

Standard Operating Procedure Review

ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

Details	
Laboratory Name/Number	
Address or Location	
Date	
Assessor/Reviewer	
SOP Reference Number/Name	

Item Number	Procedures for the analysis of samples must contain: (In compliance with MN Rules, Chapter 4740.2065 and 2016 TNI Standard V1M2, section 4.2.8.5.)	SOP reference/ assessor comments
1	Identification of the test method	
2	Effective dates, revision dates, approval signatures for the procedures	
3	Applicable matrix/matrices or sample type used for the analysis (ex. Drinking water, groundwater, or solid and chemical materials)	
4	Detection limit and reporting limit/quantitation	
5	Scope and application, including components to be analyzed	
6	Summary of the test method	
7	Definitions	
8	Interferences/limitations of the procedure	
9	Safety precautions	
10	Equipment and supplies	
11	Reagents and standards	
12	Sample collection, preservation, shipment, and storage	
13	Quality control	
14	Calibration and standardization, including type and frequency	
15	Procedural steps in detail to allow reproducibility	
16	Data analysis and calculations	

STANDARD OPERATING PROCEDURE REVIEW

Item Number	Procedures for the analysis of samples must contain: (In compliance with MN Rules, Chapter 4740.2065 and 2016 TNI Standard V1M2, section 4.2.8.5.)	SOP reference/ assessor comments
17	Method performance	
18	Pollution prevention	
19	Data assessment/acceptance criteria for quality control measures	
20	Corrective actions for out-of-control data	
21	Handling unacceptable data	
22	Waste management	
23	References/Reference documentation	
24	Tables, diagrams, flowcharts, and validation data (where applicable)	

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ELAP-F-03 SOP review checklist
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