

DWM WPP Color/Turb Lab Audit #*(year-type-audit#)*

Project:	Analysis Type:
Audit Date:	
Lab Analyst (and assistants):	
Auditor:	

1. PREPARATION	Yes	No	NA	
Is the analysis being performed supported by a QAPP?				
Is the analysis based on a SOP?				
Did the auditor read the SOP /QAPP before performing the audit?				
Did lab personnel have all necessary supplies and equipment?				
Gloves				
DI water				
Calibration standard(s) - unexpired				
Filters (for true color analysis)				
Incubator (E. coli)				
Has the instrument been calibrated (beginning of season)				
Did field personnel receive training in analysis techniques?				
PREPARATION:	Excel.	Good	Fair	Poor
Specific observations:				

2. SAFETY	Yes	No	NA	
Safety glasses and gloves used?				
Used chemical hood as needed?				
Properly handle waste materials from the analysis?				
Shower and eye wash have been tested (monthly)				
Smoking, eating, or drinking in the lab?				
SAFETY:	Excel.	Good	Fair	Poor
Specific observations:				

3. ANALYSIS	Yes	No	NA	
Analysis done within hold times?				
Cuvettes for color/turbidity in good condition? Checked for smudges?				
Correct settings on instruments?				
Blanks done and met DQOs				
Duplicates done and met DQOs				
Standard run and met DQOs				
Properly filter the sample(s) (true color)				
Dilutions done if needed.				
Lab cleaned up after use?				
ANALYSIS:	Excel.	Good	Fair	Poor

<i>Specific observations:</i>	
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4. DOCUMENTATION	Yes	No	NA
Was the field survey name entered for all samples (including dup. and blank)			
Was the correct lab batch number used?			
Was the lab batch number put in correctly? (TC17-Batch#-Sample#)			
Are the lab batches number correct (sequential)? (No duplicates or copy paste errors?)			
Are all OWMID values entered as appropriate?			
Does the lab blank have a sample date? OWMID? Sample time? (should not)			
Where the calculated columns copied by hand into lab bench sheet?			
Did the lab analyst(s) compare manual vs. electronic sheets for all fields to verify all data entered correctly?			
And Initial "Data entry QC" box for each row with manual handwriting?			
Was the file saved in the correct file folder?			
Was the file saved with the correct naming convention?			
Are there copy and paste or drag down errors with sample date or analysis date?			
Lab sheets filed in binder?			
DOCUMENTATION	Excel.	Good	Fair
<i>Specific observations:</i>			

FEEDBACK:

- ☐ Excellent; no changes recommended. Consistent with current DWM SOPs and good attention to detail; will likely result in high quality level of accuracy, precision, representativeness, and completeness.
- ☐ Good; send memorandum to DWM staff or to specific persons re: issue(s) brought up during audit. Minor deviations from current DWM SOPs, unlikely to affect the quality of the data collected.
- ☐ Meet with survey coordinator/crew after the survey has been completed to discuss specific issues and/or problems with the survey. Some procedures of the current DWM SOPs not followed, potentially affecting the data quality.
- ☐ Schedule re-training for survey crew (poor performance). DWM SOPs not followed; data quality potentially compromised. *Topic(s) of re-training:*

Signatures

 Auditor

Date

 Lab Analyst

Date