

# Analytical Data Report

## Mandatory Parts

### 1. Title Page

Report title, identification number, date, analyst(s), and laboratory name.

### 2. Table of Contents

Structured listing of all sections of the report and appendices.

### 3. Introduction / Objective

Brief statement of the purpose, scope, and objectives of the analysis.

### 4. Sample Description and Receipt

Details on sample type, unique identifiers, conditions upon receipt, and chain of custody.

### 5. Methods and Procedures

Detailed description of analytical techniques, reference methods, equipment and calibration, and procedural steps.

### 6. Results

Tabulated data, figures, and summary of measurements/findings.

### 7. Quality Control and Assurance

Information about control samples, replicates, blanks, calibration data, and validation.

### 8. Calculations and Data Treatment

Explanation of data handling, calculations performed, statistical treatment, and any data exclusion.

### 9. Discussion / Interpretation

Interpretation of results, comparison to standards, and assessment of data quality.

### 10. Conclusions

Summary of findings and any recommendations or next steps.

### 11. References

List of all methods, literature, and standards cited in the report.

### 12. Appendices

Raw data, chromatograms, spectra, detailed calculations, or supplementary materials.

### 13. Signatures and Authorization

Signatures of analyst(s) and responsible reviewer, with dates.

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## Important Notes

- Ensure traceability by documenting sample identifiers and chain of custody records.
- All procedures and results must be transparent and reproducible.
- Quality assurance/quality control (QA/QC) data should be included for result validation.
- Signatures indicate approval and accountability for the report content.
- Include sufficient detail to allow independent assessment or reproduction of the work.