

# **Quality Assurance Management Plan for the Division of Water Restoration Assistance**



State of Florida  
Florida Department of Environmental Protection

January 2023

## Signature Page

The undersigned have read and understood this Quality Plan, are charged with managing and improving the quality system and are responsible for ensuring that all staff properly execute the procedures discussed in the plan.

**Angela Knecht** Digitally signed by Angela Knecht  
Date: 2023.01.09 11:15:15 -05'00'  
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Angela Knecht, Director

**1/10/2023**  
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Date

**Sandra Waters** Digitally signed by Sandra Waters  
Date: 2023.01.10 07:47:20 -05'00'  
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Sandy Waters, Deputy Director

**1/10/2023**  
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Date

**Andrew Briscoe** Digitally signed by Andrew Briscoe  
Date: 2023.01.10 09:15:58 -05'00'  
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Andrew Briscoe, Program Coordinator

**1/10/2023**  
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Date

**Sarah Ketron** Digitally signed by Sarah Ketron  
Date: 2023.01.10 10:04:01  
-05'00'  
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Sarah Ketron, Program Administrator

**1/10/2023**  
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Date

**Amanda Peck** Digitally signed by Amanda Peck  
Date: 2023.01.10 10:18:29 -05'00'  
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Amanda Peck, Program Administrator and  
Quality Assurance Officer

**1/10/2023**  
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Date

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## **1. Introduction**

The Division of Water Restoration Assistance (DWRA) manages state and federal grant programs targeted at water restoration. The DEP Quality Assurance (QA) program involves the implementation of a management system (planning, review, training, and assessment) to ensure that data collection, generation, interpretation, reporting, evaluation and archiving is of sufficient quality to support Department decisions.

## **2. Quality Assurance Objectives**

The Division's goal is to maintain the level of quality needed to successfully manage the funding programs administered by the Division. Activities included are:

- Reviewing grant/loan applications
- Managing grant/loan agreements/contracts/purchase orders, including reviewing and approving project specific Quality Assurance Project Plans (QAPP)
- Maintaining documentation

This Quality Plan explains both the process and criteria by which the quality system is managed. The plan is utilized as an instrument of internal communication to inform staff of current and future quality assurance activities. We will revise our Quality Plan as needed, and pledge to ensure the consistent application of procedures and criteria for the generation or use of our environmental data. The Quality Plan will also be used as a training document for new staff and as a reference for experienced personnel. The plan and its revisions also serve as an archival record of our formal quality system. The elements of the plan are consistent with the Department's Quality Management Plan, Quality Assurance Directive and Quality Assurance Rule (62-160 F.A.C.).

## **3. Policy Statement**

It is the Division's policy to:

