

12 Steps of Lab Quality Assurance

Parameter	Method	DOC	MDL	Method Blank	LFB	LFM / LFMD	Dup	ICAL / CCV	Control Charts	Corrective Action	QC Acceptance	Batch Size	*QC Frequency
Ammonia	SM4500-NH3 D - 1997	X	X	X	X	X		X, Calibrate meter daily	X	X	X	20	Depends on Permit
BOD ₅ / CBOD ₅	SM5210 B - 2001	X		X	X		X	X, Calibrate meter daily	X	X	X	20	Depends on Permit
Chlorine, TR	SM4500-Cl G - 2000	X	X	X	X		X	X, verify meter daily w Secondary Gel Standards	X	X	X	20	Depends on Permit
pH	SM4500-H+ B - 2000	X					X	X, Calibrate meter daily		X	X	20	Depends on Permit
Oxygen, dissolved	SM4500-O G - 2001	X					X	X, Calibrate meter daily & verify with air-saturated water		X	X	20	Depends on Permit
	Hach Method 10360 Luminescence Oct. 2011	X					X	X, Calibrate meter daily & verify with air-saturated water		X	X	20	Depends on Permit
Phosphorus, total	SM4500-P B and E - 1999	X	X	X	X	X		X, verify meter	X	X	X	20	Depends on Permit
TSS	SM2540 D - 1997	X		X	X		10%	X, verify scale daily		X	X	10/20	Depends on Permit
Sett. Solids	SM2540 F - 1997						X			X		20	Depends on Permit
Temperature	SM2550 B - 2000							X, verify against NIST thermometer		X			Annually

DOC – Demonstration of Capability

- Each analyst should have a file kept from where they have calibrated and analyzed 4 standards to demonstrate they can accurately run this test
- Documentation (signed form) that analyst has read and understands all appropriate SOPs and Methods
- Recommend backup analyst do this once a year

MDL – Method Detection Limit

- Annually run at least 7 samples at low levels

Method Blank – aka Laboratory Reagent Blank (LRB)

- Analyze distilled/deionized water as a sample

LFB – Laboratory Fortified Blank

- Analyze a known standard

LFM/LFMD – Laboratory Fortified Matrix/Laboratory Fortified Matrix Duplicate

- Analyze a sample with a known amount of standard added (spike)

Dup – Duplicate

- Analyze the same sample twice

ICAL/CCV – Initial Calibration/Continuing Calibration Verification

- Calibrate meter (DO, pH, ISE) or verify balance, thermometer and colorimeter/spectrophotometer
- Verify the calibration (especially if preset by manufacturer) at beginning of day and/or after every 10 readings, whichever comes first.

Control Charts

- Create and maintain control charts if you have 20-30 data points within 90 days.
- If you do not meet the above criteria, follow QC Acceptance Criteria below.

Corrective Action

- Have corrective action plan in SOP for each method on what to do if QC tests fail or are out of range.
- For example, if standards fail, re-calibrate and run test again.

QC Acceptance

- Have in SOP for each method the acceptance ranges for standards, duplicates, spikes, etc. and make sure they match the method requirements.

Batch Size

- Each batch could be daily, every 10 samples or every 20 samples. Check method.

*QC Frequency (depends on permit) – at least once a month

- For samples that need to be analyzed on a 5% basis or once for every 20 samples, follow these criteria:
 - If a permit stated that 3 analyses per week, we would allow for a duplicate to be analyzed at least once per month.
 - Pick a date and be consistent, the 1st of every month or the 1st Thursday of every month. Mark your calendar!!
 - If a permit stated 5 analyses per week, we would allow twice a month.
 - Pick a date and be consistent, the 1st and 15th of every month or the 1st and 3rd Thursday of every month. Mark your calendar!!
 - **Please note that influent and effluent samples count as two separate samples. For example, if you are supposed to run 3 BODs a week, that should be counted as running 6 samples for that week.**
- For samples that need to be analyzed on a 10% basis or once for 10 samples, follow these criteria:
 - If a permit stated that 3 analyses per week, we would allow for a duplicate to be analyzed at least twice per month.
 - Pick a date and be consistent, the 1st and 15th of every month or the 1st and 3rd Thursday of every month. Mark your calendar!!
 - If a permit stated 5 analyses per week, we would allow a duplicate to be analyzed once per week.
 - Pick a date and be consistent, every Monday or Wednesday. Mark your calendar!!
 - **Please note that influent and effluent samples count as two separate samples. For example, if you are supposed to run 5 TSSs a week, that should be counted as running 10 samples for that week and you should run your duplicates once a week.**

Standard Operating Procedure

- Here's that "13th Step", your SOP
- All procedures must be documented in some type of SOP
- It can be very simple but must provide the information necessary for someone who is not familiar with the test to perform it
 - Step by step instructions on how and where to collect the samples, how to run the test and how to report the values.
- It must include the QC Acceptance Criteria, the definition of a "Batch" and the minimum frequency of QC checks