

**Active Standard Operating Procedures (SOPs) for
Pesticide Data Program (PDP) Laboratories
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ADMINISTRATIVE PROCEDURES (Sampling and Laboratory)

PDP-ADMIN Administrative Procedures for the Pesticide Data Program (Rev. 4, Effective 04/01/15)

- Attachment 1. Designated Federal Records Centers
- Attachment 2. Standard Form SF-135 Template
- Attachment 3. Example SF-135 for Routine Data Packages
- Attachment 4. Example SF-135 for Method Validation Data Packages
- Attachment 5. Example SF-135 for Supporting Documentation
- Attachment 6. Example SF-135 for Sampling Documentation
- Attachment 7. Instructions for Assembly and Packaging of Record Boxes

- Attachment 8. Form GSA-49, Requisition/Procurement Request for Equipment Supplies or Services
- Attachment 9. Equipment Inventory
- Attachment 10. Form AD-112, Report of Unserviceable, Lost, Stolen Damaged or Destroyed Property
- Attachment 11. Form AD-107, Report of Transfer or Other Disposition or Construction of Property

LABORATORY OPERATIONS

PDP-LABOP Sample Processing and Analysis (Rev. 7, Effective 07/01/15)

DATA HANDLING and INSTRUMENTATION

PDP-DATA Data and Instrumentation (Rev. 3, Effective 01/01/15)

- Attachment 1. Laboratory Information Form (LIF) Codes
- Attachment 2. Flowchart for Reporting Codes
- Attachment 3. Glossary of Mass Spectrometry Terms and Acronyms

QUALITY CONTROL

PDP-QC Chemical Compounds, PDP Commodity Groupings, Method Validation and Quality Control (Rev. 5, Effective 10/01/14)

- Attachment 1. Method Evaluation Flowchart
- Attachment 2. PDP Compound Groups, Pesticides Codes and Multi-residue Compound Groupings for Fruit and Vegetables
- Attachment 3. EPA, Codex, and Food and Drug Administration (FDA) Pesticide Analytical Manual (PAM) Commodity Groupings
- Attachment 4. FDA Information
- Attachment 5. Method Performance Reporting Forms
 - LOD Verification
 - Determination of Method Performance

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- Precision and Accuracy Data Collection
- Attachment 6. Process Control and Spike Recovery Acceptability Flowchart

PDP GLOSSARY Glossary (Rev. 10, Effective 01/01/15)

ARCHIVED SOPs

PDP-ADMIN-01	Facilities (Rev. 7, <i>Archived October 2009</i>)
PDP-ADMIN-02	Personnel and Organization (Rev. 10, <i>Archived October 2009</i>)
PDP-ADMIN-03	Training/Personnel Records and Performance Evaluation of Technical Personnel (Rev. 6, <i>Archived October 2008</i>)
PDP-ADMIN-04	Laboratory Purchase, Inventory, and Salvage Procedures (Rev. 8, <i>Archived October 2009</i>) <ul style="list-style-type: none">• Attachment 1. GSA Form 49, Requisition/Procurement Request for Equipment Supplies or Services• Attachment 2. Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property• Attachment 3. Form AD-107, Report of Transfer or Other Disposition or Construction of Property
PDP-ADMIN-05	Safety (Rev. 7, 07/01/08, <i>Archived April 2009</i>)
PDP-ADMIN-06A	USDA/AMS Quality Assurance Program (Rev. 9, <i>Archived October 2009</i>)
PDP-ADMIN-06B	Laboratory Quality Assurance Units (QAUs) (Rev. 11, 10/01/08, <i>Archived April 2009</i>)
PDP-ADMIN-07	Standard Operating Procedures (Rev. 8, <i>Archived October 2009</i>)
PDP-ADMIN-08	Historical SOP File (Rev. 5, <i>Archived April 2008</i>)
PDP-DATA-01	Data Reduction and Validation (Rev. 8, <i>Archived July 2007</i>)
PDP-DATA-02	Reporting Results (Rev. 12, <i>Archived July 2007</i>) <ul style="list-style-type: none">• Attachment 1. PDP Laboratory Information Form (LIF) Codes
PDP-DATA-03	Quantitation of Pesticide Residues (Rev. 13, 07/01/09, <i>Archived April 2010</i>)
PDP-DATA-04	Data Submission, Storage, Retrieval, and Archival (Rev. 11, <i>Archived July 2007</i>) <ul style="list-style-type: none">• Attachment 1. PDP Designated Federal Records Centers• Attachment 2. Standard Form (SF) 135 Template• Attachment 3. Example SF 135 for Raw Data Packages• Attachment 4. Example SF 135 for Method Validation Packages• Attachment 5. Example SF 135 for Supporting Documentation• Attachment 6. Instructions for Assembly and Packaging of Record Boxes
PDP-DATA-05	Remote Data Entry (RDE) System (Rev. 5, <i>Archived July 2007</i>)
PDP-DATA-06	Data Review Requirements (Rev 4, <i>Archived July 2007</i>)
PDP-DATA-07	Data Reduction and Reporting (Rev. 3, 07/01/09, <i>Archived April 2010</i>)

