
Working with the Region 9 QA Office (QAO)

QA Office Contacts

Region 9 QA Manager:

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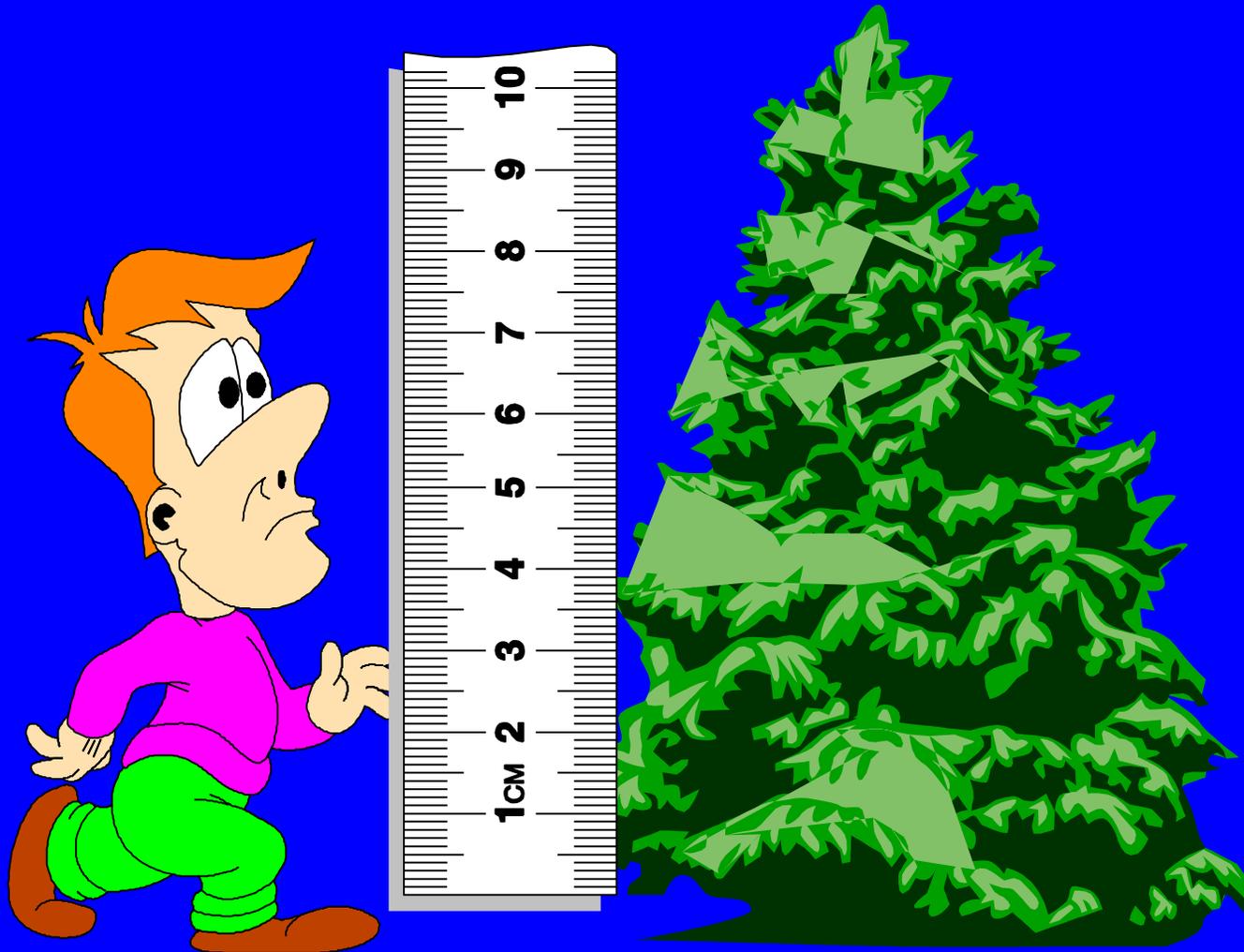
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General Program Resource:

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A QA Plan is Needed When Environmental Measurements are Involved



Quality Assurance Requirements

QA requirement in grant terms & conditions

Environmental Measurements

- **Parameters Measured:**
 - Chemical
 - Physical
 - Biological
- **Where Measurements are Made:**
 - In the Field
 - In the Laboratory
- **Sources of Measurement Data:**
 - Current Study
 - Acquired from Previous Studies
 - Acquired from Literature
 - Acquired from Databases
- **Other**

Types of Grants & Associated QA Documents

- **104k:**
 - **Assessment**
 - **Community-wide – QAPP w/ FSPs**
 - **Site-Specific - SAP**
 - **Cleanup – Site Cleanup Plan (SCP) w/ FSP or SAP**
 - **RLF – varies**
- **128a – SAPs or State requirements**

Quality Assurance Project Plans (QAPP)

- Required of all grantee projects which involve environmental measurements.
- Describes project objectives, decisions and steps to ensure data of known quality.
- Describes overarching & common procedures.
- Requires field sampling plan (FSP) for each sampling event.
- Life: Duration of grant. Revise/amend whenever significant changes occur.

