, made illegible, or deleted) and the correct value entered?	*OAC 252:302-9-25*
022	Are all changes to records signed or initialed by the person making the correction?	*OAC 252:302-9-25*
023	Are sample subsampled in a manner, which obtains a homogenous and consistent sample aliquot?	*OAC 252:302-9-25*

Question ID	Question	App Standards

Ok Field Check List

Header : OKField Conducti Method checklist Conductivity

SubHeader : 110 Method specific Conductivity checklist

024	Do all staff follow the same procedure for subsampling?	*OAC 252:302-9-25*
025	Are the temperatures of the storage refrigerators/freezers recorded daily?	*OAC 252:302-9-25*
027	Are corrective action SOPs posted on the cold storage units?	*OAC 252:302-9-25*
028	Are standards stored separately from sample digestates?	*OAC 252:302-9-25*
029	Are the SOPs for glassware posted at the cleaning stations?	*OAC 252:302-9-25*
030	Are procedures and documentation performed in a manner consistent with the laboratory SOPs?	*OAC 252:302-9-25*
031	Do deviations from analytical methods occur only if the deviation has been documented, technically justified, authorized, and accepted by the client?	*OAC 252:302-9-25*
032	When was the last time the laboratory ran MDLs or sensetivity for the methods accredited?	*OAC 252:302-9-25*

Header : OKField Free Chl Method checklist FRC

SubHeader : 110 Method specific FRC checklist

001	Are written SOPs developed for preparation of samples?	*OAC 252:302-9-25*
002	Are the appropriate portions of the SOPs available to the laboratory staff?	*OAC 252:302-9-25*
003	Is the laboratory maintained in a clean and organized manner?	*OAC 252:302-9-25*
004	Does the laboratory appear to have adequate workspace?	*OAC 252:302-9-25*
005	Does the laboratory appear to have adequate lighting, heating, cooling, and ventilation?	*OAC 252:302-9-25*
006	Are contamination-free work areas provided for trace level analytical work?	*OAC 252:302-9-25*
007	Can it be documented that analyte-free water is available and used for the preparations of standards and blanks?	*OAC 252:302-9-25*
008	Is the DI water free of the analyte-(free water- Blanks) checked and documented in a logbook?	*OAC 252:302-9-25*
009	If the instrument was calibrated by laboratory, were a minimum of a blank and three standards used?	*OAC 252:302-9-25*
010	Were the chlorine concentrations of laboratory prepared standards confirmed by titration?	*OAC 252:302-9-25*
011	Was the calibration verified at the beginning, end and periodically during each sample run?	*OAC 252:302-9-25*
012	Were calibrations verifications between 90-110%?	*OAC 252:302-9-25*
013	Was a method blank included with each batch of 20 or fewer samples?	*OAC 252:302-9-25*
014	Were sample duplicates analyzed with each batch of 20 or fewer?	*OAC 252:302-9-25*
015	Are reagent grade or higher purity chemicals used to prepare standards?	*OAC 252:302-9-25*
016	Are analytical reagents dated upon receipt?	*OAC 252:302-9-25*
017	Are reagent inventories maintained on a first-in, first-out basis?	*OAC 252:302-9-25*
018	Is the purity of the analytical reagents verified before use?	*OAC 252:302-9-25*
019	Are secondary gel standards used for calibration and documented in logbooks and not used past expiration date?	*OAC 252:302-9-25*
020	Can the laboratory document the traceability, purity, and procedure for the preparation of reagents and standards?	*OAC 252:302-9-25*
021	Are fresh analytical standards prepared at a frequency consistent with the laboratory SOPs?	*OAC 252:302-9-25*
022	Are reference standards properly labeled with concentrations, date of preparation, expiration date, and the identity of the person preparing the standard and/or is a traceable reference code number used?	*OAC 252:302-9-25*

