

Preparing a Quality Assurance Project Plan (QAPP) Section 319(h) Grants Program

A Quality Assurance Project Plan (QAPP) is a formal document that clearly identifies the environmental data collection objectives of a section 319(h) project. A QAPP provides specific details on the methods or procedures that will be used to:

- Collect and analyze the data;
- Store, manage, and report the data;
- Insures that data quality is sufficient to meet project needs; and
- Reduce the likelihood of any loss of data

Section 319(h) grant guidelines and Item #8 of your 319(h) subgrant agreement with Ohio EPA require that a QAPP **must be completed** whenever some types of new environmental data and measurements are collected as part of the grant funded project and whenever such data is used to draw environmental conclusions. **Attachment 1** provides specific examples of types of data and environmental conclusions that require a QAPP. It is important to recognize that a QAPP is required for activities other than just water quality monitoring.

If you are required to submit a QAPP, it must be completed and submitted to the Ohio EPA DSW Grant Administrator **within 90 days of the effective date of the subgrant agreement**. If you find that you may be unable to submit the document within 90 days, you must submit a formal written request (using the work plan revision request form) to extend the date. Failure to submit a QAPP in a timely manner may result in delays in payment processing and/or may disqualify some monitoring expenses.

Instructions:

Prior to completing the QAPP, please refer to the USEPA guidance document, **“Volunteer Monitor’s Guide to Quality Assurance Project Plans”** that is available on-line at <http://www.epa.gov/volunteer/qappcovr.htm>. Ohio EPA is required to use this guidance document as the basis for our review and approval of any QAPP documents submitted by Section 319(h) subgrantees. Regardless of the type of data you intend to collect, please refer specifically to Chapter 4: Elements of a QAPP to determine which elements apply to your particular project. A list of QAPP Elements is provided in **Attachment 2**.

Should you have questions regarding QAPP submission, please contact the Ohio EPA staff person in your respective District Office. **Attachment 3** provides District Office contact information or contact Rick Wilson at 614-644-2032.

Attachment 1

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Data Collection Requiring a QAPP

Examples of data collection requiring a QAPP include:

- Morphologic or hydrologic characteristics
- Surface water chemistry
- Source water monitoring¹
- Biological monitoring
- Habitat quality assessments
- Sediment sampling and analysis

Environmental Conclusions

Examples of environmental conclusions that may result from data collected as outlined in a QAPP include:

- Water Quality Attainment Status
- Actual Load Reductions vs. Estimated Load Reductions
- Bankfull Elevations
- Stream Morphology Classification
- Confirming Environmental Results of a Project
- Sediment Characterization.

¹ Examples of source water monitoring include isotope sampling; monitoring of ambient source water conditions, measuring nitrate or pesticide levels in drinking water wells, etc.

Attachment 2

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Elements of a QAPP

You should use only those elements that apply to your data collection efforts. This information is derived from the USEPA guidance document, “**Volunteer Monitor’s Guide to Quality Assurance Project Plans**”

PROJECT MANAGEMENT

1. Title and Approval Page
2. Table of Contents
3. Distribution List
4. Project/Task Organization
5. Problem Identification/Background
6. Project/Task Description
7. Data Quality Objectives for Measurement Data
8. Training Requirements/Certification
9. Documentation and Records

MEASUREMENT and DATA ACQUISITION

10. Sampling/Data Collection Process Design
11. Sampling/Data Collection Methods Requirements
12. Sample/Data Collection Handling and Custody Requirements
13. Sample/Data Analysis Methods
14. Quality Control Requirements
15. Data Collection Instrument/Equipment Testing, Inspection and Maintenance Requirements
16. Data Collection Instrument Calibration and Frequency
17. Inspection/Acceptance Requirements for Supplies
18. Data Acquisition Requirements
19. Data Management

