

Quality Assurance Project Plan (QAPP) REVIEW CHECKLIST

This document describes the components of a QAPP. A QAPP is a document that describes the data collection applicable to your project, it does not generally carry any requirement to change to your methods.

Please use this document to inform the preparation of your project QAPP. The QAPP Review Checklist includes elements describing many types of data collection activities. You do not need to modify your project to include additional/all elements described in the QAPP Review Checklist if not relevant to project delivery.

Region 2 Guide ELEMENT
1.0. Title and Approval Sheet
Title
Organization's name
Dated signature of project manager
Dated signature of quality assurance officer
Other signatures, as needed
2.0. Table of Contents
3.0 Distribution List
4.0 Project/Task Organization
Identifies key individuals, with their responsibilities in each participating organization
Provides an organizational chart, showing the direct and Adotted@ lines of authority among and within the organizations
5.0 Special Training Needs/Certification
Identifies special needs, and how they will be provided, documented, and assured.
6.0 Problem Definition/Background
6.1 Clearly states problem to be resolved or decision to be made
Indicates intended use of the data, the decisions to be made with the information
Describes action levels or standards to be used to make decisions
Identifies expected data users
6.2 Provides historical and background information
Indicates the need for this work
Describes previous work or data collected, as they relate to this project

Describes importance of this project to the program
7.0 Project/Task Description
Describes approach, connecting what is needed with how it will be obtained
Includes maps
Identifies data that will be obtained from other sources (secondary/indirect) data (see B9/13.0)
Delineates detailed schedule (table OK)
Identifies special personnel/equipment requirements
Includes appropriate technical, regulatory, program-specific quality standards.
8.0 Quality Objectives and Criteria for Measurement Data
Describes how the quality objectives for the project were determined - systematic planning process.
If the Data Quality Objectives (DQO) process was followed, describes it and results, and attaches or references documentation.
8.1 Describes how the <i>precision</i> of each measurement will be determined, and the acceptance criterion for each.
8.2 Describe how the <i>bias</i> in each measurement will be determined, and the acceptance criterion for each.
8.3 <i>Representativeness</i> . Describes how collected data will accurately represent the population or parameter being measured, tying each to the monitoring design in section B1./8.1
8.4 Clearly states what standards and/or data sets data will be compared with, and states goals for achieving data <i>comparability</i> .
8.5 Gives level of <i>completeness</i> required for study and whether sufficient resources will be allocated to ensure project completion
8.6 States <i>sensitivity</i> (detection limit) goals for each parameter (related to comparability), and discusses appropriateness for the project
9.0 Non-direct Measurements (Secondary Data)
Identifies types of existing data needed and the expected sources (computer data bases, literature files, other project reports), along with acceptance criteria for their use
Specifies acceptance criteria for the use of the data.
Discusses limitations of such data and how they will be handled.
Documents the rationale for the original data collection and its relevance to this project.
10.0 Field Monitoring Requirements
10.1 Monitoring Process Design
Describes how and why monitoring design will accomplish goals, (<i>justify design rationale</i>),

connecting with problem definition (A5./5.0)
Describe how spatial and temporal variability will be accounted for.
Identifies the monitoring network (all points within each matrix, with all parameters at each), the monitoring frequency and schedule, and how it all was selected. Tables and maps may be of assistance (may reference them elsewhere in QAPP, as appropriate).
Discuss how locational info. will be obtained (GPS)
10.2 Monitoring Methods
Fully describes all monitoring methods (including field measurements (in situ), continuous monitoring, remote sensing), referencing or attaching SOPs, identifying all options.
Lists all needed monitoring equipment and supplies
Identifies what to do when problems arise
If samples are to be composited, homogenized, split, etc., states how.
For continuous monitoring, states averaging time, averaging method, data logging, downloading, storing, and reporting (telemetry) procedures.
Describes all data acquisition and handling equipment and software, and how it will be tested and verified.
For remote sensing, indicates area to be imaged, spatial resolution, degree of overpass
Describes cleaning and decontamination of field equipment, and how it will be verified.
10.3 Identifies <i>field QC</i> activities (replicates, field or trip blanks, splits), their purpose, frequency, acceptance criteria, and corrective actions.
11.0 Analytical Requirements
11.1 Analytical Method Requirements
Identifies for each analyte and sample matrix, the required analytical method, method detection limit and/or lab reporting limit
Identifies analytical methods options to be followed and provides validation information for non-standard methods
11.2 Identifies all required <i>laboratory QC</i> checks, their purpose, frequency, acceptance criteria, and corrective actions if acceptance criteria exceeded.
12.0 Sample Handling and Custody Requirements
Describes logistics of sample handling from collection through disposal.
For each sample matrix and parameter, specifies the number of samples, volumes, containers, preservation, allowable holding times.
Identifies where sample containers are to be obtained and any special cleaning procedures

For in situ, continuous, and remote monitoring, includes handling of measurement records.
States requirements for sample archiving and disposal
Describes sample identification and chain of custody procedures, including samples of labels, forms, etc.
13.0 Testing, Inspection, Maintenance and Calibration
13.1 Instrument/Equipment/Supplies Testing and Maintenance Requirements
13.2 Describes the need for and frequency of equipment calibration and maintenance
13.3 Identifies inspection and acceptance criteria for field, lab, and data management equipment and supplies
14.0 Data Management
Describes data management throughout the project, including data: record keeping, transformation, reduction, storage, retrieval, and security
Describes data handling equipment and procedures used to process, compile, error-check, and analyze data
15.0 Assessments/Oversight
Lists required number, frequency & type of assessments, with approximate dates, including MSAs, TSAs, PTs, DQAs, etc.
Identifies individuals responsible for performing such assessments, whether they will be independent, and how the information will be reported
Identifies individuals responsible for corrective actions, and how they will be tracked
16.0 Data Review, Verification, Validation, and Usability
16.1 Data Review, Validation and Verification
States criteria for accepting, rejecting, or qualifying data
Describes processes for data validation & verification (such as for qualifying data)
16.2 Reconciliation with User Requirements
Describes how results (validated data) will be reconciled with requirements defined by users. States who is responsible for it, what, if any statistical procedures will be used
Includes both field and lab issues. States how any limitations on use of data will be reported.
17.0 Reports to Management, Documentation, Records (C2)
Describes process for managing project documents and records.
Identifies frequency and distribution of reports, along with names of originators
Itemizes what information and records must be included in final report and all intermediate reports,

such as: project status, results of assessments, any significant QA problems.
Identifies where raw data, logs and final report will be located and in what form
Identifies how data can be retrieved at a later date and length of time they must be retained