

Quality Assurance Project Plan Standard Checklist

This is a checklist based on the elements in the *Environmental Protection Agency (EPA) Quality Assurance Project Plan (QAPP) Standard (CIO 2105-S-02)*. It may not contain additional requirements requested by the sponsoring EPA organization. Please reach out to the EPA organization sponsoring the work for any additional QAPP requirements they may have identified in their organizational Quality Management Plan (QMP).

Title: _____
Project Lead (PL): _____
Extramural (Yes/No) _____
Quality Assurance (QA) Manager: _____
Reviewer: _____

EPA Organization: _____
Extramural Vehicle (EV): _____
Date Submitted for Review: _____
Date of Review: _____

	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
Group A: Project Management and Project/Data Quality Objective Elements			
A1: Title Page			
The EPA Organization responsible for the QA is listed on the title page. e.g., (EPA/[NPO]/[Office]/[Division]/[Branch]) (A1: CIO 2105-S-02 QAPP Standard)			
There is a Title that meets the following criteria: a. It is descriptive of the project; b. Acronyms are spelled out; and c. contains the word “Quality Assurance Project Plan”. (A1: CIO 2105-S-02 QAPP Standard)			
Version or Preparation Date of the QAPP is provided. (A1: CIO 2105-S-02 QAPP Standard)			
Version Number (QAPP ID may serve this purpose too) is on the title page. (A1: CIO 2105-S-02 QAPP Standard)			
The QA Category assigned to the project is listed on the cover page. (Not an actual requirement-Best Practice)			
The QAPP is identified as being intramurally or			

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extramurally developed. (A1: CIO 2105-S-02 QAPP Standard)			
There is a period of applicability listed that is not greater than 5 years from date of approval or extends past the POP whichever is lesser. (A1: CIO 2105-S-02 QAPP Standard)			
Non-EPA Organizations Only: Lists the Vehicle #. (For Memoranda of Understanding/Agreements the title and date are provided) (A1: CIO 2105-S-02 QAPP Standard)			
Non-EPA Organization Only: Includes the Name of the non-EPA organization: (A1: CIO 2105-S-02 QAPP Standard)			
Non-EPA Organizations Only: Period of Performance is provided for the agreement or contract. (A1: CIO 2105-S-02 QAPP Standard)			
Non-EPA Organizations Only: Citation of the regulatory requirement, if applicable. (A1: CIO 2105-S-02 QAPP Standard)			
Non-EPA Organizations Only: Title and date of the enforcement or legal agreement, if applicable. (A1: CIO 2105-S-02 QAPP Standard)			
A2: Approval Page			
There is a signature block for the EPA Operations Manager (PL/TL/Contracting Officer Representative (COR)/Task Order COR/Project Officer (PO)). (A2: CIO 2105-S-02 QAPP Standard)			
There is a Signature Block for the EPA QA Manager (QAM). (A2: CIO 2105-S-02 QAPP Standard)			

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Non-EPA Organizations Only: Includes the non-EPA organization's Signature Block for their Program Lead/Technical Manager. (A2: CIO 2105-S-02 QAPP Standard)			
Non-EPA Organizations Only: Includes the non-EPA organization's Signature Block for their QA personnel. (A2: CIO 2105-S-02 QAPP Standard)			
Headers/Footers of every page other than Title			
Every page has a Header or Footer that contains the same Version Number or QAPP ID as listed on the title page. (A3: CIO 2105-S-02 QAPP Standard)			
Every page has a Header or Footer that contains the same Version Date as listed on the title page. (A3: CIO 2105-S-02 QAPP Standard)			
Every page has a Header or Footer with a page number in relation to the total number of pages (e.g., Page X of Y). (A3: CIO 2105-S-02 QAPP Standard)			
Every page has a Header or Footer that contains the same Title as the title page (abbreviations are acceptable) (A3: CIO 2105-S-02 QAPP Standard)			
A3: Table of Contents, Document Format, and Document Control			
There is a Table of Contents. (A3: CIO 2105-S-02 QAPP Standard)			
The Table of Contents lists all the QAPP Standard Elements of the QAPP with the correct page numbers. (A3: CIO 2105-S-02 QAPP Standard)			
The Table of Contents lists all the Figures in the QAPP with the correct page numbers.			

