

# NFWF Long Island Sound Futures Fund Grant Program

## Quality Assurance Project Plan Webinar

December 2022



# Webinar Instructions

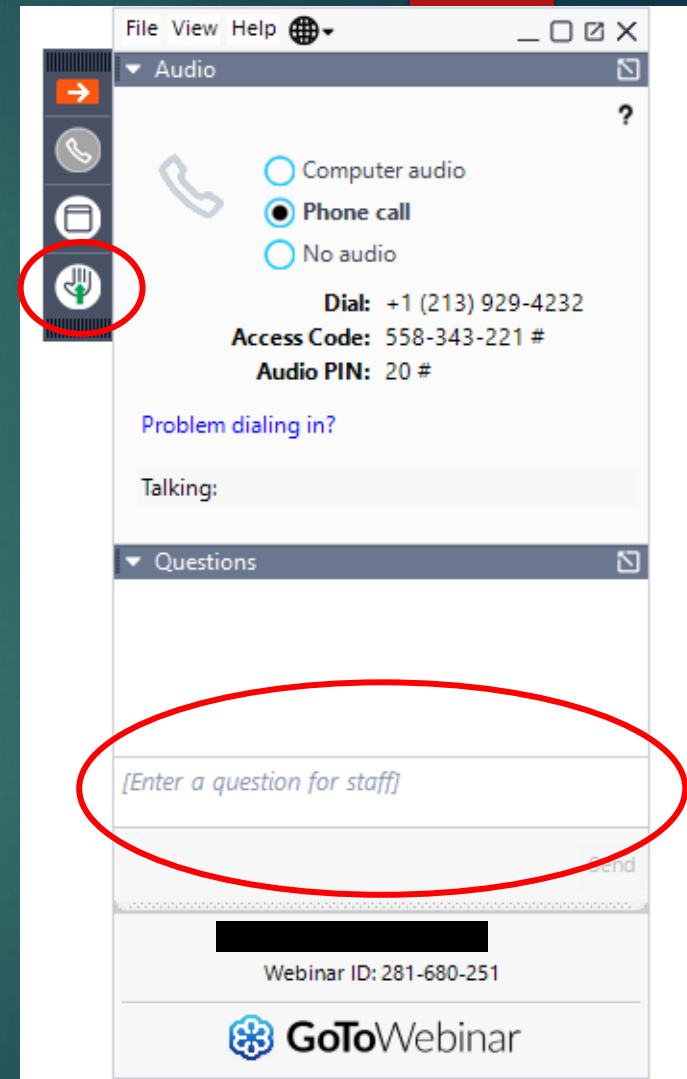
- All participants muted.
- Do not hit hold button.
- Raise “hand” on webinar guidance screen **NOW** to confirm you can hear us 😊

QUESTIONS? Questions will be collected & answered at the end of sections during the webinar.

- ✓ Type question into “Enter a question for staff” and click “Send” or
- ✓ Send question to [Victoria.Moreno@nfwf.org](mailto:Victoria.Moreno@nfwf.org) **after** webinar.

## PROBLEMS?

- ✓ Type it into the “Enter a question for staff.” We will try to resolve it during the webinar.



# Webinar Agenda

- Who? Introductions
- What? QAPP Requirement and Definition
- Why? Purpose of QAPP
- How? QAPP Development Step-by Step
- When? Timeline and Coordination with Stantec/NFWF
- Where? Submission Process to NFWF/EPA
- Finish Line – Tips to getting your QAPP completed
- Questions?



# Who? Presenters - NFWF

**Lynn  
Dwyer**

- Program Director,  
Northeast
- [Lynn.Dwyer@nfwf.org](mailto:Lynn.Dwyer@nfwf.org)

**Victoria  
Moreno**

- Coordinator, Northeast  
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- [Victoria.Moreno@nfwf.org](mailto:Victoria.Moreno@nfwf.org)



# Who? Presenters - Stantec

## Jennifer Wallace, Stantec (formerly Cardno)

- Senior Environmental Project Scientist/Project Manager
- Providing QAPP Technical Assistance to NFWF grantees since 2011
- [Jennifer.Wallace@Stantec.com](mailto:Jennifer.Wallace@Stantec.com)

## Cheryl Hennessy, Stantec (formerly Cardno)

- Senior Environmental Project Scientist/Project Manager
- Providing QAPP Technical Assistance to NFWF grantees since 2015
- [Cheryl.Hennessy@Stantec.com](mailto:Cheryl.Hennessy@Stantec.com)



