

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

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Title: Data Review Requirements		
Revision: 1	Replaces: 09/01/99	Effective: 07/01/04

1. Purpose:

To provide standard procedures for data review by USDA/AMS Pesticide Data Program (PDP) participating facilities.

2. Scope:

This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedures:

- 5.1 Data Package Contents
- 5.2 Data Review
- 5.3 Responsibilities

4. References:

USDA/AMS PDP Quality Assurance-Technical Meeting, May 18-20, 2004
USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
Good Laboratory Practices, 40 CFR Part 160, Environmental Protection Agency (EPA)

5. Specific Procedures to be Followed:

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

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5.1 Data Package Contents

Each data package shall contain, at minimum, the following: instrument methods (data acquisition, calibration/standardization, and data analysis parameters); injection sequences; chromatograms of samples, standards, reagent blanks, matrix blanks, and matrix spikes; PDP Sample Information Forms (SIFs); Laboratory Information Forms (LIFs); QA Recovery Data Forms; and documentation of technical and QA review. Additional elements of the data package shall be at the discretion of the local TPM and QAU.

5.2 Data Review

a. General

1. Chain-of-custody is maintained. Samples are properly logged as specified in PDP-LABOP-01.
 2. The data package is clearly labeled with a minimum of year, month, and commodity.
 3. All data is legibly recorded in permanent blue or black ink.
 4. All errors are corrected using single-line cross out. Each correction is dated, initialed, and annotated as required in PDP-DATA-01.
 5. All marker compounds are spiked and meet criteria as specified in PDP-QC-04. Any failure to meet criteria is investigated and documented by the Technical Program Manager or designee per PDP-QC-04.
 6. All appropriate QA/QC samples are prepared and meet criteria as specified in PDP-QC-04. Any failure to meet criteria is investigated and documented by the Technical Program Manager or designee per PDP-QC-04.
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7. All results are correctly entered and annotated on the QA Recovery Data Form and Laboratory Information Form (LIF), including BQLs, presumptive tolerance violations (PTVs), etc.
- b. Methods and Sequences
1. All instrument methods and sequences are printed and dated and initialed by the analyst. Exceptions are mass spectrometer methods containing large calibration tables. Exceptions shall be agreed upon by the Technical Program Manager and QAU and shall be documented.
 2. Each sequence shall identify the analyst, instrument, column, and unique identifier for that sequence.
 3. Calibration data are included and are correctly updated.
- c. Standards
1. All standards are traceable. Refer to PDP-STD-01 documentation and coding requirements.
 2. All calculations are done using a calibration curve or single-point calculation as specified in PDP-DATA-03, sections 5.3 and 5.4.
 3. Calibration integrity is performed as required in PDP-DATA-03. Any failure to meet the specified criteria is documented.
- d. Chromatograms
1. All chromatograms are labeled as required in PDP-DATA-01, section 5.3. At minimum, the following is included on each chromatogram or cover sheet generated for that analytical run: analyst, instrument, column, method, sequence, commodity, and date of analysis.
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2. All reported peaks are correctly identified.
3. Retention times are within approved limits.
4. All reprocessed chromatograms and associated reports are clearly labeled.
5. All reinjections, reextractions, etc. are clearly identified and documented.
6. All positive findings are confirmed per PDP-DATA-03.

5.3 Responsibilities

Each data package shall be reviewed, at minimum, as documented in this Standard Operating Procedure (SOP). Each data package shall undergo review by the technical section for accuracy and completeness prior to submission to the QAU. Each data package shall also undergo review by the QAU for integrity of the overall quality system and adherence to PDP criteria. The QAU shall have access to all documentation necessary to achieve this objective. Both technical and QA reviews shall be documented.

Following QAU review of a data package, that data may not be changed by any laboratory personnel unless as a response to comments/concerns/recommendations by the QAU. All corrective actions taken as a result of QA findings shall be documented.



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Gail Parker

6-16-04

Reviewed By: Gail Parker
Presiding Member of PDP QA Committee
Florida Department Agriculture and Consumer Services
Chemical Residue Laboratory
3125 Conner Boulevard, Building 3
Tallahassee, FL 32399-1650
(850) 410-3057

Date

Diana Haynes

6-18-04

Approved By: Diana Haynes
Technical Director, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Date

