

Data Review and Reporting Quiz-Answer Key

Passing score = 80% **[Answers in RED]**

Select the correct answer.

1. T F Reports shall contain all of the requirements listed in the standard regardless of the agreement with the customer.
(Answer: F)
2. T F If protected from unauthorized use and identifiable, electronic/mechanized signatures can be used. **(Answer: T)**
3. T F A statement that the results listed on the report relate only to the items tested is never necessary. **(Answer: F)**
4. T F Calibration certificates received from ISO-accredited calibration laboratories do not need to follow the same requirements of reporting tht the testing laboratory does. **(Answer: F)**
5. T F Calibration intervals are determined by the calibration laboratory. **(Answer: F)**
6. T F How opinions and interpretations, if given, are made shall be documented by the laboratory.
(Answer: T)
7. Reports shall contain: **(Answer: D)**
 - A. Include all the information requested by a customer
 - B. Be unambiguous and objective
 - C. Be accurate
 - D. A,B, and C
8. A laboratory results report does not need to include: **(Answer: A)**
 - A. The accrediting body logo
 - B. A report title
 - C. Identification of the method
 - D. The name and address of the laboratory
9. The analyst's John Xavier Smith's signature must include: **(Answer: D)**
 - A. Full first, middle and last name (i.e., John Xavier Smith)
 - B. His first and last name and middle initial (John X. Smith)
 - C. Just his first and last name (John Smith)
 - D. As long as his signature can be traced back to him, all are acceptable.
10. When necessary for the interpretation of test results which of the following is never included on a report:
(Answer: D)
 - A. Statement on estimated uncertainty
 - B. Opinions and Interpretations
 - C. Deviations, additions, or exclusions from test method
 - D. A, B, and C can be included on the report

11. Opinions and Interpretations given informally (i.e, by email, non-reporting letters): **(Answer: B)**

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| A. Should never be documented | B. Should be documented | C. Should only be documented on official test reports and never informally | D. Should only be documented by hard copy documentation |
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12. Laboratory reports shall be formatted in such a way that: **(Answer: B)**

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| A. Follows how the federal government laboratory reports are formatted | B. Minimizes the possibility of misunderstanding and misuse | C. Makes it easy for the quality assurance staff to track | D. Makes it easy for the laboratory staff to prepare |
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13. When laboratory test reports contain subcontracted results, the laboratory report: **(Answer: C)**

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| A. Does not need to identify which result are from the subcontracted laboratory | B. Needs to make a general statement saying that some results maybe from a subcontracted laboratory | C. Needs to clearly identify which results were subcontracted | D. An accredited laboratory can never report results from a subcontracted laboratory |
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14. Once issued, laboratory reports: **(Answer: C)**

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| A. Can never be amended | B. Can only be amended with approval of laboratory's accrediting body | C. Can be amended only by a further document or data transfer | D. Can be only be amended by hand writing on the report. Electronic reports cannot be amended. |
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15. Calculations and data transfers of laboratory data: **(Answer: A)**

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| A. Need to be reviewed in a systematic manner | B. Only need to be reviewed when training the analysts | C. Need to be reviewed daily | D. Only need to be reviewed by quality assurance staff |
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12/2016

ABC Feed Corporation 123 Main Street Hometown, OK 12345		Feed First Laboratory 126 Animal Way Best Friend City, OK 12355		Date: 12/1/2014		
Report ID: 401326	FEED SAMPLE ANALYSIS REPORT	Laboratory ID: 16C01235	16C01235			
Inspector ID: 456	Inspector Name: D. Martyn	Product Name: ACE Rabbit Feed				
Analyte	Minimum Guarantee	Maximum Guarantee	Other Guarantee	Amount Found	Method	Result Comments
Crude Protein			11.4 %	12.3 %	AAFCO 002.01	
Crude Fat			3.26 %	2.9 %	AAFCO 003.13	
Calcium			0.65 %	0.73 %	AAFCO 019.43	
Crude Fiber			2.67 %	2.5 %	AAFCO 004.07	
Phosphorus			0.54 %	0.60 %	AAFCO 031.43	
Selenium			0.29 ppm	0.40 ppm	AAFCO 034.53	
					E	F

Match the label with the letters on the report: *correct answers in red*

Report Title _____ (C)
 Test Results/Units of measurement _____ (E)
 Unambiguous Identification (of sample) _____ (G)
 Customer Name & Address _____ (A)
 Method Identification _____ (F)
 Unique identifier of Test Report _____ (D)



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