EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 1-13

☐ Other ☐ Amendment Number:

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-10-060	11/30/2010 To 07/31/2012 Base Option Period Number 1	WLA Tech Support

Contractor: COMPUTER SCIENCES CORPORATION

Specify Section and paragraph of Contract SOW: 2.1, 2.8, 2.15,.3.1.4, 3.1.9

Purpose:
- [X] Work Assignment
- [ ] Work Assignment Amendment
- [ ] Work Plan Approval
- [ ] Work Assignment Close-Out
- [ ] Incremental Funding

Period of Performance: From 08/01/2011 To 07/31/2012

Comments:
The action establishes WA 1-13 in Option Period 1 and requests a workplan and cost estimate for the attached PWS. Estimated LOE is 12060 direct labor hours. No costs shall be incurred against this work assignment until the effective date of 8/01/11.

☐ Superfund — Accounting and Appropriations Data — [X] Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

	Cost/Fee:	LOE:
Contract Period: 11/30/2010 To 07/31/2012		0
This Action:		12,060
Total:		12,060

Work Plan / Cost Estimate Approvals

	Cost/Fee:	LOE:
Contractor WP Dated:		
Cumulative Approved:		

Work Assignment Manager Name Latisha Mapp	(Signature)	(Date)	Branch/Mail Code: Phone Number 202-564-1390 FAX Number:
Project Officer Name Nancy Muzzy	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:
Other Agency Official Name	(Signature)	(Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name Cathy Basu	(Signature)	(Date)	Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:

WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT

Contract No: EP-C-10-060

Work Assignment: 1-13

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LOE: 12,060

Period of Performance: August 1, 2011- July 31, 2012

Title: Water Laboratory Alliance

PWS Sections: 2.7, 2.8, 2.8.1, 2.8.2, 2.8.3,2.8.4, 2.15, 3.1.4, 3.1.9, 3.1.13, 3.1.14, 3.1.17, 3.1.18

I. PURPOSE

The purpose of this work assignment is to implement the Water Laboratory Alliance (WLA), leading towards the sustainability of an alliance of laboratories to support drinking water response across a spectrum of activities including preparedness, response, remediation, and recovery. To achieve this purpose, the contractor shall provide technical, analytical, and training support services in support of the WLA.

The Water Laboratory is a alliance of federal, state, commercial, and drinking water utility laboratories that will support the expansion of the Water Security Initiative to additional pilots and subsequently, to the water sector for voluntary national adoption. EPA is forming the WLA in coordination with the Laboratory Response Network (LRN), coordinating with the Centers for Disease Control and Prevention (CDC) in order to leverage the CDC's Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event. EPA will continue to work with U.S. Department of Agriculture (USDA) and Food and Drug Administration (FDA) representatives from the Food Emergency Response Network (FERN), where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps. Additionally, EPA will continue working with a broad sector of stakeholders including State health laboratories, State drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other Federal agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and identify potential enhancements. The WLA is the water component of EPA's Environmental Response Laboratory Network (ERLN) being lead by the Office of Solid Waste and Emergency Response (OSWER).

Under this work assignment, the Contractor shall provide technical support to EPA's development and implementation of the WLA. Contractor support will be required in the following areas:

- WLA Programmatic Support
- WLA Operation and Policy Documents
- WLA Security Summit
- WLA Laboratory Response Plan and Exercises
- Training for State Laboratories and Water Utilities
- Biological Method Development Activities Standardization
- Chemical Method Standardization (Single and Multi Laboratory Validation Studies)
- Data Exchange and Management

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long-term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004).* Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection). In pursuit of these efforts, the

contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

This work is in response to Homeland Security Presidential Directive 9 (HSPD 9), which directed EPA to "build upon and expand current monitoring and surveillance programs to:

1. *Develop* ***robust, comprehensive, and fully coordinated surveillance and monitoring systems…for…water quality*** *that provide early detection and awareness of disease, pest or poisonous agents.*
2. *Develop* ***nationwide laboratory networks for…water quality*** *that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures."*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative. To address the second major task under HSPD-9 EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and water sector with a national plan for analyzing a surge of drinking water and wastewater samples.

