

Generic QAPP Checklist, Version 2.0

Reviewed by: Adriane Borgias, WA Department of Ecology

Date: 8/6/2015

Element	Acceptable as written? Y / N / NA	Comments
1.0 Title Page, Table of Contents, and Distribution List		
Title, author, organization	Y	
Date prepared or revised	Y	
Approval signatures of key individuals (Per element 5)	Y	
Table of Contents	Y	
Distribution List	Y	
2.0 Abstract	N	Add 1-paragraph abstract stating 1) this is a continuation of work performed in 2014, 2) the 2014 QAPP (approved by Ecology and TF) and SAP are applicable, 3) with changes – changes to spatial and temporal extent, new rainfall rules, refined understanding of blank correction protocol, SOP for stream flow measurement. [OK-NO FURTHER ACTION]
3.0 Background		Typo on p. 6: “2105” should be “2015” [Also found in Table of Contents, p. 11. And p. 12.]
3.1 Study area and surroundings	Y	p. 6
3.1.1 Logistical problems	N	Mention on p. 6 changes made to this QAPP to address logistical problems from last year (accurate stream flow measurements) and possible impacts from storm events. [OK-NO FURTHER ACTION]
3.1.2 History of study area	NA	Included in approved 2014 QAPP
3.1.3 Contaminants of concern	Y	p. 6-7
3.1.4 Results of previous studies	N	p. 6 Reference the recently-approved final report in the Introduction and include in references. [OK-NO FURTHER ACTION]
3.1.5 Regulatory criteria or standards		
4.0 Project Description		
4.1 Project goals	Y	Included in approved 2014 QAPP
4.2 Project objectives	Y	p. 6
4.3 Information needed and sources	Y	Project objectives informed by 2014 sampling.
4.4 Target population	NA	
4.5 Study boundaries	Y	p. 8
4.6 Tasks required	Y	p. 6
4.7 Practical constraints	Y	p. 6
4.8 Systematic planning process	NA	Included in approved 2014 QAPP
5.0 Organization and Schedule		
5.1 Key individuals and their responsibilities (E.g., project team, decision-makers, stake-holders, field and laboratory	N	Refer to or include Table 1 of 2014 QAPP and list any revisions, if needed. [OK-NO FURTHER ACTION]

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personnel)		
5.2 Special training and certifications	NA	
5.3 Organization chart	N	Refer to or include Figure 1 of 2014 QAPP and list any revisions, if needed. [OK-NO FURTHER ACTION]
5.4 Project schedule	Y	
5.5 Limitations on schedule	Y	
5.6 Budget and funding	N	Add project budget similar to 1.3.6 of 2014 QAPP [OK-NO FURTHER ACTION]
6.0 Quality Objectives		
6.1 Decision Quality Objectives (DQOs)	NA	Data is not intended for regulatory decision making.
6.2 Measurement Quality Objectives (MQOs)	Y	p. 10
6.2.1 Targets for Precision, Bias and Sensitivity	Y	p. 10
6.2.2 Targets for Comparability, Representativeness, and Completeness	N	Add reference to Section 1.4 of 2014 QAPP. [OK-NO FURTHER ACTION]
7.0 Sampling Process Design		
7.1 Study Design		
7.1.1 Sampling location and frequency	Y	p. 8,11
7.1.2 Parameters to be determined	Y	p. 9
7.1.3 Field measurements	Y	p. 9
7.2 Maps or diagrams	Y	p. 8
7.3 Assumptions underlying design	NA	Included in approved 2014 QAPP
7.4 Relation to objectives and site characteristics	N	Add to Table 1 or text the justification for the monitoring locations. [OK-NO FURTHER ACTION]
7.5 Characteristics of existing data	N	Add short summary with information about Confidence Interval testing (Section 1.3.1 of QAPP) and results from 2014 Synoptic sampling. [OK-NO FURTHER ACTION]
8.0 Sampling Procedures		
8.1 Field measurement and field sampling SOPs	Y	Included in approved 2014 SAP and new procedure added to Appendix A.
8.2 Containers, preservation, holding times	Y	p. 12, Table 7
8.3 Invasive species evaluation	Y	Included in approved 2014 SAP
8.5 Equipment decontamination	Y	Included in approved 2014 SAP
8.6 Sample ID	Y	Included in approved 2014 SAP
8.7 Chain-of-custody, if required	Y	Included in approved 2014 SAP
8.8 Field log requirements	Y	Included in approved 2014 SAP
8.9 Other activities	NA	
9.0 Measurement Methods		
9.1 Field procedures/field analysis table	Y	p. 11, Table 5
9.2 Laboratory procedures table, including:	Y	p. 13, Table 8

