Project Name: **Date:**
QAPP Reviewed By:

U.S. EPA Region 2 Brownfields Site-Specific QAPP Review Checklist

Region 2 Brownfields Site-Specific QAPP Elements	Region 2 Site-Specific QAPP Templates	Y/N	NA	Comments
Project Management				
Section 1: Title and Approval Page	**Template #1**			
Project Title				
Site Name/Site Location				
Brownfields Co-operative Agreement Number				
Revision Number and Date				
Approving Officials – Names, Titles, Signatures, and Date Signed: Environmental Consultant: Project Manager and QA Officer; State/Territory Grant Recipient Program Manager and EPA Brownfields Project Officer and QA Officer.				
Section 2a: Project Organizational Chart	**Template #2a**			
Were the reporting relationships between the organizations involved in the project clearly described in a flowchart? Does it include: Grant Recipient; Environmental Consultant; Environmental Laboratory; State/Territory Regulatory Agency; EPA Project Officer; EPA Quality Assurance Officer; and Subcontractors?				
Section 2b: Personnel Responsibilities	**Template #2b**			
Were project personnel responsibilities from both consultant and subcontractor firms identified? Were resumes attached?				
Section 3a: Problem Definition/Project Description (includes Sampling Design/Site Maps)	**Template #3a**			
Did the information, as required in the guidance document, include: 1) detailed site history, 2) existing data pertaining to the project, 3) clearly defined problem statement, 4) decisions to be made, 5) outcomes to be achieved, and 6) environmental questions to be answered?				
Was an outline provided? Does it include each of the tasks to be performed? Does it include the principle use of the data obtained for each task?				

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Was the project sampling approach described? Are detailed sampling maps included?				
Section 3b: Project Quality Objectives	**Template #3b**			
Have the Project Quality Objectives defined the type, quantity and quality of data needed to answer specific environmental questions and support proper environmental decisions?				
Section 4: Project Timeline	**Template #4**			
Were the start and completion dates for all key project tasks provided? Do they including Site-Specific QAPP review and approval, field activities and sampling, laboratory analysis and turnaround times and required reporting activities?				
Measurement Data Acquisition				
Section 5a: Sampling Methods and Locations	**Template #5a**			
Were all site locations that will be sampled listed? Does the information include the number of samples, matrix, depths, sampling SOP reference and rationale for sampling location?				
Section 5b: Analytical Methods and Requirements	**Template #5b**			
Were all analytical details described in a tabular format? Does the table include the following: matrix, analytical group, concentration level, SOP reference, sample volume, container size and type, preservation requirements and holding time?				
Section 5c: Reference Limits and Evaluation	**Template #5c**			
Were all target analytes/contaminants of concern, applicable state regulatory criteria, and published achievable detection and reporting limits provided?				

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Section 5d: Analytical Laboratory Sensitivity and Project Criteria	**Template #5d**			
Was a table for each matrix, analytical group and concentration level provided? Do the tables include: data quality indicators, performance criteria and the associated QC sample(s)? Does the table specify whether the QC sample(s) are associated with sampling and/or analysis?				
Section 5e: Secondary Data Criteria and Limitations Table	**Template #5e**			
Have secondary data and information used for the project been identified? Have the originating sources been identified? Does the QAPP explain how the secondary data will be used, and the limitations on their use?				
Section 6: Project Specific Method and Standard Operating Procedures (SOPs) Reference	**Template #6**			
Was a reference table of the field sampling SOPs, the analytical laboratory SOPs and the analytical method reference provided?				
Section 7: Field Equipment Calibration/Corrective Action	**Template #7**			
Were initial calibration (including standards and concentrations used) and continuing calibration checks for field equipment described? Does the QAPP describe the frequency of calibration and checks, (when and how often); the acceptance criteria (control limits) and a discussion of the corrective actions taken when the control limits are not met.				
Section 8: Analytical Laboratory Equipment Calibration/Corrective Action	**Template #8**			
Were the initial and continuing calibration checks for laboratory equipment described? Does this include the number of initial calibration standards and the calibration range, and the independent calibration check standards? For each calibration step, the following must be included: 1) frequency, 2) acceptance criteria, and 3) laboratory corrective actions to be taken when acceptance criteria are not met.				

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Section 9a: Sampling Handling Systems	**Template #9a**			
Were components of the project-specific sample handling system identified? Does this include: 1) personnel and their organizational affiliations that are primarily responsible for ensuring proper handling, 2) custody and storage of field samples from the time of collection, to laboratory delivery, to final sample disposal, and 3) the number of days field samples and their extracts/digestates will be archived prior to disposal?				
Section 9b: Sample Custody Requirements	**Template #9b**			
Was a description of the chain-of-custody (COC) procedures provided? (If an SOP is available, simply reference and include the SOP in the QAPP as an appendix). Does the QAPP provides a copy of the COC, sample label, and custody seal?				
Section 10: Field Quality Control Summary	**Template #10**			
Were Field QC summaries by matrix, analytical group, and concentration level included? Was a tabular format used to document each type of laboratory QC, its frequency and acceptance criteria? NOTE: Typical Brownfields projects will include field duplicate samples for each matrix and parameter, field rinsate blanks (equipment blanks), trip blanks for aqueous VOC samples, matrix spike/matrix spike duplicate (MS/MSD) samples and performance evaluation (PE) samples (i.e., a certified standard submitted to the laboratory as a blind QC sample). For field duplicate soil samples, does the QAPP document whether samples are being collected as co-located duplicates (collected adjacent to each other), or as a split of a single homogenized sample? Collocated duplicate data is useful for evaluating the homogeneity of the soil/sediment matrix within a relative area. MS/MSD samples are counted as part of the field QC program because they need to be specified on the chain-of-custody (COC). Additional volume is often required for the laboratory.				

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Section 11a: Data Management and Documentation	**Template #11a**			
Does the QAPP describe the records generated as part of the project and the procedures used to manage this documentation? Field, lab and data assessment records should all be discussed.				
Section 11b: Project Reports	**Template #11b**			
Does the QAPP describe project reporting requirements, including: 1) frequency, 2) due dates,3) personnel responsible for preparation, and 4) recipients.				
Assessment/Oversight (Optional)				
Section 12a: Planned Project Assessments	**Template #12a**			
Does the QAPP discuss planned assessment activities including type, frequency, and responsibility?				
Section 12b: Assessment Findings and Corrective Action Responses	**Template #12b**			
Does the QAPP discuss assessment response and corrective action activities?				
Data Review				
Section 13a: Project Data Verification Process (Step I)	**Template #13a**			
Were the processes that will be followed to verify project data identified and described? Does the QAPP describe how each item will be verified, when the activity will occur, what documentation is necessary, and the person responsible?				

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Section 13b: Project Validation Process (Step IIa and Step IIb)	**Template #13b**			
Were the processes that will be followed to validate the project data described? Does this include how each item will be verified, when the activity will occur, what documentation is necessary, and who is responsible?				
Section 13c: Project Matrix and Analytical Validation (Step IIa and Step IIb) Summary	**Template #13c**			
Were all matrices, analytical groups, concentration levels, data validation criteria/SOPs and data validators identified?				
Section 13d: Usability Assessment (Step III)	**Template #13d**			
Was Data Usability Assessment discussed? Does this include a description of how data quality issues will be addressed and how limitations on the use of the data will be handled?				