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	<ul style="list-style-type: none"> • Attachment 1. Laboratory Information Form (LIF) Codes • Attachment 2. Flowchart for Reporting Codes
PDP-DATA-08	Data Storage, Retrieval, and Archival (Rev. 4, <i>Archived October 2009</i>)
	<ul style="list-style-type: none"> • Attachment 1. PDP Designated Federal Records Centers • Attachment 2. Standard Form (SF) 135 Template • Attachment 3. Example SF 135 for Routine Data Packages • Attachment 4. Example SF 135 for Method Validation Packages • Attachment 5. Example SF 135 for Supporting Documentation • Attachment 6. Instructions for Assembly and Packaging of Record Boxes
PDP-DATA-09	Qualitative Analysis (Original, 01/01/09, <i>Archived April 2010</i>)
	<ul style="list-style-type: none"> • Attachment 1. Glossary of Mass Spectrometry Terms and Acronyms
PDP-INST-01	Maintenance Procedures and Documentation (Rev. 5, <i>Archived January 2008</i>)
PDP-INST-02	Equipment Calibration (Rev. 5, <i>Archived January 2008</i>)
PDP-INST-03	Instrument SOPs and Manuals (Rev. 5, <i>Archived January 2008</i>)
PDP-INST-04	Injection Sequence (Rev. 8, 10/01/08, <i>Archived April 2010</i>)
PDP-INST-05	MS Tuning and Operation Guide (Rev. 2, <i>Archived May 1999</i>)
PDP-INST-06	Instruments and Equipment (Rev. 1, 04/01/09, <i>Archived April 2010</i>)
PDP-LABOP-01	Sample Receipt, Storage, Archiving, and Disposal (Rev. 15, <i>Archived January 2010</i>)
	<ul style="list-style-type: none"> • Attachment 1. Sample Receipt Form (<i>Archived April 2008</i>) • Attachment 2. Instructions for Completing Sample Receipt Form (<i>Archived April 2008</i>)
PDP-LABOP-02	Chain of Custody Procedures (Rev. 6, 01/01/07, <i>Archived April 2009</i>)
PDP-LABOP-03	Sample Preparation for Fresh Fruit and Vegetable, Grain, Fish, and Processed Commodities (Rev. 23, <i>Archived January 2010</i>)
PDP-LABOP-12	Animal Tissue Analysis (Rev. 6, <i>Archived January 2010</i>)
PDP-LABOP-04	Method SOPs, Extraction, Clean-up, and Analysis (Rev. 5, 04/01/07, <i>Archived April 2009</i>)
PDP-LABOP-05	Reagents Preparation, Labeling, and Storage (Rev. 5, <i>Archived April 2008</i>)
PDP-LABOP-06	Glassware Calibration and Cleaning (Rev. 5, 04/01/07, <i>Archived April 2009</i>)
PDP-LABOP-07	Waste Disposal (Rev. 3, <i>Archived April 2005</i>)
PDP-LABOP-08	Sample Receipt, Storage, Archiving, and Disposal for Whole Milk (Original, <i>Archived April 2000</i>)
PDP-LABOP-09	Laboratory Procedures for Aldicarb/Potatoes Project (Original, <i>Archived April 2000</i>)
PDP-LABOP-10	Laboratory Procedures for Acute Dietary Risk Survey, Organophosphates and Carbamates in Apples (Rev. 1, <i>Archived April 2000</i>)
PDP-LABOP-11	Peach Acute Dietary Risk Survey (Original, <i>Archived April 2005</i>)
PDP-LABOP-12	Attachment 2, Reportable Residue Form for Animal Tissue (Revision 5,

