

MANUAL FOR THE CERTIFICATION OF LABORATORIES ANALYZING  
ENVIRONMENTAL SAMPLES FOR THE  
IOWA DEPARTMENT OF NATURAL RESOURCES

**Criteria and Procedures  
Quality Assurance**

**Chapter 4. Solid Waste**

prepared for

**Iowa Department of Natural Resources**  
Environmental Protection Division  
Henry A. Wallace Building  
900 E. Grand Avenue  
Des Moines IA 50319

by

**University (State) Hygienic Laboratory**  
102 Oakdale Campus  
Iowa City IA 52242

August 2003

## **INTRODUCTION**

The Code of Iowa sections 455B.113 and 455B.114 require certification for laboratories performing analyses of samples which are required to be submitted to the Iowa Department of Natural Resources (IDNR) as a result of Iowa Code provisions, rules, operation permits, or Administrative Orders. The following procedures and criteria for certifying laboratories analyzing groundwater, surface water, soil and solid waste samples for submission of data to the IDNR were developed under an agreement between the IDNR and the University (State) Hygienic Laboratory (UHL) in order to implement that certification for the solid waste, emergency response and contaminated sites program.

The certification program applies to laboratory analytical methods for analysis of groundwater, surface water, soil and solid waste. Certain basic test procedures that must be done on-site are not included in this certification.

## **APPLICATION PROCEDURE**

Initial inquiries regarding certification should be made either to IDNR (mailing address on cover, or telephone 515-281-8884), or to UHL, Laboratory Extension Division (mailing address on cover, or telephone 319-335-4500). A packet of materials will be sent to the applicant including the IDNR fee schedule, this guidance, and the presurvey form. The material should be reviewed and the fee schedule sent along with a check or money order for the required fee to IDNR. The presurvey form should be completed (with additional materials attached to the presurvey form as required) and sent to UHL.

Following receipt and review of the application and resolution of any apparent questions, a laboratory on-site visit by UHL personnel will be scheduled. UHL site visitors will be knowledgeable technical people under the direction of laboratory appraisal officers who have completed the USEPA or NELAP laboratory certification course. The on-site inspection will use the criteria in this document as well as a review of the laboratory's capability of running the methodology required and general quality assurance of the laboratory. For out-of-state laboratories, the cost of the on-site visit is charged in addition to the fee required by IDNR.

Following review of the laboratory, UHL may request certain items to be addressed prior to recommending certification. The laboratory will be given an opportunity to implement or otherwise respond to the request. UHL will then prepare a summary report of the site visit, including a recommendation for or against certification or provisional certification. The report will be submitted to IDNR.

Upon receipt and review of UHL's recommendation, IDNR will make a decision to issue or deny certification. A laboratory can be issued certification or provisional certification which is valid for up to a two year period. Provisional certification will be changed to

full certification when all conditions of certification are met. Failure to meet all conditions of certification may result in revocation of the provisional certification.

Laboratories will be required to participate in a blind proficiency testing study (PT) at least annually for each matrix and method for which the laboratory is certified for. The laboratory must report the results of this proficiency test (whether annual or more frequent) and corrective actions, if necessary, to IDNR or UHL within 30 days of receipt.

IDNR may grant temporary certification for a period not to exceed 120 days upon submission of the appropriate fees and a complete and accurate presurvey form indicating a laboratory performs the required methodology satisfactorily and can be expected to meet certification requirements. Such temporary certification shall be granted only in cases where completion of the standard certification process may be delayed more than 60 days or other extenuating circumstance to be decided by IDNR.

## **EVALUATION CRITERIA**

The following evaluation criteria are adapted from USEPA's "Manual for the Certification of Laboratories Analyzing Drinking Water--Criteria and Procedures, Quality Assurance", 4th Ed., EPA-815-B-97-001, March 1997.

## 1. Personnel

1.1 **Director.** A laboratory's volume and scope of services may not require this position. However, there must be a person either in this position or an individual available for consultation meeting the same requirements as the Director. If the Director is also a supervisor, the requirements of 1.2 must also be met.

1.1.1 Academic training: Minimum bachelor's degree in science is required. If bachelor's degree is in a field other than chemistry, the individual should have the number of credit hours in chemistry equivalent to a minor in chemistry.

1.1.2 Experience: Minimum of 2 years of experience in an environmental laboratory.

1.2 **Supervisor.** Minimum requirements for the supervisor position are listed below. If the supervisor is also an instrument operator, the requirements of 1.3 are also to be met.

