

Time Table for Quality Assurance Project Plan (QAPP) Approval

An organization may start work on their project once the grant agreement has been approved. Before any monitoring work can be started, however, a QAPP must be submitted, reviewed, and approved by EPA. The following timetable is intended to help estimate start time for monitoring.

<u>QAPP Development</u>	<u>Time From Contract Approval</u>
1. Organization prepares QAPP with assistance from DES.	2 months
2. DES QAPP Coordinator reviews drafts of QAPP. Grant recipient revises QAPP as needed.	5 months
3. DES QA Manager reviews QAPP.	5½ months
4. EPA reviews QAPP.	6 months
5. Incorporation of the changes (if any) suggested by EPA after their review in preparation for re-submittal to EPA.	6½ months
6. EPA re-review of QAPP (if necessary).	7 months
7. EPA approval.	8 months

Total time to develop, write, and have a QAPP approved by EPA is approximately **4 – 12 months**. The time frame largely depends on the initiative of the grant recipient to write and revise the QAPP. Once EPA has approved the QAPP, data collection work may begin. Organizations planning to conduct water quality monitoring as part of their project should plan for up to **1 year** of lag time between proposal submittal and the start of monitoring. This time frame can be compressed if the organization can begin work on the QAPP prior to contract approval, provided the organization does not require funding for the QAPP.