



Florida Department of Environmental Protection
Office of Air Monitoring

Statewide SOP Standardization

March 23, 2016



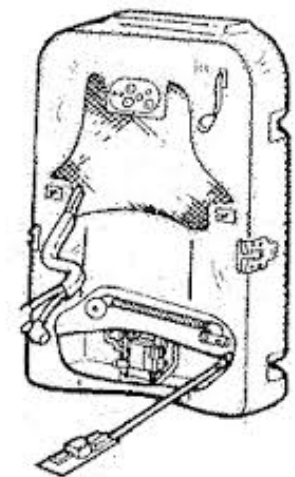


What are SOPs?

- In our case, SOPs are not:
 - o Seagrass Outreach Partnership
 - o Secondary Oxygen Packs
 - o Southern Ontario Paranormal Society

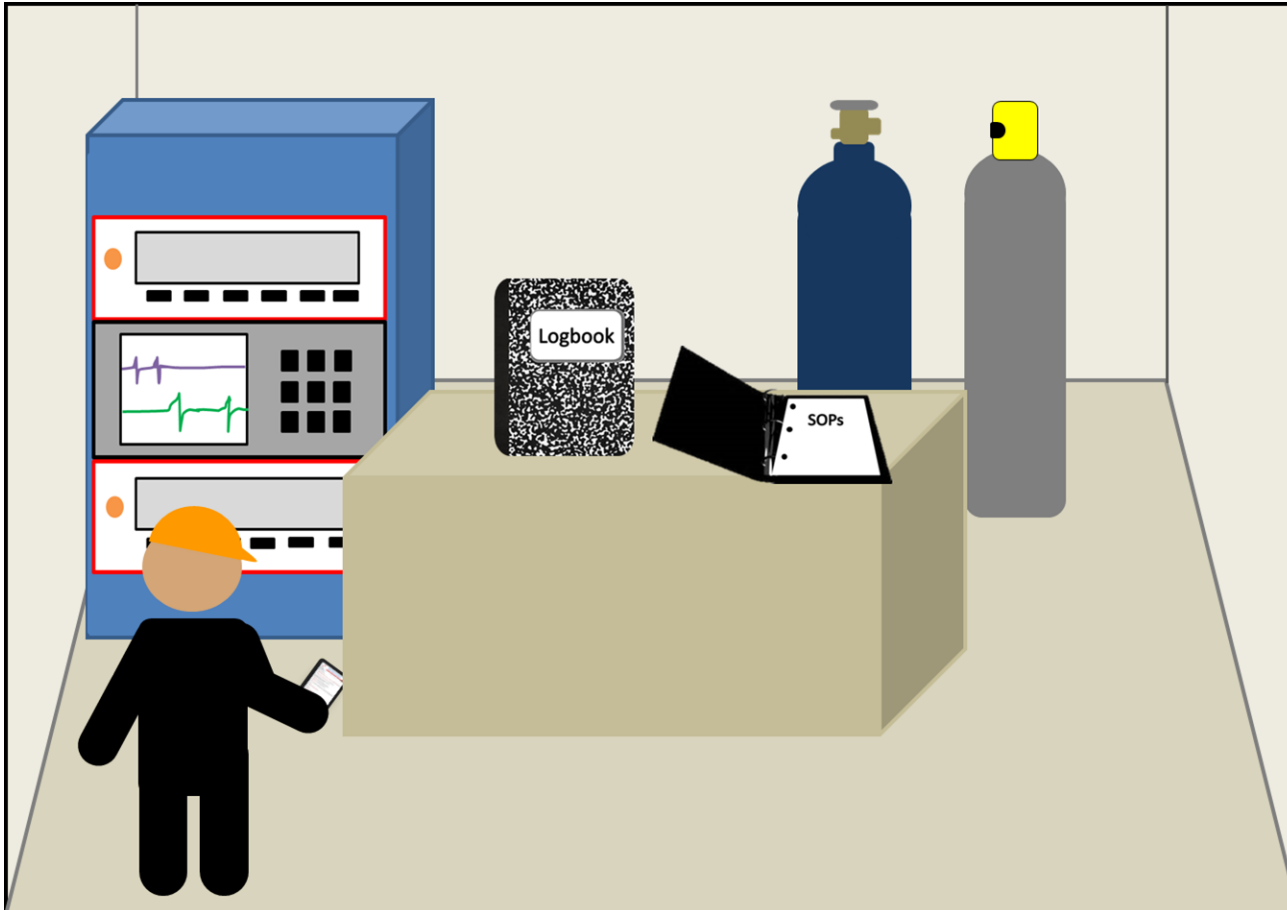


Although our SOPs can be just as scary as the paranormal!