1.2.1 Academic training: Bachelor's degree in science that includes the number of credit hours in chemistry courses required for a major in chemistry.

1.2.2 Experience: Minimum of 1 year experience in chemical analysis of environmental samples.

1.3 **Instrument Operators.** Operators for the atomic absorption spectrophotometers, inductively coupled plasma atomic emission spectrometers, gas chromatographs, or gas chromatograph/mass spectrometers are required to meet the following minimum standards.

1.3.1 Academic training: Bachelor's degree in chemistry or related field. The analyst need not have a bachelor's degree if the immediate supervisor has a bachelor's degree in chemistry or related field or if the analyst has the number of credit hours in chemistry courses required for a major in chemistry.

1.3.2 Specialized training: If ICP or GC/MS instrumentation is used, satisfactory completion of a short course offered by equipment manufacturer, professional organization, university, or other qualified training facility is essential for these operators. Specialized training for other instruments is recommended.

1.3.3 Experience: Minimum of six months experience in the operation of AA, ICP, GC, or other major instrumentation. Minimum of 12 months experience in the operation of the GC/MS.

1.3.4 Initial qualification: After appropriate training, it is essential that the analyst demonstrate acceptable results in the analysis of an applicable QC or PT sample.

1.4 **Other Analysts.** The following are required minimum standards for the other analyst position.

1.4.1 Academic training: Minimum of high school diploma or equivalent.

1.4.2 Initial qualification: After being trained in a methods training course or by a fully qualified analyst, the person being trained shall demonstrate acceptable results in the analysis of an applicable QC or PT sample.

1.5 **Analysts and Operators in Training.** Data produced by analysts and instrument operators while in the process of obtaining the required training or experience are acceptable when reviewed and verified by a fully qualified analyst or the laboratory supervisor.

1.6 **Quality Assurance Officer.** It is recommended laboratories have a designated quality assurance officer with a minimum of a bachelor's degree in science and

knowledge of statistics and quality control procedures. Ideally, this position should be independent of the analytical personnel and should report directly to the laboratory director in matters relating to their function.

**1.7 Waiver of Academic Training Requirement.** IDNR may waive the need for specified academic training, on a case-by-case basis, for highly experienced analysts.

## **2. Laboratory Facilities**

The laboratory facilities must be clean, have temperature and humidity adequately controlled in the instrument areas and have adequate lighting at the bench top. It is important for the laboratory to have provisions for the proper storage and disposal of chemical wastes. Exhaust hoods are required for preparation, extraction and analysis where applicable.

It is recommended a minimum of 150 to 200 square feet/laboratory person be available. It is recommended that the laboratory contain at least 15 linear feet of usable bench space per analyst. Workbench space needs to be convenient to sink, water, gas, vacuum and electrical sources free of surges. It is recommended that the organic chemical facilities be separate from other facilities. The analytical and sample storage areas must be isolated from vehicle service or parking areas, motor fuel storage, and all other potential sources of contamination.

## **3. Laboratory Equipment and Instrumentation**

The laboratory is only required to have those instruments that are needed to perform the methods for which certification has been requested. The equipment must be in functioning order and meet the specifications given in the methodology.

## **4. General Laboratory Practices**

**4.1 Chemicals/reagents.** "Analytical reagent grade" (AR) chemicals or better must be used for analyses where possible. Consult Standard Methods for the Examination of Water and Wastewater", 18th Ed., part 1070C, pages 1-25 through 1-26 or other standard references for more detailed information on reagent grades.

**4.2 Laboratory safety.** While specific safety criteria are not an aspect of laboratory certification, laboratory personnel are expected to apply general and customary safety practices as a part of good laboratory procedure. Each laboratory is strongly encouraged to have a safety plan as part of their standard operating procedure (see OSHA requirements, especially 29 CFR 1910.1450). Where safety practices are included in a method, they must be strictly followed.

**4.3 Reagent water.** The laboratory is to have a source of reagent water having a sensitivity value greater than 0.5 megohms (less than 2.0 micromhos/cm) at 25C. High quality water meeting such specifications may be purchased from commercial suppliers. Quality of reagent water is best maintained by sealing from the atmosphere. Quality checks to meet specifications above should be made and documented at planned intervals based on use. This planned interval should not exceed one month.

Reagent water for organic analysis is to be free of interferences for the analytes being measured. It may be necessary to treat water with activated carbon to eliminate all interferences.

