Appendix C: QAPP Completion Checklist

Quality Assurance Project Plan Title:

Grant, Contract/Task Order, or Interagency Agreement Number (if applicable): EPA Project Officer/Project Manager:

QAPP Lead Organization:

QAPP Preparing Organization (if different from Lead Org.):

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| **Element** | **Purpose** | **Included** | **Not**  **included** | **If element is not included, explain why:**  **Additional comments:** |
| A1 Title Page | Presents the administrative information of the  project. |  |  |  |
| A2 Approval Page | Identifies the key project officials and documents their approval of the QAPP. The last recorded date of signature marks the  earliest date when the project’s operations  can begin (i.e., its effective date). |  |  |  |
| A3 Table of Contents, Document Format, and Document Control | Ensures all QAPP readers are reading or reviewing the most current version of the document with all applicable appendices,  figures, and references. |  |  |  |
| A4 Project Purpose, Problem Definition, and Background | Provides an overview of the problem to be solved or task(s) to be performed, along with  any pertinent background information for the project. |  |  |  |
| A5 Project Task Description | Provides an overview of the work to be completed in subsequent sections of the  QAPP (Groups B, C, and D), along with an |  |  |  |

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|  | estimated timeline for these tasks. It summarizes the approach to address the project’s objectives and connects what is  needed to how it will be obtained. |  |  |  |
| A6 Information/Data Quality Objectives and Performance/  Acceptance Criteria | Ensures that the quality needs of the project are clearly defined and documented. |  |  |  |
| A7 Distribution List | Identifies all individuals who should receive a copy of the QAPP and any subsequent revisions. It also designates who is responsible  for maintaining and distributing the QAPP. |  |  |  |
| A8 Project Organization | Identifies those involved with the project and  describes their roles and responsibilities. |  |  |  |
| A9 Project QAM Independence | Documents the independence of the Project QA Manager from the Operations Manager  and unit generating data. |  |  |  |
| A10 Project Organization  Chart and Communications | Identifies the organizations and roles of key  project members and documents lines of communication and authority. |  |  |  |
| A11 Personnel Trainings/ Certifications | Identifies any special or non-routine training or certifications that are necessary for project personnel to successfully complete the project, and how such training/certifications  will be ensured and documented. |  |  |  |
| A12 Documents and Records | Describes the management of project documents and records, including the QAPP. Management of project data is covered later in Element B7 (Environmental Information  Management). |  |  |  |
| B1 Identification of Project Environmental  Information Operations | Describes the experimental design of the  project’s planned environmental operations. It  describes in detail the specific tasks to be |  |  |  |

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|  | completed and the rationale associated with these tasks (i.e., “how” and “why” specific  project tasks are conducted). |  |  |  |
| B2 Methods for Environmental  Information Acquisition | Documents how project data and information will be collected, analyzed, and/or evaluated  consistently throughout the project. |  |  |  |
| B3 Integrity of  Environmental Information | Describes how the integrity of environmental  samples and environmental information will be retained throughout the project lifecycle. |  |  |  |
| B4 Quality Control | Identifies and describes the quality control activities designed to assess the potential  variability inherent to any sample collection, analysis, or measure. |  |  |  |
| B5 Instruments/ Equipment Calibration, Testing, Inspection, and Maintenance | Describes how project personnel will know that the equipment will work properly when needed, and how it will be ensured that instrumentation and equipment operate at a  known performance quality. |  |  |  |
| B6 Inspection/ Acceptance of Supplies  and Services | Describes how the quality of supplies and services is addressed and documented to  meet the quality needs of the project. |  |  |  |
| B7 Environmental Information Management | Describes how the data and information used, generated, or evaluated during the project will be managed. It describes the management process from generation to final use of the data, including any specific handling  or storage requirements. |  |  |  |
| C1 Assessments and Response Actions | Describes how a project’s activities will be  assessed during the project to ensure that the QAPP is being implemented as approved. |  |  |  |
| C2 Oversight and Reports  to Management | Identifies oversight procedures and  documents how project management and |  |  |  |

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|  | other stakeholders are kept informed of  oversight and assessment activities. |  |  |  |
| D1 Environmental Information Review | Describes the review procedures for determining whether project data and information meet the project’s stated data  quality objectives and intended use(s). |  |  |  |
| D2 Useability Determination | Describes how you will determine if the project data and information is of the right type, quality, and quantity to support the intended use and are suitable for the decisions that will be made. This section involves retrospective evaluation of the planning process using the outputs of data  verification, validation, and data quality assessment. |  |  |  |

Additional Comments: