

STANDARD LABORATORY DOCUMENTATION PACKAGE

(updated on January 28, 2025)

EXAMPLE CONTENTS

1. OVERVIEW
2. ANALYTICAL DATA – A-BOTTLE ANALYSIS
 - 2.1. INITIAL TEST INFORMATION
 - 2.2. CONFIRMATION DATA – A-BOTTLE ANALYSIS
 - 2.3. ACCEPTANCE CRITERIA – A-BOTTLE ANALYSIS
3. LABORATORY REPORT – A-BOTTLE ANALYSIS
4. ANALYTICAL DATA – B-BOTTLE ANALYSIS
 - 4.1. CONFIRMATION DATA – B-BOTTLE ANALYSIS
 - 4.2. ACCEPTANCE CRITERIA – B-BOTTLE ANALYSIS
5. LABORATORY REPORT – B-BOTTLE ANALYSIS
6. SUPPORTING DOCUMENTS
 - 6.1. EXTERNAL CHAIN OF CUSTODY
 - 6.2. SPECIMEN INTERNAL CHAIN OF CUSTODY
 - 6.3. B-BOTTLE WITNESS FORM
 - 6.4. CONFIRMATION TEST DESCRIPTION
 - 6.5. A-BOTTLE CONFIRMATION DOCUMENTATION
 - 6.6. B-BOTTLE CONFIRMATION DOCUMENTATION
 - 6.7. LIST OF PERSONNEL SIGNATURES