





Quality Assurance for Contracts/Grants/Purchase Orders

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Notes before we begin...

- Everyone will be muted
- Please ask any questions in the chat box or raise your hand at section breaks
- Participate with the Mentimeter, its kinda fun 😊



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Agenda

- Background DEP Quality Assurance (QA)
- QA requirements for Contracts and Grants
- QA Documents and Responsibilities
- Contract/grant examples
- QA requirements for Purchase Orders
- QA Resources
- Website Review



Learning Goals

- Understand DEP QA requirements for contracts, grants, and purchase orders
- Know when to ask questions
- Know where to find the answers



Mentimeter Time!





Background on Quality Assurance

Quality Assurance for Contracts/Grants/Purchase Orders



Authority and Obligation

Chapter 403.0623, Florida Statutes

Directs DEP to “establish, by rule, appropriate quality assurance requirements for environmental data submitted to the department and the criteria by which environmental data may be rejected by the department”

Chapter 62-160, Florida Administrative Code

DEP’s “QA Rule” contains requirements for field and lab data submitted to DEP



Authority and Obligation

DEP Policy 972

QA Policy establishes internal agency policy and distributed responsibility for QA throughout DEP

Quality Management Plan (QMP)

Explains DEP's QA processes to EPA, and is a requirement for funding and delegation of federal programs to DEP



If you want to learn about QA...

On PeopleFirst in the Learning Management System (LMS)

- Search: **DEAR Intro to Quality Assurance**
 - Self-guided training with a quiz
 - Estimated time for completion is 30-45 minutes



Quality Assurance Requirements

Quality Assurance for Contracts/Grants/Purchase Orders



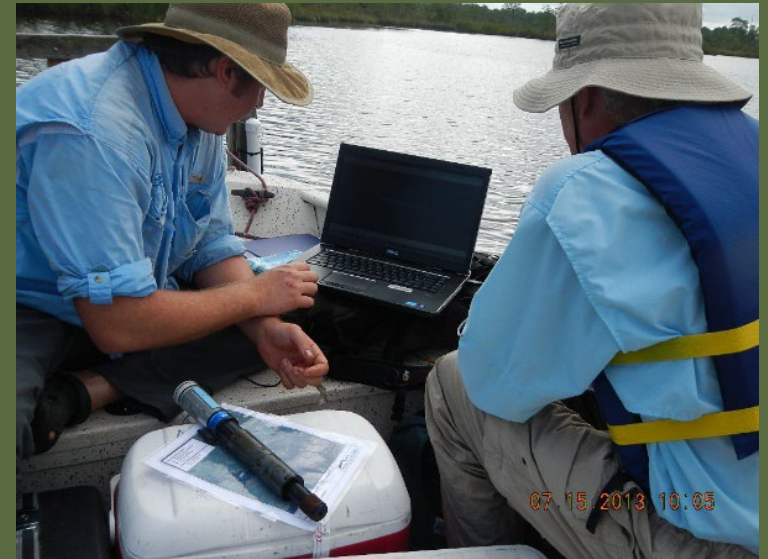
QA Requirements: Contracts, Grants, Purchase Orders

- Field and laboratory work conducted under legal agreement (contract/grant/ PO) with DEP must adhere to DEP QA Rule (62-160, F.A.C.)
 - Scientific validity
 - Legal defensibility
- State \$ spent
 - DEP will use the data
 - DEP will make decisions based on the data



QA Requirements: Contracts, Grants, Purchase Orders with FIELD SAMPLING

- Use appropriate equipment
- Preserve samples correctly
- Meet holding times, as required in DEP SOPs
- Record all required information to be kept with the sampling record
- Make sure field meters are reading accurately





QA Requirements: Contracts, Grants, Purchase Orders with LAB ANALYSIS

- Hold certification from DOH for specific test methods
- Run required blanks and standards
- Have results reviewed by a second analyst
- Report results with appropriate qualifier codes, as required in the QA Rule



A – Value reported is the arithmetic mean (average) of two or more determinations.

U – Indicates that the compound was analyzed for but not detected.

