The City of Jackson IPP

Quarterly Quality Control Checks (QQCC)

Standard Operating Procedures

The QQCCs are done because it is an ordinance requirement in order to check the validity of Industrial Users approved lab data. (Chapter 27, Section 27-79(b) (5).

Laboratories' letters may be created every quarter for Industrial Users (IUs) that have "Approved laboratories" on site at their facilities. IPP staff may send a reminder letter out to all approved labs at least one month in advance. A copy of the letter is filed away.

The industry's approved lab collects a sample from their process and all the approved personnel must run the approved test on the sample. A split of the same sample must be sent off site to their testing lab for comparison.

Once the results are received at the WWTP they are reviewed for compliance and comparison and entered into excel and word files.

Once a quarter the IPP staff chooses one of the approved labs to give an ERA certified metals sample to.

The Industry that gets the ERA sample is on a rotation basis.

The ERA sample is ordered by the IPP Supervisor for each quarter and once it arrives we follow proper chain of custody and hand deliver it to the designated user with a chain of custody and an amended standard preparation instruction sheet to block out the correct certified values. The user has 30 days in which to make the sample according to directions, analyze and report back to the IPP staff. A sample may have to be collected as well to do pH on the sample and it will get sent to the testing lab for analysis. The staff compares the results with the ERA known standard and charts it in the excel file.

If the results are out of compliance, the lab must investigate the non-compliance and repeat the testing. A letter must be submitted explaining why they were out of compliance. A compliant analysis must be submitted.

At the end of each quarter the excel spreadsheet is printed off and put into the QQCC file on the IPP Supervisor's desk and into the IPP Manual for that year.

See forms for QQCC attached

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