**US EPA Region 4**

**Non-EPA Organization QAPP Review Crosswalk**

**EPA QAPP Standard (CIO 2105-S-02)**

**INSTRUCTIONS**:

This crosswalk contains the minimum requirements to be addressed in a non-EPA organization's Quality Assurance Project Plan (QAPP) & serves as a tool to assist the non-EPA organization in QAPP development and review. The EPA QAPP Standard (CIO 2105) is linked [here](https://www.epa.gov/system/files/documents/2024-04/quality_assurance_project_plan_standard.pdf) and should be referenced for additional information. All EPA Quality Directives, Standards, and guidances can be found on the Agency’s Quality website at this [link](https://www.epa.gov/quality/quality-program-directives#directives).

The QAPP Preparer will enter the QAPP title, document control information, and submittal date onto the crosswalk. The QAPP Preparer will review their QAPP and enter into the table the QAPP section and page number for each line item. The QAPP Preparer must provide the completed crosswalk with the QAPP when submitted to EPA Region 4.

***For EPA Region 4 (R4) Use Only:***

The Operations (Technical) Reviewer or the Divisional QA Coordinator will enter document control (tracking) information into the bottom right footer (such as a Project ID #, grant #, QAPP title abbreviation, etc).

The Operations (Technical) Reviewer and Designated Approving Official (DAO, or QA Reviewer) will each review the QAPP, documenting the crosswalk to attest to their review.

* The Operations (Technical) Reviewer will evaluate Elements A4-A6, B1-B7, and D1-2 (lightly shaded in table), at a minimum.
* The DAO will evaluate the entire QAPP.

Each reviewer will indicate in the table whether the element has been adequately addressed using the following abbreviations:

* **IA (Included and Acceptable)** – The information presented for this element of the QAPP is adequate.
* **IU (Included and Unacceptable)** – Some information has been provided within the QAPP, but it is either inadequate, unclear, or does not address all facets of the element / program.
* **NI (Not Included)** – Information is missing from the QAPP and should be added.
* **NA (Not Applicable)** – Information is not required or necessary for the specific project.

The reviewer should enter comments into the columns to explain the rationale for their rating. If there are significant concerns, the QAPP reviewers may need to annotate the QAPP itself with more detailed comments to provide assistance or clarity to the QAPP Preparer. In that case, the EPA reviewers should indicate in the crosswalk that the QAPP has been annotated.

***Note****:*

For any QAPP Element (section) identified as “Not Applicable”, the QAPP Preparer must provide justification in the QAPP to explain why the element is not applicable. **The graded approach is not a mechanism to waive QAPP requirements.**

If the non-EPA organization is small & proposes to combine the Project Operations Manager and QA Manager positions, justification for the proposal must be provided in the QAPP. **Approval by the Regional 4 Quality Assurance Manager (RQAM) is required.**

