

## Quality Assurance Project Plan

### Removal of Phragmites and Lyme Grass from WI Lake Michigan Shoreline

**EPA Grant Funding Source:** Great Lakes Restoration Initiative GL-00E00570

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**Prepared by:** Wisconsin Dept. of Natural Resources  
Bureau of Endangered Resources

**Date:** August 17, 2011 - Revision 1

**Approvals:**

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Heidi Springborn, WDNR Project Coordinator

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Mark Martin, WDNR Project Officer

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Donalea Dinsmore, WDNR Quality Assurance Coordinator

*Liz Blume 8/19/11*  
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Louis Blume, GLNPO Quality Officer

*Jennifer Conner 8/19/11*  
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Jennifer Conner, GLNPO Project Officer

\* subject to minor comments outlined in 8/19/11 memo attached.

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TO: JENNIFER CONNOR, PROJECT OFFICER  
FROM: LOUIS BLUME, QUALITY ASSISTANCE MANAGER

*YJ Blume 8/19/11*

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
GREAT LAKES NATIONAL PROGRAM OFFICE  
77 WEST JACKSON BOULEVARD  
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SUBJECT: REVIEW OF QUALITY ASSURANCE PROJECT PLAN FOR "REMOVAL OF  
PHRAGMITES AND LYME GRASS FROM WI LAKE MICHIGAN SHORELINE"

GRANT #: GL00E00570

DATE: AUGUST 18, 2011

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#### **DRAFT REVIEW**

A review was conducted on the revised draft Quality Assurance Project Plan (QAPP) for "Removal of Phragmites and Lyme Grass from WI Lake Michigan Shoreline," Revision 1 (dated August 18, 2011). This revised version addresses some of the comments provided in the previous review (dated June 2, 2011). Some comments and recommendations made in the previous review still remain and are included in the following Comments section. A "Response to Comments" may be beneficial during subsequent draft submittals if the comments listed in this review are not applicable to the project.

It is suspected that although these required components are not documented within the Plan, they are still being carried out within the project. It is simply a matter of ensuring these detail are included within this documentation.

The subject QAPP was reviewed against instructions in *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), EPA/240/B-01/003, March 2001 (<http://www.epa.gov/quality/qs-docs/r5-final.pdf>).

#### **Comments**

1. **Distribution List [QAPP Element A3]:** In some instances, organizations rather than individuals are named. Please include the exact individuals who will be receiving the QAPP.
2. **Project/Task Organization [QAPP Element A4]:** Please include GLNPO QA Manager. It also would be beneficial to have the titles on the approval sheet match the titles within this section.

The organizational chart should provide the exact individuals participating in the project, as well as their title and affiliation. Please refer to Figure 3 of EPA QA/G-5 for an example chart.

This section identifies Heidi Springborn as providing “overall project QA/QC,” which is contrary to the approval sheet which lists Donalea Dinsmore as project QA manager.

3. **Quality Control Requirements [QAPP Element B5]:** Please include procedures used to calculate QC statistics (e.g., precision, bias, accuracy).
4. **Assessments and Response Actions [QAPP Element C1]:** The QAPP does not provide information on planned assessments. The QAPP should provide some detail on how you will verify that the project actions are implemented as defined in the QAPP and workplan.
5. **Reports to Management [QAPP Element C2]:** Reports are mentioned, but are not specific to the reporting requirements established in the grant agreement. Please cite the grant agreement reporting requirements, which also include GLAS reporting.
6. **Data Review, Verification, and Validation [QAPP Element D1]:** The QAPP should include a process for the checking of data entry from the field data sheets into the project database to ensure accuracy of data transfer. This is often expressed in terms of a percentage of data records that will be checked (e.g., 75%, 90%, 100%) by another individual who did not conduct the initial data entry. Please refer to section 2.4.1 of EPA QA/G-5 for more information on what information should be included within this section.