



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

SUBJECT: Quality Assurance/Quality Control

Number: 09-004

Original Date: July 28, 2000

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Revised Date: January 23, 2006

ISSUE:

All Michigan Department of Environmental Quality (MDEQ) staff, contractors, and grantees involved with the planning, collection, and analysis of environmental data for the MDEQ must meet established standards for quality assurance/quality control (QA/QC). This policy ensures that the environmental data obtained by the staff, contractors, and grantees of the MDEQ is of known accuracy and precision and meets the objectives for which it was collected.

DEFINITIONS:

Quality Assurance Project Plan (QAPP) - a formal document describing in comprehensive detail the necessary QA/QC, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria.

Quality Assurance (QA) - an integrated system of policies and procedures for planning, implementation, documentation, assessment, reporting, and quality improvement to ensure that a process, item, or activity is of the type and quality needed. QA provides a framework by developing and implementing planning tools (such as sampling plans), policies, procedures, and assessment criteria.

Quality Control (QC) - the overall system of technical activities that measure the attributes and performance of a process, item, or activity against defined standards to verify that it meets the stated specifications. QC involves the action of testing, measuring, and evaluating the effectiveness of the environmental program or activity. Examples include duplicate sampling, calibration checks, audits, reviews, assessments, peer reviews, and management oversight activities.

Quality Management Plan (QMP) - an organization's formal document describing its quality system in terms of the organizational structure, policy and procedures, functional responsibilities of management and staff, lines of authority, and needed interfaces for those planning, implementing, documenting, and assessing all activities conducted.

Standard Operating Procedures (SOP) - A written document that details the method for an operation, analysis, or action with thoroughly prescribed techniques and steps, and that is officially approved as the method for performing certain routine or repetitive tasks.

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POLICY:

Appropriate QA/QC is critical to adequate program administration and good environmental decision-making. The MDEQ will ensure appropriate QA/QC through centralized coordination and decentralized responsibility.

It is the responsibility of all MDEQ employees to ensure that QA/QC controls are carried out appropriately. The MDEQ has developed the QMP and identified the Deputy Director for Air Quality, Waste and Hazardous Materials, and Remediation and Redevelopment Divisions as the MDEQ contact for QA/QC issues. The QMP provides the general framework for QA/QC operations within the MDEQ.

For activities pertaining to MDEQ functions, all divisions¹, including the Department of Information and Technology (DIT), shall maintain written QA/QC documentation, and shall have up-to-date policies and procedures relating to environmental data planning, collection, and analysis.

Division policies can be found in the form of division SOPs, sampling plans, guidance documents and manuals, and may include reference to the American Society for Testing and Materials manual (ASTM), the United States Environmental Protection Agency (U.S. EPA), or other standard methods and guidance. Specific division QA/QC policies will include the steps necessary for the planning, collection, and analysis of environmental data that the division conducts, including appropriate supervisory and management signoffs. The policies should be used as reference and training tools. At a minimum, the policies should be reviewed every five years and updated more frequently as needed.

Each division must also meet any additional department and state policies and procedures that involve environmental data planning, collection, and analysis (e.g., data format, distribution, records storage, and/or FOIA²).

QAPPs must be prepared in accordance with grant requirements for all projects funded by the U.S. EPA to ensure that all key planning components are addressed. These components include addressing health and safety requirements, sample collection and field measurement procedures, laboratory analytical methods, and other logistical requirements for equipment, supplies, and personnel. The U.S. EPA guidance for the development of QAPPs is found at www.epa.gov/quality/qapps.html.

An MDEQ QMP Committee is created with its members, including the DIT representative on the committee, being the QA/QC contact points for their respective divisions.

¹ For the sake of simplicity, the term "division" in this procedure, refers to the Water Bureau, the MDEQ Divisions, and the MDEQ Offices.

² Michigan Freedom of Information Act, 1976 PA 442, as amended.

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PROCEDURE:

Responsibility

Action

QMP Committee

1. Updates the MDEQ's QMP continuously and invites the U.S. EPA's formal review every two years.

Division Chief

2. Ensures that appropriate QA/QC documents and QAPPs are developed and maintained in accordance with department and division policies and guidance.

Unit/Section Chief

3. Reviews and approves QAPPs prepared by project managers under their supervision.

Project Manager

4. Prepares QAPPs for their projects in accordance with grant requirements, as well as department and division policies.

All MDEQ Staff

5. Carry out duties in accordance with applicable QAPPs and QA/QC requirements.

Approved: _____



Date: _____

1-24-06

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SUMMARY OF REVISIONS

Date	Summary
July 28, 2000	Original issue
January 2006	<ol style="list-style-type: none">1. Revised definitions to comport to definitions used in the Quality Management Plan.2. Changed terminology for QARD to QMP.3. Provided QMP Committee's role in the MDEQ QA/QC.