



Project QA

Quality Assurance Planning for Projects and Contracts

Aquatic Ecology & Quality Assurance Section





Project Data Quality Objectives - design

For both contracts and internal DEP projects

Consider:

- *What is the project design?*
 - Objective – condition, problem or hypothesis to investigate
 - Standard activities or experimental (site assessment, monitoring, research, etc.)?
 - Sampling strategy (measurements, locations, frequencies, etc.)
 - Will sampling plan achieve design objectives?
 - Analytical scope (field and lab measurements)
 - Will field and lab methodology achieve objectives?





Project Data Quality Objectives - data

- Measurement data
 - *Intended use*
 - Decisions to be made with the data
 - Water quality standards, action levels, endpoints, other
 - *Evaluation of data*
 - How will hypothesis be tested?
 - How will conclusions be supported?
 - What statistical analyses are relevant (if any) ?





Project Data Quality Objectives - evaluation

- Evaluation of data quality
 - ***How to determine if project DQOs have been met?***
 - Satisfactory DQI outcomes
 - Proposed frequency of DQI checks
 - ***How to determine if the data are representative*** of the analytes, indicators, populations or other parameters investigated?
 - ***Will the data be compared*** to historical or similar data sets?

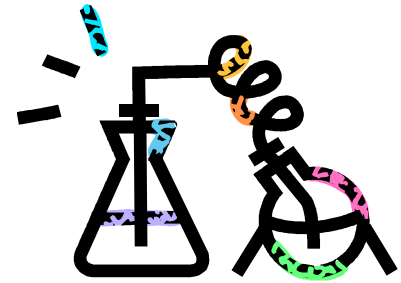




Contract QA Requirements

Contracts, Grants, Agreements

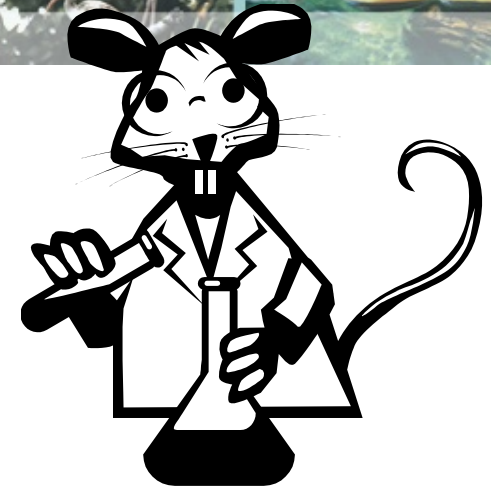
- Unless not appropriate for the contract and specifically waived by (or omitted from) the contract:
 - All **QA rule** requirements apply
 - All **DEP SOP** requirements apply
 - Labs must be **certified** by DOH ELCP





Contract QA Exceptions

Contracts, Grants, Agreements



- Exceptions to requirements
 - *DEP will determine* which procedures and methods are exempt
 - **Non-standard or “research”** sampling procedures
 - Lab methods that are non-standard and **not typically certified** by DOH-ELCP



Contract QA Language

Contracts, Grants, Agreements

- **Templates** – See QA Officer Resources Webpage
 - <http://www.dep.state.fl.us/water/sas/qa/officer.htm>
 - QA Requirements template for contracts & grants
 - Standard document attached to all Agreements for sampling and analysis
 - Addenda included for specific chemistry and microbiology Quality Control requirements
 - Purchase Order template
 - Include for all sampling and analysis POs
 - ***Templates modified as necessary for the project***





QA for Contracts

Contract/Grant Agreements & Purchase Orders

Aquatic Ecology & QA Section Responsibilities:

- Review Agreements and sign-off for QA language
- Approve Purchase Requisitions (MFMP)
- Review & approve QA plan (QAPP, SAP, RQAP, Other)
 - Delivery schedule for QA Plan specified in contract
 - Comments for QA Plan revisions provided to DEP project manager





QA for Contracts

Contract/Grant Agreements & Purchase Orders

DEP project manager QA responsibilities:

- Inform contractors of QA requirements early in the negotiation process
 - Decide on any exceptions required
 - Coordinate with AEQAS
- Ensure QA language is included (e.g., QA Requirements template attached)
- Make sure QA deliverables are provided, per contract language
- Monitor contract deliverables for QA problems

