The Quality Management Plan At a Glance

What is the purpose of a QMP?

The Quality Management Plan (QMP) defines an organization's quality-related policies and procedures; criteria for application; areas of application; and roles, responsibilities, and authorities. It documents **what** you do, **how** you do it, and **how** you know you did it.

Who needs a QMP?

EPA organizations and external organizations funded by EPA whose work involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized data bases and information systems.

Under what authorities are QMPs needed?

- **Internal:** EPA Order 5360.1 A2
- **External:**
  -Contracts: 48 CFR Part 46
  -Assistance Agreement: 40 CFR Part 30, 31, and 35
  -Interagency Agreement: Quality conditions negotiated

When and how are QMPs revised?

EPA organizations resubmit a QMP when reorganizations occur or every five years. QMPs should be reviewed annually.

EPA Organizations: Submit revisions made during the year to the Quality Staff with the QA Annual Report and Work Plan.

External Organizations: Submit revisions to the designated EPA official.

Who approves the QMP?

EPA Organizations:

- Management (may include senior management and senior line management)
- QA Manager
- Quality Staff Director (for EPA organizations)

External Organizations:

- Management (may include senior management and senior line management)
- QA Manager
- Responsible EPA official (for external organizations)

What is the format for a QMP?

Tailor the QMP to your organization's individual specifications. The QMP should:

- Reflect actual, not planned practices or it is not valid.
- Be constructed and written so its effectiveness can be assessed.
- Address each of the ten elements.

REMINDERS:

- _____is responsible for completing my QMP.
- Our next QMP revision date is _____.