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	<i>Archived October 2008)</i>
PDP-LABOP-13	Receipt, Custody, Preparation, Packaging, and Shipment of PDP Homogenates (Rev. 5, 07/01/08, <i>Archived April 2009)</i>
PDP-LABOP-14	Receipt, Custody, Preparation, Packaging, and Shipment of PDP Homogenates for Perchlorate Analysis (Original, <i>Archived October 2007)</i>
PDP-STD-01	Analytical Reference Standards Receipt and Storage (Rev. 6, <i>Archived January 2008)</i>
PDP-STD-02	Analytical Reference Standards Preparation (Rev. 5, <i>Archived January 2008)</i>
PDP-STD-03	Analytical Reference Standards Quality Control (Rev. 7, <i>Archived January 2008)</i>
PDP-STD-04	Analytical Reference Standards (Rev. 2, 04/01/09, <i>Archived July 2009)</i>
PDP-QC-01	Blanks and Spikes Required per Set (Rev. 11, <i>Archived January 2009)</i>
PDP-QC-02	Initial Laboratory Evaluation (Rev. 6, <i>Archived July 2004)</i>
	<ul style="list-style-type: none"> • Attachment PDP-QC-2.1a Determination of Consistent Instrumental Response • Attachment PDP-QC-2.1b Determination of Method Performance • Attachment PDP-QC-2.1c Precision and Accuracy Data Collection
PDP-QC-03	Performance Evaluation of Technical Personnel (Rev. 5, <i>Archived July 2006)</i>
PDP-QC-04	Quality Control Criteria (Rev. 11, <i>Archived January 2009)</i>
	<ul style="list-style-type: none"> • Attachment 1. Process Control and Spike Recovery Acceptability Flowchart
PDP-QC-05	Approval Process for Method Modification (Rev. 5, <i>Archived January 2009)</i>
PDP-QC-06	Minimum Requirements for GC/Quadrupole Mass Spectrometer Confirmation in EI Mode (Rev. 4, <i>Archived January 2005)</i>
	<ul style="list-style-type: none"> • Attachment 1. Flowchart for Minimum Requirements of Confirmation of GC/Quadrupole Mass Spectrometer in EI Mode
PDP-QC-07	Demonstration of Method Performance (Rev. 9, <i>Archived January 2009)</i>
	<ul style="list-style-type: none"> • Attachment 1. Method Evaluation Flowchart • Attachment 2. Method Performance Reporting Forms <ul style="list-style-type: none"> • Verification of Limits of Detection (LODs) • LOD Check • Determination of Method Performance • Precision and Accuracy Data Collection
PDP-QC-08	Control Charting of Data (Rev. 3, <i>Archived April 2008)</i>
PDP-QC-09	Minimum Requirements for Confirmation Using GC/MS-MS (Rev. 1, <i>Archived January 2005)</i>
PDP-QC-10	LOD and LOQ for Chromatographic Methods (Rev. 3, <i>Archived January 2009)</i>
PDP-QC-11	Ion Trap Confirmation Guidelines (Original, <i>Archived April 2000)</i>
PDP-QC-12	Unidentified Analytical Responses (Original, <i>Archived July 2003)</i>
PDP-QC-13	Chemical Compounds, PDP Commodity Groupings, Method Validation and

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	Quality Control (Rev. 25, 04/01/09, <i>Archived July 2009</i>)
	<ul style="list-style-type: none">• Attachment 1. EPA, Codex, and Food and Drug Administration (FDA) Pesticide Analytical Manual (PAM) Commodity Groupings• Attachment 2. FDA Information
PDP-QC-14	Quality Assurance/Quality Control for Water (Rev. 3, <i>Archived October 2006</i>)
PDP-QC-15	Mass Spectrometry (MS) Criteria (Rev. 2, <i>Archived January 2009</i>)
PDP-QC-16	<ul style="list-style-type: none">• Attachment 1. Glossary of Mass Spectrometry Terms and Acronyms
PDP-QC-17	ISO 17025 Links to PDP SOPs (Rev. 2, <i>Archived July 2008</i>)
	Method Performance and Quality Control (Original, 01/01/09, <i>Archived July 2009</i>)
	<ul style="list-style-type: none">• Attachment 1. Method Evaluation Flowchart• Attachment 2. Method Performance Reporting Forms<ul style="list-style-type: none">• Verification of Limits of Detection (LODs)• LOD Check• Determination of Method Performance• Precision and Accuracy Data Collection• Attachment 3. Process Control and Spike Recovery Acceptability Flowchart

