



QAPP Considerations - Community Air Grants

EPA Region 1
Quality Assurance Branch
10/10/2023

What is a Quality Assurance Project Plan(QAPP)?

- EPA Definition: A QAPP is a planning document related to a project that describes in comprehensive detail the necessary QA/QC requirements and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance and acceptance criteria
- More simply: A QAPP is a plan with sufficient details on planning, implementation and assessment to support the outcomes of the project.

Why do you need a Quality Assurance Project Plan(QAPP)?

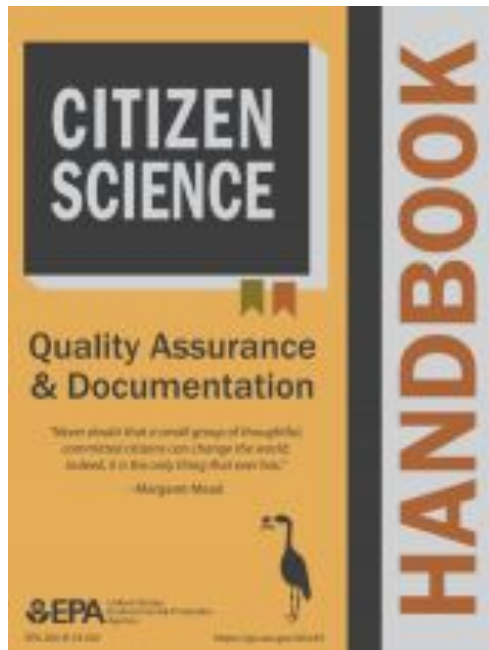
- Required for all EPA funded environmental information operations (data collection)
- Projects benefit from planning
- A QAPP provides connection between what the workplan says and how the work will be accomplished
- It gets the project team and the EPA on the same page
- Makes you consider how your project decisions will be supported – Provides Confidence!

Resources

- EPA Quality Website: <https://www.epa.gov/quality>
- Requirement document for QAPPs:
 - EPA Quality Standard (CIO2105-S-02.0) Issued in July 2023, contains minimum QAPP requirements
 - Replaces EPA Requirements for Quality Assurance Project Plans (EPA QA/R-5)
- Guidance documents for QAPPs:
 - EPA Guidance for Quality Assurance Project Plans (EPA QA/G-5)
- EPA Participatory Science <https://www.epa.gov/participatory-science>
 - Quality Assurance Toolkit

QA Handbook and Toolkit for Participatory Science Projects

Guidance, Templates, Examples



Checklists, Video Series, Guides



Things to consider

- Review and Approval before work begins
 - Follow your grant process
 - Work with your funding organization
 - Work with your project officer
- Key Elements
 - Include planning in your schedule
 - Follow the guidance
 - Match workplan to the QAPP
 - Provide enough details
 - Think about your outcomes from the start