

Quality Assurance Project Plans (QAPPs)



MiCorps Staff

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MiCorps QA Program

- Rationale and Benefits
- Procedures and Resources
- Questions and Discussion

Why is QA Important?

- **Credibility** – state and others can trust the data
- **Organization** – insures a complete plan from program design to end use
- **Accountability** – helps to identify the source and track problems in the program
- **Confidence** – manager and participants develop faith in the program quality

MiCorps “Built-in” QA

- Automated and staff quality checks in the MDE
- Collective (today) and side-by-side training
- Macroinvertebrate ID verification by professional aquatic ecologist (Paul)
- QAPP review
- MiCorps/DNRE “seal of approval”

MiCorps QA Requirements

1. Develop QA procedures and documentation
2. Submit (**prior to first event**) a Quality Assurance Project Plan (QAPP) for MiCorps review and approval
3. Schedule a “side-by-side” site visit with Paul
4. Submit data to the MDE
5. Submit a sample collection for MiCorps ID verification



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Resources

- Newsletter
- Brochure
- Annual Conference
- MiCorps Training
- Data Collection Forms
- Quality Assurance
- About Volunteer Monitoring
- Other Resources
- News and Publications

Quality Assurance

MiCorps Documents

Programs that are either engaging in MiCorps funded monitoring projects applying for MiCorps membership, are required to submit Quality Assurance Project Plans (QAPPs). MiCorps staff will review and comment on submitted QAPPs and, if acceptable, will approve them for inclusion with program application materials. MiCorps staff ask that all program leaders follow the *QAPP Guidance* linked below when developing a QAPP. An outline to use for starting the QAPP and the staff's review checklist are also included for your use.

[QAPP Guidance Version 3.0](#) (PDF)

[QAPP Review Checklist Version 3.0](#) (PDF)

[QAPP Cover Sheet](#) (Word doc)

Additional Resources

[EPA's The Volunteer Monitor's Guide To Quality Assurance Project Plans](#)

[CSREES' Building Credibility: Quality Assurance and Quality Control for Volunteer Monitoring Programs](#) (PDF)



Header photo: Glen Lake, MI by Sean McKendall
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QAPP Sections

- A. Project Description and Quality Objectives
- B. Project Design and Procedures
- C. System Assessment, Correction and Reporting

Description and Objectives

- Program overview is straight-forward, but be complete
- Be thoughtful about Data Quality Objectives (DQO) – how do you plan to use the data?
- Pay attention to the DQO guidance and suggested language – the key to QA.

Key DQO Terms

- Precision
- Bias
- Completeness
- Representativeness
- Comparability

Design and Procedures

- Be complete and specific on procedures
- Include datasheets and other program materials as appendices
- You may combine sections, but please indicate where you vary from the guidance
- Guidance and examples are designed for macroinvertebrate/habitat programs

Assessment and Reporting

- Consider long-term and regular program assessment
- Be sure to indicate how you will report results and QA problems to MiCorps and data users
- Be specific on roles and responsibilities throughout QAPP

QAPP Keys to Success

- Think of the QAPP as a program map for your replacement
- Address all items in the guidance and checklist or tell us why it is not relevant
- Tell us what you are going to do, not what you think we want to read – it is not a compliance document

QAPP Keys to Success

- Be specific and complete, but don't cut in "filler"
- It does not have to be perfect the first time
- Plan to take sufficient time, so get started early
- Follow the QAPP Review Checklist
- When in doubt, ask us or the MiCorps community (micorps@great-lakes.net)

Questions?

- Are there any specific questions about QAPP sections?