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(A3: CIO 2105-S-02 QAPP Standard)			
The Table of Contents lists all the Tables in the QAPP with the correct page numbers. (A3: CIO 2105-S-02 QAPP Standard)			
The Table of Contents lists all the Appendices in the QAPP with the correct page numbers. (A3: CIO 2105-S-02 QAPP Standard)			
The Table of Contents lists all the identified worksheets within the QAPP with the correct page numbers. (A3: CIO 2105-S-02 QAPP Standard)			
There is a Revision History or Versioning Table. (Section 6: CIO 2105-S-02.01 QAPP Standard)			
The Revision History lists all the approved versions of the QAPP by Version Number or QAPP ID. (Section 6: CIO 2105-S-02 QAPP Standard)			
The Version Date of each QAPP listed is provided in the Revision History table. (Section 6: CIO 2105-S-02 QAPP Standard)			
The author of the QAPP is listed in the Revision History table for each version listed. (Not an actual requirement-Best Practice)			
The Revision History table (history page) describes the updates and changes made to each Revision. (Section 6: CIO 2105-S-02 QAPP Standard)			
There is a list or table of all abbreviations and acronyms used in the document. (Not an actual requirement-Best Practice)			
A4: Project Purpose, Problem Definition, and Systematic Planning			
Identifies and addresses relevant QA Documentation to the project, such as related QAPPs, QMPs, etc. (A4: CIO 2105-S-02 QAPP Standard)			
Clearly describes background information, plans, and/or			

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reports to provide the historical, scientific, and regulatory perspective for initiating the project. (A4: CIO 2105-S-02 QAPP Standard)			
Includes information and sources about previous work as it relates to the current project (if applicable) (A4: CIO 2105-S-02 QAPP Standard)			
Identifies the sources for existing information for the project. (A4: CIO 2105-S-02 QAPP Standard)			
Clearly describes the purpose of the project's environmental information operations (EIO) (to include, but not limited to research, monitoring, environmental technology for clean-up, and use of existing data from other sources, etc.). (A4: CIO 2105-S-02 QAPP Standard)			
Defines the problems to be addressed and questions to be answered. Including any hypothesis the project will address. (A4: CIO 2105-S-02 QAPP Standard)			
State's environmental decision(s) to be made, actions to be taken, or outcomes expected from the information to be obtained. (A4: CIO 2105-S-020 QAPP Standard)			
Document's the level of information quality needed to ensure that those decisions are based on sound environmental information. (A4: CIO 2105-S-020 QAPP Standard)			
Identifies the type, quantity, and quality of environmental information/data needed for the intended use. (A4: CIO 2105-S-02 QAPP Standard)			
Describes the acceptance and performance criteria for the environmental information.			

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(A4: CIO 2105-S-02 QAPP Standard)			
Identifies applicable regulatory programs and standards. (A4: CIO 2105-S-02 QAPP Standard)			
Identifies applicable conceptual site model(s). (A4: CIO 2105-S-02 QAPP Standard)			
Provides a discussion that directly links the results of the EIO to possible actions, if applicable. (A4: CIO 2105-S-02 QAPP Standard)			
Identifies the intended audience for this project. (Not an actual requirement-Best Practice)			
Identify who would most likely use the environmental information generated from this project. (Not an actual requirement-Best Practice)			
A5: Project Task Description			
Identifies tasks to be performed during the project. (A5: CIO 2105-S-02 QAPP Standard)			
Has a schedule of all tasks to be performed under the Project/QAPP (e.g., start and completion dates for activities such as sampling, analysis, data or file reviews, and products). (A5: CIO 2105-S-02 QAPP Standard)			
Describes the work to be performed under the QAPP. (A5: CIO 2105-S-02 QAPP Standard)			
Identifies the known products or deliverables to be produced. (A5: CIO 2105-S-02 QAPP Standard)			
A6: Information/Data Quality Objective and Performance/Acceptance Criteria			
Describes project's environmental information/data quality objectives (DQOs). (A6: CIO 2105-S-02 QAPP Standard)			
Do the described DQOs ensure the quality goals of the project are clearly defined and communicated, guiding			

