

## **NRMRL QAPP REQUIREMENTS FOR SECONDARY DATA PROJECTS**

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**GENERAL REQUIREMENTS:** Include cover page, distribution list, approvals, and page numbers.

### **0. COVER PAGE**

Include the Division/Branch, project title, revision number, EPA technical lead, QA category, organization responsible for QAPP preparation, and date.

### **1. PROJECT DESCRIPTION AND OBJECTIVES**

- 1.1 Describe the process and/or environmental system to be evaluated.
- 1.2 State the purpose of the project and list specific project objective(s).

### **2. ORGANIZATION AND RESPONSIBILITIES**

- 2.1 Identify all project personnel, including QA, and related responsibilities for each participating organization, as well as their relationship to other project participants.
- 2.2 Include a project schedule that includes key milestones.

### **3. SCIENTIFIC APPROACH**

- 3.1 Identify the secondary data needed to meet the project objective(s). Specify requirements relating to the type of data, the age of data, geographical representation, temporal representation, and technological representation, as applicable.
- 3.2 Identify the source(s) for the secondary data. Discuss the rationale for selecting the source(s) identified. If a hierarchy of sources exists for the gathering of secondary data, specify that hierarchy.

### **4. QUALITY METRICS**

- 4.1 Specify the quality requirements of the secondary data. These requirements must be appropriate for the intended use of the data. Address accuracy, precision, representativeness, completeness, and comparability, if applicable.
- 4.2 Describe the procedures for determining the quality of the secondary data.
- 4.3 If no project-specific data quality requirements exist, state this in the QAPP. If the quality of the secondary data will not be evaluated by EPA, require that a disclaimer be added to any project deliverable to indicate that the quality of the secondary data has not been evaluated by EPA for this specific application. Provide the wording for the disclaimer.

### **5. DATA ANALYSIS, INTERPRETATION, AND MANAGEMENT**

- 5.1 Identify the data reporting requirements, including data reduction procedures specific

- to the project and applicable calculations and equations.
- 5.2 Describe data validation procedures used to ensure the reporting of accurate project data.
  - 5.3 Describe how the data will be summarized or analyzed (e.g., qualitative analysis, descriptive or inferential statistics) to meet the project objective(s).
    - 5.3.1 If descriptive statistics are proposed, state what tables, plots, and/or statistics (e.g., mean, median, standard error, minimum and maximum values) will be used to summarize the data.
    - 5.3.2 If an inferential method is proposed, indicate whether the method will be a hypothesis test, confidence interval, or confidence limit and describe how the method will be performed.
  - 5.4 Describe data storage requirements for both hard copy and electronic data.

## **6. REPORTING**

- 6.1 List and describe the deliverables expected from each project participant.
- 6.2 Specify the expected final product(s) that will be prepared for the project (e.g., journal article, final report, etc.). Specify the source(s) of the secondary data in any deliverable.

## **7. REFERENCES**

Provide references either in the body of the text as footnotes or in a separate section.