



NFWF GRANT PROGRAMS
QUALITY ASSURANCE PROJECT PLAN WEBINAR
DECEMBER 2024

WEBINAR INSTRUCTIONS

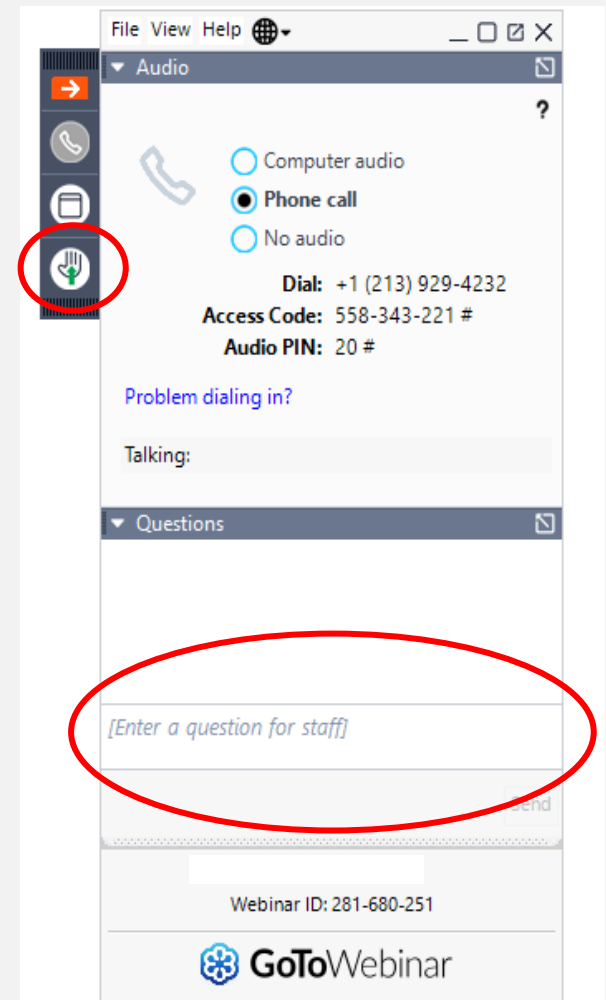
- All participants muted.
- Do not hit hold button.
- Raise “hand” on webinar guidance screen **NOW** to confirm you can hear us 😊

QUESTIONS? Questions will be collected & answered at the end of sections during the webinar.

- ✓ Type question into “Enter a question for staff” and click “Send” or
- ✓ Send question to Erin.Lewis@nfwf.org **after** webinar.

PROBLEMS?

- ✓ Type it into the “Enter a question for staff.” We will try to resolve it during the webinar.



WEBINAR AGENDA

- Who? Introductions
- What? QAPP Requirement and Definition
- Why? Purpose of QAPP
- How? QAPP Development Step-by Step
- When? Timeline and Coordination with Stantec/NFWF
- Where? Submission Process to NFWF/EPA
- Finish Line – Tips to getting your QAPP completed
- Questions?



WHO? PRESENTERS - STANTEC

Jennifer Wallace, Stantec

- **Senior Environmental Project Scientist/Project Manager**
- **Providing QAPP Technical Assistance to NFWF grantees since 2011**
- Jennifer.Wallace@Stantec.com

Cheryl Hennessy, Stantec

- **Senior Environmental Project Scientist/Project Manager**
- **Providing QAPP Technical Assistance to NFWF grantees since 2015**
- Cheryl.Hennessy@Stantec.com





WHAT? LISFF QAPP REQUIREMENT

Grantees whose projects will collect, analyze, or use primary and/or secondary environmental data for the purpose(s) of

