EPA Region 10 Tribal 106 Program QAPP Guidelines

October 2017

EPA Tribal 106 assistance agreements awarded to tribes come with a grant condition that specifies the requirements for new quality assurance project plans or QAPPs. However, the condition does not provide information on how to review and update your QAPP once it has been approved. The R10 Tribal 106 program and R10 QA Officer have developed the following guidelines so that you know how to determine if your QAPP needs to be updated. If you have any questions about the guidelines, please contact your EPA Tribal Coordinator (TC).

Additional Guidelines for Managing Your Tribal 106 QAPP

Review your QAPP annually. It is good practice to include a specific task in your 106 work plan to review your QAPP annually to ensure that the QAPP is up-to-date. At any point in the 5-year life of your QAPP you find that you need to make changes, please do the following:

If you find minor revisions are needed such as staff changes or number of samples:

1. Write an **addendum** or fill out a **sample alteration form** found at https://www.epa.gov/tribal/region-10-tribal-program. Click on CWA Section 106 Funding in Region 10 and then click on Region 10 QAPP Sample Alteration Form.
2. Submit the addendum and/or form to your EPA TC with new signatures and dates on the signature page.

If you find significant changes are needed such as adding a parameter or you have new uses for the data:

1. Make changes to the document in **track changes** or redline strikeout.
2. Submit the new QAPP to your EPA TC with new signatures and dates on the signature page.

If you find no changes are needed, you do not need to submit a new QAPP until the 5th year. At the 5-year mark, we require you to:

1. Review the QAPP to make sure there are no changes to content or personnel. If there are, make the changes in track changes or redline/strikeout.
2. Update the dates on the cover page and in the headers/footers.
3. Submit the QAPP to your EPA TC with new signatures and dates on the signature page.
4. When approved, the QAPP will be good for 5 more years if you don't make any changes to your sampling program.

> **Grant Condition: Quality Assurance Requirements**
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> Acceptable Quality Assurance documentation must be submitted to the EPA Project Officer within 30 days of the acceptance of this agreement or another date as negotiated with the EPA Project Officer. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the EPA Project Officer, in concert with the EPA Quality Assurance Manager, has approved the quality assurance document. (See 40 CFR 30.54 or 31.45, as appropriate.) Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: http://www.epa.gov/ogd/grants/assurance.htm.