**Initial Demonstration of Capability (IDC) Records [Version 6/30/23]**

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| **Analyst** |  |
| **Test** | TSS | BOD Set Up | BOD Read Out | TP | NH3 |
| **Read the SOP** |  |  |  |  |  |
| **Performed the test and passed the QC** |  |  |  |  |  |
| **Passed a blind sample** |  |  |  |  |  |
| *For each test, enter the date the SOP was read, the test was performed and the QC passed the test criteria (see the applicable SOP), and the blind was passed.* |

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| **NR 149.365 Laboratory ethics.** All the following practices are prohibited and may result in enforcement action under s.NR 149.10:**(1)** Fabrication, falsification, or misrepresentation of data.**(2)** Improper instrument clock setting, termed time traveling, or improper recording of date or time.**(3)** Unwarranted manipulation of samples, software, peak integration, or analytical conditions.**(4)** Concealing or failing to report a known improper or unethical behavior or action associated with sample analysis. |
| *It is recommended that all staff receive some lab ethics training. Remember, there are ways to solve problems, and the DNR laboratory certification program is always a resource.* |

**This form is just one example of how to document IDCs. The lab must have a documented IDC policy with IDC criteria. This form is only a guide, and it is the lab’s responsibility to ensure that requirements are met.**