# Who? Stantec Team Experience

Biological  
Assessment

Dam  
Removal/Fish  
Passage

Living  
Shorelines  
and Shellfish

Coastal Zone

Habitat  
Restoration

Water Quality

Stakeholder  
Outreach  
and Survey

Stormwater  
Management

Geospatial  
Analysis

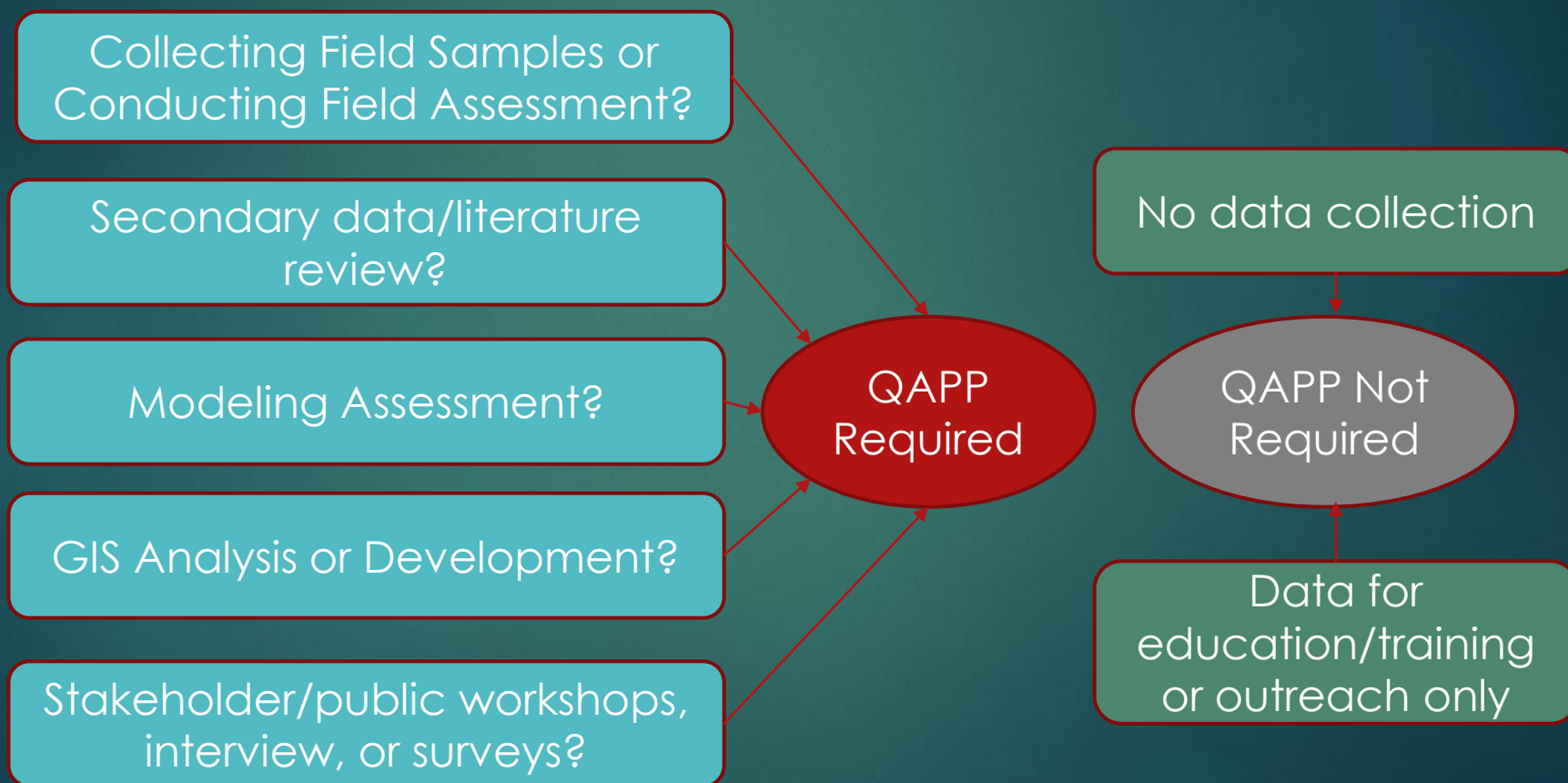


# What? LISFF QAPP Requirement

Grantees whose projects will **collect, analyze, or use primary and/or secondary environmental data for the purpose of making decisions, assessment, management or policy recommendations, or drawing conclusions** are required to submit a Quality Assurance Project Plan (QAPP) for review and comment by NFWF and review, comment and, when acceptable, approval by EPA.



