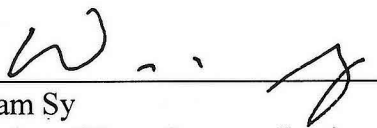


**Hazardous Waste Support Section  
SOP NO. HW-38 Revision 4  
Quality Assurance Project Plan Review and Recordkeeping**



Approvals:

  
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Hazardous Waste Support Section

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Date

  
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## **Standard Operating Procedure Quality Assurance Project Plan Review and Recordkeeping**

This Standard Operating Procedure (SOP) is applicable to the Hazardous Waste Support Section's (HWSS) review of all Quality Assurance Project Plans (QAPPs) and related quality assurance documentation (work plans, sampling analysis plans, etc.) for the Superfund and RCRA programs in Region 2.

### **1. QAPP Review Process**

#### **a. Receiving request**

- i. The Remedial Project Manager (RPM) or Project Manager (PM) will contact the Chief, Hazardous Waste Support Section (HWSS) with a written/email request to review a QAPP or other related quality assurance document.
- ii. If the RPM contacts a HWSS staff member directly, the RPM should be directed to the Chief, HWSS.
- iii. The Chief, HWSS will assign project to a staff member.
- iv. The reviewer will contact the RPM to obtain required turnaround time, if not provided during the request. Default turnaround time should be 21 calendar days.
- v. The review request information will be entered electronically into the HWSS database by the reviewer. This can be found at G:\share\DESADIV\HWSS Database\ with the following filename, HWSS database\_SP.accdb, and clicking on the QAPP db button found on the welcome screen.

#### **b. Review procedures**

- i. The QAPP shall be reviewed following the Uniform Federal Policy for Quality Assurance Project Plan (UFP-QAPP) requirements. Guidance documents for review are the following:
  - 1) Part 1: Uniform Federal Policy for Quality Assurance Project Plans (UFP-QAPP) Manual (EPA-505-B-04-500A, March 2005).
  - 2) Part 2A: UFP-QAPP Workbook (EPA-505-B-04-900C, March 2005).
  - 3) Part 2B: Quality Assurance/Quality Control Compendium: Minimum QA/QC Activities (EPA-505-B-04-900B, March 2005).
  - 4) Part 2A (Revised): Optimized UFP-QAPP Worksheets, March 2012.
  - 5) Optimized Uniform Federal Policy for Quality Assurance Project Plans Worksheets, March 2012
- ii. HWSS review comments shall be forwarded to the RPM or PM via e-mail
- iii. Comment guidelines

- 1) Comments should be concise and to the point.
  - 2) Comments should describe an action that needs to be taken by the document's author.
  - 3) References to guidance/regulations should be provided as appropriate, including the web site where the cited reference can be found, if available.
  - 4) Provide an easy to find reference to the document being reviewed.  
For example: Section 3.2, Page 10
- iv. After review is completed, the review comments memo should be generated from the QAPP Database.
- 1) If the reviewed QAPP was prepared using the original 2005 Workbook, the click on the "Original UFP QAPP" button.
  - 2) If the reviewed QAPP was prepared using the 2012 optimized Workbook, click on the "Optimized UFP" button
  - 3) After the memo is generated it should be immediately saved in the appropriate folder on the G:\ using the naming convention shown on Section 1.b.vi. of this SOP.
  - 4) The generated comment memo should have all the project, reviewer and PM information on the top of the first page.
    - a. Comments that do not pertain to the QAPP Worksheets should be included in the General Comments sections.
    - b. Comments on specific Worksheets should be incorporated into the respective Worksheet Section.
    - c. If the Worksheet is acceptable and no comments are warranted, the phrase "This information was provided in the QAPP and addressed the requirements." Should be written on that Worksheet section.
- v. All Memo and Comments should be saved on:  
G:\USER\share\DESADIV\HWSS\Document Review\site name\OU\Year;  
where *site name* = the corresponding site name directory, *OU* = operable unit and *Year* = calendar year.
- vi. Filenames should follow the naming convention:  
*DocType\_SiteName\_OU\_MoYear*; where *DocType* = Document Type (Comments, Memo, Email, QAPP, WP, Report, etc.); *SiteName* = description using site name; *OU* = Operable Unit and *MoYear* = month (01-12) and calendar year. If the reviewed QAPP filename contain this information there is no need to rename it.
- vii. The comment document shall be peer reviewed by another member of HWSS. The request for peer review is initiated by the reviewer by attaching the comment file to an email request. The peer review should be documented by completing the peer review box in the QAPP review database.
- viii. Upon completing all responses to the peer review, the comment document is sent electronically via e-mail to the RPM or PM.

c. Time Keeping

- i. The reviewer shall keep track of the review hours and any time spent (correspondence, e-mails, consultations, etc.) associated with the review for entering into PeoplePlus. The RPM shall be contacted for the proper site specific account number to use if this was not provided in the initial request for review.

## References and Guidance Documents:

- U.S. Environmental Protection Agency, March 2001, EPA Requirements for Quality Assurance Project Plans (EPA QA/R-5), EPA-240-B-01-003. (Electronic copy available at the following website, <https://www.epa.gov/fedfac/assuring-quality-federal-cleanups>, last accessed on March 17, 2016).
- U.S. Environmental Protection Agency, March 2005, Uniform Federal Policy for Quality Assurance Project Plans, Part 1: UFP-QAPP Manual, EPA-505-B-04-900A. (Electronic copy available at the following website, <https://www.epa.gov/fedfac/assuring-quality-federal-cleanups>, last accessed on March 17, 2016).
- U.S. Environmental Protection Agency, March 2005, Workbook for Uniform Federal Policy for Quality Assurance Project Plans, Part 2A: UFP-QAPP Workbook, EPA-505-B04-900C. (Electronic copy available at the following website, <https://www.epa.gov/quality/managing-quality-environmental-data-epa-region-2>, last accessed on March 17, 2016).
- U.S. Environmental Protection Agency, March 2005, Uniform Federal Policy for Quality Assurance Project Plans, Part 2B: Quality Assurance/Quality Control Compendium: Minimum QA/QC Activities, EPA-505-B-04-900B.. (Electronic copy available at the following website, <https://www.epa.gov/quality/managing-quality-environmental-data-epa-region-2>, last accessed on March 17, 2016).
- U.S. Environmental Protection Agency Memorandum, May 31, 2006. Reissue of Agency-wide Quality System Documents (QA/R2, QA/R-5, QA/G-7 and QA/G-10). (Electronic copy available at the following website, <https://www.epa.gov/quality/managing-quality-environmental-data-epa-region-2>, last accessed on March 17, 2016).