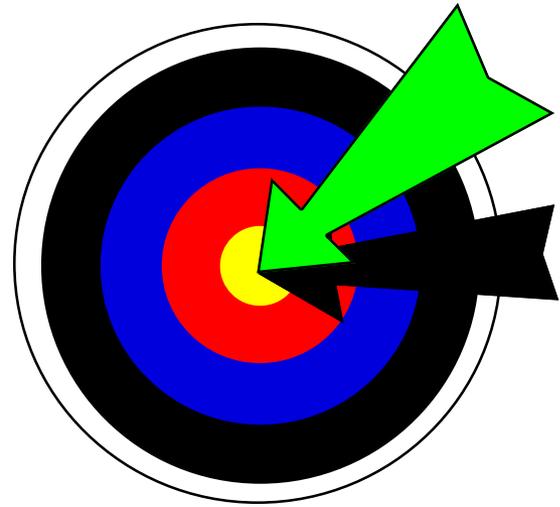

Quality Management Plan Briefing

QMP Purpose

The QMP documents:

- **what** you do
- **how** you do it
- **how** you know you did it



Scope of QMP

- **Must reflect or emphasize actual practices, not planned practices**
- **Should use the graded approach**
- **Should be constructed and written so its effectiveness can be assessed**

Quality Management Plan Requirement

All work performed by EPA organizations and by external organizations funded by EPA that involves acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized data bases and information systems **shall be covered by an Agency-approved QMP.**

Internal and External Requirements

- **Internal: EPA Order 5360.1 A2**
- **External:**
 - **48 CFR Part 46 (contracts)**
 - **40 CFR Part 30, 31, and 35 (assistance agreements)**
 - **Other (e.g., consent agreements in enforcement actions)**

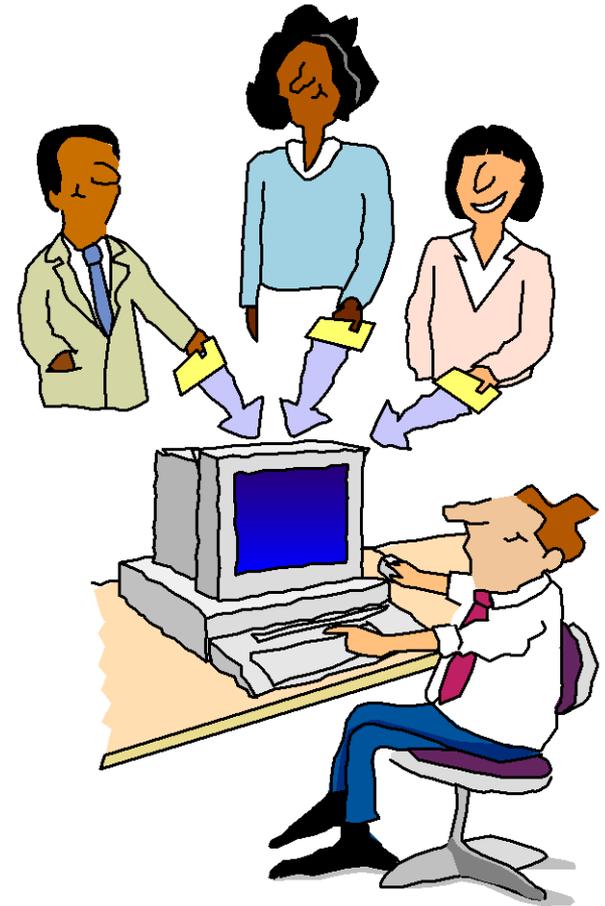
Revision

- **QMP must be kept accurate and up-to-date in accordance with changes in QA policy and procedures**
- **Notify all appropriate personnel about changes to quality system and QMP**



Revision (Cont'd)

- **Internal:** Submit revisions made during year to the Quality Staff with QA Annual Report and Work Plan.
- **External:** Submit revisions to the designated EPA official as a report when they occur. If changes are significant, submit entire QMP.



10 Required QMP Elements

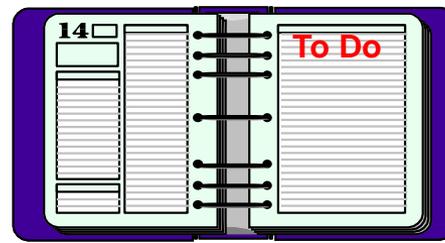
- **Management and Organization**
- **Quality System Components**
- **Personnel Qualifications and Training**
- **Procurement of Items and Services**
- **Documents and Records**
- **Computer Hardware and Software**
- **Planning**
- **Implementation of Work Processes**
- **Assessment and Response**
- **Quality Improvement**

Approval Page

- **Approval page signatures**
 - **Management**
 - **QA Manager of organization**
 - **Senior EPA Official for Quality (internal)**
 - **Responsible EPA official (external)**



Summary



-
- All EPA organizations who conduct or fund environmental data operations must have a Quality System
 - An organization's Quality System is documented in the QMP
 - QMPs must address 10 elements defined in EPA Requirements for Quality Management Plans (QA/R-2)
 - QMPs for EPA organizations are submitted to the Quality Staff for review
 - QMPs must be revised every 5 years or when significant organizational changes occur