

QAPP REVIEW CHECKLIST (January, 2002)

ELEMENT	COMMENTS
A1. Title and Approval Sheet	
Title	
Organization's name	
Dated signature of project manager	
Dated signature of quality assurance officer	
Other signatures, as needed	
A2. Table of Contents	
A3. Distribution List	
A4. Project/Task Organization	
Identifies key individuals, with their responsibilities (data users, decision-makers, project QA manager, subcontractors, etc.)	
Organization chart shows lines of authority and reporting responsibilities	
A5. Problem Definition/Background	
Clearly states problem or decision to be resolved	
Provides historical and background information	
A6. Project/Task Description	
Lists measurements to be made	
Cites applicable technical, regulatory, or program-specific quality standards, criteria, or objectives	
Notes special personnel or equipment requirements	
Provides work schedule	
Notes required project and QA records/reports	
A7. Quality Objectives and Criteria for Measurement Data	
States project objectives and limits, both qualitatively and quantitatively	
States and characterizes measurement quality objectives as to applicable action levels or criteria	
A8. Special Training Requirements/Certification Listed	
States how provided, documented, and assured	
A9. Documentation and Records	
Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered)	
States requested lab turnaround time	
Gives retention time and location for records and reports	
B1. Sampling Process Design (Experimental Design) States:	
Type and number of samples required	
Sampling design and rationale	
Sampling locations and frequency	
Sample matrices	
Classification of each measurement parameter as either critical or needed for information only	
Appropriate validation study information, for nonstandard situations	
B2. Sampling Methods Requirements	
Identifies sample collection procedures and methods	
Lists equipment needs	
Identifies support facilities	
Identifies individuals responsible for corrective action	
Describes process for preparation and decontamination of sampling equipment	

Describes selection and preparation of sample containers and sample volumes	
Describes preservation methods and maximum holding times	
B3. Sample Handling and Custody Requirements	
Notes sample handling requirements	
Notes chain-of-custody procedures, if required	
B4. Analytical Methods Requirements	
Identifies analytical methods to be followed (with all options) and required equipment	
Provides validation information for nonstandard methods	
Identifies individuals responsible for corrective action	
Specifies needed laboratory turnaround time	
B5. Quality Control Requirements	
Identifies QC procedures and frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective action	
References procedures used to calculate QC statistics including precision and bias/accuracy	
B6. Instrument/Equipment Testing, Inspection, and Maintenance Requirements	
Identifies acceptance testing of sampling and measurement systems	
Describes equipment preventive and corrective maintenance	
Notes availability and location of spare parts	
B7. Instrument Calibration and Frequency	
Identifies equipment needing calibration and frequency for such calibration	
Notes required calibration standards and/or equipment	
Cites calibration records and manner traceable to equipment	
B8. Inspection/Acceptance Requirements for Supplies and Consumables	
States acceptance criteria for supplies and consumables	
Notes responsible individuals	
B9. Data Acquisition Requirements for Nondirect Measurements	
Identifies type of data needed from nonmeasurement sources (e.g., computer databases and literature files), along with acceptance criteria for their use	
Describes any limitations of such data	
Documents rationale for original collection of data and its relevance to this project	
B10. Data Management	
Describes standard record-keeping and data storage and retrieval requirements	
Checklists or standard forms attached to QAPP	
Describes data handling equipment and procedures used to process, compile, and analyze data (e.g., required computer hardware and software)	
Describes process for assuring that applicable Office of Information Resource Management requirements are satisfied	
C1. Assessments and Response Actions	
Lists required number, frequency and type of assessments, with approximate dates and names of responsible personnel (assessments include but are not limited to peer reviews, management systems reviews, technical systems audits, performance evaluations, and audits of data quality)	
Identifies individuals responsible for corrective actions	
C2. Reports to Management	
Identifies frequency and distribution of reports for:	
Project status	
Results of performance evaluations and audits	

Results of periodic data quality assessments	
Any significant QA problems	
Preparers and recipients of reports	
<i>D1. Data Review, Validation, and Verification</i>	
States criteria for accepting, rejecting, or qualifying data	
Includes project-specific calculations or algorithms	
<i>D2. Validation and Verification Methods</i>	
Describes process for data validation and verification	
Identifies issue resolution procedure and responsible individuals	
Identifies method for conveying these results to data users	
<i>D3. Reconciliation with User Requirements</i>	
Describes process for reconciling project results with DQOs and reporting limitations on use of data	