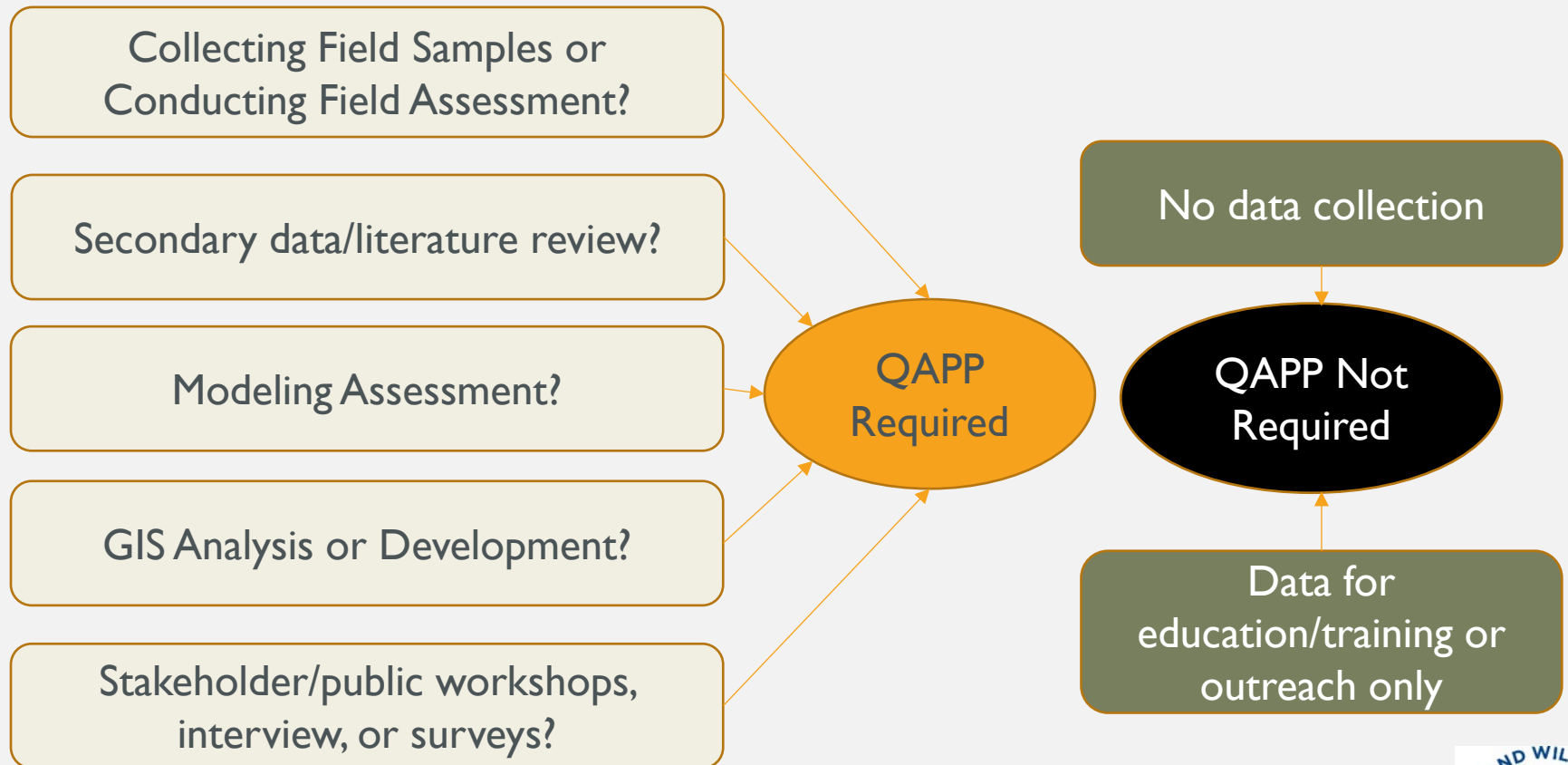
- Decision-making,
- Assessment/Evaluation,
- Management or policy recommendations, and/or
- Drawing conclusions

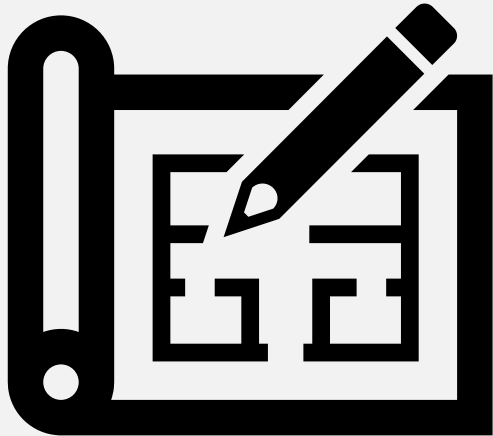
are required to submit a Quality Assurance Project Plan (QAPP) for review and comment by NFWF and review, comment and, when acceptable, approval by EPA.



NFWF

WHAT? QAPP REQUIREMENT





WHAT? QAPP DEFINITION

The QAPP documents a project's technical planning process, providing a clear, concise, and complete plan for the data collection activities.

Required by EPA (QA/R-5) because adequate QA/QC ensures transparency, consistency, comparability, completeness, and confidence in project recommendations and conclusions.

The QAPP is a stand-alone document that certifies data included in project recommendations and conclusions is usable.

Environmental data triggering the requirement to prepare a QAPP includes:

Primary data

information collected directly from measurements, surveys, assessments, interviews, or observations

Secondary/Existing data

data that were collected for other purposes or obtained from other sources or reported in the past by other parties.

includes literature reviews, stakeholder surveys, models, database queries, and geospatial analysis

WHAT? ENVIRONMENTAL DATA



HOW? QAPP TEMPLATE OVERVIEW

- Multiple QAPP Templates are available to assist LISFF Grantees*
 - Lab Fieldwork
 - Non-Lab Fieldwork, Sampling
 - Non-Lab Fieldwork, Assessment
 - Public Meetings/Surveys
 - Secondary Data, Modeling
 - Hybrids – Address Fieldwork and Non-fieldwork data collection

