



Quality Assurance Project Plans (QAPP)

April 30, 2025



Overview

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What is a QAPP?

Quality Assurance Project Plan (QAPP)

- A document that outlines how data will be collected and managed in a grant project
- A QAPP ensures that the data is accurate, reliable, and consistent, so it can be trusted for decision

In short, a QAPP ensures that the project follows the right procedures and meets high standards for quality.





Directive No: CIO 2105-S-02.1

*Issued by the EPA Chief Information Officer,
Pursuant to Delegation 1-19*

Quality Assurance Project Plan Standard

EPA QAPP Standards

QAPPs are required for all work performed by or on behalf of EPA involving the collection, production, evaluation, or use of environmental information and the design, construction, operation, or application of environmental technology. Environmental Information includes data and information that describe environmental processes or conditions.

Project Background Summary Information *

4995 of 5000

Project Description *

Please include 1. Goals, 2. Objectives 3. Tasks

14913 of 15000

Applicant Description *

(Experience and expertise with project(s) proposed, list of project partners, and estimated amount of in-kind contributions)

1035 of 5000

Will this Project have Water Quality Monitoring that will require a QAPP? *

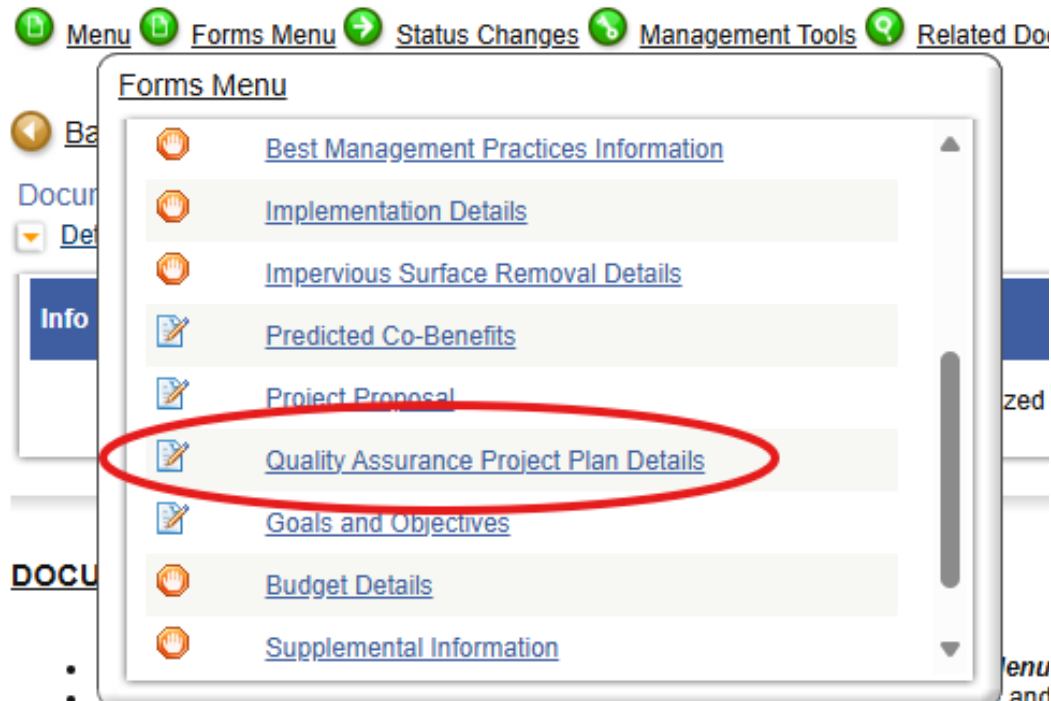
☐ Yes

☐ No

Monitoring and Evaluation Information *

SAGE Application Changes

As of April 2025, there are new changes to our SAGE Application. In previous years, SAGE only included the following regarding QAPPs.