**QAPP Title:**

**Version / Date:**

**QAPP Preparer (Originating Organization):**

**Submittal Date:**

**EPA Operations (Technical) Reviewer Name & Review Date(s):**

**EPA Designated Approving Official (DAO) & Review Date(s):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A1. Title Page** | **QAPP Std Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments** | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Name of the document includes “QAPP” | 8 |  |   |   |   |  |
| Date of QAPP preparation | 8 |  |   |   |   |  |
| Name of the organization conducting the project | 8 |  |   |   |   |  |
| Name of organization that wrote the QAPP (if different from organization performing the work) | 8 |  |   |   |   |  |
| Period of performance / applicability | 8 |  |   |   |   |  |
| QAPP revision / version control information | 8 |  |   |   |   |  |
| Specification of source driving QAPP development (i.e., EPA funding, MOU, or legal requirement)  | 8 |  |   |   |   |  |
| **A2. Approval Page** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Dated signature of Project Operations Manager  | 9 |  |   |   |   |  |
| Dated signature of Project QA Manager (QAM) or individual with QAM responsibilities  | 9 |  |   |   |   |  |
| Signature block for EPA Operations Manager (COR or PO, e.g.) | 9 |  |   |   |   |  |
| Signature block for R4 Designated Approving Official | 9 |  |   |   |   |  |
| **A3. Table of Contents, Document Format, and Document Control** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Includes location of sections, tables, diagrams, charts, worksheets (if used), and other deliverables | 9 |  |   |   |   |  |
| Header or footer includes QAPP title or abbreviation, version/revision number, date, & “Page X of Y” numbering | 10 |  |   |   |   |  |
| Includes a Revision History (for revisions of existing QAPPs)*(Note: Revision History briefly summarizes changes, and can be included at the beginning of the QAPP or as an appendix)*  | 6 |  |  |  |  |  |
| **A4. Project Purpose, Problem Definition, and Background** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies other QA planning documents that have relevant requirements, such as QMPs, and describes how they will be addressed. (OR, provides a statement that conveys there are no other relevant QA planning documents.) | 10 |  |   |  |   |  |
| Describes the purpose of the project, including the problem(s) to be addressed and/or the question(s) to be answered  | 10 |  |   |  |   |  |
| Describes the environmental decision(s) to be made, and the level of quality needed to ensure those decisions are based on sound information | 10 |  |   |  |   |  |
| Identifies the type, quantity, and quality of information needed for its intended use, and describes the acceptance and performance criteria | 10 |  |   |  |   |  |
| Includes a discussion that links the results of the project to possible actions, if applicable | 10 |  |   |  |   |  |
| Describes or cites historical, scientific, and regulatory background information for the project | 10 |  |   |  |   |  |
| Identifies sources for existing information for the project | 10 |  |   |  |   |  |
| Includes conceptual site model(s), if applicable | 10 |  |  |  |  |  |
| **A5. Project Task Description** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes the work to be performed and the products to be produced | 11 |  |   |  |   |  |
| Provides the schedule for accomplishing these tasks | 11 |  |   |  |   |  |
| **A6. Information/Data Quality Objectives and Performance/Acceptance Criteria** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes the project’s information/data quality objectives (DQOs) (i.e., the results of systematic planning process) in detail. **(See EPA G-4 for more information on DQOs.)** | 11 |  |   |  |   |  |
| Describes the project’s performance and/or acceptance criteria to achieve the information / DQOs  | 11 |  |   |  |   |  |
| Describes the project's information / data quality indicators (DQIs)  | 11 |  |   |  |   |  |
| **A7. Distribution List** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies individuals and their organizations who shall receive copies of the approved QAPP and any subsequent revisions. Includes:* Project Operations Manager
* Project QAM (or designee)
* Other operations & quality personnel involved in the project
* Contractors, subcontractors, sub-grantees in key operations & quality roles
* EPA Contacts
 | 12 |  |   |   |   |  |
| **A8. Project Organization** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:****Comment Resolved?**  |
| Identifies all organizations participating in the project | 12 |  |   |  |   |  |
| Identifies keys roles in the project, with responsibilities described. Must include: * Senior Manager
* Project Operations Manager
* Project QAM
 | 13 |  |   |  |   |  |
| Identifies the individual with approval authority for the QAPP | 12 |  |  |  |  |  |
| Describes the Project QAM’s oversight authority, including authority to access & discuss quality-related issues with the senior manager | 13 |  |   |  |   |  |
| Describes the Project QAM’s responsibilities for planning, documenting, coordinating. and assessing effectiveness of the QAPP  | 13 |  |   |  |   |  |
| Identifies the individual responsible for maintaining the QAPP | 13 |  |   |  |   |  |
| Identifies titles & roles of other operations & quality staff conducting or supporting the project and their reporting relationships | 13 |  |   |  |   |  |