*Templates can be downloaded here:
nfwf.org/programs/long-island-sound-futures-fund/quality-assurance-project-plan-development-guidance



[Insert Project Name, NFWF ID No., Grant Type. Complete Information in Document Header]

QUALITY ASSURANCE PROJECT PLAN

HOW? TEMPLATE OVERVIEW

COMPLETED PLAN PREPARED BY:

[Insert name here]

[Date]

Refer correspondence to:

[Name, organization, address, telephone, and email]

(Note to All Grantees: Instructions in this QAPP Template are given in bold, highlighted type. Make sure to complete or revise all sections and remove any underlining. Also, ERASE the instructions, including this one, as you complete the QAPP for your specific project. Make sure to define acronyms/abbreviations when they initially appear in the text (i.e. mg/L, NTU, etc.). Make changes in other places as necessary. If a section is not applicable to your project, delete the template text and replace with "N/A".)

1 PROJECT MANAGEMENT

1.1 CONTACT INFORMATION

[Please provide the name and phone number of project personnel. Include an Organization Chart if your project team is comprised of multiple project partners and/or more than five (5) team members. Only include project partners if they are involved in project activities discussed in the QAPP]

All personnel listed below in Table 1 will receive copies of this Quality Assurance Project Plan (QAPP), and any approved revisions of this plan. Once approved, this QAPP will be available to any interested party by requesting a copy from the project management.

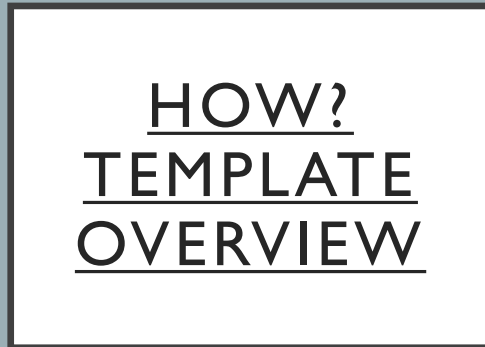
Table 1: Project Team Contact Information

Title	Name (Affiliation)	Phone Number/E-mail
Project Manager		
Primary Field Sampler		
Laboratory Manager		
Laboratory Quality Assurance/Quality Control (QA/QC) Officer		
Environmental Scientist		
National Fish and Wildlife Foundation (NFWF) Program Manager	Carrie Clingan	Carrie.Clingan@NFWF.org
QA Officer [This person should not be involved in data collection. If title does not apply to anyone on the Project Team then add “ / QA Officer” after the Project Manager Title and delete this line]		

Describe the roles and responsibilities of key project team members. Key project team members would actively work on one or more phases of your project. If volunteers or students are part of the project team, summarize their role and reference to later sections of the QAPP that discuss training details (i.e., Section 1.5, 2.0). Include the names, duties, and responsibilities of all parties and/or groups involved in the key aspects of your project. Clarify the intended data user(s) for each data collection activity as applicable.

[EXAMPLE ONLY – EDIT AS APPLICABLE TO YOUR PROJECT]

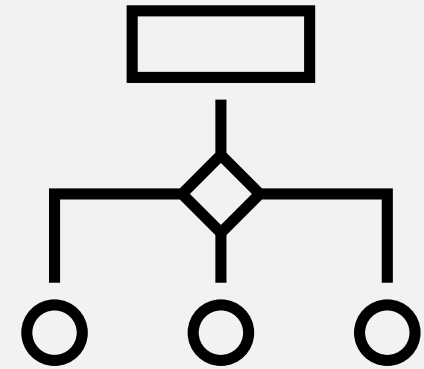
PROJECT MANAGER (Name) has the overall responsibility for ensuring that the project meets the project objectives and quality standards. The Project Manager will be the responsible for overseeing all activities conducted on this project including schedule adherence, budgeting, and oversight of all scope-related activities. Scope-related activities include assigning project tasks to personnel, data collection, data analysis, interpretation, communication, and final reporting. The



HOW? TEMPLATE OVERVIEW

1.1 Contact Information

- ✓ Explain the Project team and include an Organizational chart
- ✓ List and describe all individuals and partners involved in data collection
- ✓ Specify QA/QC Officer – this person should not be involved in data collection
- ✓ If specific staff are unknown, then generally describe role(s).
- ✓ If applicable, describe volunteers, students, or other individuals that require training be involved in data collection





HOW? TEMPLATE OVERVIEW

I.2 Project Objectives and Approach

- ✓ Clearly state the objectives
 - ✓ Example - *Increase collaboration and expand restoration efforts in the watershed*
- ✓ Briefly describe methods/surveys/ data collection activities will achieve these objectives
- ✓ Explain the geographic scope of the project and attach a map as an Appendix
- ✓ State the project timeline and when data collection will begin*
- ✓ Specify Constituents and data types to be measured or assessed.
- ✓ What are the envisioned outcome and final deliverables?

