

Quality Assurance Process for Procurement Of Sampling and Analytical Services

1. **Department grants 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 Grant as an exhibit that is incorporated by reference in the Grant. Note: Additional QA requirements may be included in the Grant Work Plan. Such additional QA requirements in the Work Plan 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 Agreement**
 - a. **Grant Initiation**

There are several steps within the Grant Agreement Drafting and Routing Guide for inclusion of the QA Exhibit and language if sampling or analytical services are included in the grant.
 - b. **Grant Work Plan Development**

During consultation with the grantee and during development of the Work Plan, the DEP Grant Manager should provide the appropriate QA Requirements Exhibit to the Grantee (see 2.c., below).

 - i. Review the QA Requirements with the Grantee. Make sure that the Grantee understands the QA Requirements and can meet them for the proposed Scope of Services.
 - ii. Any changes to the QA Requirements negotiated with the Grantee must be reviewed and approved by the Department's Grant Manager and AEQAS.
 - iii. For research projects, *during the Work Plan development and well before Grant execution*, the Grantee must provide information for review by the Department's Grant Manager and AEQAS about proposed methodology for sampling, analysis, quality control, and experimental data evaluation procedures.
 - iv. The Work Plan 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 Exhibit D for Department Grants, depending on whether the project falls under *Standard* or *Research*, as described below. Select the appropriate document per the following:

 - i. Include the attached **Standard QA Requirements** 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 Grants, DEP SOPs and certified labs are utilized in most cases.**

- ii. Include the attached **Research QA Requirements** 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 Work Plan for the sampling and/or analysis services to be provided by the Grantee 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)**
Grantees providing sampling and analytical services to the Department must submit a QA Plan upon execution of the Grant, and obtain approval for the QA Plan from the Department's Grant Manager before starting project work. The attached **Standard QA Plan Template** may be used if the Standard QA Requirements Exhibit is included in the Grant, and the attached **Research QA Plan Template** may be used if the Research QA Requirements are included in the Grant. **The Grant Manager must review the QA Plan for conformance with the Grant Work Plan and the Grant QA Requirements exhibit** (with review assistance from AEQAS staff, as needed). This submittal requirement is specified in the QA Requirements document attached to the Grant (see 2.c., above) and as part of the Deliverables in the Grant Work Plan (see 2.b.iv., above).
- e. **Exception to QA Plan Requirement**
The Grant Manager may opt to not require a QA Plan for Grantees 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 Grant 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. **Grant Execution**
The grant execution process varies throughout the agency, but there must be a final review that ensures that appropriate QA Requirements were included in the grant.