# What? QAPP Requirement



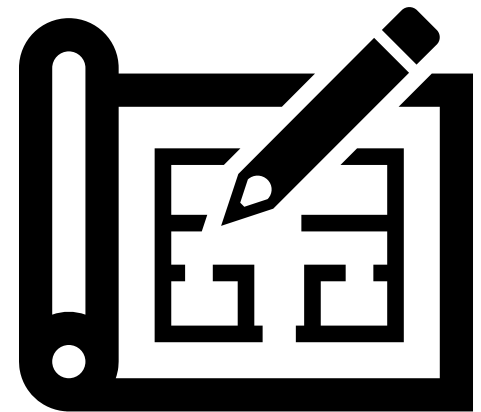


# What? QAPP Definition

Required by EPA because adequate QA/QC ensures transparency, consistency, comparability, completeness, and confidence in project recommendations and conclusions.

The QAPP documents a project's technical planning process, providing a clear, concise, and complete plan for the data collection activities.

**The QAPP is a stand-alone document that certifies data included in project recommendations and conclusions is usable.**



NFWF

# What? Environmental Data

Environmental data triggering the requirement to prepare a QAPP includes:

- **Primary data**

- information collected directly from measurements, surveys, assessments, interviews, or observations

- **Secondary/Existing data**

- data that were collected for other purposes or obtained from other sources
- includes literature reviews, stakeholder surveys, models, database queries, and geospatial analysis



Questions?



# How? QAPP Template Overview

- Multiple QAPP Templates are available to assist LISFF Grantees\*
  - ❖ Lab Fieldwork
  - ❖ Non-Lab Fieldwork, Sampling
  - ❖ Non-Lab Fieldwork, Assessment
  - ❖ Public Meetings/Surveys
  - ❖ Secondary Data, Modeling
  - ❖ Hybrids – Address Fieldwork and Non-fieldwork data collection

\*Templates in word are at:  
[nfwf.org/programs/long-island-sound-futures-fund/quality-assurance-project-plan-development-guidance](https://nfwf.org/programs/long-island-sound-futures-fund/quality-assurance-project-plan-development-guidance)



NFWF QAPP Project No.:  
Project Name:  
Date:  
Revision No.:

**[Insert Project Name, NFWF ID No., Grant Type. Complete Information in Document Header]**

## QUALITY ASSURANCE PROJECT PLAN

COMPLETED PLAN PREPARED BY:

**[Insert name here]**

**[Date]**

Refer correspondence to:

**[Name, organization, address, telephone, and email]**

***(Note to All Grantees: Instructions in this QAPP Template are given in bold, highlighted type. Make sure to complete or revise all sections and remove any underlining. Also, ERASE the instructions, including this one, as you complete the QAPP for your specific project. Make sure to define acronyms/abbreviations when they initially appear in the text (i.e. mg/L, NTU, etc.). Make changes in other places as necessary. If a section is not applicable to your project, delete the template text and replace with "N/A".)***

# How? QAPP Template Overview



## 1 PROJECT MANAGEMENT

### 1.1 CONTACT INFORMATION

[Please provide the name and phone number of project personnel as applicable. Include an Organization Chart if your project team is comprised of multiple project partners and/or more than five (5) team members. Only include project partners if they are involved in project activities discussed in the QAPP.]

All personnel listed below in Table 1 will receive copies of this Quality Assurance Project Plan (QAPP), and any approved revisions of this plan. Once approved, this QAPP will be available to any interested party by requesting a copy from the project management.

Table 1: Project Team Contact Information

Title	Name (Affiliation)	Phone Number/E-mail
Project Manager		
Primary Field Sampler		
Environmental Scientist		
National Fish and Wildlife Foundation (NFWF) Program Manager	Lynn Dwyer, NFWF	Lynn.Dwyer@NFWF.org
QA Officer [This person should not be involved in data collection.]		

[Describe the roles and responsibilities of key project team members. Key project team members would actively work on one or more phases of your project. If volunteers or students are part of the project team, summarize their role and reference to later sections of the QAPP that discuss training details (i.e., Section 1.5, 2.0). Include the names, duties, and responsibilities of all parties and/or groups involved in the key aspects of your project. Clarify the intended data user(s) for each data collection activity as applicable.]

#### [EXAMPLE ONLY – EDIT AS APPLICABLE TO YOUR PROJECT]

PROJECT MANAGER (Name) has the overall responsibility for ensuring that the project meets the project objectives and quality standards. The Project Manager will be the responsible for overseeing all activities conducted on this project including schedule adherence, budgeting, and oversight of all scope-related activities. Scope-related activities include assigning project tasks to personnel, data collection, data analysis, interpretation, communication, and final reporting. The Project Manager will also coordinate all program/project needs related to project personnel and convene periodic project-planning meetings.

