

QA Training Agenda Spring 2011 (all times local)

DAY 1

- 8:00 AM Introduction – Purpose of training (Managers should also attend)
- 8:15 AM Quality Assurance Directive DEP 972 (Managers should also attend)
- QA Directive Highlights
 - Quality System Concept
 - Distributed QA Function
 - Quality Plans for DEP organizational units
 - Annual QA report to the Secretary
 - QA rule Overview
- 9:15 AM Reported lab data – Evaluation Concepts – Data Usability
- QA rule Data Usability document (DEP-EA-001/07)
 - Verifying lab certification
 - Blanks – When is blank contamination significant?
 - MDL and PQL
 - Accuracy and Precision
 - How do data qualifier codes affect usability of data?
 - Requesting explanations from data providers
- 10:15 AM BREAK
- 10:30 AM Approved analytical methods for regulatory uses
- Methods promulgated by rule
 - Methods not required in rules but accepted by DEP
 - Choosing appropriate methods
 - QA rule requirements concerning modified, new or alternative methods
 - Publication of methods
- 11:00 AM QA for specific projects for sampling and analytical testing – Data Quality Objectives
- QA Plans or Sampling & Analysis Plans
 - When required?
 - Content requirements
 - Review process
 - QA for contracts and grants
 - Standard QA requirements
 - Contracts and grants
 - Purchase orders
 - QA management and review - deliverables
 - QA for “non-standard” sampling and/or analysis
 - Projects not associated with permitting, enforcement or regulatory monitoring
 - QA concepts for biology projects
 - QA for “Research” methodology

11:45 – 12:45 LUNCH

12:45 PM Field and Lab Audits – Process and Criteria

- Use of checklists
- Audit report of findings
- Corrective action follow-up
- Field Sampling Performance Audits – DEP SOPs as performance criteria
- Project and Laboratory audits
 - Selecting data for audits
 - Highlights for specific analytes (tailored to audience)
- Training for wastewater inspectors – auditors performing PAIs
 - Items specific to PAI lab auditing and reporting

2:45 PM BREAK

3:00 PM Logistics for Training on DAY 2

3:15 PM Field-Testing Meter Training - calibration, verification, documentation

- pH, specific conductance, dissolved oxygen, temperature, turbidity, chlorine

4:15 PM Training for QA officers

- Revisit relevant topics from above Day 1 presentations
- Review of QAO functions – QA Directive
- Questions & Answers
 - Coordination
 - Resources

DAY 2

8:00 AM DEP SOP sampling training (tailored to specific audience)

- Classroom
 - DEP SOP highlights – sampling, quality control, documentation, surface water, ground water, drinking water, wastewater, sediment, soil, waste
 - Representative sampling design – surface water monitoring strategy
 - Sampling and data quality objectives
 - Appropriate selection of sampling locations based on objectives
 - Guidance for site-specific considerations

10:15 AM BREAK

10:30 AM Field sessions (determined by need in each district)

- Hands-on sampling equipment training
 - Surface water, wastewater, ultra-trace metals, soil, sediment
 - Sample preservation, field quality control blanks
 - Sampling performance audit criteria
- Visit selected sites for sampling design training

We will break for lunch when it works and resume field sessions after lunch.