**EPA REGION 8 QAPP REVIEW CROSSWALK**
**CIO 2105-S-02 (S-2)**

This crosswalk is used to review Quality Assurance Project Plans (QAPPs) submitted to EPA Region 8 for review under the EPA Quality Policy and Procedure Order 2105 (current version). Items from this crosswalk are discussed in detail in the *EPA Quality Assurance Project Plan Standard CIO 2105-S-02* (S-2)and *EPA Environmental Information Quality Policy CIO 2105* (current versions), <https://www.epa.gov/irmpoli8/environmental-information-policy-procedures-and-standards>. Consult these resources for more information on the items below. Note that a separate crosswalk is used for Uniform Federal Policy-Quality Assurance Project Plans (UFP-QAPPs) (<https://www.epa.gov/quality/managing-quality-environmental-data-epa-region-8>).

The QAPP must include all required elements of the S-2 Standard, which are listed in this crosswalk. It must also include all figures, attachments, and appendices (e.g., SOPs, forms, etc.). Cited directives and regulations provided within this crosswalk are for clarity and convenience. Please ensure the directive(s), regulation(s), requirement(s), and language are adhered to within the QAPP.

This crosswalk is a controlled document. Do not modify the crosswalk format or document type. Information in the “Elements” column within the crosswalk describe requirements and may not be modified.

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| **QAPP Preparer must complete as part of the submission** |
| **New/Revised and Annual Review QAPP and Crosswalk Completion Requirements:** |
| **New/Revised QAPP** – QAPPs have a period of applicability of up to 5 years from the date of EPA Regional QA Manager (RQAM) or Delegated Approving Official (DAO) approval. Newly developed QAPPs must go through the complete review process in order to receive approval. QAPPs that have reached the end of their period of applicability must undergo a full revision by the QAPP Preparer and then go through the complete EPA review process in order to receive approval. In addition, if there are significant changes to the project, the QAPP must undergo a full revision by the QAPP Preparer and then go through the complete EPA review process in order to receive approval, even if the period of applicability has not yet expired.**Annual Review** – A QAPP must be reviewed at least annually by the QAPP Preparer to confirm its suitability and evaluate its effectiveness for the project. **Crosswalk Requirements** – This crosswalk will remain with the QAPP for the entire period of applicability. The primary crosswalk is used to document the full review of the New or Revised QAPP, including comments, responses, and resolution. The Annual Review Crosswalks in **Attachment 1** are used to document each annual review of the QAPP. Further instructions are provided in Attachment 1. |
| **QAPP Prepared for:** *(Check appropriate box below)* |
| **EPA Organizations:***Also, complete element requirements specific to EPA Organizations in A2, A11, A12, and B (green fields)* | [ ]  | **EPA R8 PROGRAM** | **Non-EPA Organizations:***Also, complete element requirements specific to non-EPA Organizations in A1, A2, and A10 (orange fields)* |[ ]  **GRANT RECIPIENT**2 CFR 1500.12  |[ ]  **INTERAGENCY AGREEMENT (IA)** |
|  | [ ]  | **EPA R8 RESEARCH** (e.g., ROAR, R2P2) |  |[ ]  **CONTRACTOR**48 CFR 46 |[ ]  **Other (list):** |
| **Organization:** *(grant recipient, contractor, EPA AO, EPA Program, other)* |  | **Organization Point of Contact (POC):***(Name, Title, Email)* |  |
| **Document Title:** | Click here – enter document title (linked to header) | **QAPP Preparer:***(If different than Organization POC)* |  |
| **Document Version and Date:** |  | **Contract, Grant, or IA Number:** |  |
| **QAPP Period of Performance:**  | Up to 5 years from the data of RQAM or DAO Approval | **EPA PO / COR:***(Name, Email)* |  |
| **Documents to be submitted with the QAPP and Crosswalk:** |
| **All Organizations:** | **Non-EPA Organizations:**  |
| If this is an overarching or Programmatic QAPP (PQAPP) with nested SAPs, the PQAPP must be submitted with the SAP template. Subsequent SAPs must be submitted with the approved PQAPP. | A QAPP written by a Grant Recipient or Federal Partner must include for review: Work Plan (WP) / Statement of Work or Scope of Work (SOW) / Performance Work Statement (PWS/QASP) / Program Plan (PP) / Research Proposal (RP) and funding mechanism. A QAPP written by a Contractor must include for review:* Copy of Task Order Work Assignment/SOW/PWS/QASP
* Copy of the contractor’s approved QMP (link or document)
* Copy of Contract SOW (if no QMP has been approved)
* Copy of EPA Court Order, if applicable
 |
| **EPA Organizations:** |  |
| A QAPP written by an EPA Program to describe programmatic work will only submit the QAPP and Crosswalk.A QAPP written by EPA personnel for a research activity must include the scope of work or research proposal. |  |

