

QUALITY PROGRAM ALL STAFF UPDATE

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AGENDA

- QA refresher
- Designee training
- What is a QAPP?
- QAPP activity
- NEIWPCCC QA updates

HOW DO YOU INCLUDE QUALITY ASSURANCE/ QUALITY CONTROL IN YOUR WORK?

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Examples:

- Using a rubric for evaluating proposals
- Following established SOPs
- Reviewing final reports

QAPM DESIGNEE

- Purpose:
 - Increase capacity for QAPP reviews; better able to ensure efficient process
 - Strengthen Quality Program by increasing organizational understanding of the program. This may include have QAPP Designees throughout NEIWPCO offices.
- Expectations:
 - Commitment to quality and system strengthening
 - Responsiveness to requests and communication
 - Willingness to take on QAPP reviews when available
 - Proactively communicate any QA questions, issues, or challenges to QAPM
 - Participate in QA Field Assessments when available
- Qualifications:
 - Two years at NEIWPCO
 - Environmental Analyst- included in job description
 - Identified by local or Lowell supervisor

REMINDER – WHAT IS A QAPP?

A properly planned, reviewed, and approved QA Project Plan will define and describe the following:

- The project's goals and objectives or questions and issues being investigated
- Specific roles of the various parties involved with the project
- Decision(s) to be made from the information obtained
- How, when, and where project information will be acquired or generated
- Possible problems that may arise and what actions to be taken to mitigate their impact on the project
- The type, quantity, and quality of data specified
- How “good” those data have to be to support the decision to be made
- How the data will be analyzed, assessed, and reported

A QAPP IS NEEDED WHEN...

A systematic planning process based on the scientific method is required for all environmental information (EI) operations (EPA Quality Procedure).

This planning process is documented in a QAPP.

- Examples of EI
 - Direct measurement or analytical testing of environmental parameters or conditions
 - Development or application of environmental plans, models, methods, or applications
 - Information compiled or obtained from databases, existing literature, software applications, etc. (i.e., secondary data)
 - Design, construction, or operation of systems, devices, and their components that measure, remove, and/or prevent pollutants from entering the environment (i.e., environmental technology)

A QAPP IS NOT NEEDED WHEN...

- There are no environmental information operations – no data is being collected
- There are no environmental decisions being made
- The work is covered by other quality documentation

TO QAPP
OR
NOT TO QAPP?

EX. 1: SPROUT BROOK DAM REMOVAL PROJECT

- This is the third phase of a project.
- Previous work determined that this dam was appropriate to remove and feasible to do so.
- This project funds the physical removal of the dam.
- This project does not fund any post-construction monitoring.

Ex. 2: COMMUNITY VULNERABILITY ASSESSMENT PROJECT

- Community focus group gathered to review existing flood and social vulnerability maps
- Community members will share their knowledge and feedback on flooding and resiliency in their neighborhood
- Grantee will compile knowledge and feedback into a report to be shared with the community

EX. 3: GREEN INFRASTRUCTURE TOOLKIT

- Grantee is awarded funds to develop toolkit for municipalities and homeowners to implement Green Infrastructure projects.
- They will compile existing information to develop a guidance manual for the public to understand stormwater issues, best management practices, and how they can take action on their own property or in their neighborhoods.

Ex. 4: HIGH SCHOOL AQUATIC STEWARDSHIP PROGRAM

- Students learn the fundamentals of stream ecology. They learn how to conduct physical, chemical, and biological measurements of streams.
- Students collect temperature, dissolved oxygen, specific conductance, and pH of a stream.
- Students identify fish species through minnow traps, trap netting, and fishing.
- Data collected will be synthesized by the watershed group and inform a stewardship project that students will implement.