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the conduct of EIO to provide environmental information of known and documented quality. (A6: CIO 2105-S-02 QAPP Standard)			
Describes the performance and/or acceptance criteria to meet the DQOs. - The performance criteria address the adequacy of environmental information that is to be collected for the project. - The acceptance criteria address the adequacy of existing information proposed in the project. (A6: CIO 2105-S-02 QAPP Standard)			
Describes project's environmental information/data quality indicators (DQIs). Note: DQIs can be applied to any environmental information within the project. DQIs is synonymous with Information Quality Indicator. (A6: CIO 2105-S-02 QAPP Standard)			
A7: Distribution List			
States the original version of the QAPP and all subsequent revisions are maintained by the organization conducting the EIO and made available to approval authorities upon request. (A7: CIO 2105-S-02 QAPP Standard)			
Identifies who will distribute the approved QAPP. (Not an actual requirement-Best Practice)			
There is a Distribution List for all approved QAPPs, and subsequent revisions and it lists every individual that will receive a copy. (A7: CIO 2105-S-02 QAPP Standard)			
The Distribution List includes all individuals that have will receive a copy of the QAPP. (A7: CIO 2105-S-02 QAPP Standard)			

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The distribution List includes the following: • Operations Manager (EPA Project Lead and/or non-EPA Operations Manager) • QAM (EPA and/or non-EPA QA Official) • All known operation and quality personnel involved in the EIO for the project. (A7: CIO 2105-S-02 QAPP Standard)			
Every individual listed in the Distribution List also has their organizational information listed. (e.g., EPA/[NPO]/[Office]/[Division]/[Branch], Contract Inc, A University.) (A7: CIO 2105-S-02 QAPP Standard)			
The distribution list contains the contact information of each individual listed. (Not an actual requirement-Best Practice)			
A8: Project Organization			
Identify individuals participating in the project with their organizational information. (Example: EPA/[NPO]/[Office]/[Division]/[Branch], Contract Inc., A University) (A8: CIO 2105-S-02 QAPP Standard)			
Each individual participating in the project is listed with their title and role within the project. This includes: • EPA Operations Manager/COR, • EPA QAM, • Senior Manager Senior Manager having executive leadership authority for the organization conducting the EIO, • all contractors, • subcontractors, • sub-grantees,			

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- supporting EIO, - Principal environmental information or data users within the organization conducting the EIO as well as outside of this organization. (A8: CIO 2105-S-02 QAPP Standard)			
There is a description of the responsibilities of each individual participating in the project. (A8: CIO 2105-S-020 QAPP Standard)			
Identifies who has the approval authority for the QAPP (EPA QAM). (A8: CIO 2105-S-02 QAPP Standard)			
Describes the responsibilities of the senior manager, including but not limited to providing resources such as knowledgeable personnel, funding, materials, supplies, and time. (A8: CIO 2105-S-02 QAPP Standard)			
Identifies who is the project QAM for the organization conducting the environmental operations. (A8: CIO 2105-S-020 QAPP Standard)			
Describes the Project QAM's oversight authority and responsibilities for planning, documenting, coordinating, and assessing effectiveness of the QAPP. (A8: CIO 2105-S-02 QAPP Standard)			
Describes the QAM's authority to access and discuss quality-related issues with their organization's senior manager outside of their direct supervisory chain as necessary. (A8: CIO 2105-S-02 QAPP Standard)			
Identifies who is responsible for maintaining and annually reviewing the QAPP. (A8: CIO 2105-S-02. 1 QAPP Standard)			
A9: Project Quality Assurance Manager Independence			

