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**Quality Assurance Manual**

for the

[laboratory name here]

[EPA labcode and MDH-assigned laboratory number, if available]

[street address for physical location of laboratory[

[city, state, zip for physical location]

Revision Record

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| --- | --- | --- | --- |
| **Rev. #** | **Author/Revisor/Reviewer** | **Review/Revision Date** | **Description of Review/Change** |
| [number: begins with Rev# 0 for initial document] | [name] |  |  |
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Reviewed by:

[name of reviewer/managing agent] Date

[title]

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## Section 1: Internal Auditing Procedures

[Include details for the laboratory’s plan to evaluate current practices to ensure compliance with the Minnesota Rules for certification as well as compliance with testing requirements for other state and federal requirements related to environmental testing.]

## Section 2: Collection and Transportation of Samples

[Include details as required in MN Rules 4740.2087, subpart 1]

## Section 3: Sample Tracking

[Include details as required in MN Rules 4740.2087, subparts 2 and 3 and

MN Rules 4740.2097]

## Section 4: Standards and Reagents

[Include details as required in MN Rules 4740.2089]

## Section 5: Equipment Maintenance

[Include details as required in MN Rules 4740.2091, subpart 2 and

MN Rules 4740.2093, subpart 2]

## Section 6: Accuracy and Precision of Data

[Include details as required in QC for chemistry MN Rules 4740.2100 and

QC for microbiology MN Rules 4740.2110

QC for radiochemistry MN Rules 4740.2120]

## Section 7: Data Validation

[Include details as required in MN Rules 4740.2095]

## Section 8: Sample Acceptance and Rejection

[Include details as required in MN Rules 4740.2087, subpart 3]

## Section 9: Corrective Actions

[Include details of the laboratory’s plan to correct failed PTs, MN Rules 4740.2070, subparts 9 and 10; and details of the laboratory’s plan to correct failed quality control as required for chemistry—MN Rules 4740.2100; for microbiology—MN Rules 4740.2110; and/or for radiochemistry—MN Rules 4740.2110]

## Section 10: Training and Education of Personnel

[Include details as required in 4740.2099]

## Section 11: Subcontracting Testing

[Include details for the laboratory’s selection process for and current use of subcontractors for any samples not tested in-house. Include details of the laboratory’s plan for use of subcontractors if testing normally conducted by the laboratory cannot be conducted, such as during equipment malfunction.]

## Section 12: Responding to Client Complaints

[Include details of the laboratory’s current practice of responding to client complaints.]

Laboratory name

Quality Assurance Manual

Revision #:

Effective Date: [enter date]