



# QAPP Review for the PA Watershed Planning Meeting

May 27, 2025

## **Region 3**

Laboratory Services and Applied Science Division,  
Applied Science and Quality Assurance Branch

*For training purposes only*

*This presentation is not intended and should not be interpreted as,  
representing the position or policy of EPA on matters discussed.*

# EPA Region 3 Review Process

- Your organization's Quality Assurance Manager (QAM)
- EPA's Delegated Approving Officials (DAO) and Designated Project Manager
- 45 days for a new review; 15 days for a revision
- Process and responsibilities are described in the Region 3 QMP
- Typically, review is to assure the required elements in the EPA Quality Directives are present and complete

# Quality Assurance Review References

## QA Procedures / Directives

- Environmental Information Quality Policy, March 20, 2024
- Quality Management Plan Standard, March 20, 2024
- [Quality Assurance Project Plan Standard, April 3, 2024](#)

## QA Guidance Documents

- Guidance on Systematic Planning using the Data Quality Objectives Process (QA/G-4)
- Guidance for Quality Assurance Project Plans (QA/G-5) [to be updated]
- Guidance on Choosing a Sampling Design for Environmental Data Collection (QA/G-5S)
- Guidance for Preparing Standard Operating Procedures (QA/G-6)
- + others – see the [EPA Quality website](#)

# Required Elements for QAPPs

- **GROUP A** - Project Management and Information/Data Quality Objectives – 12 Elements
- **GROUP B** - Implementing Environmental Information Operations – 7 Elements
- **GROUP C** - Assessment and Oversight – 2 Elements
- **GROUP D** - Environmental Information Review and Usability Determination – 2 Elements

# Graded Approach

- Organizations and programs vary according to the specific objectives and needs.
- The level of detail in quality documents (e.g., QAPP) depends on program or project scope, purpose, and intended use of the data.

ONE SIZE  
DOESN'T FIT ALL



The graded approach does not eliminate the requirement of QMPs and QAPPS and other quality documents.

**Helpful  
Tip**

If a QAPP element does not apply to your project, then state this and explain why in that section.

A1 – Title Page	<p>Missing Title Page entirely or</p> <p>Missing grant or cooperative agreement number or missing or missing contract number and task order number.</p>
A2 – Approval Page	<p>Missing Approval page or</p> <p>Missing Operations Manager or designee for the project or Project QAM or individual with QAM responsibilities for the project or EPA signature from operations (COR or PO) and EPA QAM or designee.</p>
A3 – Table of Contents, Document Format, and Document Control	<p>Missing Table of Contents or</p> <p>Mismatch between page numbers in document and table of contents or</p> <p>Document control missing or incomplete</p>

<p><b>A4 – Project Purpose, Problem Definition, and Background</b></p>	<p>Missing systematic planning or</p> <p>Weak connection between planning and proposed project or</p> <p>Missing type, quantity, and quality of information needed for its intended use and description of the acceptance and performance criteria.</p> <p>Missing Identification of the applicable regulatory programs and standards; conceptual site model(s); a discussion that directly links the results of the environmental information operations to possible actions.</p> <p>Missing background information or background information incomplete or not up to date</p>
<p><b>A5 – Project Task Description</b></p>	<p>Missing task description or</p> <p>Schedule not up to date</p>
<p><b>A6 – Information/Data Quality Objectives and Performance/Acceptance Criteria</b></p>	<p>Missing Data Quality Objectives or missing performance/acceptance criteria.</p>
<p><b>A7 – Distribution List</b></p>	<p>Missing distribution list or missing personnel on list such as subcontractors.</p>

A8 – Project Organization	<p>Missing one or more key personnel such as :</p> <ul style="list-style-type: none"> <li>• Senior manager having executive leadership authority for the organization</li> <li>• The Project QAM for the organization conducting the environmental operations.</li> </ul>
A9 - Manager Independence – Project Quality Assurance	<p>QAM role is missing or cannot be readily identified or</p> <p>QAM is not independent of environmental information operations</p>
A10 – Project Organization Chart and Communications	<p>Missing project organizational chart or one or more required elements in the chart are missing such as QAM independence from environmental information operations.</p>
A11 – Personnel Training/Certification	<p>Missing or incomplete</p>
A12 – Documents and Records	<p>Incomplete or lacking description of documents that will be produced or disposition of documents.</p>



B1 – Identification of Project Environmental Information Operations	Refer to guidance. Environmental Information Operations are an expansion of what is being collected (formerly data). Refer to Chapter 2 of Guidance for Choosing a Sampling Design for Environmental Data Collection (QA/G-5s) (EPA, 2002a).
B2 – Methods for Environmental Information Acquisition	Incorrect or out of date methods or missing SOPs or holding times exceeded. Refer to method references such as <u>Clean Water Act Analytical Methods</u> or <u>Guidance for Preparing Standard Operating Procedures, EPA QA/G-6 from March 2001</u> or <u>Guidance on Quality Assurance for Environmental Technology Design, Construction, and Operation</u>
B3 – Integrity of Environmental Information	Missing procedures for sample handling or missing laboratory information.
B4 – Quality Control	Missing or incomplete quality controls for environmental information operations.

<b>B5 – Instrument/Equipment Calibration, Testing, Inspection, and Maintenance</b>	<b>Missing instrument calibration, inspection or maintenance information</b>
<b>B6 – Inspection/Acceptance of Supplies and Services</b>	<b>Missing or incomplete</b>
<b>B7 – Environmental Information Management</b>	<b>Needs to describe the environmental information management process.</b>

<b>C1 – Assessments and Response Actions</b>	<b>Describe what will be assessed and response actions.</b>
<b>C2 – Oversight and Reports to Management</b>	<b>Reports to management not included.</b>

<b>D1 – Environmental Information Review</b>	<b>Needs to include procedures for verification and validation</b>
<b>D2 – Useability Determination</b>	<b>Needs to describe or reference procedure to ensure environmental data is useable. Often involves PARCS.</b>



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