III. QA REQUIREMENTS:

Some of the tasks in this work assignment require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the project specific quality assurance project plan (QAPP) completed under WA 0-13, consistent with the Agency's quality assurance (QA) requirements. Work on these tasks cannot proceed until the contractor receives notification from the PO via e-mail that utilization of the QAPP completed under WA 0-13 has been approved for use on these tasks. The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

IV. DETAILED TASK DESCRIPTION:

All directions under this work assignment will be provided as written technical direction from the Task Manager (TM) or Work Assignment Manager (WAM), as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of Contract Clause H.21. Each initial deliverable shall be provided to the EPA WAM and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside

the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, the contractor shall prepare a project specific quality assurance plan (QAPP) (noted above), or use a previously prepared one as specified above, and ensure the quality of secondary data used to complete these tasks. If using a previously prepared plan, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-13. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the QAPP completed under WA 0-13. If issuing a new work assignment, with new QAPP requirements, then the work plan shall explain when the QAPP will be submitted based on the specific data requirements of the WA. When using a previously approved QAPP, the contractor shall immediately notify the Project Officer and WA manager if any changes to the tasks involving the collection and analysis of the data occur, and prepare a new or modified QAPP. Work on these tasks cannot proceed until the contractor receives notification of the new QAPP approval from the PO via e-mail. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables**:** Work plan, QAPP and monthly progress and financial reports.

Task 1: Water Laboratory Alliance Programmatic Support

The objective of this task is to provide scientific, analytical, training and technical support to facilitate and enhance the programmatic aspects of the WLA. The contractor shall also be tasked to support collaborations with other federal agencies, water utilities, laboratories and EPA regional personnel as needed to further the mission of the Water Laboratory Alliance Program. Specific activities under this task will be assigned through written technical direction in response to WLA program needs, and shall be within the general scope of this work assignment. Specific items include:

A. Providing biological, chemical and Information Technology technical expertise.
B. Generation of Memorandums of Agreement and/or Memorandums of Understanding.
C. Development of a communication plan and email distribution list for targeted outreach to the Emergency Responder and Water sector.

D. Providing support for technical conferences and meetings. Examples include the composition of abstracts (estimated t 15), presentations (estimated, t 25), scientific papers (estimated 7) and speeches (estimated 3).
E. Development, procurement and distribution (up to 500) of WLA fact sheets (estimated 7), brochures (estimated 6) and other communication documents.
F. Revising the WLA web-page at least 2 times per year. Revisions are defined as inserting and removing links and reformatting the information when necessary.
G. Providing general support to facilitate coordination between WLA, ERLN, FERN and LRN.
H. Target and recruit laboratory participation in the WLA to ensure adequate capacity for all analytes on the WSD priority contaminant list.

Task 2: WLA Operational and Policy Documents

The Water Laboratory Alliance Program will work with existing programs such as ERLN and the LRN. In doing so, it is imperative that operational documents are available to regulate the active operation of the Water Laboratory Alliance program within and outside of its partners. Following TD the contractor shall develop a series of technical documents covering or encompassing the topics below.

A. General guidelines for participating within the WLA
B. Operational procedures for accessing the WLA within the ERLN
C. Management tools and/or documents that will be used to track communications and to record interactions with laboratories and utilities that join the WLA (using the Water Laboratory Compendium).

In addition the contractor shall provide support necessary for the WLA State Liaisons (at least 6 webcast and 6 e-newsletters).