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| **EPA QA Reviewer must complete as part of the review** |
| *All submissions and responses must be tracked in this Crosswalk. Information in blue and green are the suggested approach to ensuring that each review process is independently tracked.*  |
| EPA Technical Reviewer: (*Name, Email*) |  | Date Received for QA Review: | 1st Review: MM/DD/YYYY2nd Review: MM/DD/YYYY |
| EPA QA Reviewer and Contact Information: |   | Date Review Completed: | 1st Review: MM/DD/YYYY2nd Review: MM/DD/YYYY |
| EPA QA Reviewer (QA Branch or DAO)? | QAB [ ]  DAO [ ] QAB ID#:  | EPA QA Approving Official: (*Name, Email*) |  |
| **Funding Mechanism Information:** |
| interagency agreement [ ]  / contract [ ]  / grant [ ]  / court order [ ]  / Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / NA [ ]   | WP/SOW/TO/PP/RP Date:  |  |
| Funding Amount $ |  | Performance Period:  |  |
| **QA document(s) reviewed:** |
| Stand-alone QAPP? | Yes [ ]  No [ ]   | QA document consistent with WP/SOW/TO/PP/RP? | Yes [ ]  / No [ ]  / NA [ ]  |
| SAP submitted with PQAPP?Date of PQAPP: | Yes [ ]  / No [ ]  / NA [ ] MM/DD/YYYY |
| All attachments included? | Yes [ ]  / No [ ]  / NA [ ]  |

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| **FOR THE QAPP PREPARER AND EPA QA REVIEWER** |
| **Crosswalk Instructions for New QAPPs:** |
| * If an element is not relevant due to organization type (EPA vs non-EPA organizations), leave blank in the crosswalk. If an element is not applicable, an explanation must be provided in the QAPP and in the Comments column of the crosswalk.
* The “**Organization’s QAPP Section”** column in the crosswalk must be completed by the QAPP Preparer and must reference the precise location(s) in the QAPP that addresses that specific element.
* Processes may either be described or referenced in the QAPP; all references must be readily accessible within the organization **and** provided in or as attachments to the QAPP.
* “**EPA Notes**” are notes, recommendations, or observations that may improve the QAPP; they are not directives and do not require compliance. “**EPA Comments**” require the author to address for compliance with the EPA QAPP Standard (S-2).
* An “NA” in the Acceptable column signifies agreement that the element is not applicable and the reason is included and appropriate.
* In addition to addressing concerns in the Summary of EPA Comments (below), the organization must also respond to the issues identified in the Comment column under “**Organization Response (date)**.” An authorized EPA QA reviewer will respond to the revision(s) under “**EPA Resolved (date)**.”
 |
| **Summary of Comments** *(highlight significant concerns/issues)***:** |
| 1. EPA Comment:

Organization Response (date):EPA Resolved (date): 1. EPA Comment:

Organization Response (date):EPA Resolved (date):  |

| **Element** | **Organization's QAPP Section *(Completed by QAPP Author*)** | **Acceptable (Yes/No/NA) (*Completed by EPA QA Reviewer)*** | **Comments*****(Completed by QAPP Author and EPA QA Reviewer*)** |
| --- | --- | --- | --- |
| **A. Project Management and Information/Data Quality Objectives** |
| **A1. Title Page (S-2 Pages 8-9)** |
| 1. Name of the document
 |  |  |  |
| 1. Date of QAPP preparation
 |  |  |  |
| 1. Organization conducting environmental information operations (EIO)
 |  |  |  |
| 1. Organization that developed the QAPP
 |  |  |  |
| 1. Period of applicability
 |  |  |  |
| 1. Revision/version control information
 |  |  |  |
| **Non-EPA Organizations shall also specify:** |
| 1. Agreement Traceability:
	* Grant or cooperative agreement number
	* Contract and task order numbers
	* Interagency agreement number
	* Title and date of Memoranda of Understanding/Agreement
	* Citation of regulatory requirement(s)
	* Title/date of enforcement/legal agreement
 |  |  |  |
| **A2. Approval Page (S-2 Page 9)** |
| **EPA Organization shall include signature/date for:** |
| 1. Operations Manager
 |  |  |  |
| 1. EPA RQAM
 |  |  |  |
| **Non-EPA Organization shall include signature/date for:** |
| 1. Operations Manager for project
 |  |  |  |
| 1. Project QA Officer (QAO)
 |  |  |  |
| 1. EPA Operations (e.g., COR, PO)
 |  |  |  |
| 1. EPA RQAM or DAO
 |  |  |  |
| **A3. Table of Contents, Document Format, and Document Control (S-2 Pages 9-10)** |
| 1. Table of contents, including locations of sections, tables, diagrams, charts/figures, worksheets, other attachments/appendices
 |  |  |  |
| 1. Document control information on every page (title, version number, date, page number in relation to total pages)
 |  |  |  |
| **A4. Project Purpose, Problem Definition, and Background (S-2 Page 10)** |
| 1. Identifies and addresses other relevant QA planning documents (e.g., QMP)
 |  |  |  |
| 1. Describes the purpose of the project’s EIO (e.g., research, monitoring, environmental technology, use of existing information)
 |  |  |  |
| 1. Defines the problem(s) to be addressed and describes the question(s) to be answered
 |  |  |  |
| 1. Documents the environmental decision(s) to be made and the level of information quality needed
 |  |  |  |
| 1. Identifies the type, quantity, and quality of information needed and describes the acceptance and performance criteria
 |  |  |  |
| 1. Identifies the applicable regulatory programs and standards
 |  |  |  |
| 1. Includes the conceptual site model(s)
 |  |  |  |
| 1. Discusses how the results of the EIO are linked to possible actions/decisions
 |  |  |  |
| 1. Includes a description/citation of background information, plans, and/or reports to provide the historical, scientific, and regulatory perspective for the project
 |  |  |  |
| 1. Identifies the sources of existing information for the project
 |  |  |  |
| **A5. Project Task Description (S-2 Page 11)** |
| 1. Includes the schedule for all project tasks
 |  |  |  |
| 1. Describes the work to be performed
 |  |  |  |
| 1. Includes the products to be produced
 |  |  |  |
| **A6. Information/Data Quality Objectives and Performance/Acceptance Criteria (S-2 Pages 11-12)** |
| 1. Describes the project’s information/data quality objectives
 |  |  |  |
| 1. Describes the performance and/or acceptance criteria
 |  |  |  |
| 1. Describes the following principal information/data quality indicators and their application for the project:
 |
| 1. Precision
 |  |  |  |
| 1. Accuracy (bias)
 |  |  |  |
| 1. Representativeness
 |  |  |  |
| 1. Comparability
 |  |  |  |
| 1. Completeness
 |  |  |  |
| 1. Sensitivity
 |  |  |  |
| **A7. Distribution List (S-2 Page 12)** |
| 1. Includes a distribution list of all individuals with organizations who are to receive a copy of the QAPP and subsequent revisions
 |  |  |  |
| 1. Describes how the approved QAPP and all revisions shall be maintained on file and made available upon request
 |  |  |  |
| **A8. Project Organization (S-2 Pages 12-13)** |
| 1. Identifies individual(s) and organization(s) participating in the project
 |  |  |  |
| 1. Describes the QAPP approval authorities
 |  |  |  |