### 1.2 PROJECT OBJECTIVES AND APPROACH

[Insert your condensed proposal narrative here. Modify according to your project specific objective and address the following in this section:

- Clearly state or list the objectives of your project and what the project is intended to accomplish.

# How? Template Overview



# How? Template Overview



## 1.2 Project Objectives and Approach – from proposal

- ✓ Clearly state the objectives
  - Example - *Increase collaboration and expand restoration efforts in the watershed*
- ✓ What methods/surveys/ data collection activities will achieve this outcome?
  - Example - *Landowner research, - site assessment, stakeholder interviews, watershed meetings*
- ✓ What is the geographic scope of the project? Watershed, region, city, specific sites?
- ✓ Provide background to support the project objectives and site selection
  - Example - *Recent Management Plan recommended assessing stakeholder buy-in to help build awareness about importance of land protection and stewardship in the watershed. Need to learn why landowners are not willing to increase stewardship activities land through government-assisted programs.*



# How? Template Overview

## 1.2 Project Objectives and Approach (from proposal)

- ✓ Should the project comply with agency legislation, comprehensive management plans, or organizational goals?
  - Example –County Stormwater ordinance, City Green Infrastructure Goals, USFWS Recovery Plan
- ✓ Explain the Project team - Will volunteers, students, or other individuals that require training be involved in data collection?
  - *Volunteers will collect species presence data. Must attend USFWS training in the spring*
- ✓ What are the envisioned outcome and final deliverables?
  - Example - *The project will produce a Watershed Plan that describes how our members will work together to serve the region. It will address natural resource challenges and offer strategies to increase land protection and land stewardship & other elements important to the membership, while supporting a sustainable rural economy*

## 1.3 Data Quality Objectives (DQOs)

- ▶ **Establish criteria for data quality/usability**
  - ▶ What are the procedures/limits/training/guidelines in place during data collection to ensure data can be used to meet project objectives?
  - ▶ How will you know data was collected accurately and is valid? More specifics than in section 1.2.
- ▶ **Ensure that the type, quantity, and quality of environmental data used in decision-making will be appropriate**
  - ▶ Does data need to meet compliance objectives, such as management plan requirements or engineering standards?
  - ▶ Who decided the approach for data collection/quality was appropriate? Based on what information? Previous experience? Professional qualifications?
- ▶ **Explain site selection criteria and why the sites selected for sampling are appropriate to achieve the project objectives**
  - ▶ How are sampling locations selected? When and by whom? How many sampling locations?

## How? Template Overview





# How? Template Overview

## Data Quality Objective (DQO) Examples

- ✓ Team experience and adherence to protocols.
  - *Our Data Quality Objectives are based on federal protocols established by the EPA, NRCS and USGS. Specifically, all fisheries sampling will follow EPA protocols, habitat assessments will follow NRCS visual assessment protocols, and temperature monitoring will follow USGS protocols as specified in the following sections.*
- ✓ Identifying/aligning to past project success
  - *We have successfully used this set of parameters to monitor the success of projects dating back to 2005 when we first began work in the state.*
- ✓ Compliance with project goals, regulatory requirements, and/or a management plan
  - *Comments from stakeholders collected during workshops must be relevant to the 4 project goals of enhancing resiliency, restoring habitat, improving water quality, and enhancing public recreation opportunities. Only input relevant to addressing each of these 4 goals will be included.*

# How? Template Overview

## Data Quality Objective (DQO) Examples

- ✓ Project experience in a similar geographic scope or representative area
  - *Decisions regarding the applicable management practices, are made by the professional conservation practitioners listed in the Project Team and based on the presence/absence of species through the knowledge of local staff, annual monitoring efforts, and long-term datasets.*
  - *Sites were selected because they support nesting priority shorebirds, are beaches where people recreate and provide opportunities for outreach to reduce human threats to nesting shorebirds.*
- ✓ Identification of and adherence to accepted methods and appropriate training
  - *USC staff and member districts have been trained on the Stream Corridor Assessment: A Process Guide, as well as have trained others. The field samplers have participated in stream corridor assessment guide training and were involved in the development of the guide.*
  - *Data will be usable as long as at least 80% of sediment samples are collected and analyzed using the standards outlined*

# How? Template Overview



## 1.4 Quality Assurance Objectives (QAOs)

- ▶ Specifically outline the range or rules for accepting data for use on your project.
- ▶ Key Indicators of Data Quality
  - ✓ Precision
  - ✓ Accuracy
  - ✓ Representativeness
  - ✓ Comparability
  - ✓ Completeness
  - ✓ Sensitivity
- ▶ Definitions in template
- ▶ **QAOs will vary for each project. Most projects do not need to address entire list above**



