NRMRL QAPP REQUIREMENTS FOR TECHNOLOGY ASSESSMENT PROJECTS

GENERAL REQUIREMENTS: Include cover page, distribution list, approvals, and page numbers.

0. COVER PAGE

Include the Division/Branch, project title, revision number, EPA technical lead, QA category, organization responsible for QAPP preparation, and date.

1. PROJECT DESCRIPTION AND OBJECTIVES

1.1   Describe the environmental problem, including statistics on the scope of the problem.

1.2   Identify the technology category that will be assessed and discuss the potential impacts (both positive and negative) of its use to address the environmental problem.

1.3   State the purpose of the assessment project, including the intended use of the data (e.g., any decisions that will be made), and list specific project objective(s).

2. ORGANIZATION AND RESPONSIBILITIES

2.1   Identify all project personnel, including QA, and related responsibilities for each participating organization, as well as their relationship to other project participants.

2.2   Specify the qualifications of project personnel needed to perform the technology assessment.

2.3   Include a project schedule that includes key milestones.

3. SCIENTIFIC APPROACH

3.1   Identify the parameters that will be used to assess the technology category (e.g., technical feasibility, development status, mass balance, equipment needs, capital and operating costs, baseline technology, environmental reductions and offsets, air and water emissions by technology, sustainability issues, feedstock and its contaminants, life-cycle analysis). If applicable, identify parameters as critical or non-critical to meeting the objectives of the assessment.

3.2   Identify the information, including secondary data (existing data), needed to address these parameters. Specify requirements (e.g., time periods, applicability, technological similarity) relating to the type of information, including secondary data.

3.3   Identify the source(s) for the information, including secondary data. Discuss the rationale for selecting the source(s) identified. If a hierarchy of sources exists for the gathering of information, specify that hierarchy. Specify that the source(s) will be identified in any assessment product.

4. QUALITY METRICS

4.1   Specify the quality requirements (quantitative and qualitative) of the information, including secondary data. Address accuracy, precision, representativeness, completeness, and comparability, if applicable.

4.2   Describe the procedures for determining the quality of the information, including secondary data, including how quality results will be documented.

4.3   If no project-specific quality requirements exist for the information, including secondary data, state this in the QAPP. If the quality of the information, including secondary data, will not be evaluated by EPA, require that a disclaimer be added to any project deliverable to indicate that the quality of the information, including secondary data, has not been evaluated by EPA for this specific application. Provide the wording for the disclaimer.

5. DATA ANALYSIS, INTERPRETATION, AND MANAGEMENT

5.1   Identify the reporting requirements for the information, including secondary data, including data reduction procedures specific to the project and applicable calculations and equations.

5.2   Describe validation procedures used to ensure the reporting of accurate project information, including secondary data.

5.3   Describe the process for analyzing (i.e., assessing) the information, including secondary data, and making decisions about the technology category to meet the project objective(s), including how this process will be documented.

5.4   Describe storage requirements for information, including secondary data, for both hard copy and electronic data.

6. REPORTING

6.1   Identify and describe the expected product(s).

6.2   Discuss the expected distribution of the final product(s).

7. REFERENCES

Provide references either in the body of the text as footnotes or in a separate section.