| Identifies all contractors, subcontractors, sub-grantees supporting the project and describes their roles and responsibilities | 13 |  |   |  |   |  |
| Identifies the project’s principal information / data users, internal & external to the organization | 13 |  |   |  |   |  |
| **A9. Project Quality Assurance Manager Independence** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes how the Project QA Manager's independence from environmental information operations is ensured | 13 |  |   |  |   |  |
| **Small Organizations Only:** If QAPP proposes to combine QA and operations, it must be clearly stated along with justification. ***RQAM approval required.*** | 13 |  |   |  |   |  |
| **A10. Project Organization Chart and Communications** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Contains a Project Organizational Chart that illustrates:* Lines of authority & communication within the organization responsible for the project
* Lines of authority & communication between the organization responsible for the project and **all** organizations involved in the project (including EPA)
 | 13-14 |  |   |  |   |  |
| Identifies all contractors, subcontractors, and sub-grantees, and their reporting relationships to the organization responsible for the project | 14 |  |   |  |   |  |
| Identifies project’s senior manager role in the chart | 14 |  |   |  |   |   |
| Identifies Project Operations Manager role and illustrates their reporting relationship to the senior manager  | 14 |  |   |  |   |   |
| Identifies Project QAM role and illustrates:* Independence from operations
* Reporting relationship to the senior manager
 | 14 |  |   |  |   |  |
| Identifies titles/roles of other operations and quality staff conducting or supporting the project, and illustrates their reporting relationships in the chart | 14 |  |   |  |   |  |
| Describes communication procedures, including lines of communication, communication pathways, mechanisms, and timing | 14 |  |   |  |   |  |
| Describes communication procedures for elevating discrepancies and QAPP non-conformances (both internally and to EPA) | 14 |  |   |  |   |  |
| **A11. Personnel Training/Certification** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies individual responsible for ensuring project personnel are qualified, trained, and experienced | 15 |  |  |  |  |  |
| Identifies individual responsible for documenting personnel training | 15 |  |  |  |  |  |
| Identifies and describes any specialized training or certifications needed by project personnel  | 15 |  |   |  |   |  |
| Describes how training is provided, including QA training  | 15 |  |   |  |   |  |
| Describes how proficiency is assured | 15 |  |  |  |  |  |
| Describes the procedure or system for documenting training records and skill evaluation  | 15 |  |  |  |  |  |
| **A12. Documents and Records** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies documents and records that will be produced during the project | 15 |  |   |   |   |  |
| Describes or references the management process for the project’s documents and records, including the QAPP  | 15 |  |   |   |   |  |
| Describes or references the applicable requirements for the final disposition of records and documents, including location and length of retention period  | 15 |  |   |   |   |  |
| Describes the document control system / process, including the preparation, review, approval, issuance, revision, and archiving of documents | 15 |  |   |   |   |  |
| **Group B Elements - General** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes all guidance, tools, and templates used to develop the QAPP | 16 |   |   |   |   |  |
| **B1. Identification of Project Environmental Information Operations (EIO)** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:****Comment Resolved?**  |
| Describes in detail the EIO to be conducted for the project | 16-17 |  |   |   |   |  |
| States how the EIO will satisfy the project purpose | 17 |  |   |   |   |  |
| States how the EIO will satisfy the information/data quality objectives | 17 |  |   |   |   |  |
| States how the EIO will satisfy the performance and acceptance criteria in the Group A4 and A6 Elements | 17 |  |   |   |   |  |
| **B2. Methods for Environmental Information Acquisition** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies and describes the methods and procedures for how environmental information will be acquired throughout the project. Includes any implementation requirements.  | 17 |  |   |   |   |  |
| Identifies methods by number/identifier, version/revision date, and regulatory citation (if applicable). ***Note: If a method allows a user to select from various options, method citations must identify specific option to be used.*** | 17 |  |   |   |   |  |
| Identifies all SOPs utilized, including version/revision date. ***Note: If SOP provides more than one option/procedure for a specific task, the QAPP must note the specific option/procedure to follow.***  | 17 |  |   |   |   |  |
| Identifies individual responsible for updating and maintaining SOPs | 17 |  |   |   |   |  |
| Describes any planned SOP modifications expected during the project | 17 |  |   |   |   |  |
| **For Field Operations:** Describes or references detailed descriptions of procedures for all field activities | 17 |  |   |   |   |  |
