

EXAMPLES

Competency Demonstration by Recipient

Reaffirmed: August 25, 2025

As published in the Federal Register on April 29, 2013 ([78 FR 25079](#), 2013 WL 1786743 [F.R.] – Forum on Environmental Measurements Announcement of Competency Policy for Assistance Agreements), the Environmental Protection Agency’s (EPA’s) Forum on Environmental Measurements (FEM)¹ implemented an Agency-wide policy requiring organizations generating or using environmental data under competitive and non-competitive assistance agreements expected to exceed a total maximum value of \$200,000 (in federal funding) to submit documentation of their competency prior to award of the agreement, or if that is not practicable, prior to beginning any work involving the generation or use of environmental data under the agreement.

Quality system requirements and guidance for all organizations performing environmental data activities can be found on the EPA’s website at <http://www.epa.gov/quality>. Below are some possible examples of how information already required in an organizations quality system can be used for a demonstration of competency.

A statement of competency accompanied by a copy of documentation applicable to the statement of work, such as the following:

1. Current accreditation or certification certificate with scope of accreditation and accrediting body plus contact information.
2. Recent or ongoing participation in US EPA accepted audits/assessment of proficiency with results; external proficiency testing or round robin programs with provider and results; or inter-laboratory studies (other than proficiency testing).
3. Organizational chart and position descriptions showing pertinent staff, like the quality manager, with major responsibilities and qualifications (e.g., position description, training certificates, degrees, active participation in quality assurance associations).
4. Reported results from former quality assurance project plans (e.g., reviews, audits, assessments).
5. Reported results from recent or ongoing internal and external audits, including open and closed corrective/preventative actions.

¹ In 2004, EPA’s Science and Technology Council (STPC) established and chartered the Forum on Environmental Measurements (FEM) to develop and issue policy documents ensuring that organizations are technically competent and have effective Quality Program management. While the FEM was dissolved in 2019, in 2025, the STPC convened and charged an ad hoc working group to review the policies, and either reaffirm or revise them, as appropriate. As a result, this policy is being reaffirmed.