| 1. Describes the organization’s project roles and responsibilities, including the roles of:
* Senior manager
* Project operations manager
* Project QAO
* Individual responsible for QAPP management
* Titles, roles, and names (if determined during planning) of operations and quality individuals within the organization conducting or supporting EIO and their reporting relationships
 |  |  |  |
| 1. Identifies all contractors, subcontractors, and sub-grant recipients supporting EIO and describes their project roles and responsibilities
 |  |  |  |
| 1. Identifies principal EIO users within and outside of the organization
 |  |  |  |
| **A9. Project Quality Assurance Manager Independence (S-2 Page 13)** |
| 1. Describes how the Project QAO’s independence from EIO is ensured
 |  |  |  |
| **A10. Project Organization Chart and Communications (S-2 Pages 13-14)** |
| 1. Includes a project organization chart with:
2. Lines of authority, including reporting relationships
3. Lines of communication within the organization and with other organizations involved in the project
 |  |  |  |
| 1. Project organization chart shows the names of the organizations and all individuals identified in Element A8
 |  |  |  |
| 1. Project organization chart demonstrates the project QAO’s independence from EIO, reporting relationship(s), and authority outside the supervisory chain
 |  |  |  |
| 1. Documents communication procedures, including timing of communication, in sufficient detail to understand the processes, roles, and responsibilities
 |  |  |  |
| 1. Standard procedures for communications are described or cited, including:
	* + 1. Elevating discrepancies and QAPP non-conformances
			2. Process improvements
			3. Seeking project concurrence and approvals
 |  |  |  |
| **Non-EPA Organizations:** |
| 1. Describes communication procedures to EPA to include elevating discrepancies and QAPP non-conformances
 |  |  |  |
| **A11. Personnel Training/Certification (S-2 Pages 14-15)** |
| 1. Identifies the individual responsible for ensuring personnel conducting EIO are qualified, trained, and experienced
 |  |  |  |
| 1. Identifies the individual responsible for documenting personnel training
 |  |  |  |
| 1. Identifies and describes any specialized training or certifications needed
 |  |  |  |
| 1. Describes how the training will be provided
 |  |  |  |
| 1. Describes assurance of the necessary skills
 |  |  |  |
| 1. Describes the procedure or system for documenting training records and skill evaluation
 |  |  |  |
| **EPA Organizations:** |
| 1. Includes or references QAFAP Personnel & Training requirements
 |  |  |  |
| **A12. Documents and Records (S-2 Page 15)** |
| 1. Identifies documents and records that will be produced for the project
 |  |  |  |
| 1. Describes or references processes for management of documents and records, including the QAPP
 |  |  |  |
| 1. Includes or references applicable requirements for the final disposition of records and documents, including location and length of retention period
 |  |  |  |
| 1. Describes or references the system for control of documents, including preparation, review, approval, issuance, revision, and archiving
 |  |  |  |
| **EPA Organizations:** |
| 1. Includes or references QAFAP Document Control and Records Management requirements
 |  |  |  |
| **B. Implementing Environmental Information Operations** |
| 1. Describes all guidance, tools, and templates used to develop the QAPP
 |  |  |  |
| **EPA Organizations:** |
| 1. Includes or references QAFAP requirements for all B elements
 |  |  |  |
| **B1. Identification of Project Environmental Information Operations (S-2 Pages 16-17)** |
| 1. Describes how the EIO will be conducted to accomplish the project purpose
 |  |  |  |
| 1. Describes how the EIO will satisfy the information/data quality objectives and performance/acceptance criteria (*reference: A4 and A6 Elements*)
 |  |  |  |
| **B2. Methods for Environmental Information Acquisition (S-2 Pages 17-18)** |
| 1. Identifies and describes the acquisition methods and procedures for EIO
 |  |  |  |
| 1. Identifies methods by number/identifier, version/revision date, and regulatory citation; indicates options/ modifications
 |  |  |  |