**4.4 Glassware preparation.** Glassware must be washed in a warm detergent solution and thoroughly rinsed first with tap water and then with reagent water. This cleaning procedure is sufficient for general analytical needs, but the individual procedures must be referred to for precautions to be taken against contamination of glassware. It is advantageous to maintain separate sets of suitably prepared glassware for the nitrate, mercury, and lead procedures due to the potential for contamination from the laboratory environment.

For organic analytes, glassware and sample bottles must be washed in a detergent solution and thoroughly rinsed first in tap water and then in reagent water. Glassware should have a final organic solvent rinse or must be baked at 400°C for 30 minutes and then dried or cooled in an area free of organic contamination. Glassware should be covered with organic-free aluminum foil during storage. Bottles and cap liners, used for collection of samples for determination of volatile organic chemicals (VOCs), should be dried at 105°C for 1 hr., sealed, and stored in an area free of volatile organics.

## **5. Analytical Methodology**

**5.1 Required methodology.** The approved analytical methods for solid waste analysis are those contained in USEPA SW-846. The SW-846 methods are performance based and are not prescriptive methods, and their analyte lists are not necessarily restrictive. As long as designated analytes can be determined in the matrix to be analyzed at necessary concentrations with documented accuracy and precision (i.e., quality assurance criteria are completely met and documented), then method modifications can be utilized.

**5.2 Methodology for which certification is not required.** Some samples need not be done by approved methodology. However, commonly accepted test methods should be used. These may be reviewed and noted by the laboratory appraisal officer.

## **6. Sample Collection, Handling and Preservation**

The manner in which samples are collected and handled is critical for obtaining valid data. A written sampling protocol with specific sampling instructions must be available to sample collectors and for inspection by IDNR. Sample collectors at landfills must follow the sampling protocol outlined in the hydrologic monitoring system plan developed for each landfill by the permit holder in accordance with guidelines in SW 846 and approved by IDNR. Containers and preservatives are specified in the appropriate methodology. Chain of custody should be maintained and documented for cases that may involve legal action. Laboratories not responsible for sampling should still be aware of regulatory requirements in order to properly advise their clients and evaluate possible errors in collection.

**6.1 Rejection of samples.** The laboratory must reject any sample taken for compliance purposes not meeting the criteria in 6.2 through 6.6 of this manual and notify the individual requesting the analyses. When analysis is performed that does not meet these

criteria, the laboratory must qualify the report of results explicitly and prominently, fully disclosing the nature of the deficiency(ies).

**6.2 Sample containers and preservation.** The type of sample container and the required preservative are listed in the methodology.

**6.3 Maximum holding times.** Samples must be analyzed within the maximum holding times listed in the methodology.

**6.4 Sample collection and transport.** When the laboratory has responsibility for sample collection, handling, and preservation, there needs to be strict adherence to correct sampling procedures, complete identification of the sample, and prompt transfer of the sample to the laboratory. If the laboratory is not responsible for sample collection, handling, and preservation, the sample custodian must check the samples for these items to the extent possible and document violations. The report of results must disclose the nature of the deficiency(ies).

**6.5 Sample collector.** The collector should be trained in sampling procedures and must adhere to sample collection instructions per IDNR regulations. Sampling for landfill groundwater monitoring must adhere to sample collection instructions per the hydrologic monitoring system plan approved for each landfill by IDNR.

**6.6 Sample report form.** The sample report form must contain the date, exact place and time of sampling; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. Indelible ink should be used.

## **7. Quality Assurance.**

**7.1 General requirements.** All quality control information must be available for inspection by IDNR at any time or by UHL during site visits. A manual of analytical methods and the laboratory's QA plan are also to be available to the analysts.

**7.1.1 QA Plan.** All laboratories analyzing compliance samples must adhere to defined quality assurance procedures. This is to insure routinely generated analytical data are scientifically valid and defensible and are of known and acceptable precision and accuracy. To accomplish these goals, each laboratory must prepare a written description of its quality assurance activities (a QA plan). The following items should be addressed in a QA plan:

- a. Sampling procedures;
- b. Sample handling procedures--specify procedures used to maintain integrity of all samples. Samples likely to be the basis for an enforcement action may require Chain-of-Custody procedures.
- c. Instrument or equipment calibration procedures and frequency of their use.
- d. Analytical procedures.
- e. Data reduction, validation and reporting
  - data reduction: conversion of raw data to final concentrations.
  - validation: includes insuring accuracy of data transcription and calculations.
  - reporting: includes procedures and format for reporting data to clients and IDNR

