**QAPP Worksheet #35: Data Verification Procedures**

**(UFP-QAPP Manual Section 5.2.2)**

**(EPA 2106-G-05 Section 2.5.1)**

This worksheet documents procedures that will be used to verify project data. It applies to both field and laboratory records. Data verification is a completeness check to confirm that all required activities were conducted, all specified records are present, and the contents of the records are complete. As illustrated in the following example, verification often is performed at more than one step by more than one person.

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| **Records Reviewed** | **Requirement Documents** | **Process Description** | **Responsible Person, Organization** |
| Field logbook | QAPP, SOP Field 02 | Verify that records are present and complete for each day of field activities. Verify that all planned samples including field QC samples were collected and that sample collection locations are documented. Verify that meteorological data were provided for each day of field activities. Verify that changes/exceptions are documented and were reported in accordance with requirements. Verify that any required field monitoring was performed and results are documented. | Daily - Project Manager  At conclusion of field activities - Project QA Manager |
| Chain-of-custody forms | QAPP, SOP Field 02 | Verify the completeness of chain-of-custody records. Examine entries for consistency with the field logbook. Check that appropriate methods and sample preservation have been recorded. Verify that the required volume of sample has been collected and that sufficient sample volume is available for QC samples (e.g., MS/MSD). Verify that all required signatures and dates are present. Check for transcription errors. | Daily - Field Crew Chief  At conclusion of field activities - Project Chemist |

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| Laboratory Deliverable | QAPP | Verify that the laboratory deliverable contains all records specified in the QAPP. Check sample receipt records to ensure sample condition upon receipt was noted, and any missing/broken sample containers were noted and reported according to plan. Compare the data package with the CoCs to verify that results were provided for all collected samples. Review the narrative to ensure all QC exceptions are described. Check for evidence that any required notifications were provided to project personnel as specified in the QAPP. Verify that necessary signatures and dates are present. | Before release – Laboratory QAM  Upon receipt - Project Chemist |
| Audit Reports, Corrective Action Reports | QAPP | Verify that all planned audits were conducted. Examine audit reports. For any deficiencies noted, verify that corrective action was implemented according to plan. | Project QAM |