

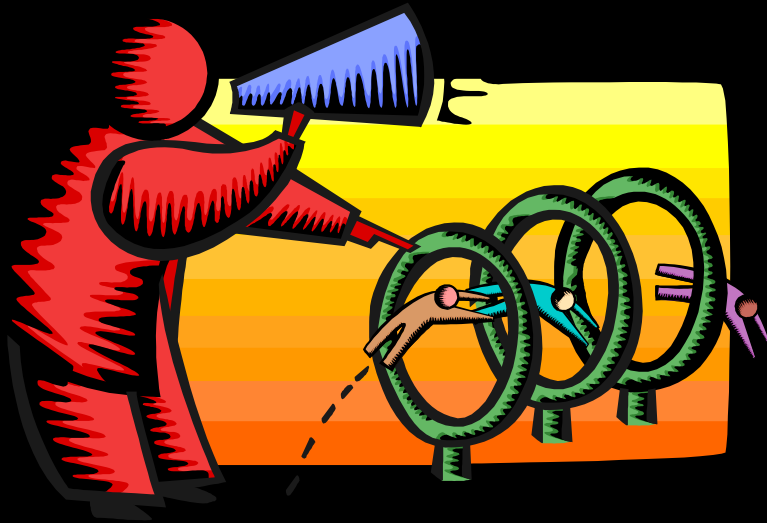
Quality Assurance Project Plans

An Example Done with SWAMP in Mind

In this Session

- Review of the QAPP Processing Outline
- A Glossary Table
- Examining an Example QAPP

The QAPP Processing Outline



- Important Features
 - Required Signatures
 - Adding Lab QA
 - Review Process
 - Who Gets Original and Copies
 - What Happens Afterwards

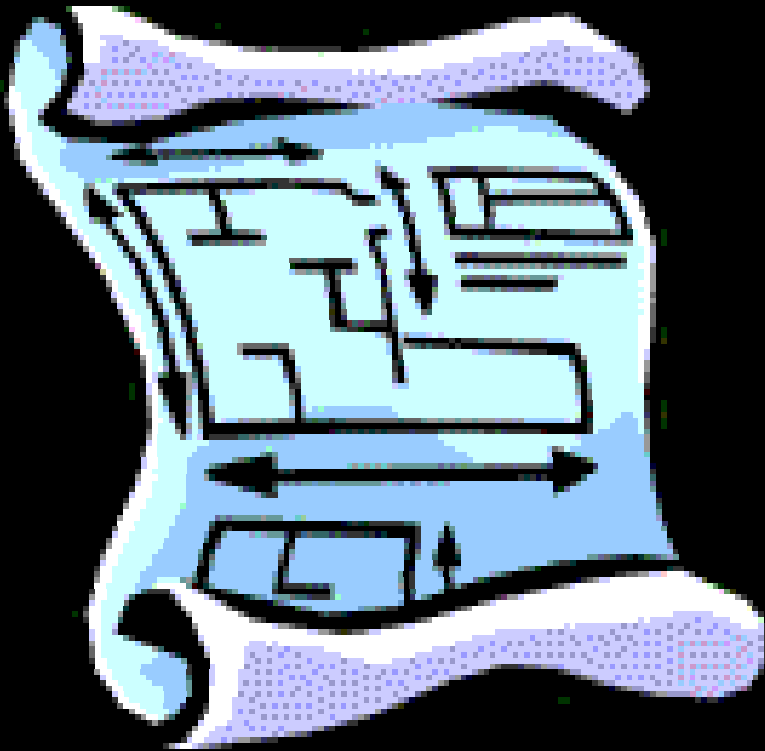
Glossary of Acronyms

- Quality Assurance Project Plan - QAPP
- Quality Assurance Officer - QAO
- Performance Based Method System - PBMS
- Data/Measurement Quality Objectives - DQO
MQO
- Standard Operating Procedures - SOP