Element	Acceptable as written? Y / N / NA	Comments
9.2.1 Analytes	Y	p. 13, Table 8
9.2.2 Matrix	N	Add to Table 8 [OK-NO FURTHER ACTION]
9.2.3 Number of samples	N	Add to Table 8 [OK-NO FURTHER ACTION]
9.2.4 Expected range of results	Y	p. 13, Table 8
9.2.5 Analytical methods	Y	p. 13, Table 8
9.2.6 Sensitivity/method detection limit (MDL)	Y	p. 13, Table 8
9.3 Sample preparation method	NA	Included in approved 2014 QAPP
9.4 Special method requirements	NA	Included in approved 2014 QAPP
9.5 Lab(s) accredited for method(s)	NA	Included in approved 2014 QAPP
10.0 Quality Control		
10.1 Table of lab and field QC required	Y	p. 10 Tables 3 and 4
10.2 Corrective action	N	Please add corrective action section similar to 3.1.4 in approved 2014 QAPP.
11.0 Data Management Procedures		
11.1 Data recording/reporting requirements	NA	Included in approved 2014 QAPP
11.2 Lab data package requirements	NA	Included in approved 2014 QAPP
11.3 Electronic transfer requirements	NA	Included in approved 2014 QAPP
11.4 Acceptance criteria for existing data	NA	
11.5 EIM/STORET data upload procedures	NA	Included in approved 2014 QAPP
12.0 Audits and Reports		
12.1 Audit number, frequency, type, and schedule	NA	Included in approved 2014 QAPP
12.2 Responsible personnel	NA	Included in approved 2014 QAPP
12.3 Frequency and distribution of reports	NA	Included in approved 2014 QAPP
12.4 Responsibility for reports	NA	Included in approved 2014 QAPP
13.0 Data Verification		
13.1 Field data verification, requirements, and responsibilities	NA	Included in approved 2014 QAPP
13.2 Lab data verification	NA	Included in approved 2014 QAPP
13.3 Validation requirements, if necessary	NA	Included in approved 2014 QAPP
14.0 Data Quality (Usability) Assessment		
14.1 Process for determining whether project objectives have been met	NA	Included in approved 2014 QAPP
14.2 Data analysis and presentation methods	NA	Included in approved 2014 QAPP
14.3 Treatment of non-detects	NA	Included in approved 2014 QAPP
14.4 Sampling design evaluation	NA	Included in approved 2014 QAPP
14.5 Documentation of assessment	NA	Included in approved 2014 QAPP
15.0 References		
	N	Add reference to the final 2014 Synoptic Sampling report
16.0 Figures		
	Y	
17.0 Tables		
Table 1 Measurement Quality Objectives	Y	p. 10, Tables 3 and 4

Element	Acceptable as written? Y / N / NA	Comments
Table 2 Sample Containers, Preservation and Holding Times	Y	p. 12, Table 7
Table 3 Measurement Methods (Laboratory)	Y	p. 13, Table 8
Table 4 QC Samples, Types and Frequency	N	Add Table with number of samples and QC samples per location. [OK-NO FURTHER ACTION]
18.0 Appendices		
Appendix A	Y	Flow measurement procedure
Appendix B – Glossary, Acronyms, and Abbreviations	NA	
Quality Assurance Glossary	NA	
Glossary – General Terms	NA	
Acronyms and Abbreviations	NA	
Units of Measure	NA	