



# LABORATORY

## HRMS DATA PACKAGES

### QUALITY CONTROL INFORMATION

SGS is committed to providing high-quality, legally defensible data. A comprehensive Quality Assurance program is integrated into all phases of the analytical procedures, from sample receipt to report generation and review. The laboratory regularly analyzes proficiency samples. Internal audits are performed annually, and external audits are performed by clients and certification bodies on an on-going basis.

### PROJECT QUALITY CONTROL (QC) DETAILS Level II Data Package

- One Laboratory Method Blank (LMB) and one Ongoing Precision and Recovery (OPR) Sample are analyzed in every analytical batch.
- Matrix Spikes, Matrix Spike Duplicates, and Field Duplicate samples are analyzed only at the request of the client.
- Internal Chain-of-Custody is available upon request.
- SGS's standard turnaround time (TAT) is 21 calendar days. SGS also offers several rush turnaround time options. Please contact the laboratory regarding available turnaround times and the associated surcharges.

- **Cover Letter**  
Table of Contents  
Toxic Equivalency Factors  
List of Qualifiers
- **Project Information**  
Chain-of-custody  
Any Client Communications  
Log-in Summary  
Sample Receipt Checklist
- **Analytical Results** (*inc. all raw data*)  
Samples  
Laboratory Method Blank  
Ongoing Precision and Recovery

**Full Data Package (Level IV)** *inc. Level II package plus:*

- **Sample Preparation Documents**  
Dry Weight Determination  
Extraction Log Paperwork  
Extract Cleanup Paperwork
- **Initial Calibration** (*inc. raw data; chromatograms*)  
Summary Table  
Injection Log  
Mass Resolution Check  
Window Defining Mix (WDM) Elution Times
- **Continuing Calibration** (*inc raw data; chromatograms*)  
Sample Run Log  
Mass Resolution Check  
Window Defining Mix (WDM) Elution Times  
Injection Prep Log

- **Summary Package**  
Cover Letter  
Toxic Equivalency Factors  
List of Qualifiers
- **Analytical Results** (*inc Standard Recovery Results*)  
Laboratory Method Blank Form 1's  
OPR & OPRD form 1's  
Sample Form 1's  
Project Information  
Chain-of-custody  
EDDs

*EDDs are available in several formats. Our standard is a CSV format, which is compatible with Microsoft EXCEL.*

*SGS is the world's leading inspection, verification, testing and certification company. Recognized as the global benchmark for quality and integrity, we employ 70,000 people and operate a network of more than 1,350 offices and laboratories around the world.*

**CONTACT OUR HRMS  
EXPERTS FOR MORE  
INFORMATION.**

[NA.ENVIRONMENTAL@SGS.COM](mailto:NA.ENVIRONMENTAL@SGS.COM)  
[WWW.DIOXIN.SGS.COM](http://WWW.DIOXIN.SGS.COM)