ARCHIVED COMMODITY SPECIFIC REQUIREMENTS

- PDP-QC-13 Almonds, Commodity Specific Requirements for Almonds (Original, 07/01/07, *Archived July 2008*)
- PDP-QC-13 Apples, Commodity Specific Requirements for Apples (Rev. 8, 10/01/07, *Archived October 2008*)
- PDP-QC-13 Apple Triazoles, Commodity Specific Triazole Requirements for Apples (Original, 05/15/03, *Archived July 2008*)
- PDP-QC-13 Bananas, Commodity Specific Requirements for Bananas (Rev. 4, 07/01/07, *Archived July 2008*)
- PDP-QC-13 Bell Peppers, Commodity Specific Requirements for Bell Peppers (Rev 1, 04/01/04, *Archived July 2008*)
- PDP-QC-13 Blueberries, Commodity Specific Requirements for Blueberries (Rev. 1, 07/01/07, *Archived January 2009*)
- PDP-QC-13 Bottled Water-MN, Commodity Specific Requirements for Bottled Water (Original, 04/01/05, *Archived July 2008*)
- PDP-QC-13 Broccoli, Commodity Specific Requirements for Broccoli (Rev. 2, 10/01/06, *Archived October 2008*)
- PDP-QC-13 Butter, Commodity Specific Requirements for Butter (Original, 07/01/03, *Archived July 2008*)
- PDP-QC-13 Cantaloupe, Commodity Specific Requirements for Cantaloupe (Rev. 1, 04/01/05, *Archived July 2008*)
- PDP-QC-13 Carrots, Commodity Specific Requirements for Carrots (Rev. 3, 04/01/06, *Archived*

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- PDP-QC-13 Cauliflower, Commodity Specific Requirements for Cauliflower (Rev. 1, 07/01/05, *Archived July 2008*)
- PDP-QC-13 Celery, Commodity Specific Requirements for Celery (Rev. 3, 07/01/07, *Archived January 1, 2009*)
- PDP-QC-13 Cherries, Commodity Specific Requirements for Sweet Cherries (Rev. 5, 10/01/07, *Archived July 2008*)
- PDP-QC-13 Corn Grain, Commodity Specific Requirements for Corn Grain (Original, 10/01/06, *Archived October 2008*)
- PDP-QC-13 Cranberries, Commodity Specific Requirements for Cranberries (Original, 01/01/07, *Archived July 2008*)
- PDP-QC-13 Eggplant, Commodity Specific Requirements for Eggplant (Rev. 1, 04/01/05, *Archived July 2008*)
- PDP-QC-13 Grapes, Commodity Specific Requirements for Grapes (Rev. 4, 01/01/08, *Archived April 2011*)
- PDP-QC-13 Grapefruit, Commodity Specific Requirements for Grapefruit (Rev. 2, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Green Beans, Commodity Specific Requirements for Green Beans (Rev. 5, 07/01/07, *Archived January 2009*)
- PDP-QC-13 Greens, Commodity Specific Requirements for Greens (Rev. 1, 07/01/07, *Archived October 2008*)
- PDP-QC-13 Groundwater-MN, Commodity Specific Requirements for Groundwater (Rev. 1, Released 12/15/10, Effective 01/01/11, *Archived October 2013*)
- PDP-QC-13 Honey, Commodity Specific Requirements for Honey (Original, 10/01/07, *Archived October 2008*)
- PDP-QC-13 Lettuce, Commodity Specific Requirements for Lettuce (Rev 1, 04/01/04, *Archived July 2008*)
- PDP-QC-13 Milk-Based Dairy Products, Commodity Specific Requirements for Milk-Based Dairy Products (Rev 1, 01/01/07, *Archived July 2008*)
- PDP-QC-13 Nectarines, Commodity Specific Requirements for Nectarines (Rev 2, 07/01/07, *Archived January 2009*)
- PDP-QC-13 Oranges, Commodity Specific Requirements for Oranges (Rev. 6, 04/01/06, *Archived July 2008*)
- PDP-QC-13 Peaches, Commodity Specific Requirements for Peaches (Rev. 4, 07/01/07, *Archived October 2008*)
- PDP-QC-13 Peach Triazoles, Commodity Specific Triazole Requirements for Peaches (Original, 05/15/03, *Archived July 2008*)
- PDP-QC-13 Peanut Butter, Commodity Specific Requirements for Peanut Butter (Rev. 2, 01/01/06, *Archived July 2008*)
- PDP-QC-13 Pears, Commodity Specific Requirements for Pears (Rev. 6, 07/01/04, *Archived July 2008*)
- PDP-QC-13 Peas, Commodity Specific Requirements for Peas (Rev. 4, 04/01/06, *Archived July*

