WQSAR - Project Review Checklist

PROJECT INFORMATION	
PROJECT NAME & WATERBODY PROJECT TYPE: Internal, External, Grant, Other:	DEC Project Representative
REVIEWER (if different then DEC Project Representative)	REVIEW DATE

1. Data Completeness

	QUESTION	COMMENTS
A	What is the stated completeness goal as outlined in the QAPP?	
B	Total number of expected sample measurements. (T)	**Enter value**
C	Number of invalid sample measured results (e.g., failed labratory QA). (I)	**Enter value**
D	Number of sample measurements not produced (e.g., spilled sample, etc). (NC)	**Enter value**
E	What is the final % completeness? *Auto Calculates* $$\frac{T - (I + NC)}{T} \times 100\% = Completness$$	
F	If completeness goal was not met what are the reasons and is the data still good?	

2. Representativeness & Comparability

	QUESTION	YES	NO	N/A	COMMENTS
A	Was representativeness met as outlined in the QAPP?				
B	Can the data be compared to other data collected by using standardized methods of sampling and analysis?				
C	Do the field notes and recorded field measurement parameters match the entered data? (ie: Date and time, pH, Temperature, etc)				
D	Does the data fall within expected environmental conditions?				
E	Were the correct analytical methods used for measurements and analysis (including appropriate detection limits for project)?				

3. Field Parameter Measurements

	QUESTION	YES	NO	N/A	COMMENTS
A	Were calibration logs filled out? (If not state which parameters in comments)				
B	Were there any issues noted with calibration that would affect the data? (Explain in comments)				

4. FIELD BLANKS

	QUESTION	YES	NO	N/A	COMMENTS
A	Were field or trip blanks required?				
	If so how many? How many were analyzed?				
B	Is the data quality or usability affected?				

5. SAMPLE DUPLICATES

	QUESTION	YES	NO	N/A	COMMENTS
A	How many sample duplicates were planned in total , per sampling event ?				
	Was this achieved? If not, explain possible causes and data impact. *(see specific requirements of project QAPP or other project documents.*				
B	Is the data quality or usability affected?				

If project review passes QA Checklist proceed to Data Review. If not consult with QA Officer.

Pass   Fail

6. ADDITIONAL COMMENTS