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Describes how Project QAM is independent from the EIO and the QAM independence is ensured during the project. (A9: CIO 2105-S-02 QAPP Standard)			
A10: Project Organization Chart and Communications			
There is an organizational Chart. (A10: CIO 2105-S-02 QAPP Standard)			
The organizational chart includes everyone's name who has an active role in the project from Section A8. (A10: CIO 2105-S-02 QAPP Standard)			
The Project Organization Chart shows both the lines of authority to include the reporting relationships and the lines of communication both within the organization responsible for the environmental operations and between the organization responsible for the work and all organizations involved in the project. (A10: CIO 2105-S-02 QAPP Standard)			
The organizational chart identifies everyone's role or title in the organizational chart. (A10: CIO 2105-S-02 QAPP Standard)			
All individuals in the organization chart are identified by their organizational info. (Example: EPA/[NPO]/[Office]/[Division]/[Branch], Contract Inc., A University) (A10: CIO 2105-S-02 QAPP Standard)			
The PL/Operations Manager is listed in the Organizational Chart (A10: CIO 2105-S-02 QAPP Standard)			
The Senior Manager is listed in the organizational chart. (A10: CIO 2105-S-02 QAPP Standard)			
The organizational chart clearly identifies the reporting relationship between the Operations Manager and			

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Senior Manager. (A10: CIO 2105-S-02 QAPP Standard)			
The EPA Project QAM is identified in the organizational chart. (A10: CIO 2105-S-02 QAPP Standard)			
The organizational chart demonstrates the independence of QAM from the EIO. (A10: CIO 2105-S-02 QAPP Standard)			
The organizational chart demonstrates the project QAM's reporting relationship to the Senior Manager of the organization conducting EIO. If the senior manager does not directly supervise the QAM, the QAM must have authority to access and discuss quality-related issues with the senior manager outside of their direct supervisory chain as necessary. The latter is demonstrated by a dotted line on the organizational chart. (A10: CIO 2105-S-02 QAPP Standard)			
The organizational chart uses dotted lines for communication between individuals and solid lines for lines of authority. (A10: CIO 2105-S-02 QAPP Standard)			
Communications procedures and timing of communication are outlined in the QAPP, including roles and responsibilities associated with communication. (A10: CIO 2105-S-02 QAPP Standard)			
Describes procedures for elevating discrepancies and QAPP non-conformance; process for improvements and seeking concurrence and approvals between EPA personnel and/or contractors responsible for conducting EIO. (A10: CIO 2105-S-02 QAPP Standard)			

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For Non-EPA Organizations Only: Describes the communication procedures to EPA to include elevating discrepancies and QAPP non-conformances. (A10: CIO 2105-S-02 QAPP Standard)			
A11: Personnel Training/Certification			
Identifies and describes any specialized education, training, knowledge or certifications needed by personnel to successfully complete the project or task. (A11: CIO 2105-S-02 QAPP Standard)			
Discusses how this training will be provided, and the necessary skills are assured. (A11: CIO 2105-S-02 QAPP Standard)			
Describes the procedure or system that will document the training records and skill evaluation. (A11: CIO 2105-S-02 QAPP Standard)			
Indicates personnel responsible for documenting personnel training. (A11: CIO 2105-S-02 QAPP Standard)			
Identifies the individual is responsible for ensuring personnel conducting EIO are qualified, trained and experienced. (A11: CIO 2105-S-02 QAPP Standard)			
For EPA Organizations with Field Activities Only: Includes or references all Personnel and Training requirements identified in the current version of the EPA Quality Assurance Field Activities Procedure (QAFAP) . (A11: CIO 2105-S-02 QAPP Standard)			
A12: Documents and Records			
Lists all project documents, records, and electronic files that currently exist and will be produced. (A12: CIO 2105-S-02 QAPP Standard)			