Task 3: WLA Summit

The objective of this task is to host the 2012 Water Laboratory Alliance Security Summit. The summit is intended to provide potential WLA members an overview of the program and solicit their membership. Specific activities needed to host the Summit include:

A. Develop and distribute communication materials necessary to promote the 2012 Summit.
B. Organize and manage the creation and execution of the 2012 WLA Security Summit:
   a. Finalize contract with hotel
   b. Coordinate hotel activities
   c. Identify keynote and session speakers
   d. Develop WLA liaison positions; recruit liaisons; and set-up travel arrangements
   e. Develop table top exercise session
   f. Develop and facilitate Registration Tool and Materials
   g. Develop and distribute Summit communications
   h. Provide meeting facilitation, develop evaluation tools, take minutes and distribute follow up materials.
   i. Arrange for logistical supporting including travel for SME

Task 4: Response Plans and Exercises

The objective of this task is to assist the EPA Regions with improving inter-regional laboratory preparedness for drinking and wastewater contamination events. The final outcome is testing of the WLA Response Plan and clinical aspects of the LRN within the ten EPA Regions. Specific activities required to meet this objective include:

A. Work with HQ EPA, select Regions and their respective States, and major utility Laboratory Managers to conduct an inter-regional full scale exercise using the WLA Response Plan. To assist the regions with conducting the full scale exercise, the contractor shall coordinate all elements of outreach and communication with the regions and provide technical support necessary to help each region in conducting the full scale exercise including the following: schedule, scale of the exercise, the number of response plan elements to be tested, the types of contaminants, sample constituents, number of samples, the origination of the samples, data reporting and compilation, time and pressure factors, role of non-laboratory participants, level of communication between the participating laboratories, communication between laboratories and other Emergency Response personnel, aggravating factors, and non-analytical laboratory support. The contractor shall develop proceedings and meeting summaries, and provide logistical support and materials (not to exceed $75,000 for each region) for contractor selected states and major utility laboratories for the full scale exercise. The contractor shall assist the EPA Regions in selecting states and major utilities for participation in the full scale exercise. The contractor shall coordinate the conference calls with the regions to organize and implement the full scale exercise. The contractor shall develop proceedings and meeting summaries from the conference calls and from each regional full scale exercise, including recommendations involving changes to the WLA Response Plan, roles, training needs, and other related issues.
B. Develop, plan, and conduct an additional exercise with up to 5 EPA Regions based on the full scale exercises conducted in Regions 1 and 2, and Regions 9 and 10.
C. Develop documents that summarize commonalties and lessons learned from the inter-regional full scale exercises.
D. Revise the WLA Response Plan as necessary.
E. Work with selected states (up to 10) to test electronic exchange of data generated during the exercise.
F. Identify opportunities and insert a laboratory component into exercises internal and external to EPA

Task 5: Training for State Laboratories and Water Utilities

The objective of this task is to familiarize WLA member laboratories, WLA users, and Water Sector stakeholders, such as first responders and emergency managers with WLA response procedures, analytical methods, sample handling recommendations, data reporting, and supporting tools. The training program will ensure that WLA member laboratories and Water Sector stakeholders can take advantage of the benefits of the WLA, and operate effectively in the event of a water contamination incident involving a biological, chemical, or radiochemical contaminant. The contractor will assist with the development, instruction, maintenance and planning of WLA training courses. Course format will vary depending upon on the topic. Course topics fall into five categories:

- WLA Process
- Methods

- Data Reporting
- Sample Handling
- Supporting Tools

Selection and prioritization of trainings will be determined by the WLA team. Additional insight into the need for trainings and prioritization of topics will be gathered through discussions with the EPA Regions, WLA Liaisons, the Association of Public Health Laboratories' (APHL) Environmental Laboratory Subcommittee, WSD Partners, and WLA Security Summit attendees.

