**QAPP Worksheet #34: Data Verification and Validation Inputs**

**(UFP-QAPP Manual Section 5.2.1 and Table 9)**

**(EPA 2106-G-05 Section 2.5.1)**

This worksheet is used to list the inputs that will be used during data verification and validation. Inputs include planning documents, field records, and laboratory records. Data verification is a check that all specified activities involved in collecting and analyzing samples have been completed and documented and that the necessary records (objective evidence) are available to proceed to data validation. Data validation is the evaluation of conformance to stated requirements, including those in the contract, methods, SOPs and the QAPP. Examples of records subject to verification and validation are listed below. The actual inputs required should be based on the graded approach, as defined during project planning.

| **Item** | **Description** | **Verification**  **(completeness)** | **Validation**  **(conformance to specifications)** |
| --- | --- | --- | --- |
| **Planning Documents/Records** | | | |
| **1** | Approved QAPP | **X** |  |
| **2** | Contract | **X** |  |
| **4** | Field SOPs | **X** |  |
| **5** | Laboratory SOPs | **X** |  |
| **Field Records** | | | |
| **6** | Field logbooks | **X** | **X** |
| **7** | Equipment calibration records | **X** | **X** |
| **8** | Chain-of-Custody Forms | **X** | **X** |
| **9** | Sampling diagrams/surveys | **X** | **X** |
| **10** | Drilling logs | **X** | **X** |
| **11** | Geophysics reports | **X** | **X** |
| **12** | Relevant Correspondence | **X** | **X** |
| **13** | Change orders/deviations | **X** | **X** |
| **14** | Field audit reports | **X** | **X** |
| **15** | Field corrective action reports | **X** | **X** |
|  |  |  |  |
|  |  |  |  |
| **Analytical Data Package** | | | |
| **16** | Cover sheet (laboratory identifying information) | **X** | **X** |
| **17** | Case narrative | **X** | **X** |
| **18** | Internal laboratory chain-of-custody | **X** | **X** |
| **19** | Sample receipt records | **X** | **X** |
| **20** | Sample chronology (i.e. dates and times of receipt, preparation, & analysis) | **X** | **X** |
| **21** | Communication records | **X** | **X** |
| **22** | Project-specific PT sample results | **X** | **X** |
| **23** | LOD/LOQ establishment and verification | **X** | **X** |
| **24** | Standards Traceability | **X** | **X** |
| **25** | Instrument calibration records | **X** | **X** |
| **26** | Definition of laboratory qualifiers | **X** | **X** |
| **27** | Results reporting forms | **X** | **X** |
| **28** | QC sample results | **X** | **X** |
| **29** | Corrective action reports | **X** | **X** |
| **30** | Raw data | **X** | **X** |
| **31** | Electronic data deliverable | **X** | **X** |