The following checklist summarizes QAPP requirements for projects involving method development. 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 EXPERIMENTAL DESIGN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
|  |  |  | Identify the specific analyte(s) of interest and the matrix/matrices or limitations to the range of detection under study. |  |
|  |  |  | Identify the analytical approach that will be used and how it will be optimized for this study. Also describe any tests of interference and analyte stability. |  |
|  |  |  | Identify the method performance metrics (QA/QC checks) that will be used to evaluate the method, including the procedures used. These metrics could include (but are not limited to) positive and negative controls, sensitivity, precision, accuracy, recovery, linearity, specificity, robustness, and range. |  |

## B.2 SAMPLING PROCEDURES

| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- |
|  |  |  | Provide the requirements for samples including those field collected or made in the laboratory, that will be used to test the method, including matrix and presence/concentration of analytes). |  |
|  |  |  | If synthetic (i.e., laboratory-prepared) samples are used, describe the preparation of these samples. |  |
|  |  |  | If non-synthetic (i.e., real-world sample) samples are used describe the sampling design that will be used and the steps taken to assure that representative samples are collected. |  |
|  |  |  | If non-synthetic (i.e., real-world sample) samples are used discuss or reference each sampling procedure. |  |
|  |  |  | If non-synthetic (i.e., real-world sample) samples are used If non-synthetic (i.e., real-world sample) samples are used. |  |
|  |  |  | If non-synthetic (i.e., real-world sample) samples are used describe procedures for packing and shipping samples, and provisions for maintaining chain-of-custody, as applicable. |  |
|  |  |  | Specify sample preservation requirements (e.g., refrigeration, acidification, etc.) and holding times. If a holding time study will be conducted, describe the parameters of this study. |  |
|  |  |  | Describe the method for uniquely numbering each sample. |  |

## B.3 MEASUREMENT PROCEDURES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
|  |  |  | Describe in detail or reference each preparation or analytical procedure, equipment and instrumentation to be used, if known. Include steps for preparation, calibration, measurement, quality control, and reporting. |  |
|  |  |  | Include specific calibration procedures, including linearity checks and initial and continuing calibration checks, and detection limits. |  |

## B.4 METHOD PERFORMANCE METRICS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **Requirement** | **Notes** |
|  |  |  | For each method performance metric (QA/QC check) specify the frequencies for performing these checks, associated acceptance criteria, and corrective actions to be performed if acceptance criteria are not met. |  |

QAPP Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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