REGION 4 QAPP REVIEW CHECKLIST

QAPP Title:
Project Location:
Originating Organization:
Receipt Date:
Review Date:
Reviewer:
Project Number:

USEPA - REGION 4 QUALITY ASSURANCE PROJECT PLAN REVIEW CHECKLIST	
P=Present & Acceptable; NP=Not Present; I=Incomplete; NA=Not Applicable	
ELEMENT	**COMMENTS**
A1. Title and Approval Sheet	
Title	
Organization's Name	
Dated Signature of Project Manager	
Dated Signature of Quality Assurance Officer	
A2. Table of Contents	
A3. Distribution List	
A4. Project/Task Organization	
Identifies key project personnel, with their roles and	
Responsibilities well defined (includes end data users, project QA manager, subcontractors, etc).	
A5. Problem Definition/Background	
Clearly states problems or decision to be made	
Provides historical and background information	
A6. Project/Task Description	
Lists measurements to be made includes on-site field analysis and off-site fixed laboratory analysis	
Cites applicable technical, regulatory, or program-specific standards, criteria, or objectives	
Identifies types of personnel, equipment and instruments required to perform field sampling, field analysis and laboratory analysis	
Provides work schedule and data deliverable timelines	
Summarizes required project and QA records/reports	
A7. Objectives and Criteria for Measurement Data	
State project objectives - quantitatively and quantitatively	
Links measurement quality objectives to applicable action limits, criteria, etc.	

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A8. Special Training Requirements/Certified Listed	
States how training is provided, documented and assured	
A9. Documentation and Records	
Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered	
Specifies the turnaround time for laboratory data deliverables	
Specifies the retention time and location for project records and reports	
B1. Sampling Process Design (Rational for Design)	
Specified the type, number and matrix of samples slated for collection	
Discusses the rationale for the proposed sampling design	
Specifies sample locations and frequency of sample collection at each location	
B2. Sampling Methods Requirements	
Describes sample collection procedures and methods	
Lists equipment needs	
Identifies support facilities	
Identifies individuals responsible for corrective actions in the field	
Describes the process for preparation and decontamination of sampling equipment	
Describes selection and preparation of sample containers – and specifies sample volumes	
Describes sample container, volume, preservation and holding time requirements per each chemical, physical or biological parameter	
B3. Sample Handling and Custody Requirements	
Summarizes sample handling requirements	
Summarizes chain-of-custody procedures	
B4. Analytical Methods Requirements	
Identifies the analytical methods to be followed (including method number – and sample preparation method such as digestion/extraction method where applicable)	
B5. Quality Control Requirements	
Identifies QC procedures and frequency for each sampling event, analysis, or measurement technique, as well as associated acceptance criteria and corrective actions	
References procedures and provides equations for	

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calculating QC statistics including bias/accuracy, precision - specifies acceptance criteria for completeness, comparability and representativeness	
B6. Instrument/Equipment Testing, Inspection and Maintenance Requirements	
Identifies acceptance testing of sampling and measurement systems	
Describes equipment preventive and corrective maintenance	
Summarizes availability and location of spare parts	
B7. Instrument Calibration and Frequency	
Identifies equipment needing calibration and frequency for such calibration	
Summarizes required calibration standards, gases and/or equipment	
Cites calibration records and the manner traceable to equipment	
B8. Inspection/Acceptance Requirements for Supplies and Consumables	
Provides a list of the supplies and consumables including pH buffers, conductivity and turbidity standards, etc.	
States acceptance criteria for supplies and consumables	
Identifies the individuals responsible for inspecting supplies and consumables to ensure compliance with requirements	
B9. Data Acquisition Requirements for Non-Direct Measurements	
Identifies type of data needed from non-measurement sources (e.g., computer databases, literature searches, models, etc.) and provides the acceptance criteria for using this information	
Describes the limitations of this information and specifies when and when it cannot be used	
Documents the rationale for original collection of data and its relevance to the project	
B10. Data Management	
Describes record/data keeping, storage and retrieval policies/requirements for organization/project	
Provides attachments to the QAPP containing SOPs, Checklists, Analytical Methodologies, etc.	
Describes data handling equipment and procedures used to process, compile and analyze data (e.g., computer hardware and software) – identifies the type of software used such as Excel, Statistical, Data Validation, etc.	

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Describes the process for assuring that applicable Office of Information Resource requirements are satisfied.	
C1. Assessments and Response Actions	
Lists the required number, frequency and type of assessments or audits complete with dates and names of auditors/personnel conducting these assessments (assessments can include management system reviews, technical systems reviews, peer reviews, surveillance, performance evaluation audits, laboratory audits, data quality audits, etc.)	
Describes the process for planning audits and assessments and identifies the individuals that participate in this planning	
Identifies those individuals responsible for performing audits and assessments	
Specifies the auditors independence, authority and competence in performing audits/assessments	
Specifies how audit findings are documented, verified and communicated to project personnel, senior management and EPA	
Identifies individual(s) responsible for implementing corrective actions	
C2. Reports to Management	
Identifies the frequency and distribution of reports for:	
Project Status Reports	
Results of Performance Evaluations and Audits	
Results of periodic data quality assessments	
Results of quality assurance problems	
Identifies those individuals responsible for preparing reports and those that will receive these items	
D1. Data Review, Validation and Verification	
Specifies criteria for accepting, rejecting or qualifying data	
Provides a list of data qualifier flags and provides definition of each flag	
Provides project-specific statistics, calculations or algorithms	
D2. Validation and Verification Methods	
Describes or provides the data validation and verification process (can provide validation SOPs)	
Describe resolution procedures for data quality problems and identifies individuals responsible for resoling data quality issues	
Describes the procedures for documenting the results of data	

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validation, review and verification	
Describes the process for communicating data validation results to project personnel	
D3. Reconciliation of Data to Project Objectives	
Describes the process for reconciling project results with the project-specific data quality objectives and identifies the limitations of the data	
Specifies the usability of the data and verifies that it meets project objectives	
Identifies the individuals who are responsible for reconciling the data to the project data quality objectives	

Final QAPP Disposition:

____ *Approved, no comments*
____ *Approved, with comments,* ***Address Comments, Submit Revised QAPP to EPA PO***
____ *Conditionally Approved,* ***Address Comments, Submit Revised QAPP to EPA PO***
____ *Not Approved,* ***Address Comments, Submit Revised QAPP to EPA PO***

References

1. EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5, EPA/240/B-01/002 (March 2001).

2. EPA Guidance on Systematic Planning Using the Data Quality Objectives Process, EPA QA/G-4, EPA/240/B-06/001 (February 2006).

Both documents can be accessed at the following website: www.epa.gov/quality - Select guidance from the menu options to the left of the screen.