



# Washington State Department of Ecology

## Quality Assurance Project Planning Waiver Form

The purpose of this form is to determine if projects funded by EPA’s National Estuary Program (NEP) are required to prepare a Quality Assurance Project Plan (QAPP) describing the project or study. The form requests some basic information and then asks three key questions. If the answer to all three questions is “No”, please use the waiver form to clearly define the project’s objectives and to indicate how success will be measured or assessed. The form should be submitted to Ecology’s NEP Quality Coordinator (NEP QC). The NEP QC will use the final project Statement of Work, the waiver form, and may request additional information to confirm that a QAPP is not required.

*If the answer to **any** of the three questions is “Yes”, then a QAPP is required.*

\*\*\*\*\*

Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project QA Contact: \_\_\_\_\_

Project QA Contact Email: \_\_\_\_\_

Project QA Contact Phone: \_\_\_\_\_

\*\*\*\*\*

1. **Does the project generate new environmental data?**  
If “Yes”, you must write a QAPP. If “No”, proceed to question #2. Yes  No
2. **Does the project interpret or analyze existing environmental (including GIS) data?**  
If “Yes”, you must write a QAPP. If “No”, proceed to question #3. Yes  No
3. **Does the project use models to simulate or predict environmental conditions?**  
If “Yes”, you must write a QAPP. If “No”, continue below. Yes  No

\*\*\*\*\*

**If the answer to any of these questions is “Yes”, a QAPP is required.** Resources for preparing a QAPP can be found at <http://www.ecy.wa.gov/programs/eap/qa/docs/NEPQAPP/index.html>

**If the answer to all of these questions is “No”, then a QAPP is likely not required.** Please proceed to the Project Objectives section on the reverse side of this page.

### Project Objectives

Delete examples before submitting

If the answer to all three questions is “No”, please use this section to define project objectives. Objectives should be Specific, Measurable, Audience-oriented, Reasonable, and Time framed (SMART). Examples include:

- *‘To train 50 citizen scientists to monitor beach erosion on Whidbey Island by December 2014’*
- *‘To increase awareness of green landscaping practices among Gig Harbor residents over the upcoming year’*
- *‘To inspect 100 Mason County on-site septic systems per year, and issue warnings or take enforcement actions for all violations that are found’*

**\*\*Please delete examples before submitting waiver\*\***

Objective 1.

Objective 2.

Objective 3.

### **Project Assessment**

For each objective, provide quantitative and/or qualitative criteria for evaluating success of the project. For the examples above:

- *‘3 workshops will be conducted next year that will train at least 50 county citizens to walk local beaches, photograph sloughing, estimate changes in slope, etc’*
- *‘A postcard will be mailed during March 2014 to at least 1000 Gig harbor residents informing them of the potential benefits of five common and affordable green landscaping practices’*
- *‘County staff will visit at least 100 waterfront property owners having a permitted on-site septic system and distribute a new video on how to maintain their OSS unit’*

**\*\*Please delete examples before submitting waiver\*\***

Measure of Success 1.

Measure of Success 2.

Measure of Success 3.

For assistance with this QAPP Waiver Form, please contact Sara Sekerak, at 360-407-6997.

Please email the completed form to [sara.sekerak@ecy.wa.gov](mailto:sara.sekerak@ecy.wa.gov).

For help preparing a QAPP, please visit the NEP Quality Assurance website at <http://www.ecy.wa.gov/programs/eap/qa/docs/NEPQAPP/index.html> or contact the NEP QC.

**Approved by:**

---

**Ecology QA Officer**

**Date**

To request materials in a format for the visually impaired, visit <https://ecology.wa.gov/accessibility>, call at Ecology at 360-407-6764, Relay Service 711, or TTY 877-833-6341.