

Quality Assurance Project Plan Resources

Elements of a Quality Assurance Project Plan

Project Management (elements 1-9)

1. Title and Approval Page
2. Table of Contents
3. Distribution List
4. Project/Task Organization
5. Problem Identification/ Background
6. Project/Task Description
7. Data Quality Objectives for Measurement Data
8. Training Requirements/Certification
9. Documentation and Records

Measurement/Data Acquisition (elements 10-19)

10. Sampling Process Design
11. Sampling Methods Requirements
12. Sample Handling and Custody Requirements
13. Analytical Methods Requirements
14. Quality Control Requirements
15. Instrument/Equipment Testing, Inspection, and Maintenance
1. Requirements
16. Instrument Calibration and Frequency
17. Inspection/Acceptance Requirements for Supplies
18. Data Acquisition Requirements
19. Data Management

Assessment and Oversight (elements 20-21)

20. Assessment and Response Actions
21. Reports

Data Validation and Usability (elements 22-24)

22. Data Review, Validation, and Verification Requirements
23. Validation and Verification Methods
24. Reconciliation with Data Quality Objectives

Other Resources

EPA Volunteer Monitor's Guide to Quality Assurance Project Plans:

https://www.epa.gov/sites/production/files/2015-06/documents/vol_qapp.pdf

CZM Volunteer Coastal Monitoring General Quality Assurance Project Plan:

<https://www.mass.gov/eea/docs/czm/cwq/general-qapp.doc>

NEIWPC Guide for Development and Approval of Quality Assurance Project Plans:

[http://www.neiwpc.org/quality/quality-docs/NEI.QAPP.Guide.%20\(version%20_FINAL\)%202-22-16.pdf](http://www.neiwpc.org/quality/quality-docs/NEI.QAPP.Guide.%20(version%20_FINAL)%202-22-16.pdf)

EPA Guidance on Environmental Data Verification and Data Validation:

<https://www.epa.gov/sites/production/files/2015-06/documents/g8-final.pdf>

MassDEP Volunteer Monitoring Resources (QAPP templates):

<http://www.mass.gov/eea/agencies/massdep/water/watersheds/environmental-monitoring-for-volunteers.html>

Volunteer Estuary Monitoring: A Methods Manual:

<https://www.epa.gov/nep/volunteer-estuary-monitoring-methods-manual>

EPA Quality Assurance Project Plan Guidance for Using Secondary Data:

<https://www.epa.gov/sites/production/files/2015-06/documents/EPANESecondaryDataGuidance.pdf>

EPA Quality Management Tools for Projects:

<https://www.epa.gov/quality/epa-quality-management-tools-projects>