



## Your Project

- Program Goals
- Problem Solution

# Your QAPP

• Resources

## Valuable Lessons

• Planning Ahead

## What is your project?

- Are you trying to solve a problem?
- Specify your Question
- •Is there an existing standard or regulation?
- •What research have others done on this topic and what equipment have they used successfully?
- •What will your organization/ tribe do with the results?



# Your QAPP

- EPA Tribal Coordinator
- Existing Protocols
- Local Expert Knowledge
- UncertaintiesIdentified





## **Existing Resources**

- EPA templates
- Required Elements
- <a href="https://www.epa.gov/r10-">https://www.epa.gov/r10-</a>
  <a href="tribal/quality-assurance-">tribal/quality-assurance-</a>
  <a href="project-plans-tribes-region-10#required-elements">project-plans-tribes-region-</a>
  <a href="total-quality-assurance-">10#required-elements</a>

#### Templates

EPA has several templates tribes can use to start their QAPP. Many training providers also provide topic-specific templates or tools. EPA's Quality Assurance Manager and subject matter experts can advise you on which template to use for your project.

#### EPA templates include:

- Quality Assurance Project Plan Development Tool: This tool contains information to help
  grantees develop a QAPP for projects that involve surface or groundwater monitoring and/or
  the collection and analysis of water samples. The tool takes you, step by step, through the
  thought process of planning a project and provides a framework for documenting your plan.
- Quality Assurance Handbook and Guidance Documents for Citizen Science Projects: A citizen science project typically involves the local community and volunteers to collect data. Often, a citizen science template can be used for a less complex project that does not need to meet a regulatory standard.
- EPA Region 10 Tribal QAPP Guidance and Template (docx) (124.08 KB) This template from EPA Region 10 includes sample text for a water monitoring project, but can be adapted for any topic.

In addition, the Institute for Tribal Environmental Professionals (ITEP) offers <u>Turbo-QAPP</u> , an online program similar to Turbo-TaxTM that allows tribes to write QAPPs interactively.

# **EPA**Templates



### Required Elements



#### **Required Elements**

Each QAPP must include all 24 elements listed below. **Your QAPP will be returned if it does not address each element.** However, not all elements are relevant to all projects. If a question does not apply to the project you are designing, simply note that and move on to the next element.

#### Group A: Project Management

- 1. Title & Approval Sheet
- 2. Table of Contents
- 3. Distribution List
- 4. Project/Task Organization
- 5. Problem Definition & Background
- 6. Project/Task Description
- 7. Quality Objectives & Criteria
- 8. Training
- 9. Documentation & Records

#### Group B: Data Generation & Acquisition

- 10. Network Description
- Sampling Methods
- 12. Sample Handling & Custody
- 13. Analytical Methods
- 14. Quality Control

- Instrument/Equipment Testing, Inspection & Maintenance
- 16. Instrument/Equipment Calibration & Frequency
- Inspection/Acceptance of Supplies & Consumables
- 18. Non-Direct Measurements
- 19. Data Management

#### Group C: Assessment & Oversight

- 20. Assessment & Response Actions
- 21. Reports to Management

#### Group D: Data Validation & Usability Elements

- 22. Data Review, Verification & Validation
- 23. Verification & Validation Methods
- 24. Reconciliation with User Requirement

## Wetland Field Verification Study QAPP

- Randomized sampling locations
- •USACOE Wetland Determination forms
- •WSDOE Western Washington Rating Forms
- (Attached as appendices )
- •Geotagged Photos of soil pits and soil profiles
- •Geotagged Photos in all four cardinal directions
- •EPA four Core Elements Monitoring & Assessment





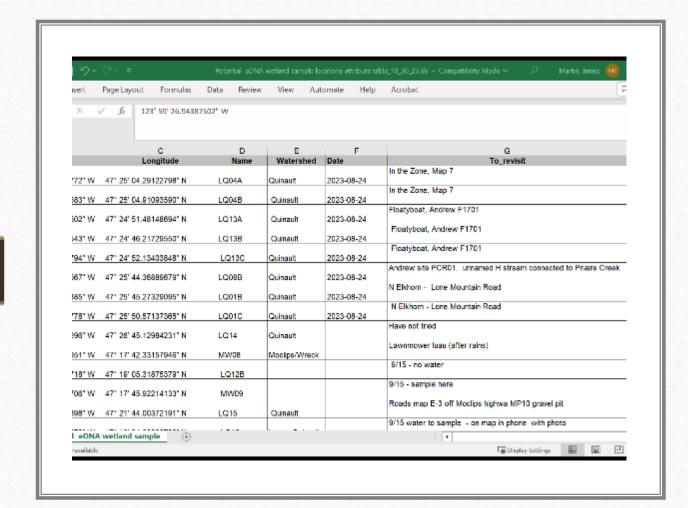




## eDNA water sampling Study

- Partnered with NWIFC
- Obtained training from NWIFC
- Used already approved sampling
- •Contacted their field labs for the labs QA/QC procedures and

(Attached as appendices)



## Valuable Lessons

- Available Studies and Literature
- Local Expert Knowledge
- Uncertainties Identified

### Valuable Lessons

- Use existing resources
- Plan AHEAD
- Start NOW
- Approval process.
- How will you manage the data?