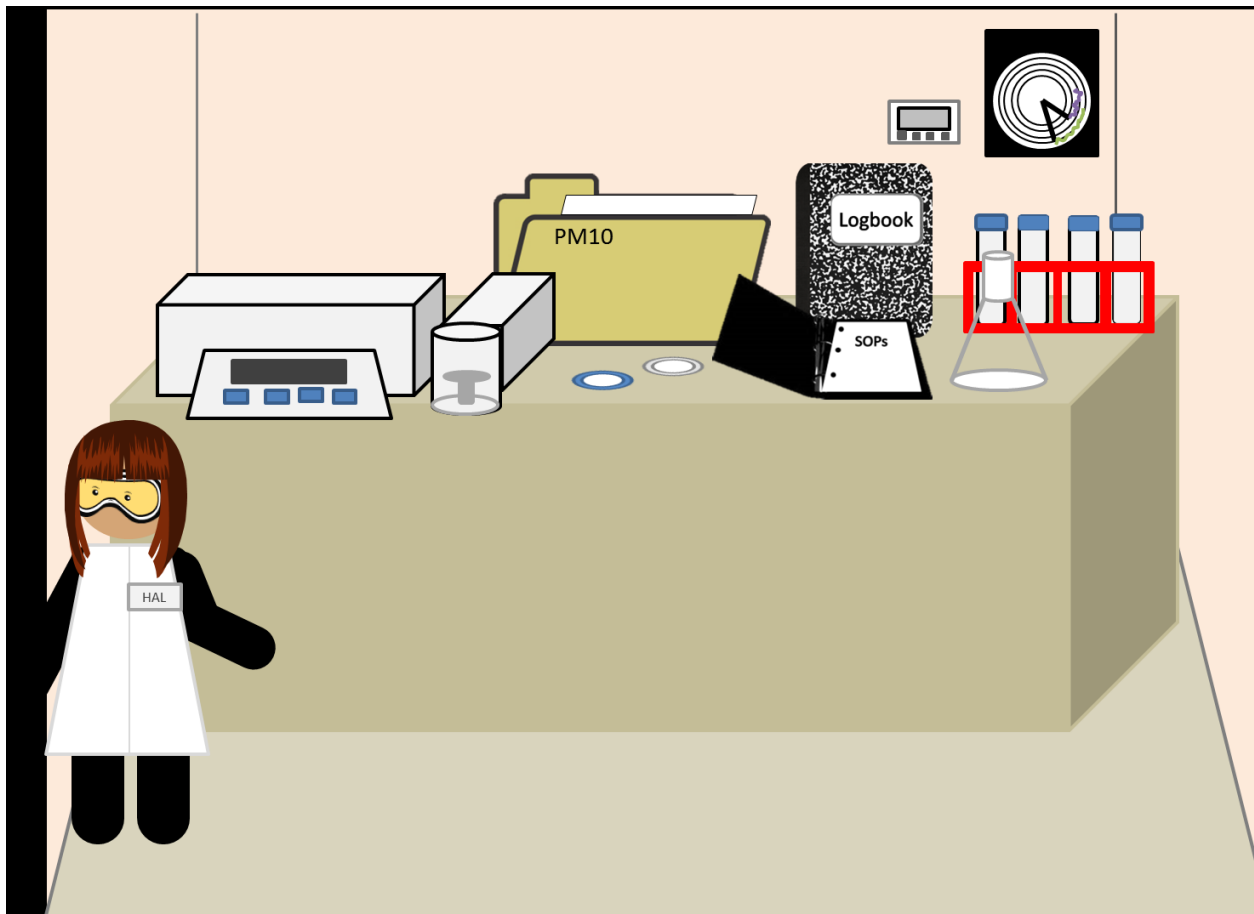


SOPs at the Monitoring Site





SOPs in the Lab





SOPs in Data Validation Decisions





Why Are They Important?

