WELCOME to

How to Plan Projects Using the UFP QAPP

Sponsored by:
Intergovernmental Data Quality Task Force (IDQTF)
Training Subgroup

Workshop Goal and Learning Objectives
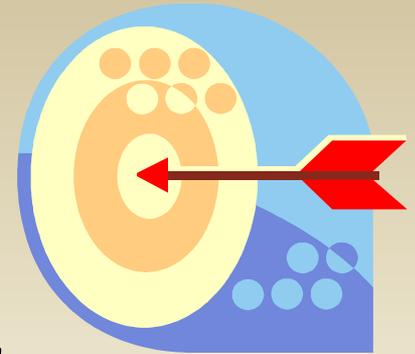
Goal: Upon completion of this workshop, participants will be able to:

- Describe techniques for planning and implementing a successful scoping meeting

- Document scoping meeting results in a Uniform Federal Policy Quality Assurance Project Plan

- Identify the roles and responsibilities of the project manager and the team members in the systematic planning process for hazardous waste site cleanup

Workshop Description

- Facilitator role

- Active participation crucial

- Workshop Format:
  - Video clips
  - Question/Answer discussion sessions

Course Target Audience

This course is targeted at hazardous waste site cleanup team personnel (CERCLA and RCRA) including:

- DoD, DOE, EPA Remedial Project Managers/Project Managers and their supervisors
- Federal and State Regulators
- Technical support personnel, including government and government-sponsored contractor personnel (e.g., Quality Assurance Specialists, Risk Assessors, Hydrogeologist, Geologists, Biologists, Chemists, Statisticians, Modelers, Lawyers, Health Physicists, Community Relations Specialists, etc.)
- Project Officers and Contracting Officers Representatives (CORs)

General Workshop Agenda

- Total Time: Approx. 3 hours
- Introduction
  - Film clip from *Manager's Roles in Assuring Data Quality: Overview of the Uniform Federal Policy for Quality Assurance Project Plans* (5 minutes)
- Five video scenes (4 to 9 minutes each):
  - 1: Pre-Meeting between Remedial Project Manager/Contractor
  - 2: Scoping Meeting: Problem Definition
  - 3: Scoping Meeting: Decision Statements & Sampling Design
  - 4: Scoping Meeting: Quality Control Samples
  - 5: Scoping Meeting: Data Usability
- Questions/Answer Discussion Sessions (~15 min each)
- Conclusion/Feedback
- 10 min Breaks each hour

Miscellaneous Information

- PLEASE TURN OFF CELL PHONES

- Rest Rooms

- Breaks - critical to return on time

- Questions/Concerns?

Introductions

- Name

- Job Title

- Organization

- Familiarity/Experience with Uniform Federal Policy for Quality Assurance Project Plans (UFP QAPP)

Background on UFP QAPP

- What is a Quality Assurance Project Plan (QAPP)?

- What is a **UFP QAPP?**

What is a QAPP?
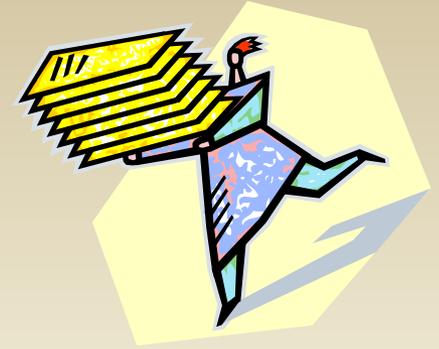
- Integrates technical and quality control aspects of a project including planning, implementation, assessment, and corrective actions

- An organized and systematic description of:
  - Quality assurance (QA) and
  - Quality control (QC)
  - What data will be used to make the decision and reason for collection of the data
  - Procedures for implementation of the project
  - Rationale for why doing what doing
    - Scientifically and legally sound
  - Process for making the decision

What is a Quality Assurance Project Plan (QAPP)?
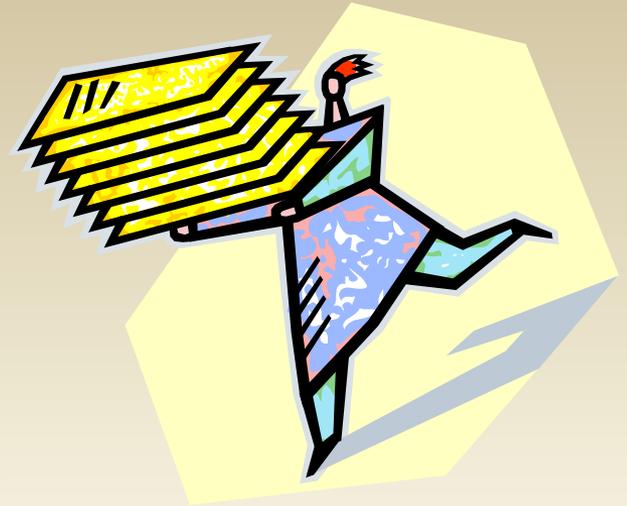
- Documents the results of the Systematic Planning Process (SPP)

- SPP Guidance:
  - EPA QA/G4 *Guidance on the Systematic Planning using the Data Quality Objectives Process*