# How? Template Overview

## 1.4 Quality Assurance Objectives (QAOs)

- When reviewing a datasheet, how will you know if the data collected is wrong or cannot be used on the project?
  - *If the model values fall between 0.75 and 0.99, the model will be validated.*
  - *We expect estimates from the GIS map to be within 1 SD of the mean based on field measurements from the permanent reference markers.*
- QAOs are more specific than DQOs
  - *Based on historical data and professional experience the ammonia concentration in the location of the new analyzers could theoretically range from 0.0 mg/L (full nitrification) to approximately 24 mg/L (no nitrification)*
  - *In the event that the relative percent deviation (RPD) is greater than 20%, divers will compare notes to determine if a procedural or other error has been made.*
- QAOs for Stakeholder Data and Secondary Data may be the same as DQOs
  - *The Quality Assurance Objective is to ensure that survey responses and meeting notes meet the DQOs of being relevant to the project and geographic area, timely, in alignment with state and town guidelines, and that the meeting notes are accurate and thorough.*

# 1.4 Quality Assurance Objectives

**Table 2 Quality Assurance Objectives for Individual Measurements**

Parameter	Method	Precision	Accuracy	Phone App
Latitude/ Longitude	Mobile App	Both latitude and longitude are rounded to 6 decimal places, providing a precision up to 11.1 cm	+/- 4 m	Google Maps

**Table 2 Quality Assurance Objectives for Individual Measurements**

Parameter	Method	Possible Range (mg/L)	Target Average Daily Concentration (mg/L)
Ammonia	Analyzer	0.0 - ~24.0*	0.0 – TBD
Nitrate	Probe	0.0 – ~24.0**	0.0 – 4.0
Total Suspended Solids	Probe	2,000 – 4,000	2,800 – 3,200

# 1.4 Quality Assurance Objectives

Table 2 Quality Assurance Objectives for Individual Measurements

Parameter	Method	Detection Limit	Precision	Accuracy	Completeness
Marsh extent	Handheld GPS unit (e.g., Juniper Systems Geode receiver)	<1 m	<1 m	90% agreement between map-generated estimates of marsh width and manual measurements from permanent reference markers	100%
Marsh extent	Transect tape	0.1 m	Measurements at each stake within 1 SD of mean	90% agreement between measurements	80%
<i>Spartina alterniflora</i> stem density	Count	N/A	Samples within 1 SD of mean	90% agreement between counters	80%
<i>Spartina alterniflora</i> average stem height	Meter stick with mm increments	0.5 cm	Samples within 1 SD of mean	90% agreement between measurements	80%

# 1.4 Quality Assurance Objectives

**Table 2 Quality Assurance Objectives for Individual Measurements**

Parameter	Method	Detection Limit	Sensitivity	Precision	Accuracy	Completeness
Temperature	YSI Pro20i	-5°-55° C	0.1 ° C	±0.3° C	±0.3° C	80%
Dissolved Oxygen <sup>1</sup>	YSI Pro20i	0-20 mg/L	0.01 mg/L	±0.2 mg/L	±0.2 mg/L	80%
pH	Oakton Multi-Parameter PCSTestr 35	0.00-14.00 SU <sup>2</sup>	0.01 SU <sup>2</sup>	0.01 SU <sup>2</sup>	0.01 SU <sup>2</sup>	80%
Turbidity	Hach DR/870 colorimeter	0-1000 FAU <sup>3</sup>	1 FAU <sup>3</sup>	±2 FAU <sup>3</sup>	±2 FAU <sup>3</sup>	80%
Total Dissolved Solids	Oakton Multi-Parameter PCSTestr 35	0.0-999 ppm	0.1 ppm	±1%	±1%	80%
Nitrate-nitrogen	Hach DR/870 colorimeter	0-30.0 mg/L	0.1 mg/L	±1.7 mg/L	±1.7 mg/L	80%
Phosphate	Hach DR/870 colorimeter	0-2.50 mg/L	0.01 mg/L	±0.05 mg/L	±0.05 mg/L	80%
Conductivity	Oakton Multi-Parameter PCSTestr 35	0.0-1999 µS	0.1 µS	±1%	±1%	80%
Macroinvertebrates	D-frame net	Sieve size will be 500 microns	Family taxa level <sup>4</sup>	200 ± 40 Identifiable organisms	200 ± 40 Identifiable organisms	80%
Location	Bad Elf GPS Pro +	Decimal degrees	N/A	2.5 meters	2.5 meters	80%

# How? Template Overview



## 2.0 Data and Sample Acquisition

- ✓ What are you collecting?
- ✓ How are you collecting samples or data?
- ✓ What preparation and follow-up is involved for fieldwork?
- ✓ Who is collecting the data and what training have they received?
- ✓ What are the requirements for field instrument calibration and maintenance?

