**QAPP Worksheet #3 & 5: Project Organization and QAPP Distribution**

**(UFP-QAPP Manual Section 2.3 and 2.4)**

**(EPA 2106-G-05 Section 2.2.3 and 2.2.4)**

This worksheet identifies key project personnel, as well as lines of authority and lines of communication among the lead agency, prime contractor, subcontractors, and regulatory agencies. An example is provided below. For the purpose of the draft QAPP, it is permissible to show "TBD" in cases where roles have not been assigned; however, all key personnel must be identified in the final, approved QAPP.

For the purpose of document control, this worksheet also can be used to document recipients of controlled copies of the QAPP. The draft QAPP, final QAPP, and any changes/revisions must be provided to all QAPP recipients shown on this chart. Use asterisks or other symbol to designate QAPP recipients. Contractors and subcontractors shown on this chart are responsible for document control within their organizations.

\*QAPP recipient Lines of authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lines of Communication ----------------------------

Name

Lead Agency

PM\*

Contact Info:

Name

Lead Agency

Safety Manager\*

Contact Info:

Name

Contractor

PM\*

Contact Info:

Name

Lead Agency

QA Manager\*

Contact Info:

Name

Contractor

QA Manager\*

Contact Info:

Name

Contractor

Field Team Lead

Contact Info:

Name

Laboratory

PM\*

Contact Info:

Name

Contractor

Chemist

Contact Info:

Name

Contractor

SSHO

Contact Info:

Name

Subcontractor

PM\*

Contact Info:

Name

Contractor

H&S Manager

Contact Info:

Name

Regulatory Agency PM\*

Contact Info: