

EXAMPLE QUALITY ASSURANCE REPORT (9/30/2017-9/30/2019)

Results of QA/QC samples and analysis

In this section, report:

- The total number of samples collected
- The total number of samples that were intended to be collected
- Percent completeness (number collected/number intended to be collected)
- Number of blank, duplicate, and lab split samples
- Percentage of blank, duplicate, and lab splits (example dups/total samples)
- Percentage of blank, duplicate, and lab splits that did not meet acceptability criteria (example #dups that did not meet/total number of dups)
- The total percentage of samples that were QA/QC samples.

Report if any samples did not meet quality assurance requirements, and include a description of why those samples did not meet requirements and measures that were taken to correct the source of error.

Field Training and Field Audit Results

Report the dates and names of staff that participated in field training, as well as a description of field training activities. Also include the dates and results of field audits. Report any issues noted, if any corrective actions were necessary, and describe those actions and any follow up measures.

Changes to Standard Operating Procedures and Methods

Discuss any changes to your own standard operating procedures (if relevant) as well as any changes to sample collection and preservation methods.