*Data collection may not begin until EPA approves QAPP

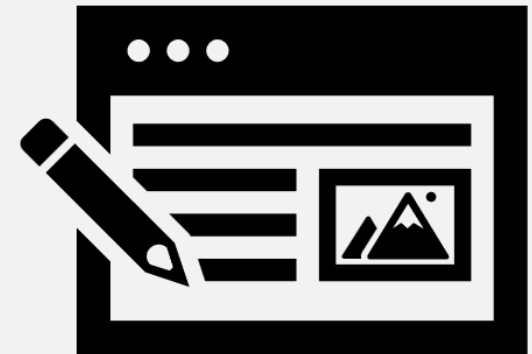


NFWF

HOW? TEMPLATE OVERVIEW

1.3 Data Quality Objectives (DQOs)

- ✓ **Differ from Project Objectives**
- ✓ **Establish criteria for data quality/usability**
 - ✓ What are the procedures/limits/training/guidelines in place to ensure data can be used to meet project objectives?
 - ✓ How will you know data was collected accurately and is valid?
- ✓ **Ensure that the type, quantity, and quality of environmental data used in decision-making will be appropriate**
 - ✓ Does data need to meet compliance objectives, such as management plan requirements or engineering standards?
 - ✓ Who decided the approach for data collection/quality was appropriate? Based on what information? Previous experience? Professional qualifications?



HOW? TEMPLATE OVERVIEW



I.3 Data Quality Objectives (DQOs)

- **Explain site selection criteria and why the sites selected for sampling are appropriate to achieve the project objectives**
 - How are sampling locations selected? When and by whom?
 - Explain decision—making process for site ranking or prioritization
- **Explain stakeholder/geospatial/secondary data selection criteria**
 - Which stakeholder feedback be used to support project objectives?
 - What sources of geospatial and/or secondary data are acceptable for use on the project?

HOW? TEMPLATE OVERVIEW

Data Quality Objective Examples

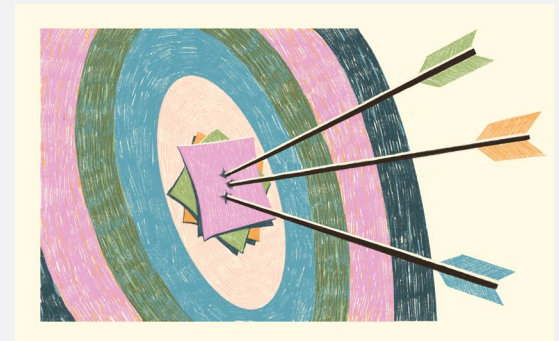
- Team experience and adherence to protocols
- Project experience in a similar geographic scope or representative area
- Identifying/aligning to past project success
- Identification of and adherence to accepted methods and appropriate training
- Compliance with project goals, regulatory requirements, and/or a management plan



HOW? TEMPLATE OVERVIEW

I.4 Quality Assurance Objectives (QAOs)

- Define a tolerable level of decision error, outlining the range or rules for accepting data for use on your project.
- Key Indicators of Data Quality
 - ✓ *Precision*
 - ✓ *Accuracy*
 - ✓ *Representativeness*
 - ✓ *Comparability*
 - ✓ *Completeness*
 - ✓ *Sensitivity*
- Definitions in template
- **QAOs will vary for each project. Many projects do not need to address entire list above**





HOW? TEMPLATE OVERVIEW

1.4 Quality Assurance Objectives (QAOs)

- ✓ When reviewing a datasheet, how will you know if the data collected is wrong or cannot be used on the project?
- ✓ QAOs are more specific than DQOs
- ✓ QAOs for Stakeholder Data and Secondary Data may be the same as DQOs

HOW? TEMPLATE OVERVIEW

I.4 Quality Assurance Objectives (QAOs)

Quality Assurance Objectives for Individual Measurements – Example Table

Parameter	Method	Detection Limit	Sensitivity	Precision	Accuracy	Completeness
Temperature	YSI Pro20i	-5°-55° C	0.1 ° C	±0.3° C	±0.3° C	80%
Dissolved Oxygen ¹	YSI Pro20i	0-20 mg/L	0.01 mg/L	±0.2 mg/L	±0.2 mg/L	80%
pH	Oakton Multi-Parameter PCSTestr 35	0.00-14.00 SU ²	0.01 SU ²	0.01 SU ²	0.01 SU ²	80%
Turbidity	Hach DR/870 colorimeter	0-1000 FAU ³	1 FAU ³	±2 FAU ³	±2 FAU ³	80%
Total Dissolved Solids	Oakton Multi-Parameter PCSTestr 35	0.0-999 ppm	0.1 ppm	±1%	±1%	80%
Nitrate-nitrogen	Hach DR/870 colorimeter	0-30.0 mg/L	0.1 mg/L	±1.7 mg/L	±1.7 mg/L	80%
Phosphate	Hach DR/870 colorimeter	0-2.50 mg/L	0.01 mg/L	±0.05 mg/L	±0.05 mg/L	80%
Conductivity	Oakton Multi-Parameter PCSTestr 35	0.0-1999 µS	0.1 µS	±1%	±1%	80%
Macroinvertebrates	D-frame net	Sieve size will be 500 microns	Family taxa level ⁴	200 ± 40 Identifiable organisms	200 ± 40 Identifiable organisms	80%
Location	Bad Elf GPS Pro +	Decimal degrees	N/A	2.5 meters	2.5 meters	80%