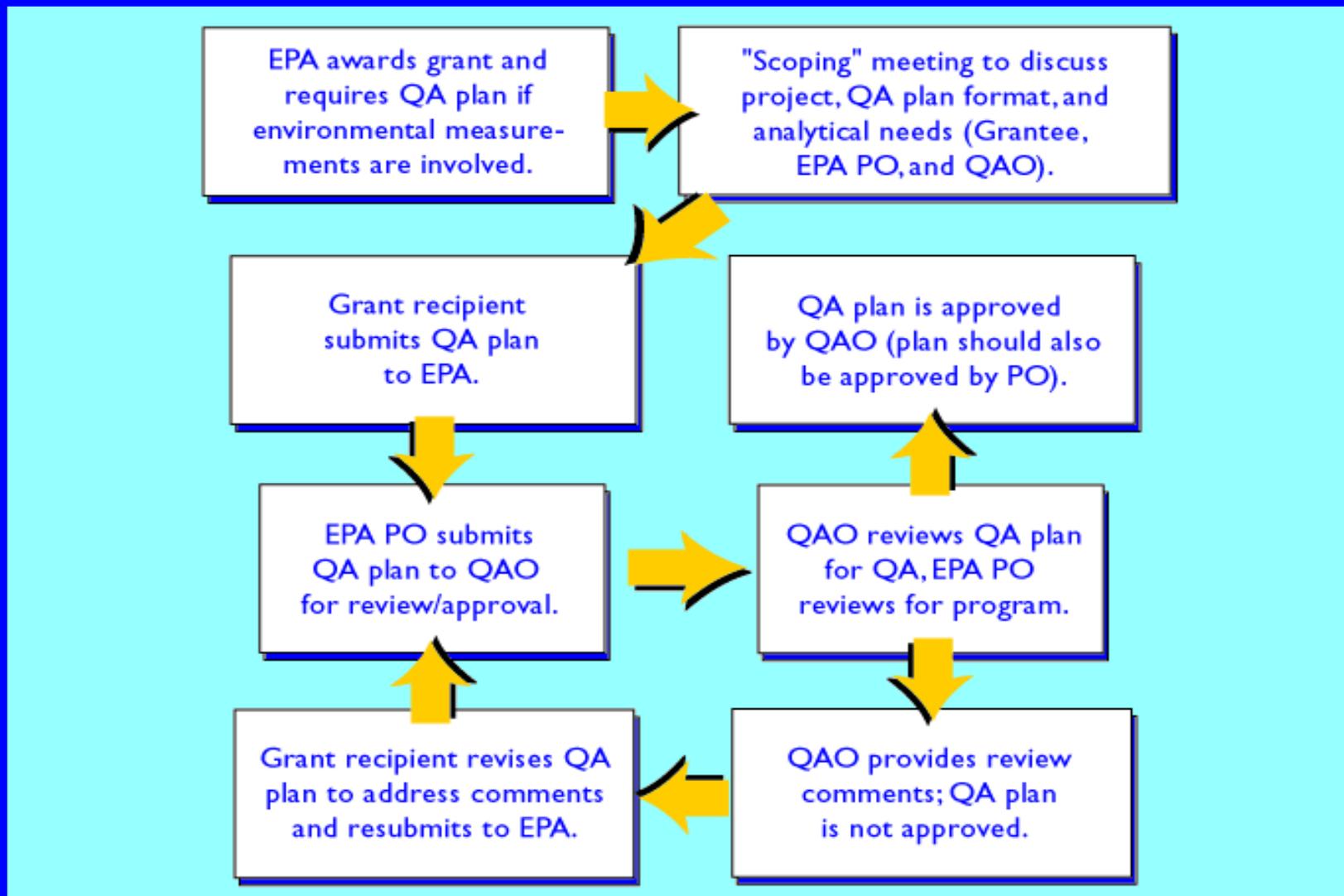
Field Sampling Plans (FSP)

- **Used in conjunction with a QAPP.**
- **Can incorporate by reference information contained in approved QAPP.**
- **Describes site-specific objectives, decisions, sampling design, etc.**
- **Life: Duration of the specific sampling event.**

Sampling and Analysis Plans (SAP)

- **Used as a substitute in place of QAPP/FSP. Includes elements of both documents.**
- **Describes site-specific objectives, decisions, sampling design, and QA steps of a specific sampling event.**
- **More details required than FSP.**
- **Life: Duration of the specific sampling event.**

Flow chart for Grant and QA Document Approval



Initial Planning

- **Grantee recognizes an environmental problem and applies for a grant/cooperative agreement**
- **EPA agrees to fund proposal**
- **Grant paperwork exchanged – if environmental measurements are planned, a grant condition is included in Terms & Conditions**

