

J. Quality Assurance (Updated 6/13/2024)

Instructions: Refer to the instruction or option selections shown in red with grey highlight and edit to support the sponsoring EPA organization's implementation of the Agency's graded approach.

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement [\[a/the\]](#) Quality Assurance (QA) planning document~~[s]~~ in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

1. Quality Management Plan (QMP) (When required, select an Option for clause a.)

a. Prior to beginning environmental information operations, the recipient must:

Option 1

- i. Develop a QMP,
- ii. Prepare the QMP in accordance with the current version of EPA's [Quality Management Plan \(QMP\) Standard](#). Submit the document for EPA review, and
- iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

OR

Option 2:

- i. Submit a previously EPA-approved and current QMP,
 - ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the QMP is acceptable for this agreement.
- b. The recipient must submit the QMP within [\[Insert, e.g., 30/60/90\]](#) days after grant award, and/or no more than [\[Insert, e.g., 90/120/180\]](#) days after grant award.

[\(QAM may specify both timeframes or specify only one timeframe and remove the other.\)](#)

c. The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's [Quality Management Plan \(QMP\) Standard](#). [\(QAM or PO may add another specification\).](#)

d. The recipient must submit a QMP crosswalk with the QMP. [\(Remove if not required\) \(If this item remains, attach and/or include the link in For Reference.\)](#)

2. Quality Assurance Project Plan (QAPP) (Select an Option for clause a.)

a. Prior to beginning environmental information operations, the recipient must:

Option 1

- i. Develop a QAPP,
- ii. Prepare QAPP in accordance with the current version of EPA's [Quality Assurance Project Plan \(QAPP\) Standard](#),
- iii. Submit the document for EPA review, and
- iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

Option 2

- i. Submit a previously EPA-approved QAPP proposed to ensure the collected, produced, evaluated, or used environmental information is of known and documented quality for the intended use(s).
- ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the previously EPA-approved QAPP is acceptable for this agreement.

Option 3

- i. Provide EPA a copy of the recipient-approved QAPP if the recipient has an EPA-approved Quality Management Plan and a current EPA delegation to review and approve QAPPs.
- b. The recipient must submit the QAPP [Insert, e.g., 30/60/90] days after grant award, and/or no more than [Insert, e.g., 90/120/180] days after grant award.
(QAM may specify both timeframes or specify only one timeframe and remove the other.)
- c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.
- d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur (QAM or PO may add additional specifications).
- e. The recipient must submit a QAPP [crosswalk, checklist] with the QAPP. (Remove if not required). (If this item remains, attach and/or include the link in For Reference.)

For Reference:

- [Quality Management Plan \(QMP\) Standard and EPA's Quality Assurance Project Plan \(QAPP\) Standard](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#).
- (QAM and/or PO may insert QA references that inform or assist the recipient here).
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Specifications for EPA and Non-EPA Organizations](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).