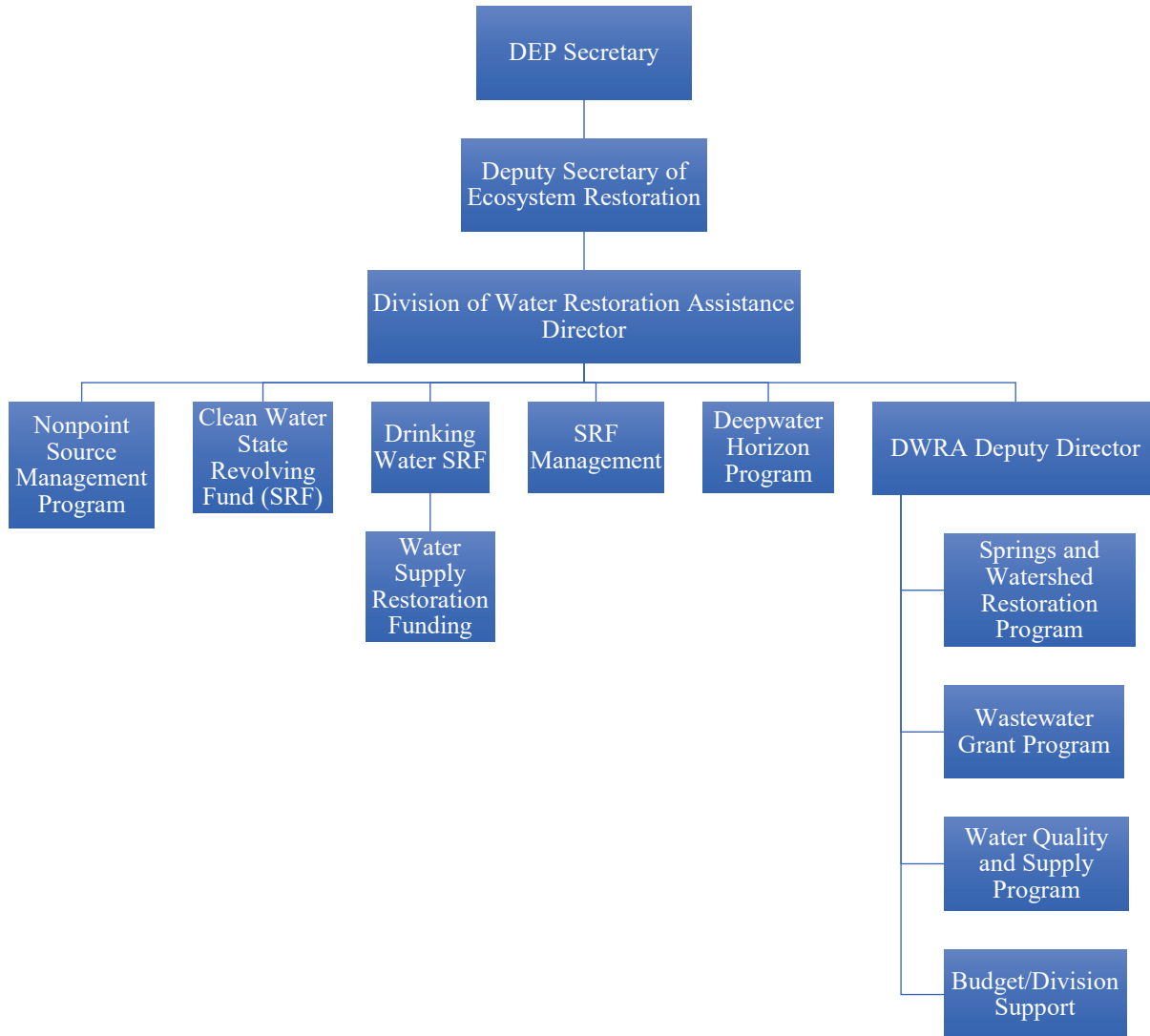
- Have and implement the Quality System described in this document.
- Adaptively manage our Quality System to be consistent with provisions of the DEP Quality Assurance Management Plan.
- Ensure that each individual is properly trained to execute their assigned functions.
- Implement procedures to ensure data quality meets the data quality objectives and implement corrective actions when data do not meet data quality objectives.

## **4. Ethics**

All employees of the DEP Division of Restoration Assistance are held to high professional ethical standards in the performance of their duties. All employees are required to read, understand and sign an 'Ethics Statement' attesting to their commitment to honesty and integrity in performance of their duties. In addition, all employees are required to attend an annual ethics training class. Improper, unethical or illegal actions will be dealt with according to the published Administrative

Directives of the Florida Department of Environmental Protection. The Inspector General's office gives the Division training on fraud detection and ethics annually.

## 5. Organization and Responsibilities



The following are summaries of the significant activities of each program with QA responsibilities in the division.

### **Nonpoint Source Management Program** (Amanda Peck)

The Nonpoint Source Management Program is responsible for the implementation of the State of Florida's stormwater and nonpoint source management activities. These activities are implemented cooperatively by the Department, water management districts, other state agencies (i.e., Department of Agriculture and Consumer Services, Department of Health), local governments, and by the public. The goal of these activities is to minimize stormwater/nonpoint source pollution from new land use activities and to reduce pollution from existing activities. The

Program manages the Clean Water Act Section 319(h) Grant and the State Water-quality Assistance Grant (SWAG). The grants support projects that reduce pollution from nonpoint sources and urban stormwater.

### **Water Supply Restoration Funding Program (Andrew Briscoe)**

The Water Supply Restoration Funding Program uses grant monies from the Water Quality Assurance Trust Fund and the Inland Protection Trust Fund to provide filtration systems for private citizens and public water systems with potable wells contaminated by man-made constituents. If available, the Water Supply Restoration Program will pay to connect a residence with a contaminated well to a public water supply system.

The Water Supply Restoration Program employs an OPS staff member who periodically samples private wells located in central Florida.

### **Deepwater Horizon Program (Sarah Ketron)**

The Deepwater Horizon Program is responsible for identifying, selecting, and implementing restoration projects from the various sources of funds made available from the Deepwater Horizon oil spill. This includes projects selected and implemented through Natural Resource Damage Assessment funding to offset injuries to Florida's natural resources and recreational uses from the oil spill, projects eligible for funding under National Fish and Wildlife Foundation's Gulf Environmental Benefit Fund to benefit the natural resources impacted by the spill, and Gulf restoration projects under the RESTORE Act's Council-Selected Restoration Component funding. The unit coordinates project identification, selection, and implementation with the Florida Fish and Wildlife Conservation Commission, Water Management Districts, other State agencies, Gulf Coast Counties and Cities, non-governmental organizations, and the public.

