

QUALITY ASSURANCE PROJECT PLAN (QAPP) – FAQs FOR GRANTEES

GENERAL INFORMATION

1. WHAT IS A QAPP AND WHY IS IT NECESSARY?

A QAPP (Quality Assurance Project Plan) is a document that outlines how environmental data will be collected, analyzed, and used. It ensures the data's quality, reliability, and integrity, and is required for any NJDEP-funded project involving environmental data.

2. WHO IS REQUIRED TO SUBMIT A QAPP?

Any grantee whose project involves activities that collect or use environmental data, such as monitoring water, soil, or air, must submit a QAPP.

3. WHEN SHOULD I SUBMIT MY QAPP?

As early as possible! Preferably during or shortly after the grant application phase. Data collection **cannot** begin until the QAPP is reviewed and accepted.

4. HOW DO I SUBMIT A QAPP?

To submit a QAPP draft, email your grant manager the QAPP as a Word document and the appendices as separate PDFs. Use the DEP approved QAPP Template.

SAGE APPLICATION & PROCESS CHANGES

5. WHAT'S NEW IN THE SAGE APPLICATION REGARDING QAPPS?

There is now a dedicated QAPP page where you can determine if your project requires a QAPP by checking off applicable activities.

6. WHERE DO I FIND THE NEW QAPP SECTION IN SAGE?

You can find it under the "Forms Menu" in your application. The page helps guide you through selecting the activities that require a QAPP.

7. WHAT HAPPENS IF I CHECK "YES" TO NEEDING A QAPP IN SAGE?

You'll need to list the specific activities in your project that require a QAPP and begin the process of preparing and submitting your QAPP for review.

8. WHAT IF I SELECT "NO"?

You must provide justification explaining why your project does not require a QAPP.

ACTIVITIES REQUIRING A QAPP

9. WHAT TYPES OF ACTIVITIES REQUIRE A QAPP?

Examples include:

- Measuring environmental parameters (e.g., air, water, soil).
- Analytical testing of environmental conditions.
- Using environmental technologies.
- Environmental modeling or simulations.
- Use of environmental databases or tools.
- Development of environmental software.
- Calculations or analyses involving environmental data.

10. WHAT ARE SOME EXAMPLES OF ENVIRONMENTAL TECHNOLOGIES?

Technologies that measure, monitor, treat, or contain pollutants—such as wet scrubbers, soil vapor extraction, drums or ponds, and pollution prevention systems.

ACTIVITIES THAT DO NOT REQUIRE A QAPP

11. WHAT KINDS OF ACTIVITIES DON'T REQUIRE A QAPP?

- Engineering design-only calculations.
- Use of PLET or STEPL tools without monitoring.
- Educational projects where data that is collected will not be analyzed.

USING THE DEP QAPP TEMPLATE

12. WHERE CAN I FIND THE DEP QAPP TEMPLATE?

It's linked on the "Helpful Resources" slide of the presentation and will be included in the posted slide deck on the website. You can also access the template on our website here: [NJDEP | Watershed & Land Management | Forms](#).

QAPP TIMELINE & APPROVAL PROCESS

13. HOW LONG DOES QAPP APPROVAL USUALLY TAKE?

It may take **several months** due to multiple rounds of review and revision. Plan for **3-4 months** from initial submission to final approval.

14. WHAT ARE THE STEPS IN THE QAPP APPROVAL PROCESS?

1. Submit to your Grant Manager (GM).

2. GM review.
3. OQA review and feedback.
4. Revisions by the grantee.
5. Repeat reviews (as needed).
6. Final approval with signatures.

15. CAN I BEGIN DATA COLLECTION BEFORE QAPP APPROVAL?

No. Data collected before QAPP approval is not acceptable and will need to be restarted, causing delays and increased costs.

COMMON MISTAKES TO AVOID

16. WHAT HAPPENS IF I CONDUCT AN ACTIVITY REQUIRING A QAPP WITHOUT HAVING ONE?

You will have to stop sampling and monitoring immediately, restart activities (like soil sampling), and risk project delays and added expenses.

17. WHAT ARE COMMON MISTAKES DURING QAPP DEVELOPMENT?

- Not using the DEP Template.
- Not allowing 3-4 months for QAPP review and approval.
- Submitting incomplete information.
- Not clearly identifying QAPP-required activities.
- Beginning work before approval.

RESOURCES AND SUPPORT

18. WHERE CAN I GET HELP WHILE DEVELOPING MY QAPP?

You can:

1. Use the resources listed on the "Helpful Resources" slide.
2. Contact your Grant Manager.
3. Refer to the EPA guidance documents linked in the presentation.

19. WILL I HAVE ACCESS TO THE SLIDES AFTER THE PRESENTATION?

Yes, the presentation will be published on this NJDEP website for your reference: [NJDEP| Watershed & Land Management | Water Quality Restoration Grants 2025](#).