Task 6. Biological Methods Standardization

The EPA Water Laboratory Alliance (WLA) currently relies on the Centers for Disease Control and Prevention (CDC) Laboratory Response Network (LRN) for concentration and analysis of select agents from large volumes (10–100 L) of drinking water using the *Laboratory Response Network (LRN) Filter Concentration of Bioterrorism Threat Agents in Potable Water Samples* (UF) Protocol. The UF protocol requires comprehensive training and practice to achieve and maintain proficiency. Quality Control (QC) criteria to demonstrate proficiency have recently been developed to provide an acceptable range of recoveries.

The contractor shall perform the following:

1. Provide technical support needed to assist with the distribution of the Ultra filtration Quality Control criteria to State laboratories and water utilities.
2. Develop the technical report for the endospore method used in the QC criteria development study.

The contractor shall also aid EPA with the standardization of new and existing microbioal methods (limit one). Specific effort will be tasked as needed and may include the following:

- Inter-laboratory Validation and Study Plan Development
- Study Coordination
- Data Review, Analysis
- Development of validated study report
- Method finalization and implementation
- Arrange logistics including travel for SMEs

Task 7: UF Proficiency Testing for State Laboratories

The U.S. Environmental Protection Agency's Water Laboratory Alliance (WLA) currently relies on the Centers for Disease Control and Prevention's (CDC) Laboratory Response Network (LRN) for concentration and analysis of select agents from large volumes (10 - 100 L) of drinking water using the *Laboratory Response Network (LRN) Filter Concentration for the Detection of Bioterrorism Threat Agents in Potable Water Samples* (Water Processing Protocol). The ultrafiltration (UF) portion of this LRN protocol is capable of concentrating a wide array of pathogens and toxins, including vegetative bacteria, viruses, bacterial spores, parasite (oo)cysts, and toxins having a molecular weight above ~30,000 Daltons. In 2006, 28 laboratories

participated in a multi-center validation study (MCVS) of the LRN Water Processing Protocol. Of the 28 laboratories, four were approved to use the UF protocol. This small number of approved laboratories would be inadequate to process the volume of water samples that would be generated in the event of an incident.

This effort will be performed by CDC in conjunction with the Laboratory Response Network (LRN) and Water Laboratory Alliance (WLA) to plan, develop, and conduct a multi-laboratory training and performance study to identify laboratories that meet Proficiency Testing (PT) criteria for the LRN Water Processing Protocol. As part of the PT study planning activities, CDC/LRN and EPA will work together to determine the framework for the PT program, including the following issues related to frequency and scheduling options:

- Determine PT frequency for laboratories to maintain proficiency status (e.g., every two years)
- Determine if demonstration of UF proficiency using QC criteria is required along with PT sample testing
- Determine if follow-up PT samples should be provided to laboratories that do not pass during the single PT round incorporated into this project proposal

The contractor shall provide technical support and assist in initial planning meetings to provide historical references and other relevant background knowledge in an effort to correct any previous problems with the ultrafiltration method. In addition the contractor shall provide assistance for CDC BT agent screening protocol (both UF and analytical). In addition, the contractor following technical direction from the EPA WAM will arrange for travel for up to 20 SMEs to attend the UF protocol training in Atlanta, GA. The training will last only (1) day.

Task 8: Chemical Methods Single and Multi-Laboratory Validation Studies

Published methods do not exist for 13 of the 33 original WSD priority contaminants. Significant accomplishments have been made over the last four years by WSD (single and multiple laboratory validation studies for ion chromatography and completion of the laboratory work for an LC-MS study) and NHSRC (LC-MS-MS single and multi-laboratory studies and GC-MS single and multi laboratory studies). The goal of this task is to identify methods that were successful for WSD contaminants at the single laboratory level and to perform multi-laboratory validation on these same contaminants. The multi-laboratory validation studies will determine ruggedness and establish method performance criteria.

Sub-task 1 Single Lab Validation.

