



Specific Instructions for Completing Quality Assurance Project Plan (QAPP)

The following instructions relate to specific elements of the template and QAPP.

1: Title Sheet:

- a. The title of the plan.
- b. The name of the organization implementing the project.
- c. Year of the project
- d. Consultant name and/or facility name
- e. Facility EIQ ID# or Permit # or Enforcement Case #

2: Table of Contents:

Revise the table of contents as necessary for the QAPP, including sections, subsections, and appendices. The table of contents should be at least as detailed as in the template.

3: Distribution List:

List individuals and organizations to be provided copies of the approved QAPP.

4: Approval Page:

Be sure that appropriate signatures with dates are obtained in all spaces provided on the approval page.

A. Project Management:

A.1 Project/Task Organization:

List key individuals involved in major aspects of the project, including consultants. Not all areas will apply to all projects. Fill in N/A to those that do not. If there are doubts, confirm with MDNR prior to submitting.

A.2 Problem Definition / Background:

State the specific problem to be solved. An example is provided for PSD monitoring. If other issues and objectives are involved rather than, or in addition to PSD, they should be described. If the project is not related to PSD, delete the PSD discussion.

A.3 Project/Task Description:

Provide a summary of all work to be performed, products to be produced, and the schedule for implementation. Provide maps or tables that show or state the geographic locations of field tasks.

A.4 Data Quality Objectives and Criteria for Measurement Data:

Measurement quality should be equal to or better than the limits of the most recent revision of 40 CFR 58, Appendix A. Specify the minimum quality assurance requirements for the control and assessment of ambient air monitoring data to be submitted.

Note: For projects that require participating in the performance evaluation program (PEP) for PM_{2.5} or lead, sufficient on-site electrical service connections for periodic third party PEP monitor collocation must be provided. Specific requirements may need to be discussed with MDNR staff during the development of the project to be sure adequate power supply is available for these third-party PEP audits.

A.5 Special Training Requirements/Certification:

Identify and describe any specialized training or certifications needed by personnel in order to successfully complete the project or task. Discuss how such training will be provided and how the necessary skills will be assured and documented.

A.6 Documents and Records:

Under the location section in the table, specify facility name and/or consultant name.

Data reports are to be submitted in hard copy and/or electronic format. Electronic submittal is preferred. For data that will be submitted to the U.S. EPA Air Quality System (AQS), the applicable AQS reporting format must be used. For data not reported to AQS, the data should be tabulated in a spreadsheet or comma-separated values (CSV) format for easy access. Copies of report narrative in PDF format are acceptable. Burning the reports to compact disk (CD) or USB flash-drive is also recommended for data submittal and archiving purposes. Site ID will be an appropriate abbreviation identifier for the project: Site A, Site B, Site C, or equivalent naming convention.

B Measurement/Data Acquisition:

Fill in the appropriate name of the facility and/or consultant SOP in each section.

B.1 Sampling Process Design:

Describe and justify the design strategy, indicating the size of the area and/or the time period to be represented by a sample.

B.2 Sampling Methods:

Describe the sampling or monitoring procedure and identify any equipment and support facilities needed.

B.3 Sample Handling and Custody:

Describe how samples or information should be physically handled, transported, and then received and held.

B.4 Analytical Methods:

Indicate what analytical methods are to be used along with validation information.

B.5 Quality Control:

Identify quality control activities needed for sampling, analysis, or measurement techniques and at what frequency.

B.6 Instrument/Equipment Maintenance and Calibration Requirements:

Identify field and laboratory equipment needing inspection and periodic maintenance and how documentation records are handled.

B.7 Inspection/Acceptance Requirements for Supplies and Consumables:

List any important supplies and acceptance criteria.

B.8 Data Management:

Identify data handling equipment and describe standard record keeping and tracking practices. Note: A default AQS identification code may be assigned to the project by APCP if reporting data to AQS is a requirement or for the purpose of uniformly identifying the parameter, method, unit, or other AQS codes.

C Assessment and Oversight:

Reports to APCP table: specify facility and/or consultant name(s) in place of (F/C).

D Data Validation and Usability:

See Template.

Appendices – EXAMPLES ARE PROVIDED IN THE TEMPLATE – REVISE AS APPROPRIATE

Appendix 1 – Organization Chart:

Provide a concise organizational chart showing the relationships and the lines of communication among all project participants.

Appendix 2 – Ambient Air Monitoring Network Site Information:

Provide information that shows the location(s) of the proposed monitoring site(s). Include maps, photographs, latitude/longitude coordinates, addresses if available, and elevations for each monitoring station. A site evaluation showing how each site meets the applicable siting criteria of 40 CFR 58 Appendix E for the applicable monitoring parameters should also be included. An example form is attached to assist with this evaluation. Alternate forms may be used.

Appendices 3-8

See Template.

Example Site Information Form

AQS Site Name _____

AQS Site Number _____

Agency Site Name/No. _____
(if different than AQS Site Name/Number)

Site Address _____

City & County _____

Site Coordinates _____
(specify lat/long or UTM)

Site Elevation (m) _____

Criteria Pollutants Monitored _____

Other Parameters _____

Nearest Meteorological Site _____
(‘on site’ is met tower present at this site)

Photographs to and from each cardinal direction attached? _____
(Yes or No)

Name(s) of Report Preparer(s) _____

Date _____

Phone Number _____

Site Map

Draw map of site and surrounding terrain and features, up to 100 meters.



Map notes

A horizontal, empty rectangular box with a thin black border, intended for writing map notes. It is positioned directly below the site map drawing area.

Monitor Information

Pollutants

Manufacturer			
Model			
Serial number			
Scale of representation MICro, MIDDle, Neighborhood, Urban			
Averaging time 1-, 8-, 24-hour			
Objective (Population, Max concentration, Background, Transport)			
Height of probe above ground(m)			
Distance from obstruction (m)			
Type of obstruction (Wall, Tree, etc)			
Distance from roadway (m)			
Unrestricted airflow (Yes, No)			
Designation (NCore, SLAMS,etc)			
Siting Criteria Met (Yes, No)			

Manufacturer			
Model			
Serial number			
Scale of representation MICro, MIDDle, Neighborhood, Urban			
Averaging time 1-, 8-, 24-hour			
Objective (Population, Max concentration, Background, Transport)			
Height of probe above ground(m)			
Distance from obstruction (m)			
Type of obstruction (Wall, Tree, etc)			
Distance from roadway (m)			
Unrestricted airflow (Yes, No)			
Designation (NCore, SLAMS,etc)			
Siting Criteria Met (Yes, No)			

Insert additional copies of table as needed

Area Information

Street Name	Traffic Count (Vehicles/day)

Direction	Predominant Land Use
North	
East	
South	
West	

Direction	Obstructions	Height (m)	Distance (m)
North			
East			
South			
West			

Note: This table is for large obstructions that affect the entire site, such as large clusters of trees or entire buildings. Individual obstructions, such as walls, single trees, other monitors, etc, should be entered in the Monitor Information table.

Direction	Topographic Features (hills, valleys, rivers, etc.)	General Terrain (flat, rolling, rough)
North		
East		
South		
West		

Comments