*Note: Please explain in the QAPP if completeness is less than 100%

HOW? TEMPLATE OVERVIEW

I.4 Quality Assurance Objectives (QAOs)

Quality Assurance Objectives for Individual Measurements – Example Table

Parameter	Method	Detection Limit	Precision	Accuracy	Completeness
Marsh extent	Handheld GPS unit (e.g., Juniper Systems Geode receiver)	<1 m	<1 m	90% agreement between map-generated estimates of marsh width and manual measurements from permanent reference markers	100%
Marsh extent	Transect tape	0.1 m	Measurements at each stake within 1 SD of mean	90% agreement between measurements	80%
<i>Spartina alterniflora</i> stem density	Count	N/A	Samples within 1 SD of mean	90% agreement between counters	80%
<i>Spartina alterniflora</i> average stem height	Meter stick with mm increments	0.5 cm	Samples within 1 SD of mean	90% agreement between measurements	80%

HOW? TEMPLATE OVERVIEW

1.4 Quality Assurance Objectives (QAOs)

Quality Assurance Objectives for Individual Measurements – Example Tables

Parameter	Method	Precision	Accuracy	Phone App
Latitude/ Longitude	Mobile App	Both latitude and longitude are rounded to 6 decimal places, providing a precision up to 11.1 cm	+/- 4 m	Google Maps

Parameter	Method	Possible Range (mg/L)	Target Average Daily Concentration (mg/L)
Ammonia	Analyzer	0.0 - ~24.0*	0.0 – TBD
Nitrate	Probe	0.0 – ~24.0**	0.0 – 4.0
Total Suspended Solids	Probe	2,000 – 4,000	2,800 – 3,200

Note: QAOs for non-fieldwork data collection will likely be described in the text.

HOW? TEMPLATE OVERVIEW

2.0 Data and Sample Acquisition

Specifics of Acquiring Data for your Project

- ✓ How are you collecting samples or data?
Reference and describe methods
- ✓ What equipment is being used?
- ✓ What preparation and follow-up is involved for fieldwork/meetings?
- ✓ Who decides which sites to visit and why?
- ✓ Who is collecting the data and what training have they received?
- ✓ What are the requirements for field instrument calibration and maintenance?
- ✓ How is data being recorded? Attach datasheets



HOW? TEMPLATE OVERVIEW

2.0 Data and Sample Acquisition

- ✓ How are samples, photos, and datasheets labeled?
- ✓ How and when are samples transported from the field to a lab?
- ✓ What is the Chain-of-Custody process for your project?

NFWF QAPP Project No.:
Project Name:
Date:
Revision No.:

SAMPLE IDENTIFICATION

All samples will be identified with a unique number and samples labeled with the following information:

- Sample ID
- Location ID
- Date
- Time
- Initials of sample collector
- Sample type (normal or QC)
- Preservative method (if any)

[EXAMPLES ONLY – EDIT AS NEEDED]

FIELD MEASUREMENTS

If possible (if equipment is available), water quality parameters including [Insert project-specific information, such as flow rate, pH, dissolved oxygen, and temperature] will be measured prior to collecting samples for laboratory analyses. [Note: If you will be collecting geospatial points then please note in this section and in Table 2]

QC SAMPLE COLLECTION

Equipment blanks, field duplicates, and matrix spikes will be collected at a frequency of about 1 per 20 normal samples, or 1 per sampling event, whichever is greater. Matrix spikes will be collected as normal samples and will be spiked at the laboratory prior to sample preparation. [If you are not collecting QC Samples then note that this section is not applicable, explain why, and remove references to QC samples in the boilerplate text in other sections.]

FIELD INSTRUMENT CALIBRATION

Routine field instrument calibration will be performed at least once per day prior to instrument use to ensure instruments are operating properly and producing accurate and reliable data. Calibration will be performed at a frequency recommended by the manufacturer. [Explain what instruments will be used on this project, or reference discussion elsewhere in the QAPP, and provide a reference for the manufacturer's instructions]

DECONTAMINATION PROCEDURES

All field and sampling equipment that will contact samples will be decontaminated after each use in a designated area. [If applicable, describe where the decontamination area would be and who would determine the placement for this site]

FIELD DOCUMENTATION

All field activities will be adequately and consistently documented to ensure defensibility of any data used for decision-making and to support data interpretation.