Question ID	Question	App Standards

Ok Field Check List

Header : OKField Free Chl Method checklist FRC

SubHeader : 110 Method specific FRC checklist

023	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-25*
024	Do the analysts record bench data in a neat and accurate manner?	*OAC 252:302-9-25*
025	Is there evidence of a secondary review of all documents and logbooks by someone other than the person generating the documents?	*OAC 252:302-9-25*
026	When mistakes occur in records, is each mistake crossed out (not erased, made illegible, or deleted) and the correct value entered?	*OAC 252:302-9-25*
027	Are all changes to records signed or initialed by the person making the correction?	*OAC 252:302-9-25*
028	Are samples subsampled in a manner, which obtains a homogenous and consistent sample aliquot?	*OAC 252:302-9-25*
029	Do all staff follow the same procedure for subsampling?	*OAC 252:302-9-25*
031	Are temperature excursions noted and the appropriate corrective actions taken when required?	*OAC 252:302-9-25*
032	Are corrective action SOPs posted on the cold storage units?	*OAC 252:302-9-25*
033	Are standards stored separately from sample digestates?	*OAC 252:302-9-25*
034	Are the SOPs for glassware posted at the cleaning stations?	*OAC 252:302-9-25*
035	Are procedures and documentation performed in a manner consistent with the laboratory SOPs?	*OAC 252:302-9-25*
036	Do deviations from analytical methods occur only if the deviation has been documented, technically justified, authorized, and accepted by the client?	*OAC 252:302-9-25*
037	When was the last time the laboratory ran MDLs or sensetivity at 0.1 mg/L or lower for the methods accredited?	*OAC 252:302-9-25*
038	Was one sample duplicated within each batch of 20 or fewer samples?	*OAC 252:302-9-25*
039	Was a sample blank used to zero spectrophotometer?	*OAC 252:302-9-25*
040	What standards and levels are used for calibrations?	*OAC 252:302-9-25*
041	Are the cuvettes clean and free of scratches?	*OAC 252:302-9-25*

Header : OKField pH Method checklist pH

SubHeader : 110 Method specific pH checklist

001	Are written SOPs developed for preparation of samples?	*OAC 252:302-9-25*
002	Are the appropriate portions of the SOPs available to the laboratory staff?	*OAC 252:302-9-25*
003	Is the laboratory maintained in a clean and organized manner?	*OAC 252:302-9-25*
004	Does the laboratory appear to have adequate workspace?	*OAC 252:302-9-25*
005	Does the laboratory appear to have adequate lighting, heating, cooling, and ventilation?	*OAC 252:302-9-25*
006	Are contamination-free work areas provided for trace level analytical work?	*OAC 252:302-9-25*
007	Can it be documented that analyte-free water is available and used for the preparations of standards and blanks?	*OAC 252:302-9-25*
008	Is the meter accurate and reproducible to 0.1 pH unit and equipped with a temperature-compensation adjustment?	*OAC 252:302-9-25*
009	Is the electrode storage solution in accordance with manufacturer's instructions?	*OAC 252:302-9-25*
010	If a nonsealed electrode is used, is it filled with the correct electrolyte to the proper level?	*OAC 252:302-9-25*
011	Is the slope adjustment performed using at least two buffer solutions?	*OAC 252:302-9-25*
012	Are the buffer solutions within the listed expiration, or have they been prepared within the last four weeks?	*OAC 252:302-9-25*
013	Are the expiration dates, lot #'s, date put into service and maufracturer's information documented?	*OAC 252:302-9-25*