# How? Template Overview

## 2.0 Data and Sample Acquisition

- ✓ How and when are samples transported from the field to a lab?
- ✓ What is the Chain-of-Custody process for your project?

NFWF QAPP PROJECT NO.:  
Project Name:  
Date:  
Revision No.:

### SAMPLE IDENTIFICATION

All samples will be identified with a unique number and samples labeled with the following information:

- Sample ID
- Location ID
- Date
- Time
- Initials of sample collector
- Sample type (normal or QC)
- Preservative method (if any)

### [EXAMPLES ONLY – EDIT AS NEEDED]

#### FIELD MEASUREMENTS

If possible (if equipment is available), water quality parameters including **[Insert project-specific information, such as flow rate, pH, dissolved oxygen, and temperature]** will be measured prior to collecting samples for laboratory analyses. **[Note: If you will be collecting geospatial points then please note in this section and in Table 2]**

#### QC SAMPLE COLLECTION

Equipment blanks, field duplicates, and matrix spikes will be collected at a frequency of about 1 per 20 normal samples, or 1 per sampling event, whichever is greater. Matrix spikes will be collected as normal samples and will be spiked at the laboratory prior to sample preparation. **[If you are not collecting QC Samples then note that this section is not applicable, explain why, and remove references to QC samples in the boilerplate text in other sections.]**

#### FIELD INSTRUMENT CALIBRATION

Routine field instrument calibration will be performed at least once per day prior to instrument use to ensure instruments are operating properly and producing accurate and reliable data. Calibration will be performed at a frequency recommended by the manufacturer. **[Explain what instruments will be used on this project, or reference discussion elsewhere in the QAPP, and provide a reference for the manufacturer's instructions]**

#### DECONTAMINATION PROCEDURES

All field and sampling equipment that will contact samples will be decontaminated after each use in a designated area. **[If applicable, describe where the decontamination area would be and who would determine the placement for this site]**

#### FIELD DOCUMENTATION

All field activities will be adequately and consistently documented to ensure defensibility of any data used for decision-making and to support data interpretation.

Pertinent field information, including (as applicable), the **[Insert field project-specific sampling/measurement parameters, such as width, depth, flow rate of the stream, the surface water condition, crop and cultivation practices and evidence of pesticide/fertilizer or sediment management, and location of the tributaries]** will be recorded on the field sheets **[Provide field sheets as an appendix and reference here. Explain whether data would be**



# How? Data Methods

## 2.0 Data and Sample Acquisition

What tools/instruments are you using to collect the data?

What standards/ procedures are you adhering to?

Where is the collected data being stored and who is maintaining it?

Include comment or data sheets if applicable

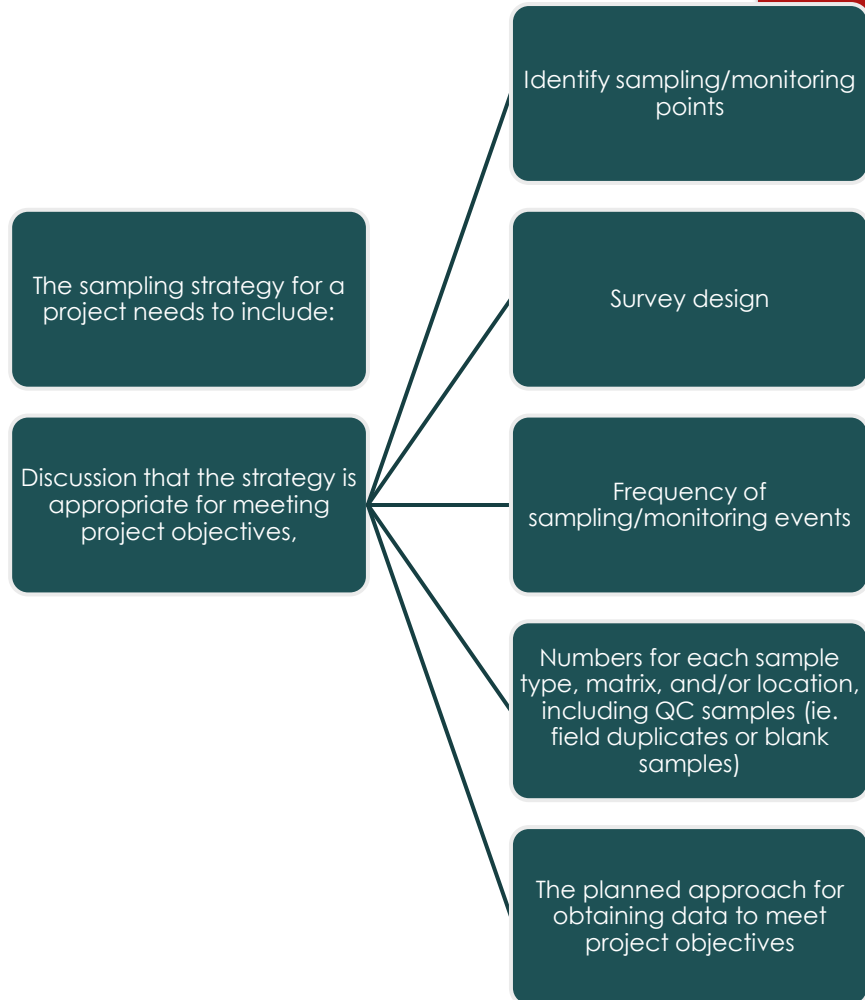
Include citations/references for methods



