

**Great Lakes Air Deposition (GLAD) Program  
Quality Assurance Project Plan Review Checklist  
Secondary Data Analysis and Reporting Projects**

A secondary data research project involves the gathering and/or use of existing environmental data for purposes other than those for which they were originally collected. These secondary data may be obtained from many sources, including literature, industry surveys, compilations from computerized databases and information systems, and computerized or mathematical models of environmental processes. For these projects, a Quality Assurance Project Plan (QAPP) shall be prepared to include the requirements identified below. For projects involving primary data collection and/or model creation or application, the QAPP should be prepared to fulfill the requirements of the Primary Data Collection Project Checklist and/or the Modeling Project Checklist, incorporating the information below into the associated QAPP to address the secondary data analysis and reporting aspects

**PROJECT TITLE:**

**QAPP version:**

**Date Submitted for Review:**

**Date of Review:**

**Preparer:**

**Organization:**

**Reviewer:**

**Organization: Great Lakes Commission**

<input type="checkbox"/> Accepted as is	<input type="checkbox"/> Accepted, if minor issues addressed	<input type="checkbox"/> Major revision needed
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Reviewer signature	
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Element	Acceptable	Section	Comments
<b>A. Project Objectives, Organization, and Responsibilities</b>			
The purpose of the study shall be clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Project Objectives shall be clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The secondary data needed to satisfy the project objectives shall be identified. Requirements relating to the type of data, the age of data, geographical representation, temporal resolution, temporal representation, as applicable, shall be specified.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The planned approach for evaluating project objectives, including formulas, units, definitions of terms, and statistical analysis, if applicable, shall be included.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Responsibilities of all project participants shall be identified, meaning that key personnel and their organizations shall be identified, along with the designation of responsibilities for planning, coordination, data gathering, data analysis, report preparation, and quality assurance, as applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No		