

# QA Training Agenda Spring 2011

## 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
- 9:00 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
- 11:15 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

12:00 – 1:30 LUNCH

1:30 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 discussion*)
- Training for wastewater inspectors – auditors performing PAIs
  - Items specific to PAI lab auditing and reporting

3:00 PM Logistics for Training on DAY 2

3:15 PM BREAK

3:30 PM Training for QA officers (*targeted at designated QA Officers, others welcome to attend*)

- 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

9:30 AM BREAK

9:45 AM Field-Testing Meter Training - calibration, verification, documentation

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

11:30 – 1:00 LUNCH

1:00 PM Field sessions (*tailored to specific audience*)

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

2:30 PM BREAK

2:45 PM Field Sessions (*continued*)