Pertinent field information, including (as applicable), the [Insert field project-specific sampling/measurement parameters, such as width, depth, flow rate of the stream, the surface water condition, crop and cultivation practices and evidence of pesticide/fertilizer or sediment management, and location of the tributaries] will be recorded on the field sheets [Provide field sheets as an appendix and reference here. Explain whether data would be

HOW? TEMPLATE OVERVIEW

SECONDARY DATA



If Secondary Data sources are known:

List potential sources in a table or add to appendix, summarize in document, and reference

Include full reference citation (author, title, year, etc.) and parameters to be evaluated

DQO/QAO - Reliability – Where did the data come from? How was it collected? What is the margin of error on their data?

DQO/QAO - Representation – How is this data related to your study? Why is it “fit for use”?



HOW? TEMPLATE OVERVIEW

BOUNDING SECONDARY DATA

Secondary Data with Unknown Sources

- ✓ Who on the project team is conducting secondary data research and how?
- ✓ Explain potential sources of information (ex. NOAA precipitation data or county-level population data)
- ✓ Explain parameters to be researched (ex. property owners, soils, flood extent). Why were these parameters selected and by whom?



Secondary Data DQOs and QAOs

- ✓ Define the temporal boundaries and geographic scope
- ✓ How recent does data need to be?
- ✓ Will you use the most recent available data? Why or why not?
- ✓ If data layers or sources represent a varying time scale or different geographies, will data be comparable?
- ✓ Explain reliability of data and who selected data sources



How? Data Methods

GEOSPATIAL DATA

- ✓ **If geospatial data/layers are being collected**, the QAPP requirements are similar to secondary data requirements for QAPP compliance
- ✓ **If geospatial data/layers are being developed**, the QAPP requirements are similar to fieldwork data requirements for QAPP compliance



HOW? DATA METHODS

STAKEHOLDER DATA

- ✓ Who are the stakeholders? How and why will they be selected?
- ✓ How will they be invited to the meeting/workshop/survey and by whom?
- ✓ How long is the workshop/interview and who will facilitate? What is the agenda?
- ✓ What information will participants be given ahead of time?
- ✓ How will notes be recorded and by whom? Who will review for accuracy?
- ✓ What type of survey will be developed? Give example questions or attach
- ✓ How will results be evaluated or tallied?



NFWF

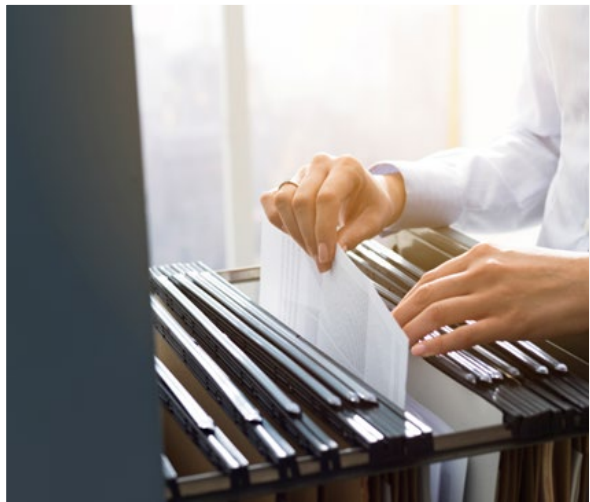
MODELING DATA

- ✓ What model is being used on the project and for what purpose?
- ✓ Who selected the model and why is it the “best fit” for this project?
- ✓ Will use of the model require specialized software or training for the project team?
- ✓ What are the inputs to the model and where will this information come from?
- ✓ What are the anticipated outputs?

HOW? TEMPLATE OVERVIEW

3.0 Analytical Requirements (Lab QAPP Only)

- ✓ What methods are you using for analysis?
- ✓ What preparatory methods will be used?
- ✓ SOPs can be appended and referenced to
- ✓ Provide a brief summary and reference to those documents
- ✓ Reader/reviewer should be able to clearly see how analysis will be conducted
- ✓ NOTE: This section must be completed if it is included in your template. Do not remove from template.



HOW? TEMPLATE OVERVIEW

3.0/4.0 Quality Control Requirements

- ✓ How are you ensuring that you are meeting your QAOs?
- ✓ How are you defining key accuracy and precision measures in the field and/or lab?
- ✓ Identify field and laboratory QC Samples, their frequency and acceptance criteria.
- ✓ Are there any additional internal QC processes that are assuring your project?
- ✓ Who reviews data, post-collection and when does data-entry occur?