LC-MS Screening Implementation Tool Kit: The contractor shall complete any work related to the LC-MS screening single laboratory validation study which includes seven WSD priority contaminants that do not have drinking water methods and six additional WSD priority contaminants that currently are analyzed by more time consuming methodologies. A relevant *Summary Report* has been developed under a previous contract. The report will need to undergo multiple reviews from EPA staff (WSD, NHSRC, TSC, and/or NERL) which will likely require multiple revisions. Additional data sources may also need to be added to the report from the Region 5 Laboratory, NERL, WSi water utilities, and/or other sources.

The final report will be a guide for laboratories on how to implement LC-MS screening, with a strong emphasis on WSD priority contaminants.

LC-MS-MS Single Laboratory Verification: The EPA Region 5 Laboratory may be tasked with verifying some follow on LC-MS-MS quantitative methodologies, particularly contaminants that have not been tested by any of the NHSRC studies. The contractor will be required to organize and review raw data produced by Region 5, as well as draft reports summarizing the findings. These reports will contain analysis of data, summary tables and graphs, and select chromatograms and mass spectrometer outputs that illustrate points within the report. A follow up deliverable of a method, modification to an already existing method, or guidance document may also be necessary.

The contractor shall be responsible for coordinating the review of all documents mentioned in the above two paragraphs. Reports, methods, modification to already existing method, or guidance documents will most likely undergo review by the EPA TM, other EPA reviewers, and external peer-reviewers. The contractor shall prepare a written disposition of comments addressing all reviewers' comments and make revisions to both the Summary Reports and EPA Methods and submit final copies to the TM. Only methods with single lab performance data sufficient to support a final EPA Method, EPA Method Modification, or Guidance will be considered for multi-laboratory validation.

Sub-task 2 Multi-laboratory Validation of Chemical Methods.

Potential multi-laboratory studies to occur within the Base period are:

- Multi-laboratory validation of the LC-MS Screening method discussed in the sub-task 1
- Multi-laboratory validation NHSRC method studies for the drinking water matrix, most likely the GC-MS semivolatile organic compound study that contains several WSD priority compounds

The multi-laboratory studies are contingent on the success of the single laboratory study, and other developments in the analysis of WSD priority contaminants.

The EPA TM will validate WSD contaminants from these studies using multi-laboratory validation. For each methodology, the contractor shall prepare a Draft Multi-Laboratory Study Plan and QAPP. The draft Study Plan shall include a review of standard multi-laboratory validation study designs (AOAC, etc.). The TM will review the plan and make comments. The contractor shall incorporate the TM's comments and prepare a Final Multi-Laboratory Study Plan.

The contractor shall solicit voluntary participation for the multi-lab study from at least 25 labs per method. Some labs may participate in more than one study. Participant labs must be certified or accredited in the analytical method (or for a method that uses the same or similar instruments for new methods). The contractor shall secure the voluntary participation from as many labs as possible realizing that there will likely be attrition. The contractor shall obtain all necessary supplies for preparing and shipping samples to the participant labs. The contractor shall prepare an information package with detailed instructions to participant labs regarding how to prepare samples for analysis, the order of analysis and the submission of data to the EPA TM.

The contractor shall ship samples to the participant lab and serve as a resource for technical assistance throughout the period of the study. The contractor shall review, compile and analyze data according to the Study Plan. The contractor shall prepare a Draft Multi-Laboratory Study Report for each method under study. The report shall contain all raw data and analysis. The TM will review the report and provide comments. The contractor shall coordinate the review of the draft report to include internal EPA

expert reviewers. The contractor shall prepare a written disposition of comments and prepare a Final Multi-Laboratory Study Report for each methodology.

Based upon the results of the multi-lab studies, the EPA TM, in consultation with the contractor, shall determine which methods yielded acceptable method performance. The contractor shall prepare draft and final EPA Methods (or guidance documents for less prescriptive methods such as LC-MS screening) for EPA decision making that include both single-lab and multi-lab validation data.

