

Social Survey QAPP Checklist



Reviewed by:

Review date:

Project:

Review Criteria	Page(s)	Comment
1. Title and Signature Page		<input type="checkbox"/> meets criteria
a. Survey Name b. Project Name and Tracking Code Number c. Grantee Organization Name d. Survey Author and Organization e. Date and/or version number f. Signature Block - i. Prepared by: ii. For the Grantee: iii. Reviewed by: iv. For the State:		
2. Table of Contents		<input type="checkbox"/> meets criteria
Section headings with page numbers		
3. Distribution List		<input type="checkbox"/> meets criteria
Individuals and organizations that will receive copies of the final QAPP and any updates		
4. Responsibilities and Organization		<input type="checkbox"/> meets criteria
a. Table for quick reference including names and contact information (phone numbers/email addresses) and brief statement of responsibilities for each key individual		
b. Identify individuals and organizations, along with their specific responsibilities		
c. Brief description of the project organization and work flow		
d. Optional - Project Organizational Chart showing lines of authority and reporting responsibilities		
5. Problem definition and background		<input type="checkbox"/> meets criteria
a. Brief description of the overall project the social monitoring is supporting		
b. Brief statement of any other pertinent background information or history		
c. Defined purpose - what question(s) will be answered through this social monitoring effort/how will the information be used		
6. Description of the monitoring tasks and timeline		<input type="checkbox"/> meets criteria
a. Step wise summary of work to be preformed including interim and final products		
b. Narrative description or time line indicating start and end dates for each step or product		
c. Discussion of resource or time constraints, if applicable		

d. Description of the steps to be taken if the response rate is too low		
7. The goals and objectives of the work including data quality objectives		<input type="checkbox"/> meets criteria
a. Performance/measurement criteria identified for all information to be collected		
b. Discusses precision		
c. Addresses bias and representativeness		
d. Describes the need for comparability		
8. Sampling design and rationale (experimental design)		<input type="checkbox"/> meets criteria
a. Type and number of survey instruments		
b. Survey methodology		
c. Target audience is appropriate as identified in WMP or through the watershed planning process		
d. Description of the demographics of the sample(s)		
e. Population and sample size		
f. Rationale for the design		
g. Anonymity is maintained		
9. Special training or certification		<input type="checkbox"/> meets criteria
a. Identifies any project personnel with pertinent specialized training or certifications		
b. Identifies any specialized training or certification needs and how they will be met		
10. Project QA/QC assessment and response procedures		<input type="checkbox"/> meets criteria
a. Data Collection		
b. Secondary Data		
c. Data Entry		
11. Statistical analysis		<input type="checkbox"/> meets criteria
Describes the statistical analysis and methodology that will be used		
12. Data and document management and reporting procedures		<input type="checkbox"/> meets criteria
a. Briefly summarizes report format and content		
b. Identifies location and storage time for project information including records stored electronically		
13. The Survey Instrument(s)		<input type="checkbox"/> meets criteria
a. Includes clear instructions		
b. Includes all required sections and questions		
c. Includes identified/appropriate pollutants/sources/causes from the Watershed Plan/planning process		

d. Custom questions are appropriate and tied to the Watershed Plan/planning process		
e. Anonymity is maintained		
14. Notification		<input type="checkbox"/> meets criteria
a. Draft letters, post cards, flyers, e-mails, and web postings are included		
b. Distribution methods are described and are appropriate for audience		