- f. Types of quality control (QC) checks and frequency of their use. This may include preparation of calibration curves, instrument calibrations, replicate analyses, use of external QC check samples, and use of QC charts.
- g. Preventive maintenance procedures and schedules.
- h. Specific routine procedures used to determine data precision and accuracy for each contaminant measured. Precision is based on the results of replicate analyses. Accuracy is normally determined by comparison of results with "known" concentrations in spiked media.
- i. Corrective action contingencies. Laboratory response after obtaining unacceptable results from analysis of PE samples and from internal QC checks.
- j. Laboratory organization and responsibility. Include a chart or table showing the laboratory organization and line of authority. List the key individuals who are responsible for ensuring the production of valid measurements and the routine assessment of measurement systems for precision and accuracy (e.g., who is responsible for internal audits and reviews of the implementation of the plan and its requirements).

The QA plan may be a separately prepared QA document or may incorporate, by reference, already available standard operating procedures (SOPs) that are approved by the laboratory director and address the listed items. If a particular listed item is not relevant, the QA plan should state this and provide a brief explanation (e.g., some laboratories do not collect samples and thus are not required to describe sampling procedures but should be aware of IDNR requirements for sampling). A laboratory QA plan should be concise but responsive to the above-listed items. Minimizing paperwork while improving dependability and quality of data are the intended goals. The QA plan should describe how and what the laboratory is actually doing, not theory or suggested practices.

7.1.2 Class S weights or better should be available to make periodic checks on balances. A record of these checks is to be available for inspection. The specific checks and their frequency are to be as prescribed in the laboratory's QA plan and the laboratory's operations manual, if appropriate. This frequency should not exceed annually.

**7.2 Analytical Quality Control.** The following are required for each method:

7.2.1 The laboratory must perform acceptably on PT samples at least annually by each method/matrix. The proficiency testing program in which the laboratory is enrolled must meet the criteria listed under "Criteria for Proficiency Programs" in this manual.

7.2.2 At least once each quarter, the laboratory must analyze a QC sample independent of the materials and preparation of calibration standards. If the specified limits are exceeded, corrective action is to be taken and documented, and a follow-up quality control standard analyzed as soon as possible to demonstrate the problem has been corrected.

7.2.3 Calibration and quality control must be followed as specified in the method. In general, a standard curve composed of at least a reagent blank and three

standards covering the sample concentration range are to be prepared. These standards should be from a different source than the quality control standard used for 7.2.2.

7.2.4 At the beginning of each day that samples are to be analyzed, the standard curve is to be verified by analysis of at least a reagent blank and one standard in the expected concentration range of the samples analyzed that day. All checks should be within established laboratory criteria of the standard curve or the system must be recalibrated.

7.2.5 If the reagent blank specified in 7.2.4 is not carried through the full analytical procedure, then some other blank (at least one per day) is to be carried through the entire analytical procedure. Results from reagent blanks should not exceed the laboratory's method reporting limit (see paragraph 7.2.8).

7.2.6 The laboratory must analyze known spikes and sample duplicates on a regular basis at a frequency of a minimum of 5% of the number of samples analyzed as a group (all samples being analyzed by the same procedure at one time). If the analyte is normally below the laboratory detection limit duplicate known spikes must be analyzed. The known spike and sample duplicate are to be analyzed through the complete analytical system. Corrective action is to be taken in accordance with the laboratory's QA plan if any duplicate or spike result is out of the laboratory's statistical acceptance range or as stated in the referenced method (generally not to exceed 100 +/- 40% for organic or 100 +/- 20% for inorganic analysis) unless the laboratory can demonstrate matrix effect in the case of matrix spikes. Statistically based acceptance limits should be established once sufficient data is available.

7.2.7 The laboratory must calculate traditional control limits on an on-going basis for each analyte. The laboratory may use quality control criteria in the sections above more stringent than those stated, if their experience with on-going analytical operations demonstrates such limits to be appropriate for their operations.

7.2.8 It is further recommended the laboratory calculate the MDL at least annually in accordance with the procedure given in 40 CFR Part 136, Appendix B.

## **8. Records and Data Reporting**

8.1 **Laboratory Records.** Records of chemical analyses are to be kept by the laboratory for a minimum of 5 years. This includes all raw data, calculations, and quality control data. These data files may be either manual or computer based. Hard copy should be developed as soon as possible and stored for recordkeeping purposes.

8.2 **Data Reporting.** All laboratory reports must contain the following information:

- a. The date, exact place and time of sampling.
- b. The dates analyses were performed.
- c. Who performed the analyses.
- d. The analytical techniques or methods used, and  
The results of such analyses.