Sub-task 3 Accessing WLA Analytical Standards

The objective of this subtask is to provide selected members of the WLA with access to analytical standards for contaminants that are not widely available, but are considered likely contaminants for an intentional drinking water contamination event. Ideally kits representing this objective will contain standards for about 50 to 100 contaminants - each in small (roughly 5 mL) amber vials at a concentration of approximately 100 to 1,000 ppm. The concentration would need to be precisely measured to at least three significant digits. These kits will be contained in hard cases with foam liners, which can either be stored in a freezer of refrigerator.

The contractor will research and compile a list containing hard to obtain WSD priority contaminants, WCIT contaminants, SAM contaminants, and other DHS contaminants. This list will be reviewed and approved by the EPA TM and other EPA staff. The contractor will then generate cost estimates based upon the cost of the pure materials and necessary containers. The contactor will competitively bid the laboratory services for diluting neat standards of the contaminants and assembling the kits, and coordinate the laboratory processes involved to ensure specifications conform to the technical direction received from the EPA TM.

Once the kits are assembled, the contractor will distribute them in accordance with technical direction from the EPA.

Task 9: Data Exchange and Management

The objective of this task is to support the modification of existing electronic data review, and management tools to support and expedite delivery of reviewed data in support of the WLA and assist in the development of common reporting formats. OEM is leading the effort on data management for the ERLN and WLA. The labor billed to this task will ensure that OEM is including adequate detail to address the needs of the WLA in their data management tools and initiatives.

The contractor will review updates and modification to data management tools produced by OEM's ERLN (e.g., WebEDR), as directed by the Task Lead. This may require generation of some supplemental information to integrate water specific data elements into OEM's efforts.

The contractor will review LIMS specifications guidance generated by APHL as directed by the Task Lead.

The contractor will continue efforts to produce guidance documentation for review of biological data. This task will require coordination of additional EPA reviews, response to comments, and further revisions and additions to the document currently titled *Microbiological Data Verification and Validation Stages and Checks: Description, Order, and Labeling of Validated Laboratory Analytical Data Packages.*

V. SCHEDULE/DELIVERABLES:

TASK 0 Workplan, Progress Evaluation, and Monthly progress Reports	DATE DUE
A. Workplan	20 business days from receipt of the work assignment
B. QA Supplemental Report, if necessary	20 business days from receipt of the work assignment
C. Monthly progress reports and Financial Reports	Shall be submitted monthly throughout the period of performance to both the Work Assignment Manager (WAM), Alternate and Task mangers (TM)
TASK 1 **WLA Support (Communication and Outreach)**	**DATE DUE**
A. Providing biological, chemical and Information Technology technical expertise.	To be assigned through written technical direction as needed
B. Generation of Memorandum of Agreements and/or Memorandums of Understanding.	To be assigned through written technical direction as needed
C. Development of a communication plan and listserv for targeted outreach to the Emergency Responder and Water sector.	To be assigned through written technical direction as needed
D. Providing support for technical conferences and meetings. Examples include the composition of abstracts (estimated 15), presentations (estimated 25), scientific papers (estimated 7) and speeches (limit 2).	To be assigned through written technical direction as needed
E. Development, procurement and distribution (up to 500 organizations) of WLA fact sheets (limit 8), brochures (limit 8) and other communication documents.	To be assigned through written technical direction as needed
F. Revising the WLA web-page at least 4 times per year. Revisions are defined as inserting and removing links and reformatting the information when necessary.	To be assigned through written technical direction as needed
G. Target and recruit laboratory participation in the WLA to ensure adequate capacity for all analytes on the WSD priority contaminant list	To be assigned through written technical direction as needed
TASK 2 **WLA Operational and Policy Documents**	**DATE DUE**
A. General guidelines for participating within the WLA	To be assigned through written technical direction
B. Operational procedures for activating the WLA within the ERLN	To be assigned through written technical direction
C. WLA proficiency testing program	To be assigned through written technical direction

