



DEP Quality Plans

Division of Ecosystem Assessment and Restoration
Aquatic Ecology and Quality Assurance Section



Learning Objectives

- Know what a Quality Plan (QP) is
- Know who should have a QP
- Understand why a QP is necessary
- Know what goes into a QP



What is a Quality Plan?

A quality assurance document that describes staff responsibilities, internal procedures, and performance assessment criteria comprising the program or work unit's Quality System



Why Have a Quality Plan?

Per DEP policy, every program is required to develop and maintain a QP (Directive 972). Furthermore, if sampling for the Department and using DEP SOPs, a QP is required per FA 3300.



Why Have a Quality Plan?

- Use as a reference QA document by all program or work unit staff, and as a QA training document for new staff.
- Use as a record of:
 - current and anticipated QA activities,
 - distribution of staff responsibilities for QA functions,
 - and past decisions regarding data quality objectives and data use



DEP Directive 972

Establishes internal agency policy and distributed responsibility for Quality Assurance throughout DEP

Florida Department of Environmental Protection



DEP 972

Quality Assurance for the Collection, Analysis, and Interpretation of Environmental Data for the DEP Regulatory, Ecosystem Restoration and Land and Recreation Programs

POLICY MAINTENANCE ADMINISTRATOR: Division of Environmental Assessment and Restoration

PURPOSE AND SCOPE: This Directive outlines procedures and staff responsibilities for the comprehensive implementation of DEP's Quality Management Plan for DEP's Regulatory, Ecosystem Restoration, and Land and Recreation Programs. This Directive instructs those DEP Programs responsible for the generation and use of environmental, scientific data to implement a management system (involving planning, reviewing, training, and assessment) that will ensure that data collection, generation, interpretation, reporting, evaluation and archival storage will be of sufficient quality to support DEP decisions. This directive is applicable to all DEP Regulatory, Ecosystem Restoration, and Land & Recreation Programs (except the Division of Air Resources Management).



DEP Directive 972

Quality Plans

- Each District and Program is required to develop and maintain a QP
 - “describing organizational responsibilities and performance criteria for managing, assessing, and improving the Quality System”



DEP Directive 972

Quality Plans

- If you generate or use environmental data, you should have a QP!
- Program staff must be familiar with the Program QP and conduct QA activities as outlined in the QP



DEP SOP FA 3300

States “each organization must have a quality manual or quality plan that outlines their current quality system, quality assurance policies and quality control procedures. All topics specified in FA 3100 and 3200 must be addressed by descriptive discussions or reference to specific policies and procedures.”



Parts of a Quality Plan

FA 3300 describes required parts of a QP

- Specifics differ for each program/organizational unit
 - Examples of QA activities include:
 - Reviewing data for usability to determine compliance with permits or rules
 - Procedures or checklists to evaluate and qualify data
 - Reviewing contracts for sampling and analysis tasks
 - Documenting procedures for sampling, field-testing, and checking database entries
 - Implementation of DQOs and DQIs
 - Conducting audits and compiling audit reports
 - Devising and implementing corrective actions for problems with procedures, data reviews, and audits



Parts of a Quality Plan

Title and Signature Page

- Title page
 - Document title
 - Program name
 - Effective date of QP
- Signature page (can be part of title page) with signatures from:
 - QAO
 - Highest levels of management responsible



DRAFT

Quality Plan for

[Name of Unit]

Florida Department of Environmental Protection

[Date]

Signature Page

The undersigned have read and understood this Quality Plan, are charged with managing and improving the quality system and are responsible for ensuring that all staff properly execute the procedures discussed in the plan.