Photo Credit: NFWF

# How? Sampling Strategy

## 2.0 Data and Sample Acquisition



Questions?



# Secondary Data



Section 1.0 - If Secondary Data sources are known:

List potential sources in a table or add to appendix, summarize in document, and reference

Include full reference citation (author, title, year, etc.) and parameters to be evaluated



DQO/QAO - Reliability – Where did the data come from? How was it collected? What is the margin of error on their data?



DQO/QAO - Representation – How is this data related to your study? Why is it “fit for use”?



NFWF

# Bounding Secondary Data

## Secondary Data with Unknown Sources

- ✓ Who is conducting secondary data research and how?
- ✓ Explain potential sources of information (ex. NOAA precipitation data or county-level population data)
- ✓ Explain parameters to be researched (ex. property owners, soils, flood extent). Why were these parameters selected and by whom?



## ALL Secondary Data DQOs and QAOs

- ✓ Define the temporal boundaries
- ✓ How recent does it need to be?
- ✓ Will you use the most recent available data? Why or why not?
- ✓ If data layers or sources represent a varying time scale, will data be comparable?





# Geospatial Data

- ✓ **If geospatial data/layers are being collected**, the QAPP requirements are similar to secondary data requirements for QAPP compliance
- ✓ **If geospatial data/layers are being developed**, the QAPP requirements are similar to fieldwork data requirements for QAPP compliance





# Stakeholder Data

- ✓ Who are the stakeholders? How and why are they selected?
- ✓ How will they be invited to the meeting/workshop/survey and by whom?
- ✓ How long is the workshop and who will facilitate? What is the agenda?
- ✓ What information will participants be given ahead of time?
- ✓ How will notes be recorded and by whom? Who will review for accuracy?
- ✓ What type of survey will be developed?
- ✓ How will results be evaluated or tallied?



# Modeling Data

- ✓ What model is being used on the project and for what purpose?
- ✓ Who selected the model and why is it the “best fit” for this project?
- ✓ Will use of the model require specialized software or training for the project team?
- ✓ What are the inputs to the model and where will this information come from?
- ✓ What are the anticipated outputs?

# How? Template Overview

## **3.0 Analytical Requirements**

- ✓ What methods are you using for analysis?
- ✓ What preparatory methods will be used?
- ✓ SOPs can be appended and referenced to
- ✓ Provide a brief summary and reference to those documents
- ✓ Reader/reviewer should be able to clearly see how analysis will be conducted

# How? Template Overview



## 4.0 Quality Control Requirements

- ✓ How are you ensuring that you are meeting your QAOs?
- ✓ How are you defining key accuracy and precision measures in the field and/or lab?
- ✓ Identify field and laboratory QC Samples, their frequency and acceptance criteria.
- ✓ Are there any additional internal QC processes that are assuring your project?
- ✓ Who reviews data, post-collection and when does data-entry occur?
- ✓ Remember to be consistent in the document with QC information



# How? Template Overview

## 5.0 Instrumentation and Equipment Preventative Maintenance

- ✓ Applies to ALL field equipment and lab instrumentation (even binoculars)
- ✓ You may reference to equipment manuals, lab QA manual, or SOP that contains this information
- ✓ Identify details regarding calibration of instrumentation or equipment
- ✓ Identify what the corrective action is if 'out of compliance'
- ✓ Discuss if/how calibration information is logged or recorded





# How? Template Overview

## 6.1 Data Assessment Procedures

- ✓ Who reviews data for accuracy? (supported by DQO and QAO discussion)
- ✓ When is data reviewed post-fieldwork?
- ✓ How is data determined to be final and usable for project deliverables and reporting?
- ✓ How is data managed and stored?
- ✓ What is the procedure for non-compliant data?



