**EPA REGION 8 OPTIMIZED UFP-QAPP REVIEW CROSSWALK**

This crosswalk is used to review Uniform Federal Policy-Quality Assurance Project Plans (UFP-QAPPs) submitted to EPA Region 8 for review. Items from this crosswalk are discussed in detail in the *Intergovernmental Data Quality Task Force Optimized UFP-QAPP Worksheets* [*Intergovernmental Data Quality Task Force Optimized UFP-QAPP Worksheets*](https://www.epa.gov/fedfac/optimized-uniform-federal-policy-quality-assurance-project-plans-worksheets), March 2012, and *EPA Quality Assurance Project Plan Standard CIO 2105-S-02* [*EPA Quality Assurance Project Plan Standard CIO 2105-S-02*](https://www.epa.gov/system/files/documents/2024-04/quality_assurance_project_plan_standard.pdf)(S-2 Standard).

The UFP-QAPP must include all required elements of the Optimized UFP-QAPP Worksheets and the S-2 Standard, which are listed in this crosswalk. It must also include all figures, attachments, and appendices (e.g., SOPs, forms, etc.). Oversight of a potentially responsible party (PRP) may utilize the EPA Region 9 Superfund Streamlined Oversight UFP-QAPP Template. 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 UFP-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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| **UFP-QAPP Preparer must complete as part of the submission** | | | | | | | | | | | | |
| **New/Revised and Annual Review UFP-QAPP and Crosswalk Completion Requirements:** | | | | | | | | | | | | |
| **New/Revised UFP-QAPP** – UFP-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 UFP-QAPPs must go through the complete review process in order to receive approval. UFP-QAPPs that have reached the end of their period of applicability must undergo a full revision by the UFP-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 UFP-QAPP must undergo a full revision by the UFP-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 UFP-QAPP must be reviewed at least annually by the UFP-QAPP Preparer to confirm its suitability and evaluate its effectiveness for the project.  **Crosswalk Requirements** – This crosswalk will remain with the UFP-QAPP for the entire period of applicability. The primary crosswalk is used to document the full review of the New or Revised UFP-QAPP, including comments, responses, and resolution. The Annual Review Crosswalks in **Attachment 1** are used to document each annual review of the UFP-QAPP. Further instructions are provided in Attachment 1. | | | | | | | | | | | | |
| **UFP-QAPP Prepared for:** *(Check appropriate box below)* | | | | | | | | | | | | |
|  | **GRANT RECIPIENT**  2 CFR 1500.12 | |  | **CONTRACTOR**  48 CFR 46 |  | **INTERAGENCY AGREEMENT (IA)** | |  | **EPA PROGRAM** | |  | **POTENTIALLY RESPONSIBLE PARTY (PRP)** |
| **Organization:**  *(grant recipient, contractor, IA, EPA Program, PRP)* | |  | | | | | **Organization Point of Contact (POC):**  *(Name, Title, Email)* | | |  | | |
| **Document Title:** | | Click here and type Title | | | | | **UFP-QAPP Preparer:**  *(If different than Organization POC)* | | |  | | |
| **Document Version and Date:** | |  | | | | | **Contract, Grant, or IA Number:** | | |  | | |
| **UFP-QAPP Period of Performance:** | | Up to 5 years from the date of RQAM or DAO Approval | | | | | **EPA Project Officer/**  **Program Manager:**  *(Name, Email)* | | |  | | |
| **Documents to be submitted with the UFP-QAPP and Crosswalk:** | | | | | | | | | | | | |
| UFP-QAPPs written by a Grantee, Interagency Partner, or EPA  Work Plan (WP), Statement of Work (SOW), Performance Work Statement (PWS), Research Proposal (RP), or Agency Agreement    UFP-QAPPs written by an EPA Contractor   * Task Order Work Assignment/SOW, reference to the contractor’s approved QMP, Contract SOW (if QMP has not been approved) * The QA Reviewer must determine (with the EPA CO or PO) if a QARF was completed for the environmental information operations (EIO) described in the UFP-QAPP   UFP-QAPPs written by the PRP  Court Order/Administrative Settlement | | | | | | | | | | | | |

