

ENVIRONMENTAL ASSESSMENT PROGRAM PROCEDURE**CHAPTER 1: Executive Policy and Procedure****EAP PROCEDURE 1-04**

Resource Contact: QA Coordinator, QA Officer

Effective: May 1, 2000

Reference: Agency POL 1-21
Ecology Pub. No. 04-03-030

Revised: April 15, 2005

Preparation, Review, and Approval of Quality Assurance Project Plans

Purpose: Quality Assurance Project Plans (QAPPs) prepared by Environmental Assessment Program (EAP) staff receive approval prior to field sampling or project implementation.

1. The project lead writes a draft QAPP, using "Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, Ecology Pub. No. 04-03-030."
2. The project lead provides a printed copy of the draft QAPP to their unit supervisor at least six weeks prior to field sampling or project implementation. The project lead will allow two weeks for review.
3. The project lead will incorporate comments by the supervisor into the draft QAPP.
4. The project lead distributes the revised draft QAPP for review at least three weeks prior to field sampling or project implementation via E-mail to everyone on the signature page, plus at least one peer reviewer designated by the unit supervisor. Hard copies of maps or other graphics associated with the plan that cannot be sent by E-mail will be provided to all reviewers who request them.
5. Reviewers provide comments on the revised draft QAPP to the project lead preferably by E-mail within two weeks.
6. The project lead responds to the reviewers' comments and makes changes to the revised draft QAPP based on those comments. Substantive issues that cannot be resolved between the reviewer and project lead/supervisor are elevated to the section manager for discussion and decision. Particular attention will be paid toward comments received from the Quality Assurance Officer (or designee), and will be resolved within the section manager decision process.

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7. After all review comments are addressed and appropriate changes made, the unit supervisor writes "Approved" on the signature page. Conditional approval can be given if only non-critical deficiencies remain to be resolved. The unit supervisor signs and dates the page and gives it to the section secretary. These dated pages will be used to verify that projects are approved by the unit supervisor prior to project implementation (e.g. sampling).

 8. The section secretary sends electronic copies of the final QAPP to reviewers as soon as possible for final approval. Each reviewer prints the signature page, signs approval, and returns it to the secretary.

 9. After all completed signature pages are returned, the final QAPP is posted as an Ecology publication on the Internet. The hard copy of the QAPP with approval signatures is maintained in the EAP files.

Approved: _____



Date: _____

10/10/2005

William H. Backous, P.E.
Program Manager
Environmental Assessment Program
Department of Ecology