QAPP Worksheet #29: Project Documents and Records

**(UFP-QAPP Manual Section 3.5.1)**

**(EPA 2106-G-05 Section 2.2.8)**

This worksheet should be used to record information for all documents and records that will be generated for the project. It describes how information will be collected, verified, and stored. Its purpose is to support data completeness, data integrity, and ease of retrieval. Examples are provided in blue text.

| **Sample Collection and Field Records** | | | |
| --- | --- | --- | --- |
| Record | Generation | Verification | Storage location/archival |
| Field logbook or data collection sheets | Field Task Leader (name) | Project Director (name) | Project File |
| Chain-of-Custody Forms |  |  |  |
| Air Bills |  |  |  |
| Contractor Daily QC Reports |  |  |  |
| Deviations |  |  |  |
| Corrective Action Reports |  |  |  |
| Correspondence |  |  |  |

| **Project Assessments** | | | |
| --- | --- | --- | --- |
| Record | Generation | Verification | Storage location/archival |
| Field audit checklists |  |  |  |
| Data verification checklists |  |  |  |
| Data validation report |  |  |  |
| Data usability assessment report |  |  |  |

| **Laboratory Records** | | | |
| --- | --- | --- | --- |
| Record | Generation | Verification | Storage location/archival |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Laboratory Data Deliverables** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Record | VOCs | SVOCs | PCBs | Pesticides | Metals | Other |
| Narrative | X | X | X | X | X |  |
| COC | X | X | X | X | X |  |
| Summary Results | X | X | X | X | X |  |
| QC Results | X | X | X | X | X |  |
| Chromatograms | X | X | X | X |  |  |
| Tentatively Identified Compounds |  | X |  |  |  |  |