

## **New QA Staff – Surviving the First 3 Months**

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We each have our own learning style. In this session I'll humbly describe what worked for me when confronted with "The Curse of No Succession Planning (and no file retention)". But supported by "The Essential Benefit of a Mentor", I'll describe tools I developed such as : "Open Items List (OIL) for Mentoring Sessions", "List and Notebooks of Training Materials (NTM)", "Cumulative Numbered Listing of Materials Read (CNLMR)", "Alphabetical List of the "Good Stuff"(ALGS) [aka Best Practices] cross-referenced to the (NTM, NoM, and the CNLMR)", and to keep track of the acronyms: "Compendium of Glossaries and Acronyms (CGA) extracted from NoM:, etc.