HOW? TEMPLATE OVERVIEW

4.0/5.0 Instrumentation and Equipment Preventative Maintenance

- ✓ Applies to ALL field equipment and lab instrumentation (even binoculars)
- ✓ You may reference to equipment manuals, lab QA manual, or SOP that contains this information
- ✓ Identify details regarding calibration of instrumentation or equipment
- ✓ Identify what the corrective action is if 'out of compliance'
- ✓ Discuss if/how calibration information is logged or recorded





HOW? TEMPLATE OVERVIEW

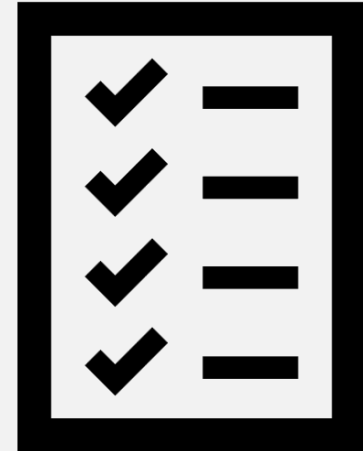
5.0/6.0 Data Management and Assessment Procedures

- ✓ Who reviews data for accuracy? (supported by DQO and QAO discussion)
- ✓ When is data reviewed post-fieldwork?
- ✓ How is data managed and stored?
- ✓ What is the procedure for non-compliant data?
- ✓ Would fieldwork/surveys need to be repeated if errors are found?

HOW? TEMPLATE OVERVIEW

6.0/7.0 Data Verification and Usability – Self-Assessment

- How will the project ensure that data is collected consistently?
- How is data determined to be final and usable (e.g. “fit for use”) for project deliverables and reporting? Who determines this?
- Periodic self-assessments
- Spot-checks on data
- Photo comparisons
- Training Updates





HOW? TEMPLATE OVERVIEW

8.0 References

- ✓ Include references in the main body of QAPP text.
- ✓ Remove example references not relevant to your project

9.0 Appendices

- ✓ Update appendix list
- ✓ Identify all appendices in the document text
- ✓ Make sure that all appendices are present when submitted
- ✓ Ensure that appendices are in the correct order (see list)
- ✓ If a lab certification is appended, make sure it is current



WHEN? TIMELINE AND COORDINATION WITH NFWF, STANTEC & EPA

QAPP is required to be completed and approved before data collection begins

Grantee prepare Sections 1.1 – 1.5 of QAPP template, or full QAPP, & submit to NFWF by February 7, 2025**

NFWF submits to draft QAPP to Stantec for comprehensiveness and compliance review with EPA requirements

Draft submittal to Stantec (30-business day review period)

Stantec produces a comment matrix for QAPP draft

Contact Victoria Moreno at NFWF if you are unable to meet this deadline

WHEN? TIMELINE AND COORDINATION WITH NFWF & STANTEC

NFWF returns the comment matrix to grantee. If significant number of comments NFWF will set up call with Stantec and Grantee

Grantee revises draft QAPP based on comment matrix & returns it to NFWF

If 2nd draft ready to go, NFWF packages & submits to EPA. If 2nd draft not ready to go, NFWF sets up call with Stantec and Grantee

Potential NFWF 2nd draft submittal to Stantec (30-day review period).

After NFWF submission, EPA review and comment (60-day review period)

WHEN? TIMELINE AND COORDINATION WITH NFWF & STANTEC

EPA sends comments to NFWF concerning draft QAPP to distribute to grantees

Grantee makes requested revisions from EPA to draft QAPP

NFWF re-submits draft QAPP to EPA (60-day review period)

If acceptable QA/QC, EPA notifies NFWF

NFWF notifies grantee, manages signature process, packages final QAPP and EPA LIS Futures Fund Project Officer approves QAPP



WHEN? TIMELINE AND
COORDINATION WITH
NFWF, STANTEC & EPA

ALL COMMUNICATION, QUESTIONS,
AND SUBMITTALS REGARDING
YOUR QAPP SHOULD BE DIRECTED
THROUGH NFWF ONLY

Contact: Victoria Moreno

Victoria.Moreno@NFWF.org

Make sure your primary grant contact
is looped in on all communication

Do NOT contact Stantec or EPA
directly



FINISH LINE – TIPS FOR GETTING YOUR QAPP APPROVED

Communicate and Plan Ahead

- Request a phone call to discuss how to complete the template and/or how to address Stantec revision comments
- Review the QAPP template entirely before completing
- Review example QAPPs via QAPP Example Portal (request access)



QAPP EXAMPLE PORTAL

"Welcome to the NFWF QAPP Portal for Grantees of the Chesapeake Bay Programs and Long Island Sound Futures Fund. We hope you find this helpful and suggest the following steps for best use"

- Step One: Open your Program QAPP Development Page and Read the Contents

Step 2. READ this Guidance

Guide to searching on the QAPP Portal

Step 3. EXPLORE the QAPP Database

Search for example QAPPs!

Step 1. CBSF Grantees


Grantee QAPP Development Tools Page

Step 1. LISFF Grantees


Grantee QAPP Development Tools Page






- Step Two: Read through this guidance for tips on successful searching in the QAPP Example Database

QAPP EXAMPLE PORTAL


NFWF QAPP Reference Library


- + New 
- Upload 
- Edit in grid view 
- Sync 
- Pin to Quick access 
- Export to Excel
- Automate 
- ...

