[Insert Logo here]

Laboratory Name

MDH State Lab Code

EPA Lab ID

NPDES Permit Number (if applicable)

# Demonstration of Capability (DOC) Form for Chemistry

**Do not use this form for Microbiology Testing DOCs. This form is intended as guidance only.**

**For specific requirements, please refer to** [**2009 TNI Standard, Vol. 1, Module 4**](http://nelac-institute.org/content/CSDP/standards.php)

Reference Method (with revision number and effective date)

SOP Number (with revision number and effective date)

**DOC Type**: [ ]  Initial [ ]  Ongoing

**Reason(s) for this DOC**:

[ ]  New Method

[ ]  Change to Procedure

[ ]  New Analyte Added to SOP

[ ]  New Instrument

[ ]  New Analyst

[ ]  Annual Demonstration (Ongoing)

**DOC Data Source**:
(What procedure did you use to perform this study?)

[ ]  Proficiency Testing Study (unknown to lab and analyst) Study ID: \_\_\_\_\_\_\_\_\_\_

[ ]  Actual Sample (e.g. effluent; sample with known, typical conc. range)

[ ]  QC Sample (e.g. Lab Control Sample, Lab Fortified Blank, CCV)

**Note**: The QC may be analyzed concurrently or over a series of days.

[ ]  Monitor Trends (e.g. review of control charts)

Target Analyte(s)

Matrix

Instrument Name (with ID #, Model #, and Serial #)

Prep Technique

Prep Analyst Name(s) (print)

Reported Units (values must be recorded in same units)

**Summary Chart**

(Only applicable to DOCs using ‘Actual Samples’ or ‘QC Samples’ for the data source. For all other DOC data sources, attach a copy of the raw data to this form. Recoveries must meet the criteria in your Quality Manual, as detailed here.)

\*Acceptable Recovery: \_\_\_\_\_\_\_\_ % to \_\_\_\_\_\_\_ %, Acceptable Standard Deviation or % RSD: \_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Analysis Date | Unique Lab Sample ID | True Value (if known) | Recovered Value | % Recovery | Pass/Fail\* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

Mean % Recovery \_\_\_\_\_\_ %, Std Deviation of Recovered Values \_\_\_\_\_\_\_\_, Relative Std Deviation \_\_\_\_\_\_ %

**□ PASS □ FAIL**

Analyst Name (print) Analyst Signature Approval Date

Reviewer/Manager Name (print) Reviewer/Manager Signature Approval Date

*Effective Date:
Edited by MNELAP, 2013*