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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/YYYY  2nd Review: MM/DD/YYYY |
| EPA QA Reviewer:  *(Name, Email)* |  | | Date Review Completed: | | 1st Review: MM/DD/YYYY  2nd Review: MM/DD/YYYY |
| EPA QA Reviewer (QA Branch or DAO)? | QAB  DAO  QAB ID#: | | EPA QA Approving Official: (*Name, Email*) | |  |
| **Regulatory Authority or Funding Mechanism:** | | | | | |
| Grant  / Contract  / IA (FFA/CERCLA)  / Court Order  / EPA Program  / Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | WP/SOW/PWS/TO/PP/RP Date: | |  |
| Funding Amount $ |  | | Performance Period: | |  |
| **QA document(s) reviewed:** | | | | | |
| Stand-alone UFP-QAPP? | | Yes  No | | QA document consistent with WP/SOW/TO/PP/RP? | Yes  / No  / NA |
| All attachments included? | | Yes  / No  / NA | |

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| **FOR THE UFP-QAPP PREPARER AND EPA QA REVIEWER** |
| **Crosswalk Instructions for New UFP-QAPPs:** |
| * The Sampling and Analysis Plan (SAP) or Field Sampling Plan (FSP) must be submitted with the UFP-QAPP or must be a stand-alone document that meets all required UFP-QAPP Optimized Worksheets and QAPP Standard elements. * If an element is not applicable, an explanation must be provided in the UFP-QAPP and in the Comments column of the crosswalk. * Processes may either be described or referenced in the UFP-QAPP; all references must be readily accessible within the organization ***and*** provided in or as attachments to the UFP-QAPP. * Elements marked with an asterisk (\*) include requirements of the QAPP Standard (S-2) and must be included in the UFP-QAPP. * “**EPA Notes**” are notes, recommendations, or observations that may improve the UFP-QAPP; they are not directives and do not require compliance. “**EPA Comments**” require the author to address for compliance with the UFP-QAPP Optimized Worksheets and S-2 Standard elements. * 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 EPA Comments** *(highlight significant concerns/issues)***:** |
| 1. EPA Comment:   Organization Response (date):  EPA Resolved (date):   1. EPA Comment:   Organization Response (date):  EPA Resolved (date): |

