



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION III
ENVIRONMENTAL SCIENCE CENTER
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**REGION III QUALITY ASSURANCE REQUIREMENTS
GRANTS AND COOPERATIVE AGREEMENTS
November 7, 2000**

Quality Management Plan (QMP) Requirement

This QA requirement applies to all grants, cooperative agreements, contracts and interagency agreements that involve the use of environmental data. Environmental data is defined as direct measurements of environmental conditions or releases, such as sample collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. This data may be used for a variety of purposes, such as characterization of ecological effects, the health of human populations or the performance of environmental technology.

In accordance with 40 CFR 30.54 and 31.45, the recipient must develop and implement quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. These policies and practices must be documented in a Quality Management Plan (QMP). The QMP should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans. EPA QA/R-2 replaces EPA guidance document QAMS-004/80. The recipient's QMP should be reviewed and updated annually as needed.

Should there be multiple programs involved in a grant, cooperative agreement or interagency agreement, at the recipient's discretion, they may submit one of the following:

- a. A single QMP covering all of the programs in the grant or agreement or
- b. A separate QMP for each program receiving the grant or agreement funds.

For certain grants and agreements, the EPA Project Officer may allow the recipient to submit a combined Quality Management Plan/Quality Assurance Project Plan (QMP/QAPP). The minimum EPA requirements for a Quality Management Plan and a Quality Assurance Project Plan must be included in the combined QMP/QAPP.

The QMP or combined QMP/QAPP must be submitted to the EPA Project Officer at least 45 days prior to the initiation of data collection or data compilation. Prior to environmental data collection or

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data compilation, the QMP or combined QMP/QAPP must be approved by the EPA Regional Quality Assurance Manager.

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Quality Assurance Project Plan (QAPP) Requirement

This QA requirement applies to all grants, cooperative agreements, contracts and interagency agreements that involve the use of environmental data. Environmental data is defined as direct measurements of environmental conditions or releases, such as sample collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. This data may be used for a variety of purposes, such as characterization of ecological effects, the health of human populations or the performance of environmental technology.

In accordance with 40 CFR 30.54 and 31.45, the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. EPA QA/R-5 replaces EPA QAMS 005/80.

The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation.

Prior to environmental data collection or data compilation, the QAPP must be approved by the EPA Project Officer. When the recipient is delegating the responsibility for an environmental data collection or data compilation activity to another organization, the EPA Regional Quality Assurance Manager may allow the recipient to review and approve that organization's QAPP.

QA Requirement for Lead Grants (Combined QMP/QAPP)

For lead grants, the recipient must develop a combined QMP/QAPP that meets the requirements found in the Region III Lead Program Quality Assurance Project Plan Guidance. A copy of this guidance document can be obtained from the Region III Hotline. The hotline number is 1 (800) 438-2474. The combined QMP/QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Prior to environmental data collection or data compilation, the combined Lead QMP/QAPP must be approved by the EPA Project Officer and the Waste and Chemicals Management Division's QA Coordinator.

QA Requirement for Brownfields Cooperative Agreements (Combined QMP/QAPP)

For cooperative agreements awarded for Brownfields' projects, the recipient must develop QA documents that meet the requirements found in 40 CFR Part 30, Subpart O and the US EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments. A copy of the US EPA Quality

Assurance Guidance for Conducting Brownfields Site Assessments can be downloaded from the Internet at <http://www.epa.gov/swerosps/bf/pdf/bfqag4.pdf>.

In accordance with 40 CFR Part 30, Subpart O, the recipient must develop and implement quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. Phase I environmental site assessments are nonintrusive, desktop studies which must be conducted in accordance with the most recent version of the American Society for Testing and Materials (ASTM) Practice E1527 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process). E1527 identifies the practices that constitute all appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice. Upon completion of the Phase I assessment, the recipient must submit a copy of the Phase I Report to the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative.

If the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative authorizes the initiation of a Phase II assessment, the recipient must prepare a combined QMP/QAPP. This combined QMP/QAPP must be prepared in accordance with the U.S. EPA Region III Generic Quality Assurance Project Plan (QAPP) Template. A copy of the US EPA Region III Generic Quality Assurance Project Plan Template can be obtained from the EPA Brownfields Project Officer, designated EPA Brownfields Project Representative or the Regional Quality Assurance Manager. At least 30 days before the initiation of the Phase II assessment, the recipient must submit the generic QAPP to the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative. The EPA Brownfields Project Officer or designated EPA Brownfields Project Representative must approve the recipient's generic QAPP before the Phase II assessment begins.

In addition, at least 30 days before the initiation of any site sampling and analysis investigations, the recipient must submit a site-specific Sampling and Analysis Plan. This site-specific Sampling and Analysis Plan must meet the requirements found in the U.S. EPA Region III Site-Specific Sampling and Analysis Plan Template. A copy of the US EPA Region III Site-Specific Sampling and Analysis Plan Template can be obtained from the EPA Brownfields Project Officer, designated EPA Brownfields Project Representative or the Regional Quality Assurance Manager. Before sampling and analysis begins, the site-specific Sampling and Analysis Plan must be approved by the EPA Brownfields Project Officer or designated EPA Brownfields Project Representative.