**NPDES Chemistry Limited Use Alternate Test Procedure**

**Method Documentation Form**

**Instructions:** Complete each item below. Underline information that is different from the approved method currently used for NPDES compliance sample analyses. This listing is the standard format for EPA methods. See current EPA published methods for additional guidance regarding the requested information.

* This is a fillable form. Use the Tab key to advance through the entries. If you need to more space to enter text in a box, just keep typing and the box will expand automatically. When done, save the file with a unique file name.

|  |  |
| --- | --- |
| **Applicant Laboratory/Facility Name** |      |
|  |  |
| **Date Form Submitted** (m/d/yyyy) |       |
|  |  |
| **Method Title and No.** (if applicable) |       |
|  |  |
| **1.0 Scope and Application**Outline the purpose, range, limitations, and intended use of the method, and identify target analytes. |       |
|  |  |
| **2.0 Summary of Method**Provide an overview of the method procedure and quality assurance. |       |
|  |  |
| **3.0 Definitions**Provide definitions of terms, acronyms, and abbreviations used in the method. Definitions may be provided in a glossary at the end of the method or manual. |       |
|  |  |
| **4.0 Interferences**Identify known or potential interferences that may occur during use of the method, and describe ways to reduce or eliminate interferences. |       |
|  |  |
| **5.0 Safety**Describe special precautions needed to ensure personnel safety during the performance of the method. Procedures described here should be limited to those which are above and beyond good laboratory practices. This must contain information regarding specific toxicity of analytes or reagents. |       |
|  |  |
| **6.0 Equipment and Supplies**List and describe all non-consumable supplies and equipment needed to perform the method. |       |
|  |  |
| **7.0 Reagents and Standards**List and describe all reagents and standards required to perform the method, and provide preparation instructions and/or suggested suppliers as appropriate. |       |
|  |  |
| **8.0 Sample Collection, Preservation, and Storage**Provide requirements and instructions for collecting, preserving, and storing samples.Note: Preservatives, container type and holding time from sampling until analysis must comply with 40 CFR Part 136, Table II. |       |
|  |  |
| **9.0 Quality Control**Cite the procedures and analyses required to fully document the quality of data generated by the method. Describe the required components of the laboratory's quality assurance (QA) program and specific quality control (QC) analyses. For each QC analysis include the complete analytical procedure, the frequency of required analyses, interpretation of results and follow-up corrective actions for unacceptable QC checks. |       |
|  |  |
| **10.0 Calibration and Standardization**Describe the method/instrument calibration and standardization process, and required calibration verification (initial with a second source of reference material and continuing with analytical batches). Describe corrective actions for cases when performance specifications are not met. |       |
|  |  |
| **11.0 Procedure**Describe the sample processing and instrumental analysis steps of the method, and the detailed instructions for analyst |       |
|  |  |
| **12.0 Data Analysis and Calculations**Provide instructions for analyzing data, and equations and definitions of constants used to calculate the final sample analysis results. |       |
|  |  |
| **13.0 Method Performance**Provide method performance criteria for the method, including precision/bias statements regarding detection limits and source/limitations of data produced using the method. |       |
|  |  |
| **14.0 Pollution Prevention**Describe aspects of the method that minimize or prevent pollution known to be or potentially attributable to the method |       |
|  |  |
| **15.0 Waste Management**Describe waste minimization practices and proper disposal of waste and samples. |       |
|  |  |
| **16.0 References**List references for source documents and publications that contain ancillary information. Note: Each method should be a free-standing document, providing all information necessary for the user to perform the method. References within a method should be restricted to associated or source material. Procedural steps or instructions should not be referenced as being found elsewhere, but should be included completely within the method. |       |

**17.0 Tables, Diagrams, Flowcharts, and Validation Data**

Attach all method tables and figures (diagrams and flowcharts), and optionally validation data referenced in the body of the method.