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References all applicable requirements for the final disposition, storage location, and length of retention, or references the organizational QMP Documents and Records section and identifies the record schedule for all project records and documents. (A12: CIO 2105-S-02 QAPP Standard)			
References the section in the organization's QMP or the system in place by the organization conducting EIO for the control of all documents, including preparation, review, approval, issuance, revision, and archiving. (A12: CIO 2105-S-02 QAPP Standard)			
Describes or references the management of the project documents. This includes: - identifying the person responsible for managing each of the records or documents throughout the life of the project, and - the documents or record locations during the project for all project documents that exist or will be produced. (A12: CIO 2105-S-02 QAPP Standard)			
Identifies the format of the record (CSV, DOCX, JPEG, HTML, PDF, XLSX, SHP, TXT, etc.). (Not an actual requirement-Best Practice)			
Identifies which records contain Confidential Business Information (CBI) or Personally Identifiable Information (PII) or proprietary information or intellectual property. (Not an actual requirement-Best Practice)			
Identifies who has access to the listed project documents, records and electronic records. (Not an actual requirement-Best Practice)			
For EPA Organizations with Field Activities Only:			

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Includes all Document Control and Records Management requirements identified in the EPA QAFAP . (A12: CIO 2105-S-02 QAPP Standard)			
Group B: Implementing Environmental Information Operations			
"Any Section B element that is not applicable to the project type/discipline states that the specific element 'Does Not Apply' and provides a detailed explanation of why it does not apply or references the project-specific requirements provided by the EPA sponsoring organization. (Group B: CIO 2105-S-02 QAPP Standard)			
Describes all guidance, tools, and templates used to develop the QAPP. (Group B: CIO 2105-S-02 QAPP Standard)			
For EPA Activities only: Field EIO includes all requirements identified in the EPA QAFAP . (Group B: CIO 2105-S-02 QAPP Standard)			
B1: Identification of Project Environmental Information Operations			
Describes in detail how the EIO will be conducted for the project. (B1: CIO 2105-S-02 QAPP Standard)			
Describes in detail how the project purpose (from A4) will be satisfied based on the described EIO. (B1: CIO 2105-S-02 QAPP Standard)			
Describes in detail how the DQOs and performance and acceptance Criteria (from A6) will be satisfied based on the described EIO. (B1: CIO 2105-S-02 QAPP Standard)			
B2: Methods for Environmental Information			

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Acquisition			
Identifies and describes the methods and procedures for how environmental information/data will be acquired throughout the project including any implementation requirements. (Acquisition of environmental information is defined as collection, production, evaluation, use, design, construction, operation or application of environmental technology). (B2: CIO 2105-S-02 QAPP Standard)			
Any methods are identified by the following: • Number/identifier, • Version/revision date, • Method option selected or to be used (if are options in the method cited), and • Regulatory citation (if applicable). (B2: CIO 2105-S-02 QAPP Standard)			
Identifies and describes any Standard Operating Procedures (SOPs) used for the acquisition of environmental information including the: • Version/revision date of the SOP, • Responsible Party for maintaining and updating the SOP (SOP Contact/Author/Mentor), • Any planned SOP updates/modifications for the course of the project, • Exact procedures to be used if there is more than one option of procedure within the SOP, and • The equipment to be used if there is more than one option for equipment to be used within the SOP. (B2: CIO 2105-S-02 QAPP Standard)			

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Describes how the identified SOP(s) will be available to the personnel conducting the EIO. (B2: CIO 2105-S-02 QAPP Standard)			
For Field Activities only: Describes or reference detailed descriptions of procedures for all field activities including but not limited to information derived from: • tools, • instruments, • observational results, • investigations, and • sample collection. (B2: CIO 2105-S-02 QAPP Standard)			
For Field Activities only: Describes or references maximum holding times for: • sample extraction and/or analysis, • selection and preparation of sample containers, • sample volumes, • preservation methods, and • sample handling and custody. (B2: CIO 2105-S-020 QAPP Standard)			
For Laboratory using Analytical Methods only: Identifies the analytical methods by: • number/identifier, • version/revision date, and • regulatory citation (if applicable). (B2: CIO 2105-S-02 QAPP Standard)			
For Lab Activities only: Describes or references SOPs that address procedures to be conducted when a non-compliance or failure in the analytical system occurs.			

