ADEM LTF Contractor QAPP Review Checklist

Title: _____ **Date Submitted for Review:** _____

Proposal Preparer: _____ **Date of Review:** _____

ADEM Reviewer: _____

***Review: A= Adequately Addressed U=Unacceptable NI=Not Included NA=Not Applicable**

Item #	Element	Contractor: *QAPP Section # & Page # Where Addressed*	ADEM: *Review/Comment**
A-1.Title and Approval Page			
1	Title of QAPP, Revision #, Revision Date		
2	Company Name include organization preparing the QAPP and the organization conducting the project		
3	Dated signature of Project Manager		
4	Dated signature of QA Manager/Officer		
5	Other signatures as needed		
A-2. Table of Contents			
6	Includes any tables, figures and appendices		
A-3. Distribution List			
7	Includes addresses/emails of all entities or agencies (Including Labs) who are to receive a copy of the QAPP (including ADEM)		
A-4. Project/Task Organization			
8	Identifies key personnel (including titles, roles/responsibilities and organizational affiliation) that may be involved in all major aspects of QAPP activities, including project manager, decision makers, QA Manager/Officer, contractors/subcontractors, laboratories, etc.		
9	Describes the project QA Manager/Officer independence		
10	Identifies individual responsible for maintaining the official approved QAPP		
11	Includes Organization Chart showing lines of authority and reporting responsibilities including entries for all agencies, contractors/sub-contractors and individuals responsible for performing environmental work or oversight responsibilities		
A-5. Project/Task Description			
12	Specifies the environmental program under which the project is conducted		
13	Includes overview of sample collection and measurement activities that should be covered by this QAPP.		
14	Lists all measurements that may be made: including on-site field measurements, meteorological measurements and off-site laboratory measurements.		
15	Identifies equipment and personnel requirements necessary to conduct potential measurements.		
16	Includes typical project work schedule for all tasks including activities such as field preparation, sampling, analysis, and report preparation.		

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17	Identifies those items that cannot be addressed in this QAPP and would be included in each *Scope of Work* generated for each *Work Order (such as sampling locations, number of samples, etc)*		
18	Identifies all typical required project reports and QA documents		
A-6. Quality Objectives and Criteria for Measurement Data			
19	States the data quality objective processes (such as EPA DQO process) that should be followed (depending on the complexity of the work order). States that the results of the process used should be included in a *Scope of Work*		
20	Includes discussion of how precision, bias, accuracy, representativeness, comparability, completeness, and sensitivity are addressed in sampling, measurements, and/or analysis.		
21	Cites applicable regulatory criteria or action limits.		
A-7. Special Training / Certifications			
22	Identifies training requirements for typical project and how those requirements are met and documented.		
23	Identifies special licenses or certifications that are required by personnel or laboratories to perform duties as required by federal laws, State laws, or contract stipulations.		
24	Identifies where training and certification records will be maintained		
25	Identifies how any new training requirements are communicated to project management		
A-8. Documentation and Records			
26	Describes how the most current version of this QAPP and associated project and quality documents (incl. SOPs) are distributed to project staff		
27	Includes a comprehensive list of the documents and records typically required for a project (such as: sample collection records, field records, analytical records, data records, billing receipts, audit reports, analytical data reports)		
28	Includes content requirements for hardcopy lab data packages and electronic data requirements.		
29	Specifies the retention time and location of project records, reports, and project documents		
B-1. Sampling Process Design			
30	Identifies the process for developing the sampling design and where that process is documented		
B-2. Sampling Methods			
31	Includes (for each anticipated sampling media) potential sample collection procedures/protocols/methods. If these are included in SOPs, reference them and place a copy of the SOP in the appendix.		
32	Provides a list of all sampling equipment required to collect potential samples (Incl. make and model of equipment)		
33	Identifies all on-site support facilities required for sampling		
34	Identifies key project personnel in charge of overseeing sampling activities		
35	Describes equipment decontamination procedures and requirements		

