

ORGANICS COMPLETE SDG FILE (CSF) INVENTORY SHEET
FORM DC-2

| |
|------------------------------|
| LABORATORY NAME _____ |
| CITY/STATE _____ |
| CASE NO. _____ SDG NO. _____ |
| SDG NOs. TO FOLLOW _____ |
| MOD. REF. NO. _____ |
| CONTRACT NO. _____ |
| SOW NO. _____ |

All documents delivered in the Complete SDG File (CSF) must be original documents where possible.

| | <u>PAGE NOs</u> | | <u>CHECK</u> | |
|--|-----------------|-----------|--------------|--------------|
| | <u>FROM</u> | <u>TO</u> | <u>LAB</u> | <u>USEPA</u> |
| 1. <u>Inventory Sheet</u> (Form DC-2) (Do not number) | | | _____ | _____ |
| 2. <u>SDG Case Narrative</u> | _____ | _____ | _____ | _____ |
| 3. <u>SDG Cover Sheet/Traffic Report</u> | _____ | _____ | _____ | _____ |
| 4. <u>Trace Volatiles Data</u> | | | | |
| a. QC Summary | | | | |
| Deuterated Monitoring Compound Recovery (Form II VOA-1 and VOA-2) | _____ | _____ | _____ | _____ |
| Matrix Spike/Matrix Spike Duplicate Recovery (Form III VOA) (if requested by USEPA Region) | _____ | _____ | _____ | _____ |
| Method Blank Summary (Form IV VOA) | _____ | _____ | _____ | _____ |
| GC/MS Instrument Performance Check (Form V VOA) | _____ | _____ | _____ | _____ |
| Internal Standard Area and RT Summary (Form VIII VOA) | _____ | _____ | _____ | _____ |
| b. Sample Data | _____ | _____ | _____ | _____ |
| TCL Results - Organics Analysis Data Sheet (Form I VOA-1 and VOA-2) | | | _____ | _____ |
| Tentatively Identified Compounds (Form I VOA-TIC) | | | _____ | _____ |
| Reconstructed total ion chromatograms (RIC) for each sample | | | _____ | _____ |
| For each sample: | | | | |
| Raw Spectra and background-subtracted mass spectra of target compounds identified | | | _____ | _____ |
| Quantitation reports | | | _____ | _____ |
| Mass Spectra of all reported TICs with three best library matches | | | _____ | _____ |
| c. Standards Data (All Instruments) | _____ | _____ | | |
| Initial Calibration Data (Form VI VOA-1, VOA-2, VOA-3) | | | _____ | _____ |
| RICs and Quantitation Reports for all Standards | | | _____ | _____ |
| Continuing Calibration Data (Form VII VOA-1, VOA-2, VOA-3) | | | _____ | _____ |
| RICs and Quantitation Reports for all Standards | | | _____ | _____ |
| d. Raw/Quality Control (QC) Data | | | _____ | _____ |
| BFB | _____ | _____ | _____ | _____ |
| Blank Data | _____ | _____ | _____ | _____ |

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| Matrix Spike/Matrix Spike Duplicate Data (if requested by USEPA Region) | _____ | _____ | _____ | _____ |
| e. Trace SIM Data (Place at the end of the Trace Volatiles Section) | _____ | _____ | _____ | _____ |
| [Form I VOA-SIM; Form II VOA-SIM1 and VOA-SIM2; Form IV-VOA-SIM; Form VI VOA-SIM; Form VII VOA-SIM; Form VIII VOA-SIM; and all raw data for QC, Samples, and Standards.] | | | | |
| 5. <u>Low/Med Volatiles Data</u> | | | | |
| a. QC Summary | | | | |
| Deuterated Monitoring Compound Recovery (Form II VOA-1, VOA-2, VOA-3, VOA-4) | _____ | _____ | _____ | _____ |
| Matrix Spike/Matrix Spike Duplicate Recovery (Form III VOA-1 and VOA-2) (if requested by USEPA Region) | _____ | _____ | _____ | _____ |
| Method Blank Summary (Form IV VOA) | _____ | _____ | _____ | _____ |
| GC/MS Instrument Performance Check (Form V VOA) | _____ | _____ | _____ | _____ |
| Internal Standard Area and RT Summary (Form VIII VOA) | _____ | _____ | _____ | _____ |
| b. Sample Data | _____ | _____ | | |
| TCL Results - Organics Analysis Data Sheet (Form I VOA-1 and VOA-2) | | | _____ | _____ |
| Tentatively Identified Compounds (Form I VOA-TIC) | | | _____ | _____ |
| Reconstructed total ion chromatograms (RIC) for each sample | | | _____ | _____ |
| For each sample: | | | | |
| Raw Spectra and background-subtracted mass spectra of target compounds identified | | | _____ | _____ |
| Quantitation reports | | | _____ | _____ |
| Mass Spectra of all reported TICs with three best library matches | | | _____ | _____ |
| c. Standards Data (All Instruments) | _____ | _____ | | |
| Initial Calibration Data (Form VI VOA-1, VOA-2, VOA-3) | | | _____ | _____ |
| RICs and Quantitation Reports for all Standards | | | _____ | _____ |
| Continuing Calibration Data (Form VII VOA-1, VOA-2, VOA-3) | | | _____ | _____ |
| RICs and Quantitation Reports for all Standards | | | _____ | _____ |
| d. Raw/Quality Control (QC) Data | | | | |
| BFB | _____ | _____ | _____ | _____ |
| Blank Data | _____ | _____ | _____ | _____ |