| Describes or references maximum sample collection & holding times, including extraction and/or analysis | 17 |  |   |   |   |  |
| Describes or references selection and preparation of sample containers | 17 |  |   |   |   |  |
| Describes or references sample volumes | 17 |  |   |   |   |  |
| Describes or references preservation methods | 17 |  |   |   |   |  |
| **For Laboratory Operations:** Identifies the analytical methods utilized by number/identifier, version/revision date, and regulatory citation, if applicable. ***Note: If a laboratory method allows the user to select from various options, then method citations should state the specific option(s) to be used.*** | 18 |  |   |   |   |  |
| Describes or reference SOPs that address procedures to be followed when a non-compliance or failure in the analytical system occurs. Also:* Identifies who is responsible for corrective action
* Describes how the effectiveness of the corrective action is determined & documented
 | 18 |  |   |   |   |  |
| Specifies the laboratory data package turnaround time needed, if important to the project schedule | 18 |  |   |   |   |  |
| Provides validation information for non-standard methods. Or, describes how non-standard methods will be evaluated during the project, with results provided. | 18 |  |   |   |   |  |
| **For Projects Using Existing Information:** Describes the existing information to be obtained | 18 |  |   |   |   |  |
| Describes the information collection process  | 18 |  |   |   |   |  |
| Describes the intended use of the existing information  | 18 |  |   |   |   |  |
| Describes how the existing information is deemed suitable for inclusion in the current project. Identifies any limitations.  | 18 |  |  |  |  |  |
| Describes how compatibility is ensured if existing information is to be combined with new information collected during the project  | 18 |  |   |   |   |  |
| **For Environmental Technology:** Identifies whether the technology is primarily for pollution prevention, contamination containment, storage, or remediation  | 18 |  |   |   |   |  |
| Describes the physical parameters or processes using environmental technologies | 18 |  |   |   |   |  |
| Describes the specific systems, devices, and their components  | 18 |  |   |   |   |  |
| **B3. Integrity of Environmental Information** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes or cites procedures for ensuring the integrity of the environmental information operations | 18 |  |   |   |   |  |
| For field sampling, describes or cites procedures and requirements for sample handling and chain-of-custody, including:* Field logs
* Packaging
* Transport and/or shipment from the field site
* Receipt / storage at the laboratory
 | 18-19 |  |   |   |   |  |
| Contains examples of sample labels and chain-of-custody forms/sample custody logs | 19 |  |  |  |  |  |
| Identifies each laboratory to be used during the project  | 19 |  |   |   |   |  |
| Identifies the back-up laboratory (if required) | 19 |  |  |  |  |  |
| Describes the processes for ensuring the laboratory maintains current accreditation and/or certification for applicable analytes and matrices | 19 |  |  |  |  |  |
| **B4. Quality Control** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies and describes the QC activities needed to meet project’s information/data quality objectives and performance/acceptance criteria | 19 |  |   |   |   |  |
| Describes or cites the frequency of each type of QC activity and associated corrective actions. (See QAPP Standard for examples.) | 19 |  |   |   |   |  |
| Describes how effectiveness of corrective actions is determined and documented | 19 |  |  |  |  |  |
| Describes or references the procedures to be used to calculate applicable statistics (e.g., precision and bias) | 19 |  |   |   |   |  |
| **B5. Instruments/Equipment Calibration, Testing, Inspection, and Maintenance** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies instruments & equipment used during the project | 19 |  |   |   |   |  |
| Describes all procedures and documentation activities that will be performed to ensure that the instruments & equipment are available and in working order when needed | 19 |  |   |   |   |  |
| Describes or references how calibrations will be performed, documented, and be traceable | 19 |  |   |   |   |  |
| Describes or references procedures and documentation activities on how instruments and equipment will be tested, inspected, and maintained | 19 |  |   |   |   |  |
| Discusses the availability of critical spare parts | 19 |  |   |   |   |  |
| **B6. Inspection/Acceptance of Supplies and Services** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies the individual(s) responsible for inspection and acceptance of supplies and services  | 20 |  |   |   |   |  |
| Describes or references the procedures for how supplies and services are inspected & accepted, and results documented | 20 |  |  |  |  |  |
| Identifies **supplies** provided by vendors to be inspected and accepted (see QAPP Standard for examples)  | 20 |  |   |   |   |  |
| Identifies **services** provided by vendors to be inspected and accepted (see QAPP Standard for examples) | 20 |  |   |   |   |  |
| Specifies the elements of the QAPP Standard for which the vendor is responsible, if applicable | 20 |  |   |   |   |  |
| Specifies how the vendor’s adherence to the QAPP requirements will be verified, if applicable | 20 |  |   |   |   |  |