| **Element** | **Acceptable (Yes/No/NA)**  **(*Completed by EPA QA Reviewer)*** | **Comments**  ***(Completed by QAPP Author and EPA QA Reviewer*)** |
| --- | --- | --- |
| **Worksheets #1 & 2: Title and Approval Page** | | |
| 1. Includes the site/project name and site location |  |  |
| 1. Includes “Quality Assurance Project Plan” (or “Sampling and Analysis Plan” or “Field Sampling Plan”) in the title and revision number\* |  |  |
| 1. Includes the contract/work assignment number\* |  |  |
| 1. Lead Organization (Federal Facility or PRP) Project Manager (name/title/signature/date) and Quality Manager (name/title/signature/date) |  |  |
| 1. Investigative Organization/Prime Contractor (organization performing EIO activities) Project Manager (name/title/signature/date) and Quality Officer (name/title/signature/date) |  |  |
| 1. EPA Region 8 Remedial Project Manager/Project Officer (names/signatures/date) and Regional QA Manager (RQAM)/Delegated Approving Official (DAO) (names/signatures/date) |  |  |
| 1. State Regulatory Agency, if applicable (name/title/signature/date) |  |  |
| 1. Other stakeholders, if applicable |  |  |
| 1. Lists plans and reports from previous investigations relevant to the project |  |  |
| 1. Specifies that the UFP-QAPP will be reviewed annually to confirm suitability/effectiveness. The review must be documented using the R8 UFP-QAPP Crosswalk. Any substantial changes will be documented and approved before implementation. Minor changes will be documented and submitted to the approving authority in writing annually.\* |  |  |
| 1. Identifies and addresses other QA planning documents with relevant requirements (e.g., QMPs)\* |  |  |
| **Worksheets #3 & 5: Project Organization and UFP-QAPP Distribution** | | |
| * 1. A project organization chart is provided that depicts key personnel, lines of authority, and lines of communication among the regulatory agencies, lead agency, investigative organization/prime contractor, and subcontractors |  |  |
| 1. Identifies recipients of controlled copies of the UFP-QAPP |  |  |
| 1. Indicates that a complete copy of UFP-QAPP modifications will be maintained on file\* |  |  |
| 1. Identifies the Operations Manager/Project Manager, Quality Manager, Senior Manager (i.e., individuals identified above for Worksheets 1 & 2, Elements D and E)\* |  |  |
| 1. Identifies the individual responsible for maintaining the UFP-QAPP\* |  |  |
| 1. Identifies approval authority for the UFP-QAPP\* |  |  |
| 1. Describes how independence is ensured between QA and operations\* |  |  |
| **Worksheets #4, 7 & 8: Personnel Qualifications and Sign-off Sheet** | | |
| 1. Lists key project personnel for each organization performing tasks defined in the UFP-QAPP |  |  |
| 1. Lists individuals’ project titles or roles; qualifications; and any specialized/non-routine training, certifications, or clearances required by the project, including how training/certification is provided, skills assured, and documented\* |  |  |
| 1. Identifies the individual(s) responsible for ensuring personnel are qualified and for documenting training\* |  |  |
| 1. Includes space for individuals to sign and date that they have read the UFP-QAPP and will implement it as it is written |  |  |
| **Worksheet #6: Communication Pathways** | | |
| 1. Identifies specific issues (communication drivers) that trigger the need to communicate with other project personnel or stakeholders (e.g., unexpected events, emergencies, non-conformances, stop work orders, approval of amendments to the UFP-QAPP, delays or changes to field work, laboratory data quality issues, etc.) |  |  |
| 1. For each communication driver, includes the pathway for communication (e.g., email, phone). timeframe for notification (e.g., within 24 hours, 1 week, etc.), and any required documentation |  |  |
| 1. Includes the necessary contract information (i.e., phone numbers or email addresses) for each communication driver |  |  |
| **Worksheet #9: Project Planning Session Summary** | | |
| 1. Provides a worksheet for each internal and external project planning session held by phone, web-conferencing, and/or face-to-face |  |  |
| 1. Identifies all scoping session participants (project managers, information generators, information reviewers, QA personnel, data users, and all other stakeholders) |  |  |
| 1. Describes key decisions or agreements reached and action items |  |  |
| **Worksheet #10: Conceptual Site Model** | | |
| 1. The CSM includes the following: |  |  |
| 1. Background information/site history |  |  |
| 1. Sources of known or suspected hazardous waste |  |  |
| 1. Known or suspected contaminants or classes of contaminants |  |  |
| 1. Primary release mechanism |  |  |
| 1. Secondary contaminant migration |  |  |
| 1. Fate and transport considerations |  |  |
| 1. Potential receptors and exposure pathways |  |  |
| 1. Land use considerations |  |  |
| 1. Key physical aspects of the site (e.g., site geology, hydrology, topography, climate) |  |  |
| 1. Current interpretation of nature and extent of contamination to the extent that it will influence project-specific decision-making |  |  |
