**QAPP STANDARD CROSSWALK TOOL**
**a.k.a. How to turn an existing R-5 compliant QAPP into a new QAPP Standard compliant one**

Existing QAPPs that are coming due for revision, must be updated to comply with the new QAPP Standard and this crosswalk is intended to identify what information needs to be added or modified for the corresponding R-5 element in an existing QAPP to make that element compliant with the new QAPP Standard. This crosswalk is concerned only with changes and differences between R-5 and the new QAPP Standard that directly impact the content of a QAPP rather than focusing on any cosmetic or format changes found in the QAPP Standard. Please refer to the QAPP Standard to learn more about "the new look" of a QAPP under this new Standard.

Please note:
- Items marked with (*) identify cosmetic or formatting changes found in the new QAPP Standard that do not impact content but are provided as an FYI.
- QAPP Standard elements for which there is no equivalent or corresponding R-5 element are highlighted in yellow.
- As with R-5, if any of the new or different information now found in the QAPP Standard is adequately addressed in a separate document, continue to provide a complete reference to where this information can be found and make sure the referenced document(s) is available for review
- And as with R-5, if any of the new or different information now found in the QAPP Standard does not apply to a project, it still needs be addressed along with a brief statement explaining why

| R-5 Element | Edits/additions needed to match QAPP Standard requirements are listed below. Otherwise leave existing info as is in the current QAPP |
|---|---|
| A1. Title and Approval Sheet | Make sure the following is on the title page: <br> - *"Quality Assurance Project Plan" – regardless of any other title, these words need to be included on the title page* <br> - *Grant #, cooperative agreement #, contract # if applicable* <br> - *Date of QAPP Preparation:* <br> - *Period of Applicability:  Month-Day, Year -- Month-Day, Year* <br> - *Revision:  #* |
| A2. Table of Contents and Document Control Format | Use a document control format on each page and make it look like this: <br> *Document Title:* <br> *Version #:* <br> *Date:* <br> *Page # of total # of pages* |
| A3. Distribution List | Make sure to include the preparing organization's project manager and QA manager plus the EPA project manager and the EPA RQAM. Add any other personnel at your discretion. |

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| A4. Project/Task Organization | Be sure to identify everyone who has these responsibilities: <br> -*approval of the QAPP* <br> -*maintaining the QAPP* <br> -*executive leadership authority* <br> -*principal information user/decision maker* <br> Retitled as simply Project Organization in the new Standard and appears later in the QAPP as A8. |
| QAM Independence | This is a brand-new section so make sure to address the following for QA personnel: <br> - their oversight authority for evaluating the effectiveness of the QAPP <br> - their access to senior leadership for quality-related issues (if you have an EPA-approved QMP, reference that QMP here for this information) <br> - their independence from those who will be doing the work described in the QAPP <br> *Appears as A9 "Project QAM Independence" in the new Standard. |
| Project Organization Chart and Communications | Essentially a brand-new section making an org chart required so be sure to include the following: <br> - *solid lines for reporting and dashed lines for communication on the org chart* <br> - *minimums for the org chart are the preparing organization's senior leader, project manager and QA personnel plus the EPA project manager and the EPA RQAM; do not forget others performing work like subcontractors, laboratories, etc.* <br> - *define how differences and changes to the QAPP will be communicated:* <br>      - *who is responsible for the communication* <br>      - *how this communication will happen and in what timeframe,* <br>      - *what approvals may be needed for the differences and changes.* <br> * Appears as A10 "Project Organization Chart and Communications" in the new Standard. |
| A5. Problem Definition/Background | - Add any other planning documents prepared for the project (e.g. a field sampling plan, a work plan, etc.) <br> - If existing information applies, identify the source of this information and how it will be used here <br> *Appears as A4 "Project Purpose, Problem Definition and Background" in the new Standard. |

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| A6. Project/Task Description | - Identify any applicable regulatory programs (e.g., CWA 106)<br>- Add the products to be produced<br>- Recognize the need for a documented annual review for a project that is > 1 year and that the QAPP will be revised and resubmitted for review and approval at the end of the project period (up to five years, whatever is less) as defined on the title page if it will continue to be used<br>*Appears as A4 "Project Purpose, Problem Definition and Background" in the new Standard. |
| A7. Quality Objectives and Criteria for Measurement Data | -At a minimum make sure to discuss precision, accuracy, representativeness, completeness, comparability, and sensitivity.<br>- If using existing information, add acceptance criteria and the procedures for applying these criteria.<br>*Appears as A6 "Information/Data Quality Objectives and Performance and/or Acceptance Criteria" – keep in mind that performance criteria are for new information/data; acceptance criteria are for existing information/data. |
| A8. Special Training/Certification Requirements | Be sure to add the following information here:<br>    *- who ensures the needed training is in place and who documents this*<br>    *- how the needed training will be provided, and the needed skills ensured*<br>    *- the system or procedures that will document the training and skills* |
| A9. Documentation and Records | Essentially the same |
| B1. Sampling Process Design (Experimental Design) | Make sure to:<br>    *- identify any guidance, tools, templates, checklists, crosswalks, etc. used to develop or update the QAPP*<br>    *- describe how the planned environmental information activities will meet the project's purpose, the quality objectives, and how they will meet the performance/acceptance criteria*<br>    *- identify from where you will be getting any existing information/data if applicable*<br>*Now appears as B1 "Identification of Project Environmental Information Operations" in the new Standard. |

