

ENVIRONMENTAL ASSESSMENT PROGRAM PROCEDURE

CHAPTER 2: PROGRAM PLANNING

EAP-WQP JOINT PROCEDURE 2-03

Resource Contact: Statewide Coordination Section Manager Effective: December 1, 2004
Environmental Assessment Program Revised: June 11, 2007

Reference: Agency POL 1-21
Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies (Pub. 04-03-030)

Roles and Procedures for Coordinating the Review of Quality Assurance Project Plans Prepared by Water Quality Grant and Loan Recipients

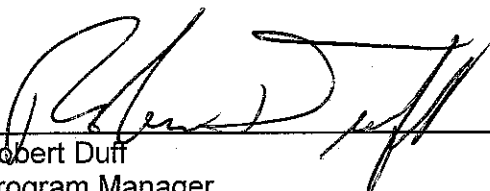
Application: Environmental data collection activities conducted within, or funded by, the Department of Ecology.


Purpose: To help assure statewide consistency and predictability in the preparation, review, and approval of Quality Assurance Project Plans (QAPPs) submitted by Water Quality (WQ) grant and loan recipients.

The *QA Project Plan Review Router and Checklist* that is appended to this procedure will be used jointly by both programs to coordinate the review and approval of QAPPs prepared by WQ grant and loan recipients. Briefly, the review and approval process consists of the following steps:

1. WQ Project Manager assists grant/loan recipient with development of a draft QAPP that includes the 14 minimum elements required in the QAPP Guidelines (Ecology publication 04-03-030).
2. WQ Project Manager e-mails draft QAPP, copy of grant/loan agreement, and partially completed review router and checklist to appropriate EA Section Manager (eastern operations, western operations, or HQ).
3. EA Section Manager delegates review of draft QAPP and notifies WQ Project Manager of reviewer name and deadline.
4. EA Reviewer reviews draft QAPP and e-mails completed review router and checklist to WQ Project Manager. Review router and checklist specifies whether QAPP is acceptable or whether further revision and review are required.
5. WQ Project Manager forwards review router and checklist to grant/loan recipient, and coordinates revision of the QAPP and additional review by EA if necessary.

6. EA Reviewer notifies WQ Project Manager by e-mail when QAPP is technically adequate for project manager signature approval.
 7. WQ Project Manager files completed review router and checklist with original, signed copy of QAPP.
 8. The WQ QA Coordinator mediates disagreements between the WQ Project Manager and EA Reviewer. Unresolved issues are elevated up the supervisory chain in both programs for resolution.
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QA Project Plan Review Router and Checklist

This form is intended to be routed by email and sequentially filled in by the WQ Project Manager, the EA Section Manager, and the EA Reviewer. When completed, it constitutes final documentation of the QAPP review and approval process.

| | |
|-------------------------------|--|
| Grant/Loan Number: | |
| Name of Grant/Loan Project: | |
| Name of Grant/Loan Recipient: | |
| Name of WQ Project Manager: | |

Enter date when each step is completed:

Date

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| WQ Project Manager provides grant/loan recipient with copy of QAPP guidelines (Ecology Publication 04-03-030). | |
| WQ Project Manager reviews draft of QAPP for presence/absence of required 14 minimum elements (see below) | |
| If all 14 elements are not present return QAPP to grant/loan recipient for proper completion | |
| When draft QAPP appropriately addresses all 14 minimum elements, WQ Project Manager emails draft QAPP, copy of grant/loan agreement, and router/review checklist to EA Section Manager. | |
| EA Section Manager delegates QAPP for review, and cc's Ecology QA Officer who may also participate in the review. EA Section Manager also emails to WQ Project Manager the name of the EAP Reviewer and the review deadline. | |

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| Name of EAP Reviewer: | |
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| Review Deadline (usually within 3 weeks of receipt): | |
|------------------------------------------------------|--|

EAP Reviewer: Please complete the following checklist as you review the QAPP. Your review may be tailored to the size and complexity of the project. Cells in the table will expand as you type to provide additional space for comments.

| Element | Acceptable as written? Y/N/NA | Comments |
|-------------------------------------------------------------|-------------------------------|----------|
| 1 Title Page with Approvals | | |
| Title, author, organization | | |
| Date prepared or revised | | |
| Signature page includes key individuals per element 5 below | | |
| 2 Table of Contents and Distribution List | | |
| 3 Background | | |

