**QAPP Worksheet #23: Analytical SOP’s**

**(UFP-QAPP Manual Section 3.2.1)**

**(EPA 2106-G-05 Section 2.3.4)**

This worksheet documents information about the specific sample preparation and analytical procedures to be used, which is important for measurement traceability. Screening data are used for interim investigations and/or will not be used for final risk assessment or site assessment decisions unless they have been confirmed with definitive procedures. SOPs for all sample preparation and analytical procedures must be current and referenced whether these activities are performed in the field or in an off-site laboratory. If this information is not known at the time the QAPP is being prepared (i.e., laboratory selection has not occurred), it is acceptable to enter “TBD” for the required information. This worksheet must be completed, however, before the QAPP is approved. If required by the project, copies of the SOPs should be included as a hardcopy or electronic appendix. The project team should review all SOPs to make sure they are either 1) sufficiently prescriptive to be implemented as written or 2) modified as necessary for this project. If an SOP provides more than one procedure or option [e.g., extraction procedures for analytes of different concentration levels (SW5035), sulfur cleanup options (SW3660), or derivatization techniques (SW8151)], the specific option being implemented must be noted. This worksheet must summarize planned modifications to existing SOPs, and modifications should be clearly noted on the copies of the SOPs themselves. All personnel responsible for implementing sample preparation and analytical SOPs must have access to the specific SOPs they are using.

| **SOP #** | **Title, Date, and URL (if available)** | **Definitive or Screening Data** | **Matrix/Analytical Group** | **SOP Option or**  **Equipment Type** | **‡Modified for Project?**  **Y/N** |
| --- | --- | --- | --- | --- | --- |
| BR549 | *Mercury by Semi-Automated Cold Vapor Atomic Absorption, 09/15/11 -- rev. 5.7, 7470A/7471A* | Definitive | Soil/metals | CVAA | Y- A 2.00-g soil sample is digested. |
| JB007 | *Acid Digestion of Sediments, Sludges, and Soils Using Block Digestion, 09/09/11, rev 1.5, 3050B* | Definitive | Soil/metals | Hot Block digestion | N |
| BR035 | *Closed System Purge-and-Trap/Extraction for VOCs in Soil and Waste, 04/01/11, Rev 2, 5035* | Definitive | Soil/VOCs | Low-level, closed-system purge and trap | N |
| BR151 | *Field Screening for Vapor Intrusion using portable GC/MS* | Screening | Indoor air | Hapsite GC/MS | N |

‡ A brief summary of project-specific SOP modifications must be provided on this worksheet or referenced.