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| B2. Sampling Methods Requirements | If any of the following apply, be sure to now note them here:<br>    *- revision, date, and regulatory citation (if applicable) for both field and lab SOPs and methods referenced*<br>    *- any modifications to referenced field and lab SOPs and methods for the project and if different options are available in the SOPs and methods, which option(s) will be used for the project*<br><br>Also add this information:<br>    *-who is responsible for maintaining methods or procedures*<br>    *- how it will be made sure that any required lab certification/accreditation is in place and maintained*<br>    *-more details on lab corrective action to include how these corrective actions, if needed, will be managed and their effectiveness determined and documented*<br><br>Do not forget additional details for existing information/data if applicable:<br>    *- the existing information/data to be obtained*<br>    *- how the existing information/data will be used for the project*<br>    *- how it will be determined the existing information/data is acceptable for use in the project*<br>* Now appears as B2 "Methods for Environmental Information Acquisition" in the new Standard. |
| B3. Sample Handling and Custody Requirements | Essentially the same information expected.<br>* Now appears as B3 "Integrity of Environmental Information" in the new Standard. |
| B4. Analytical Methods Requirements | Essentially the same information expected.<br>* B4 was a separate section in R-5 but now appears as part of B2 "Methods for Environmental Information Acquisition" in the new Standard. |
| B5. Quality Control Requirements | Be sure to add:<br>    *- how any corrective actions needed regarding the QC requirements are documented and their effectiveness determined*<br>    *- any QC associated with existing information/data* |
| B6. Instrument/Equipment Testing, Inspection and Maintenance Requirements | Essentially the same information expected.<br>* Now appears in one section as B5 Instruments/ Equipment Calibration, Testing, Inspection, and Maintenance in the new Standard |

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| B7. Instrument Calibration and Frequency | Essentially the same information expected. <br> \* Now appears in one section as B5 Instruments/ Equipment Calibration, Testing, Inspection, and Maintenance in the new Standard |
| B8. Inspection/Acceptance Requirements for Supplies and Consumables | Be sure to add the following information: <br>     *-the services to be provided by others for the project* <br>     *-how it will be verified that services provided by others conform with the QAPP* <br>     *-how acceptability of supplies and services will be documented* |
| B9. Data Acquisition Requirements for Non-direct Measurements | This element does not appear in the new Standard but rather the information traditionally found in B9 of R-5 is now spread across several elements. <br> \* The majority of the details for existing information/data now appear in B2 "Methods for Environmental Information Acquisition" in the new Standard. |
| B10. Data Management | Do not forget to add: <br>     *- a description or reference to the document control system* <br>     *- the information/data storage system including electronic media and other repositories* <br>     *- the retrieval on electronica media* <br>     *- the process for detecting and correcting error* <br>     *- the prevention of information/data loss during the information management process* <br> \* Now appears as B7 "Environmental Information Management" in the new Standard |
| C1. Assessments and Response Actions | Make sure to add: <br>     *- who will be responsible for responding to assessment findings and how they are free from conflicts of interest* <br>     *- a description or reference for how response actions will be developed* <br>     *- how response actions will be documented, tracked, and reported* <br>     *- who will be responsible for response actions and the associated timeframe for responding* |
| C2. Reports to Management | Do not forget to add: <br>     *-who will be responsible for transmitting reports* <br>     *- how the reports will be transmitted* <br>     *- who will make sure the oversight activities and response actions (in C1) and the reporting mechanisms (in C2) are in place* |
| D1. Data Review, Validation, and | Essentially the same information expected. |

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| Verification | * D1 and D2 from R-5 now appear in one section, D1 "Environmental Information" in the new Standard |
| D2. Validation and Verification Methods | Essentially the same information expected.<br>* D1 and D2 from R-5 now appear in one section, D1 "Environmental Information" in the new Standard |
| D3. Reconciliation with User Requirements | Be sure to add:<br>- a description or reference for any planned statistical analyses<br>- who will be responsible for the data usability determination<br>* Now appears as D2 "Useability Determination" in the new Standard |