| 1. Identifies, describes, or references SOPs used for acquisition of EIO, including version/revision date and options/ modifications
 |  |  |  |
| 1. Identifies or references the process for managing SOPs (e.g., individuals responsible, process for updating, accessibility to personnel)
 |  |  |  |
| ***Field Activities Environmental Measurements*** |
| 1. Describes or references field activity procedures (e.g., information derived from tools, instruments, observational results, investigations, and sample collection)
 |  |  |  |
| 1. Identifies or references maximum holding times for sample extraction and/or analysis
 |  |  |  |
| 1. Describes or references selection and preparation of sample containers, sample volumes, and preservation methods
 |  |  |  |
| 1. Describes or references sample handling and custody processes
 |  |  |  |
| ***Laboratory Analyses*** |
| 1. Identifies analytical methods by number/ identifier, version/revision date, regulatory citation, and options/modifications
 |  |  |  |
| 1. Describes or references procedures to be conducted when a non-compliance or failure in the analytical system occurs (e.g., Laboratory QAM, SOP)
 |  |  |  |
| 1. Specifies the laboratory data package turnaround time needed
 |  |  |  |
| 1. Non-standard method application: describe method performance study information
 |  |  |  |
| ***Existing Information (EI)*** |
| 1. Describes EI to be obtained from databases, software applications, decision support tools, websites, existing literature, etc.
 |  |  |  |
| 1. Describes the collection process
 |  |  |  |
| 1. Describes the intended use and criteria for acceptance and evaluation for suitability
 |  |  |  |
| 1. Indicates if the EI is to be combined with new EIO and describes the criteria to ensure compatibility
 |  |  |  |
| ***Environmental Technology*** |
| 1. Identifies the purpose of the technology (e.g., pollution prevention, contamination containment, storage, remediation)
 |  |  |  |
| 1. Describes physical parameters or processes collected using environmental technologies
 |  |  |  |
| 1. Describes systems, devices, and components applicable to hardware and methods or techniques that measure or remove pollutants or contaminants or prevent from entering the environment[[1]](#footnote-2)
 |  |  |  |
| **B3. Integrity of Environmental Information (S-2 Pages 18-19)** |
| 1. Describes or cites procedures for ensuring the integrity of project EIO
 |  |  |  |
| 1. Describes or cites procedures and requirements for sample handling and custody (e.g., field logs, packaging/ transport/shipment, laboratory storage)
 |  |  |  |
| 1. Includes examples of sample labels and chain of custody forms/sample custody logs
 |  |  |  |
| 1. Identifies the laboratory(ies) to be used
 |  |  |  |
| 1. Describes processes for ensuring laboratory accreditation and certification for applicable analytes and matrices
 |  |  |  |
| **B4. Quality Control (S-2 Page 19)** |
| 1. Describes the QC activities needed for each EIO to meet project information/data quality objectives and performance or acceptance criteria
 |  |  |  |
| 1. Describes or references the frequency of QA activities, corrective actions (CA), and how the effectiveness of the CA shall be determined and documented
 |  |  |  |
| 1. Describes or references procedures to calculate statistics (e.g., precision, bias)
 |  |  |  |
| 1. Describes field/laboratory sampling QC activities (e.g., blanks, duplicates, matrix spikes, laboratory control samples, surrogates)
 |  |  |  |
| 1. Describes existing information QC activities (e.g., use of systematic review, independent secondary review of studies in the open literature, QC of constructed databases or spreadsheets)
 |  |  |  |
| 1. Describes QC activities for EIO using models or modeling (e.g., model calibration, model validation, sensitivity analyses)
 |  |  |  |
| **B5. Instrument/Equipment Calibration, Testing, Inspection, and Maintenance (S-2 Page 19)** |
| 1. Identifies instruments/equipment used for EIO (e.g., tools, gauges, and pumps)
 |  |  |  |
| 1. Describes procedures and documentation activities to ensure that the instruments/ equipment are available/in working order
 |  |  |  |
| 1. Describes or references how calibration will be conducted, documented, and traceable to the instrument
