

Quality Assurance Process for Procurement Of Sampling and Analytical Services

1. **Department Contracts for *sampling or analytical services, including research projects*, must include quality assurance (QA) requirements.**
 - a. Sampling services include the collection of sample media (e.g., water, sediment, soils, chemical wastes) or biological organisms.
 - b. Analytical services include analysis, observation or measurement activities conducted in the field or in a laboratory.
 - c. QA requirements must be included in the Contracts as an exhibit that is incorporated by reference in the Contract. Note: Additional QA requirements may be included in the Contract Scope of Services. Such additional QA requirements in the Scope of Services must be described in specific, numbered tasks and deliverables.
 - d. Contact the Aquatic Ecology and Quality Assurance Section (AEQAS) for any questions about QA requirements.
2. **Steps for inclusion of QA Requirements in a Department Contract**
 - a. **Contract Initiation**

If sampling or analytical services are included in the contract, a QA approval signature from the AEQAS is required on the Contract Initiation Form (CIF), **Part 1**. Prior to routing to AEQAS for a QA signature, make sure that all appropriate QA check boxes in Part 1 of the CIF are completed.
 - b. **Scope of Services Development**

During consultation with the Contractor and during development of the Scope of Services, the DEP Contract manager should provide the appropriate QA Requirements Exhibit to the Contractor (see 2.c., below).

 - i. Review the QA Requirements with the Contractor. Make sure that the Contractor understands the QA Requirements and can meet them for the proposed Scope of Services.
 - ii. Any changes to the QA Requirements negotiated with the Contractor must be reviewed and approved by the Department's Contract manager and AEQAS.
 - iii. For research projects, *during the Scope of Services development and well before Contract execution*, the Contractor must provide information for review by the Department's Contract manager and AEQAS about proposed methodology for sampling, analysis, quality control, and experimental data evaluation procedures.
 - iv. The Scope of Services must include appropriate QA Deliverables. Template language for QA deliverables for both Standard and Research QA Requirements (see below) are in the attached **QA Deliverables Template Language**.
 - c. **QA Requirements Exhibit**

One of two documents for QA Requirements is used as an exhibit for Department Contracts, depending on whether the *Standard* or *Research* QA check boxes are denoted in Part 1 of the CIF (or whether the contract will be funding a research project). Select the appropriate document per

the following:

- i. Include the attached **Standard QA Requirements** as Exhibit D if the sampling activities will be conducted according to the DEP Standard Operating Procedures (SOPs) and the laboratory analyses will be performed by a certified laboratory accredited by the Florida Department of Health (FDOH) Environmental Laboratory Certification Program. **NOTE: For DEP Contracts, DEP SOPs and certified labs are utilized in most cases.**
- ii. Include the attached **Research QA Requirements** as Exhibit D if sampling activities will NOT be conducted according to the DEP SOPs and laboratory analyses will NOT be performed by a certified laboratory. See 2.b.iii., above.
- iii. **Contact AEQAS for assistance with editing one of the above QA Requirements documents** if the proposed Scope of Services for the sampling and/or analysis services to be provided by the Contractor does not appear to conform to either of the choices above (or seems to be a hybrid of the choices).
- iv. **NOTE: AEQAS review and approval is required for all edited QA Requirements documents.**

d. Quality Assurance Plan (QA Plan)

Contractors providing sampling and analytical services to the Department must submit a QA Plan upon execution of the Contract, and obtain approval for the QA Plan from the Department's Contract manager before starting project work. The attached **Standard QA Plan Template** may be used if the Standard QA Requirements Exhibit is included in the Contract, and the attached **Research QA Plan Template** may be used if the Research QA Requirements are included in the Contract. **The Contract manager must review the QA Plan for conformance with the Contract Scope of Services and the Contract QA Requirements exhibit** (with review assistance from AEQAS staff, as needed). This submittal requirement is specified in the QA Requirements document attached to the Contract (see 2.c., above) and as part of the Deliverables in the Scope of Services (see 2.b.iv., above).

e. Exception to QA Plan Requirement

The Contract manager may opt to not require a QA Plan for Contractors who will not be designing a sampling scheme or a research project and are only providing standard sampling and/or analytical services to the Department. In those cases, the Contract shall include the Standard QA Exhibit, but state that the requirements of Section 6 of the Exhibit are waived and a QA Plan is not required.

f. Contract Execution

Approval for the QA Requirements and QA Plan type for the contract requires a signature from the AEQAS on the **Contract Initiation Form (CIF), Part 2**.