

EM 200-1-1
1 Jul 94

APPENDIX L

SUPPLEMENTAL QUESTIONNAIRE
FOR
VALIDATION OF USACE DIVISION LABORATORIES

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SUPPLEMENTAL QUESTIONNAIRE FOR
VALIDATION OF USACE DIVISION LABORATORIES

This supplemental questionnaire is designed to elicit additional information from USACE division laboratories that serve as government Quality Assurance (QA) laboratories for the USACE HTRW programs. Please make a concerted effort to furnish the information as accurately and concisely as possible.

The preliminary questionnaire (Appendix E) is divided into seven sections. This supplemental questionnaire adds the eighth section to address the QA role of the government QA laboratories.

SECTION 8. QUALITY ASSURANCE CONTROLS

1. Are procedures documented for performing all of the required QA activities per ER 1110-2-263? Yes No If yes, please attach copies of any available SOPs to this questionnaire.

2. What kinds of QA activities does your laboratory engage in?

- Review and Comment on Project Documents
- Attend Project Meetings
- Perform Site Visits
- Receive/Review Incoming QA Samples

- Analyze QA Samples In-House
- Evaluate Contractor's Data
- Write Chemical QA Reports
- Other Activities (specify)

3. Summary of QA Staff. The primary duties of the QA staff should be the performance of QA duties as described in Item 2 above.

<u>Name</u>	<u>Title</u>	<u>Education</u>	<u>Yrs Exp</u>	<u>QA & Other Duties Performed</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. For the complete last fiscal year, how much chemistry work (in dollars) has your lab completed?

<u>In-House</u> _____	<u>Contracted Out</u> _____
HTRW Testing _____	HTRW Testing _____
Other Testing _____	Other Testing _____

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5. For the HTRW work described above, please check the chemical analyses that are routinely conducted in-house at your laboratory at the present time and those that will be conducted at your laboratory within the next couple years:

<u>Method</u>	<u>Parameters</u>	<u>Run Now</u>	<u>Run Later</u>
8240	Volatile Organics	_____	_____
8010	Halogenated Volatile Organics	_____	_____
8020	Aromatic Volatile Organics	_____	_____
8250/8270	Semivolatile Organics	_____	_____
8080	Organochlorine Pesticides	_____	_____
8080	Polychlorinated Biphenyls	_____	_____
8150	Chlorinated Herbicides	_____	_____
6010	Trace Metals (ICP)	_____	_____
7000s	Trace Metals (Flame AA)	_____	_____
7000s	Trace Metals (GFAA)	_____	_____
7470/7471	Trace Metals (Hg by CVAA)	_____	_____
418.1	Petroleum Hydrocarbons	_____	_____
8015M	Petroleum Hydrocarbons	_____	_____
8100/8310	Polynuclear Aromatic Hydrocarbons	_____	_____
8330	Nitroaromatics and Nitramines	_____	_____
9010/9012	Cyanide	_____	_____
9060	Total Organic Carbon	_____	_____
300s	Common Anions	_____	_____
1311	TCLP	_____	_____
Other analyses (Please list.)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. For the above HTRW work, how much work (in dollars) is conventional analytical work (or QC work) and how much work (in dollars) is used to perform the QA duties?

<u>In-House</u>	<u>Contracted Out</u>
QC Work _____	QC Work _____
QA Work _____	QA Work _____

7. Does your laboratory write Chemical Quality Assurance Reports? Yes [] No [] If yes, how many reports has your laboratory completed during last fiscal year? _____ Please attach copies of some representative reports to this questionnaire.
8. Please complete CHART L-1 (Page L-6) for all HTRW projects performed by your laboratory during last fiscal year. Make additional copies of CHART L-1 if needed.
9. Please complete the following chart for all commercial analytical chemistry laboratories that are under current contracts to support your laboratory. For each laboratory, please list the size and duration of the contract and the type of work each laboratory is performing for you.

<u>Lab Name/State</u>	<u>Contract Size/Duration</u>	<u>Type of Work</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX M

LIST OF ABBREVIATIONS, ACRONYMS,
FORMULAS, SYMBOLS, NUMBERS, AND TERMS