 |  |  |  |
| 1. Describes or references how instruments and equipment will be tested, inspected, and maintained
 |  |  |  |
| 1. Discusses availability of critical spare parts
 |  |  |  |
| **B6. Inspection/Acceptance of Supplies and Services (S-2 Page 20)** |
| 1. Describes procedures for inspection and acceptance of supplies and services, including traceable documentation of the acceptance
 |  |  |  |
| 1. Identifies the individual(s) responsible for inspection/acceptance of supplies/services
 |  |  |  |
| 1. Specifies the vendor’s responsibilities for specific S-2 elements and verification of adherence
 |  |  |  |
| **B7. Environmental Information Management (S-2 Page 20)** |
| 1. Describes or cites the EI management process for the project, including from generation to final use or storage (e.g., field, laboratory, office, database)
 |  |  |  |
| 1. Describes or references standard record-keeping procedures, document control system, and process for information storage and retrieval on electronic media
 |  |  |  |
| 1. Describes or references the control mechanism for detecting/correcting errors and for preventing loss of information during data entry/reduction/reporting, and data entry to databases/forms/reports/ databases
 |  |  |  |
| 1. Includes or references forms or checklists to be used in these processes
 |  |  |  |
| 1. Describes or references procedures to process, compile, and analyze project EIO
 |  |  |  |
| 1. Describes or references required computer hardware/software requirements, including performance, acceptability, and assurance that applicable information resource management requirements are satisfied
 |  |  |  |
| **C. Assessment, Response Actions, and Oversight** |
| **C1. Assessments and Response Actions (S-2 Pages 21-22)** |
| ***Note:*** *Assessment activities may include audits, readiness reviews, peer review, in-field data document reviews, etc.* |
| 1. Describes project assessment activities, including the number, frequency, and types of planned assessments
 |  |  |  |
| 1. Identifies the individual(s) who will perform the assessments and how they are free of any conflicts of interest
 |  |  |  |
| 1. Describes the documentation of assessment findings, non-conformances, and corrective actions
 |  |  |  |
| 1. Describes who is responsible and how response actions associated with assessments will be developed, documented, and tracked
 |  |  |  |
| 1. Describes the reporting of response actions
 |  |  |  |
| **C2. Oversight and Reports to Management (S-2 Pages 22-23)** |
| 1. Identifies the individual(s) responsible for oversight activities
 |  |  |  |
| 1. Describes oversight activities that ensure response actions and reporting mechanisms capture the project status and any QA issues that arise during implementation and through assessments
 |  |  |  |
| 1. Identifies project reports to management, including content requirements, the process for submission, and distribution list
 |  |  |  |
| **D.**  **Elements For Environmental Information Review and Usability Determination** |
| **D1. Environmental Information Review (S-2 Pages 23-24)** |
| 1. Describes or cites the processes for information/data verification and validation
 |  |  |  |
| 1. Describes or references how performance and acceptance criteria will be incorporated in the review process
 |  |  |  |
| 1. Describes or references how information/data quality indicators will be incorporated in the review process
 |  |  |  |
| 1. Describes the data quality assessment documentation that will occur after the EIO phase of the project is completed
 |  |  |  |
| 1. Identifies the individual(s) conducting each of these activities
 |  |  |  |
| 1. Describes the documentation and communication processes for review
 |  |  |  |
| **D2. Usability Determination (S-2 Pages 24-25)** |
| 1. Describes or references the process based on the review that determines whether the EIO is useable
 |  |  |  |
| 1. Describes the documentation of the usability determination
 |  |  |  |
| 1. Identifies the individual(s) responsible for the usability determination activities
 |  |  |  |
| 1. Describes the communication of any known or anticipated limitations on the use of the environmental information
 |  |  |  |
| **END** |

