QAPP Outline Draft

for EPA Clean Ports and Clean Heavy-Duty Vehicles Programs

[OPTIONAL]

# A.1 Title Page

Quality Assurance Project Plan for

<add long title of project here line 1>

<add long title of project here line 2>

Grant Name and Grant ID Number:

<add grant number, line 1>

Prepared by:

<add name of grant recipient, line 1>

<add name of grant recipient, line 2>

<add street address, line 1>

<add street address, line 2>

<add city, county, state, zip code>

Prepared for:

US EPA Region <add EPA Region Number>

<add EPA regional office street address, line 1>

<add EPA regional office street address, line 2>

 <add EPA RO city, state, and zip code>

Date prepared:

<add date of submission>

Period of Applicability:

<add period of applicability>

Scope:

Per [EPA Quality Assurance Project Plan (QAPP) Standard](https://www.epa.gov/quality/quality-program-directives) revised April 3, 2024,

work products that rely on Environmental Information Operations

# A.2 Approval Page

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Signature of Project Manager Date

(Name and Title: Project Manager)

(Organization)

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Signature of Project Quality Assurance Manager Date

(Name and Title: Project Quality Assurance Manager)

(Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of EPA Regional Project Officer Date

(Name and Title: EPA Regional Project Officer)

(Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of EPA Regional Quality Assurance Manager or Designee Date

(Name and Title: EPA Regional Quality Assurance Manager or Designee)

(Organization)

**QAPP Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision # | Date | Author | Description of Change |
| ## | MM/DD/YYYY | (PRIMARY AUTHOR NAME) | (DESCRIPTION OF CHANGES OR, IF NEW “ORIGINAL VERSION”) |

# A.3 Table of Contents, Document Format, and Document Control

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# A.4 Project Purpose, Problem Definition, and Background

<Placeholder>

# A.5 Project Task Description

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# A.6 Information/Data Quality Objectives and Performance/Acceptance Criteria

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# A.7 Distribution List

<Placeholder>

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<Placeholder>

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<Placeholder>

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<Placeholder>

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<Placeholder>

# A.12 Documents and Records

<Placeholder>

# B.1 Identification of Project Environmental Information Operations

<Placeholder>

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# B.3 Integrity of Environmental Information

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# B.4 Quality Control

<Placeholder>

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<Placeholder>

# B.6 Inspection/Acceptance of Supplies and Services

<Placeholder>

# B.7 Environmental Information Management

<Placeholder>

# C.1 Assessments and Response Actions

<Placeholder>

# C.2 Oversight and Reports to Management

<Placeholder>

# D.1 Environmental Information Review

<Placeholder>

# D.2 Usability Determination

<Placeholder>

# Appendix A: List of Tables and Figures

# Appendix B: References