

Developing QAPPs and SOPs for Smaller Monitoring Organizations

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Why are QAPPs and SOPs Important?

- My evolution of thought
- Regulatory requirements
- Ensure data quality is sufficient for project
- Consistency
- Training



Objectives of Presentation

- Understand purpose and importance
- Hints to make development easier
- Help on deciding if addendum is best
- Ideas on making documents more useful

Start With Understanding Their Purpose

- Regulatory
- Meeting project data needs
- Documenting procedures
- Training/Refreshing



Making Development of Documents Easier

- “Don’t Re-Invent the Wheel”
- Only draft documents if CARB documents don’t address Your situation
- Find templates
- Blend the best from multiple templates
- Reference instrument manuals where possible



New Document Vs Addendum

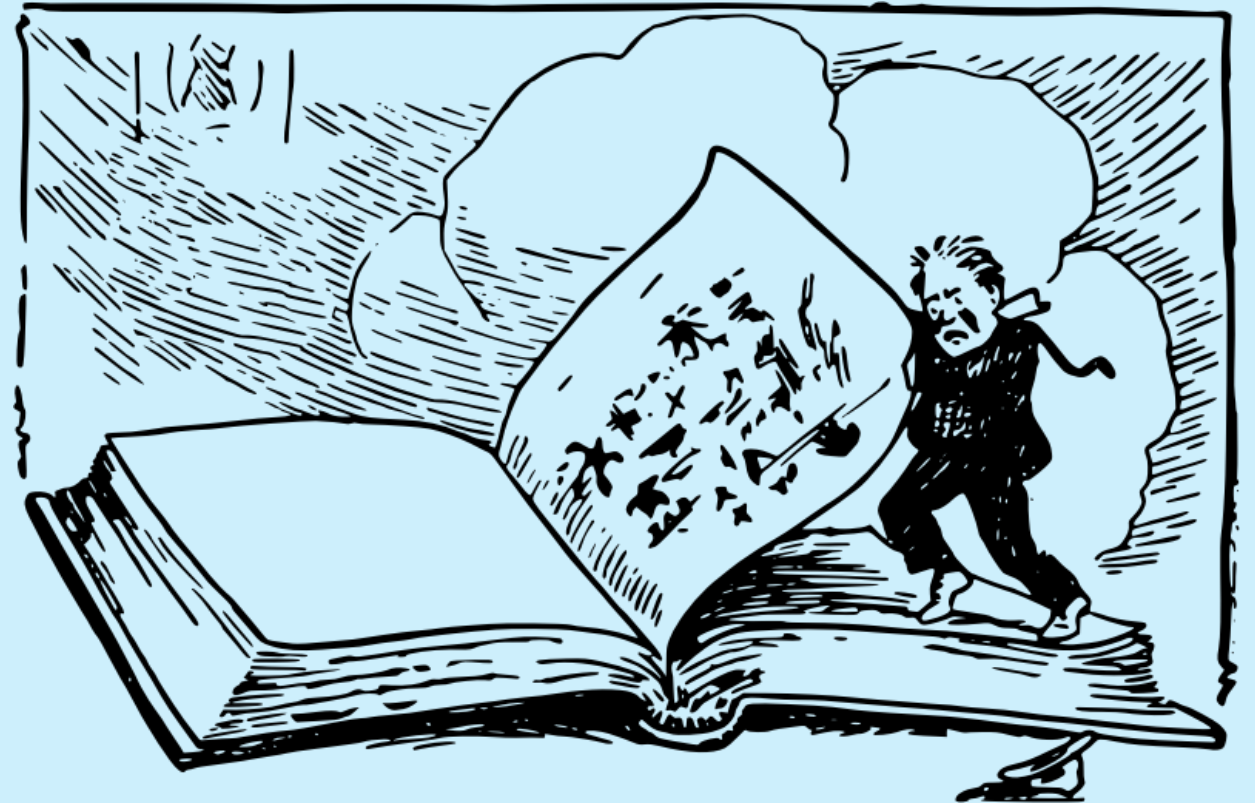
- Both approaches allowed and valid
- Look at how different Your procedure/situation is
- Addendum approach can make use of documents more difficult



Making Documents More Useful

- Acknowledge we do not want to go through large documents
- Make all documents available for use
- Update documents in real time rather than just every 3 years
- Try and integrate applicable parts of documents in forms
- Use of video clips

I know the procedure to change the sample filter is in here somewhere...



In Summary

- Remember purpose
- Approaches in developing documents
- “Don’t re-Invent the wheel”
- Make the documents useful

Resources

- CARB Document Repository
- EPA/CARB Document Check-lists
- Other State Agency Documents
- I am always willing to discuss ideas

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