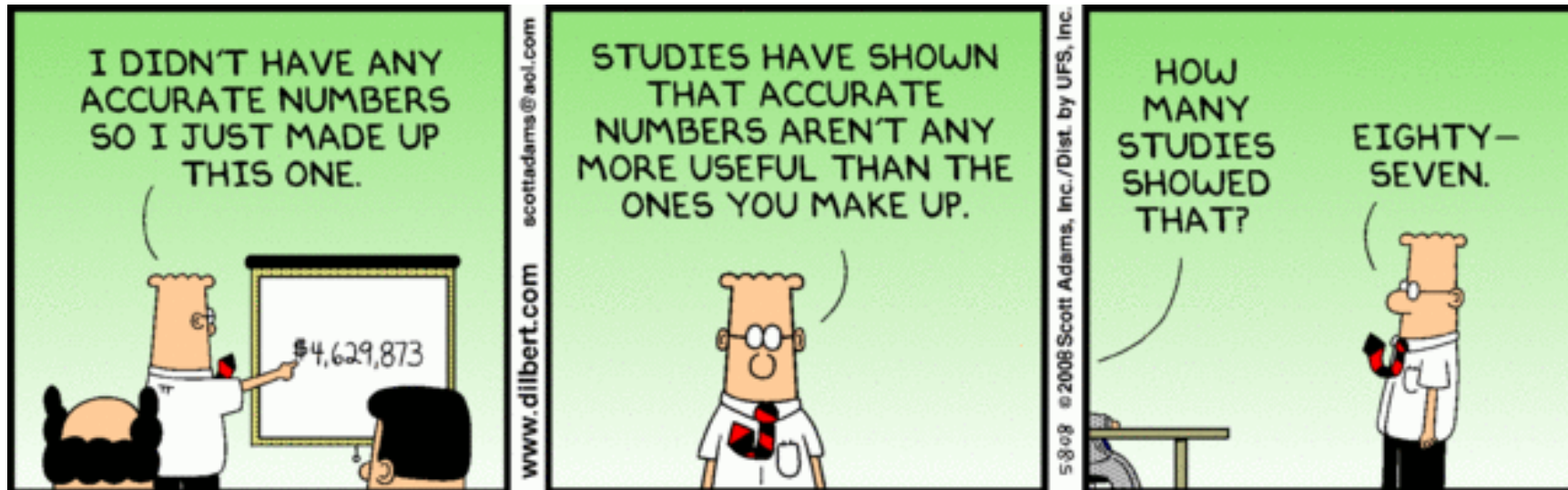
I – The report value is between the laboratory method detection limit and the laboratory quantitation limit.

B – Results based upon colony counts outside the acceptable range.



