**QAPP Worksheet #6: Communication Pathways**

**(UFP-QAPP Manual Section 2.4.2)**

**(EPA 2106-G-05 Section 2.2.4)**

This worksheet should be used to document specific issues (communication drivers) that will trigger the need to communicate with other project personnel or stakeholders. Its purpose is to ensure there are procedures in place for providing the appropriate notifications and generating the appropriate documentation when handling important communications, including those involving regulatory interfaces, unexpected events, emergencies, non-conformances, and stop-work orders. Examples are provided below; additional drivers may be added as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication Driver** | **Organization** | **Name** | **Contact Information** | **Procedure**  **(timing, pathway, documentation, etc.)** |
| Regulatory agency interface |  |  |  |  |
| Field progress reports |  |  |  |  |
| Stop work due to safety issues |  |  |  |  |
| QAPP changes prior to field work |  |  |  |  |
| QAPP changes during project execution |  |  |  |  |
| Field corrective actions |  |  |  |  |
| Sample receipt variances |  |  |  |  |
| Laboratory quality control variances |  |  |  |  |
| Analytical corrective actions |  |  |  |  |
| Data verification issues, e.g., incomplete records |  |  |  |  |
| Data validation issues, e.g., non-compliance with procedures |  |  |  |  |
| Data review corrective actions |  |  |  |  |