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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