



10.1 PROJECT SPECIFIC QUALITY ASSURANCE PROJECT PLAN (QAPP) REQUIREMENTS

The Quality Assurance Project Plan (QAPP) is the formal project document that specifies the operational procedures and QA/QC requirements for obtaining environmental data of sufficient quantity and quality to satisfy site investigation objectives (see also Sections 3.6 and 3.7). The QAPP is required for all data collection activities that generate data for use in decision-making. It contains information on project management, measurement and data acquisition, assessment and oversight, and data validation and usability. The QAPP integrates the Data Quality Objectives (DQO), the data collection design, and QA/QC procedures into a coherent plan to be used for collecting data of known quality and adequate for their intended use. The QAPP is typically presented as part of the Sampling and Analysis Plan (SAP) (Step 6 of systematic planning – See Section 3.2) and should include the following elements:

1. Quality assurance (QA) objectives for measurement
2. Sample chain-of-custody
3. Calibration procedures
4. Analytical methods
5. Data reduction, validation, and reporting
6. Internal quality control (field and laboratory checks)
7. Performance and system audits
8. Preventative maintenance
9. Data measurement assessment procedures (precision, accuracy, representativeness, completeness, and comparability)
10. Corrective actions

In addition, the QAPP should provide the contaminants of concern known or suspected to be present at the sampling location, the HEER Office Tier 1 Environmental Action Levels (EALs) (or other pertinent screening criteria) for those contaminants, and the quantitation limits needed to assess the EALs. The project-specific QAPP will also provide the required quantitation limits for these analytes in various matrices based upon their concentrations of



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concern. See Subsection 10.2.3 for additional information on quantitation limits.

More detailed information regarding the outline, format, and required content of the QAPP, is presented in Section 18.