

**Discussion Points:**

*WELCOME to*

**How to Plan Projects Using  
the UFP QAPP**

Sponsored by:  
**Intergovernmental Data Quality Task Force  
(IDQTF)  
Training Subgroup**



**Related Instructor Activity:**

Notes for facilitator: project this slide while participants are arriving.

Introduced yourself, give a little information about yourself (e.g., job title, organization, your experience with UFP QAPP) and state that you will be the facilitator for this workshop.

## Discussion Points:

### Workshop Goal and Learning Objectives



Goal: Upon completion of this workshop, participants will be able to:

- Describe techniques for planning and implementing a successful scoping meeting
- Document scoping meeting results in a Uniform Federal Policy Quality Assurance Project Plan
- Identify the roles and responsibilities of the project manager and the team members in the systematic planning process for hazardous waste site cleanup

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## Related Instructor Activity:

Notes to Facilitator: in addition to the “official” workshop goal and objectives, in our own words add specific reasons why you are conducting this workshop and what you hope the students will learn.

Clipart from Microsoft Office clipart—authorized for use by licensed Microsoft Office users.

## Discussion Points:

### Workshop Description

- Facilitator role
- Active participation crucial
- Workshop Format:
  - Video clips
  - Question/Answer discussion sessions

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## Related Instructor Activity:

Notes to Facilitator: Discuss that your role is not to lecture the participants, rather that you are a facilitator. You will be posing questions to stimulate discussion—they will need to come up with the answers. Active participation is crucial to the success of the workshop. Describe how the workshop will proceed: a video clip will be shown and then there will be a discussion session.

## **Discussion Points:**

### Course Target Audience

This course is targeted at hazardous waste site cleanup team personnel (CERCLA and RCRA) including:

- DoD, DOE, EPA Remedial Project Managers/Project Managers and their supervisors
- Federal and State Regulators
- Technical support personnel, including government and government-sponsored contractor personnel (e.g., Quality Assurance Specialists, Risk Assessors, Hydrogeologist, Geologists, Biologists, Chemists, Statisticians, Modelers, Lawyers, Health Physicists, Community Relations Specialists, etc.)
- Project Officers and Contracting Officers Representatives (CORs)

## **Related Instructor Activity:**

## Discussion Points:

### General Workshop Agenda

- Total Time: Approx. 3 hours
- Introduction
  - Film clip from *Manager's Roles in Assuring Data Quality: Overview of the Uniform Federal Policy for Quality Assurance Project Plans* (5 minutes)
- Five video scenes (4 to 9 minutes each):
  - 1: Pre-Meeting between Remedial Project Manager/Contractor
  - 2: Scoping Meeting: Problem Definition
  - 3: Scoping Meeting: Decision Statements & Sampling Design
  - 4: Scoping Meeting: Quality Control Samples
  - 5: Scoping Meeting: Data Usability
- Questions/Answer Discussion Sessions (~15 min each)
- Conclusion/Feedback
- 10 min Breaks each hour

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## Related Instructor Activity:

## Discussion Points:

### Miscellaneous Information

- PLEASE TURN OFF CELL PHONES
- Rest Rooms
- Breaks - critical to return on time
- Questions/Concerns?



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## Related Instructor Activity:

Notes for Facilitator: ask students to turn off their cell phones, tell them where the rest rooms are, tell them that it will be important to return from breaks on time. When you break, be sure to tell students what time you want them to return (rather than saying “time for a ten minute break”—no one remembers what time the break started).

At this point, ask if participants have any questions/concerns.

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## Discussion Points:

### Introductions

- Name
- Job Title
- Organization
- Familiarity/Experience with Uniform Federal Policy for Quality Assurance Project Plans (UFP QAPP)



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## Related Instructor Activity:

Notes to Facilitator: Ask participants to introduce themselves and provide this information not only for you but for the other participants.

Microsoft Office clipart

## Discussion Points:

Background on UFP QAPP

- What is a Quality Assurance Project Plan (QAPP)?
- What is a **UFP QAPP**?

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## Related Instructor Activity:

Notes to Facilitator: The remaining slides provide some background information about the UFP QAPP to ensure all participants have a common level of knowledge regarding the UFP QAPP.

## Discussion Points:

### What is a QAPP?



- Integrates technical and quality control aspects of a project including planning, implementation, assessment, and corrective actions
- An organized and systematic description of:
  - Quality assurance (QA) and
  - Quality control (QC)
  - What data will be used to make the decision and reason for collection of the data
  - Procedures for implementation of the project
  - Rationale for why doing what doing
    - Scientifically and legally sound
  - Process for making the decision

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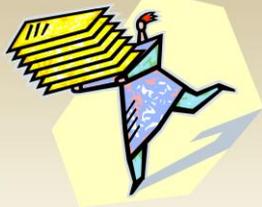
## Related Instructor Activity:

Note that a QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. It is a document that presents the steps that will be taken to ensure that environmental data collected are of the correct type and quality required for a specific decision or use. It presents an organized and systematic description of the ways in which quality assurance (QA) and quality control (QC) will be applied to the collection and use of environmental data.

Clip art from Microsoft Office Clipart.

## Discussion Points:

What is a Quality Assurance Project Plan (QAPP)?



- Documents the results of the Systematic Planning Process (SPP)
- SPP Guidance:
  - EPA QA/G4 *Guidance on the Systematic Planning using the Data Quality Objectives Process*

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## Related Instructor Activity:

### What is Systematic Planning?

Group effort to balance cost vs. amount of data needed to make decision

Understand how the data will be used

Ensure you get what you pay for by defining project needs in detail

Knowing what was & was not delivered and why

This document is included on the workshop DVD in the reference documents folder.

