*S*urface *W*ater *A*mbient *M*onitoring *P*rogram
Quality Assurance Management Plan

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Section C2. Reports to Management

Quarterly progress reports (QPR's) are normally required to be produced by any contractors conducting work through the State of California, and are highly recommended for those participating in the SWAMP program. QPR's would be provided either in writing or orally to SWAMP Program Management in order to document project status, any significant field or laboratory issues, timeliness of scheduled field and analytical activities, any significant QA problems, or other issues, and provide recommended solutions, if applicable.

A Quality Assurance report will be prepared by the SWAMP Quality Assurance Program, if funding provides for the creation of this program, following each year of monitoring. The quality assurance report will summarize the results of QA/QC assessments and evaluations, including precision, accuracy, comparability, representativeness, and completeness of the monitoring data; will provide a summary of the annual interlaboratory calibration exercise findings; will provide a summary of the 5% field duplicate analyses; and will provide a summary of any lab and/or field performance audits that were conducted. The annual report will be distributed to the project managers, as well as to all other program participants and interested parties.