| **B7. Environmental Information Management** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:****Comment Resolved?**  |
| Describes or cites information/data management process for the project, tracing the path of the environmental information from its generation to its final use or storage (e.g., the field, the laboratory, the office, the database). | 20 |  |   |   |   |  |
| Describes or references the standard record-keeping procedures, the document control system, and the approach used for information storage and retrieval on electronic media | 20 |  |   |   |   |  |
| Describes or references the control mechanism for detecting and correcting errors | 20 |  |   |   |   |  |
| Describes the mechanism for preventing loss of information during data entry, reduction, and reporting, and data entry to databases, forms, and reports, and databases | 20 |  |  |  |  |  |
| Provides or references examples of forms or checklists to be used in these processes | 20 |  |   |   |   |  |
| Describes or references all procedures to process, compile, and analyze information/data (both generated as part of the project as well as from other sources) | 20 |  |   |   |   |  |
| Describes or references any required computer hardware/software and addresses any specific performance requirements for the hardware/software configuration used | 20 |  |   |   |   |  |
| Describes or references the procedures to demonstrate acceptability of the hardware/software configuration required and for assuring that applicable information resource management requirements are satisfied | 20 |  |   |   |   |  |
| **C1. Assessments and Response Actions** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes the activities for ensuring planned project activities are implemented as approved, including QA/QC activities | 21 |  |   |   |   |  |
| Identifies the types of assessments planned (see QAPP standard for examples). | 21 |  |   |   |   |  |
| States the number of assessments planned and frequency | 21 |  |   |   |   |  |
| Identifies individual(s) responsible for performing the assessment(s) | 21 |  |   |   |   |  |
| Describes how assessment findings, non-conformances, and corrective actions will be documented  | 22 |  |   |   |   |  |
| States the timeframe for response actions to assessments | 22 |  |   |   |   |  |
| Describes how response actions associated with assessment findings, non-conformances, and corrective actions will be developed, documented, and tracked  | 22 |  |   |   |   |  |
| Identifies the individual(s) responsible for response actions | 22 |  |   |   |   |  |
| Describes how the response actions will be reported | 22 |  |   |   |   |  |
| **C2. Oversight and Reports to Management** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Identifies the individual(s) responsible for oversight activities | 22 |  |   |   |   |  |
| Describes the oversight activities that ensure that response actions and reporting mechanisms are in place to capture the project status and any QA issues that arise during implementation and through assessments | 22 |  |   |   |   |  |
| Identifies all reports to management  | 22 |  |   |   |   |  |
| Describes the content of management reports | 22 |  |   |   |   |  |
| Identifies individual(s) responsible for transmitting the report(s)  | 22 |  |   |   |   |  |
| Describes how the report(s) will be transmitted | 23 |  |   |   |   |  |
| Identifies to whom the report(s) is transmitted | 23 |  |   |   |   |  |
| **D1. Environmental Information Review** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | **Preparer’s Response to Comments** | **EPA Use Only:** **Comment Resolved?**  |
| Describes or cites the procedures for information/data verification and information/data validation activities  | 23-24 |  |   |   |   |  |
| Describes or cites the data quality assessment (DQA) activities that will occur after the implementation phase of the project is completed ***(Note: DQAs are performed after data verification and validation are completed.)***  | 24 |  |   |   |   |  |
| Describes or cites how performance/acceptance criteria and/or information/data quality indicators identified in A6 will be incorporated in information/data review process  | 24 |  |   |   |   |  |
| Identifies the individual(s) conducting these activities  | 24 |  |   |   |   |  |
| Describes how these activities will be documented and communicated  | 24 |  |   |   |   |  |
| **D2. Usability Determination** | **QAPP Standard Reference Page#** | **Organization's QAPP Section & Page #** | **EPA Operations (Technical) Reviewer Comments** | **EPA QA Reviewer (DAO) Comments**  | Preparer’s Response to Comments | **EPA Use Only:****Comment Resolved?**  |
| Describes or cites the process that will be used to determine whether the environmental information is useable | 25 |  |   |   |   |  |
| Describes how this determination will be documented | 25 |  |   |   |   |  |
| Identifies the individual(s) responsible for the activities  | 25 |  |   |   |   |  |
| Describes how any known or anticipated limitations on the use of the environmental information will be communicated and to whom | 25 |  |   |   |   |  |

Final QAPP Disposition (Completed by DAO):

\_\_\_\_\_\_\_ Approved, No Comments

\_\_\_\_\_\_\_ Not Approved: Comments must be addressed. The revised QAPP should be resubmitted to EPA.