| 1. Includes a separate CSM for each site, as applicable |  |  |
| **Worksheet #11: Project/Data Quality Objectives** | | |
| 1. Provides project quality objectives (PQOs) or data quality objectives (DQOs) using a systematic planning process (e.g., EPA’s Data Quality Objectives Process, EPA-QA/G-4, February 2006; U.S. Army Corps of Engineers’ Technical Project Planning Process, EM 200-1-2, February 2016) |  |  |
| 1. Describes the environmental decisions to be made |  |  |
| 1. Describes the level of data quality needed to ensure that the environmental decisions are based on sound scientific data |  |  |
| 1. For environmental technology (i.e., systems, devices and their components, and methods or techniques that measure or remove pollutants or contaminants or prevent them from entering the environment), the UFP-QAPP states the purpose of the technology, as well as the physical parameters/processes and specific systems, devices, and components\* |  |  |
| **Worksheet #12: Measurement Performance Criteria** | | |
| 1. Provides a worksheet for each type of field or laboratory measurement; for analytical methods, criteria are determined for each matrix, analytical group or method, and concentration level |  |  |
| 1. Provides quantitative measurement performance criteria in terms of precision, accuracy/bias, and sensitivity for both field and laboratory measurements |  |  |
| **Worksheet #13: Secondary Data Uses and Limitations** | | |
| 1. Identifies sources of secondary data |  |  |
| 1. Discusses the rationale for using this data its relevance to the project (i.e., how the secondary data will be used) |  |  |
| 1. Describes how the secondary data will be evaluated to ensure they are of the type and quality necessary to support their intended uses and determine limitations on their uses |  |  |
| 1. For modeling projects, QC activities include model calibration/validation (may also be included in Worksheets #34 or #35)\* |  |  |
| 1. For existing information projects, includes systemic, independent secondary review (if required), and QC of databases/spreadsheets (may also be included in Worksheets #34 or #35)\* |  |  |
| **Worksheets #14 & 16: Project Tasks & Schedule** | | |
| Includes a project schedule showing specific tasks (on-site and off-site), the person or group responsible for their execution, planned start and end dates, and any associated deliverables to be produced |  |  |
| **Worksheet #15: Project Action Limits and Laboratory-Specific Detection/Quantitation Limits** | | |
| 1. Includes a worksheet for each type of field or laboratory measurement; criteria are determined for each matrix, analytical group or method, and concentration level |  |  |
| 1. For each critical contaminant/analyte of concern, lists the project action limit (actual numerical criteria) and the reference upon which it is based (regulatory limits or risk-based limits). If critical contaminants/analytes of concern have not yet been identified, lists target analytes, their screening levels, and the reference upon which they are based. |  |  |
| 1. Provides laboratory-specific detection and quantitation limits for comparison to project action limit |  |  |
| 1. Includes laboratory documentation that demonstrates precision and bias at the laboratory-specific quantitation limit (at lowest calibration standard) |  |  |
| 1. In cases where a project action limit is less than the laboratory quantitation limit, the analyte is identified and the UFP-QAPP includes an explanation of how the analyte results will be evaluated |  |  |
| **Worksheet #17: Sampling Design and Rationale** | | |
| 1. Describes the sampling design and the basis for its selection, including the following: |  |  |
| 1. Physical boundaries for the area under study, including maps or diagrams |  |  |
| 1. Time period being represented by the collected data |  |  |
| 1. Descriptions and basis for dividing the site into sampling units (e.g., decision units, exposure units, etc.) that support the decision statements documented in Worksheet #11 |  |  |
| 1. Basis for the number and placement of samples within sampling units |  |  |
| 1. Descriptions of how actual sample positions will be located once in the field (include maps or diagrams) |  |  |
| 1. Includes the decision process for changing sample locations if a sample cannot be collected where planned |  |  |
| 1. Process for determining sample locations in the field (if applicable) |  |  |
| 1. Contingencies in the event field conditions are different than expected and could affect the sampling design |  |  |
| **Worksheet #18: Sampling Locations and Methods** | | |
| 1. Lists each individual sample planned for collection, including field QC samples |  |  |
| 1. Detailed sampling SOPs are referenced in the worksheet and attached to the UFP-QAPP |  |  |
| 1. Includes a map with locations marked |  |  |
| **Worksheets #19 & 30: Sample Containers, Preservation, Hold Times and Analytical Services** | | |
| 1. Includes a separate worksheet for each laboratory used |  |  |
| 1. Includes the laboratory name, sample receipt address, point of contact, phone number, and email address |  |  |