D. Management tools and or documents that will be used to track communications and record interactions with laboratories and utilities that join the WLA (using the Laboratory Compendium).	To be assigned through written technical direction
TASK 3 **WLA Summit**	**DATE DUE**
A. Develop and distribute communication materials that promote the WLA.	To be assigned through written technical direction
B. Organize and manage the creation and execution of the WLA Summit.	To be assigned through written technical direction
TASK 4 **Response Plans and Laboratory Exercises**	**DATE DUE**
A. Work with HQ EPA, select Regions and their respective States, and major utility Laboratory Managers to conduct an inter-regional full scale exercise using the WLA Response Plan.	To be assigned through written technical direction
B. Develop, plan, and conduct an additional exercises with up to 5 EPA Regions based on the full scale exercise conducted in Regions 1 and 2.	To be assigned through written technical direction
C. Develop documents that summarize commonalties and lessons learned from the inter-regional full scale exercises.	To be assigned through written technical direction
E. Work with selected states (up to 10) to test electronic exchange of data.	To be assigned through written technical direction
TASK 5 **Training for State Laboratories and Water Utilities**	**DATE DUE**
A. Develop webcasts in support of the Water Laboratory Alliance Training Center. The (4) Webcasts are to be developed are TBD.	1. Webcast Outline: TBD 2. Webcast Design Plan: TBD 3. Completed Four Webcasts:TBD
TASK 6 **Biological Method Standardization**	**DATE DUE**
Prepare necessary paperwork and formatting for production of an EPA/WSD Method for the endospore method TSC validated and EPA used in this QC criteria development study	Due dates will be announced in advance by the WAM
Subtask 2. Non-select Agent Method Standardization	
Task 7 **UF Confidence Testing Round**	**DATE DUE**
Assist with planning and technical support as necessary: • Study Plan Review • Attend technical meeting • Provide historical information from previous experiences with the UF Protocol	Ongoing. Due dates will be announced in advance by the WAM

• Provide travel and logical support for UF training	
TASK 8 **Chemical Method Development**	**DATE DUE**
A. Provide detailed *Summary Report* and *EPA Method* for each single-laboratory validated method	To be assigned through written technical direction
B. Coordinate review of the *Summary Report* and provide written disposition of comments	To be assigned through written technical direction
C. Develop a *Draft Multi-Laboratory Study plan* and *QAPP* for each methodology in the multi-laboratory validation study	To be assigned through written technical direction
D. Prepare a *Final Multi-Laboratory Study Plan* based on the TM's comments	To be assigned through written technical direction
E. Identify qualified laboratories to participate in the multi-laboratory validation study	To be assigned through written technical direction
F. Ship all necessary supplies and provide all necessary information to participant laboratories	To be assigned through written technical direction
G. Review, analyze and compile all data from each method into a *Draft Multi-Laboratory Validation Study Plan*	To be assigned through written technical direction
H. Coordinate review of the *Draft Multi-Laboratory Validation Study Plan* and provide written disposition of comments	To be assigned through written technical direction
I. Prepare a *Final Multi-Laboratory Study Report* for each method	To be assigned through written technical direction
J. Provide list of contaminants to be included with the kit of standards for WLA laboratories. Revisions, if necessary will be scheduled with the EPA TM.	To be assigned through written technical direction
K. Provide an estimate for production of the kits of standards once the contaminant list is finalized.	To be assigned through written technical direction
L. Deliver kits of standards to selected WLA laboratories	To be assigned through written technical direction
TASK 9 **Data Management**	**DATE DUE**
A. Review Reporting Requirements and Electronic Data Review and Management Tools produced by OEM	To be assigned through written technical direction
B. Review APHL LIMS specifications document.	To be assigned through written technical direction
C. Revise the microbiology data review document as necessary.	To be assigned through written technical direction

VI. REPORTING REQUIREMENTS:

(1) In the monthly progress report, the contractor shall report the cumulative amount expended to date (LOE and dollars) on the HSPD-9 project. In addition, the contractor shall report, per individual task area, LOE and dollars expended during the reporting period. The contractor shall provide one copy of the report to the WAM and all technical points of contact.

