Proposed Data Package Organization

A. Main Body/Summary Data
- **a.** Table of Contents
- **b.** Sample Log with ID numbers, cross referenced to field ID numbers if different
- **c.** Data Narrative. *Include type of samples analyzed, date samples received; condition and temperature (if applicable) of samples on arrival, especially samples that were defective, exceeded temperature guidance, or were outside of holding times; holding times; methods for storing, preparing, and analyzing samples; deviations from planned preparation or analysis; flagged data with discussion on reasons, significance, and corrective action; deviations from quality assurance requirements.*
- **d.** Sample Data Summaries with surrogate recoveries, internal standard recoveries, etc. (in CLP-like format).
- **e.** Chain of Custody and/or Request for Analysis Forms

B. Raw Data
- **a.** Run logs for each analytical batch – should include ID numbers for calibrations, samples, blanks, LCS, etc.
- **b.** Data results for each sample.
  - i. Sample ID name and number
  - ii. Analytical method followed
  - iii. Matrix type
  - iv. Date, time, and location of sample collection
  - v. Result of the sample analysis and units associated with the number value
  - vi. Method detection limits and reporting limits of instruments used for the specific analysis
  - vii. Surrogate, internal standard, etc. recoveries
  - viii. Duplicate analysis results
  - ix. Detailed Chromatogram Integration Report (as appropriate). *Include how compounds were identified, retention time, area under the curve, calculated amount, flag if the peak is manually integrated, documentation on how and why peak is manually integrated and scan vs. database for spectral matches. Spectra displays should include the scan number or retention time of the peak being scanned. Chromatogram and spectra displays must include the laboratory sample ID number, instrument number, and identity of the analyst performing the analysis.*
  - x. Additional analysis results as dictated by the specific method

C. Lab QA/QC. Provide information for each of the following grouped by analytical batch (other appropriate sub-category)
- **a.** Lab equipment used. *Include information on instrumentation, such as type, model number, serial number, specifications of column used, etc*
- **b.** Calibration data (including all analytes used in calibration)
- **c.** Blank (method, initial calibration, continuing calibration, etc.) results
- **d.** LCS/LCSD results with clearly referenced associated batch number
- **e.** Calibration verification (initial calibration, continuing calibration, etc.) results, as appropriate
- **f.** Instrument tuning results, as appropriate

D. Miscellaneous

a. Example Calculations. *For ANY and ALL calculations in the report, including units on everything. Equations must be explained in detail and contain any necessary references to equation development and data used in the equations.*
b. Certification that all methods and SOPs were correctly followed
c. Certification of Lab Accreditation (for all methods and analytes)