

GREAT LAKES COMMISSION QUALITY ASSURANCE PROJECT PLAN REVIEW CHECKLIST

Secondary Data Research Projects

A secondary data research project involves the gathering and/or use of existing environmental data for purposes other than those for which they were originally collected. These secondary data may be obtained from many sources, including literature, industry surveys, compilations from computerized databases and information systems, and computerized or mathematical models of environmental processes. For these projects, a Quality Assurance Project Plan (QAPP) shall be prepared to include the requirements identified below. If primary data will also be generated as part of the project, then the information below can be incorporated into the associated QAPP to address the secondary data.

PROJECT TITLE: _____

Preparer: _____ **Date Submitted:** _____

Reviewer: _____ **Date of Review:** _____

Element	Acceptable (Yes/No)	Page/ Section	Comments
Section 1.0 – Project Objectives, Organization, and Responsibilities			
1.1 – The purpose of the study shall be clearly stated.			
1.2 – Project Objectives shall be clearly stated.			
1.3 – The secondary data needed to satisfy the project objectives shall be identified. Requirements relating to the type of data, the age of data, geographical representation, temporal resolution, temporal representation, as applicable, shall be specified.			
1.4 – The planned approach for evaluating project objectives, including formulas, units, definitions of terms, and statistical analysis, if applicable, shall be included.			
1.5 – Responsibilities of all project participants shall be identified, meaning that key personnel and their organizations shall be identified, along with the designation of responsibilities for planning, coordination, data gathering, data analysis, report preparation, and quality assurance, as applicable.			

Element	Acceptable (Yes/No)	Page/ Section	Comments
Section 2.0 – Sources of Secondary Data			
2.1 – The required source(s) of the secondary data must be specified. If a hierarchy of sources exists for the gathering of secondary data, that hierarchy must be specified.			
2.2 – The rationale for selecting the source(s) identified shall be discussed.			
2.3 – The QAPP shall state that the source(s) of secondary data will be identified in the project deliverable.			
Section 3.0 – Quality of Secondary Data			
3.1 – Quality requirements of the secondary data must be specified. These requirements must be appropriate for their intended use. Accuracy, precision, representativeness, completeness, and comparability need to be addressed, if applicable.			
3.2 – The procedures for determining the quality of the secondary data shall be described.			
3.3 – If no quality requirements exist, this shall be stated. If no quality requirements exist or if the quality of the secondary data cannot be determined, the QAPP shall require that a disclaimer be added to any project deliverable.			
Section 4.0 – Data Reporting, Data Reduction, and Data Validation			
4.1 – Data reduction procedures specific to the project shall be described, including calculations and equations.			
4.2 – The data validation procedures used to ensure the reporting of accurate project data shall be described.			
4.3 – The expected product document that will be prepared shall be specified (e.g., journal, article, final report, etc.)			