**ATTACHMENT 1**

**EPA REGION 8 QAPP REVIEW CROSSWALK FOR ANNUAL REVIEWS**

[to be completed at least 60 days prior to the anniversary date of EPA RQAM or DAO approval]

**PURPOSE:**

The Annual Review Crosswalk is used to document annual reviews conducted by EPA and non-EPA organizations, as well as concurrence with the annual review by the RQAM or DAO.

All EPA and non-EPA organizations are required to review their QAPP at least annually to confirm its suitability and evaluate its effectiveness for the project. Although the approved QAPP should be implemented as written, changes to original plans may be needed. Minor changes to the project throughout each year during the QAPP’s period of applicability will be documented using this Annual Review Crosswalk.

If significant changes are made to the project, the revised QAPP, including all figures, attachments and appendices, must be submitted to EPA for review and re-approval. When significant changes are made, the revised QAPP shall include a revision history page that briefly summarizes the changes made. When significant changes are made, no work under the revised QAPP shall be performed until the QAPP is reviewed and approved by the RQAM or DAO.

**Minor QAPP Changes** – Those changes that **do not** affect the project objectives, the organization’s mission or structure, or the details of project QA/QC implementation.

**Significant QAPP Changes** – Changes that **do** affect the project objectives, the organization’s mission or structure, or the details of project QA/QC implementation, including, but not limited to:

* Changes in the scope of the project resulting in new or revised project objectives (e.g., adding new sample matrices or analytical methods)
* Changes in implementation, such as how information will be collected, produced, evaluated, or used (e.g., adding new field or laboratory testing equipment, adding or changing the analytical laboratory, etc.)
* Changes in the design, construction, operation, or application of environmental technology
* Changes in the statement of work or workplan
* Expiration of the QAPP
* Changes in the organization’s mission or structure, such as delegation status of QAPPs
* Changes in performance or acceptance criteria as to how results will be assessed for acceptance

The Annual Review Crosswalk is a controlled document. Do not modify the crosswalk format or document type.

**INSTRUCTIONS:**

QAPPs have a period of applicability of up to 5 years from the date of RQAM or DAO approval. Attached is an Annual Review Crosswalk for years 2, 3, 4, and 5 of the 5-year period of applicability. For the Year 2 annual review, complete the page titled, “Annual Review Crosswalk - Year 2.” Follow the same process for each subsequent annual review until the end of the period of applicability.

This crosswalk with full review comments and resolutions, as well as each Annual Review Crosswalk, will remain with the QAPP for its entire period of applicability.

***Note:*** *Maintain the original approved QAPP intact (official PDF copy with all signatures). For minor changes to the approved QAPP, the organization is responsible for ensuring all project personnel are made aware of the changes once EPA has concurred that the annual review is complete. EPA recommends that the organization make a copy of the Annual Review Crosswalk and attach it to the front of the approved QAPP where it is highly visible to all QAPP users.*

Please submit the following to EPA when each annual review is complete:

* Complete Crosswalk documenting the original review comments and all Annual Review Crosswalks with the current year’s annual review information completed
* Original approved QAPP with all signatures, attachments, and appendices
* Workplan, Research Plan, Project Plan, Statement of Work, or Task Order
* Other relevant, important documents (e.g., Water Quality Monitoring Strategy, FIP)

**ANNUAL REVIEW CROSSWALK – YEAR 2**

|  |
| --- |
| **To Be Completed by the QAPP Preparer:** |
| Annual Review Completed By:(*Name, Title, Contact Info*) |  | Annual Review Completion Date: | MM/DD/YYYY |
| Attestation of the Annual Review: |
| [ ]  | Minor changes are documented in the table below. |
| [ ]  | The QAPP was reviewed, but no changes are necessary for the project. |

|  |
| --- |
| **To Be Completed by the EPA QA Reviewer:** |
| QA Reviewer:(*Name, Email*) |  | Date Completed: | MM/DD/YYYY |
| EPA QA Reviewer (QA Branch or DAO)? | QAB [ ]  DAO [ ] QAB ID#:  |
| Attestation of Annual Review: |
| [ ]  | The EPA QA Reviewer concurs no significant changes were made to the document and the annual review is complete. |
| [ ]  | The EPA QA Reviewer concluded that significant changes were made to the document and a full review will be conducted. The QAPP preparer has been contacted to make revisions to the QAPP, identify the changes in a revision history page, and submit a new Crosswalk to EPA to initiate the review and approval process. |

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| **RECORD OF MINOR CHANGES MADE TO THE PROJECT** |
| **QAPP Section**(*Completed by the QAPP Preparer*) | **QAPP Page Number(s)**(*Completed by the QAPP Preparer*) | **Full Description of Change(s)**(*Completed by the QAPP Preparer*) | **Comments**(*Completed by the QAPP Preparer and EPA QA Reviewer*) |
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**ANNUAL REVIEW CROSSWALK – YEAR 3**

