

FPL Turkey Point Monitoring Plan

Audit Checklist

Field Documentation Universal Documentation Requirements

To use this field audit checklist effectively, the auditor must be familiar with FD 1000 (Documentation Procedures) in "DEP Standard Operating Procedures for Field Activities", February 1, 2004 (DEP-SOP-001/01) Page 26 of 78 Revision Date: March 31, 2008 (Effective 12/3/08)

#	Audit Element	Acceptable (Y / N / NA)	Comments
	Universal Documentation Requirements		
1	Waterproof ink was used for all paper documentation		
2	Errors in documentation were corrected without obliteration		
3	All cleaning procedures associated with the project were documented		
4	All instrument calibrations were properly documented		
5	Names of all sampling personnel were recorded		
6	The type(s) of sampling equipment used to collect all samples was recorded in the field record		
7	Where applicable to the analyte groups collected, the location and use of fuel-powered vehicles or equipment during the sampling project was recorded		
8	Date of sample collection was recorded for all samples		
9	Time of sample collection was recorded for all samples having maximum holding times of <24 hours		
10	Ambient field conditions were recorded for all samples		
11	A specific description of all sampling locations (sources) was recorded		
12	Where applicable, latitude and longitude were recorded for all sampling locations		
13	Where applicable, sampling locations were designated on scaled maps and drawings		
14	The matrix collected was recorded for all samples		
15	For composite samples, the number of subsamples, the amount collected for each subsample and the location of collection (sampling point or source) and, where applicable, the time of collection for each subsample was recorded		
16	The types, number, collection location and collection sequence of all field quality control samples was recorded in the field record		
17	Preservation information and verification was recorded for each sample, as applicable		
18	Ancillary records such as photographs, videotapes and maps were archived and linked to the sample unique field identification codes and the date of the sampling project		
19	Each sample container or group of containers was tagged or labeled with a unique field identification code that distinguishes the sample from all other samples		
20	Sample containers and labels were attached so as to prevent contact between the sample and the label or tag when pouring or dispensing from the container		
21	The unique identification codes for samples were recorded in a manner that linked the codes to all other field records associated with the samples		

Auditor

Date

Organization

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