U.S. Environmental Protection Agency

Office of Research and Development

National Lab or Center

*Division/Branch*

Quality Assurance Project Plan (QAPP) Title:

Insert title here

QA Track ID:

*Insert QA Track ID here*

QA Category: A  B

|  |  |
| --- | --- |
| ORD National Program: |  |
| Product ID: |  |
| Output ID: |  |

|  |  |
| --- | --- |
| Research Product Deliverable ID: |  |
|  | | |

Approvals

|  |  |  |
| --- | --- | --- |
| Prepared by: |  | LCO/Div/Br |
|  | Name Date | Organization |
| Supervisor: |  | LCO/Div/Br |
|  | Name Date | Organization |
| QA Manager: |  | LCO/Div/Br |
|  | Name Date | Organization |

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# Revision History

**Do we have a good example for a revision history table?**

# Section A – Executive Summary

A.1 Introduction and Background

Briefly include information about previous work, describe the problem to be addressed, describe previous work that led to what’s coming next, etc. (What is driving the research?)

A.2 Research Approach Summary

Provide a high-level discussion of how, when, and where the project will be conducted over the duration of the study. Include any research questions or hypotheses, purpose/objectives, any dependencies (e.g., on other projects, certain funding levels, a certain measure of success at early stages of the project, etc.), and any critical issues. This could optionally include information on potential impact or customer/partner concerns. (Summarize the story of the project.)

A.3 Project Team, Roles, and Responsibilities

Provide the names, roles, and responsibilities of the persons involved in the project, and include any external partners, contractors, or other collaborators. (*If a contractor is needed but will be determined at a later date, include their role and responsibilities, but indicate TBD in place of their name*.)

A.4 Timeline and Anticipated Products

Provide an estimated timeline and anticipated products (e.g., 1 – 3 peer reviewed journal articles and a database).

## A.5 Assessment / Oversight

Keep one of the following boilerplate statements in the QAPP and delete the ones that are non-applicable:

* Publications resulting from this project will undergo ORD clearance in STICS and peer-review of the journal article(s). For QA Category B projects, no additional assessments are required to be conducted by ORD QA Managers, although it may be included in Laboratory Competency Audits or conducted as directed by management.
* In addition to ORD clearance in STICS and peer-review of the journal article(s), at least one audit by the ORD QA Staff is required for QA Category A projects. The division QA Manager and project lead have met and determined that an (indicate type of audit, see guidance at http://website for suggestions) will be conducted by the division QAM or designee at (designate schedule or include table).
* In addition to ORD clearance in STICS and peer-review of the journal article(s), an audit by ORD QA Staff has been requested by management for this QA Category B, High Profile project. The division QAM and project lead have met and determined that (indicate type of audit, see below for suggestions) will be conducted by the division QAM or designee (designate schedule or include table).

# Section B - Experimental Design

Describe the experimental design and methods used in all aspects of the study. Use as many of the follow checklists as applicable for the types of work being done. Aside from using the two main section headings below, clear conveyance of your plan is more important than format. Example QAPPs can be found at <https://intranet.ord.epa.gov/quality-assurance/QAPP-Toolbox>.

Complete the applicable checklists at <https://intranet.ord.epa.gov/quality-assurance/QAPP-Toolbox>, and submit them for review along with your QAPP when ready:

* Physical Sampling and Analysis (Measurements and Monitoring)
* Environmental Information, Qualitative Information, and Surveys
* Existing Data
* Software and Application Development (includes tools and databases)
* Model Development
* Model Application
* Design, Construction, and Operation of Environmental Technologies (e.g., pilot plants)

## B.1 Sample/Data Collection, Gathering, or Use

## B.2 Data Analysis / Statistical Design / Data Management