

3PSS

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To: Rich Leukroth/DC/USEPA/US@EPA
cc: David.Menotti@shawpittman.com
Subject: draft proposed QAPP list of contents for incineration testing ECAs

11/25/03 04:10 PM

Rich,

As promised, attached is a table showing how we propose to address the 24 QA elements in EPA QA/R-5. Note that this table maps QA/R-5 to the previous edition of the EPA QA guidance (EPA QAMS-005/80) and links the elements to the planned Table of Contents for the proposed QAPP for the incineration testing ECAs. This will make the QAPP for this incineration testing more consistent with the format of QAPPs used for full-scale incinerator testing programs. Moreover, please note the applicability column on the right where we note how the specific item is proposed to be addressed.

(See attached file: QAPP Proposed Contents 11-25-03.pdf)

Please note that we plan to make use of QA/R-5 as guidance in preparing the proposed QAPP where applicable.

I look forward to discussing this at our drafting committee meeting on the morning of December 10.

If you have any questions on this in the meantime, please let me know.

Best Regards,

Robert Giraud

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QAPP Proposed Contents 11-25-03.l

Quality Assurance Project Plan
Proposed Contents
DRAFT 11-25-03

QA/R-5 QAPP Guidance Element	EPA QAMS-005/80 Guidance	Applicability to Incineration Testing ECA
A1 Title and Approval Sheet	1.0 Title Page with Provision for Approval Signatures	to be included in QAPP
A2 Table of Contents	2.0 Table of Contents	to be included in QAPP
A2 Distribution List	(Not included)	not applicable
A4 Project/Task Organization	4.0 Project Organization and Responsibility	to be included in QAPP
A5 Problem Definition/Background	3.0 Project Description	addressed in ECA (Parts I, IV) and Appendix C.1 and C.2
A6 Project/Task Description	3.0 Project Description	addressed in ECA (Part V, Table 1) and Appendix C.1 and C.2
A7 Quality Objectives and Criteria	5.0 Quality Assurance Objectives for Measurement Data	to be included in QAPP
A8 Special Training/Certifications	(Not included)	not applicable
A9 Documentation and Records	(Not included)	not applicable
B1 Sampling Process Design (Experimental Design)	6.0 Sampling Procedures	addressed in Appendix C.2
B2 Sampling Methods	6.0 Sampling Procedures	addressed in Appendix C.2
B3 Sample Handling and Custody	7.0 Sample Custody	plan to elaborate on Appendix A text in QAPP
B4 Analytical Methods	9.0 Analytical Methods	addressed in Appendix D
B5 Quality Control	11.0 Internal Quality Control Checks and Frequency	addressed in Appendices C.1 and C.2 (e.g., triplicate runs + blank lab combustion

			tests) for testing + for analytical part as applicable in Appendix D
B6 Instrument/Equipment Testing, Inspection, and Maintenance	13.0 Preventive Maintenance Procedures and Schedules		not applicable to this study
B7 Instrument/Equipment Calibration and Frequency	8.0 Calibration Procedures and Frequency		flow meters of lab-scale high temperature reactor system to be addressed in QAPP; otherwise not applicable
B8 Inspection/Acceptance of Supplies and Consumables	(Not included)		not applicable
B9 Non-direct Measurements	(Not included)		not applicable
B10 Data Management	(Not included)		not applicable
C1 Assessments and Response Actions	12.0 Assessment and Response Actions and 15.0 Corrective Actions		not applicable to this study
C2 Reports to Management	16.0 Quality Assurance Reports to Management		not applicable to this study
D1 Data Review, Verification, and Validation	10.0 Data Reduction, Validation, and Reporting		addressed in Appendices C and D
D2 Verification and Validation Methods	10.0 Data Reduction, Validation, and Reporting		not applicable to this study
D3 Reconciliation with User Requirements	(Not included)		not applicable