NOTICE:

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PORTIONS OF THE FOLLOWING DOCUMENT ARE ILLEGIBLE

The Administrative Record Staff

FROM EPA
4 MAR 87
CEARP
Review Mtg

Quality Assurance Project Plan Review

Submitted by: _____

Date Received: _____

[illegible]

A. Document Control

B. Elements of QA Plan

1. Title Page
   - o Title
   - o Organization
   - o Approval Blocks

2. Table of Contents
   - o Introduction
   - o Listing of 16 QA components
   - o Listing of appendices
   - o Listing of recipients of plan

3. Project Description
   - o General description
   - o Flow diagrams, charts, and tables
   - o Intended use of data

4. Project Organization & Responsibility
   - o Project organization and line authority
   - o Identification of key QA personnel

5. Q.A. Objectives
   - o Precision and accuracy for each parameter
   - o Data Quality objectives

6. Sampling Procedures
   - o Techniques or guidelines used to select sites
   - o Specific procedures to be used
   - o Charts, diagrams or tables of sampling operations
   - o Containers, Reagents
   - o Sampling equipment and container preparation
   - o Sampling preservation methods and holding times
   - o Holding times
   - o Chain-of-custody
   - o Record keeping (forms, notebooks and procedures [illegible] recording)

ADMIN RECORD

A-CW-000002

"REVIEWED FOR CLASSIFICATION"
By [illegible]
Date 6/8/90"

BR [illegible]
WCMI
6-11-90

7. [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
   - Tracking forms
   - o Laboratory Operations
     - Identification of sample custodian
     - Sample custody log

8. Calibration Procedures and Frequency

9. Analytical Procedures

10. Data Reduction, Validation, and Reporting

    - o Data reduction scheme
    - o Equations to calc. conc.
    - o Data validation criteria
    - o Identification and treatment of outliers
    - o Data flow on reporting scheme

11. Internal QC checks & frequency

    Laboratory

    - o Duplicate
    - o Spikes
    - o Control charts
    - o Blanks
    - o Internal Stds
    - o QC Samples
    - o Calibration Stds
    - o Reagent checks

    Field

    - o Blind field spikes and duplicates

12. Performance and System Audits
    - o Schedule

13. Preventative Maintenance
    - o Schedule
    - o Procedures
    - o Critical components

14. Assessment Procedures for Data Acceptability

yes no

15. Corrective Action
    - o Limits
    - o Procedures
    - o Qualification of responsible personnel

14. [illegible]

C. [illegible]

D. SOP's

Reviewed _____ Date _____

Juanita J. Hillman, Ph.D.
Quality Assurance Officer