

## QAPP Frequently Asked Questions

### *What is a QAPP?*

A QAPP is a Quality Assurance Project Plan. Per EPA document QA/R-5, the QAPP “documents how quality assurance (QA) and quality control (QC) are applied to an environmental data operation to assure that the results obtained are of the type and quality needed and expected.”

### *When is a QAPP required?*

A QAPP must be developed and approved by the EPA for all projects that involve environmental data collection, such as direct measurements, data collection from other sources, or data compilation from computerized databases and information systems. Social data, such as data collected through surveys, is also included.

### *When should the QAPP be developed and submitted?*

A QAPP should be submitted to the EPA Chesapeake Bay Program 45 days PRIOR to any data collection or data compilation activity. The 45 days allows for required reviews by both the Bay Program and EPA Region 3.

### *What do I need to submit?*

All QAPP packages must include the QAPP draft, checklist, and signature page. The checklist and signature page templates will be provided to you by DNR. All documents should be Word files or flat PDFs to allow for the inclusion of additional signatures.

### *How do I submit my QAPP?*

Please submit your QAPP draft electronically to the Chesapeake Bay Program QA Coordinator, Durga Ghosh, Ph.D., via email to [dghosh@chesapeakebay.net](mailto:dghosh@chesapeakebay.net). Courtesy copy DNR CBIG Manager Megan Granato ([megan.granato@maryland.gov](mailto:megan.granato@maryland.gov)) on this email as well as any other QAPP related communication with the EPA.

### *Are resources available to help me develop the QAPP document?*

Yes! The EPA has a number of guidance documents that provide great detail on how to develop your QAPP, including the following:

- EPA Requirements for Quality Assurance Project Plans (EPA QA/R-5):  
[https://www.epa.gov/sites/default/files/2016-06/documents/r5-final\\_0.pdf](https://www.epa.gov/sites/default/files/2016-06/documents/r5-final_0.pdf)
- EPA Guidance for Geospatial Data Quality Assurance Project Plans (EPA QA/G-5G):  
[https://www.epa.gov/sites/default/files/documents/guidance\\_geospatial\\_data\\_qapp.pdf](https://www.epa.gov/sites/default/files/documents/guidance_geospatial_data_qapp.pdf)
- EPA Guidance for Quality Assurance Project Plans for Modeling (EPA QA/G-5M):  
<https://www.epa.gov/sites/default/files/2015-06/documents/g5m-final.pdf>

### *What if some of the QAPP components don't apply to my project?*

Because the EPA guidance was developed to apply to all types of projects, but each QAPP must be tailored to its specific project, it is entirely possible that some of the QAPP components won't apply in all situations. If that is the case, please retain the header in your QAPP draft and provide a note beneath explaining why the section isn't applicable.

*Can you share example QAPPs from other projects?*

Yes! Each QAPP must be specific to its particular project, but there may be existing QAPPs that cover similar topics and activities. If you would like some examples please email Megan Granato to inquire.

*What if I have questions?*

Please don't hesitate to reach out! Depending on the type of question you may want to contact Durga Ghosh, Megan Granato, or both.