

## APPENDIX 8 – REPORTS and RECORDS

**Field and lab notebooks to be maintained**-Include hardbound notebooks or e-records documenting activities related to the project.

Laboratory:

Particulate filter weights

Laboratory conditions:

1. Temperature
2. Pressure
3. Relative humidity
4. Preventative and corrective maintenance records

Field examples include:

1. Site visit entries by any personnel
2. Preventative and corrective site maintenance
3. Instrument maintenance
4. Power failures and instrument changes

**Quality control records**-These include:

1. Span and zero checks
2. Flow checks
3. Calibration records
4. Certifications and traceabilities of standards

**Sample handling records**-Any records related to internal or external sample tracking to include shipper tracking records and internal chain of custody.

**Raw data**-This can include raw electronic data, filter media and trace recorder charts.

**Data Reports**-Will include:

1. Any data algorithms used to process the raw dataset.
2. Agency internal data management plans with flow charts.
3. The results of the verification process
4. The results of the validation process
5. The results of the data quality assessment which will state whether or not data provided meets the quality, quantity and type required.
6. Precision and Bias results and the equations used to calculate.
7. Completeness percentages.
8. List of any missing, invalidated or manipulated data with detailed information about each occurrence.
9. Validated dataset in both paper copy and electronic form. The electronic version to be in the new AQS format.

**Performance audit reports**-Summarize and include audits both external and internal (NPAP if applicable).

**System audits**- Summarize and include any system audits.