- Standard Operating Procedures (SOPs)
 - o Set of written instructions that document an activity that should be followed by an organization
- SOPs are key to:
 - o Create consistency in processes
 - o Improve quality control
 - o Supply excellent training documents for new staff
 - o Allow data to be defensible in a court of law to fulfill the objective of the data uses, such as attainment decisions



SOPs Bring Order to Work





SOPs Ensure Quality Results

- SOPs are like a recipe
 - o They need to be clear, organized, and precise
- Example: Using a recipe creates a consistent, high quality cupcake
 - o Ensures that multiple cooks in the kitchen will all follow the same recipe
 - o A new chef will have a recipe to follow when learning a new procedure



Versus





SOPs Establish a Solid Foundation

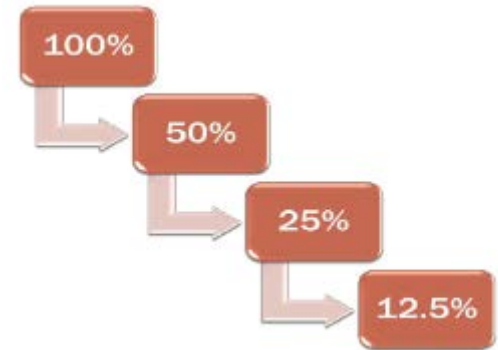
- Agencies need fixed reference documents to ensure consistent operations when:
 - o Staff retire, staff resource changes, and there is high turnover
 - o New staff are hired and need somewhere to go to learn operational and quality control procedures





SOPs Support Structure

- Avoid Word of Mouth Procedures
- Avoid the Telephone Game Effect





EPA SOP Guidance Document



United States
Environmental Protection
Agency

Office of Environmental
Information
Washington, DC 20460

EPA/600/B-07/001
April 2007

Guidance for Preparing Standard Operating Procedures (SOPs)

EPA QA/G-6

Quality



OAM's SOP Standards

- Designed to make our SOPs work as one PQAO
- Covers:
 - o Formatting
 - o Contents
 - o Naming
 - o Form requirements

Updated March 9, 2016

Florida Primary Quality Assurance Organization
Standard Operating Procedures
Standardized Format

A. DOCUMENT NAME

The document name will include the following:

1. SOP Document Control Number
2. Revision Number
3. SOP Date
4. Name of the instrument or procedure that is being documented in the SOP.
For example, DEP 07-5 REV 1_April 2015_TECO 49C

B. TITLE PAGE

The title page shall contain and be formatted as such:

1. Document control will be placed in the upper right hand portion of the top margin and will contain the DEP SOP number in the following format:
SOP Number
Section Number
Revision Number
Date of Revision (Month and Year)
For example,
DEP 07-5
Section 5.0
Revision Number 1
April 2015



Issues

- Inconsistencies with document control and title page
- Moving from individual agency to one PQAO
 - The SOPs need to be flexible enough to encompass all of the supporting instruments in use
- Missing acceptance criteria for QC checks
 - Criteria needs to be consistent across the PQAO
- Defining terms such as “Best Practice”
- Using vague terms such as “usually”





Challenges

- As one PQAO, creating the SOPs is not the biggest challenge, rather, it is ensuring they are used consistently.
- There will likely be differences between the processes used by each agency and the statewide SOP, so some changes will be needed.
- In the past, agencies have been reluctant to consistently use uniform forms; the temptation to alter the statewide forms must be avoided.



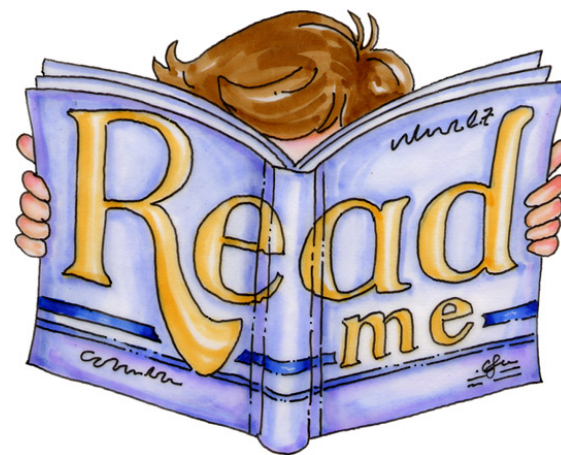
Keeping SOPs Current

- Having a good idea to improve a process or a form is a good thing
 - o Making an unauthorized change to your agency's work process or documentation should be avoided.
- Bring your ideas forward for consideration
 - o What may be a good idea for one agency may not work well for the PQAO.



Summary

- SOPs are needed to:
 - o Standardize processes
 - o Create consistency in work products
 - o Produce high quality data to provide:
 - more informed regulatory decisions
 - more robust air pollution control
 - better air quality for the public





Questions?



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❖ Thanks to the CARB PQAO for sharing their training slides