X

Administrator

X

Manager

X

Supervisor

[other signatures]



Parts of a Quality Plan

Introduction, Basic Elements & Policy Statement, Ethics Statement

- Cite other QA documents (DEP Directive 972, QA Rule 62-160, DEP SOPs, DEP QMP) as necessary to describe the program Quality System
- Statement of policy that outlines the organization's commitment to generating data through the use of sound QA and QC management practices
 - Refer to [QP guidance document](#)
- Ethics statement that outlines the organization's ethics policy and employee training on ethics
 - Refer to [QP guidance document](#)



Parts of a Quality Plan

Organization and Responsibilities

- Program function
- Staff currently employed and their responsibilities in relation to Quality Assurance
 - Quality Assurance Officer
 - Program staff
 - Program Management
- Organizational structure for program



Parts of a Quality Plan

Quality Assurance Officer

- Identify the Program QAO in QP
- Some responsibilities of QAO and any other QA contacts include:
 - Updating and maintaining QP
 - Coordinating with AEQAS for QA annual report to the Secretary
 - Program responsibilities for QA Annual Report should be in QP



Parts of a Quality Plan

Training

- What training is required and for which employees
- Procedures in place to ensure new employees are properly trained
- Frequency requirements for training procedures



Parts of a Quality Plan

Sampling Design and Procedures

- Specify types of sampling, sampling matrix, and laboratory and field testing relevant to execution of DEP SOPs performed
- Discuss or reference sampling procedures
- Discuss how samples are handled and transported/ submitted to laboratory
- Discuss or reference procedures for performing and documenting instrument calibrations



Parts of a Quality Plan

Data Review

- Discuss procedures used to review and assess data
 - Data review checklists
 - Audits
- Discuss criteria for determining when corrective actions must be initiated and procedures used to implement corrective action
 - Such criteria may be DQO's, DQI's, rules, or permits



Parts of a Quality Plan

Documentation

- Record-keeping procedures for job duties that require QA
 - How records are generated, retained, and stored
 - How documentation is controlled and maintained
 - Types of documents/reports that are generated
 - Procedures to ensure accurate sample ID and data integrity



Updating Quality Plans

Is there a requirement for update frequency?

- No requirement on how often QPs should be updated
- The QP is a living document
 - Updates recommended
 - Every 4 years OR
 - Whenever major changes in program occur



Overall Take-aways

- If you generate or use environmental data, you should have a QP
 - Directive 972
 - DEP SOP FA 3300
- You have all the information; the QP is just putting it into one document



Presentation Available Online

Access this presentation on our QA training page

Training Presentations

[Home](#) » [Divisions](#) » [Division of Environmental Assessment and Restoration](#) » [Quality Assurance](#) » Training Presentations

Quality Assurance Quick Links

[DEP QA Directive](#)

[QA Rule 62-160](#)

[DEP SOPs](#)

[SOP Forms](#)

[QA Resources](#)

[DEP SOP Training at TREEO Center](#)

DEP SOP Video Trainings

- [Module 1 - Surface Water Grab Sample](#)
- [FT 1000-1500 Field Testing SOP Series](#)
- [FT 1600 Field Turbidity](#)
- [FT 2000 Field Measurement of Residual Chlorine](#)

DEP SOP Recorded Webinar Trainings

- [FDEP Requirements for Field Testing and Surface Water Sampling](#), for Aquatic Preserves and SEAS samplers, December 9, 2016



Examples of Quality Plans

Water Quality Standards Program

Watershed Monitoring Section

Watershed Evaluation and TMDL Section



Resources

QA Resources Page

Quality Plan Template

Example Quality Plans from other DEP Programs

Contact AEQAS Staff for Assistance

Quality_Assurance@FloridaDEP.gov



Florida DEP

SOP Training Webinar Series

June 2020

June 3, 10:00-11 AM EST

DEP QUALITY PLANS

DEP SOPs FA 3300

June 9, 10:00 AM – 11:30 AM EST

ADMINISTRATIVE SOPs and SURFACE WATER SAMPLING

DEP SOPs FA 1000, FC 1000, FD 1000, FQ 1000, FS 1000, FS 2000, FS 2300, FS 2400

June 10, 10:00 AM – 11:30 AM EST

FIELD TESTING SOPs

DEP SOPs FT 1000, FT 1100, FT 1200, FT 1300, FT 1400, FT 1500, FT 1600, FT 2000

June 11, 10:00 AM – 11:30 AM EST

GROUNDWATER SAMPLING

DEP SOP FS 2200

June 16, 10:00 AM – 11:30 AM EST

BASIC DATA REVIEW

Questions?