QUALITY ASSURANCE PROJECT PLAN DETAILS

Instructions:

- Fields with an * next to them must be completed
- After entering all information, click the **SAVE** button
- To proceed to the next page, you may click the **NEXT** button
- For detailed instructions, please refer to the Request For Proposal (RFP) document

QAPPs are required for all work performed by or on behalf of EPA involving the collection, production, evaluation, or use of environmental information and the design, construction, operation, or application of environmental technology. Environmental information includes data and information that describe environmental processes or conditions.

Link to EPA QAPP Guidance: https://www.epa.gov/system/files/documents/2024-04/quality_assurance_project_plan_standard.pdf

Please identify if the project includes any of the following activities: *

- ☐ Direct measures of environmental parameters or processes (i.e., includes qualitative observation to assess hydrology, sediment and vegetation changes)
- ☐ Analytical testing results of environmental conditions (i.e. geophysical or hydrological conditions)
- ☐ Information on physical parameters or processes collected using environmental technologies
- ☐ Calculations or analyses of environmental information
- ☐ Information provided by models
- ☐ Information compiled or obtained from databases, software applications, decision support tools, websites, existing literature, and other sources
- ☐ Development of environmental software, tools, models, methods, applications
- ☐ Design, construction, and operation or application of environmental technology
- ☐ Not Applicable

Will this project have activities that will require a QAPP? *

SAGE Application Changes

Now, we have included a brand-new page to make the QAPP process easier. This will allow the grantee to determine whether a QAPP is needed during the grant application process.

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- ☐ Not Applicable

Will this project have activities that will require a QAPP?*

Grantees will now have to list the activities that require a QAPP or describe why their project does not require a QAPP.

Activities Requiring a QAPP



Direct measurements of environmental
parameters or processes

Analytical testing results of environmental
conditions (e.g., geophysical or hydrological
conditions)

Information on physical parameters or
processes collected using environmental
technologies

Information provided by models

Activities Requiring a QAPP



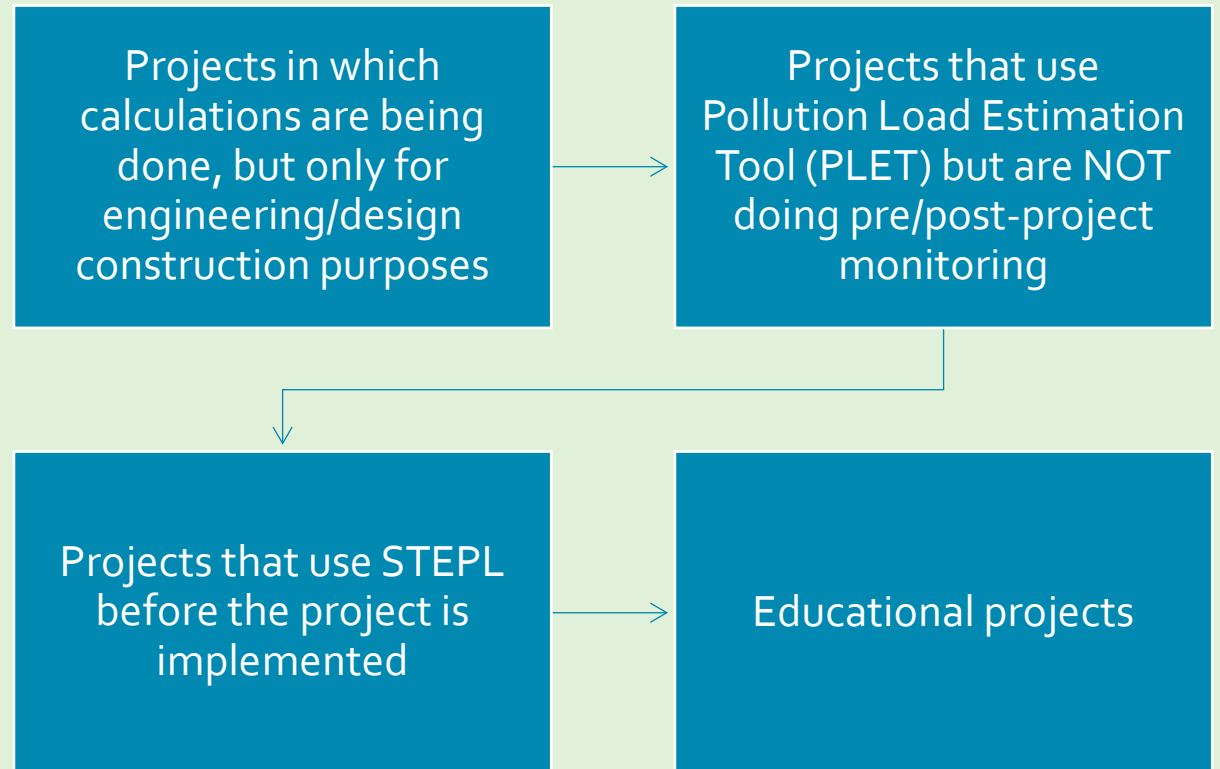
Design, construction, and operation
or application of environmental technology

