**QAPP Worksheet #1 & 2: Title and Approval Page**

**(UFP-QAPP Manual Section 2.1)**

**(EPA 2106-G-05 Section 2.2.1)**

This worksheet identifies the principal points of contact for all organizations having decision authority in the project and documents their commitment to implement the QAPP. Signatories usually include the lead organization’s Project Manager and QA Manager, and individuals with approval or oversight authority from each regulatory agency. Signatures indicate that officials have reviewed the QAPP and concur with its implementation it as written. If separate concurrence letters are issued, the original correspondence should be maintained with the final, approved QAPP in the project file. It is the lead organization’s responsibility to make sure all signatures are in place before work begins.

1. Project Identifying Information
   1. Site name/project name
   2. Site location/number
   3. Contract/Work assignment number
2. Lead Organization
   1. Lead Organization Project Manager (name/title/signature/date)
   2. Lead Organization Quality Manager (name/title/signature/date)
3. Federal Regulatory Agency (name/title/signature/date)
4. State Regulatory Agency (name/title/signature/date)
5. Other Stakeholders (as needed)
6. List plans and reports from previous investigations relevant to this project