

Local Regulations	P F I	_____ _____
Non-hazardous Waste Disposal	P F I	_____ _____
Water Supply and Disposal	P F I	_____ _____
Proficiency Test Program		
Enrolled	P F I	_____ _____
Identification Supplied	P F I	_____ _____
Corrective Action Plan	P F I	_____ _____
Master File		
Letter of Certification	P F I	_____ _____
Quality Assurance Manual	P F I	_____ _____

All Certification Correspondence	P F I	<hr/> <hr/>
Organizational Chart	P F I	<hr/> <hr/>
Resumes	P F I	<hr/> <hr/>
Training Documentation	P F I	<hr/> <hr/>
Documentation of Competency	P F I	<hr/> <hr/>
Result Certificates	P F I	<hr/> <hr/>
All Data Generated During Testing	P F I	<hr/> <hr/>
Analytical Standards Certificates	P F I	<hr/> <hr/>
Quality Control Documentation	P F I	<hr/> <hr/>

Shipping/Receiving Supplies	P F I	_____ _____
Shipping/Receiving Samples	P F I	_____ _____
Equipment List	P F I	_____ _____
Maintenance Records	P F I	_____ _____
Calibration Certifications	P F I	_____ _____
Record Maintenance Schedule	P F I	_____ _____
Sample Handling		
Receiving Scale	P F I	_____ _____
Acceptance Criteria	P F I	_____ _____
Sample Identification	P F I	_____ _____

Sample Logging	P F I	_____ _____
Storage	P F I	_____ _____
Sample Retention	P F I	_____ _____
Disposal	P F I	_____ _____
Chain of Custody	P F I	_____ _____
Sample Prep		
Decortication	P F I	_____ _____
Subsample	P F I	_____ _____
Final Grind	P F I	_____ _____
Analytical Sample	P F I	_____ _____

Analytical Procedures		
Sample Identification	P F I	_____ _____
Method Reference	P F I	_____ _____
Special Instructions	P F I	_____ _____
Method Sequence	P F I	_____ _____
Reagents/Supplies Suitability	P F I	_____ _____
Equipment Suitability	P F I	_____ _____
Safety Measures	P F I	_____ _____
Testing Environment	P F I	_____ _____
Calibration	P F I	_____ _____

Quality Control Procedures	P F I	_____ _____
Acceptance Criteria	P F I	_____ _____
Corrective Action Plan	P F I	_____ _____
Data Recording	P F I	_____ _____
Signatures/Dates	P F I	_____ _____
Other/Special		
	P F I	_____ _____