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February 14, 2014

Mr. Gerard Sotolongo
Regional Quality Assurance Manager
US EPA – New England Regional Laboratory
Office of Environmental Measurement and Evaluation
11 Technology Drive
North Chelmsford, MA 01863

Re: Corrective action to address identified NEIWPCC QMS non-conformances

Dear Mr. Sotolongo,

This letter is being provided to convey the intended corrective actions and corresponding timeline for addressing non-conformance issues identified during EPA's recent quality system assessment of New England Interstate Water Pollution Control Commission's quality management system. As acknowledged in your December 24, 2013 letter; corrective actions for both non-conformances are already underway.

In regard to the annual employee self-assessments, the phase 2 assessments for 2013 were distributed on December 12, 2013 (as indicated on the attached PDF). Collection of responses is ongoing. For future phase 2 surveys, NEIWPCC will document the date of distribution and associated return-rate within the annual QA status report.

In regard to the submission of the annual QA status report, the FY-13 report was transmitted to EPA within the first quarter of FY-14, as had been discussed with Nora Conlon. In February 2014, NEIWPCC intends to initiate the process of amending our quality management plan to revise the time period for developing and transmitting the annual QA status report; documenting our commitment to providing the report within the quarter following the close of the federal fiscal year.

Please let me know if you have any questions or if I may be of further assistance. You may reach me at 978-349-2508.

Sincerely

Michael Jennings
NEIWPCC

cc: NEIWPCC Senior Staff (electronic version only)
Nora Conlon, EPA Region 1 (electronic version only)

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Michael Jennings

From: Michael Jennings
Sent: Thursday, December 12, 2013 3:24 PM
To: 'rdadams@gw.dec.state.ny.us'; 'Boicourt.Kate@epa.gov';
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'jsnace@gw.dec.state.ny.us'
Cc: tgroves@neiwppcc.org; SKing@neiwppcc.org
Subject: Phase 2 of NEIWPCCEmployee QA self-assessments
Attachments: Self Assessment Form.pdf; QASelf-survey.doc

Hello everyone,

You are receiving this message because you indicated on your 2013 performance appraisal that for the period of 10/1/12 to 09/30/13 you were involved with environmental data operations on behalf of NEIWPCCEmployee. I would appreciate it if you would take a moment and complete the attached follow-up survey. It would be great if I could get these forms back from all of you by 12/20/13. Emailing the forms back is best.

Keep in mind that the survey form applies to the period of 10/1/12 to 9/30/13.

Please let me know if you have any questions.

Mike

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