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36	Provides a table identifying potential analytical method numbers and the associated sample container requirements and preparation requirements for these containers (if provided by the laboratory clearly states such), sample preservation requirements, sample volume requirements, and holding time criteria		
B-3. Sample Handling and Custody			
37	Provides a detailed description of the procedures for sample handling once the sample has been collected (including shipping, if applicable)		
38	Provides a detailed description of the chain-of-custody procedures and a copy of the form(s) used.		
B-4. Analytical Methods			
39	Provides a table identifying the potential analytes of interest and associated analytical method number(s), media type (if method-specific), required detection limits, and performance QC criteria		
40	Clearly identifies potential analytical instrumentation required		
41	If any non-standard or unpublished methodologies may be used, provides the validation criteria.		
42	Identifies individuals responsible for overseeing the successes of the analysis and for implementing corrective actions if deemed necessary		
43	Specifies the typical turnaround time for hardcopy and electronic data deliverables.		
44	Includes a listing and description of any certifications held by analytical laboratory(s) used		
45	Includes laboratory QC Manual(s) for analytical laboratory(s) used as an appendix.		
B-5. Quality Control			
46	Identifies QC procedures and frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria and corrective actions. (e.g. blanks, replicates, spikes, calibration checks, PTs)		
47	Provides or references the procedures used to calculate QC statistics for precision and bias		
B-6. Instrument/Equipment Testing, Inspection, and Maintenance			
48	Provides a list of all onsite testing instruments and field equipment and the associated required periodic maintenance and/or inspection and the schedule for such.		
49	Identifies acceptance testing criteria for field instruments or sampling equipment		
50	Describes corrective maintenance practices to ensure that equipment/ instruments are performing within the required specifications.		
51	Identifies the availability and location of spare parts		
B-7. Instrument/Equipment Calibration and Frequency			
52	Identifies all equipment/instruments requiring calibration		
53	Provides the calibration frequency requirements and calibration acceptance criteria for each type of equipment or instrument		

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54	Identifies the type of documentation required for calibrations and instrument checks. Discusses how calibrations are traceable back to the calibration solutions and instrument		
B-8. Inspection/Acceptance of Supplies and Consumables			
55	Provides a comprehensive list of the solvents, reagents, buffer solutions and other consumable or supplies potentially required for a project.		
56	Provides acceptance criteria for supplies and consumables		
57	Provides a list of individuals responsible for checking and inspecting supplies and consumables		
B-9. Non-Direct Measurements			
58	Identifies the types of existing data (if any) that may be used in the project (existing: not directly measured or generated in this project).		
59	Identifies the source(s) of these data		
60	Describes intended use, rationale, and limitations of using these data.		
61	Specifies how any data limitations will be communicated to the end users		
B-10. Data Management			
62	Describes the standard record-keeping, data archival, and retrieval requirements for hardcopy and electronic information produced during the course of a project.		
63	Describes the document control system		
64	Provides checklists or other standard forms in an appendix		
65	Identifies data handling equipment and procedures used to process, compile, and analyze data (required computer hardware and software) specifies whether computer databases will have restricted access or will be password protected		
C-1. Assessments/Audits and Response Actions			
66	Lists the typical schedule and type of assessments (audits) conducted. May include a discussion of "graded-approach" to assessment application. [Types of assessments may include but are not limited to: peer review, technical audits, surveillance, management system reviews, readiness reviews, quality system audits, performance evaluations, proficiency testing (PT), data quality assessments, etc.]		
67	Identifies the individuals performing these assessments/audits, discusses the authority and independence of these individuals in relation to the entities being assessed and indicates their authority to issue stop work orders		
68	Identifies how and to whom assessment/audi/information is reported		
69	Discusses where audit findings will be documented and how/by whom the audit findings should be communicated to all key project personnel or associated agencies responsible for project oversight.		
70	Provides a description of the types of corrective actions that may be instituted to resolve any issues raised during an audit and how they should be verified and documented.		

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C-2. Reports to Management			
71	Identifies what project status reports are needed and the frequency (Includes internal and contract-required)		
72	Identifies the types of information that should be included in project status reports (assessment/audit reports, PT results, calibration reports, project results, etc.)		
73	Identifies the individuals responsible for preparing and reviewing and who should receive these reports		
D-1. Data Review, Verification, and Validation			
74	Describes criteria that should be used for accepting, rejecting, or qualifying project data.		
75	Provides a comprehensive list of the data flags or data qualifiers that will be assigned to non-compliant data (including the definitions for each of these flags)		
D-2. Verification and Validation Methods			
76	Describes process for data verification and validation or includes as an appendix the guidance document or SOP governing the data verification and validation process.		
77	Identifies the individuals responsible for validating the different components of the project data.		
78	Identifies issue resolution process, and the method and individual responsible for reporting these results to the data user.		
D-3. Reconciliation with User Requirements			
79	Describes the process for reconciling project results to project requirements and objectives (DQOs as applicable) as stated in the QAPP, contract or associated work order.		
80	Identifies the individuals responsible for reconciling the data and how results will be documented and communicated to all end data users		