

QA Review and Approval Process – For Environmental Program Grants

QAPP Review

<u>Role/Responsibility</u>	<u>QA Activity</u>
Grantee*	Completes the page and section columns in the EPA REGION 8 QA DOCUMENT REVIEW CROSSWALK (CROSSWALK) <ul style="list-style-type: none">▪ http://www.epa.gov/region8/qa/Region8QA_DocumentReviewCrosswalk.docx▪ Any “not applicable (NA)” must be explained in the comment section
Project Officer (PO)	<ol style="list-style-type: none">1. Review the Grantee’s submittal (CROSSWALK and QA documents) for completeness and coordinate with the Environmental Program (EP) to review for technical adequacy2. Send hard copy and email copy of the following documents to the Regional Quality Assurance Manager (RQAM) for review:<ul style="list-style-type: none">✓ draft QAPP✓ Work Plan (for grants)/Statement of Work (for Interagency Agreements)/Task Order Statement of Work and QARF (for contracts)✓ Monitoring Strategy (if applicable)Note: The QAPP review will not begin until the complete document package is provided3. Send the QA comments to Grantee when provided by the QA Program<ul style="list-style-type: none">▪ The QA Reviewer/RQAM should be copied when the comments are sent to the Grantee▪ If the Grantee has questions, the PO should coordinate and participate in the meeting(s)/conference call(s) with the QA Reviewer, the EP, and the Grantee
QA Program	<ol style="list-style-type: none">1. Comments will be documented on the Grantee’s CROSSWALK2. QA’s review (and identifying the QA Reviewer) will be returned to PO and EP within 60 days

QAPP Approval

Project Officer	When notified by the QA Program that the QAPP is approvable: <ol style="list-style-type: none">1. Inform the Grantee to obtain the appropriate Grantee approval signatures and send the signed hard copy and an electronic copy of the complete QAPP (including all appendices, attachments, etc.)2. Prepare an EPA routing sheet (Web Forms version) for concurrences by the:<ul style="list-style-type: none">✓ PO (first concurrence signature),✓ all EP reviewers and their managers,✓ QA Reviewer, and✓ RQAM (last concurrence signature)3. Attach one hard copy of the complete QAPP to the routing sheet and route4. Send the electronic copy of the complete QAPP to the QA Reviewer5. Ensure the Grantee gets a signed final QAPP and CROSSWALK
QA Program	<ol style="list-style-type: none">1. Will notify the PO and the EP that the QAPP is approvable (by email)2. When the routing sheet and hard copy of the complete QAPP are received, the QA Review will:<ul style="list-style-type: none">✓ Attach the final CROSSWALK and route the complete <i>file</i> to the RQAM** to sign the QAPP✓ The QA Reviewer will make an electronic copy for the official QA file and return the original signed QAPP to the PO<p><i>Note: The Official QA File includes the final CROSSWALK, Concurrence Sheet, and the RQAM approved QAPP.</i></p>

* The “Grantee” could mean the entity (contractor, Interagency Agreement representative) submitting a QAPP for review and approval.

** These same procedures must be followed if a Delegated Authorized Official (DAO) is conducting the review and approval of the QAPP.