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Robert J Giraud
<Robert.J.Giraud@USA
A.dupont.com>

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To: Rich Leukroth/DC/USEPA/US@EPA
cc: John Blouin/DC/USEPA/US@EPA, Greg Fritz/DC/USEPA/US@EPA,
david.menotti@shawpittman.com, Stephen H Korzeniowski
<Stephen.H.Korzeniowski@USA.dupont.com>, Robert C Buck
<Robert.C.Buck@USA.dupont.com>, bill.beers@omnova.com
Subject: revised appendix on ECA incin testing required content

Colleagues,

Thank you for a very helpful discussion on Friday Feb. 20. Based on the QAPP part of that discussion, I have revised what was called Appendix G and is now called Appendix F (so the order will be the last appendix per Rich's suggestion) and provided the revised appendix as follows:

(See attached file: App F QAPP Content draft 2-27-04.doc)

The header of this document is based on the convention that Rich and I worked out toward the end of the meeting on Friday.

I look forward to our discussions on the morning of Wednesday February 25 and understand that David Menotti will be sending out a call-in number shortly for that meeting/call.

Thanks again.

Best Regards,

Robert Giraud

P.S. I am in the process of finalizing the format (including editorial correction) for the other appendices as agreed on Friday.

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App F QAPP Content draft 2-27-04.d

APPENDIX F
ECA INCINERATION TESTING QUALITY ASSURANCE PROJECT PLAN (QAPP):
REQUIRED CONTENT

EPA QA/R-5 QAPP Guidance Element	Required Content of QAPP(s) for ECA Incineration Testing
A: PROJECT MANAGEMENT	
A1 Title and Approval Sheet	to be included in QAPP
A2 Table of Contents	to be included in QAPP
A3 Distribution List	to be included in QAPP
A4 Project/Task Organization	to be included in QAPP
A5 Problem Definition/ Background	to be satisfied by cross-reference to ECA (Parts I, IV) and Appendix A, C.1, or C.2, as applicable
A6 Project/Task Description	may be addressed in text for element A5
A7 Quality Objectives and Criteria	to be satisfied by cross-reference to Appendix A, C.1, or C.2 (as applicable) and to Appendix D.2 and/or D.3, as applicable
A8 Special Training/ Certifications	for facilities subject to GLP (40 CFR Part 792) under this ECA, QAPP shall state that this element is satisfied by compliance with applicable GLP requirements; for compositing facilities, to be to be satisfied by providing a statement of technical qualifications for each such facility
A9 Documentation and Records	to be satisfied by cross-reference to ECA Part XIV and Appendix E
B: DATA GENERATION AND ACQUISITION	
B1 Sampling Process Design (Experimental Design)	may be addressed in text for element A5
B2 Sampling Methods	to be satisfied by cross-reference to Appendix C.1 or C.2 (as applicable) and to Appendix D.1
B3 Sample Handling and Custody	to be included in QAPP consistent with Appendix A

B4 Analytical Methods	to be satisfied by cross-reference to analytical method descriptions in Appendices C.2, D.2, and D.3, as applicable
B5 Quality Control	to be satisfied by cross-reference to QC provisions (e.g., blanks) in Appendices A, C.1, C.2, D.2, and D.3, as applicable
B6 Instrument/Equipment Testing, Inspection, and Maintenance	to be included in QAPP in summary form for chemical analysis equipment for the analytical methods for element B4 above
B7 Instrument/Equipment Calibration and Frequency	to be included in QAPP in summary form for chemical analysis equipment for the analytical methods for element B4 above
B8 Inspection/Acceptance of Supplies and Consumables	for facilities subject to GLP (40 CFR Part 792) under this ECA, QAPP shall state that this element is satisfied by compliance with applicable GLP requirements; not applicable to other facilities
B9 Non-direct Measurements	to be satisfied by cross-reference to Appendix C.2.2
B10 Data Management	for facilities subject to GLP (40 CFR Part 792) under this ECA, QAPP shall state that this element is satisfied by compliance with applicable GLP requirements; for compositing facilities, to be to be satisfied by cross-reference to Appendix A.4
C: ASSESSMENT AND OVERSIGHT	
C1 Assessments and Response Actions	for facilities subject to GLP (40 CFR Part 792) under this ECA, QAPP shall state that this element is

	satisfied by compliance with applicable GLP requirements; not applicable to other facilities
C2 Reports to Management	for facilities subject to GLP (40 CFR Part 792) under this ECA, QAPP shall state that this element is satisfied by compliance with applicable GLP requirements; not applicable to other facilities
D: DATA VALIDATION AND USABILITY	
D1 Data Review, Verification, and Validation	to be included in QAPP consistent with Appendices A, C.1, C.2, and D.2, as applicable
D2 Verification and Validation Methods	to be included in QAPP consistent with Appendices A, C.1, C.2, and D.2, as applicable; for facilities subject to GLP (40 CFR Part 792) under this ECA, QAPP shall state that this element is satisfied by compliance with applicable GLP requirements
D3 Reconciliation with User Requirements	to be satisfied by cross-reference to Appendices C.2.5.5 and E.2, as applicable