# How? Template Overview

## **7.0 Data Verification and Usability – Self-Assessment**

- ✓ How will the project ensure that data is collected consistently?
- ✓ Periodic data assessments
- ✓ Spot-checks on data
- ✓ Photo comparisons



# How? Template Overview

## 8.0 References

- ✓ Include references in the QAPP text
- ✓ Template is for example only

## 9.0 Appendices

- ✓ Update appendix list
- ✓ Identify all appendices in the document text
- ✓ Make sure that all appendices are present when submitted
- ✓ Ensure that appendices are in the correct order (see list)
- ✓ If a lab certification is appended, make sure it is current



Questions?



# When? Timeline and Coordination with NFWF, Stantec & EPA

**QAPP is required to be completed and approved before data collection begins**

**Grantee prepare Sections 1.1 – 1.4 of QAPP template & submit to NFWF**

**NFWF submits to draft QAPP to Stantec for comprehensiveness and compliance review with EPA requirements**

**Draft submittal to Stantec (30-business day review period)**

**Stantec produces a comment matrix for QAPP draft**





# When? Timeline and Coordination with NFWF & Stantec

NFWF returns the comment matrix to grantee. If significant # of comments NFWF will set up call with Stantec and Grantee

Grantee revises draft QAPP based on comment matrix & returns it to NFWF

NFWF 2<sup>nd</sup> draft submittal to Stantec (30-day review period)

If 2<sup>nd</sup> draft ready to go NFWF packages & submits to EPA. If 2<sup>nd</sup> draft not ready to go NFWF sets up call with Stantec and Grantee

After NFWF submission, EPA review and comment (60-day review period)



# When? Timeline and Coordination with NFWF, Stantec & EPA

EPA sends comments to NFWF concerning draft QAPP to distribute to grantees

Grantee makes requested revisions from EPA to draft QAPP

NFWF re-submits draft QAPP to EPA (60-day review period)

If acceptable QA/QC, EPA notifies NFWF

NFWF notifies grantee, manages signature process, packages final QAPP and EPA LIS Futures Fund Project Officer approves QAPP



# Finish Line – Tips for Getting Your QAPP Approved

## 1. Communicate early

- Request phone call to discuss how to complete the template and/or how to address Stantec revision comments
- Review example QAPPs
- Submit Sections 1.1 – 1.4 for review before developing the rest of the QAPP



Photo Credit: NFWF



# Finish Line – Tips for Getting Your QAPP Approved



Photo Credit: NFWF

## 2.0 Develop a Readable Document

- Use correct grammar and complete sentences.
- Have qualified person write the QAPP.
- QAPP must be stand-alone document. The person reading it should be able to understand what you are doing, why, and how.
- The QAPP will be read and approved by EPA; therefore, it needs to pass compliance checks for final signature.
- Address template questions in narrative form, not Q&A.



# Finish Line – Tips for Getting Your QAPP Approved



## 2.0 Develop a Readable Document

- Informal or simple project actions need to be described (e.g., taking photos to document site conditions) in addition to complex or defined methods.
- Non-certified labs are still labs.
- Remove instructional text from QAPP template.
- Revise boilerplate text that is not relevant to your project.
- If a section or subsection is not applicable to your project, explain why. 2-3 short sentences.



# Finish Line – Most Common Problems that Lead to Delays

- 1) Vague references to project activities or incomplete project information
- 2) Not describing all data collection activities or completing all relevant sections of the template
- 3) Describing data activities not included in the project grant scope of work
- 4) Not reading directions to add, edit, or delete example text (e.g. please delete example references that do not apply to your project)
- 5) Lack of clarity in QAPP. For most projects, the same or similar information will need to be repeated in different sections. This is common and it means you need to simply reference a previous section if information is already discussed, adding additional details if applicable.



# Finish Line – Second Draft Tips



Photo Credit: NFWF

## **Schedule**

Schedule a call to address questions

## **Add**

Add responses in the comment matrix – either noting the comment was addressed OR clarifying why the comment was not applicable and providing an explanation or response

## **Track Changes**

Submit your revised QAPP draft in WORD and show track changes when complete



NFWF

# Finish Line



**Remember – your project has been awarded, approved, and funded as proposed. Your project, methods, project team, or reasoning for the project should be discussed in the QAPP. You are simply documenting and explaining the process as required by the EPA.**

**Stantec's comments are to ensure the QAPP complies with EPA requirements and is a clear, stand-alone document.**

# NFWF LISFF Grant Program

## Questions?



PHOTO CREDIT: NFWF

# Help & Feedback

**Victoria.Moreno@NFWF.org**

