

## LOCAL QUALITY CONTROL PROCEDURES

### 1. General

Even though this handbook is designed to be used by all official samplers at all sampling sites, FGIS realizes that some of the requirements and stipulations stated herein may not be appropriate or necessary in all situations. To better address such situations, official agency/FGIS field office managers may develop **local quality control procedures**. These procedures, which must comply with certain general requirements (see below), may be used in conjunction with, or in place of, the procedures established by Book I.

### 2. Responsibilities

- a. Local quality control procedures may be developed by official agency managers and/or FGIS field office managers.
- b. Local quality control procedures must be reviewed and approved by both the official agency manager (when applicable) and the local FGIS field office manager prior to being implemented.

### 3. Approval Criteria

Local quality control procedures must:

- a. Be reasonable; i.e., proper for the situation, cost-effective, and practical.
- b. Comply with applicable provisions of the USGSA and the regulations thereunder.
- c. Comply with all FGIS and OSHA safety requirements.
- d. Have the consent of elevator management if elevator operations are affected; e.g., the D/T sampler must be shut-down every 4 hours.
- e. Not compromise the integrity/representativeness of the official sample.
- f. Be nondiscriminatory.

#### **4. Request for Approval**

- \* a. All requests for approval of local quality control procedures must be submitted,  
\* in writing, to the local FGIS field office manager for final approval.
  
- \* b. The approved request shall be signed and dated by both the official agency  
\* manager (when applicable) and the local FGIS field office manager
  
- \* (1) A copy of the request and quality control plan shall be placed on file at the  
\* official agency's main office (when applicable) and at the local FGIS field  
\* office. They shall remain on file until such time as the procedures are  
\* changed or rescinded.
  
- \* (2) A copy of the quality control plan shall be available at the service  
\* point/sampling site.

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