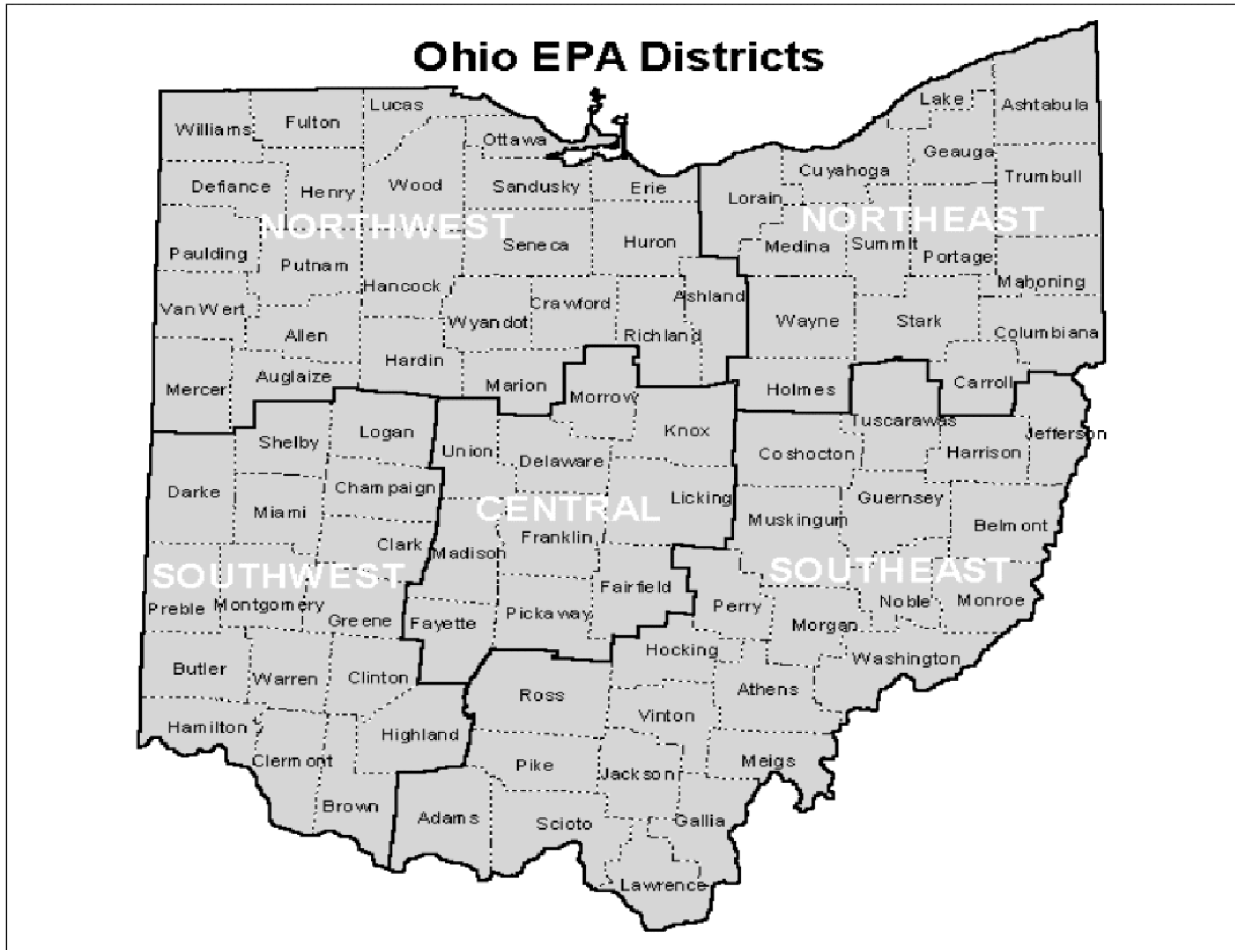
ASSESSMENT and OVERSIGHT

20. Assessment and Response Actions
21. Reports

DATA VALIDATION and USABILITY

22. Data Review, Validation, and Verification Requirements
23. Validation and Verification Methods
24. Reconciliation with Data Quality Objectives

Attachment 3



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