

EPA QA/R-5 QAPP REVIEW CHECKLIST

10/00

Site Name: _____ QATS Document No.: _____

Site Manager: _____ Date of QAPP: _____

QAPP Author: _____ QAPP Reviewer: _____

TOPIC	COMMENTS
Project Management	
A1. Title and Approval Sheet	
a. Title	
b. Organization's Name	
c. Dated signature of project manager	
d. Dated signature of quality assurance officer	
e. Other signatures, as needed	
A2. Table of Contents and Document Control Format	
a. Includes Table of Contents	
b. Includes document control format	
A3. Distribution List	
a. Includes a list of people who will receive the completed QAPP	
A4. Project/Task Organization	
a. Identifies key individuals, with their responsibilities (data users, decision-makers, project QA manager, subcontractors, etc.)	
A5. Problem Definition/Background	
a. Clearly states problem or decision to be resolved	
b. Provides historical and scientific background information	
A6. Project/Task Description	
a. Lists measurements to be made	
b. Cites applicable technical, regulatory, or program-specific quality standards, criteria, or objectives	
c. Notes special personnel or equipment requirements	

TOPIC	COMMENTS
A6. Project/Task Description (continued)	
d. Identifies the assessment tools needed	
e. Provides work schedule	
f. Notes required project and QA records/reports	
A7. Quality Objectives and Criteria for Measurement Data	
a. States project objectives and limits, both qualitatively and quantitatively	
b. States and characterizes measurement quality objectives as to applicable action levels or criteria	
A8. Special Training/Certification Requirements	
a. Lists special training and certification requirements	
A9. Documentation and Records	
a. Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered)	
b. Describes process and responsibilities for ensuring that the most current approved version of the QAPP is available	
c. Specifies the level of detail of the field sampling and/or lab analysis narrative needed to completely describe difficulties encountered	
d. Gives retention time and location for records and reports	
Measurement/Data Acquisition	
B1. Sampling Process Design (Experimental Design)	
a. Lists samples required as to type and number	
b. States sampling network design and rationale	
c. Gives sampling locations and sampling frequency	
d. Identifies sample matrices	
e. Gives appropriate validation study information for non-standard situations	
B2. Sampling Methods Requirements	
a. Identifies sample collection procedures and methods	

TOPIC	COMMENTS
b. Lists equipment needed	
c. Identifies support facilities	
d. Identifies individuals responsible for corrective action	
e. Describes process for preparation and decontamination of sampling equipment	
f. Describes selection and preparation of sample containers and sample volumes	
g. Describes preservation methods and maximum holding times	
B3. Sample Handling and Custody Requirements	
a. Notes sample handling requirements	
b. Notes chain of custody procedures, if required	
B4. Analytical Methods Requirements	
a. Identifies analytical methods to be followed (with all options) and required equipment	
b. Provides available validation and/or performance information for non-standard methods	
c. Identifies individuals responsible for corrective action	
d. Specifies needed laboratory turnaround time if important to project schedule	
B5. Quality Control Requirements	
a. Identifies QC procedures and frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective action	
b. Referenced procedures used to calculate QC statistics (precision and bias or accuracy)	
B6. Instrument/Equipment Testing, Inspection and Maintenance Requirements	
a. Identifies acceptance testing of sampling and measurement systems	
b. Describes equipment preventive and corrective maintenance	
c. Notes availability and location of spare parts	
B7. Instrument Calibration and Frequency	

TOPIC	COMMENTS
a. Identifies equipment needing calibration and frequency for such calibration	
b. Notes required calibration standard and/or equipment	
c. Cites calibration records and manner traceable to equipment	
B8. Inspection/Acceptance Requirements for Supplies and Consumables	
a. States acceptance criteria for supplies and consumables	
b. Notes responsible individuals	
B9. Data Acquisition Requirements for Non-direct Measurements	
a. Identifies type of data needed from non-measurement sources (e.g., computer data bases and literature files) along with acceptance criteria for their use	
b. Describes any limitations of such data	
B10. Data Management	
a. Describes standard record keeping, data storage, and retrieval requirements	
b. Checklists or standard forms attached to QAPP	
c. Describes data handling equipment and procedures used to process, compile, and analyze data (e.g., required computer hardware and software)	
d. Describes process for assuring that applicable information resource management requirements are satisfied	

Assessment / Oversight	
C1. Assessments and Response Actions	
a. Lists required number, frequency, and type of assessments with approximate dates and names of responsible personnel (assessments include but are not limited to peer review, management systems review, technical systems audits, performance evaluations, and audits of data quality)	
b. Identifies individuals responsible for corrective actions	
C2. Reports to Management - Identifies frequency and distribution of reports for:	
a. Project status	
b. Results of performance evaluations and audits	
c. Results of periodic data quality assessments	
d. Any significant QA problems	
e. Preparers and recipients of reports	
Data Validation and Usability	
D1. Data Review, Validation, and Verification	
a. States criteria for accepting, rejecting, or qualifying data	
b. Includes project-specific calculations or algorithms	
D2. Validation and Verification Methods	
a. Describes process for data validation and verification	
b. Identifies issue resolution procedure and responsible individuals	
c. Identifies method for conveying these results to data users	
D3. Reconciliation with User Requirements	
a. Describes process for reconciling project results with DQOs and reporting limitations on use of data	