QAPP Examples 

 Grant Number	Project Title	NFWF Program	QAPP Template...	QAPP Activities	Project Location
 73218	for Mill Creek Riparian, Floodplain, and Stream Restoration	Chesapeake Bay Stewardship Fund	Non-lab Fieldwork/Assessment Project QAPP	Riparian/reef/riparian/buffer Survey, Stream Survey	PA
 73228	Activating Restoration in Three Underrepresented Communities in the Choptank Watershed (MD)	Chesapeake Bay Stewardship Fund	HYBRID Non Lab/FieldworkAssessment/Stakeholder/Secondary Data/Modeling	Farm, BMP, Stormwater Site Assessment, Secondary Data, GIS/Geospatial, Social Survey/Workshops	MD
 73230	Shell Recycling Planning to Restore Long Island Sound Oyster Reefs and Shorelines	Long Island Sound Futures Fund	Non-lab Fieldwork/Assessment Project QAPP	Species Counts/Assessment, Oysters	CT
 73318	Developing a Conservation and Climate Adaptation Plan for Great Gull Island (NY)	Long Island Sound Futures Fund	HYBRID Non Lab/FieldworkAssessment/Stakeholder/Secondary Data/Modeling	Bird Surveys, Social Survey/Workshops	NY

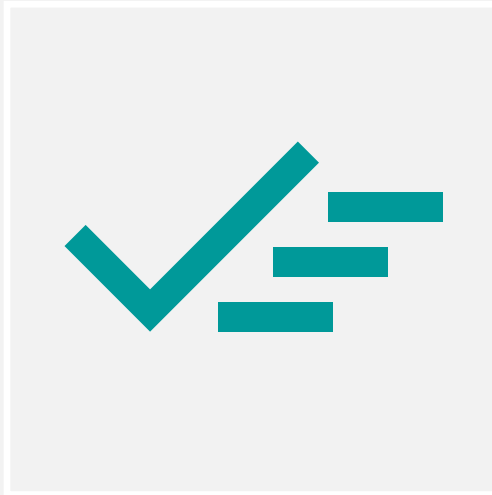


FINISH LINE – TIPS FOR GETTING YOUR QAPP APPROVED

Develop a Readable Document

- Use correct grammar and complete sentences.
- Have qualified person write the QAPP.
- QAPP must be stand-alone document. The person reading it should be able to understand what you are doing, why, and how.
- Remove instructional text from QAPP template.
- Address template questions in narrative form, not Q&A.

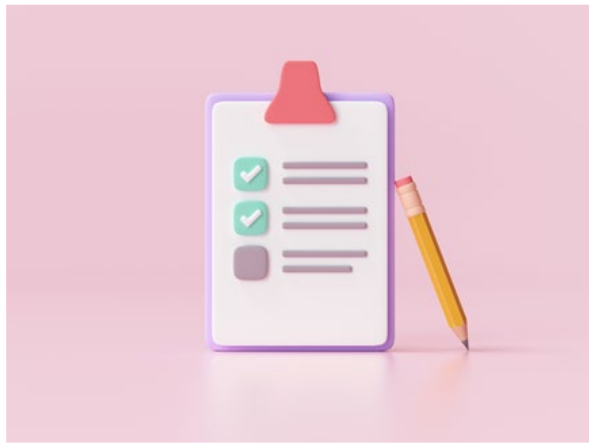




FINISH LINE – TIPS FOR GETTING YOUR QAPP APPROVED

Follow Instructions in the Template


- The QAPP will be read and approved by EPA; therefore, it needs to pass compliance checks for final signature.
- Non-certified labs are still labs. Describe non-certified labs according to lab QAPP instructions
- Informal or simple project actions need to be described (e.g., taking photos to document site conditions) in addition to complex or defined methods.
- Revise boilerplate or example text that is not relevant to your project.
- **DO NOT REMOVE SECTIONS FROM TEMPLATE.** If a section or subsection is not applicable to your project, explain why. 2-3 short sentences.



FINISH LINE – MOST COMMON PROBLEMS THAT LEAD TO DELAYS

- 1) Removing Sections from the template or leaving sections blank
- 2) Vague references to project activities or incomplete project information
- 3) Not describing all data collection activities or completing all relevant sections of the template
- 4) Describing data activities not included in the project grant scope of work
- 5) Not reading directions to add, edit, or delete example text (e.g., please delete example references that do not apply to your project).
- 6) Lack of clarity or inconsistency in QAPP. For most projects, the same or similar information will need to be repeated in different sections.





FINISH LINE

Remember – your project has been awarded, approved, and funded as proposed.

Methods, project team, and reasoning for the project should be discussed in the QAPP.

You are simply documenting and explaining the process as required by the EPA.

QAPP review comments are to ensure the QAPP complies with EPA requirements and is a clear, stand-alone document.





QUESTIONS?

Please contact [Victoria Moreno \(Victoria.Moreno@nfwf.org\)](mailto:Victoria.Moreno@nfwf.org)
for Help & Feedback