## **6. Training**

The DWRA staff are trained in the areas necessary to perform their duties. Along with taking the required Department-wide training courses, the program staff take the following:

- Florida Certified Contract Manager certification: required for all contract/grant managers
- Program specific training, as provided by administrative services or the inspector general, from EPA for selected personnel
- As provided, training by DEP Administrative Services staffs on grant management.
- Training on program specific Standard Operating Procedures
- FDEP's Annual Quality Assurance Training
- Training on grant development and the use of grant agreement templates including:
  - Standard Terms and Conditions for Agreements, provided by DEP Office of the General Council (OGC)
  - Scope of Work templates, developed by the DWRA Project Managers using templated language

- Quality Assurance template language and Quality Assurance Attachment (for agreements that include water quality monitoring), developed by staff in OGC and the DEP Quality Assurance Section
- Quality Assurance Project Plan template for grantees to use when developing QAPPs, developed by the Quality Assurance Section
- Other standard attachments to state or federal agreements, developed by OGC

The Water Supply Restoration Program contracts with the Florida Department of Health to sample private wells throughout the State of Florida. DOH provides training to its employees on proper sampling, preservation, and holding times. The training requires that FDEP Standard Operating Procedures for sampling be followed. The samples are analyzed by the FDEP Laboratory which has their own set of QA procedures.

## **7. Data Quality Components**

The Nonpoint Source Management (NPSM) Program manages grant agreements for projects that may include water quality monitoring to evaluate the effectiveness of the project for reducing pollutants. In order to maintain the level of quality assurance required, the NPSM Program staffs include the following in the grant agreements:

- Template language for Quality Assurance in the grant agreement, approved by DEP OGC
- Template language for Quality Assurance in the Scope of Work attachment to the agreement, approved by DEP OGC and DEP Quality Assurance Section
- Quality Assurance Attachment for agreements developed by the DEP Quality Assurance Section

The language in the agreement and attachment templates requires that the grantees develop a project specific QAPP for the monitoring. The NPSM Program sends the grantees the QAPP template, developed by the QA Program, to use when developing their QAPP. The NPSM Program staffs review and approve the grantee's QAPPs when the template is followed. QAPPs that deviate from the template or that have research are submitted to the DEP QA Program staffs for review. The QAPP is considered a Deliverable in the agreement.

## **8. Documentation**

Documentation is stored electronically. The Division office and each program have an electronic folder on the WRA server. The NPSM Program, the Water Supply Restoration and the SRF Programs also have a program specific catalog in OCULUS for storing documents.

The SRF Program has a database to manage the agreement/project information. The other programs in the division maintain agreement/project information in Excel spreadsheets which are maintained by the programs. In addition, the Water Supply Restoration Program maintains a MS Access database to track wells and work orders.

## **9. Compliance, Audits, and Corrective Action**

Programs in the division are audited periodically by federal (EPA) and state entities (DEP Office of the Inspector General, DEP Administrative Services, Dept. of Financial Services, and Office of the Attorney General). Corrective actions identified in an audit are reported to the auditors in accordance with their instructions followed by program implementation of the corrective action. Program personnel perform contract monitoring for the agreements that they manage. Contract monitoring includes performing site visits to check project progress, reviewing contract deliverables (including QAPPs) and invoices. Corrective actions required of grantees are handled according to the requirements in the grant agreement. The Standard Terms and Conditions section of the grant agreements provides the instructions for handling corrective actions.

## **10. Record Keeping**

All records, which may be disposed of, shall be disposed of in accordance with procedures in Administrative Directive DEP 375, as it may be changed from time to time. No permanent records shall be destroyed without written approval by the Department's Records Management Liaison. Records generated for the federally funded programs are disposed of in accordance with the federal requirements under Code of Federal Regulations 200.333 Retention of Records for Grants and Agreements.

## **11. Approved Signatories**

Approved Signatories for Authorizing Agreements are:  
Shawn Hamilton, Secretary  
Adam Blalock, Ecosystem Restoration Deputy Secretary  
Angela Knecht, DWRA Director  
Sandy Waters, DWRA Deputy Director

The Division obtains Signature Delegation of Authority (Secretary to Director) on a program specific basis, documented through a Delegation Memo.

## **12. Report Compilation**

The NPSM Program reports water quality restoration data to EPA through their Grants Reporting and Tracking System on an annual basis. The Division submits information to the Quality Assurance Section for reporting to the Secretary on an annual basis.