

Element	Acceptable	Location	Comments
	Yes/No/NA		
A. Project Management			
A1. Title and Approval Sheet			
a. Contains project title	Y	SAP Title Page and Introduction SAP Worksheet 1 & 2	
b. Date and revision number line (for when needed)	Y	SAP Title Page and Revision Log	
c. Indicates organization's name	Y	SAP Title Page	
d. Date and signature line for organization's project manager	Y	QAPP and SAP Worksheets 1 & 2	
e. Date and signature line for organization's QA manager	Y	QAPP Worksheets 1 & 2	
f. Other date and signatures lines, as needed	Y	SAP and QAPP Worksheets 1 & 2	
A2. Table of Contents			
a. Lists QA Project Plan information sections	Y	SAP Table of Contents, SAP List of Appendices	
b. Document control information indicated	Y	SAP Worksheet 1 & 2	
A3. Distribution List			
Includes all individuals who are to receive a copy of the QA Project Plan and identifies their organization	Y	SAP Introduction QAPP Worksheet 3 & 5	
A4. Project/Task Organization			
a. Identifies key individuals involved in all major aspects of the project, including contractors	Y	QAPP Worksheet 3 & 5, SAP Introduction	
b. Discusses their responsibilities	Y	QAPP Worksheet 4, 7 & 8; SAP Introduction	
c. Project QA Manager position indicates independence from unit generating data	Y	QAPP Worksheet 3 & 5	
d. Identifies individual responsible for maintaining the official, approved QA Project Plan	Y	SAP Introduction QAPP Worksheet 4, 7 & 8	
e. Organizational chart shows lines of authority and reporting responsibilities	Y	QAPP Worksheet 3 & 5; SAP Introduction	
A5. Problem Definition/Background			
a. States decision(s) to be made, actions to be taken, or outcomes expected from the information to be obtained	Y	SAP Worksheet 11	
b. Clearly explains the reason (site background or historical context) for initiating this project	Y	SAP Worksheet 10	
c. Identifies regulatory information, applicable criteria, action limits, etc. necessary to the project	Y	SAP Worksheets 10, 11, 15	
A6. Project/Task Description			

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a. Summarizes work to be performed, for example, measurements to be made, data files to be obtained, etc., that support the projects goals	Y	SAP Worksheets 11, 14 & 16	
b. Provides work schedule indicating critical project points, e.g., start and completion dates for activities such as sampling, analysis, data or file reviews, and assessments	Y		
c. Details geographical locations to be studied, including maps where possible	Y	SAP Worksheets 10, 11	
d. Discusses resource and time constraints, if applicable	Y		
A7. Quality Objectives and Criteria			
a. Identifies - performance/measurement criteria for all information to be collected and acceptance criteria for information obtained from previous studies, - including project action limits and laboratory detection limits and - range of anticipated concentrations of each parameter of interest	Y	SAP Worksheets 11, 15, QAPP Worksheets 12.1 - 12.4	
b. Discusses precision	Y	QAPP Worksheet 37	
c. Addresses bias	Y		
d. Discusses representativeness	Y		
e. Identifies the need for completeness	Y		
f. Describes the need for comparability	Y		
g. Discusses desired method sensitivity	Y		
A8. Special Training/Certifications			
a. Identifies any project personnel specialized training or certifications	Y	QAPP Worksheet 4, 7 & 8	
b. Discusses how this training will be provided	Y		
c. Indicates personnel responsible for assuring training/certifications are satisfied	Y		
d. identifies where this information is documented	Y		
A9. Documentation and Records			
a. Identifies report format and summarizes all data report package information	Y	SAP Worksheets 14 & 16 QAPP Worksheet 29	
b. Lists all other project documents, records, and electronic files that will be produced	Y	SAP Worksheet 14 & 16	
c. Identifies where project information should be kept and for how long	Y	SAP Introduction QAPP Worksheet 29	
d. Discusses back up plans for records stored electronically	Y	QAPP Worksheet 29	