Once the IDNR Solid Waste Section has adopted a water quality report format, all landfill data must be reported in that format.

## **REQUIREMENTS FOR MAINTAINING CERTIFICATION**

To maintain laboratory certification in Iowa, laboratories must meet the following requirements:

- a. Laboratories must use proper methodology for all analyses to be submitted to IDNR;
- b. Certified laboratories must satisfactorily analyze blind performance testing (PT) samples at least once annually by each method. Results must be submitted to IDNR or UHL along with a statement of method used within 30 days of receipt from the vendor;
- c. Laboratories must notify IDNR in writing within 15 days of major changes in personnel, equipment, laboratory facilities, or other change which might alter analytical capability.
- d. Laboratories must consent to a periodic site visit, normally at least every two years. However, an on-site evaluation may be conducted more frequently if the laboratory undergoes a major change or fails a PT sample, or if IDNR questions an aspect of data submitted which is not satisfactorily resolved.

## **CRITERIA AND PROCEDURE FOR DOWNGRADING/REVOKING CERTIFICATION STATUS**

**Criteria for Downgrading Certification Status.** A laboratory may be downgraded for any of the following reasons:

- a. Failure to analyze a PT sample annually within Iowa acceptance limits;
- b. Failure of a certified laboratory to notify IDNR within 30 days of changes which might impair analytical capability; or
- c. Failure to satisfy IDNR that the laboratory is maintaining the required standard of quality based on an on-site evaluation.

**Procedure for Downgrading.** If a laboratory is subject to downgrading on the basis of the indicated criteria, IDNR will notify the laboratory director or owner, in writing. The laboratory director will review the problems cited and, within 30 days of receipt of the letter, send a letter to IDNR specifying what corrective actions are being taken. IDNR will consider the adequacy of the response and notify the laboratory by mail of its certification status and may follow up to insure corrective actions have been taken.

During any phase of this procedure, a laboratory may request UHL to provide technical assistance to help identify and resolve any problem.

Once IDNR notifies a laboratory, in writing, that it has been downgraded to "provisional certification" the laboratory must correct its problem within 3 months for a procedural, administrative or minor equipment deficiency and 6 months for a major equipment deficiency. If the laboratory was downgraded because of a failure to analyze a performance evaluation sample within the acceptance limits, the laboratory must correct its problems and satisfactorily analyze another PT sample within 2 months of being notified.

**Criteria for Revoking Certification Status.** Laboratory certification may be revoked for the following reasons:

- a. Failure to analyze a PT sample within the Iowa acceptance limits for a provisionally certified laboratory;
- b. Failure to satisfy IDNR that the laboratory has corrected deviations identified during the on-site evaluation within 3 months for a procedural, administrative, or minor equipment deficiency or 6 months for a major equipment deficiency;
- c. Submission of a PT sample to another laboratory for analysis;
- d. Falsification of data or other deceptive practices;
- e. Failure to knowingly to not use required analytical methodology for analyses submitted to IDNR, or
- f. Failure to satisfy IDNR that the laboratory is maintaining the required standard of quality based on an on-site evaluation.
- g. Failure to properly report analytical results.

**Procedure for Revoking Certification.** IDNR will notify the laboratory of its intent to revoke certification by commencement of a contested case proceeding as provided in 561 IAC 7.5(2) and consistent with Code 17A.18.

Certification will be reinstated when and if the laboratory can demonstrate that all conditions of laboratory certification have been met through a new application for certification.

## **CRITERIA FOR LABORATORY PROFICIENCY EVALUATION PROGRAMS**

Laboratories must be enrolled in a blind proficiency testing program to receive certification under Iowa Department of Natural Resources (IDNR) regulations. Third-party testing programs are acceptable with approval by IDNR. To assure the adequacy of the evaluation of laboratory performance, the following criteria must be met by the third-party proficiency testing program.

- 1) The organization conducting the testing must be an independent proficiency testing organization not subject to influence by the laboratories enrolled in the proficiency testing program. The proficiency testing organization must have set QA procedures to ensure the validity of the test samples.
- 2) The program must be blind to the participating laboratories; that is, the true values, expected ranges other than very general orders of magnitude, or other identification that would provide assistance to a laboratory in determining the result must be unknown to the laboratory and remain so until past a cut-off date beyond which no results will be accepted by the proficiency testing organization.
- 3) The range of proficiency samples provided must include the analytes for which certification is being requested. At least one proficiency testing round per year must be conducted; many laboratories may wish more frequent rounds or the availability of remedial rounds.
- 4) Results of each proficiency testing round must be available by the proficiency testing organization within 90 days of issuance of the round. The report of results from the

proficiency testing organization must give the "true value" along with the laboratory's reported analysis. The proficiency testing organization should provide the results for any laboratory that requests it directly to IDNR or UHL, as well as to the submitting laboratory. However, it is the responsibility of the enrolled laboratory(ies) to ensure that the proficiency testing organization submits the results to IDNR or UHL or otherwise transmits the results to IDNR or UHL within 30 days of receipt.

