

# Quality Assurance in Region 10

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# Overview

- ▶ Regional Overview
- ▶ Tips for Developing QAPPs
- ▶ QAPP Review and Approval in Region 10

# EPA Regional Overview

- ▶ EPA has 10 Regions
- ▶ Regional Quality Programs vary, and are based on the Region's Quality Management Plan (QMP)
- ▶ The QMP describes a Region's Quality Program
- ▶ Each Region has flexibility to implement their Quality Program according to what works for their Region



# About EPA Region 10

- ▶ Region 10 serves Alaska, Idaho, Oregon and Washington, and 271 Tribal Nations
- ▶ Region 10's QMP allows for smaller organizations not seeking QA delegation to combine a QMP and a QAPP for approval
- ▶ Larger organizations may develop a quality system and obtain delegation to run their QA program with an approved QAPP



# Review of EPA QA Policy



Any work funded by EPA, or used by EPA to make decisions, **to collect, produce, evaluate, or use** environmental information and the **design, construction, operation, or application** of environmental technology must have an approved QAPP in place **before work can begin.**

# Tips for Developing QA Project Plans

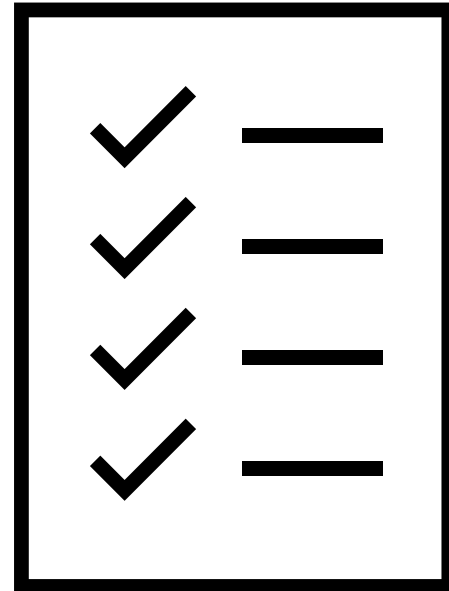
# Before You Begin!

**Contact** your Region's QA Team through your Tribal Coordinator for assistance before you begin!



# A QAPP is Just a Plan

- ▶ A QAPP describes the what, why, how and when of the project
- ▶ Write down as much as you can while you're planning the project
- ▶ To avoid rewriting project information, use excerpts from the previously written grant application or work plan
- ▶ Partner with other Tribes performing similar work under an approved QAPP





# QAPP Writing Tips

- ▶ If working with a laboratory, ask them to provide the following information and put it into tables:
  - ▶ Parameters, methods, reporting limits, units
  - ▶ Containers, required volume, preservatives, holding times
- ▶ Determine Acceptance Limits – limits of accuracy and precision
- ▶ Quality Control Sample Frequency Summary

# QAPP Writing Tips

- ▶ Use active voice to assign roles and responsibilities
- ▶ Create an org chart showing how QA is independent from operations
- ▶ If a previous QAPP is being referenced in a new document, include it as an appendix
- ▶ Any SOPs or field forms referenced in the QAPP should be included as an appendix

# QAPP Review and Approval Process

# QAPP Review and Approval



- ▶ No work can be performed until an approved QAPP has been signed by EPA's Tribal Coordinator and Quality Assurance representative
- ▶ Allow time for multiple rounds of comments
- ▶ Region 10's goal is 3 weeks to complete first review
- ▶ EPA's goal is 60 days to fully approve the QAPP

# QAPP Review and Approval

- ▶ Submit the QAPP to your Tribal Coordinator
- ▶ Reviewers are assigned
- ▶ QA may coordinate directly with the Tribe, including the Tribal Coordinator on communications
- ▶ Please provide changes in redline (Track Changes in Word)
- ▶ Schedule a coordination call to go over the comments if needed
- ▶ Don't sign until you have informal approval to finalize the document
- ▶ Finalize PDF → Sign → Send to TC to Sign → TC send to QA to sign (final)

# QAPP Review and Approval

- ▶ Conduct annual reviews – make sure nothing has changed!
- ▶ If there are changes, submit new version (or an amendment) to EPA for review and approval
- ▶ Tribal Coordinator's responsibility to maintain the most recent version of the QAPP and to distribute to everyone on Distribution list
- ▶ QAPP lifespan is 5 years or for a shorter time period as noted in the extramural agreement.
  - ▶ After that is must be updated and submitted for formal approval

Questions?

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