| 1. Lists the required accreditation certification for each laboratory |  |  |
| 1. Laboratory accreditation certificates are current and attached to the UFP-QAPP |  |  |
| 1. For each analyte/analyte group, identifies the sample matrix, method/SOP number, required container(s) (number, size, and type per sample), preservation, preparation holding time, analytical holding time, and data package turnaround |  |  |
| 1. If applicable, identifies a backup laboratory that will be used if the primary laboratory cannot be used. Note that if a backup laboratory is identified, all applicable UFP-QAPP worksheets (e.g., Worksheets #15, #23, #24, #25, #28, etc.) must include the required information for the backup laboratory. |  |  |
| 1. Describes or references procedures for how supplies and services are inspected and accepted, including the responsible party (may also be included in Worksheets #22 or #25)\* |  |  |
| 1. Specifies elements that vendors are responsible for and to verify their work/adherence to the UFP-QAPP (may also be included in Worksheets #22 or #25)\* |  |  |
| **Worksheet #20: Field QC Summary** | | |
| For each matrix and analyte/analytical group, lists the number of primary field samples to be collected, the type and number of field QC samples to be collected, and the total number of analyses (field and field QC samples combined) that will be sent to the analytical laboratory |  |  |
| **Worksheet #21: Field SOPs** | | |
| 1. Lists SOPs (title, revision, date, and originating organization) containing detailed procedures for all field activities, including sample collection; sample preservation; equipment use; equipment cleaning and decontamination; equipment testing, maintenance, and inspection; and sampling handling and custody |  |  |
| 1. Identifies person(s) responsible for maintaining SOPs\* |  |  |
| 1. Notes any project-specific options or modifications to an SOP, if applicable\* |  |  |
| 1. Field SOPs are attached to the UFP-QAPP |  |  |
| **Worksheet #22: Field Equipment Calibration, Maintenance, Testing, and Inspection** | | |
| 1. Provides a list of all in-situ testing instruments and field equipment, including tools, gauges, and pumps\* |  |  |
| 1. Documents the procedures for calibrating, maintaining, testing, and/or inspecting all field equipment |  |  |
| 1. Identifies the individual(s) responsible for field equipment |  |  |
| 1. Includes frequency, acceptance criteria, and corrective action or references and attaches the relevant SOP or manufacturer’s instructions |  |  |
| **Worksheet #23: Analytical SOPs** | | |
| 1. Lists SOPs (title, revision, and date) containing the specific sample preparation and analytical procedures to be used to perform on-site or fixed-laboratory analysis for each matrix/analytical group and indicates whether the procedure produces screening or definitive data |  |  |
| 1. Identifies person(s) responsible for maintaining SOPs\* |  |  |
| 1. Notes any project-specific options or modifications to an SOP, if applicable\* |  |  |
| 1. Analytical SOPs are attached to the UFP-QAPP |  |  |
| **Worksheet #24: Analytical Instrument Calibration** | | |
| 1. Identifies all analytical instruments and equipment, whether used in the field or the laboratory\* |  |  |
| 1. For each instrument, identifies the calibration procedure, calibration range, frequency, acceptance criteria, corrective action, title/position responsible for corrective action, and SOP reference |  |  |
| **Worksheet #25: Analytical Instrument and Equipment Maintenance, Testing, and Inspection** | | |
| Lists all analytical instrument/equipment that requires maintenance, testing, and inspection activities; lists the specific maintenance, testing, and inspection activity; frequency; acceptance criteria; corrective action; title/position responsible for corrective action; and reference for those activities (e.g., SOP, laboratory quality manual) |  |  |
| **Worksheets #26 & 27: Sample Handling, Custody, and Disposal** | | |
| 1. Describes the responsibilities and SOP references for maintaining custody of samples from collection through disposal |  |  |
| 1. Indicates the method of sample delivery (shipper/carrier) |  |  |
| 1. Indicates the number of days from reporting until sample disposal |  |  |
| 1. Referenced SOPs are attached to the UFP-QAPP |  |  |
| 1. Examples of forms, sample labels, chains-of-custody, and sample custody logs documentation are attached to the UFP-QAPP\* |  |  |
| 1. Describes or references the process for tracing the path of environmental information from generation to final use/storage, including record keeping, document control, and electronic media (may also be included in Worksheet #29)\* |  |  |
| 1. Describes or references any hardware/software and forms/checklists to be used (may also be included in Worksheet #29)\* |  |  |
| **Worksheet #28: Analytical Quality Control and Corrective Action** | | |
| 1. Includes a separate worksheet for each sample matrix, analytical method, and concentration level |  |  |
| 1. Identifies the type, number, and frequency of QC sample collection (field) or QC sample analysis (laboratory), along with the method/SOP acceptance criteria, corrective action, and title/position responsible for corrective action |  |  |
