USEPA REGION 4 BROWNFIELDS QAPP REVIEW CHECKLIST

QAPP Title:
Cooperative Agreement Recipient:
Grant Number:
QAPP Preparer:
QAPP Date:
Transmittal Date:
DAO Reviewer:

*This is **not** an exhaustive list of requirements and is not intended as guidance for developing a QAPP. Refer to the Preparation of Quality Assurance Project Plans for EPA Brownfields Projects in the Southeast for comprehensive requirements.

**For DAOs, mark each element in the right-hand column with one of the following abbreviations:
P = Present & Acceptable; **NP** = Not Present; **I** = Incomplete; **NA** = Not Applicable

ELEMENT	Page Number & Paragraph	EPA Use
A1. Title and Approval Sheet		
Title (Including CAR's name and revision #)		
Grant Number		
Name of organization that prepared the QAPP		
Dated signature of approving officials: printed names, titles, organizations, date, and signatures		
Other signatures, as needed		
A2. Table of Contents		
A3. Distribution List		
A4. Project/Task Organization		
Key individuals, technical disciplines, and responsibilities		
Organizational chart/table depicting lines of authority and reporting responsibilities		
A5. Problem Definition/Background		
Clearly state the problem or decision to be resolved		
Provide historical and background information		
A6. Project/Task Description		
List measurements to be made		
Cite applicable technical, regulatory, or program-specific quality standards, criteria, and/or objectives		
Note special personnel or equipment requirements		
Provide work schedule		
Note required project and QA records/reports		
A7. Quality Objectives and Criteria for Measurement Data		
State project objectives and limits, both qualitatively and quantitatively		
State and characterize measurement quality objectives to applicable action levels or criteria		

ELEMENT	Page Number & Paragraph	EPA Use
A8. Special Training /Certification		
State trainings, date of trainings, expirations, and where applicable records are maintained		
A9. Documentation and Records		
List information and records to be included for this project		
State requested lab turnaround time		
Give retention time and location for records and reports		
B1. Sampling Process Design and Site Figures		
Type and number of samples required		
Sampling design and rationale		
Sampling locations and frequency		
Sample matrices		
Classification of each measurement parameter as either critical or needed for information only		
Describe/list SOPs used to characterize and dispose of IDW		
B2. Sampling and Analytical Procedures		
Describe the sampling methods and procedures or cite the specific SOPs to be used to guide the sample collection		
Describe how problems (lost samples, broken equipment, etc.) will be resolved and documented		
If SOPs are referenced, include a table listing all field sampling SOPs that will be used. Include the title of SOP, date, revision number and organization that wrote the SOP. Describe any modifications to the SOPs that are necessary for your project.		
B3. Sample Handling and Custody		
Sample handling requirements		
Chain-of-custody procedures		
B4. Analytical Methods and Requirements		
Identify the extraction, digestion, analytical methodologies to be followed		
Specify the turnaround time for hardcopy/electronic laboratory data deliverables		
Provide the laboratory SOPs as appropriate		
Identify the individual(s) responsible for overseeing the analysis and implementing corrective actions		
B5. Field Quality Control Requirements		
Design the field QC program that will be routinely performed, and provide a corresponding field sampling QC table in the QAPP		
Include field duplicate samples for each matrix and parameter, trip blanks for VOC samples, temperature blanks, and QA/QC samples as necessary		

ELEMENT	Page Number & Paragraph	EPA Use
B6. Laboratory Quality Control Requirements		
Determine the laboratory QC data to be routinely included with the laboratory's data package, and provide a corresponding laboratory analytical QC table.		
B7. Field Equipment Calibration and Corrective Action		
If contained in SOPs, reference that appendix in this section of the QAPP. Otherwise, provide a field equipment calibration table for the types of field equipment routinely used		
Discuss the corrective actions taken in the field when the control limits are not met		
B8. Laboratory Equipment Calibration and Corrective Action		
If contained in laboratory SOPs, reference that appendix in this section. Otherwise, provide a laboratory equipment calibration table for each analytical method		
Note responsible individuals		
B9. Analytical Sensitivity and Project Criteria		
Provide an analytical method sensitivity and project criteria table for the analytical methods that will be routinely performed		
If the laboratory provides only one analytical method limit, note in the table whether it is the MDL or the QL/RL that is being reported		
B10. Data Management and Documentation		
Describe standard record-keeping, data storage, and retrieval requirements for digital and hard copies of field data, laboratory data, and manipulated data; Include any checklists used for data management		
Describe the control mechanism for detecting and correcting errors, and ensuring accuracy		
Include the name, title, and organization of the person(s) responsible for these activities		
C1. Assessments and Corrective Actions		
Assessments/oversight that will be performed and frequency		
The person(s) responsible for performing the assessments/oversight, and where the results will be documented		
Identify who will receive the assessment/oversight report; who will be responsible for dealing with corrective actions; and follow up on assessments/oversight		
C2. Project Reports		
Identify the types of reports that will be routinely generated		
Provide a detailed description of the contents of project final reports to establish expectations between report preparer and client		
D1. Field Data Evaluation		

ELEMENT	Page Number & Paragraph	EPA Use
Describe the final data evaluation process that will be routinely performed on the field data		
Indicate how the results of the evaluation will be documented, and what will be presented the final report(s). Indicate the position(s) of the person(s) who will be performing the field data evaluation		
D2. Laboratory Data Evaluation		
Describe the final data evaluation process that will be routinely performed on the laboratory data		
Perform a completeness check of the laboratory data package to ensure it is compliant with the requirements in the QAPP		
Document the presence or absence of any problems with the data, and note any relevant sample data that may be impacted.		
Evaluate the field QC sample results including data qualifiers for sample results		
D3. Evaluating Data in Terms of User Needs		
Describe the overall project evaluation process that will be routinely performed to determine the usability of the data, update the conceptual site model, and determine if the objectives of the project have been met		
Tabulate the field sample data together with the state/federal standards for presentation in the final report		
Using the summary tables and graphical presentations, evaluate the usability of the individual field sample results at the parameter level. Document any limitations		
Document observations, trends, anomalies, or data gaps that may exist. Evaluate how the results have impacted the conceptual site model, and if the objectives of the project have been met. Draw conclusions and recommendations from all the information		

Final QAPP disposition:
___ *Approved, no comments*
___ *Approved with comments, resubmittal **not** required*
___ *Conditionally approved, comments must be addressed, resubmittal required*
___ *Not approved, comments must be addressed, resubmittal required*

References

EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5, March 2001, EPA/240/B-01/003,
Guidance for Quality Assurance Project Plans, EPA QA/G-5, December 2002, EPA/240/R-02/009
(Available from EPA's Website: http://www.epa.gov/quality)