**CERTIFICATION OF LABORATORIES  
ANALYZING SOLID WASTE SAMPLES FOR THE  
IOWA DEPARTMENT OF NATURAL RESOURCES**

**PRESURVEY INFORMATION**

**Please fill in appropriate information relevant to solid waste analyses only. Attach copies of the following documents, as available and applicable to these analyses:**

- **Quality Assurance Plan**
- **Sampling Instructions and Forms**
- **Example Analysis Report**
- **Proficiency Testing Program Results**

**Fill in appropriate information for those items for  
which certification is requested.**

**Return forms, fees and all material requested to:**

Iowa Department of Natural Resources  
Attention: Laboratory Certification  
Henry A. Wallace State Office Building  
PO Box 14573  
Des Moines IA 50603

**GENERAL**

Laboratory Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

QA Officer (Contact Person): \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX (if available): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**LABORATORY PERSONNEL**

Director

Name: \_\_\_\_\_

Degree(s): \_\_\_\_\_ Field(s): \_\_\_\_\_

Experience (years): \_\_\_\_\_ Environ.Lab Experience (years): \_\_\_\_\_

Supervisor(s)--use additional space or duplicate pages as necessary

Name: \_\_\_\_\_

Degree(s): \_\_\_\_\_ Field(s): \_\_\_\_\_

Experience (years): \_\_\_\_\_ Environ.Lab Experience (years): \_\_\_\_\_

Quality Assurance Officer

Name: \_\_\_\_\_

Degree(s): \_\_\_\_\_ Field(s): \_\_\_\_\_

Experience (years): \_\_\_\_\_ Environ.Lab Experience (years): \_\_\_\_\_

To whom does QA Officer report? \_\_\_\_\_

Is QA Officer independent of analyses? \_\_\_\_\_

Analysts--For each person, list their Name, Degree, Field of Study, Total Years of Experience, and Years of Experience in Environmental Laboratory Work. Use additional pages if necessary.

**ANALYSTS**

Name	Degree, Field	Yrs. Exper.	Yrs, Env Lab
------	---------------	-------------	--------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**OTHER ANALYSTS (Briefly Indicate Responsibility, e.g., "extractions")**

Name, Responsibility	Degree, Field	Yrs. Exper.	Yrs, Env Lab
----------------------	---------------	-------------	--------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **LABORATORY FACILITIES**

Approximate square footage, total:

Approximate square footage, instrumentation area(s):

Approximate linear feet of bench space:

Approximate square footage, extraction area:

Approximate linear feet of bench space:

Number and size (width) of fume hoods:

Other comments:

## **LABORATORY EQUIPMENT AND INSTRUMENTATION:**

Attach a list of major instrumentation used for solid waste analyses, including manufacturer, model number, appropriate options/capabilities (e.g., detectors for gas chromatographs) and year of purchase.

Equipment for Ancillary Methods, if used:

## **GENERAL LABORATORY PRACTICES**

Source(s) of calibration standards used;

Briefly describe system used to generate organic-free water for blanks:

Briefly describe any special measures taken to minimize potential for contamination in the laboratory:

Is a safety manual written and implemented for the laboratory?

## **ANALYTICAL METHODOLOGY**

Attach a list of analytical methods used and their dates/revision numbers.

## **SAMPLE COLLECTION, HANDLING AND PRESERVATION**

Attach copies of sampling instructions and forms provided to samplers.

Briefly describe sample storage facilities:

## **QUALITY ASSURANCE**

Attach a copy of the laboratory's QA plan.

Analytical quality control

Blind performance evaluation programs relevant to solid waste analyses that the lab participates in:

Submit copies of results in the last year along with identification of the methodology used for analysis of the PE sample.

Source of and frequency of external check samples for each method:

Frequency and type of blanks, duplicates and spikes for each method:

## **RECORDS AND DATA REPORTING**

How long are records, including raw data, kept?

Include a copy of an example analysis report of a solid waste sample.