| 1. Information that is duplicated in Worksheets #12, #15, and #28 is consistent |  |  |
| **Worksheet #29: Project Documents and Records** | | |
| 1. Includes a comprehensive list of the documents and records that will be generated for the project, including sample collection and field records, project assessments, and laboratory records |  |  |
| 1. Includes requirements for laboratory data deliverable contents consistent with the expected stages selected for data validation |  |  |
| 1. Provides electronic data deliverable (EDD) requirements consistent with project-specific requirements |  |  |
| 1. Describes or references final disposition of records, documents, reports, information, and records retention time\* |  |  |
| 1. Describes how management reports will be transmitted and distributed, including distribution to the project Operations/Project Manager, project QA Manager, and EPA. Describes the oversight responsibility to make sure these mechanisms are in place (may also be included in Worksheets #31, 32 &33).\* |  |  |
| **Worksheets #31, 32 & 33: Assessments and Corrective Action** | | |
| 1. Lists the required number, frequency, and type of assessments with approximate dates and responsible party/organization for conducting the assessments |  |  |
| 1. For each assessment listed, identifies the individual(s) and organization responsible for responding to assessment findings, assessment response documentation, and timeframe for response |  |  |
| 1. For each assessment listed, identifies the responsibility for implementing the corrective action |  |  |
| 1. For each assessment listed, identifies the responsibility for monitoring corrective action implementation |  |  |
| **Worksheet #34: Data Verification and Validation Inputs** | | |
| 1. Identifies the planning documents (e.g., UFP-UFP-QAPP, contract, field SOPs, laboratory SOPs), field records, and laboratory records that will be used during data verification and validation |  |  |
| 1. Indicates whether each item will be used for verification (completeness), validation (conformance to specifications), or both |  |  |
| **Worksheet #35: Data Verification Procedures** | | |
| 1. Describes the procedures that will be used for data verification (e.g., field records, laboratory records, assessment reports, corrective action reports, etc.) |  |  |
| 1. For each record reviewed, references the document containing the requirements and responsible person/organization |  |  |
| **Worksheet #36: Data Validation Procedures** | | |
| 1. Describes the procedures that will be used to validate project data, including specific SOP references, if applicable |  |  |
| 1. Referenced data validation SOPs are attached to the UFP-QAPP, if applicable |  |  |
| 1. Validation procedures define the validation stage code and validation approach (e.g., percent of data packages to be validated, percent of raw data to be reviewed, percent of results to be recalculated, and any differences by matrix) |  |  |
| 1. Data qualifiers that will be applied during data validation are listed and defined (e.g., U, UJ, J +/-, X, R). Note that data qualifiers applied during data validation are different than laboratory qualifiers that appear in the laboratory data package (i.e., laboratory qualifiers should not be considered final or absolute). |  |  |
| 1. Validation checklists that will be used by the data validator are attached to the UFP-QAPP |  |  |
| **Worksheet #37: Data Usability Assessment** | | |
| 1. Describes the procedures for performing the data usability assessment, including interim steps and statistics, equations, and computer algorithms to be used to assess the data |  |  |
| 1. Describes the documentation that will be generated during the usability assessment (e.g., data usability report) |  |  |
| 1. Identifies the individual(s) responsible for reconciling the data to the project DQOs and preparing the data usability report |  |  |
| 1. Describes how usability assessment results will be presented so they identify trends, relationships (correlations), deviations, and anomalies |  |  |
| 1. Describes how each data quality indicator (DQI) (i.e., precision, accuracy/bias, representativeness, completeness, comparability, and sensitivity) will be calculated and evaluated, including the QC activity that will be used to assess each DQI and any applicable formulas and methods |  |  |
| 1. Provides a completeness goal for the project |  |  |
| 1. Describes the circumstances under which data would be rejected (i.e., data that do not meet measurement performance criteria and project DQOs) and removed from the final data set |  |  |
| 1. Discusses resolution of potential data gaps |  |  |
| 1. Discusses how limitations in the final data set will be documented and communicated to all end data users and stakeholders |  |  |
| 1. Indicates that the data usability report will discuss whether DQOs have been met and whether data is of sufficient quality and quantity to be used for its intended purpose and to make decisions about the site |  |  |
| **END** | | |

