

CIO Policy Transmittal 09-001: EPA's Quality Policy and Procedure

Molly O'Neill to: QIC Members, QIC-SIO

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Sent by: **Gayle Jefferson**

Cc: QIC-SC-REP, QIC-IMO, OEI-Senior Staff, Ronald Shafer, Kimberlie Orr

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MEMORANDUM

SUBJECT: CIO Policy Transmittal 09-001: EPA's Quality Policy and Procedure

FROM: Molly O'Neill
Assistant Administrator for Environmental Information
and Chief Information Officer

TO: Quality and Information Council Members

Thank you for approving EPA's new Quality Policy and Procedure at our last meeting. The purpose of this memo is to (1) issue the final versions of the Quality Policy and Procedure documents (with a Q&A document for your reference as well) and (2) call for members of a new advisory group to guide Policy implementation activities. As agreed to by the Quality and Information Council (QIC), agency organizations will continue to implement their quality systems, and this Policy will be fully effective on October 1, 2009.

For many EPA organizations, the new Quality Policy and Procedure will affirm what they are already doing (collecting, analyzing, reporting and using data in products and services that support EPA's mission). By consistently applying the policies, standards and guidelines that assure the quality of their products and services, EPA organizations and their partners will continue to develop and deliver products and services that are credible and reliable. These important information management activities strengthen EPA's brand as a recognized leader in environmental and public health protection.

As we discussed at the QIC meeting, the Agency needs to identify some initial implementation steps for those product/service areas which are new to the Quality Policy. As agreed, I am chartering an ad-hoc workgroup under the QIC to address the implementation steps that the Agency will need to undertake over the next year, including:

- establishing standards for environmental data by updating and converting the requirements contained in the current CIO Policy 2105;

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- assisting EPA organizations with identifying products and services that are and are not subject to the Quality Policy and Procedure;
- providing a forum to address questions, concerns or clarifications about the Policy and Procedure, and subsequent raising to the QIC for resolution if necessary;
- providing advice to the QIC on potential improvements to the Policy and Procedure;
- completing a thorough inventory of Agency-wide quality requirements (building upon those already listed in the Procedure, Appendix A); and,
- reaching out and communicating with our internal and external stakeholders, state and tribal partners and customers.

Please note that these activities should have little to no impact on your organization meeting current Quality Program objectives and requirements, or other product or service delivery deadlines.

To move forward in fully implementing the Quality Policy and Procedures, I am seeking senior-level staff from your office to serve on this workgroup. Members should have a demonstrated understanding of their lines of business and related information management activities (throughout their entire lifecycle). Members should also be in a position to represent their Senior Information Official (SIO) and their organization's interests in assisting the advisory group make recommendations to the QIC as Policy implementation progresses. Please forward the name and contact information for your advisory group nominee to Chuck Cavanaugh by November 7, 2008.

I would like to thank you for engaging in developing and adopting a Quality Policy that moves us forward in better defining the Chief Information Officer's, Senior Information Officers' and the Quality and Information Council's roles and responsibilities in leading EPA's Quality Program (consistent with our charter). I would also like to thank members of EPA's Science Policy Council, the many staff, external stakeholders and experts who helped us draft and finalize these documents over the past three years.

Please feel free to contact me or Linda Travers if we can offer you any additional assistance and support in implementing our new Quality Policy and Procedure.



CIO 2106.0.pdf



CIO 2106-P-01.pdf

Molly O'Neill
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