Doe Claire Creek QAPP

Derived from the SWAMP QAPP
Template

A Word on the Template



- Self-contained
- Hyperlinked
- Introduction
- Each Section
 - Content Requirements
 - Example QAPP
 - Section Blank
- Appendices

Example Project

- Completely Fabricated
- Small Stream
- Field Sampling & Analyses, In-House Lab and Contract Lab
- PBMS Example

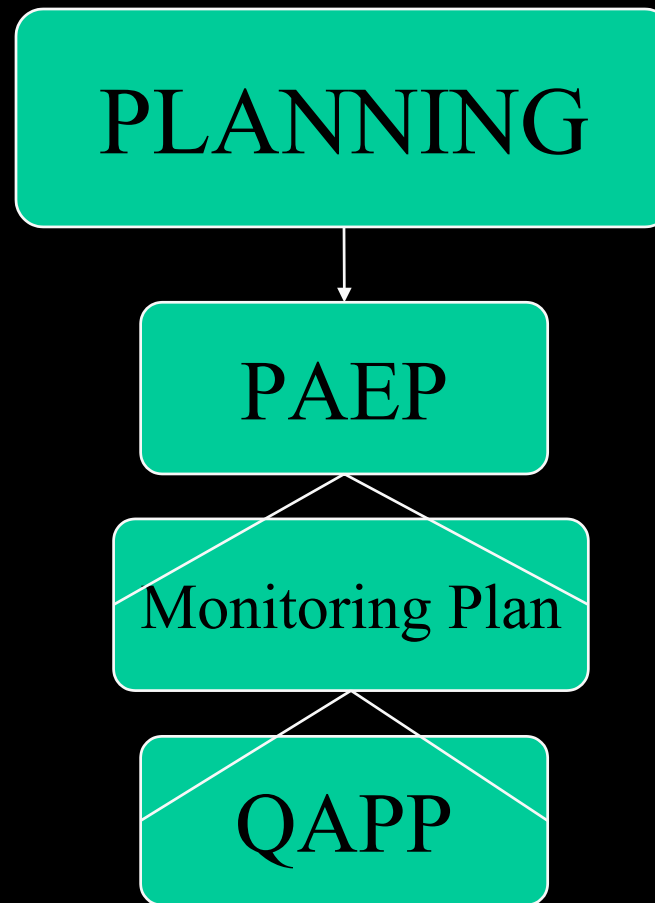


Group A: Project Management

- 1. Title and Approval Page *(4-7)*
 - Minimum Signatures Required by QAPP Processing Outline
 - Addition of Laboratory Director and QAO
- 2. Table of Contents *(8-10)*
- 3. Distribution List *(12-13)*
 - Original to State Contract Manager
 - Copies to Everyone Else

Group A Continued

- 4. Project/Task Organization **(14-17)**
- 5. Problem Definition/ Background **(18-19)**
- 6. Project/Task Description **(21-23)**



Group A Continued

- 7. Quality Objectives & Criteria for Measurement Data *(25-27)*
- The Heart of the QAPP
- SWAMP Provides DQOs
- DQOs are Found in Appendix 1 of Template *(68)*

Putting DQOs into Section 7

- Refer to Binder Material
- Appendix 1 *(68)*
- Extracted DQO Info
- Selection Process
- Final Format of Table
- Compare with Actual Table in Template *(26)*



