DATA PACKAGE COVER PAGE AND CHECKLIST

The laboratory shall compile and generate one data package for each representative sample that the laboratory analyzes, prior to release of the COA. This form shall be signed and dated by the reviewing supervisory or management laboratory employee meeting the responsibilities and qualifications under 16 CCR section 5737.

Laboratory Name:		
Reviewing Supervisory or Management Laboratory Employee Name:	Email:	Phone Number:
Laboratory Premises Address:		License Number:

For each test method provide the name, title, and signature of the laboratory employee that performed the sample preparation, analyses, data review, and final approval:

Test Method	Sample Preparation	Sample Analysis	Data Review	Final Approval
Cannabinoids				
Foreign Material				
Heavy Metals				
Microbial Impurities				
Mycotoxins				
Moisture Content and Water Activity				
Residual Pesticides				
Residual Solvents and Processing Chemicals				
Terpenoids				

1. At a minimum, the data package shall contain the following (indicate the number of pages for each, if none, indicate as "N/A"):

a. All raw data for batch LQC sample results including date stamped instrument raw data, such as chromatograms for each LQC sample, if any. Raw data is data exported directly from the instrumentation used in the measurement. This includes, but is not limited to, LQC sample concentration determination, chromatograms, qPCR graphs and Cq values. ☐

b. All raw data for batch sample results including date stamped instrument raw data, such as chromatograms for each sample, if any. This includes, but is not limited to, sample concentration determination, chromatograms, qPCR graphs and Cq values. ☐

c. Instrument test method with parameters, if any. ☐

d. Instrument tune report, if any. ☐

e. Instrument calibration data, if any. Instrument calibration data includes, but is not limited to, calibration standard concentrations, calibration curves, chromatograms and the Coefficient of Determination (r^2). ☐

f. LQC sample report that includes LQC acceptance criteria, measurements, analysis date, and matrix. ☐

g. Worksheets, forms, pictures, or copies of laboratory notebook pages and any other pertinent documentation related to the identification and traceability of all reagents, reference materials, and standards used for analysis. ☐

h. Analytical sequence, if any. ☐

i. Shipping manifest, as required under 16 CCR section 5314. ☐

j. The COC form, as required under 16 CCR section 5706. ☐

k. The completed COA, as required under 16 CCR section 5726. ☐

2. After the data package is compiled, and prior to the release of the COA, the supervisory or management laboratory employee shall do all of the following, and initial and date the items listed below indicating the tasks were completed:

a. Review the analytical results for technical correctness and completeness, including ensuring LQC samples meet the acceptance criteria prescribed in 16 CCR section 5730.

Initials: Date:

b. Verify that the results of each analysis carried out by the laboratory are reported accurately, clearly, unambiguously, and objectively.

Initials: Date:

By signing and dating below, the supervisory or management laboratory employee is attesting that they have reviewed the complete data package, and approve of the contents and laboratory results.

3. Signature of supervisory or management laboratory employee:	Date:

DISCLOSURES

Mandatory Submission

Submission of the requested information is mandatory unless otherwise noted. Failure to provide any of the required information may result in disciplinary action.