Montana DEQ - Waste Management and Remediation Division

Data Validation Summary Form (Version 1.3.0, Revised 1/26/18)

Please fill out the information below, using one form for each lab batch (one form can be used for multiple analytical methods). The form will grow and adjust, based on your responses. Please include a discussion regarding the sampling event in the report that is sent to DEQ with this form. For additional instructions, please click the Open Complete Instructions button.

Open Complete Instructions

Basic Questions View example (Note: example optimized for viewing in Chrome browser)

1. Site/Facility name	
2. Site code or facility ID (if applicable)	
3. Release ID (if applicable)	
4. Sample delivery group	
5. Name of DEQ-approved sampling plan	
6. Date DEQ approved the sampling plan	M/D/YY
7. Name of data validator	
8. Phone	
9. Date validated	M/D/YY

Field Collection Questions View example (Note: example optimized for viewing in Chrome browser)

10. Sample matrix	☐ Soil ☐ Sediment ☐ Surface water ☐ Groundwater ☐ Tap water ☐ Air (including soil gas) ☐ Other
11. Sample collection start date	M/D/YY
12. Sample collection end date	M/D/YY
13. Analytical methods used *Use Add Method button to list multiple methods. Enter any other methods in the field manually.*	Add Method / Delete Method — Analytical Method(s)

Laboratory-related Questions View example (Note: example optimized for viewing in Chrome browser)

14. Laboratory name and location	
15. Laboratory project ID	
16. Were samples received in good condition and at appropriate temperature, chain-of-custody forms complete, and all samples analyzed within holding times?	Yes ○ No ○ See Below ○ Comments
16a. Were chain-of-custody forms complete?	Yes ○ No ○ Comments

16b. Were samples received in good condition, preserved, and at appropriate temperature (VOA no headspace, appropriate pH, temperature 4° C +/- 2° for most samples)?	Yes ○	No ○		Comments
16c. Were the samples analyzed within method-specified or technical holding times?	Yes ○	No ○		Comments
17. Were all laboratory quality control procedures complied with and is data validated without qualifiers?	Yes ○	No ○	See Below ○	Comments
17a. Were all calibration verification results within acceptable limits?	Yes ○	No ○		Comments
17b. Were laboratory (method) blank samples free of contamination?	Yes ○	No ○		Comments
17c. Are the percent recoveries and relative percent differences of matrix spike and matrix spike duplicates within quality control limits?	Yes ○	No ○		Comments
17d. Are the laboratory control samples the same matrix as the samples and prepared the same as associated samples?	Yes ○	No ○		Comments
17e. Were laboratory control samples and laboratory control sample duplicate percent recoveries and relative percent differences within laboratory control limits?	Yes ○	No ○		Comments
17f. Were surrogate recoveries within laboratory quality control limits?	Yes ○	No ○		Comments
17g. Were the laboratory duplicate relative percent differences within data validation quality control limits?	Yes ○	No ○		Comments
18. Were the total number of lab method blanks at least 5% of the total number of samples, or as required by the method?	Yes ○	No ○		Comments
19. Were the total number of lab matrix spike samples prepared at least 5% of the total number of samples, or as required by the method?	Yes ○	No ○		Comments

20. Please list any project samples used for matrix spike/matrix spike duplicates.

Add Sample	Lab ID	Field Sample ID	Comments
Delete Sample			

21. Is the total number of laboratory control samples at least 5% of the total number of samples?	Yes ○	No ○	Comments

Consultant/Validator Questions View example (Note: example optimized for viewing in Chrome

22. Are the detection limits appropriate for the project (i.e. at or below screening levels)?	Yes ○	No ○	Comments
23. Are the reported units appropriate for the sample matrix (i.e. water results in ug/L, not mg/kg)?	Yes ○	No ○	Comments
24. Do the analytical methods comply with project requirements (e.g. in the SAP, work plan, or QAPP)?	Yes ○	No ○	Comments
25. Do the laboratory reports include all constituents requested to be analyzed on the chain-of-custody or under the sampling plan or other applicable document?	Yes ○	No ○	Comments
26. Is the number of sample blanks (e.g. equipment, trip, or field blanks) equal to at least 10% of the total number of samples, or as otherwise required?	Yes ○	No ○	Comments
27. Are field blanks free from contamination, duplicates collected as required, and field duplicate percent differences within data validation quality control limits?	Yes ○	No ○	See Below ○ Comments
27a. Were all blank samples free of analyte contamination?	Yes ○	No ○	Comments
27b. Were field duplicates collected as required?	Yes ○	No ○	Comments
27c. Are field duplicate relative percent differences within data validation quality control limits?	Yes ○	No ○	Comments

28. Please provide an Excel or CSV file to the DEQ project manager (via e-mail or CD) that lists all samples evaluated in this summary and lists any qualified data. ☐
Please use the following format:

Lab ID	Field Sample ID	Qualifiers	Comments (indicate whether the issue biases the results high or low)
Example 48310-2.31E	Example GW-1	R	Sample dropped in lab and unrecoverable
Example 48310-2.32D	Example GW-2		

Please use the following format for qualifiers. See EPA's National Functional Guidelines for more information on qualifiers for unique samples such as dioxins.

Qualifier	Explanation
C	Pesticide and Arochlor results confirmed with GC/MS
J-	Estimated value, may be biased low
J	Analyte identified, but concentration is estimated
J+	Estimated value, may be biased high
NJ	Tentatively identified compound
R	Sample result rejected
U	Analyte analyzed for, but not detected above quantitation limit
UJ	Analyte not detected above CRQL, but CRQL may be inaccurate
X	Pesticide and Arochlor results attempted using GC/MS, but unsuccessful

If you wish to manually enter qualified sample results, please use the table below.

Add Sample	Lab ID	Field Sample ID	Qualifiers	Comments (indicate whether the issue biases the results high or low)
Delete Sample				

29. What is the percent completeness (samples planned versus valid samples collected)? Comments

30. Was the completeness goal met? Yes No Comments

31. Does all data conform to analytical methods and data quality objectives specified for this project? Yes No Comments

32. Other general comments or observations?

Split Samples

33. Did DEQ collect split samples? Yes No Comments

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