**QAPP Worksheet #20: Field QC Summary**

**(UFP-QAPP Section 3.1.1 and 3.1.2)**

**(EPA 2106-G-05 Section 2.3.5)**

This worksheet provides a summary of the types of samples to be collected and analyzed for the project. Its purpose is to show the relationship between the number of field samples and associated QC samples for each combination of analyte/analytical group and matrix. This worksheet is also useful for informing the laboratory of the number of samples to expect and for preparing analytical cost estimates. The number and types of QC samples should be based on project-specific DQOs, and this worksheet should be adapted as necessary to accommodate project-specific requirements. Not all types of QC samples shown in the example below will be necessary for all projects. However, some projects may require additional QC samples (e.g. proficiency testing samples), which can be listed in the “other” column.

Samples that are collected at different depths at the same location, and analyzed separately, should be counted as separate field samples. Even if they are taken from the same container as the parent field sample, matrix spikes and matrix spike duplicates are counted separately, because they are analyzed separately. If composite samples or incremental samples are being collected, include only the sample that will be analyzed; subsamples and increments should not be listed separately; however, all containers making up the sample (as received by the laboratory) must be labeled.

| Matrix | Analyte/Analytical Group | Field Samples | Field Duplicates | Matrix Spikes | Matrix  Spike  Duplicates | Field Blanks | Equipment Blanks | Trip Blanks | Other | Total # analyses |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Soil | VOCs  (low conc.) | 40 | 2 | 2 | 2 | 0 | 0 | 1 | N/A | 47 |
| Soil | RCRA Metals | 60 | 2 | 2 | 2 | 0 | 1 | 0 | N/A | 69 |
| Ground-  water | VOCs  (low conc.) | 20 | 2 | 1 | 1 | 0 | 0 | 1 | N/A | 25 |