### A. Cover Page

**Yes, No, N/A**

1. PR#:
2. Title:
3. Author(s):
4. Report Date:
5. Sponsor:
6. Study Director (Name):
7. Laboratory Research Director (Name/Location):
8. Laboratory ID#
9. Field ID #s:
10. Study Timetable:
   a. Initiation date:
   b. Experimental termination date:

### B. Good Laboratory Practice (GLP) Statement

**Yes, No, N/A**

11. Exceptions to the GLP standards listed:
12. Analyst's and Laboratory Research Director's signatures:

### C. Quality Assurance Statement

**Yes, No, N/A**

13. Complete (includes date of inspection, person inspecting, date reported to SD & TFM):
14. Signed & dated:

### D. Study Participants

**Yes, No, N/A**

15. All study participants listed:

### E. Table of Contents

**Yes, No, N/A**

16. Index contains all sections of report:
   a. List of tables:
   b. List of Figures:
   c. Appendices:
   d. Page numbers included and accurate:
### F. Archive Statement

Yes, No, N/A

17. Data archive location provided & according to the protocol:

### G. ASR Content

Yes, No, N/A

18. Objective(s) / Introduction included:

19. Sample Inventory History:
   a. Test System:
      i. Commodity:
      ii. Field ID#s:
      iii Field Research Director name(s):
      iv. Total # of samples:
   b. Lab ID Number(s):
   c. Storage (storage period & temperature for samples & extracts):
   d. Relevant dates (e.g., harvest, sampling, application(s), processing, fortifications, extractions, analyses, etc.):
   e. Test substance:
   f. Were storage samples stored in the same form as samples (same container? ground?):

20. Materials/Methods:
   a. Working method with modifications to reference method presented. :
   b. Analytical standard(s) (Name, source, lot#, purity, expiration date [if any], storage conditions):
   c. Reagents:
   d. Equipment used:
   e. Preparation of standards and fortification solutions adequately documented:
   f. Preparation of reagents:
   g. Description of sample preparation (sub-samples, chopping or grinding used for analysis):
   h. Fortification procedures - concurrent, storage & validation:
   i. Analytical procedure:
   j. Instrument(s) and parameters used:
   k. Limits of detection and quantitation (defined in SOP?):
   l. Method of quantitation (e.g., software used) sample calculation provided. :

21. Results and Discussion:
   a. Analytical results have been accurately transcribed to the study report. :
   b. All relevant raw data were presented in the report:
c. Use of correction factors clearly presented. If corrected values reported the apparent values are also present?

d. Explanation/description of calculation technique presented, if an automated data calculation method used:

e. Sample calculations for fortified control, at a minimum:

f. Calibration curves or bracketing standard values presented:

g. Clearly labeled representative chromatograms/spectra:

i. If ten or less treated samples, all?

ii. Greater than 10, a min. of 10 treated sample chromatograms present:

iii. Min. of 3 chromatograms of each fortified control and control samples:

iv. Standard (min of 3 chromatograms) per analyte or as per protocol:

h. Dates test sample prep, test compound(s) prep and residue analyses:

**H. Summary Tables**

22. Analytical recovery Samples (method validation and concurrent):

   a. Residue Data Report Analysis Sheet(s):

   b. Fortification recoveries were within 70 to 120%:

23. Treated Samples:

   a. Time samples stored before analysis:

   b. Time between preparation and quantitation:

   c. Residue Data Report Analysis Sheet(s):

24. Storage Stability:

   a. Sample forms in storage reported (intact, chopped, extracted, etc.):

   b. Storage conditions specified (temperatures and containers, etc):

   c. Dates of fortification, extraction and analysis:

   d. Residue Data Report Analysis Sheet(s):

**I. Appendices**

25. Reference Substance Characterization:

   a. Contains GLP status and archival location:

   b. Copy of Certificate of Analysis presented: