

**Active Standard Operating Procedures (SOPs) for  
Pesticide Data Program (PDP) Laboratories  
June 1, 2023**

**ADMINISTRATIVE PROCEDURES (Sampling and Laboratory)**

PDP-ADMIN	Administrative Procedures for the Pesticide Data Program (Rev.10, Effective 06/01/22)
• Attachment 1.	PDP Designated Federal Records Centers
• Attachment 2.	Standard Form SF-135 Template
• Attachment 3.	Example: SF-135
• Attachment 4.	Example: Box Listing
• Attachment 5.	Instructions for Assembly and Packaging of Record Boxes
• Attachment 6.	Form GSA-49, Requisition/Procurement Request for Equipment Supplies or Services
• Attachment 7.	Example: Equipment Inventory
• Attachment 8.	Form AD-112, Report of Unserviceable, Lost, Stolen Damaged or Destroyed Property
• Attachment 9.	Form AD-107, Report of Transfer or Other Disposition or Construction of Property

**LABORATORY OPERATIONS**

PDP-LABOP	Sample Processing and Analysis (Rev.13, Effective 12/01/21)
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**DATA HANDLING and INSTRUMENTATION**

PDP-DATA	Data and Instrumentation (Rev.9, Effective 03/01/22)
• Attachment 1.	Laboratory Information Form (LIF) Codes
• Attachment 2.	Flowchart for Reporting Codes
• Attachment 3.	Glossary of Mass Spectrometry Terms and Acronyms

**QUALITY CONTROL**

PDP-QC	Chemical Compounds, PDP Commodity Groupings, Method Validation and Quality Control (Rev.12, Effective 06/01/23)
• Attachment 1.	Method Evaluation Flowchart
• Attachment 2.	PDP Compound Groups, Pesticides Codes and Multi-residue Compound Groupings for Fruit and Vegetables
• Attachment 3.	EPA, Codex, and Food and Drug Administration (FDA) Pesticide Analytical Manual (PAM) Commodity Groupings
• Attachment 4.	FDA Information for Percent Fat, Water, Sugar and PH Content for Commodity Groupings
• Attachment 5.	Method Performance Reporting Forms <ul style="list-style-type: none"><li>• LOD Verification</li><li>• Determination of Method Performance</li><li>• Precision and Accuracy Data Collection</li></ul>
• Attachment 6.	Process Control and Spike Recovery Acceptability

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Flowchart

**PDP GLOSSARY** Glossary (Rev. 11, Effective 04/02/20)

**ARCHIVED SOPs**

PDP-ADMIN-01	Facilities (Rev. 7, <i>Archived October 2009</i> )
PDP-ADMIN-02	Personnel and Organization (Rev. 10, <i>Archived October 2009</i> )
PDP-ADMIN-03	Training/Personnel Records and Performance Evaluation of Technical Personnel (Rev. 6, <i>Archived October 2008</i> )
PDP-ADMIN-04	Laboratory Purchase, Inventory, and Salvage Procedures (Rev. 8, <i>Archived October 2009</i> ) <ul style="list-style-type: none"><li>• Attachment 1. GSA Form 49, Requisition/Procurement Request for Equipment Supplies or Services</li><li>• Attachment 2. Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property</li><li>• Attachment 3. Form AD-107, Report of Transfer or Other Disposition or Construction of Property</li></ul>
PDP-ADMIN-05	Safety (Rev. 7, 07/01/08, <i>Archived April 2009</i> )
PDP-ADMIN-06A	USDA/AMS Quality Assurance Program (Rev. 9, <i>Archived October 2009</i> )
PDP-ADMIN-06B	Laboratory Quality Assurance Units (QAUs) (Rev. 11, 10/01/08, <i>Archived April 2009</i> )
PDP-ADMIN-07	Standard Operating Procedures (Rev. 8, <i>Archived October 2009</i> )
PDP-ADMIN-08	Historical SOP File (Rev. 5, <i>Archived April 2008</i> )
PDP-DATA-01	Data Reduction and Validation (Rev. 8, <i>Archived July 2007</i> )
PDP-DATA-02	Reporting Results (Rev. 12, <i>Archived July 2007</i> ) <ul style="list-style-type: none"><li>• Attachment 1. PDP Laboratory Information Form (LIF) Codes</li></ul>
PDP-DATA-03	Quantitation of Pesticide Residues (Rev. 13, 07/01/09, <i>Archived April 2010</i> )
PDP-DATA-04	Data Submission, Storage, Retrieval, and Archival (Rev. 11, <i>Archived July 2007</i> ) <ul style="list-style-type: none"><li>• Attachment 1. PDP Designated Federal Records Centers</li><li>• Attachment 2. Standard Form (SF) 135 Template</li><li>• Attachment 3. Example SF 135 for Raw Data Packages</li><li>• Attachment 4. Example SF 135 for Method Validation Packages</li><li>• Attachment 5. Example SF 135 for Supporting Documentation</li><li>• Attachment 6. Instructions for Assembly and Packaging of Record Boxes</li></ul>
PDP-DATA-05	Remote Data Entry (RDE) System (Rev. 5, <i>Archived July 2007</i> )
PDP-DATA-06	Data Review Requirements (Rev 4, <i>Archived July 2007</i> )
PDP-DATA-07	Data Reduction and Reporting (Rev. 3, 07/01/09, <i>Archived April 2010</i> ) <ul style="list-style-type: none"><li>• Attachment 1. Laboratory Information Form (LIF) Codes</li><li>• Attachment 2. Flowchart for Reporting Codes</li></ul>

