# How to Plan Projects Using the Uniform Federal Policy for Quality Assurance Project Plans (UFP QAPP) – Transcript

**Scene 5: Scoping Meeting – Data Usability**

Speakers: Don Fry, Holly Swanson, Karen Runyon, and Michael Regala

Don Fry: All right, everybody. Let's reconvene. I have to tell you I'm very pleased. I think we've made some tremendous progress today. Looking at the list of meeting goals that Holly and I had put together before the meeting, it looks like we have hit most of them.

Is there anything else that anyone wants to bring up at this point?

Karen Runyon: Well, we haven't really talked about the data issues. What kind of review and data validation will be undertaken?

Holly Swanson: We plan on doing data validation and producing a data usability report.

Michael Regala: Are you planning on performing third-party validation?

Holly Swanson: Well, we have chemists on staff who typically do our data review. On other projects we've used third-party validation, but so far for this project we've only been doing internal validation of the data when it comes in.

Don Fry: We just really don't think, Michael, that we need third-party validation. We just don't think it's necessary at this phase of the project. And that's generally what's consistent with what's occurred in the past.

Michael Regala: Yes, that makes sense.

Karen Runyon: Okay, I can live with that.

Don Fry: So, Holly's firm will validate the data. Any issues with that?

Michael Regala: No issue with that, but I have a basic question, what standards are being used to validate the data?

Holly Swanson: Our chemists will review the methods and determine the appropriate criteria to ensure we meet the project's goals. This will be documented in the draft QAPP, and we'll be sending it to you for review.

Karen Runyon: And what percentage were you going to do validation on?

Holly Swanson: For this project we plan on doing 10%.

Karen Runyon: Well, considering the small number of samples that you'll be collecting I think you should be doing 100% validation.

Michael Regala: I agree.

Don Fry: Okay, yes, we can do that.

Michael Regala: Once the validation is completed, what's the next step?

Don Fry: Well, Holly's firm will develop a usability report based upon the results of the validation. The usability report will include field documentation, field QC sample data, as well as the lab data. Now we will be evaluating the results relative to the goals in the QAPP. After the data validation is complete I plan on sharing the results with the team, so we can all kind of concur on the usability of the data, right?

I do think that brings us to the end of our agenda. Now I'd like to talk about the schedule. We plan on getting you a draft QAPP in about a month, and then we'd like to give you two weeks to review that – is that okay?

Okay, Holly, can you recap what we've accomplished today?

Holly Swanson: Sure. So we reached consensus on the problem definition. We agreed on the flowchart which will generate the event statements. We determined the sampling design. We agreed that if the quality of the data meets the standards documented in the QAPP we will be able to answer this problem definition -- will the proposed excavation areas and depths be sufficient to mitigate the risks to ecological receptors? Oh, and as an action item I'll set-up the chemist telecom to discuss the selenium issue and the lab qualifications.

Don Fry: Okay, great. The only other thing to mention is that I would like to get the minutes of this meeting out as soon as possible.

Holly Swanson: We should be able to get those done by the end of this week if that's okay?

Don Fry: At the latest, okay, please. Everyone, thank you very much. I appreciate it. Thank you.