Uniform Federal Policy for QAPPs

- ANSI/ASQ E-4 Section 6 (Part B)

- EPA QA/R-5 and QA/G-5

- Developed by Intergovernmental Data Quality Task Force (IDQTF)

  – Representatives from DoD, EPA, DOE

- Voluntary consensus document

UFP QAPP Documents

- PART 1: **UFP QAPP Manual**
  - Provides instructions and guidance on QAPP content and preparation
- PART 2A: **QAPP Workbook**
  - Provides worksheets (tables)
  - Use <u>not</u> mandatory
 - Facilitate ease of compiling information and review
- PART 2B: **QA/QC Compendium**
  - Lists required QC activities for the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) process
  - Other programs (e.g. compliance programs) can use the Compendium if agreed by all parties

UFP QAPP Documents

- ## To download documents:

http://www.epa.gov/fedfac/documents/qualityassurance.htm
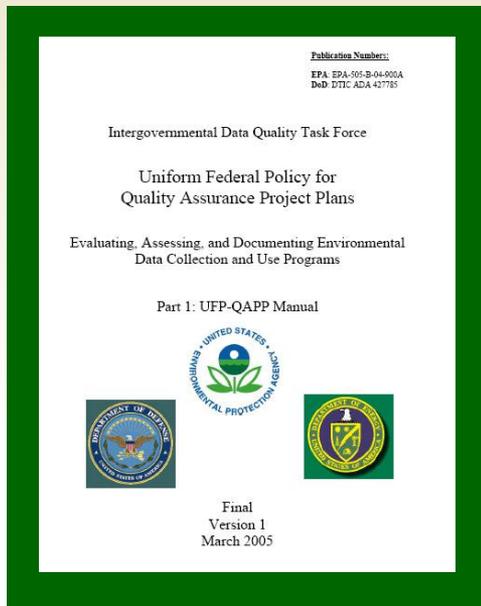
Manual

Workbook

Compendium

How to Plan Projects Using UFP QAPP
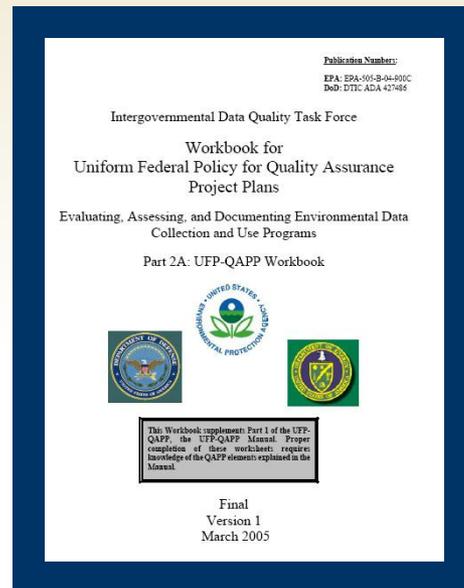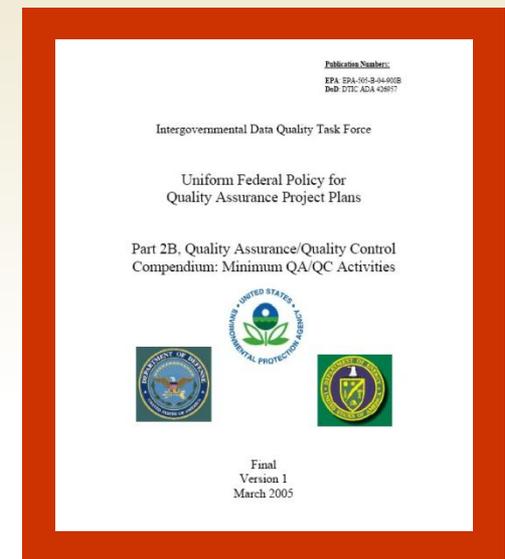
UFP QAPP Features

- Fill-in-the-blank worksheets for each QAPP element
  - Facilitates faster review
- Allows for *graded* approach
  - Amount of documentation and detail will depend on complexity and scope of project

UFP QAPP Implementation

- UFP QAPP is voluntary consensus policy
  - Once adopted by Federal department, agency, or program, use is mandatory within that organization
- UFP QAPP Manual signed by EPA (2004), DoD (2005)
- OSWER Directive 9272.0-17. June 7, 2005
- OSWER Guidance 9272.0-20. Dec 21, 2005
- Office of the Under Secretary of Defense Memorandum of April 11, 2006
- DoD Instruction 4715.15 Dec 11, 2006

UFP QAPP Implementation (Continued)

- USACE Memo January 2007

- Navy Procurement Policy and Procedures Oct 30, 2007

- ITRC Quality Considerations for MR Projects October 2008

- USAF Memo July 9, 2009

- USACE DID MMRP-09-009 for MC

  Aug 19, 2009

- ASTSWMO Letter Nov 16, 2009

Summary

- This workshop is for you to explore how to conduct an effective scoping meeting and then to record the results in a UFP QAPP

- Throughout the workshop, the roles and responsibilities of project managers and all team members in implementing project planning will be demonstrated