Question ID	Question	App Standards

Ok Field Check List

Header : OKField pH Method checklist pH

SubHeader : 110 Method specific pH checklist

014	Are the chemical storage cabinets vented or located in such a way as to prevent possible laboratory contamination?	*OAC 252:302-9-25*
015	Are NIST buffers used to prepare standards?	*OAC 252:302-9-25*
016	Are analytical reagents dated upon receipt?	*OAC 252:302-9-25*
017	Are reagent inventories maintained on a first-in, first-out basis?	*OAC 252:302-9-25*
018	Is the purity of the analytical reagents verified before use?	*OAC 252:302-9-25*
019	Is the temperature of the buffer solution recorded during standardization, and is the meter adjusted to indicate the true pH value of the buffer at the test temperature? (Only if using a meter with a temperature dial.)	*OAC 252:302-9-25*
020	Can the laboratory document the traceability, purity, and procedure for the preparation of reagents and standards?	*OAC 252:302-9-25*
021	Are fresh analytical standards prepared at a frequency consistent with the laboratory SOPs?	*OAC 252:302-9-25*
022	Are reference standards properly labeled with concentrations, date of preparation, expiration date, and the identity of the person preparing the standard and/or is a traceable reference code number used?	*OAC 252:302-9-25*
023	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-25*
024	Do the analysts record bench data in a neat and accurate manner?	*OAC 252:302-9-25*
025	Is there evidence of a secondary review of all documents and logbooks by someone other than the person generating the documents?	*OAC 252:302-9-25*
026	When mistakes occur in records, is each mistake crossed out (not erased, made illegible, or deleted) and the correct value entered?	*OAC 252:302-9-25*
027	Are all changes to records signed or initialed by the person making the correction?	*OAC 252:302-9-25*
028	Do all staff follow the same procedure for duplicate subsampling?	*OAC 252:302-9-25*
029	Are corrective action added to SOPs when completed?	*OAC 252:302-9-25*
030	Are standards stored separately from sample?	*OAC 252:302-9-25*
031	Are the SOPs for glassware posted at the cleaning stations?	*OAC 252:302-9-25*
032	Are procedures and documentation performed in a manner consistent with the laboratory SOPs?	*OAC 252:302-9-25*
033	Do deviations from analytical methods occur only if the deviation has been documented, technically justified, authorized, and accepted by the client?	*OAC 252:302-9-25*

Header : OKField turbidity Method checklist Turbidity

SubHeader : 110 Method specific turbidity checklist

001	Are written SOPs developed for preparation of samples?	*OAC 252:302-9-25*
002	Are the appropriate portions of the SOPs available to the laboratory staff?	*OAC 252:302-9-25*
003	Is the laboratory maintained in a clean and organized manner?	*OAC 252:302-9-25*
004	Does the laboratory appear to have adequate workspace?	*OAC 252:302-9-25*
005	Does the laboratory appear to have adequate lighting, heating, cooling, and ventilation?	*OAC 252:302-9-25*
006	Are contamination-free work areas provided for trace level analytical work?	*OAC 252:302-9-25*
007	Can it be documented that analyte-free water is available and used for the preparations of standards and blanks?	*OAC 252:302-9-25*
008	Is the DI water free of the analyte-(free water- Blanks) checked and documented in a logbook?	*OAC 252:302-9-25*
009	If the instrument was calibrated by laboratory, were a minimum of a blank and three standards used?	*OAC 252:302-9-25*