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PDP-DATA-08	Data Storage, Retrieval, and Archival (Rev. 4, <i>Archived October 2009</i> ) <ul style="list-style-type: none"> <li>• Attachment 1. PDP Designated Federal Records Centers</li> <li>• Attachment 2. Standard Form (SF) 135 Template</li> <li>• Attachment 3. Example SF 135 for Routine Data Packages</li> <li>• Attachment 4. Example SF 135 for Method Validation Packages</li> <li>• Attachment 5. Example SF 135 for Supporting Documentation</li> <li>• Attachment 6. Instructions for Assembly and Packaging of Record Boxes</li> </ul>
PDP-DATA-09	Qualitative Analysis (Original, 01/01/09, <i>Archived April 2010</i> ) <ul style="list-style-type: none"> <li>• Attachment 1. Glossary of Mass Spectrometry Terms and Acronyms</li> </ul>
PDP-INST-01	Maintenance Procedures and Documentation (Rev. 5, <i>Archived January 2008</i> )
PDP-INST-02	Equipment Calibration (Rev. 5, <i>Archived January 2008</i> )
PDP-INST-03	Instrument SOPs and Manuals (Rev. 5, <i>Archived January 2008</i> )
PDP-INST-04	Injection Sequence (Rev. 8, 10/01/08, <i>Archived April 2010</i> )
PDP-INST-05	MS Tuning and Operation Guide (Rev. 2, <i>Archived May 1999</i> )
PDP-INST-06	Instruments and Equipment (Rev. 1, 04/01/09, <i>Archived April 2010</i> )
PDP-LABOP-01	Sample Receipt, Storage, Archiving, and Disposal (Rev. 15, <i>Archived January 2010</i> ) <ul style="list-style-type: none"> <li>• Attachment 1. Sample Receipt Form (<i>Archived April 2008</i>)</li> <li>• Attachment 2. Instructions for Completing Sample Receipt Form (<i>Archived April 2008</i>)</li> </ul>
PDP-LABOP-02	Chain of Custody Procedures (Rev. 6, 01/01/07, <i>Archived April 2009</i> )
PDP-LABOP-03	Sample Preparation for Fresh Fruit and Vegetable, Grain, Fish, and Processed Commodities (Rev. 23, <i>Archived January 2010</i> )
PDP-LABOP-12	Animal Tissue Analysis (Rev. 6, <i>Archived January 2010</i> )
PDP-LABOP-04	Method SOPs, Extraction, Clean-up, and Analysis (Rev. 5, 04/01/07, <i>Archived April 2009</i> )
PDP-LABOP-05	Reagents Preparation, Labeling, and Storage (Rev. 5, <i>Archived April 2008</i> )
PDP-LABOP-06	Glassware Calibration and Cleaning (Rev. 5, 04/01/07, <i>Archived April 2009</i> )
PDP-LABOP-07	Waste Disposal (Rev. 3, <i>Archived April 2005</i> )
PDP-LABOP-08	Sample Receipt, Storage, Archiving, and Disposal for Whole Milk (Original, <i>Archived April 2000</i> )
PDP-LABOP-09	Laboratory Procedures for Aldicarb/Potatoes Project (Original, <i>Archived April 2000</i> )
PDP-LABOP-10	Laboratory Procedures for Acute Dietary Risk Survey, Organophosphates and Carbamates in Apples (Rev. 1, <i>Archived April 2000</i> )
PDP-LABOP-11	Peach Acute Dietary Risk Survey (Original, <i>Archived April 2005</i> )
PDP-LABOP-12	Attachment 2, Reportable Residue Form for Animal Tissue (Revision 5, <i>Archived October 2008</i> )
PDP-LABOP-13	Receipt, Custody, Preparation, Packaging, and Shipment of PDP Homogenates (Rev. 5, 07/01/08, <i>Archived April 2009</i> )