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(B2: CIO 2105-S-02 QAPP Standard)			
For Lab Activities only: Identifies who is responsible for corrective action and how to determine and document the effectiveness of the corrective action when non-compliance or failure in the analytical system occurs. (B2: CIO 2105-S-02 QAPP Standard)			
For Laboratory only: Specifies laboratory data package turnaround time needed, if important to the project schedule (B2: CIO 2105-S-02 QAPP Standard)			
For Laboratory only: For non-standard method applications, such as for unusual sample matrices and situations, appropriate method performance study information is described to confirm the performance of the method for the matrix. If previous performance studies are not available, the QAPP shall describe how performance studies will be developed during the project and included as part of the project results. (B2: CIO 2105-S-02 QAPP Standard)			
For Existing Data only: Describes the existing environmental information (data) to be obtained/collected. (B2: CIO 2105-S-02 QAPP Standard)			
For Existing Data only: Describes how the existing environmental information is to be collected. (B2: CIO 2105-S-02 QAPP Standard)			
For Existing Data only: Describes the intended use of the existing environmental information that is to be collected. (B2: CIO 2105-S-02 QAPP Standard)			

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For Existing Data only: Describes the criteria for acceptance and evaluation of the existing environmental information for suitability for the current project. (B2: CIO 2105-S-02 QAPP Standard)			
For Existing Data only: If the information is to be combined with new environmental information, describes the criteria to ensure compatibility. (B2: CIO 2105-S-02 QAPP Standard)			
For Environmental Technology only: Identifies whether the technology is primarily for pollution prevention, contamination containment, storage, or remediation. (B2: CIO 2105-S-02 QAPP Standard)			
For Environmental Technology only: Describes the physical parameters or processes collected using environmental technologies as well as the specific systems, devices, and their components applicable to both hardware and methods or techniques that measure and/or remove pollutants or contaminants and/or prevent them from entering the environment. (B2: CIO 2105-S-02 QAPP Standard)			
B3: Integrity of Environmental Information			
Describes or cites the procedures for ensuring the integrity of EIO. (B3: CIO 2105-S-02 QAPP Standard)			
For Field Activities only: Describes or cites procedures and requirements for sample handling and custody to include but not limited to: • field logs, • packaging,			

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- transport and/or shipment from the site, and - storage at the laboratory. (B3: CIO 2105-S-02 QAPP Standard)			
For Field Activities only: Contains examples of the following: - sample labels, and - chain of custody forms/sample custody logs. Note: Copies or examples may be provided in the QAPP appendix and referenced in this section. (B3: CIO 2105-S-02 QAPP Standard)			
For Laboratory only: Identifies each laboratory to be used as well as a back-up laboratory (if identified as required in systematic planning, contract statements of work, or workplans). (B3: CIO 2105-S-02 QAPP Standard)			
For Laboratory only: Describes the processes for ensuring the laboratory maintains current accreditation and/or certification for applicable analytes and matrices. (B3: CIO 2105-S-02 QAPP Standard)			
B4: Quality Control			
Identifies and describes the Quality Control (QC) activities needed for each EIO activity to meet project DQOs and performance/acceptance criteria. (B4: CIO 2105-S-02 QAPP Standard)			
Describes or cites the frequency of each type of QC activity, corrective actions, and how the effectiveness of the corrective action shall be determined and documented. (B4: CIO 2105-S-02 QAPP Standard)			
Describes or references the procedures to be used to calculate applicable statistics (e.g., precision and bias).			

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(B4: CIO 2105-S-02 QAPP Standard)			
For Field Activities and Laboratory only: Describes QC activities that will be used, including but not limited to: • blanks, • duplicates, • matrix spikes, • laboratory control samples, and • surrogates. (B4: CIO 2105-S-02 QAPP Standard)			
For Existing Data Only: Describes how QC practices will be applied, including but not limited to: • the use of systematic review, • independent secondary review of studies in the open literature, and • QC of constructed databases or spreadsheets. (B4: CIO 2105-S-02 QAPP Standard)			
For Modeling Activities Only: Describes how QC practices will be applied, including but not limited to: • model calibration, and • model validation (sensitivity analyses). (B4: CIO 2105-S-02 QAPP Standard)			
B5: Instrument/Equipment Calibration, Testing, Inspection, and Maintenance			Note: B5 is not applicable to projects that do not involve lab or field EIO.
Identifies instruments/equipment, to include, but not limited to for use during the project: • tools, • gauges, and • pumps			