**ATTACHMENT 1**

**EPA REGION 8 UFP-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 UFP-QAPP annual reviews, as well as concurrence with the annual review by the RQAM or DAO.

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

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

**Minor UFP-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 UFP-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 UFP-QAPP
* Changes in the organization’s mission or structure, such as delegation status of UFP-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:**

UFP-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 UFP-QAPP for its entire period of applicability.

***Note:*** *Maintain the original approved UFP-QAPP intact (official PDF copy with all signatures). For minor changes to the approved UFP-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 UFP-QAPP where it is highly visible to all UFP-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 UFP-QAPP with all signatures, attachments, and appendices
* Workplan, Research Plan, Project Plan, Statement of Work, Task Order, Court Order, etc.
* Other relevant, important documents

**ANNUAL REVIEW CROSSWALK – YEAR 2**

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| **To Be Completed by the UFP-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 UFP-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. | | | | |
|  | The EPA QA Reviewer concluded that significant changes were made to the document and a full review will be conducted. The UFP-QAPP preparer has been contacted to make revisions to the UFP-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** | | | |
| **UFP-QAPP Section**  (*Completed by the UFP-QAPP Preparer*) | **UFP-QAPP Page Number(s)**  (*Completed by the UFP-QAPP Preparer*) | **Full Description of Change(s)**  (*Completed by the UFP-QAPP Preparer*) | **Comments**  (*Completed by the UFP-QAPP Preparer and EPA QA Reviewer*) |
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**ANNUAL REVIEW CROSSWALK – YEAR 3**

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| **To Be Completed by the UFP-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 UFP-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. | | | | |
|  | The EPA QA Reviewer concluded that significant changes were made to the document and a full review will be conducted. The UFP-QAPP preparer has been contacted to make revisions to the UFP-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** | | | |
| **UFP-QAPP Section**  (*Completed by the UFP-QAPP Preparer*) | **UFP-QAPP Page Number(s)**  (*Completed by the UFP-QAPP Preparer*) | **Full Description of Change(s)**  (*Completed by the UFP-QAPP Preparer*) | **Comments**  (*Completed by the UFP-QAPP Preparer and EPA QA Reviewer*) |
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**ANNUAL REVIEW CROSSWALK – YEAR 4**

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| **To Be Completed by the UFP-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 UFP-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. | | | | |
|  | The EPA QA Reviewer concluded that significant changes were made to the document and a full review will be conducted. The UFP-QAPP preparer has been contacted to make revisions to the UFP-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** | | | |
| **UFP-QAPP Section**  (*Completed by the UFP-QAPP Preparer*) | **UFP-QAPP Page Number(s)**  (*Completed by the UFP-QAPP Preparer*) | **Full Description of Change(s)**  (*Completed by the UFP-QAPP Preparer*) | **Comments**  (*Completed by the UFP-QAPP Preparer and EPA QA Reviewer*) |
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**ANNUAL REVIEW CROSSWALK – YEAR 5**

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| **To Be Completed by the UFP-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 UFP-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. | | | | |
|  | The EPA QA Reviewer concluded that significant changes were made to the document and a full review will be conducted. The UFP-QAPP preparer has been contacted to make revisions to the UFP-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** | | | |
| **UFP-QAPP Section**  (*Completed by the UFP-QAPP Preparer*) | **UFP-QAPP Page Number(s)**  (*Completed by the UFP-QAPP Preparer*) | **Full Description of Change(s)**  (*Completed by the UFP-QAPP Preparer*) | **Comments**  (*Completed by the UFP-QAPP Preparer and EPA QA Reviewer*) |
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