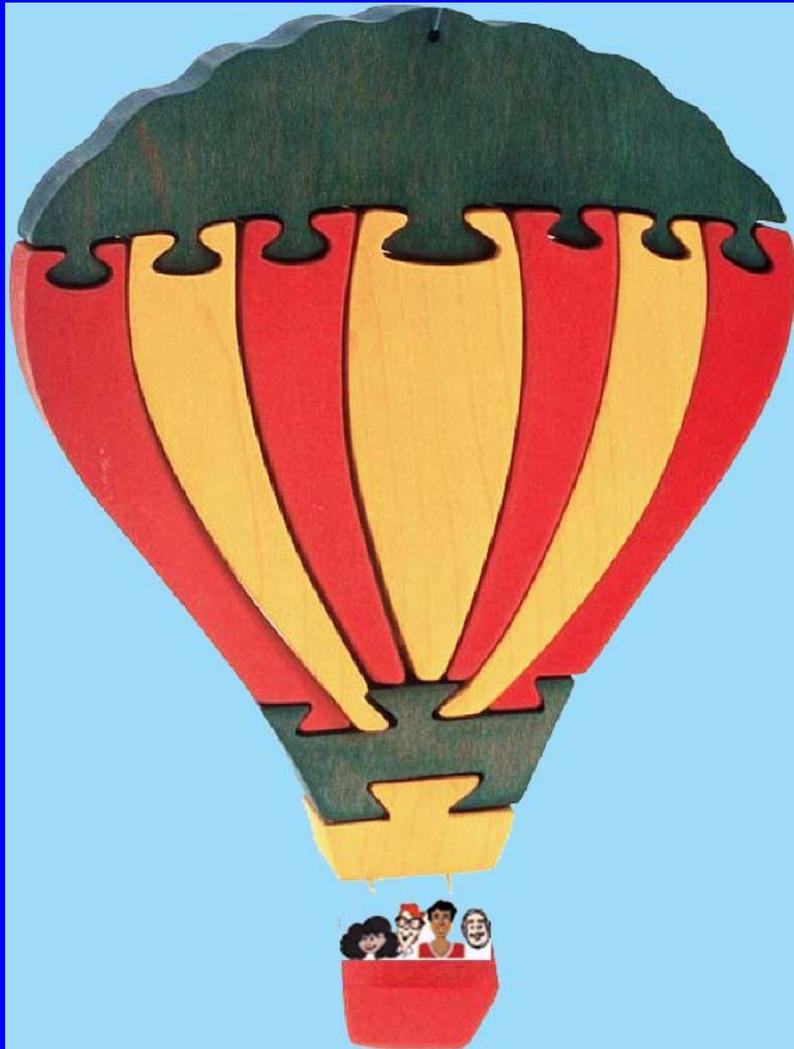
Initial Planning

- **Work Plan prepared – PO approves**
- **Scoping meeting held – Grantee, Project Officer, QA Office, others**
- **QA document prepared**
- **Plan submitted to QA Office and Project Officer**

Review Cycle

- **Project Officer may or may not provide comments**
- **QA Office provides comments**
- **Grantee – EPA discussions**
- **Issues resolved, revised plan submitted**
- **QA Plan approved**

Launch Your Project with a Scoping Meeting



- **Save Time**
- **Save Money**
- **Avoid Wasted Effort**
- **Improve Data Quality**
- **Avoid Pesky QAO Comments**

Scoping Meeting Discussion: The Project

- **Key project participants & organizations**
- **Purpose, goals, and objectives**
- **Data uses, decisions to be made, action to be taken & decision criteria or action level**
- **Measurements to be made (field and lab) or obtained from other sources (photographs, literature, databases, etc.)**

Scoping Meeting Discussion: The Project

- **Analytical services required**
- **Sampling design and strategy**
- **Project timetables**
- **Other project issues critical to grantee, program, QA**

Scoping Meeting Discussion: The QA Plan

- **Appropriate plan format (QAPP, SAP, other)**
- **Supporting documents needed (lab QA plan, lab & field SOPs)**
- **Applicable guidance/requirements documents and plan templates**
- **Plan preparation/review/approval process (who does what and when)**

So Who's Doing What?



The EPA Project Officer...

- Awards grant with QA plan requirement (if environmental measurements are involved)
- Initiates & attends scoping meeting
- Reviews QA plan for program compliance, provides comments, and reviews revised QA plan (if applicable)
- Signs QA plan when approved and gives approval for project to begin
- Reviews project data to ensure objectives have been met

The Grantee...

- **Attends scoping meeting**
- **Writes QA plan**
- **Revises QA plan to address EPA comments (if applicable)**
- **Conducts study after QA plan is approved**

The EPA QA Office...

- **Attends scoping meeting**
- **Provides technical guidance and assistance as needed throughout the process**
- **Reviews QA plan, provides comments, and reviews revised plan (if applicable)**
- **Signs QA plan when approved**