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(B5: CIO 2105-S-02 QAPP Standard)			
Describes all procedures and documentation activities that will be performed to ensure that the instruments and/or equipment are available and in working order when needed. (B5: CIO 2105-S-02 QAPP Standard)			
Describes or references how calibration will be conducted, documented, and be traceable to the instrument. (B5: CIO 2105-S-02 QAPP Standard)			
Describes or references procedures and documentation activities on how instruments and equipment will be tested, inspected, and maintained. (B5: CIO 2105-S-02 QAPP Standard)			
Describes the availability of critical spare parts, identified in the operating guidance and/or design specifications of the instruments/equipment. (B5: CIO 2105-S-02 QAPP Standard)			
B6: Inspection/Acceptance of Supplies and Services			Note: B6 is not applicable to projects that do not involve lab and/or field activities and/or vendor services.
For Lab/Field Activities only: Identifies individual(s) responsible for inspection and acceptance of supplies. (B6: CIO 2105-S-02 QAPP Standard)			
For Lab/Field Activities only: Describes or references the procedures for how supplies are inspected and accepted. Supplies may include but are not limited to: • spare parts for instruments/equipment, • standard materials and solutions, • sample bottles,			

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• calibration gases, • reagents, • hoses, • deionized water, • potable water, and • electronic data storage media. (B6: CIO 2105-S-02 QAPP Standard)			
For Lab/Field Activities only: Describes or references the procedures for how supplies will be inspected and accepted. (B6: CIO 2105-S-02 QAPP Standard)			
For Lab/Field Activities only: Identifies how the acceptance of supplies will be documented, either items themselves or in documented information traceable to the items. (B6: CIO 2105-S-02 QAPP Standard)			
For Vendor Services only: Identifies individual(s) responsible for inspection and acceptance of services and supplies. (B6: CIO 2105-S-02 QAPP Standard)			
For Vendor Services only: Identifies the services provided by vendors to be inspected and accepted to include, but not limited to contractors, sub-contractors, and sub-grantees which may include: • document development and • performing EIO. (B6: CIO 2105-S-02 QAPP Standard)			
For Vendor Services only: Describes or references the procedures for how services are inspected and accepted. (B6: CIO 2105-S-02 QAPP Standard)			

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Group Element and Requirements	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
For Vendor Services only: Describes how acceptance of supplies will be documented either on the items themselves or in documented environmental information traceable to the items. (B6: CIO 2105-S-02 QAPP Standard)			
For Vendor Services only: Specifies the elements of the QAPP Standard for which the vendor is responsible. (B6: CIO 2105-S-02 QAPP Standard)			
For Vendor Services only: Identifies how Vendor's adherence to the QAPP requirements will be verified. (B6: CIO 2105-S-02 QAPP Standard)			
B7: Environmental Information Management			
Describes the environmental information 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). (B7: CIO 2105-S-02 QAPP Standard)			
Describes or references standard record-keeping procedures, the document control system, and the approach for information storage and retrieval on electronic media. Note: This includes how working documents and files will be generated, maintained, and stored, including file/folder naming conventions. (B7: CIO 2105-S-02 QAPP Standard)			
Identifies and describes environmental information/data handling and procedures to process, compile, and analyze the environmental information/data. (Includes generated data as well as existing data)			

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Group Element and Requirements	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
(B7: CIO 2105-S-02 QAPP Standard)			
Describes the control mechanism for detecting and correcting errors and for preventing loss of data during data entry (to forms, spreadsheets, reports and/or databases), data reduction, data reporting, and data storage (including back-up frequency). (B7: CIO 2105-S-02 QAPP Standard)			
References the appendices that include the examples of any forms or checklists to be used (as applicable). (B7: CIO 2105-S-02 QAPP Standard)			
Documents the hardware, software (including collaboration tools), and performance requirements for managing data generation and incorporating existing data into the project. (B7: CIO 2105-S-02 QAPP Standard)			
Describes or references the procedures to demonstrate acceptability of the hardware/software configuration required for assuring that applicable information resource management requirements are satisfied. (B7: CIO 2105-S-02 QAPP Standard)			
Describes if data contains CBI or PII and addresses special agreements, special access certifications and storage requirements that apply. (Not an actual requirement-Best Practice)			
Describes data security measures for protecting scientific data including any extra security measures that are deemed necessary to protect intellectual property, any legal issues, and any level of protection for CUI. (Not an actual requirement-Best Practice)			
Group C: Assessment, Response Actions and Oversight			
C1: Assessments and Response Actions			
C1.1 Assessments			