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- PDP-QC-13 Plums, Commodity Specific Requirements for Plums (Rev. 3, 10/01/05, *Archived July 2008*)
 - PDP-QC-13 Pork, Commodity Specific Requirements for Pork (Original, 01/01/05, *Archived July 2008*)
 - PDP-QC-13 Potatoes, Commodity Specific Requirements for Potatoes (Rev. 7, 07/01/07, *Archived July 2010*)
 - PDP-QC-13 Poultry, Commodity Specific Requirements for Poultry (Rev. 3, 10/01/06, *Archived July 2008*)
 - PDP-QC-13 Raisins, Commodity Specific Requirements for Raisins (Rev. 1, 10/01/06, *Archived July 2008*)
 - PDP-QC-13 Spinach, Commodity Specific Requirements for Spinach (Rev. 6, 01/01/08, *Archived October 2011*)
 - PDP-QC-13 Strawberries, Commodity Specific Requirements for Strawberries (Rev 4, 07/01/08, *Archived July 2010*)
 - PDP-QC-13 Summer Squash, Commodity Specific Requirements for Summer Squash (Rev.1, 07/01/07, *Archived October 2008*)
 - PDP-QC-13 Sweet Potatoes, Commodity Specific Requirements for Sweet Potatoes (Rev. 2, 10/01/03, *Archived July 2008*)
 - PDP-QC-13 Soybeans, Commodity Specific Requirements for Soybeans (Rev. 3, 09/01/05, *Archived July 2008*)
 - PDP-QC-13 Tomatoes, Commodity Specific Requirements for Tomatoes (Rev. 4, 07/1/07, *Archived July 2010*)
 - PDP-QC-13 Watermelon, Commodity Specific Requirements for Watermelon (Rev. 2, 04/01/06, *Archived July 2008*)
 - PDP-QC-13 Wheat, Commodity Specific Requirements for Wheat (Rev. 2, 01/01/05, *Archived July 2008*)
 - PDP-QC-13 Winter Squash, Commodity Specific Requirements for Winter Squash (Rev. 2, 04/01/06, *Archived July 2008*)
 - PDP-QC-13A, Commodity Specific Requirements for Cabbage (Original, 01/01/00, *Archived July 2008*)
 - PDP-QC-13E, Commodity Specific Requirements for Pineapples (Rev. 1, 07/01/00, *Archived July 2008*)
 - PDP-QC-13H, Commodity Specific Requirements for Oats (Original, 01/01/00, *Archived July 2008*)
 - PDP-QC-13O, Commodity Specific Requirements for Rice (Rev. 1, 01/01/01, *Archived July 2008*)
 - PDP-QC-13P, Commodity Specific Requirements for Beef (Rev. 2, 04/01/02, *Archived July 2008*)
 - PDP-QC-13R, Commodity Specific Requirements for Asparagus (Rev. 2, 06/01/02, *Archived July 2008*)
 - PDP-QC-13T, Commodity Specific Requirements for Sweet Corn (Rev. 4, 04/01/03, *Archived*

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- PDP-QC-13W, Commodity Specific Requirements for Mushrooms (Rev. 2, 04/01/02, *Archived July 2008)*
- PDP-QC-13X, Commodity Specific Requirements for Barley (Rev. 2, 06/01/02, *Archived July 2008)*
- PDP-QC-13Z, Commodity Specific Requirements for Onions (Rev. 2, 04/01/03, *Archived July 2008)*
- PDP-QC-13AB-CA, Specific Requirements for California Finished Drinking Water (Rev. 3, 04/01/03, *Archived July 2008)*
- PDP-QC-13AB-CO, Specific Requirements for Colorado Finished Drinking Water (Original, 04/01/03, *Archived July 2008)*
- PDP-QC-13AB-NY, Specific Requirements for New York Finished Drinking Water (Rev. 3, 04/01/03, *Archived January 2013)*
- PDP-QC-13AB-MT, Specific Requirements for Montana Raw and Finished Drinking Water (Rev 1, 07/01/04, *Archived October 2013)*
- PDP-QC-13AH, Commodity Specific Requirements for Cucumbers (Original, 10/01/02, *Archived July 2008)*