Microsoft Office clipart.

Microsoft Office clip art

## Discussion Points:

### Uniform Federal Policy for QAPPs

- ANSI/ASQ E-4 Section 6 (Part B)
- EPA QA/R-5 and QA/G-5
- Developed by Intergovernmental Data Quality Task Force (IDQTF)
  - Representatives from DoD, EPA, DOE
- Voluntary consensus document



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## Related Instructor Activity:

Discuss the UFP policy and development of the Quality Assurance Project Plan (QAPP). This is one document which the Navy identifies as the work plan, sampling and analysis plan and QAPP. The new direction started in about 2000 calls for a single document the QAPP which requires approval by EPA.

Note that decisions are only as good as the data they are based on. The IDQTF adopted ANSI/ASQ E4 for quality system design and produced additional documents to assist with the development of the QAPP using a graded approach.

The UFP QAPP was developed to provide a single, consensus-based framework and approach for consistently implementing the project-specific requirements of ANSI/ASQ E4 across participating Federal agencies; thereby streamlining processes for both preparing and reviewing QAPPs.

Consistent with EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5 and EPA Guidance for Quality Assurance Project Plan QA/G-5. These documents are included on the workshop DVD in the reference documents folder. However, the ANSI document is not included since it is copyrighted.

## Discussion Points:

### UFP QAPP Documents

- **PART 1: UFP QAPP Manual**
  - Provides instructions and guidance on QAPP content and preparation
- **PART 2A: QAPP Workbook**
  - Provides worksheets (tables)
  - Use not mandatory
  - Facilitate ease of compiling information and review
- **PART 2B: QA/QC Compendium**
  - Lists required QC activities for the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) process
  - Other programs (e.g. compliance programs) can use the Compendium if agreed by all parties

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## Related Instructor Activity:

### Changed title from “UFP QAPP” to “UFP-QAPP Documents”

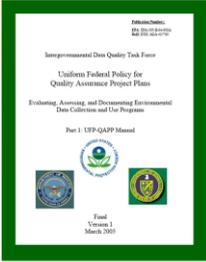
These documents were developed by the IDQTF. The UFP QAPP manual defines what content needs to be in a QAPP. It doesn't define a format. The QAPP Workbook has the worksheets. Originally these were not mandatory, but some organizations have made their use mandatory. The Compendium (which is referred to in one of the scenes) lists quality control activities for various phases of the CERCLA process (e.g., Remedial Investigation/Feasibility Study).

These documents are included on the workshop DVD in the reference documents folder.

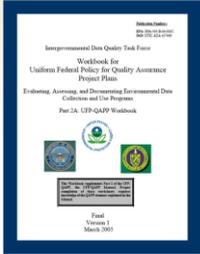
## Discussion Points:

### UFP QAPP Documents

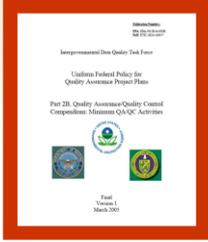
- To download documents:  
<http://www.epa.gov/fedfac/documents/qualityassurance.htm>



Manual



Workbook



Compendium

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## Related Instructor Activity:

A web site address where documents can be downloaded.

## Discussion Points:

### UFP QAPP Features

- Fill-in-the-blank worksheets for each QAPP element
  - Facilitates faster review
- Allows for *graded* approach
  - Amount of documentation and detail will depend on complexity and scope of project

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## Related Instructor Activity:

Since reviewers know where to find particular QAPP elements, QAPP review can be much faster. EPA region 2 documented the following successes:

-50% reduction in EPA FTE devoted to QAPP review (in 2007)

-Reviewers say 80% decrease in # of revisions prior to QPAP approval. Decrease was attributed to use of logical tables and generic format vs. text alone.

-10% reduction in FTE devoted to QAPP preparation once preparer was familiar with UFP format.

## **Discussion Points:**

### UFP QAPP Implementation

- UFP QAPP is voluntary consensus policy
  - Once adopted by Federal department, agency, or program, use is mandatory within that organization
- UFP QAPP Manual signed by EPA (2004), DoD (2005)
- OSWER Directive 9272.0-17. June 7, 2005
- OSWER Guidance 9272.0-20. Dec 21, 2005
- Office of the Under Secretary of Defense Memorandum of April 11, 2006
- DoD Instruction 4715.15 Dec 11, 2006

## **Related Instructor Activity:**

When developed, the use of the UFP QAPP was voluntary. Since then several organizations have made its use mandatory.

OSWER and EPA OEI (Quality Staff) issued a joint memorandum that UFP QAPP approach is applicable to all EPA programs.

## **Discussion Points:**

### UFP QAPP Implementation (Continued)

- USACE Memo January 2007
- Navy Procurement Policy and Procedures Oct 30, 2007
- ITRC Quality Considerations for MR Projects October 2008
- USAF Memo July 9, 2009
- USACE DID MMRP-09-009 for MC Aug 19, 2009
- ASTSWMO Letter Nov 16, 2009

## **Related Instructor Activity:**

## **Discussion Points:**

### Summary

- This workshop is for you to explore how to conduct an effective scoping meeting and then to record the results in a UFP QAPP
- Throughout the workshop, the roles and responsibilities of project managers and all team members in implementing project planning will be demonstrated

## **Related Instructor Activity:**

Reemphasize your goals for the workshop.