QA Requirements: Contracts, Grants, Purchase Orders

"Trust, but verify." –Ronald Reagan





Quality Assurance Documents and Responsibilities

Quality Assurance for Contracts/Grants/Purchase Orders

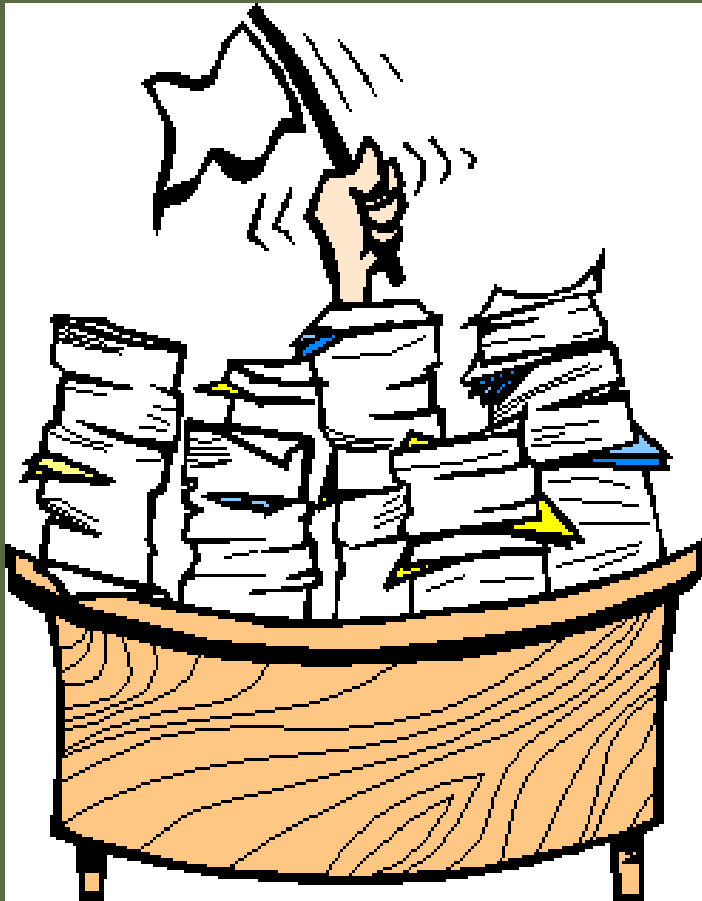


Documents and Responsibilities: Contracts, Grants, Purchase Orders

- AEQAS has provided process documents, QA attachments, QA deliverables language and QA Project Plan (QAPP) templates
 - Contracts
 - Grants
 - MFMP PRs (POs)
- <https://floridadep.gov/dear/quality-assurance/content/qa-dep-contracts-grants-and-purchase-orders>
- Linked in grant writer manual



Documents and Responsibilities: Manager Responsibilities



- Discuss field and lab work with contractor/grantee during project initiation
- Decide whether project requires Standard or Research QA Attachment, and include in agreement
 - Contact AEQAS if you don't know which one.
- Provide Research or Standard QA Plan template to contractor/grantee
 - MAKE SURE YOU PICK THE RIGHT ONE!
- Review and approve QA Plan deliverable and other deliverables for adherence to QA requirements
 - **Request help from AEQAS for review, as needed**



Documents and Responsibilities: Contracts, Grants QA Attachment Exhibit D Contents

- Laboratory Analysis and Field Collection Requirements
- Reporting, Documentation, and Records Retention
- Audits
 - Technical Audits
 - Initial and Ongoing Planning Review Audits
 - Statement of Usability
- QA Plan (deliverable for contracts and grants, info needed ahead for POs)

Required if work includes field or lab sample measurements



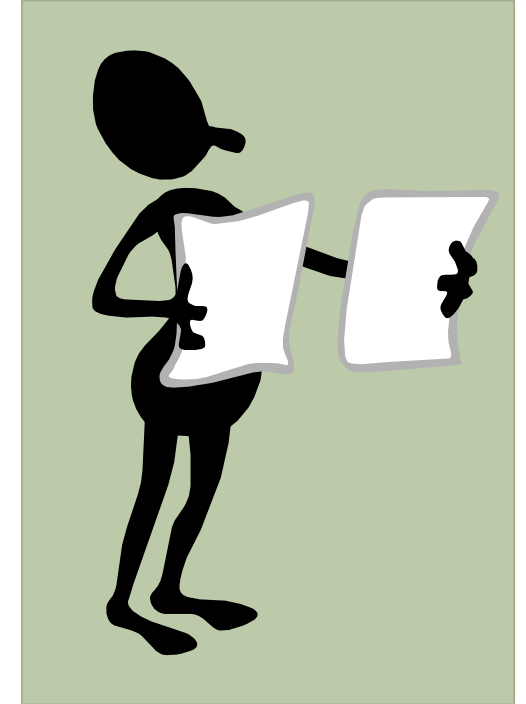
Documents and Responsibilities: Contracts, Grants QA Attachment Exhibit D

- Standard QA Attachment
 - Standard accepted methods used
 - All **DEP SOP** requirements apply
 - Labs must be **certified** by DOH ELCP
 - Use Standard QA Plan Template
- Research QA Attachment
 - **Non-standard or “research”** sampling procedures
 - Lab methods that are non-standard and **not typically certified** by DOH-ELCP
 - Data not for regulatory use
 - Use Research QA Plan Template



Documents and Responsibilities: Contracts, Grants *Who Conducts QA Review?*

- QA Review prior to agreement execution *is required* to ensure appropriate QA requirements included
- Triggers for AEQAS review
 - Contracts includes the Business Needs Analysis (BNA formally CIF) QA approval
 - Grants has no formal trigger
- AEQAS conducts review for anyone who asks for help, not every QAPP must go through AEQAS
- DWRA – QA officer conducts review
- OWPER – All staff managing agreements





