

APPENDIX I

BOILERPLATE LETTER

Date

Name

Address

City, State, Zip

Dear _____;

The Ohio EPA, Division of Hazardous Waste Management (DHWM) and the Division of Drinking and Ground Water (DDAGW) review analytical data as part of a general compliance assurance program. This program requires that analytical data that is submitted to the agency be reviewed for completeness and to determine whether the data quality objectives for which the data was generated have been met. One aspect of this program is an assessment of the validity of analytical data. Data validation is performed using the procedures and methods outlined in Ohio EPA's Data Validation Manual and checklists for data review. These documents can be found at the following website: http://www.epa.state.oh.us/dhwm/tier_i_data_validation_manual_.html.

The Ohio EPA has identified that certain information is absent from the following data report that prevents us from completing a data review. The data report in question contains the following information that will allow you to identify the correct data package and to identify the necessary information.

Facility Name:

Sample Report:

Sampling Date:

Sample ID(s):

Lab Sample ID(s): _____

Please provide the following data or information was not included within the data report.

We wish to thank you for your prompt attention to this matter so that Ohio EPA can complete its data review. Please don't hesitate to call me (Phone #) or (Tier II data Validator) if you need any clarification on our data requirements.

Thank you.

The following list of commonly omitted data quality parameters can assist the Ohio EPA personnel in preparing the boilerplate letter.

Completeness

- missing chain of custody
- missing sample receipt form or no indication that samples were received intact and properly preserved.
- missing data results
- missing quality control criteria, such as reporting limit, detection limit, surrogate recovery criteria, etc.
- missing laboratory QA officer signature
- missing batch ID (analytical and/or preparatory)
- missing data narrative
- missing field ID/laboratory ID correspondence sheet
- missing analytical method numbers (*i.e.*, from SW-846, ASTM, etc.)

TCLP Preparation

- missing TCLP fluid determination data.
- missing TCLP Fluid pH
- missing sample volume
- missing extraction Fluid Volume
- missing time on and off the tumbler
- missing temperature data
- missing final extraction pH
- missing % solids information and/or information multi-phasic wastes

Flashpoint

- missing benchsheet documentation, possibly including:
 - missing start and finish time of the analytical run
 - missing flashpoint duplicate results for samples
 - missing indication of standard used and/or results obtained for standard

pH

- missing calibration standard and results information

ORGANIC ANALYSIS

Batch Quality Control

- missing blank data
- missing matrix spike/matrix spike duplicate data
- missing laboratory control sample results
- missing dilution factor

Sample Specific Quality Control

- missing surrogate recovery data (or acceptable recovery ranges)

INORGANIC ANALYSIS

- missing pre-digestion spike recovery data
- missing post-digestion spike data
- missing data for the Method of Standard Additions (MSA)
- missing blank data