Question ID	Question	App Standards

Ok Field Check List

Header : OKField turbidity Method checklist Turbidity

SubHeader : 110 Method specific turbidity checklist

010	Is the calibration performed with primary standard (formazin or styrene divinylbenzene polymers)?	*OAC 252:302-9-25*
011	Is the laboratory using secondary gel standard?	*OAC 252:302-9-25*
012	Is the laboratory monitoring the secondary standards against primary standard routinely for deterioration and replaced as required?	*OAC 252:302-9-25*
013	Are samples analyzed as soon as possible after collection. If storage is required, samples maintained at 4°C and held for up to 48 hours?	*OAC 252:302-9-25*
014	Linear Calibration Range (LCR) -- The LCR must be determined initially ?	*OAC 252:302-9-25*
015	LCR verified six months or when ever a significant change in instrument response is observed?	*OAC 252:302-9-25*
016	Was the calibration verified at the beginning, end and periodically during each sample run?	*OAC 252:302-9-25*
017	Were calibrations verifications between 90-110%?	*OAC 252:302-9-25*
018	Was a method blank included with each batch of 20 or fewer samples?	*OAC 252:302-9-25*
019	Were sample duplicates analyzed with each batch of 20 or fewer?	*OAC 252:302-9-25*
020	Are reagent grade or higher purity chemicals used to prepare standards?	*OAC 252:302-9-25*
021	Are analytical reagents dated upon receipt?	*OAC 252:302-9-25*
022	Are reagent inventories maintained on a first-in, first-out basis?	*OAC 252:302-9-25*
023	Is the purity of the analytical reagents verified before use?	*OAC 252:302-9-25*
024	Is the laboratory using primary or secondary (GEL) standards logbooks maintained?	*OAC 252:302-9-25*
025	Can the laboratory document the traceability, purity, and procedure for the preparation of reagents and standards?	*OAC 252:302-9-25*
026	Are fresh analytical standards prepared at a frequency consistent with the laboratory SOPs and not used past expiration date?	*OAC 252:302-9-25*
027	Are reference (primary) standards properly labeled with concentrations, date of preparation, expiration date, and the identity of the person preparing the standard and/or is a traceable reference code number used?	*OAC 252:302-9-25*
028	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-25*
029	Do the analysts record bench data in a neat and accurate manner?	*OAC 252:302-9-25*
030	Is there evidence of a secondary review of all documents and logbooks by someone other than the person generating the documents?	*OAC 252:302-9-25*
031	When mistakes occur in records, is each mistake crossed out (not erased, made illegible, or deleted) and the correct value entered?	*OAC 252:302-9-25*
032	Are all changes to records signed or initialed by the person making the correction?	*OAC 252:302-9-25*
033	Are samples subsampled in a manner, which obtains a homogenous and consistent sample aliquot?	*OAC 252:302-9-25*
034	Do all staff follow the same procedure for soil subsampling?	*OAC 252:302-9-25*
035	Are the temperatures of the storage refrigerators/freezers recorded daily?	*OAC 252:302-9-25*
036	Are temperature excursions noted and the appropriate corrective actions taken when required?	*OAC 252:302-9-25*
037	Are corrective action SOPs posted on the cold storage units?	*OAC 252:302-9-25*
038	Are standards stored separately from sample digestates?	*OAC 252:302-9-25*
039	Are the SOPs for glassware posted at the cleaning stations?	*OAC 252:302-9-25*
040	Are procedures and documentation performed in a manner consistent with the laboratory SOPs?	*OAC 252:302-9-25*

Question ID	Question	App Standards

Ok Field Check List

Header : OKField turbidity Method checklist Turbidity

SubHeader : 110 Method specific turbidity checklist

041	Do deviations from analytical methods occur only if the deviation has been documented, technically justified, authorized, and accepted by the client?	*OAC 252:302-9-25*
042	When was the last time the laboratory ran MDLs or sensetivity for the methods accredited?	*OAC 252:302-9-25*
043	Was one sample duplicated within each batch of 20 or fewer samples?	*OAC 252:302-9-25*
044	Was a sample blank used to zero spectrophotometer?	*OAC 252:302-9-25*
045	What standards and levels are used for calibrations?	*OAC 252:302-9-25*
046	Are the cuvettes clean and free of scratches?	*OAC 252:302-9-25*