| Element | Acceptable as written? Y/N/NA | Comments |
|--------------------------------------------------------------------------------------------------------|-------------------------------|----------|
| Study area and surroundings | | |
| Logistical problems | | |
| History of study area | | |
| Contaminants of concern | | |
| Results of previous studies | | |
| Regulatory criteria or standards | | |
| | | |
| 4 Project Description | | |
| Project goals | | |
| Project objectives | | |
| Information needed and sources | | |
| Target population | | |
| Study boundaries | | |
| Tasks required | | |
| Practical constraints | | |
| Systematic planning process used | | |
| | | |
| 5 Organization and Schedule | | |
| Key individuals and their responsibilities (project team, decision-makers, stakeholders, lab, etc.) | | |
| Organization chart | | |
| Project schedule | | |
| Limitations on schedule | | |
| Budget and funding | | |
| | | |
| 6 Quality Objectives | | |
| Decision Quality Objectives | | |
| Measurement Quality Objectives | | |
| Table of targets for: | | |
| Precision | | |
| Bias | | |
| Sensitivity | | |
| Targets developed for: | | |
| Comparability | | |
| Representativeness | | |
| Completeness | | |
| | | |
| 7 Sampling Process Design | | |
| Study Design | | |
| Sampling location and frequency | | |
| Parameters to be determined | | |
| Field measurements | | |
| Maps or diagrams | | |
| Assumptions underlying design | | |
| Relation to objectives and site characteristics | | |

| Element | Acceptable as written? Y/N/NA | Comments |
|-------------------------------------------------------------|-------------------------------|----------|
| Characteristics of existing data | | |
| 8 Sampling Procedures | | |
| Field measurement and sampling SOPs | | |
| Measurement and sample collection | | |
| Containers, preservation, holding times | | |
| Equipment decontamination | | |
| Sample ID | | |
| Chain-of-custody, if required | | |
| Field log requirements | | |
| Other activities | | |
| 9 Measurement Methods | | |
| Lab procedures table, including: | | |
| Analyte | | |
| Matrix | | |
| Number of samples | | |
| Expected range of results | | |
| Analytical method | | |
| Sensitivity | | |
| Sample preparation method | | |
| Special method requirements | | |
| Field procedures table | | |
| Lab(s) accredited for method(s) | | |
| 10 Quality Control | | |
| Table of lab and field QC required | | |
| Corrective action | | |
| 11 Data Management Procedures | | |
| Data recording/reporting requirements | | |
| Lab data package requirements | | |
| Electronic transfer requirements | | |
| Acceptance criteria for existing data | | |
| EIM data upload procedures | | |
| 12 Audits and Reports | | |
| Number, frequency, type, and schedule of audits | | |
| Responsible personnel | | |
| Frequency and distribution of reports | | |
| Responsibility for reports | | |
| 13 Data Verification | | |
| Field data verification, requirements, and responsibilities | | |
| Lab data verification | | |

| Element | Acceptable as written? Y/N/NA | Comments |
|------------------------------------------------------------------|-------------------------------|----------|
| 14 Data Quality (Usability) Assessment | | |
| Process for determining whether project objectives have been met | | |
| Data analysis and presentation methods | | |
| Treatment of non-detects | | |
| Sampling design evaluation | | |
| Documentation of assessment | | |

Additional comments or significant concerns that need to be addressed in a revised QAPP:

EAP reviewer determination (select either 1 or 2 below):

1. **QAPP is acceptable as is or with minor revisions as noted above in comments section.** **No further EAP review is required.** By selecting this option, the reviewer has determined that the QAPP is technically adequate and that grant/loan manager signature approval may be given.

Enter date when each step is completed:

Date

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| EAP Reviewer emails router/review checklist (and mark-up draft QAPP if necessary) to WQ Project Manager. EAP Reviewer email should cc: EAP unit supervisor and section manager; client unit supervisor and section manager; WQ QA Coordinator; and Ecology QA Officer. | |
| WQ Project Manager forwards review comments to grant/loan recipient, along with additional guidance and expectations if needed. | |
| Once requested revisions are made, WQ Project Manager signs approval of QAPP and authorizes grant/loan recipient to begin sampling. | |

2. **QAPP needs to be revised and reviewed by EAP again.** The QAPP should be revised and returned to Ecology along with a response to significant concerns identified above. By selecting this option, the reviewer has determined that the QAPP is not technically adequate and that grant/loan manager signature approval should not be given until comments are addressed.

Enter date when each step is completed:

Date

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| EAP Reviewer emails router/review checklist (and mark-up draft QAPP if necessary) to WQ Project Manager. EAP Reviewer email should cc: EAP unit supervisor and section manager; client unit supervisor and section manager; WQ QA Coordinator; and Ecology QA Officer. | |
| WQ Project Manager forwards review comments to grant/loan recipient, and requests that the QAPP be revised per the comments above, and that a response summary indicating how the comments were addressed should also be prepared. | |
| WQ Project Manager sends revised draft QAPP and response summary to EAP Reviewer. | |
| EAP Reviewer emails WQ Project Manager when QAPP is technically adequate for grant/loan manager signature approval. EAP Reviewer email should cc: EAP unit supervisor and section manager; client unit supervisor and section manager; WQ QA Coordinator; and Ecology QA Officer. | |
| WQ Project Manager signs approval of QAPP and authorizes grant/loan recipient to begin sampling. | |