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| Martix Spike/Matrix Spike Duplicate Data (if requested by USEPA Region) | _____ | _____ | _____ | _____ |
| 6. <u>Semivolatiles Data</u> | | | | |
| a. QC Summary | | | | |
| Deuterated Monitoring Compound Recovery (Form II SV-1, SV-2, SV-3, SV-4) | _____ | _____ | _____ | _____ |
| Matrix Spike/Matrix Spike Duplicate Recovery Summary (Form III SV-1 and SV-2) (if requested by USEPA Region) | _____ | _____ | _____ | _____ |
| Method Blank Summary (Form IV SV) | _____ | _____ | _____ | _____ |
| GC/MS Instrument Performance Check (Form V SV) | _____ | _____ | _____ | _____ |
| Internal Standard Area and RT Summary (Form VIII SV-1 and SV-2) | _____ | _____ | _____ | _____ |
| b. Sample Data | | | | |
| TCL Results - Organics Analysis Data Sheet (Form I SV-1 and SV-2) | _____ | _____ | _____ | _____ |
| Tentatively Identified Compounds (Form I SV-TIC) | _____ | _____ | _____ | _____ |
| Reconstructed total ion chromatograms (RICs) for each sample | _____ | _____ | _____ | _____ |
| For each sample: | _____ | _____ | | |
| Raw Spectra and background-subtracted mass spectra of target compounds | | | _____ | _____ |
| Quantitation reports | | | _____ | _____ |
| Mass Spectra of TICs with three best library matches | | | _____ | _____ |
| GPC chromatograms (if GPC is required) | | | _____ | _____ |
| c. Standards Data (All Instruments) | _____ | _____ | | |
| Initial Calibration Data (Form VI SV-1, SV-2, SV-3) | | | _____ | _____ |
| RICs and Quantitation Reports for all Standards | | | _____ | _____ |
| Continuing Calibration Data (Form VII SV-1, SV-2, SV-3) | | | _____ | _____ |
| RICs and Quantitation Reports for all Standards | | | _____ | _____ |
| d. Raw QC Data | | | | |
| DFTPP | _____ | _____ | _____ | _____ |
| Blank Data | _____ | _____ | _____ | _____ |
| MS/MSD Data (if requested by USEPA Region) | _____ | _____ | _____ | _____ |
| e. Raw GPC Data | _____ | _____ | _____ | _____ |

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| f. Semivolatile SIM Data | _____ | _____ | _____ | _____ |
| [Form I SV-SIM; Form II SV-SIM1 and SV-SIM2; Form III SV-SIM1 and SV-SIM2 (if required); Form IV SV-SIM; Form VI SV-SIM; Form VII SV-SIM; Form VIII SV-SIM1 and SV-SIM2; and all raw data for QC, Samples, and Standards.] | | | | |
| 7. <u>Pesticides Data</u> | | | | |
| a. QC Summary | | | | |
| Surrogate Recovery Summary (Form II PEST-1 and PEST-2) | _____ | _____ | _____ | _____ |
| Matrix Spike/Matrix Spike Duplicate Recovery Summary (Form III PEST-1 and PEST-2) | _____ | _____ | _____ | _____ |
| Laboratory Control Sample Recovery (Form III PEST-3 and PEST-4) | _____ | _____ | _____ | _____ |
| Method Blank Summary (Form IV PEST) | _____ | _____ | _____ | _____ |
| b. Sample Data | _____ | _____ | | |
| TCL Results - Organics Analysis Data Sheet (Form I PEST) | | | _____ | _____ |
| Chromatograms (Primary Column) | | | _____ | _____ |
| Chromatograms from second GC column confirmation | | | _____ | _____ |
| GC Integration report or data system printout | | | _____ | _____ |
| Manual work sheets | | | _____ | _____ |
| For pesticides by GC/MS | | | | |
| Copies of raw spectra and copies of background-subtracted mass spectra of target compounds (samples & standards) | | | _____ | _____ |
| c. Standards Data | _____ | _____ | | |
| Initial Calibration of Single Component Analytes (Form VI PEST-1 and PEST-2) | | | _____ | _____ |
| Toxaphene Initial Calibration (Form VI PEST-3 and PEST-4) | | | _____ | _____ |
| Analyte Resolution Summary (Form VI PEST-5, per column) | | | _____ | _____ |
| Performance Evaluation Mixture (Form VI PEST-6) | | | _____ | _____ |
| Individual Standard Mixture A (Form VI PEST-7) | | | _____ | _____ |
| Individual Standard Mixture B (Form VI PEST-8) | | | _____ | _____ |
| Individual Standard Mixture C (Form VI PEST-9 and PEST-10) | | | _____ | _____ |
| Calibration Verification Summary (Form VII PEST-1) | | | _____ | _____ |
| Calibration Verification Summary (Form VII PEST-2) | | | _____ | _____ |
| Calibration Verification Summary (Form VII PEST-3) | | | _____ | _____ |

