

**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:

Preparer:

Reviewer:

Date Submitted for Review:

Organization:

Organization: Great Lakes Commission

Date of Review:

<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
A1. Title and Approval Sheet			
Contains project title	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicates revision number, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicates organization's name	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date signature of organization's project manager	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Dated signature of organization's QA manager present	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other signatures, as needed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
A2. Table of Contents			
Lists QA Project Plan information sections	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Document control information indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Element	Acceptable	Section	Comments
A3. Distribution List			
Includes all individuals who are to receive a copy of the QA Project Plan and identifies their organization	<input type="checkbox"/> Yes <input type="checkbox"/> No		
A4. Project/Task Organization			
Identifies key individuals involved in all major aspects of the project, including contractors	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Discusses their responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Project QA Manager position indicates independence from unit generating data	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Identifies individual responsible for maintaining the official, approved QA Project Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Organizational chart shows lines of authority and reporting responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No		
A. Project Objectives, Organization, and Responsibilities			
The purpose of the study is clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Project Objectives are clearly stated.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The secondary data needed to satisfy the project objectives are 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, are included.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Responsibilities of all project participants are identified; key personnel and their organizations are 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		