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PDP-LABOP-14	Receipt, Custody, Preparation, Packaging, and Shipment of PDP Homogenates for Perchlorate Analysis (Original, <i>Archived October 2007</i> )
PDP-STD-01	Analytical Reference Standards Receipt and Storage (Rev. 6, <i>Archived January 2008</i> )
PDP-STD-02	Analytical Reference Standards Preparation (Rev. 5, <i>Archived January 2008</i> )
PDP-STD-03	Analytical Reference Standards Quality Control (Rev. 7, <i>Archived January 2008</i> )
PDP-STD-04	Analytical Reference Standards (Rev. 2, 04/01/09, <i>Archived July 2009</i> )
PDP-QC-01	Blanks and Spikes Required per Set (Rev. 11, <i>Archived January 2009</i> )
PDP-QC-02	Initial Laboratory Evaluation (Rev. 6, <i>Archived July 2004</i> )
	<ul style="list-style-type: none"> <li>• Attachment PDP-QC-2.1a Determination of Consistent Instrumental Response</li> <li>• Attachment PDP-QC-2.1b Determination of Method Performance</li> <li>• Attachment PDP-QC-2.1c Precision and Accuracy Data Collection</li> </ul>
PDP-QC-03	Performance Evaluation of Technical Personnel (Rev. 5, <i>Archived July 2006</i> )
PDP-QC-04	Quality Control Criteria (Rev. 11, <i>Archived January 2009</i> )
	<ul style="list-style-type: none"> <li>• Attachment 1. Process Control and Spike Recovery Acceptability Flowchart</li> </ul>
PDP-QC-05	Approval Process for Method Modification (Rev. 5, <i>Archived January 2009</i> )
PDP-QC-06	Minimum Requirements for GC/Quadrupole Mass Spectrometer Confirmation in EI Mode (Rev. 4, <i>Archived January 2005</i> )
	<ul style="list-style-type: none"> <li>• Attachment 1. Flowchart for Minimum Requirements of Confirmation of GC/Quadrupole Mass Spectrometer in EI Mode</li> </ul>
PDP-QC-07	Demonstration of Method Performance (Rev. 9, <i>Archived January 2009</i> )
	<ul style="list-style-type: none"> <li>• Attachment 1. Method Evaluation Flowchart</li> <li>• Attachment 2. Method Performance Reporting Forms <ul style="list-style-type: none"> <li>• Verification of Limits of Detection (LODs)</li> <li>• LOD Check</li> <li>• Determination of Method Performance</li> <li>• Precision and Accuracy Data Collection</li> </ul> </li> </ul>
PDP-QC-08	Control Charting of Data (Rev. 3, <i>Archived April 2008</i> )
PDP-QC-09	Minimum Requirements for Confirmation Using GC/MS-MS (Rev. 1, <i>Archived January 2005</i> )
PDP-QC-10	LOD and LOQ for Chromatographic Methods (Rev. 3, <i>Archived January 2009</i> )
PDP-QC-11	Ion Trap Confirmation Guidelines (Original, <i>Archived April 2000</i> )
PDP-QC-12	Unidentified Analytical Responses (Original, <i>Archived July 2003</i> )
PDP-QC-13	Chemical Compounds, PDP Commodity Groupings, Method Validation and Quality Control (Rev. 25, 04/01/09, <i>Archived July 2009</i> )
	<ul style="list-style-type: none"> <li>• Attachment 1. EPA, Codex, and Food and Drug Administration (FDA) Pesticide Analytical Manual (PAM) Commodity Groupings</li> <li>• Attachment 2. FDA Information</li> </ul>

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PDP-QC-14	Quality Assurance/Quality Control for Water (Rev. 3, <i>Archived October 2006</i> )
PDP-QC-15	Mass Spectrometry (MS) Criteria (Rev. 2, <i>Archived January 2009</i> )
PDP-QC-16	• Attachment 1. Glossary of Mass Spectrometry Terms and Acronyms
PDP-QC-17	ISO 17025 Links to PDP SOPs (Rev. 2, <i>Archived July 2008</i> )
	Method Performance and Quality Control (Original, 01/01/09, <i>Archived July 2009</i> )
	• Attachment 1. Method Evaluation Flowchart
	• Attachment 2. Method Performance Reporting Forms
	• Verification of Limits of Detection (LODs)
	• LOD Check
	• Determination of Method Performance
	• Precision and Accuracy Data Collection
	• Attachment 3. Process Control and Spike Recovery Acceptability Flowchart