UPDATE TO QA SOPs

- Update to our QAPP review and approval SOP
- Updates and Amendments process written into SOP

PHASE 4: UPDATES AND AMENDMENTS

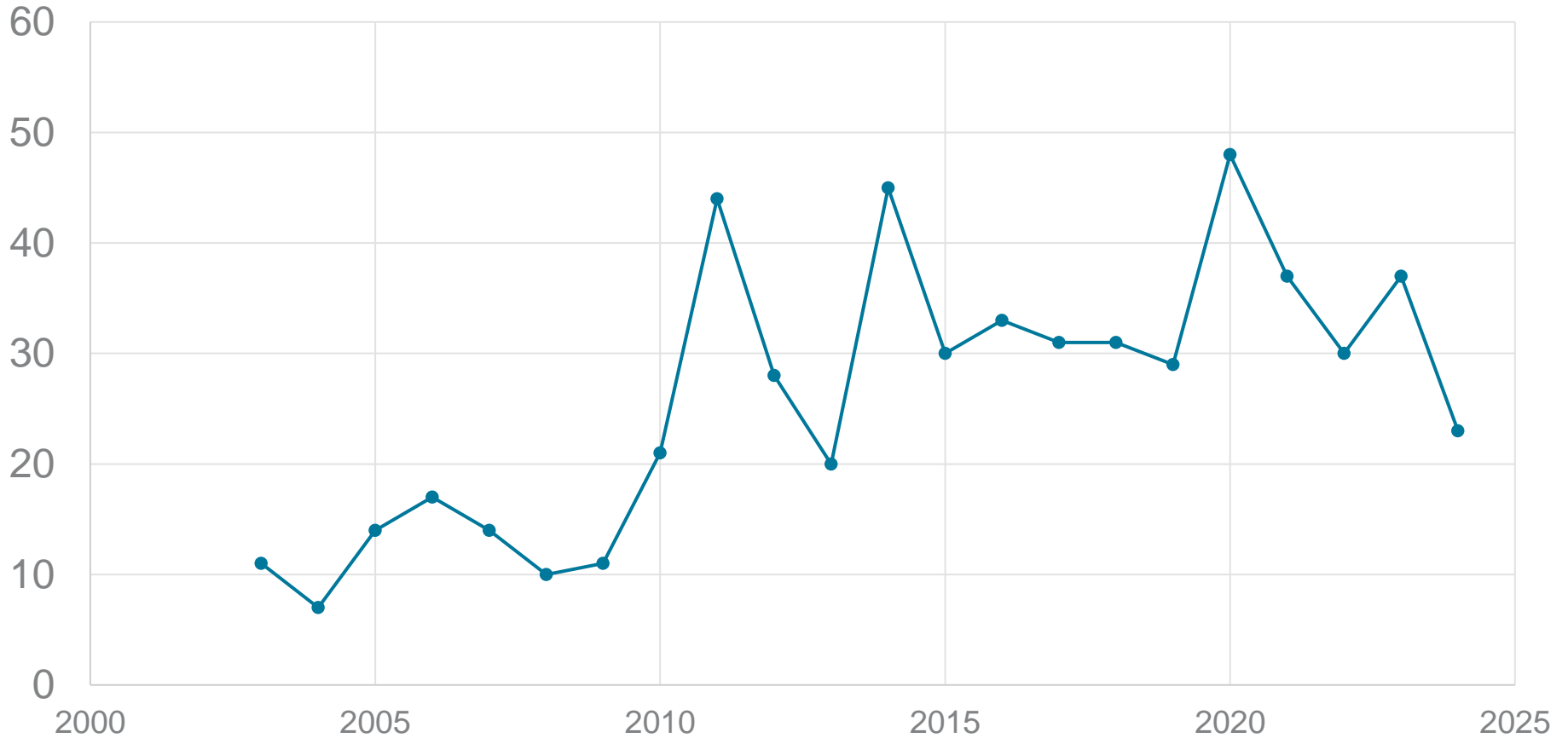
Step 10: Updating and Amending an Existing QAPP

10.1: If any changes are made to a project with a QAPP, the document needs to be updated. The PM will distribute a memo to the QAPP distribution list describing changes to the document, as well as the updated QAPP with track changes. If reviewers accept changes without further review, the PM distributes the updated QAPP along with a QAPP update certification form (Appendix F). The form will be signed and dated by the PM.

10.2: If reviewers require additional review, the PM will submit the updated draft as an amendment. They will send this updated draft to the QA receiver to go through the complete formal QAPP review process.

NOTE: Changes that should not have an impact on data quality, such as changes in personnel, or changes in project timeframe, likely will not require further review. Changes that will likely have an impact on data quality, such as changes to protocol, or different equipment used, will likely need further review and a QAPP amendment.

Number of QAPPs



How many are anticipated in the future?



QUESTIONS?

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