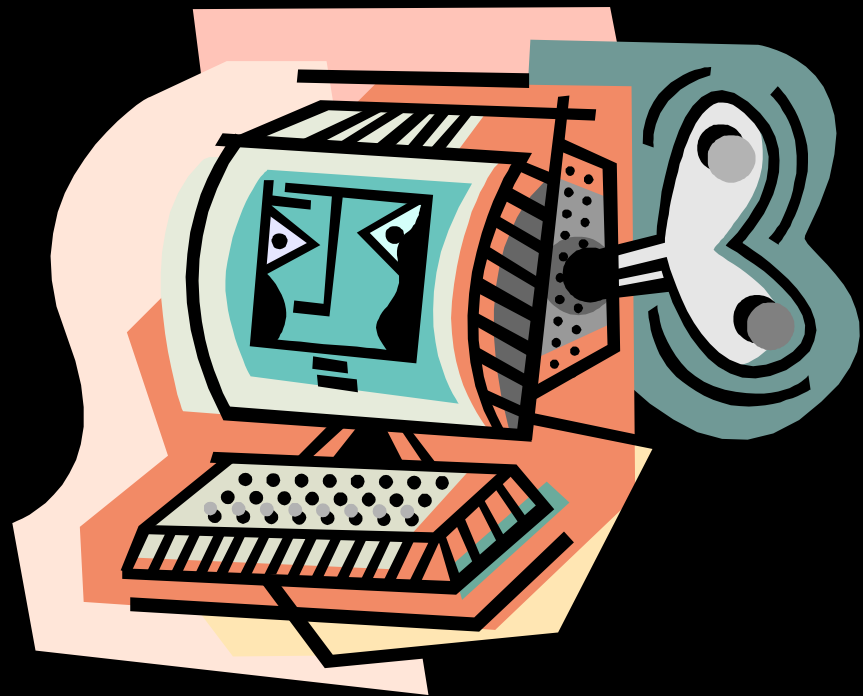
How it Looks in the QAPP



- This is Suggested Format
- What to do About Caffeine?
- Target Reporting Limits from Appendix 3 *(80)*

Previously Collected Data

- FDCC has Database Containing pH, Conductivity, Temperature, and Dissolved Oxygen
- Will Assess Database Data Against Same DQOs



Group A Continued

- 8. Special Training Needs/Certification *(28-29)*
- 9. Documents and Records *(30-31)*
- Project doesn't Need Special Training
- FDCC Provides Training to Field Crew
- FDCC Generates & Maintains Records
- FDCC Gets Records from Dusty Sink

Group B: Data Generation & Acquisition

- 10. Sampling Design *(32-33)*
- 11. Sampling Methods *(34-35)*
- 12. Sampling Handling & Custody *(36-39)*
- Three Conditions
 - Same Sites as Prior Studies
 - Focus in Mal de Mer
 - Expand at Mardi Gras
- Grab Samples
- Preservation & Handling from Appendix 2 *(71)*

Group B Continued

- 13. Analytical Methods (***41-43***)
 - Field Methods Related to Lab Method
 - Routine Methods for Bacteria and Metals
 - Caffeine by Uncommon Method (***17th ed. AOAC method 979.11***)
 - PBMS Info (***105***)

Group B Continued

- 14. Quality Control
(45-47 and Appendix 4 on page 100)
- Sampling
 - The Process
 - Contributions
- Field Measurements
- Bacterial Methods
- Reference to Dusty Sink's Program for Metals and Caffeine

Group B Continued

- 15. Instrument/
Equipment Testing
(48-49)
- 16. Instrument/
Equipment
Calibration *(50-51
and Appendix 4 on
page 100)*
- Manufacturer's
Specifications
- Damage Checks
- Method Specified
Checks
- Before Use
- Follow up Check
- Criteria

Group B Continued

- 17. Inspection of Supplies *(52-53)*
- 18. Non-Direct Measurements *(54-55)*
- Mostly Observations
- Checks of New Standards Against Old Standards
- Checks on Media
- FDCC Database

Group B - Last!

- 19. Data Management
(56-57)
- Quality of Records

Group C: Assessment and Oversight

- 20. Assessment Response and Actions *(58-59)*
 - Keeping an eye on things.
 - Near real-time assessment
 - Timely Response
 - Power to Shut Down
- 21. Reports to Management *(60-61)*

Group D: Data Validation & Usability

- 22. Data Review, Verification, and Validation (*62-63*)
- 23. Verification and Validation Methods (*64-65*)
- 24. Reconciliation with User Requirements (*66-67*)
- How did we do?

Group Exercise

- Exercise
 - Review a Different Example QAPP

