

MODULE 3.

MODEL QA PROJECT PLAN

This module ("the Model") serves as an example QA Project Plan. The Model was created for a fictitious tribe in Northern California who plans to conduct basic water quality monitoring on a river and its tributaries within tribal lands. The intent was to create a basic plan which included some field measurements, along with the collection of samples for analysis for basic water quality parameters (i.e., general chemistry, nutrients, and bacteria) plus metals. The project was assumed to be straightforward, with no legal implications. The tribal environmental team was assumed to consist of two individuals having multiple functions, a Project Manager/QA Manager and a Water Quality Technician/Field Sampler. Sample collection was planned to be directly into sample bottles rather than involving elaborate sampling equipment, as this was felt to be representative of most tribal water sampling efforts.

The Model follows the same basic structure as the Guidance and the Template provided, respectively, in Modules 1 and 2. Every effort has been made to make the three documents consistent (that is, the same section titles and numbers), although this may not be exact. It is recognized that every QA Project Plan is unique, so no guidance, template or model can capture all aspects of an individual tribe's water monitoring program.

(Note: The contents of the appendices are not included. Instead, place holders are provided to show the type of supporting information that might be found in the appendices or attachments to a typical QA Project Plan. It was felt that including all the field sampling and measurement standard operating procedures (SOPs) and example chain of custody documentation would not be particularly useful when the same information is available elsewhere within the CD-ROM tool and can easily be copied and/or modified as needed. Also, since each tribe is responsible for acquiring its own contract laboratory's QA Plan or Manual and standard operating procedures (SOPs), inclusion of the associated fictitious analytical information was not felt to be helpful. A place holder was also provided for a Health & Safety Plan, an essential part of every project (but not necessarily a part of a QA Project Plan).

One important caveat is placed on the Model, which was prepared with input from four of EPA's ten regions. As regional policies with respect to QA Project Plan contents differ slightly, a project plan patterned exactly after the Model may not necessarily be accepted on the first review in each region. However, the use of national QA Project Plan guidance in the preparation of the Model (and also its use in preparing the Guidance and Template) should help ensure that a tribe's first effort generates a QA Project Plan with minimal comments requiring only minor revisions.