**ARCHIVED COMMODITY SPECIFIC REQUIREMENTS**

- PDP-QC-13 Almonds, Commodity Specific Requirements for Almonds (Original, 07/01/07, *Archived July 2008*)
- PDP-QC-13 Apples, Commodity Specific Requirements for Apples (Rev. 8, 10/01/07, *Archived October 2008*)
- PDP-QC-13 Apple Triazoles, Commodity Specific Triazole Requirements for Apples (Original, 05/15/03, *Archived July 2008*)
- PDP-QC-13 Bananas, Commodity Specific Requirements for Bananas (Rev. 4, 07/01/07, *Archived July 2008*)
- PDP-QC-13 Bell Peppers, Commodity Specific Requirements for Bell Peppers (Rev 1, 04/01/04, *Archived July 2008*)
- PDP-QC-13 Blueberries, Commodity Specific Requirements for Blueberries (Rev. 1, 07/01/07, *Archived January 2009*)
- PDP-QC-13 Bottled Water-MN, Commodity Specific Requirements for Bottled Water (Original, 04/01/05, *Archived July 2008*)
- PDP-QC-13 Broccoli, Commodity Specific Requirements for Broccoli (Rev. 2, 10/01/06, *Archived October 2008*)
- PDP-QC-13 Butter, Commodity Specific Requirements for Butter (Original, 07/01/03, *Archived July 2008*)
- PDP-QC-13 Cantaloupe, Commodity Specific Requirements for Cantaloupe (Rev. 1, 04/01/05, *Archived July 2008*)
- PDP-QC-13 Carrots, Commodity Specific Requirements for Carrots (Rev. 3, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Cauliflower, Commodity Specific Requirements for Cauliflower (Rev. 1, 07/01/05, *Archived July 2008*)
- PDP-QC-13 Celery, Commodity Specific Requirements for Celery (Rev. 3, 07/01/07, *Archived January 1, 2009*)

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- PDP-QC-13 Cherries, Commodity Specific Requirements for Sweet Cherries (Rev. 5, 10/01/07, *Archived July 2008*)
- PDP-QC-13 Corn Grain, Commodity Specific Requirements for Corn Grain (Original, 10/01/06, *Archived October 2008*)
- PDP-QC-13 Cranberries, Commodity Specific Requirements for Cranberries (Original, 01/01/07, *Archived July 2008*)
- PDP-QC-13 Eggplant, Commodity Specific Requirements for Eggplant (Rev. 1, 04/01/05, *Archived July 2008*)
- PDP-QC-13 Grapes, Commodity Specific Requirements for Grapes (Rev. 4, 01/01/08, *Archived April 2011*)
- PDP-QC-13 Grapefruit, Commodity Specific Requirements for Grapefruit (Rev. 2, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Green Beans, Commodity Specific Requirements for Green Beans (Rev. 5, 07/01/07, *Archived January 2009*)
- PDP-QC-13 Greens, Commodity Specific Requirements for Greens (Rev. 1, 07/01/07, *Archived October 2008*)
- PDP-QC-13 Groundwater-MN, Commodity Specific Requirements for Groundwater (Rev. 1, Released 12/15/10, Effective 01/01/11, *Archived October 2013*)
- PDP-QC-13 Honey, Commodity Specific Requirements for Honey (Original, 10/01/07, *Archived October 2008*)
- PDP-QC-13 Lettuce, Commodity Specific Requirements for Lettuce (Rev 1, 04/01/04, *Archived July 2008*)
- PDP-QC-13 Milk-Based Dairy Products, Commodity Specific Requirements for Milk-Based Dairy Products (Rev 1, 01/01/07, *Archived July 2008*)
- PDP-QC-13 Nectarines, Commodity Specific Requirements for Nectarines (Rev 2, 07/01/07, *Archived January 2009*)
- PDP-QC-13 Oranges, Commodity Specific Requirements for Oranges (Rev. 6, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Peaches, Commodity Specific Requirements for Peaches (Rev. 4, 07/01/07, *Archived October 2008*)
- PDP-QC-13 Peach Triazoles, Commodity Specific Triazole Requirements for Peaches (Original, 05/15/03, *Archived July 2008*)
- PDP-QC-13 Peanut Butter, Commodity Specific Requirements for Peanut Butter (Rev. 2, 01/01/06, *Archived July 2008*)
- PDP-QC-13 Pears, Commodity Specific Requirements for Pears (Rev. 6, 07/01/04, *Archived July 2008*)
- PDP-QC-13 Peas, Commodity Specific Requirements for Peas (Rev. 4, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Plums, Commodity Specific Requirements for Plums (Rev. 3, 10/01/05, *Archived July 2008*)
- PDP-QC-13 Pork, Commodity Specific Requirements for Pork (Original, 01/01/05, *Archived July 2008*)
- PDP-QC-13 Potatoes, Commodity Specific Requirements for Potatoes (Rev. 7, 07/01/07,

