

ATTACHMENT 25: Elements of a Quality Assurance Project Plan

A Quality Assurance Project Plan (QAPP) should provide a platform for presenting quality assurance/quality control (QA/QC) procedures, policies, and requirements so data are scientifically valid and defensible. QAPPs should be prepared on a project-specific basis to meet the project's unique data quality objectives. The Department of Defense requires a QAPP for any projects with environmental sampling plans, under the Uniform Federal Policy (UFP). Additional information on the UFP-QAPP can be found on the U.S. Environmental Protection Agency's website at <http://www.epa.gov/fedfac/documents/qualityassurance>. A summary of typical QAPP contents per UFP-QAPP is listed below.

Project Management and Objectives

Project Organization

- Project Organizational Chart
- Communication Pathways
- Personnel Responsibilities and Qualifications
- Special Training Requirements and Certification

Project Planning/Problem Definition

- Project Planning (scoping)
- Problem Definition, Site History, and Background

Project Quality Objectives and Measurement Performance Criteria

- Development of Project Quality Objectives Using Systematic Planning Process
- Measurement Performance Criteria

Secondary Data Evaluation

Project Overview and Scheduling

- Project Overview
- Schedule

Measurement/Data Acquisitions

Sampling Tasks

- Sampling Process Design and Rationale
- Sampling Procedures and Requirements
 - Sample Containers, Volume, and Preservation
 - Equipment/Sample Containers Cleaning and Decontamination Procedures
 - Field Equipment Calibration, Maintenance, Testing, and Inspection Procedures
 - Supply Inspection and Acceptance Procedures
 - Field Documentation Procedures

Analytical Tasks

- Analytical SOPs
- Analytical Instrument Calibration Procedures
- Analytical Instrument and Equipment
- Maintenance, Testing, and Inspection Procedures
- Analytical Supply Inspection and Acceptance Procedures

Sample Collection Documentation, Handling, Tracking, and Custody Procedures

- Sample Collection Documentation
- Sample Handling and Tracking System
- Sample Custody

Quality Control Samples

- Sampling Quality Control Samples
- Analytical Quality Control Samples

Data Management Tasks

- Project Documentation and Records
- Data Package Deliverables
- Data Reporting Formats
- Data Handling and Management
- Data Tracking and Control

Assessment/Oversight

Assessments and Response Actions

- Planned Assessments
- Assessment Findings and Corrective Action Responses

QA Management Reports

Final Project Report

Data Review

Data Review Steps

- Step I: Verification
- Step II: Validation
- Step III: Usability Assessment
- Data Limitations and Actions from Usability Assessment Activities

Streamlining Data Review

- Data Review Steps To Be Streamlined
- Criteria for Streamlining Data Review
- Amounts and Types of Data Appropriate for Streamlining