






VOLUNTEER MONITORING QAPP CHECKLIST (Reg. 2 Guide & G-5)


Project:		Plan Date:	
Region 2 Guide ELEMENT	G-5		NOTES/COMMENTS
1.0. Title and Approval Sheet	A1.		
Title			
Organization's name			
Name, dated signature of project manager			
Name, dated signature of quality assurance officer			
Other names and signatures, as needed			
2.0. Table of Contents	A2.		
3.0 Distribution List	A3.		
4.0 Project/Task Organization	A4.		
Identifies key individuals, with their responsibilities in each participating organization			
Provides an organizational chart, showing the direct and "dotted" lines of authority among and within the organizations			
5.0 Special Training Needs/Certification	A8.		
Identifies special needs, and how they will be provided, documented, and assured.			
6.0 Problem Definition/Background	A5.		
6.1 Clearly states problem to be resolved or decision to be made			
Indicates intended use of the data, the decisions to be made with the information			
Describes action levels or standards to be used to make decisions			
Identifies expected data users			
6.2 Provides historical and background information			
Indicates the need for this work			
Describes previous work or data collected, as they relate to this project			

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Describes approach, connecting what is needed with how it will be obtained			
Includes maps			
Identifies data that will be obtained from other sources (secondary/indirect) data (see B9/13.0)			
Delineates detailed schedule (table OK)			
Identifies special personnel/equipment requirements			
Includes appropriate technical, regulatory, program-specific quality standards.			
8.0 Quality Objectives and Criteria for Measurement Data	A7.		
Describes how the quality objectives for the project were determined - systematic planning process.			
If the Data Quality Objectives (DQO) process was followed, describes it and results, and attaches or references documentation.			
8.1 Describes how the <i>precision</i> of each measurement will be determined, and the acceptance criterion for each.			
8.2 Describe how the <i>bias</i> in each measurement will be determined, and the acceptance criterion for each.			
8.3 <i>Representativeness</i> . Describes how collected data will accurately represent the population or parameter being measured, tying each to the monitoring design in section B1./8.1			
8.4 Clearly states what standards and/or data sets data will be compared with, and states goals for achieving data <i>comparability</i> .			
8.5 Gives level of <i>completeness</i> required for study and whether sufficient resources will be allocated to ensure project completion			
8.6 States <i>sensitivity</i> (detection limit) goals for each parameter (related to comparability), and discusses appropriateness for the project			

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9.0 Non-direct Measurements (Secondary Data)	B9.		
Identifies types of existing data needed and the expected sources (computer data bases, literature files, other project reports), along with acceptance criteria for their use			
Specifies acceptance criteria for the use of the data.			
Discusses limitations of such data and how they will be handled.			
Documents the rationale for the original data collection and its relevance to this project.			
10.0 Field Monitoring Requirements			
10.1 Monitoring Process Design	B1.		
Describes how and why monitoring design will accomplish goals, (<i>justify design rationale</i>), connecting with problem definition (A5./5.0)			
Describe how spatial and temporal variability will be accounted for.			
Identifies the monitoring network (all points within each matrix, with all parameters at each), the monitoring frequency and schedule, and how it all was selected. Tables and maps may be of assistance (may reference them elsewhere in QAPP, as appropriate).			
Discusses how locational info. will be obtained (GPS)			
10.2 Monitoring Methods	B2.		
Fully describes all monitoring methods (including field measurements (in situ), continuous monitoring, remote sensing), referencing or attaching SOPs, identifying all options.			
Lists all needed monitoring equipment and supplies			

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Identifies what to do when problems arise			
If samples are to be composited, homogenized, split, etc., states how.			
For continuous monitoring, states averaging time, averaging method, data logging, downloading, storing, and reporting (telemetry) procedures.			
Describes all data acquisition and handling equipment and software, and how it will be tested and verified.			
For remote sensing, indicates area to be imaged, spatial resolution, degree of overpass			
Describes cleaning and decontamination of field equipment, and how it will be verified.			
10.3 Identifies <i>field QC</i> activities (replicates, field or trip blanks, splits), their purpose, frequency, acceptance criteria, and corrective actions.	B5.		
11.0 Analytical Requirements			
11.1 Analytical Method Requirements	B4.		
Identifies for each analyte and sample matrix, the required analytical method, method detection limit and/or lab reporting limit			
Identifies analytical methods options to be followed and provides validation information for non-standard methods			
11.2 Identifies all required <i>laboratory QC</i> checks, their purpose, frequency, acceptance criteria, and corrective actions if acceptance criteria exceeded.	B5.		
12.0 Sample Handling and Custody Requirements			
Describes logistics of sample handling from collection through disposal.			
For each sample matrix and parameter, specifies the number of samples, volumes, containers, preservation, allowable holding times.			
Identifies where sample containers are to be obtained and any special cleaning procedures			

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For in situ, continuous, and remote monitoring, includes handling of measurement records.			
States requirements for sample archiving and disposal			
Describes sample identification and chain of custody procedures, including samples of labels, forms, etc.			
13.0 Testing, Inspection, Maintenance and Calibration			
13.1 Instrument/Equipment/Supplies Testing and Maintenance Requirements	B6.		
13.2 Describes the need for and frequency of equipment calibration and maintenance	B7.		
13.3 Identifies inspection and acceptance criteria for field, lab, and data management equipment and supplies	B8.		
14.0 Data Management	B10.		
Describes data management throughout the project, including data: record keeping, transformation, reduction, storage, retrieval, and security			
Describes data handling equipment and procedures used to process, compile, error-check, and analyze data			
15.0 Assessments/Oversight	C1.		
Lists required number, frequency & type of assessments, with approximate dates, including MSAs, TSAs, PTs, DQAs, etc.			
Identifies individuals responsible for performing such assessments, whether they will be independent, and how the information will be reported			
Identifies individuals responsible for corrective actions, and how they will be tracked			
16.0 Data Review, Verification, Validation, and Usability			
16.1 Data Review, Validation and Verification	D1, D2		
States criteria for accepting, rejecting, or qualifying data			

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Describes processes for data validation & verification (such as for qualifying data)			
16.2 Reconciliation with User Requirements	D3.		
Describes how results (validated data) will be reconciled with requirements defined by users. States who is responsible for it, what, if any statistical procedures will be used			
Includes both field and lab issues. States how any limitations on use of data will be reported.			
17.0 Reports to Management, Documentation, Records (C2)	A9, C2		
Describes process for managing project documents and records.			
Identifies frequency and distribution of reports, along with names of originators			
Itemizes what information and records must be included in final report and all intermediate reports, such as: project status, results of assessments, any significant QA problems.			
Identifies where raw data, logs and final report will be located and in what form			
Identifies how data can be retrieved at a later date and length of time they must be retained			