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| Calibration Verification Summary (Form VII PEST-4) | | | _____ | _____ |
| Analytical Sequence (Form VIII PEST) | | | _____ | _____ |
| Florisil Cartridge Check (Form IX PEST-1) | | | _____ | _____ |
| Pesticide GPC Calibration (Form IX PEST-2) | | | _____ | _____ |
| Identification Summary for Single Component Analytes (Form X PEST-1) | | | _____ | _____ |
| Identification Summary for Toxaphene (Form X PEST-2) | | | _____ | _____ |
| Chromatograms and data system printouts A printout of Retention Times and corresponding peak areas or peak heights | | | _____ | _____ |
| d. Raw QC Data | | | | |
| Blank Data | _____ | _____ | _____ | _____ |
| Matrix Spike/Matrix Spike Duplicate Data | _____ | _____ | _____ | _____ |
| Laboratory Control Sample Data | _____ | _____ | _____ | _____ |
| e. Raw GPC Data | _____ | _____ | _____ | _____ |
| f. Raw Florisil Data | _____ | _____ | _____ | _____ |
| 8. <u>Aroclor Data</u> | | | | |
| a. QC Summary | | | | |
| Surrogate Recovery Summary (Form II ARO-1 and ARO-2) | _____ | _____ | _____ | _____ |
| Matrix Spike/Matrix Spike Duplicate Summary (Form III ARO-1 and ARO-2) | _____ | _____ | _____ | _____ |
| Laboratory Control Sample Recovery (Form III ARO-3 and ARO-4) | _____ | _____ | _____ | _____ |
| Method Blank Summary (Form IV ARO) | _____ | _____ | _____ | _____ |
| b. Sample Data | _____ | _____ | | |
| TCL Results - Organics Analysis Data Sheet (Form I ARO) | | | _____ | _____ |
| Chromatograms (Primary Column) | | | _____ | _____ |
| Chromatograms from second GC column confirmation | | | _____ | _____ |
| GC Integration report or data system printout | | | _____ | _____ |
| Manual work sheets | | | _____ | _____ |
| For Aroclors by GC/MS | | | | |
| Copies of raw spectra and copies of background-subtracted mass spectra of target compounds (samples & standards) | | | _____ | _____ |

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| c. Standards Data | | | | |
| Aroclors Initial Calibration (Form VI ARO-1, ARO-2, and ARO-3) | | | | |
| Calibration Verification Summary (Form VII ARO-1) | | | | |
| Analytical Sequence (Form VIII ARO) | | | | |
| Identification Summary for Multicomponent Analytes (Form X ARO) | | | | |
| Chromatograms and data system printouts A printout of Retention Times and corresponding peak areas or peak heights | | | | |
| d. Raw QC Data | | | | |
| Blank Data | | | | |
| Matrix Spike/Matrix Spike Duplicate Data | | | | |
| Laboratory Control Sample (LCS) Data | | | | |
| e. Raw GPC Data (if performed) | | | | |
| | | | | |
| 9. <u>Miscellaneous Data</u> | | | | |
| Original preparation and analysis forms or copies of preparation and analysis logbook pages | | | | |
| Internal sample and sample extract transfer chain-of-custody records | | | | |
| Screening records | | | | |
| All instrument output, including strip charts from screening activities (describe or list) | | | | |
| | | | | |
| 10. <u>EPA Shipping/Receiving Documents</u> | | | | |
| Airbills (No. of shipments _____) | | | | |
| Chain of Custody Records | | | | |
| Sample Tags | | | | |
| Sample Log-in Sheet (Lab & DC-1) | | | | |
| Miscellaneous Shipping/Receiving Records (describe or list) | | | | |
| | | | | |
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| 11. <u>Internal Lab Sample Transfer Records and Tracking Sheets</u> (describe or list) | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

12. **Other Records** (describe or list)

| | | | | |
|-----------------------------|--|--|--|--|
| Telephone Communication Log | | | | |
| | | | | |
| | | | | |

13. **Comments**

| | | | |
|---------------|-------------|----------------------|--------|
| Completed by: | | | |
| (CLP Lab) | (Signature) | (Printed Name/Title) | (Date) |
| Verified by: | | | |
| (CLP Lab) | (Signature) | (Printed Name/Title) | (Date) |
| Audited by: | | | |
| (USEPA) | (Signature) | (Printed Name/Title) | (Date) |