Documents and Responsibilities: Contracts, Grants Audits of Agreement Work

- Initial Planning Review Audit (not required for POs)
 - Once work has begun, contractor/grantee shall submit an evaluation of how well the work aligns with the QA Plan
- Ongoing Planning Review Audits (not required for POs)
- Technical Audits
 - DEP may audit contractors/grantees at any time
 - Contact AEQAS for help if you think an audit is needed



Examples

Quality Assurance for Contracts/Grants/Purchase Orders



Contracts/Grants: “Standard Examples”

- Stormwater monitoring for EPA 319 Grants
- Ambient monitoring of surface waters and groundwater (grants managed by DEAR)
- Water quality monitoring of typical analytes for evaluation of nutrient source controls



Contracts/Grants: “Research Examples”

- Use of isotopic water quality tracers to determine movement of groundwater
- Assessments of biological communities (*e.g.*, oysters, fish, vegetation) to determine success or water quality or habitat restoration efforts
- Sampling with non-traditional equipment



Contracts/Grants: “Hybrid Examples”

- Testing of new technologies to remove algae from surface waters
- Analysis of a mix analytes with both certifiable methods and experimental methods
- Implementation of innovative technologies and water quality analysis of common water quality parameters

Mentimeter Time!





Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

Quality Assurance for Contracts/Grants/Purchase Orders



Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

- AEQAS conducts QA review and approval in MFMP for POs with field sampling or lab analysis
 - Triggered by commodity type
- Standard or Research QA Attachment added to PO by AEQAS
- During negotiations...
 - Discuss and review the QA requirements with the supplier, make sure all parts are understood. Contact AEQAS with questions.
 - For research projects, project info must include a description about proposed methodology.



Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

- Water testing services
- Soil pollution measurement or monitoring
- Employee skill testing and assessment service
- Marine biology services
- Ecological science services
- Botanical science services
- Agricultural science services
- Aerobiological science services
- Medical laboratories



Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

1. Standard QA Requirements- when DEP SOPs are used and lab is FDOH certified, typically for activities conducted for compliance.
2. Research QA Requirements- when sampling activities will **NOT** be conducted according to DEP SOPs and lab analyses will **NOT** be performed by a certified lab. Research approach is acceptable if data will not be used for regulatory decisions.

If the proposed scope of work does not appear to conform to either of those choices, contact AEQAS for review and approval for edited QA requirements.



Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

- For **Standard** Sampling and/or Analytical Services
 - List each organization providing services
 - Indicate the specific sample collections or analyses supplied
 - List the test methods and include the certification number for the lab.
 - If more than one matrix, the above info should be listed for each sample matrix.



Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

- For **Standard** Sampling and/or Analytical Services **put in the line item or details**
 - Who collects samples
 - Which lab does analysis (DOH ID and location)
 - What analytes for which they are testing
 - Which test methods they are using.
 - If more than one matrix (soil, drinking water, recreational water) the info should be listed for each sample matrix.



Quality Assurance for Purchase Request/Orders in MyFloridaMarketPlace

- For **Research** Projects, provide the following in the line-item description or attached Plan of Study or Scope.
 - Purpose and intended use of data
 - Description of work to be done
 - Data reporting and storage procedures
 - Documentation to be provided to the department
 - Training required to conduct work
 - Experimental design details, including sampling sites, populations, organisms, or analytes to be investigated, and sampling and/or analytical schedules;
 - **Sampling and analytical methods**
 - **QC activities**
 - Evaluation of the research project design to meet objectives
 - Statistical and/or other procedures and criteria for evaluation of data

Mentimeter Time!





QA Office Hours for Grant/Contract/MFMP Help

When: EVERY FRIDAY (subject to change) @ 9 AM EST

Where: On TEAMS

Who: ANYONE WHO WANTS TO ASK QUESTIONS OR
CHAT ABOUT QA

Webpage: <https://floridadep.gov/dear/quality-assurance/content/qa-dep-contracts-grants-and-purchase-orders>



THANK YOU

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