



Commonwealth of Virginia  
Department of General Services  
Division of Consolidated Laboratory Services



**Laboratory Inspection Checklist - VELAP Chapter 45**

Laboratory Name: \_\_\_\_\_ DCLS ID: \_\_\_\_\_

Assessor Name: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

**STANDARD OPERATING PROCEDURES**

Y N N/A

**SOP**

- 1298    660 B 4 Laboratory support activities: The laboratory shall retain the following documents and data: Archived standard operating procedures.
- 1341    730 A 1 The laboratory shall have documented instructions on the use and operation of all relevant equipment, on the handling and preparation of samples, and for calibration or testing, where the absence of such instructions could jeopardize the calibrations or tests.
- 1342    730 A 2 All instructions, standards, manuals and reference data relevant to the work of the laboratory shall be maintained up to date and be readily available to the staff.
- 1343    730 B 1 Laboratories shall maintain SOPs that accurately reflect all phases of current laboratory activities such as assessing data integrity, corrective actions, handling customer complaints, and all test methods. These documents, for example, may be equipment manuals provided by the manufacturer or internally written documents. The test methods may be copies of published methods as long as changes or selected options in the methods are documented and included in the laboratory methods manual.
- 1344    730 B 2 The SOPs shall be organized. Each SOP shall clearly indicate the effective date of the document, the revision number and the signature or signatures of the responsible laboratory manager or managers.
- 1345    730 B 3 Copies of all SOPs shall be accessible to all personnel.
- 1346    730 C 1 SOPs for laboratory methods: The laboratory shall have and maintain an SOP for each certified analyte or test method.
- 1347    730 C 2 SOPs for laboratory methods: This SOP may be a copy of a published or referenced method or may be written by the laboratory. In cases where modifications to the published method have been made by the laboratory or where the referenced test method is ambiguous or provides insufficient detail, these changes or clarifications shall be clearly described.
- 1348    730 C 2 SOPs for laboratory methods: Each test method shall include or reference where applicable:  
\_\_\_ Identification of the test method;  
\_\_\_ Applicable matrix or matrices;  
\_\_\_ Limits of detection or quantitation;  
\_\_\_ Scope and application, including parameters to be analyzed;  
\_\_\_ Summary of the test method;  
\_\_\_ Definitions;  
\_\_\_ Interferences;  
\_\_\_ Safety;  
\_\_\_ Equipment and supplies;  
\_\_\_ Reagents and standards;  
\_\_\_ Sample collection, preservation, shipment and storage;  
\_\_\_ Quality control;  
\_\_\_ Calibration and standardization;  
\_\_\_ Procedure;  
\_\_\_ Data analysis and calculations;  
\_\_\_ Method performance;  
\_\_\_ Pollution prevention;  
\_\_\_ Data assessment and acceptance criteria for quality control measures;  
\_\_\_ Corrective actions for out-of-control data;  
\_\_\_ Contingencies for handling out-of-control or unacceptable data;  
\_\_\_ Waste management;  
\_\_\_ References; and,  
\_\_\_ Any tables, diagrams, flowcharts and validation data.

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### STANDARD OPERATING PROCEDURES

Y N N/A

#### SOP

- 1349    730 D 1 Test methods. Laboratories shall use (i) promulgated test methods in accordance with the Code of Federal Regulations; (ii) test methods stated in any current permit issued by Virginia Air Pollution Control Board, the Virginia Waste Management Board, or the State Water Control Board; or (iii) alternate test procedures approved by the board using the permit or the Department of Environmental Quality, including applicable quality assurance requirements, and sample preservation, container, storage, and holding time requirements.
- 1350    730 D 2 Test methods. The laboratory shall use appropriate test methods and procedures for all tests and related activities within its responsibility (including sample handling, transport and storage, preparation and analysis). The method and procedures shall be consistent with the accuracy required and with any standard specifications relevant to the calibrations or tests concerned.
- 1351    730 D 3 Test methods. When the use of reference test methods for a sample analysis is mandated, only those methods shall be used.
- 1352    730 D 4 Test methods. Where test methods are employed that are not required, as in the Performance Based Measurement System approach, the methods shall be fully documented and validated (see 730 E).