

INSTRUCTIONS FOR COMPLETING
Quality Assurance Plan and Standard Operating Procedure for pH Analysis Only

Quality Assurance Plan (QAP)

In order to complete the Quality Assurance Plan for your facility: insert; update or verify all of the items listed below. These items are **SHADED** in the QAP document.

- Cover Page: Insert Facility Name and KPDES Permit #
 Date Prepared and Version Number
 Name of Organization developing the QAP; Address; Phone/Email
 Name of Facility/Organization; Address; Phone/Email
 Date QAP Prepared; Applicable Revision Date; Revision Number
- Page 2: Header – Project Name (or name of facility)
 Signatures, appropriate titles, printed name and organization
 Update footer if appropriate
- Page 4: Complete either the Organization Table or Chart with key personnel. Delete the unused item.
- Page 6: Section 2.3.3 – Verify the bullets provided reflect your instrument calibration log
 Section 2.4 – Data retention may also be stored be electronically; verify
 Section 2.4 – Verify Field Activities are accurate for intended use
 Section 2.4 – Insert where field documents will be stored
 Section 2.5 – Insert KPDES Permit Number(s)

Standard Operating Procedure (SOP)

In order to complete the Quality Assurance Plan for your facility: insert; update or verify all of the items listed below. These items are **SHADED** in the QAP document.

- Cover Page: Insert Facility Name
 Signatures, appropriate titles, printed name and organization