

## 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

Federal section 319(h) grant guidelines and Item #31 of your 319(h) sub-grant 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 Ohio EPA Grant Coordinator **within 90 days of the effective date of the sub-grant 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) sub-grantees. 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 Lauren McEleney, Environmental Specialist at 614-644-2865 or the Ohio EPA NPS staff person in your respective District Office. **Attachment 3** provides District Office contact information.

## **Attachment 1**

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

#### **Data Collection Requiring a QAPP**

Examples of data collection requiring a QAPP include:

- Morphologic or hydrologic characteristics
- Surface water chemistry
- Source water monitoring<sup>1</sup>
- 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.

<sup>1</sup> 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

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

#### 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



### Ohio EPA District Office Nonpoint Source Field Staff (i.e., Ohio EPA Area Assistance Team members):

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