Information compiled or obtained from
databases, software applications, decision
support tools, websites, existing literature, and
other sources

Development of environmental software,
tools, models, methods, applications

Calculations or analyses of
environmental information

What does *NOT* require a QAPP?



Important Note:

QAPP activities cannot be performed unless approved by OQA. The sampling conducted prior to OQA approval may need to be repeated.



DEP QAPP Template

Appendix D: Quality Assurance Project Plan (QAPP) Template New Jersey Department of Environmental Protection (NJDEP) Quality Assurance Project Plan (QAPP) Template Introduction

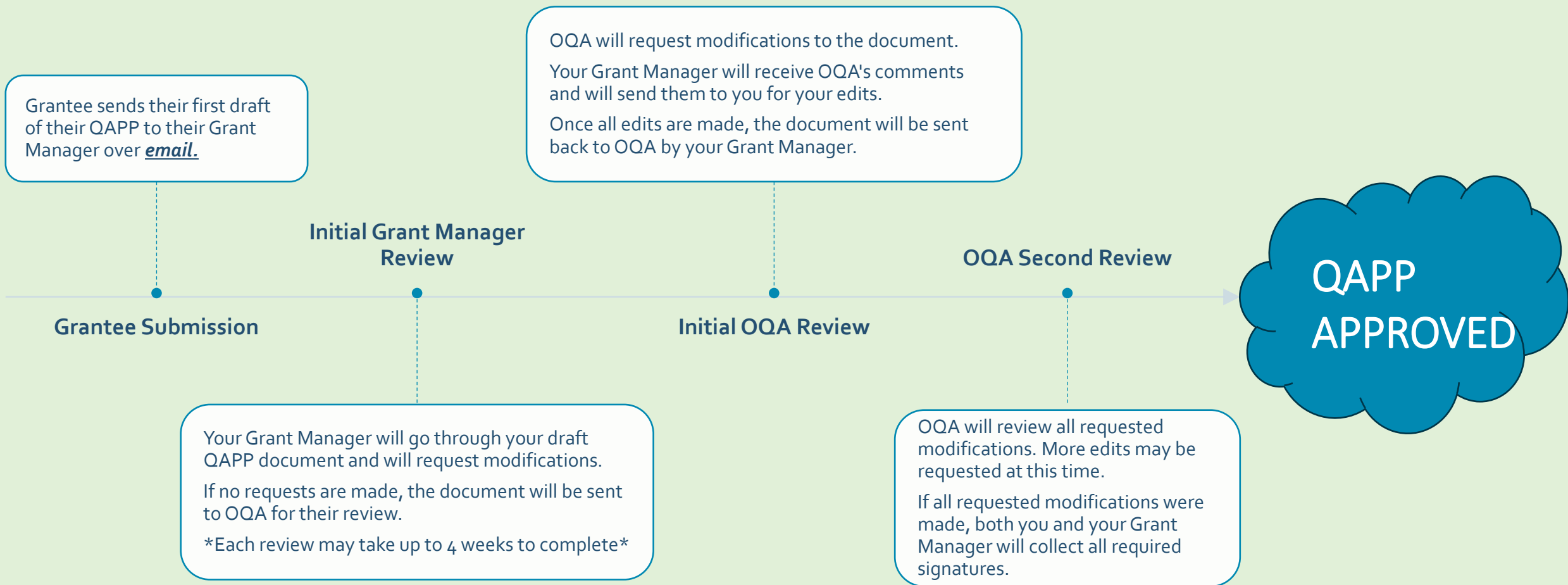
The NJDEP Office of Quality Assurance (OQA) developed this document to aid in QAPP development. It was designed following the organizational structure established in the EPA Quality Assurance Documents:

- *EPA Guidance for Quality Assurance Project Plans* (EPA QA/G-5), December 2002, EPA/240/R-02/009, <https://www.epa.gov/quality/guidance-quality-assurance-project-plans-epa-qag-5>; and
- *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), March 2001, EPA/240/B-01/003, https://www.epa.gov/sites/default/files/2016-06/documents/r5-final_0.pdf.

The OQA anticipates this template will expedite the QAPP development, review, and approval process by clarifying required QAPP elements. Please note, however, this document may not be inclusive of all requirements contained within the EPA QA documents referenced above and does not supplant any requirements contained therein. *The OQA does not require the use of this template for QAPP submittals – other formats may be used if the required information is present.*

How to use this template:

- 1) Each section contains brief introductory text describing the information to be detailed within that section. This introductory text is noted in bracketed blue italics: *[Introductory/explanatory text]*. Enter the information for your project in each section as noted.
- 2) Some sections have grey boxes in which project specific information shall be added. Fill in all grey boxes with the applicable information by clicking on the box and typing.
- 3) Some sections may not be relevant to your project (e.g., if sampling is not being done, section B2 (Sampling Methods) would not be applicable). In this case, write “Not applicable” with a very brief description of why the section is not applicable under that section heading (e.g., “Not applicable – sampling not performed during this project”). Conversely, your project may require additional sections. Add additional sections (e.g., appendices, tables, maps, etc.) at the end of the QAPP and update the Table of Contents (Section A2) accordingly.
- 4) Once you are done referencing the guidance information on this introduction page, delete this page and all *[Introductory/explanatory text]* described in 1) above before submitting the **draft** QAPP for review/approval.



General QAPP Timeline

Important Notes:

The QAPP approval process may take as long as 3-4 months to complete. If your project requires a QAPP, please plan your project timeline accordingly

The grantee should NOT submit their QAPPs on SAGE. QAPP drafts should be submitted via email ONLY.

The grantee is responsible for collecting ALL required signatures within their organization. Once collected, the Grant Manager will obtain NJDEP's internal signatures. The last signature is always OQA's.

Applied Scenario

What was done

What Happened

Sampling before obtaining a QAPP
Did not use QAPP Guidance document

Result

Data cannot be used and must be recollected
QAPP must be sent back for revisions

Effect

Cost additional resources and money
Possible delay of project completion

What should have been done

What Happened

Sampling completed after obtaining a QAPP
Made use of QAPP Guidance document

Result

Data collected can be used towards reporting and project success
All information required was submitted for review

Effect

No additional resources used
No additional money spent
No delay of project completion



- [EPA QAPP Standards](#)
- [Office of Quality Assurance Homepage](#)
- [Guidance for Quality Assurance Project Plans](#)
- [Guidance on Quality Assurance for Environmental Technology Design, Construction, and Operation](#)
- [Guidance on Environmental Data Verification and Data Validation](#)
- [NJDEP QAPP Template](#)

Helpful Resources

Contact

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Thank you!

[QAPP FAQ Document](#)



QUALITY ASSURANCE PROJECT PLAN (QAPP) – FAQs FOR GRANTEEES

GENERAL INFORMATION

- 1. WHAT IS A QAPP AND WHY IS IT NECESSARY?
- 2. WHO IS REQUIRED TO SUBMIT A QAPP?
- 3. WHEN SHOULD I SUBMIT MY QAPP?
- 4. WHAT'S NEW IN THE SAGE APPLICATION REGARDING QAPPS?