2017 Technical Systems Audit Report – Draft or

Final

**Agency Name: Agency Location:**

**Project Date:**



**Project Leader: NAME**

ADDRESS

PROJECT ID: Draft OR Final Report Page **1** of **9**

Approvals: Project Leader:

|  |  |  |
| --- | --- | --- |
| NAMESection |  | Date |

Approving Official:

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| NAME, TITLESection |  | Date |

**Table of Contents**

1. [Executive Summary 4](#_bookmark0)
2. [Introduction 5](#_bookmark1)
3. [Commendations 6](#_bookmark2)
4. [Findings and Recommendations 6](#_bookmark3)
	1. [FIELD OPERATIONS 7](#_bookmark4)
	2. [LABORATORY OPERATIONS 7](#_bookmark5)
	3. [RECORDS MANAGEMENT 8](#_bookmark6)
	4. [DATA MANAGEMENT 8](#_bookmark7)
	5. [QUALITY ASSURANCE 9](#_bookmark8)
5. [Conclusions 9](#_bookmark9)

Appendix A: Response – Technical Systems Audit Questionnaire 10

# Executive Summary

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# Introduction

On , 2017, EPA Region personnel conducted a TSA of the ambient air monitoring program. The audit team included (lead auditor), and

 .

Pursuant to 40 CFR Part 58, Appendix A, §2.5, TSAs of each Primary Quality Assurance Organization (PQAO) are required to be conducted every three years; monitoring organizations within a PQAO should be audited within 6 years (2 TSA cycles). operates its ambient air monitoring program under the PQAO, utilizing the quality assurance project plans (QAPPs) and standard operating procedures (SOPs) established by . The purpose of this TSA was to assess ’s compliance with established regulations governing the collection, analysis, validation, and reporting of ambient air quality data. Data reviewed as part of this TSA included that generated during the 2014-2016 calendar years. Data was queried from EPA’s Air Quality System (AQS) database prior to the on-site audit. SESD’s Ambient Air Monitoring Technical Systems Audit Form (i.e., questionnaire) was completed by staff prior to the on-site audit and is included as Appendix A of this report.

The audit included a review of data, recordkeeping, documentation, and support facilities housed at the office complex, located at , (City, State). The (PM10/PM2.5 gravimetric, or toxics/analytical) laboratory was audited as well. \_#\_ air monitoring stations were inspected during the audit. The sites visited are listed below.

### Common Site Name AQS Identification

NAME XX-XXX-XXXX

NAME XX-XXX-XXXX

During the audit, the following personnel were interviewed.

* NAME, Title
* NAME, Title

The following AQS reports were reviewed in preparation for this TSA.

* AMP 251: QA Raw Assessment Report (2014-2016)
* AMP 256: QA Data Quality Indicator Report (2014-2016)
* AMP 350: Raw Data Report (2014-2016)
* AMP 350MX: Raw Data Max Values Report (2014-2016)
* AMP 360: Raw Data Qualifier Report (2014-2016)
* AMP 380: Site Description Report (2014-2016)
* AMP 390: Monitor Description Report (2014-2016)
* AMP 430: Data Completeness Report (2014-2016)
* AMP 480: Design Value Report (2016)
* AMP 503: Extract Sample Blank Data (2014-2016)
* AMP 504: Extract QA Data (2014-2016)
* AMP 600: Certification Evaluation and Concurrence (2014-2016) Additionally, the following quality documents were reviewed.
* *NAME, Control Number, Revision Number, Date*
* *NAME, Control Number, Revision Number, Date*
* *NAME, Control Number, Revision Number, Date*

# Commendations

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# Findings and Recommendations

The observations from this TSA were compared to EPA regulations, technical policies and guidance, and the monitoring organization’s quality system documentation.

Quality system deviations found through this TSA are classified into three categories: **Findings**, **Concerns**, and **Observations**. These quality system deviations are defined as follows:

|  |  |
| --- | --- |
| **Finding**: | Departure from or absence of a specified requirement (regulatory, QMP, QAPP, SOP, etc.) or guidance deviation which could significantly impact data quality. |
| **Concern**: | Practices thought to have potential detrimental effect on the ambient air monitoring program’s operational effectiveness or the quality of sampling or measurement results. |
| **Observation**: | An infrequent deviation, error, or omission which does not impact the output of the quality of the work product, but may impact the record for future reference. |

For each of these categories, corrective action recommendations are provided. Corrective actions are required for all quality system deviations ranked as **Findings** or **Concerns**. Depending on the severity of the deviation, a specific data deliverable(s) may be requested to show that the corrective action recommendation has been successfully implemented. In these cases, the TSA report will specify the deliverable(s) that will be required for AQS and/or submitted to EPA. **Observations** do not require corrective actions.

## FIELD OPERATIONS

### Finding:

### Discussion:

### Recommendation:

### Concern:

### Discussion:

### Recommendation:

### Observation:

### Discussion:

### Recommendation:

## LABORATORY OPERATIONS

### Finding:

### Discussion:

### Recommendation:

### Concern:

### Discussion:

### Recommendation:

### Observation:

### Discussion:

### Recommendation:

## RECORDS MANAGEMENT

### Finding:

### Discussion:

### Recommendation:

### Concern:

### Discussion:

### Recommendation:

### Observation:

### Discussion:

### Recommendation:

## DATA MANAGEMENT

### Finding:

### Discussion:

### Recommendation:

### Concern:

### Discussion:

### Recommendation:

### Observation:

### Discussion:

### Recommendation:

## QUALITY ASSURANCE

### Finding:

### Discussion:

### Recommendation:

### Concern:

### Discussion:

### Recommendation:

### Observation:

### Discussion:

### Recommendation:

# Conclusions

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 must develop a corrective action plan and timeline to address the findings and concerns identified in Section 4 of this report and respond back to EPA within 30 days of receipt of the final TSA report. Please note that the corrective actions do not have to be completed by this date, only a plan to address the findings and concerns. Observations do not require corrective action and, therefore, do not need to be addressed. If anticipates that the development of the corrective action plan will not be completed within 30 days after the receipt of the final TSA report, please contact EPA to request an extension.

Page Break, then attach Appendix A