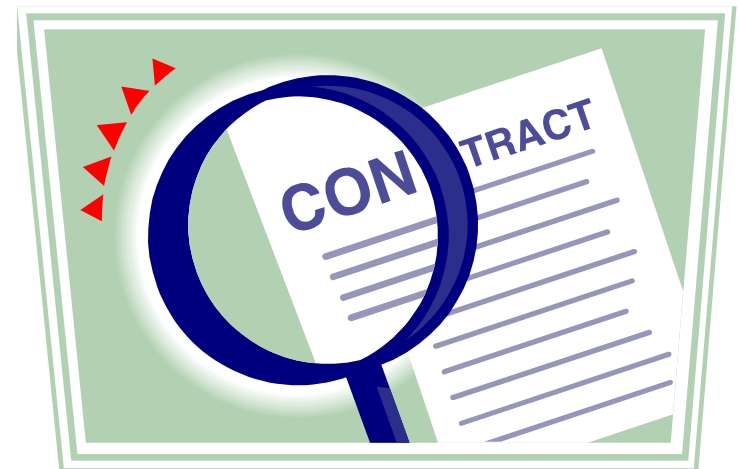




QA for Contracts

Contract/Grant Agreements & Purchase Orders

- All sampling and analysis must be described:
 - Work plan
 - QA plan
 - Contract scope
 - Project proposal
 - Other related documents





QA Plans or Sampling & Analysis Plans

- QAP or SAP required for contracts & grants
 - Not required for purchase orders
 - Work proposed must be detailed in PR and any attachments
- Plan contents
 - See web links for guidance:
 - <http://www.dep.state.fl.us/water/sas/qa/officer.htm>
 - DEP-QA-002/02 (Contract QA Requirements manual)
 - EPA grants (plans) per EPA's QA/R-5





QA Plans or Sampling & Analysis Plans

QA Plan Contents

- Description of project design & data quality objectives
 - History or background - if relevant
 - Detailed proposal of field and lab methodology
- Schedule and length of project
- Information about all contractors & other participants
 - Project organization per responsibilities





QA Plans or Sampling & Analysis Plans

QA Plan Contents (cont.)

- Intended use of data
- Proposed evaluation of project data
 - Statistical or other evaluations proposed
 - Databases, spreadsheets, etc. – formats and QC checks
- Proposed evaluation of data quality – Criteria for DQIs
- Information to be documented and reported
 - Contract deliverables



“Non-Standard” Project DQOs

- Research projects must have procedures and criteria for Quality Assurance
 - Research QA plans per 62-160.600
 - Some projects may be purchase orders with relevant documentation in lieu of RQAP
 - DQO planning is the same as with any project type
 - Similar QA concepts
 - Project data are not for regulatory use



“Non-Standard” Project DQOs

Research QA Plan Contents

- **Proposed methodologies** must be fully detailed
 - Published methods, SOPs, literature articles, etc.
 - Field and lab
 - Details provided for any modifications to published techniques
- **Study design** should address the objective of the project, *or:*
“Will the results answer the question?”
- **Proposed Data Quality Indicators**
 - QC Procedures & criteria for measuring and evaluating
 - Lab and field





“Non-Standard” Project DQOs

Research QA Plan Contents

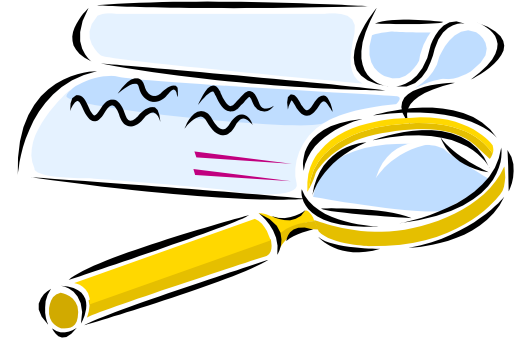
- **Proposed evaluation of project data**
 - Statistical or other evaluations proposed
 - Error analyses?
 - How will hypotheses and conclusions be supported by the project data?
 - Databases, spreadsheets, etc. – formats and QC checks
- **Types of documentation to be created**
 - What information will be recorded?
 - Contract deliverables and formats
- **What will be reported?**
 - Contract deliverables and formats





QA for Contracts

Contract/Grant Agreements & Purchase Orders



- Contract QA problems
 - Required information not in QA plan
 - Subcontractor information not in QA plan or incorrect
 - Sampling starts before approval from DEP contract manager
 - Contract manager may allow field work before final approval of QA plan
 - Additional QA plan information must be completed
 - Examples of QA deliverables not provided
 - Lab certification information
 - Required QA audit reports
 - Interim progress reports
 - Data deliverables do not meet DQOs or project scope