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e. States how individuals identified in A3 will receive the most current copy of the approved QA Project Plan, identifying the individual responsible for this	Y	SAP Introduction QAPP Worksheet 4 & 5	
B. Data Generation/Acquisition			
B1. Sampling Process Design (Experimental Design)			
a. Describes and justifies design strategy, indicating size of the area, volume, or time period to be represented by a sample	Y	SAP Worksheets 11, 17 SAP Figure 3, as needed	
b. Details the type and total number of sample types/matrix or test runs/trials expected and needed	Y	SAP Worksheets 11, 17, 18 SAP Figure 3, as needed	
c. Indicates where samples should be taken, how sites will be identified/located	Y		
d. Discusses what to do if sampling sites become inaccessible	Y	SAP Worksheet 17	
e. Identifies project activity schedules such as each sampling event, times samples should be sent to the laboratory, etc.	Y		
f. Specifies what information is critical and what is for informational purposes only	Y		
g. Identifies sources of variability and how this variability should be reconciled with project information	Y		
B2. Sampling Methods			
a. Identifies all sampling SOPs by number, date, and regulatory citation, indicating sampling options or modifications to be taken	Y	SAP Worksheet 21	
b. Indicates how each sample/matrix type should be collected	Y	SAP Worksheet 17 QAPP Worksheet 19 & 30	
c. If in situ monitoring, indicates how instruments should be deployed and operated to avoid contamination and ensure maintenance of proper data	Y	SAP Worksheet 22	
d. If continuous monitoring, indicates averaging time and how instruments should store and maintain raw data, or data averages	Y	SAP Worksheet 22	
e. Indicates how samples are to be homogenized, composited, split, or filtered, if needed	Y	SAP Worksheet 17	
f. Indicates what sample containers and sample volumes should be used	Y	SAP Worksheet 17 SAP Table 1 QAPP Worksheet 19 & 30	
g. Identifies whether samples should be preserved and indicates methods that should be followed	Y		

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h. Indicates whether sampling equipment and samplers should be cleaned and/or decontaminated, identifying how this should be done and by-products disposed of	Y	SAP Worksheet 21	
i. Identifies any equipment and support facilities needed	Y	SAP Worksheet 22	
j. Addresses actions to be taken when problems occur, identifying individual(s) responsible for corrective action and how this should be documented	Y	SAP Worksheet 17 QAPP Worksheet 31, 32 & 33	
<b>B3. Sample Handling and Custody</b>			
a. States maximum holding times allowed from sample collection to extraction and/or analysis for each sample type and, for in-situ or continuous monitoring, the maximum time before retrieval of information	Y	SAP and QAPP Worksheet 19 & 30	
b. Identifies how samples or information should be physically handled, transported, and then received and held in the laboratory or office (including temperature upon receipt)	Y	SAP Worksheet 26 & 27	
c. Indicates how sample or information handling and custody information should be documented, such as in field notebooks and forms, identifying individual responsible	Y	SAP Worksheets 17, 26 & 27	
d. Discusses system for identifying samples, for example, numbering system, sample tags and labels, and attaches forms to the plan	Y	SAP Worksheet 11, 17, 18, 26 & 27	COC Generated in Scribe
e. Identifies chain-of-custody procedures and includes form to track custody	Y		
<b>B4. Analytical Methods</b>			
a. Identifies all analytical SOPs (field, laboratory and/or office) that should be followed by number, date, and regulatory citation, indicating options or modifications to be taken, such as sub-sampling and extraction procedures	Y	SAP Worksheet 23	
b. Identifies equipment or instrumentation needed	Y	SAP Worksheets 23, 24	
c. Specifies any specific method performance criteria	Y	SAP Worksheet 22, 24	Worksheet 22 - Field Equipment Worksheet 24 - Analytical Instruments
d. Identifies procedures to follow when failures occur, identifying individual responsible for corrective action and appropriate documentation	Y		
e. Identifies sample disposal procedures	Y	SAP Worksheet 26 & 27 QAPP Appendix I	
f. Specifies laboratory turnaround times needed	Y	SAP Worksheet 26 & 27 SAP and QAPP Worksheet 19 & 30	
g. Provides method validation information and SOPs for nonstandard methods	Y	SAP Worksheets 23 QAPP Worksheets 25 & 28	

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B5. Quality Control			
a. For each type of sampling, analysis, or measurement technique, identifies QC activities which should be used, for example, blanks, spikes, duplicates, etc., and at what frequency	Y	SAP Worksheet 20	
b. Details what should be done when control limits are exceeded, and how effectiveness of control actions will be determined and documented	Y	SAP Worksheets 26 & 27, QAPP Worksheet 25 & 28	
c. Identifies procedures and formulas for calculating applicable QC statistics, for example, for precision, bias, outliers and missing data	Y	QAPP Worksheet 37	
B6. Instrument/Equipment Testing, Inspection, and Maintenance			
a. Identifies field and laboratory equipment needing periodic maintenance, and the schedule for this	Y	SAP Worksheets 22, 24 QAPP Worksheet 25	
b. Identifies testing criteria	Y		
c. Notes availability and location of spare parts	Y		
d. Indicates procedures in place for inspecting equipment before usage	Y	SAP Worksheets 22, 24 QAPP Worksheet 25	
e. Identifies individual(s) responsible for testing, inspection and maintenance	Y		
f. Indicates how deficiencies found should be resolved, re-inspections performed, and effectiveness of corrective action determined and documented	Y	SAP Worksheets 22, 24	
B7. Instrument/Equipment Calibration and Frequency			
a. Identifies equipment, tools, and instruments that should be calibrated and the frequency for this calibration	Y	SAP Worksheet 22 QAPP Worksheet 24	
b. Describes how calibrations should be performed and documented, indicating test criteria and standards or certified equipment	Y	SAP Worksheet 22 QAPP Worksheet 24, 25	
c. Identifies how deficiencies should be resolved and documented	Y		
B8. Inspection/Acceptance for Supplies and Consumables			
a. Identifies critical supplies and consumables for field and laboratory, noting supply source, acceptance criteria, and procedures for tracking, storing and retrieving these materials	Y	SAP Worksheet 22, 26 & 27 SAP Attachment E, as needed	
b. Identifies the individual(s) responsible for this	Y		
B9. Use of Existing Data (Non-direct Measurements)			
a. Identifies data sources, for example, computer databases or literature files, or models that should be accessed and used	Y	SAP Worksheet 11 QAPP Worksheet 13	