Header : OKField_Residual Method checklist TRC

SubHeader : 111.91 Method specific TRC checklist

001	Are written SOPs developed for preparation of samples?	*OAC 252:302-9-25*
002	Are the appropriate portions of the SOPs available to the laboratory staff?	*OAC 252:302-9-25*
003	Is the laboratory maintained in a clean and organized manner?	*OAC 252:302-9-25*
004	Does the laboratory appear to have adequate workspace?	*OAC 252:302-9-25*
005	Does the laboratory appear to have adequate lighting, heating, cooling, and ventilation?	*OAC 252:302-9-25*
006	Are contamination-free work areas provided for trace level analytical work?	*OAC 252:302-9-25*
007	Can it be documented that analyte-free water is available and used for the preparations of standards and blanks?	*OAC 252:302-9-25*
008	Is the DI water free of the analyte-(free water- Blanks) checked and documented in a logbook?	*OAC 252:302-9-25*
009	If the instrument was calibrated by laboratory, were a minimum of a blank and three standards used?	*OAC 252:302-9-25*
010	Were the chlorine concentrations of laboratory prepared standards confirmed by titration?	*OAC 252:302-9-25*
011	Was the calibration verified at the beginning, end and periodically during each sample run?	*OAC 252:302-9-25*
012	Were calibrations verifications between 90-110%?	*OAC 252:302-9-25*
013	Was a method blank included with each batch of 20 or fewer samples?	*OAC 252:302-9-25*
014	Were sample duplicates analyzed with each batch of 20 or fewer?	*OAC 252:302-9-25*
015	Are reagent grade or higher purity chemicals used to prepare standards?	*OAC 252:302-9-25*
016	Are analytical reagents dated upon receipt?	*OAC 252:302-9-25*
017	Are reagent inventories maintained on a first-in, first-out basis?	*OAC 252:302-9-25*
018	Is the purity of the analytical reagents verified before use?	*OAC 252:302-9-25*
019	Are secondary gel standards used for calibration and documented in logbooks and not used past expiration date?	*OAC 252:302-9-25*
020	Can the laboratory document the traceability, purity, and procedure for the preparation of reagents and standards?	*OAC 252:302-9-25*
021	Are fresh analytical standards prepared at a frequency consistent with the laboratory SOPs?	*OAC 252:302-9-25*
022	Are reference standards properly labeled with concentrations, date of preparation, expiration date, and the identity of the person preparing the standard and/or is a traceable reference code number used?	*OAC 252:302-9-25*
023	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-25*
024	Do the analysts record bench data in a neat and accurate manner?	*OAC 252:302-9-25*

Question ID	Question	App Standards

Ok Field Check List

Header : OKField_Residual Method checklist TRC

SubHeader : 111.91 Method specific TRC checklist

025	Is there evidence of a secondary review of all documents and logbooks by someone other than the person generating the documents?	*OAC 252:302-9-25*
026	When mistakes occur in records, is each mistake crossed out (not erased, made illegible, or deleted) and the correct value entered?	*OAC 252:302-9-25*
027	Are all changes to records signed or initialed by the person making the correction?	*OAC 252:302-9-25*
028	Are samples subsampled in a manner, which obtains a homogenous and consistent sample aliquot?	*OAC 252:302-9-25*
029	Do all staff follow the same procedure for subsampling?	*OAC 252:302-9-25*
031	Are temperature excursions noted and the appropriate corrective actions taken when required?	*OAC 252:302-9-25*
032	Are corrective action SOPs posted on the cold storage units?	*OAC 252:302-9-25*
033	Are standards stored separately from sample digestates?	*OAC 252:302-9-25*
034	Are the SOPs for glassware posted at the cleaning stations?	*OAC 252:302-9-25*
035	Are procedures and documentation performed in a manner consistent with the laboratory SOPs?	*OAC 252:302-9-25*
036	Do deviations from analytical methods occur only if the deviation has been documented, technically justified, authorized, and accepted by the client?	*OAC 252:302-9-25*
037	When was the last time the laboratory ran MDLs or sensetivity at 0.1 mg/L or lower for the methods accredited?	*OAC 252:302-9-25*
038	Was one sample duplicated within each batch of 20 or fewer samples?	*OAC 252:302-9-25*
039	Was a sample blank used to zero spectrophotometer?	*OAC 252:302-9-25*
040	What standards and levels are used for calibrations?	*OAC 252:302-9-25*
041	Are the cuvettes clean and free of scratches?	*OAC 252:302-9-25*