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| **To Be Completed by the QAPP Preparer:** |
| Annual Review Completed By:(*Name, Title, Contact Info*) |  | Annual Review Completion Date: | MM/DD/YYYY |
| Attestation of the Annual Review: |
| [ ]  | Minor changes are documented in the table below. |
| [ ]  | The QAPP was reviewed, but no changes are necessary for the project. |

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| **To Be Completed by the EPA QA Reviewer:** |
| QA Reviewer:(*Name, Email*) |  | Date Completed: | MM/DD/YYYY |
| EPA QA Reviewer (QA Branch or DAO)? | QAB [ ]  DAO [ ] QAB ID#:  |
| Attestation of Annual Review: |
| [ ]  | The EPA QA Reviewer concurs no significant changes were made to the document and the annual review is complete. |
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| **RECORD OF MINOR CHANGES MADE TO THE PROJECT** |
| **QAPP Section**(*Completed by the QAPP Preparer*) | **QAPP Page Number(s)**(*Completed by the QAPP Preparer*) | **Full Description of Change(s)**(*Completed by the QAPP Preparer*) | **Comments**(*Completed by the QAPP Preparer and EPA QA Reviewer*) |
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**ANNUAL REVIEW CROSSWALK – YEAR 4**

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| **To Be Completed by the QAPP Preparer:** |
| Annual Review Completed By:(*Name, Title, Contact Info*) |  | Annual Review Completion Date: | MM/DD/YYYY |
| Attestation of the Annual Review: |
| [ ]  | Minor changes are documented in the table below. |
| [ ]  | The QAPP was reviewed, but no changes are necessary for the project. |

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| **To Be Completed by the EPA QA Reviewer:** |
| QA Reviewer:(*Name, Email*) |  | Date Completed: | MM/DD/YYYY |
| EPA QA Reviewer (QA Branch or DAO)? | QAB [ ]  DAO [ ] QAB ID#:  |
| Attestation of Annual Review: |
| [ ]  | The EPA QA Reviewer concurs no significant changes were made to the document and the annual review is complete. |
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| **RECORD OF MINOR CHANGES MADE TO THE PROJECT** |
| **QAPP Section**(*Completed by the QAPP Preparer*) | **QAPP Page Number(s)**(*Completed by the QAPP Preparer*) | **Full Description of Change(s)**(*Completed by the QAPP Preparer*) | **Comments**(*Completed by the QAPP Preparer and EPA QA Reviewer*) |
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**ANNUAL REVIEW CROSSWALK – YEAR 5**

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| **To Be Completed by the QAPP Preparer:** |
| Annual Review Completed By:(*Name, Title, Contact Info*) |  | Annual Review Completion Date: | MM/DD/YYYY |
| Attestation of the Annual Review: |
| [ ]  | Minor changes are documented in the table below. |
| [ ]  | The QAPP was reviewed, but no changes are necessary for the project. |

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| **To Be Completed by the EPA QA Reviewer:** |
| QA Reviewer:(*Name, Email*) |  | Date Completed: | MM/DD/YYYY |
| EPA QA Reviewer (QA Branch or DAO)? | QAB [ ]  DAO [ ] QAB ID#:  |
| Attestation of Annual Review: |
| [ ]  | The EPA QA Reviewer concurs no significant changes were made to the document and the annual review is complete. |
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| **RECORD OF MINOR CHANGES MADE TO THE PROJECT** |
| **QAPP Section**(*Completed by the QAPP Preparer*) | **QAPP Page Number(s)**(*Completed by the QAPP Preparer*) | **Full Description of Change(s)**(*Completed by the QAPP Preparer*) | **Comments**(*Completed by the QAPP Preparer and EPA QA Reviewer*) |
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1. For additional advice on QAPPs for design, construction, and operation or application of environmental technology, refer to the current version of EPA Guidance on Quality Assurance for Environmental Technology Design, Construction and Operation, https://www.epa.gov/sites/default/files/2015-06/documents/g11-final-05.pdf. [↑](#footnote-ref-2)