**Lab Activities Frequency [Version 6/30/23]**

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| **Lab Activities Reminder Table** |
| One Time | IDC for each analyst and backup analyst for each test |
| 5 years | Weight must be sent out for external verification or replaced (class 2 or better) |
| Yearly | Thermometers must be replaced one year after the calibration date if the vendor has not provided a longer expiration date OR thermometers must be verified against a traceable thermometer |
| Temperature of the digestion block must be verified |
| PT sample for each test must be run and reported prior to August 31 each year |
| Barometer must be verified against an external source (monthly is best) |
| Perform LOD calculations and verifications |
| *Recommendation: Check that all records are filed properly in labeled areas and folders* |
| *Recommendation: Review the SOPs and QM for corrections and that any changes needed are officially updated* |
| Quarterly | Run two spiked blanks for the ongoing LODs (and could compile method blanks for the quarter too) |
| Mechanical pipettes must be verified |
| Check the pH of preserved samples for TP and NH3 (if there is a large industrial component to samples or if the plant processes have changed significantly, check pH more frequently) |
| Monthly | Balances must be checked with a weight and the weight must meet tolerances |
| *Recommendation: File bench sheets and eDMR records in the month/year folder and put in labeled file cabinet* |
| Daily | Record temperatures of refrigerators, ovens, and incubators |
| As it occurs | Corrective actions are documented |
| Maintenance is documented |
| Chemicals received and chemicals prepared are entered into the log; when new reagents are opened or disposed of, add dates  |
| Each day the pH meter is used, calibrate the meter |
| Each day the DO meter is used, calibrate the meter |
| Each day the ammonia meter/probe is used, calibrate the meter |
| Calibrate the spectrophotometer after non-routine maintenance, CCVs fails twice, there is a change in its expected behavior, or if it leaves the direct control of the lab |

*It is recommended that the laboratory use the Microsoft Outlook calendar reminder function or a wall calendar to ensure that these events are performed as required.*

These are not all of the requirements that may need to be performed. This form is only a guide, and it is the lab’s responsibility to ensure that requirements are met.