

Quality Assurance Process for Procurement Of Sampling and Analytical Services

- 1. Department contracts and 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 contract/grant as an attachment that is referenced in the contract/grant. Note: Additional QA requirements may be included in the statement of work (scope or grant work plan) attached to the contract/grant or in specific, numbered contract or grant tasks.
 - 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 contract or grant**
 - a. Contract/Grant Initiation**

If sampling or analytical services are included in the contract, a QA approval signature from the AEQAS is required on the Contract Initiation Form (CIF), **Part 1**. Prior to routing to AEQAS for a QA signature, make sure that all appropriate QA check box in Part 1 of the CIF are completed (i.e., item #2 in Part 1 of the CIF). A similar checkbox process is not yet in place for grant initiation, but the remainder of these steps must be followed for grants.
 - b. Scope of Work (Work Plan) Development**

During consultation with the contractor/grantee and during development of the scope of work or grant work plan, provide the appropriate QA Requirements Attachment to the contractor/grantee (see 2.c., below).

 - i. Review the QA Requirements with the contractor/grantee. Make sure that the contractor/grantee understands the QA Requirements and can meet them for the proposed scope of work or grant work plan.
 - ii. Any changes to the QA Requirements negotiated with the contractor/grantee must be reviewed and approved by the department's contract/grant manager and AEQAS.
 - iii. For research projects, *during the scope of work/grant work plan development and well before contract/grant execution*, the contractor/grantee must provide information for review by the department's contract/grant manager and AEQAS about proposed methodology for sampling, analysis, quality control, and experimental data evaluation procedures.
 - c. QA Requirements Attachment**

Two documents for QA Requirements are used for department contract/grant attachments. Select the appropriate document according to the following:

 - i. Include the attached **Standard QA Requirements** if the sampling

activities will be conducted according to the DEP SOPs and the laboratory analyses will be performed by a certified laboratory accredited by the FDOH Environmental Laboratory Certification Program. **NOTE: For department contracts and 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 scope of work or grant work plan for the sampling and/or analysis services to be provided by the contractor/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)

Contractors or grantees providing sampling and analytical services to the Department must submit a QA Plan upon execution of the contract or grant, and obtain approval for the QA plan from the department's contract or grant manager before starting project work. The contract/grant manager must review the QA Plan for conformance with the contract/grant scope of work (or grant work plan) and the contract/grant QA Requirements attachment (with review assistance from AEQAS staff, as needed). The details of this submittal requirement are specified in the QA Requirements document attached to the contract/grant (see 2.c., above). The exception to this QA Plan requirement is typically limited to contractors/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, but other unique contracts/grants may also not require a QA Plan. **Specify the type of QA plan to be submitted by the contractor/grantee by selecting one of the following options listed in the QA Requirements document attached to the contract/grant, and edit the QA Requirements document to delete the other options accordingly** (see 2.c., above):

- i. QA Plan Template
For standard sampling and analysis projects, the contractor/grantee will complete a DEP QA Plan template provided by the DEP contract/grant manager. **The attached *NPS QA Plan Template* should be used for most projects funded by Section 319 grants.**
- ii. Quality Assurance Project Plan (QAPP)
For federally funded projects when an existing DEP QA plan template is not available or is not appropriate, the contractor/grantee will prepare a QA plan that contains the information required in the EPA Document EPA-QA/R-5, EPA Requirements for Quality Assurance Project Plans, dated March 2001.
- iii. Sampling and Analysis Plan
For state-funded projects when an existing DEP QA plan template is not available or not appropriate, the contractor/grantee will prepare a QA plan discussing the information contained in Section 1 (Sampling and Analysis Plan) of the document "Requirements for Field and Analytical Work Performed for the Department of Environmental Protection Under Contract," DEP-QA-002/02.

iv. Research QA Plan

For research projects (see 2.c.ii., above), the contractor/grantee will prepare a detailed project proposal or sampling and analysis plan that discusses the information listed in [Rule 62-160.600, F.A.C.](#) The contractor/grantee may use the attached optional **Research QA Plan Template**, to develop the QA Plan, to include (as applicable):

- purpose and intended use of data, including topics to be investigated;
- description of work to be conducted;
- data reporting and storage procedures;
- documentation to be delivered to the department as work product;
- training required to conduct work;
- experimental design details, including sampling sites, populations, organisms, or analytes to be investigated, and sampling and analysis schedules;
- sampling and analytical methods to be used for the project ;
- quality control activities, measurements and control criteria;
- evaluation of the research project design to meet contract research objectives; and,
- statistical and/or other procedures and criteria for evaluation of experimental data.

e. Contract Execution

Approval for the QA Requirements and QA Plan type for the contract requires a signature from the AEQAS on the **Contract Initiation Form (CIF), Part 2**. There will soon be a similar requirement for grant execution.