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Group Element and Requirements	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
Lists the number, frequency, and type of assessment activities that should be conducted, with the approximate dates if known, the following are examples of assessment activities as defined by the QAPP Standard: • audits, • performance evaluations, • management reviews, • peer reviews, • inspections, • surveillance, • readiness reviews (competency assessment, pre-award assessment of proposal, technical assessment), • peer consultations, and/or • product reviews (data inspection, software testing, pre-dissemination reviews or reviews of contractor deliverables), (C1: CIO 2105-S-02 QAPP Standard)			
Identifies individual(s) responsible for conducting assessments. (C1: CIO 2105-S-02 QAPP Standard)			
Individuals identified as Assessors are free of conflicts of interest and are not involved in the EIOs being assessed. (C1: CIO 2105-S-02 QAPP Standard)			
Describes how assessment findings, non-conformance and corrective actions will be documented for assessments. (C1: CIO 2105-S-02 QAPP Standard)			
C1.2: Response Actions			
Describes how response actions associated with			

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Group Element and Requirements	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
assessment findings, non-conformances, and corrective actions will be developed, documented and tracked to ensure completion. (C1: CIO 2105-S-02 QAPP Standard)			
Identifies the individual(s) responsible for response actions and how the response actions will be reported. (C1: CIO 2105-S-02 QAPP Standard)			
C2: Oversight and Reports to Management			
Describes 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. (C2: CIO 2105-S-02 QAPP Standard)			
Identifies individual(s) responsible for oversight activities. (C2: CIO 2105-S-02 QAPP Standard)			
Identifies all reports to management (Audit Report is an example of a report to management) including the following information: - description of content of the management reports, - who is responsible for transmitting the report; - how the report will be transmitted, and - who is the recipient for the report. Note: Distribution shall include the Project Operations Manager, the Project QAM of the organization conducting the work. Non-EPA organizations must include their EPA PO/COR, EPA PL. It is EPA PL's responsibility to determine if the report relates to QA and if they must notify their EPA QAM. (C2: CIO 2105-S-02 QAPP Standard)			

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Group Element and Requirements	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
Group D: Environmental Information Review and Usability Determination			
D1: Environmental Information Review			
Describes or cites the procedures for the environmental information/data verification and information/data validation activities. (D1: CIO 2105-S-02 QAPP Standard)			
If applicable, describes or cites the data quality assessment activities that will occur after the EIO phase of the project is completed. (Data Quality Assessment is the scientific and statistical evaluation of data to determine if the data obtained from EIO are of the right type, quality, and quantity to support their intended use.) (D1: CIO 2105-S-02 QAPP Standard)			
Identifies who will conduct information/data verification and information/data validation activities, and how the activities will be documented and communicated. (D1: CIO 2105-S-02 QAPP Standard)			
Describes or references how performance criteria and/or acceptance criteria, and DQOs identified in A6 will be incorporated in the environmental information/data review process. (D1: CIO 2105-S-020 QAPP Standard)			
D2: Useability Determination			
Describes or references the process that will be used to determine whether the environmental information is useable. (D2: CIO 2105-S-02 QAPP Standard)			
Describes how the determination for useability will be documented and all individuals responsible for the documentation.			

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Group Element and Requirements	Acceptable (Yes/No/ Partially)	Page No/ Section	Comments
(D2: CIO 2105-S-02 QAPP Standard)			
Describes how any known or anticipated limitations on the use of environmental information will be communicated and to whom. (D2: CIO 2105-S-02 QAPP Standard)			