

**EPA Region 2
Quality Assurance Project Plan (QAPP)
Template Guidance**



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1.0 Introduction

2 CFR 1500.12, states that, “The recipient shall submit the written quality assurance system for EPA review. Upon EPA's written approval, the recipient shall implement the EPA-approved quality assurance system.”. For grantees receiving EPA funding to collect and use environmental information, the QAPP Template which this guidance references fulfills this requirement, as does a QAPP written using the format found in the most recent EPA QAPP Standard. These grantees may include U.S. States and Territories, Local Governments, Federally Recognized Tribal Nations, and Non-Governmental Organizations. The R2 QAPP Template may also be used for internal EPA projects, with some adjustments described in the QAPP Standard.

This document was created to provide a brief overview of the QAPP requirements for Non-Brownfields and Hazardous Waste QAPPs. QAPPs are to be submitted by the grantee only, and they will be responsible for ensuring any sub-contractors or consultants comply with the QAPP as it was approved without any modifications.

2.0 Background

As stated above, EPA-funded entities, or internal EPA projects, are required to have an approved QAPP prior to the gathering of any environmental information. In order to meet this requirement, EPA created the Environmental Information Quality Policy and Environmental Information Quality Procedure. In support of this, EPA issued the Quality Assurance Project Plan Standard (*Quality Assurance Project Plan Standard*, Directive No: CIO 2105-S-02.0, Current Version). The Standard contains all the minimum requirements of EPA funded QAPPs nationwide, to provide consistency in the gathering and reporting of environmental information.

3.0 QAPP Overview

A QAPP is a project specific plan that covers the initial planning phases of a project, through to its completion, including data reporting and storage. This differentiates a QAPP from a Quality Management Plan (QMP), which is an overarching document which describes the day-to-day quality assurance procedures of an entity, and is ongoing. A QAPP will contain background information, training, tasks to be performed, equipment needed, sampling procedures, laboratory analytical methods, data storage, data reporting, and other information. An individual with a specific independent role of reviewing data and procedures, and not a data collector themselves, is an essential component of ensuring quality assurance integrity throughout the project.

A thoroughly reviewed and approved QAPP is not only a requirement in the terms and conditions of a grant recipient, it also assists the project managers of ensuring the data collected is of the highest quality feasible, and can be used to defend data collected in the event of a challenge of the results.

4.0 QAPP Preparation

This QAPP Guidance and Template was created by the EPA Region 2 Quality Assurance Technical Support Section in order to assist QAPP authors to easily address all required elements in the QAPP Standard in an orderly, easy to understand manner. The resulting final draft will also assist QAPP reviewers in QATTS to quickly review and comment upon the QAPP to decrease the turnaround times in

the approval process so data gathering can begin with minimal time spent on writing and revising the QAPP.

While the Standard is a nationwide requirement, regions are granted some flexibility in their methods of the review and approval process. In addition to the Standard, additional QAPP assistance can be found in the EPA IT/IM Directive Guidance - *Quality Assurance Project Plan Guidance, Form Rev. 02/20/2025*, or most current edition. This guidance will contain more detailed descriptions of the required elements in the Standard, along with examples and checklists. Other relevant QA guidance can be found at www.epa.gov/quality.

The R2 QAPP Template is not required to be used when submitting QAPPs to QATSS, but it is encouraged, especially for inexperienced QAPP authors. If an alternate, specific QAPP template is available for an EPA funded project, that should be used in lieu of this template. A QAPP Checklist is also available for QAPP authors to use when writing their QAPP to ensure all elements have been met. This may be submitted along with their QAPP if they choose.

4.1 Required QAPP Elements

As referenced in the current QAPP Standard, there are 4 required Group Elements in a QAPP:

Group A: Project Management and Information/Data Quality Objectives

Element	Description
A1	Title Page
A2	Approval Page
A3	Table of Contents, Document Format, and Document Control
A4	Project Purpose, Problem Definition, and Background
A5	Project Task Description
A6	Information/Data Quality Objectives and Performance/Acceptance Criteria
A7	Distribution List
A8	Project Organization
A9	Project QAM Independence
A10	Project Organizational Chart and Communications
A11	Personnel Training/Certification
A12	Documents and Records

Group B: Implementing Environmental Information Operations

Element	Description
B1	Identification of Project Environmental Information Operations
B2	Methods for Environmental Information Acquisition
B3	Integrity of Environmental Information
B4	Quality Control
B5	Instruments/Equipment Calibration, Testing, Inspection, and Maintenance
B6	Inspection/Acceptance of Supplies and Services
B7	Environmental Information Management

Group C: Assessment, Response Actions and Oversight

Element	Description
C1	Assessments and Response Actions
C2	Oversight and Reports to Management

Group D: Environmental Information Review and Usability Determination

Element	Description
D1	Environmental Information Review
D2	Useability Determination

4.2 QAPP Template Instructions

The EPA R2 QAPP Template is the Generic QAPP Template with the minimum requirements as described in the QAPP Standard.

All elements within each group must be filled completely. When prompted, enter the required information in the boxes, brackets, or tables. For sections that do not apply to the project, enter “N/A”. Information that is already filled in using italics to give examples and preceded by e.g. or i.e. may be deleted. Do not delete or alter any other information, titles, tables, sections, etc.

5.0 References

- *Quality Assurance Project Plan Standard*, Directive No: CIO 2105-S-02.0, Current Version.
- EPA IT/IM Directive Guidance - *Quality Assurance Project Plan Guidance, Form Rev. 02/20/2025*, or most current edition.

