

DRAFT 1
(January, 2007)

QAPP LITE

**The Supplement to a Grant Work Plan
that Fulfills the Requirements of a
Quality Assurance Project Plan (QAPP)**

EPA Region 1
Office of Assistance and Pollution Prevention

Introduction

When combined with a grant work plan and a QAPP Signature Page, QAPP LITE helps complete a package that provides the planning and environmental data assurance information included in a full-fledged Quality Assurance Project Plan (QAPP). While the project plan addresses most of a QAPP's planning requirements (e.g., project descriptions and tasks, timeline, deliverables, staff qualifications and budget), QAPP LITE provides the required information on data collection and information quality. The following draft text provides a sample QAPP LITE for a fictitious grantee.

QAPP LITE
 New Zealand Department of Environmental Prettiness (NZ DEP)
 Grant No. 84924724
 2006

Purpose

The purpose of this QAPP LITE document for the New Zealand Department of Environmental Prettiness' (NZ DEP) Pollution Prevention Program is to ensure that measurements of pollution prevention activities and outcomes be conducted in a clear and consistent manner.

Organizational Objective

The objective of the NZ DEP Pollution Prevention Program is to promote multi-media pollution prevention to businesses in an effort to reduce pollution, conserve water and energy, and save money.

Project Description

The NZ DEP Pollution Prevention grant supports two projects.

- 1) **Motor Vehicle Salvage Facilities:** NZ DEP will offer a workshop, on-site visits and a multi-media checklist to municipal programs that license motor vehicle salvage facilities.
- 2) **Marinas:** NZ DEP will provide the New Zealand marinas with assistance on water conservation through outreach materials, site visits, and a best management practices workshop.

Data Collection

To collect P2 data for the vehicle salvage yard and marina sectors, NZ DEP will use checklists for on-site visits at facilities and pre-post tests for workshop attendees. In addition, follow-up phone interviews will be made to identify P2 results.

Estimated Activity and Outcome Measures

The following two charts outline the expected measurements for each P2 project

Project Name: Motor Vehicle Salvage Facilities

Measures/Results for 2007	Results
Activity Measures:	Projected
Number of conferences/workshops/training sessions held	
1. Green Yard Workshop for Municipalities (attendees)	1
— Number of attendees (total for all conferences/workshops/training)	100
Number of clients/facilities that received onsite visits/assistance	15
Outcome Measures:	Projected
Pounds of mercury reduced by non-H2E participants	3.3

Project Name: Marinas

Activity Measures:	Projected
Number of conferences/workshops/training sessions held	3
— Number of attendees (total for all conferences/workshops/training)	70
Number of clients/facilities that received onsite visits/assistance	20
Number of unique documents developed	2
Outcome Measures:	Projected
Pounds or gallons of water use conserved [gallons]	37,500

Assumptions and Calculations for Outcome Measures

The following

Motor Vehicle Salvage Facilities

Estimated pounds of mercury reduced by non-H2E participants	3.3
Mercury vehicle switches weight approximately 3.0 grams and contain approximately 1.0 gram of mercury (453 grams equal 1 pound). It is estimated that, on average, the 15 participating salvage facilities will yield 100 switches per year for an expected total of 1,500 switches and 3.3 pounds of mercury collection.	

Marinas

Estimated pounds or gallons of water use conserved [gallons]	37,500
Traditional hand washing of recreational boats generates .625 gallons of wastewater per foot. Alternative washing techniques reduce wastewater by approximately 50%. If each of the participating marinas washes an average of 10,000 feet of boats per year (creating 6,250 gallons of wastewater per marina), the adoption of alternative washing techniques by 12 marinas will result in wastewater reductions of 37,500 gallons.	

Data Storage and Reporting: NZ DEP uses a Pollution Prevention and Compliance Assistance Metrics Database Tool to assemble and report on project activities and results (<http://www.newmoa.org/prevention/metrics/>). The Metrics Database Tool is used by other regional grantees and has been developed to correspond with EPA’s GranTrak grant database for pollution prevention grants (<http://db2.erg.com/p2grnt/login.asp>). Because these systems use virtually the same data categories and data definitions, they support the quality and integrity of data flow from grantee to EPA’s national GranTrack reporting system.

Data Use

The P2 Metrics Database Tool will be used by NZ DEP to update existing information and/or enter new information on P2 projects administered by the New Zealand P2 Program. Data will also be used to effectively communicate the activities and accomplishments of the state and local agencies to policy makers, improve program management, measure progress toward goals, and provide program funders with relevant activity and outcome information.

Data Evaluation: NZ DEP P2 Program managers will review pollution prevention activity and outcome data to ensure for data integrity and consistency.

Expected Product Documents: NZ DEP's final and interim grant reports will include available pollution prevention activity and outcome data.

Project Participants:

John Connery

NZ DEP

26 Market Street

Rampton, NZ 03842

(Responsibilities include technical assistance, managing the data, integrating data into database, data analysis, report preparation)

John Mazelak

NP DEP

26 Market Street

Northcreek, NZ 01060

(Responsibilities include technical assistance, using the data input form to identify store information- form is then given to John Connolly)

Attachments:

NZ DEP Work Plan for FY2006 Pollution Prevention Grant

Quality Assurance Project Plan

Signature Page

New Zealand Department of Environmental Prettiness (NZ DEP)
Grant No. 84924724
2006

Anand Satyanand, Program Coordinator Date
NZ DEP, Pollution Prevention Program

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EPA Project Officer

Nora Conlon Date
EPA Quality Assurance