The following checklist summarizes QAPP requirements for projects involving Secondary Data (Existing Data and Information). More comprehensive guidance on developing QAPPs for research projects is provided in the EPA/240/R-02/009 report titled “Guidance for Quality Assurance Project Plans ([EPA QA/G-5](https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf)).” The completed checklist will be entered into QA Track with the approved QAPP by the QA Manager when final.

## B.1 Data Acquisition and Collection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
|  |  |  | Identify the secondary data needed to meet the research objective(s). |  |
|  |  |  | Describe how the existing data/ information will be used in the research effort (e.g., augment or replace existing data/ information, verify or validate existing data/ information. |  |
|  |  |  | Specify requirements relating to the type of data, the age of data, geographical representation, temporal representation, and technological representation, as applicable. |  |
|  |  |  | Identify databases, maps and literature, and list as applicable to the research effort:  *(1) Information and data used to site or time sampling events (meteorology, geology, etc.);*  *(2) Anecdotal or other information triggering the study;*  *(3) Toxicity, exposure, and environmental fate data;*  *(4) Models and their output;*  *(5) Census data;*  *(6) GIS data*. |  |
|  |  |  | Identify any non-quality constraints on the secondary data/ information that affect its use in the research effort (e.g., legal, programmatic, privacy/ confidentiality (i.e., is it proprietary or CBI)).  *If supporting an office, region or program check on applicability of the project/decision, examples may include: CAA Credible Evidence Revisions (FR 62:36, Feb. 24, 1997) or Federal Rule of Evidence 702.*). |  |

## B.2 Data Collection and Evaluation

| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | Identify the source(s) for the secondary data. Describe the planning process for data gathering and how the project ensures that data or information collected are of sufficient quality to satisfy the needs of the research effort. |  |
|  |  |  | Describe the process for acceptance/ rejection and inclusion/ exclusion of secondary data to support research objectives (e.g., to exclude potential bias). |  |
|  |  |  | Discuss the rationale for selecting the source(s) identified. If a hierarchy of sources exists for the gathering of secondary data, specify that hierarchy. |  |
|  |  |  | Describe the procedures for determining the quality of the secondary data. Identify criteria for evaluating data or information quality (e.g., using EPA’s five General Assessment Factors or using measurement data criteria such as accuracy, precision, representativeness, completeness, and comparability).  Note: Existing published data from sources such as governmental databases which have well-documented QA/QC procedures may not require additional evaluation for quality. |  |
|  |  |  | If the quality of the secondary data will not be evaluated by EPA, state this in the QAPP and require one of the following disclaimer statements to be added to any research product requiring clearance:  *EPA is distributing this information solely as a public service. [Insert name of information source] is responsible for the quality of this information. EPA’s distribution of this information does not represent or imply endorsement by EPA.*  or;  *The research presented was not performed or funded by EPA and was not subject to EPA’s quality system requirements. The views expressed in this [article/presentation/poster] are those of the author(s) and do not necessarily represent the views or the policies of the U.S. Environmental Protection Agency.* |  |

## B.3 DATA MANAGEMENT AND DOCUMENTATION

| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | Describe the process for documenting and tracking sources used and the information that will be recorded for the secondary data collected (e.g., data source, originating organization, report title, type of information, date). |  |

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