Header : OKF-QAM Subchapter 9 Part 1 Quality Systems General Requirements

SubHeader : 100 Additional Questions - 4.0 QAM Requirements

001	Does the Quality Assurance (QA) Manual cotain the correct format, management information, the required procedures, references and additional information required by the Laboratory accreditation Rules (OAC252:302)?	*OAC 252:302-9-2*
001.01	Title Page/Introduction	*OAC 252:302-9-2*
001.02	Table of Contents	*OAC 252:302-9-2*
001.03	Lab Description	*OAC 252:302-9-2*
001.04	Lab Organization	*OAC 252:302-9-3*
001.07	Sample and Document Custody Procedures	*OAC 252:302-9-4*
001.08	Calibration Procedures and Frequency	*OAC 252:302-9-5*
001.09	Analytical Procedures	*OAC 252:302-9-5*
001.10	Data Reduction, Validation and Reporting	*OAC 252:302-9-5*
001.11	Internal Quality Control (QC) Checks	*OAC 252:302-9-5*
001.12	Performance and System Audits	*OAC 252:302-9-4*
001.13	Preventive Maintenance	*OAC 252:302-9-5*
002	Does the manual discuss facilities and equipment?	*OAC 252:302-9-6*

SubHeader : 99 Additional Questions - 1.0 Quality Systems Summary

001	Does the laboratory have an organization chart?	*OAC 252:302-9-3*

Question ID	Question	App Standards

Ok Field Check List

Header : OKF-QAM **Subchapter 9 Part 1 Quality Systems General Requirements**

SubHeader : FQAM-1.0 **1.0 QUALITY SYSTEMS SUMMARY - INTRODUCTION**

009	Laboratory Name	
010	Address	
011	Phone Number	
012	Date	
014	Persons Contacted	
015	Name	
016	Title	
021	Name(s) of employee interviewed:	
022	Position/Title:	
023	Years of experience:	
024	Analyses performed:	
025	Comments:	

Header : OKF-QC **Subchapter 9 Part 5 QA/QA Requirements**

SubHeader : 99 **Quality Assurance - Quality Control**

021	Are adequate facilities provided for storage of samples (including cold storage and long term storage)?	*OAC 252:302-9-21*
022	Is the temperature of the cold storage unit recorded in a logbook?	*OAC 252:302-9-33*
023	Are temperature excursions noted and appropriate corrective actions taken when required?	*OAC 252:302-9-33*
026	Are corrective action posted in the cold storage unit logbook?	*OAC 252:302-9-33*
034	Are facilities sufficient to provide security and chain-of-custody records?	*OAC 252:302-9-31*
027	Is the purity of the analytical reagents verified before use?	*OAC 252:302-9-4*
028	Can the laboratory document the traceability, purity, and procedure for the preparation of standards?	*OAC 252:302-9-4*
029	Does the laboratory have certificate of analysis or purity?	*OAC 252:302-9-34*
033	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-34*
035	Do the analysts record bench data time, date, analyst, method, amounts, calculations, sample matrix and sample identification?	*OAC 252:302-9-32*
036	Is there evidence of a secondary review of all documents and logbooks by someone other than the person generating the documents?	*OAC 252:302-9-5*
037	Are the temperatures of the storage refrigerators/freezers recorded daily?	*OAC 252:302-9-33*
030	Can the laboratory document the traceability, purity, and procedure for the preparation of standards?	*OAC 252:302-9-34*
031	Are reference standards properly labeled with concentrations, date of preparation, expiration date, and the identity of the person preparing the standard and/or is a traceable reference code number used?	*OAC 252:302-9-34*
032	Are purchased standards documented with manufacturer, lot number, date of receipt, concentrations (if applicable), and expiration date of the standard?	*OAC 252:302-9-34*
004	Are the hard copy final reports and electronic deliverables being inspected by an internal QC process, where applicable?	*OAC 252:302-9-5*
012	Is there a system in place that provides for retrievability and traceability of the data deliverables and reports?	*OAC 252:302-9-4*
015	What is the length of storage for archived data/reports (records retention policy)?	*OAC 252:302-9-31*
016	What is the actual retention of data versus the record retention policy?	*OAC 252:302-9-31*

