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### **Test Methods - Standard Operating Procedures**

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Please provide a detailed response to the items below. If more space is needed additional pages may be added.

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Laboratory Name:

Primary Contact Name, Email, and Phone Number:

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1. List all analytes and matrices tested by the method.

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3. Please list the following:

a. Brand name and model of instrumentation used.

b. Other equipment used for testing (e.g. balance, centrifuge, vials).

c. List and describe procedure(s) for making reagents, solutions, standards, and reference materials used in the method.

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4. Provide the method sensitivity, which may include the LOD and LOQ for each analyte tested.

5. Describe the types, frequency, and acceptance criteria for quality control samples.

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6. Describe the types, frequency, and acceptance criteria for calibration standards.

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7. Describe the procedure for analyzing analytical batch samples.

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8. Describe corrective action procedures used when LQC samples fail.

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9. Provide calculations used, if any.

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10. Describe any potential interferences with the analysis.

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11. Specify the ISO/IEC 17025 accreditation body and accreditation or certificate number for the method, if applicable.

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12. Signature of supervisory or management laboratory employee:

Date:

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Applicant Signature

Date Signed

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