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- PDP-QC-13 Poultry, Commodity Specific Requirements for Poultry (Rev. 3, 10/01/06, *Archived July 2008*)
- PDP-QC-13 Raisins, Commodity Specific Requirements for Raisins (Rev. 1, 10/01/06, *Archived July 2008*)
- PDP-QC-13 Spinach, Commodity Specific Requirements for Spinach (Rev. 6, 01/01/08, *Archived October 2011*)
- PDP-QC-13 Strawberries, Commodity Specific Requirements for Strawberries (Rev 4, 07/01/08, *Archived July 2010*)
- PDP-QC-13 Summer Squash, Commodity Specific Requirements for Summer Squash (Rev.1, 07/01/07, *Archived October 2008*)
- PDP-QC-13 Sweet Potatoes, Commodity Specific Requirements for Sweet Potatoes (Rev. 2, 10/01/03, *Archived July 2008*)
- PDP-QC-13 Soybeans, Commodity Specific Requirements for Soybeans (Rev. 3, 09/01/05, *Archived July 2008*)
- PDP-QC-13 Tomatoes, Commodity Specific Requirements for Tomatoes (Rev. 4, 07/1/07, *Archived July 2010*)
- PDP-QC-13 Watermelon, Commodity Specific Requirements for Watermelon (Rev. 2, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Wheat, Commodity Specific Requirements for Wheat (Rev. 2, 01/01/05, *Archived July 2008*)
- PDP-QC-13 Winter Squash, Commodity Specific Requirements for Winter Squash (Rev. 2, 04/01/06, *Archived July 2008*)
- PDP-QC-13A, Commodity Specific Requirements for Cabbage (Original, 01/01/00, *Archived July 2008*)
- PDP-QC-13E, Commodity Specific Requirements for Pineapples (Rev. 1, 07/01/00, *Archived July 2008*)
- PDP-QC-13H, Commodity Specific Requirements for Oats (Original, 01/01/00, *Archived July 2008*)
- PDP-QC-13O, Commodity Specific Requirements for Rice (Rev. 1, 01/01/01, *Archived July 2008*)
- PDP-QC-13P, Commodity Specific Requirements for Beef (Rev. 2, 04/01/02, *Archived July 2008*)
- PDP-QC-13R, Commodity Specific Requirements for Asparagus (Rev. 2, 06/01/02, *Archived July 2008*)
- PDP-QC-13T, Commodity Specific Requirements for Sweet Corn (Rev. 4, 04/01/03, *Archived July 2008*)
- PDP-QC-13W, Commodity Specific Requirements for Mushrooms (Rev. 2, 04/01/02, *Archived July 2008*)
- PDP-QC-13X, Commodity Specific Requirements for Barley (Rev. 2, 06/01/02, *Archived July 2008*)
- PDP-QC-13Z, Commodity Specific Requirements for Onions (Rev. 2, 04/01/03, *Archived July 2008*)

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- PDP-QC-13AB-CA, Specific Requirements for California Finished Drinking Water (Rev. 3, 04/01/03, *Archived July 2008*)
- PDP-QC-13AB-CO, Specific Requirements for Colorado Finished Drinking Water (Original, 04/01/03, *Archived July 2008*)
- PDP-QC-13AB-NY, Specific Requirements for New York Finished Drinking Water (Rev. 3, 04/01/03, *Archived January 2013*)
- PDP-QC-13AB-MT, Specific Requirements for Montana Raw and Finished Drinking Water (Rev 1, 07/01/04, *Archived October 2013*)
- PDP-QC-13AH, Commodity Specific Requirements for Cucumbers (Original, 10/01/02, *Archived July 2008*)