Question ID	Question	App Standards

Ok Field Check List

Header : OKF-QC **Subchapter 9 Part 5 QA/QA Requirements**

SubHeader : 99 **Quality Assurance - Quality Control**

038	Are records kept for a minimum of 5 years? This is to include PT testing results.	*OAC 252:302-9-31*
003	Are users manuals and operations/systems manuals available?	*OAC 252:302-9-22*
019	Are SOPs uniquely identified?	*OAC 252:302-9-22*
020	Does the identification include the date of issue, revision, page numbering, review and approval?	*OAC 252:302-9-22*
024	Is there a record management system for control of laboratory notebooks, instrument logbooks, and standards logbooks?	*OAC 252:302-9-4*
025	Does the laboratory have a policy and procedure for the resolution of complaints from clients?	*OAC 252:302-9-4*
006	Does the laboratory have bench recods for analysis that contain date, time, analyst, method, amounts, calculations, sample matrix and sample identification?	*OAC 252:302-2-32*
007	Is the instrument calibration docuemtned each day of use?	*OAC 252:302-2-32*
008	Is the calibration verified with a QC standard that is a separate source from the calibration source?	*OAC 252:302-2-32*
009	Does the laboratory use each aliquot of calibration and QC solutions only once?	*OAC 252:302-2-32*
010	Does the laboratory record calibration curve either by calcualtions or print out?	*OAC 252:302-2-32*
011	Does the laboratory calibrate In-Line equipment according to manufactures instructions?	*OAC 252:302-2-32*
013	Does the laboratory record all instrument maintenance (date, desscription of repairs, preventive maintenance, malfunctions or other actions?	*OAC 252:302-2-32*
014	Does the laboratory have quality control charts for QC (blanks, quality control standards and duplicates?	*OAC 252:302-2-32*
017	Does the laboratory have sample log-in documented (sample ID, unique ID sample ID, date, time, source, preservative used, analysis required, collector and pertinent Field data)?	*OAC 252:302-2-32*
018	Does the laboratory record the temperature of the samples storage for pickup daily?	*OAC 252:302-9-33*
002	Do laboratory personnel place positive emphasis on QA/QC?	*OAC 252:302-5-2*
005	Have responses with respect to QA/QC aspects of the project been open and direct? Self Reporting?	*OAC 252:302-2-23*
001	(Fill in recommendations prior to audit.) Applicable to laboratories, which have performed previous assessment, does the laboratory correct all deficiencies from previous assessment?	*OAC 252:302-3-31*
039	Are the temperatures of the storage refrigerators/freezers recorded daily?	*OAC 252:302-33*

Header : OKF-SOP **Subchapter 9 Part 3 SOP Requirements**

SubHeader : 99 **Additional Questions - M4 Chemical Testing**

007	Does the SOP's state how samples will be verified for integrity, proper preservation, and temperature upon receipt? How is this documented?	*OAC 252:302-9-22*
008	Does the SOP's state how records will be maintained and available to confirm notification to the client when samples are received broken, warm, with insufficient volume, or with custody seals removed?	*OAC 252:302-9-22*
009	Do the SOP's outline the circumstances under which data assessment and criteria for samples will be accepted or rejected for quality control measures?	*OAC 252:302-9-23*
	Are deviations form testing methods docuemnted, technically justifed, authorized and accepted by the client?	*OAC 252:302-9-21*
010	Are the sample receipt, log-in, storage, and disposal logbooks and forms completed in a manner consistent with the laboratory SOPs?	*OAC 252:301-9-54*
001	Are written SOPs developed for preparation of samples?	*OAC 252:302-9-21*

Question ID	Question	App Standards

Ok Field Check List

Header : OKF-SOP **Subchapter 9 Part 3 SOP Requirements**

SubHeader : 99 **Additional Questions - M4 Chemical Testing**

002	Are the appropriate portions of the SOPs available to the laboratory staff?	*OAC 252:302-9-21*