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b. Describes the intended use of this information and the rationale for their selection, i.e., its relevance to project	Y	SAP Worksheet 11 QAPP Worksheet 13	
c. Indicates the acceptance criteria for these data sources and/or models	Y		
d. Identifies key resources/support facilities needed	Y		
e. Describes how limits to validity and operating conditions should be determined, for example, internal checks of the program and Beta testing	Y		
B10. Data Management			
a. Describes data management scheme from field to final use and storage	Y	SAP Worksheets 26 & 27, QAPP Worksheets 29 & 35 DMP section 3a flow diagram, Section 4 Data Collection, Processing and Field Storage, Section 5 Data Verification, Section 6 Data Reporting and Storage.	
b. Discusses standard record-keeping and tracking practices, and the document control system or cites other written documentation such as SOPs	Y	SAP Worksheets 26 & 27 QAPP Worksheet 29	
c. Identifies data handling equipment/procedures that should be used to process, compile, analyze, and transmit data reliably and accurately	Y	SAP Worksheets 22, 23, QAPP Worksheet 29 DMP Section 4 Data Collection, Processing and Field Storage and Section 5 Data Verification	
d. Identifies individual(s) responsible for this	Y	QAPP Worksheet 29 DMP section 3b Roles and responsibilities, DMP section 6a Data Analysis & Reporting	
e. Describes the process for data archival and retrieval	Y		
f. Describes procedures to demonstrate acceptability of hardware and software configurations	Y	SAP Worksheets 22, 23 DMP Section 4b Data Collection SOPs & Checklists, 4c Data Processing SOPs & Checklists, 4d Data Storage SOPs & Checklists	
g. Attaches checklists and forms that should be used	Y	DMP Section 4b Data Collection SOPs & Checklists, 4c Data Processing SOPs & Checklists, 4d Data Storage SOPs & Checklists	
C. Assessment and Oversight			
C1. Assessments and Response Actions			
a. Lists the number, frequency, and type of assessment activities that should be conducted, with the approximate dates	Y	QAPP Worksheet 31, 32 & 33	
b. Identifies individual(s) responsible for conducting assessments, indicating their authority to issue stop work orders, and any other possible participants in the assessment process	Y		
c. Describes how and to whom assessment information should be reported	Y		
d. Identifies how corrective actions should be addressed and by whom, and how they should be verified and documented	Y		

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C2. Reports to Management			
a. Identifies what project QA status reports are needed and how frequently	Y	QAPP Worksheet 31, 32 & 33	
b. Identifies who should write these reports and who should receive this information	Y	QAPP Worksheet 31, 32 & 33	
D. Data Validation and Usability			
D1. Data Review, Verification, and Validation			
Describes criteria that should be used for accepting, rejecting, or qualifying project data	Y	SAP Worksheet 36	
D2. Verification and Validation Methods			
a. Describes process for data verification and validation, providing SOPs and indicating what data validation software should be used, if any	Y	QAPP Worksheets 34, 35, 36	
b. Identifies who is responsible for verifying and validating different components of the project data/information, for example, chain-of-custody forms, receipt logs, calibration information, etc.	Y	QAPP Worksheet 35	
c. Identifies issue resolution process, and method and individual responsible for conveying these results to data users	Y	QAPP Worksheets 35 SAP Worksheet 36	
d. Attaches checklists, forms, and calculations	Y	QAPP Worksheet 34, 37 QAPP Appendix J	
D3. Reconciliation with User Requirements			
a. Describes procedures to evaluate the uncertainty of the validated data	Y	QAPP Worksheets 12, 37 QAPP Appendix J	
b. Describes how limitations on data use should be reported to the data users	Y	QAPP Worksheet 37	
D3. Reconciliation with User Requirements			
a. Describes procedures to evaluate the uncertainty of the validated data	Y	SAP Worksheets 11 QAPP Worksheets 12, 35, 36	
b. Describes how limitations on data use should be reported to the data users	Y	QAPP Worksheet 12	