**Generic QAPP Checklist, Version 2.0**

| **Element** | **Acceptable as written?**  **Y / N / NA** | **Comments** |
| --- | --- | --- |
| **1.0 Title Page, Table of Contents, and  Distribution List** |  |  |
| Title, author, organization | Y | Cover |
| Date prepared or revised | Y | Cover |
| Approval signatures of key individuals (Per element 5) | Y | Signature page |
| Table of Contents | Y | p. i |
| Distribution List | Y |  |
|  |  |  |
| **2.0 Abstract** | Y | 1 |
|  |  |  |
| **3.0 Background** | Y | p. 4 |
| 3.1 Study area and surroundings | Y | Described the study area for Task 1 and Task 2 in terms of River miles (or GPS points) and note on Figure 2 the geographical extent of Task 1 and Task 2. |
| 3.1.1 Logistical problems | Y | p. 7 |
| 3.1.2 History of study area | Y | p. 1 |
| 3.1.3 Contaminants of concern | Y | p. 4 |
| 3.1.4 Results of previous studies | Y | p. 4, 6 |
| 3.1.5 Regulatory criteria or standards | Y | p. 4 |
|  |  |  |
| **4.0 Project Description** |  |  |
| 4.1 Project goals | Y | p. 5 |
| **4.2 Project objectives** | Y | p. 5,6 |
| 4.3 Information needed and sources | Y | p. 6 |
| 4.4 Target population | N/A |  |
| 4.5 Study boundaries | Y | Described the study area for Task 1 and Task 2 in terms of River miles (or GPS points) and note on Figure 2 the geographical extent of Task 1 and Task 2. |
| 4.6 Tasks required | Y |  |
| 4.7 Practical constraints | Y | p. 7. |
| 4.8 Systematic planning process | N/A |  |
|  |  |  |
| **5.0 Organization and Schedule** |  |  |
| 5.1 Key individuals and their responsibilities (E.g., project team, decision-makers, stake-holders, field and laboratory personnel) | Y | Table 1 p. 3 |
| 5.2 Special training and certifications | Y | p. 20 of original QAPP |
| 5.3 Organization chart | Y | p. 4 |
| 5.4 Project schedule | Y | p. 6 |
| 5.5 Limitations on schedule | Y | p. 7 |
| 5.6 Budget and funding | Y | p. 4 |
|  |  |  |
| **6.0 Quality Objectives** |  |  |
| 6.1 Decision Quality Objectives (DQOs) | N/A | This project does not require Decision Quality Objectives. |
| 6.2 Measurement Quality Objectives (MQOs) | Y | p. 6 |
| 6.2.1 Targets for Precision, Bias and Sensitivity | Y | p. 10 |
| 6.2.2 Targets for Comparability, Representativeness, and Completeness | Y | p. 10 |
|  |  |  |
| **7.0 Sampling Process Design** | Y | p. 5, 6 |
| 7.1 Study Design | Y | p. 5, 6 |
| 7.1.1 Sampling location and frequency | N/A |  |
| 7.1.2 Parameters to be determined | Y |  |
| 7.1.3 Field measurements | N/A |  |
| 7.2 Maps or diagrams | Y | p. 5, 6, 9 |
| 7.3 Assumptions underlying design | Y | p. 5-7 |
| 7.4 Relation to objectives and site characteristics | Y | p. 6 and 7 |
| 7.5 Characteristics of existing data | Y | p. 6 |
|  |  |  |
| **8.0 Sampling Procedures** | N/A |  |
| 8.1 Field measurement and field sampling SOPs | N/A |  |
| 8.2 Containers, preservation, holding times | N/A |  |
| 8.3 Invasive species evaluation | N/A |  |
| 8.5 Equipment decontamination | N/A |  |
| 8.6 Sample ID | N/A |  |
| 8.7 Chain-of-custody, if required | N/A |  |
| 8.8 Field log requirements | N/A |  |
| 8.9 Other activities | N/A |  |
|  |  |  |
| **9.0 Measurement Methods** |  |  |
| 9.1 Field procedures/field analysis table | N/A |  |
| 9.2 Laboratory procedures table, including: | N/A |  |
| 9.2.1 Analytes | N/A |  |
| 9.2.2 Matrix | N/A |  |
| 9.2.3 Number of samples | N/A |  |
| 9.2.4 Expected range of results | N/A |  |
| 9.2.5 Analytical methods | N/A |  |
| 9.2.6 Sensitivity/method detection limit (MDL) | N/A |  |
| 9.3 Sample preparation method | N/A |  |
| 9.4 Special method requirements | N/A |  |
| 9.5 Lab(s) accredited for method(s) | N/A |  |
|  |  |  |
| **10.0 Quality Control** | N/A |  |
| 10.1 Table of lab and field QC required | N/A |  |
| 10.2 Corrective action | N/A |  |
|  |  |  |
| **11.0 Data Management Procedures** | N/A |  |
| 11.1 Data recording/reporting requirements | N/A |  |
| 11.2 Lab data package requirements | N/A |  |
| 11.3 Electronic transfer requirements | N/A |  |
| 11.4 Acceptance criteria for existing data | Y | p.6 |
| 11.5 EIM/STORET data upload procedures | N/A |  |
|  |  |  |
| **12.0 Audits and Reports** |  |  |
| 12.1 Audit number, frequency, type, and schedule | N/A |  |
| 12.2 Responsible personnel | N/A |  |
| 12.3 Frequency and distribution of reports | N/A |  |
| 12.4 Responsibility for reports | N/A |  |
|  |  |  |
| **13.0 Data Verification** |  |  |
| 13.1 Field data verification, requirements, and responsibilities | N/A |  |
| 13.2 Lab data verification | N/A |  |
| 13.3 Validation requirements, if necessary | N/A |  |
|  |  |  |
| **14.0 Data Quality (Usability) Assessment** | Y | p. 6 |
| 14.1 Process for determining whether project objectives have been met | Y | p. 6 |
| 14.2 Data analysis and presentation methods | Y | p. 6 |
| 14.3 Treatment of non-detects | Y | p. 6 |
| 14.4 Sampling design evaluation | N/A | p. 6 |
| 14.5 Documentation of assessment | Y | p. 12 |
|  |  |  |
| **15.0 References** | Y |  |
|  |  |  |
| **16.0 Figures** | Y |  |
|  |  |  |
| **17.0 Tables** |  |  |
| Table 1 Measurement Quality Objectives | Y | p. 11 |
| Table 2 Sample Containers, Preservation and Holding Times | N/A |  |
| Table 3 Measurement Methods (Laboratory) | N/A |  |
| Table 4 QC Samples, Types and Frequency | N/A |  |
|  |  |  |
| **18.0 Appendices** | Y, in previous versions of the QAPP |  |
| Appendix A | N/A |  |
| Appendix B – Glossary, Acronyms, and  Abbreviations | N/A |  |
| Quality Assurance Glossary | N/A |  |
| Glossary – General Terms | N/A |  |
| Acronyms and Abbreviations | N/A |  |
| Units of Measure | N/A |  |