Situation	Rejected	Reasoning	Documentation	Documentation location
Solvent blank before case has carryover in it (not blank)	Yes	Case data cannot be used for interpretation	Reason, Date, and Initials	Include rejected data in casefile
Sample does not have IS present	Yes	Case data cannot be used for interpretation	Reason, Date, and Initials	Include rejected data in casefile
Control(s) do(es) not have IS present	Yes	Control data cannot be used for interpretation; no cases can be used for interpretation	Reason, Date, and Initials	Extraction worksheet
Sample does not derivatize	Yes	Case data cannot be used for interpretation	Reason, Date, and Initials	Include rejected data in casefile
Hydrolysis control failure	Yes	Control data cannot be used for interpretation; no cases can be used for interpretation	Reason, Date, and Initials	Extraction worksheet
Wrong mass assignment in a case	Yes	Case data cannot be used for interpretation	Reason, Date, and Initials	Include rejected data in casefile; logbook recommended
Inconsistent retention times over the course of a run that affect multiple cal/ctrls/cases and are cause for concern (do not meet reporting criteria)	Yes	Data cannot be used for interpretation	Reason, Date, and Initials	Extraction worksheet (logbook recommended); if only one case is affected - include in casefile
A case is run on instrument and has an ion out/co-elutor; it is run on a different instrument with controls but the ion out/coelutor still exists	No	The data is of good quality and can be used for interpretation	Documentation of the existence of additional data and what instrument it is on	Casefile

A case is run on instrument and has an ion out/co-elutor; the sample itself is run without controls to evaluate its performance on another instrument but the ion out/co-elutor still exists	No	The data on the first instrument is of good quality and can be used for interpretation; the data on the second instrument lacks controls and is only used for evaluation/not for casework	No additional documentation needed	
A case is run on instrument and has an ion out/co-elutor; it is re-run on the same instrument but ion out/coelutor still exists; second injection is not printed	No	The data is of good quality and can be used for interpretation	No additional documentation needed	Document for local PRR requests
A reduced injection/split is run on same instrument but not necessary for confirmation; not printed	No	The data is of good quality and can be used for interpretation	No additional documentation needed	Document for local PRR requests
Controls are run on two separate instruments; the analyst chooses to run the entire batch on one of the instruments due to ease/better chromatography/better performance/instrument availability	No	Controls are run to evaluate an instrument's performance; used for interpretation	No additional documentation needed	Logbook
An entire batch is run on one instrument and passes all criteria; the batch is then run on another instrument and passes all criteria	No	The data is of good quality and can be used for interpretation	Documentation of the existence of additional data and what instrument it is on	Casefile/extraction worksheet; logbook
Run control and the SIM windows are off	No	Controls are run to evaluate an instrument's performance; used for update the SIM windows	No additional documentation needed	

Run batch (controls and some/all cases) and the SIM windows are off; Stop run and adjust SIM windows; Rerun the batch	Yes	A set of data containing a or multiple cases cannot be used for interpretation so it is rejected; the controls can be used to update the SIM windows	Reason, Date, and Intials	Extraction worksheet (all or most cases) or in casefile (few cases affected)
A batch (controls and some/all cases) are run on an instrument but the data cannot be used due to high baseline, poor chromatography, instrument issues; the entire batch is then run on another instrument and the data is acceptable	Yes	A set of data containing a or multiple cases cannot be used for interpretation	Reason, Date, and Initials	Extraction worksheet (all or most cases) or in casefile (few cases affected); logbook
A batch (controls and some/all cases) are run on an instrument but the data cannot be used due to high baseline, poor chromatography, instrument issues; the batch (controls and some/all cases) is then run on another instrument and the data is also not acceptable	Yes	Data cannot be used for interpretation	Reason, Date, and Initials; list both instruments attempted	Extraction worksheet; logbooks
A urine benzo batch is run but later it is determined that the wrong tune file was used for the dilute method only. The full strength injection was run with the correct autotune file.	Yes	The full strength data can be used, however, the cases run on the dilute method should be rejected since they cannot be used for interpretation.	Reason, date, and initials	Extraction worksheet or summary sheet; logbook