(2) The contractor shall notify the WAM and Contracting Officer when 75% of the labor hours have been expended.

(3) All travel must be authorized, in writing, by the Project Officer.

(4) The TM will provide exact travel dates, location, number of travelers, etc. via written technical direction prior to each trip. *For estimating purposes, the contractor shall include in the revised cost estimate 11 trips (see below). The contractor shall use the destination of Atlanta, GA (two days/one night) for trips identified as "TBD".*

The contractor's personnel shall always identify themselves as a contractor whenever their EPA work brings them in contact with the public.

Anticipated Travel

- October – Regional Full Scale Exercise, Location TBD, (3 personnel) – Task 4
- January – Location TBD (1 personnel) – Task 5
- January – UF Training, Atlanta, GA (20 personnel) – Task 6
- February – WLA Presentation, Location TBD (1 personnel) – Task 5
- March – WLA Summit, Location TBD (30 personnel) – Task 3
- May – WLA Presentation, Location TBD - (1 personnel) – Task 5
- June - Location TBD (2 personnel) – Task 5
- July – Regional Full Scale Exercise, Location TBD (1 personnel) – Task 4

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007),* for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

Attachment I

QUALITY ASSURANCE SURVEILLANCE PLAN
For the Water Security Division's
Technical, Analytical, and Regulatory Mission Support
Performance Work Statement

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Past Performance Evaluation (PPE) which is evaluated annually (per the "Past Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Past Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	**Measurable Performance Standards**	**Surveillance Methods**	**Incentives/ Disincentives**
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules and cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	**Unsatisfactory** rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur when the contractor does not meet the measurable performance standards for a given contract period.

General Management and Administration			
Performance Requirement	**Measurable Performance Standards**	**Surveillance Methods**	**Incentives/ Disincentives**
Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.	Annually, 90% of all submitted deliverables shall be submitted no later than 6 business days past the due date.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	**Unsatisfactory** rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards.
Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements. The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.	The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.	The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.	**Unsatisfactory** rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards.

General Management and Administration			
Performance Requirement	**Measurable Performance Standards**	**Surveillance Methods**	**Incentives/ Disincentives**
Technical Analyses: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options considered.	All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified. Draft versions of a document shall require no more than two editorial revisions.	EPA will review all analyses conducted by the Contractor and will independently consider their merit. EPA may opt to peer review analyses to further validate merit. The EPA WAM/TM will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.	**Unsatisfactory** rating under the category of **QUALITY OF PRODUCT OR SERVICE** in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards. In addition, the Government may withhold fee payments associated with that segment of the work.

General Management and Administration			
Performance Requirement	**Measurable Performance Standards**	**Surveillance Methods**	**Incentives/ Disincentives**
Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.	The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan annually.	EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.	If less than 80% is reached, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan. Performance that does not meet the stated goals without sufficient justification will be reported as an **Unsatisfactory** rating under the category of **BUSINESS RELATIONS**, and **MEETING SDB SUBCONTRACTIN G REQUIREMENTS** in the NIH Performance Evaluation System.

EPA

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number: 1-13

☐ Other ☒ Amendment Number: 000001

Contract Number	Contract Period	Title of Work Assignment/SF Site Name
EP-C-10-060	11/30/2010 To 07/31/2012 Base Option Period Number 1	Water Lab Alliance Support

Contractor: COMPUTER SCIENCES CORPORATION

Specify Section and paragraph of Contract SOW: 2.7, 2.8, 2.15, 3.1.4

Purpose:
- ☐ Work Assignment
- ☒ Work Assignment Amendment
- ☐ Work Plan Approval
- ☐ Work Assignment Close-Out
- ☐ Incremental Funding

Period of Performance: From 08/01/2011 To 07/31/2012

Comments:
This action allocates an additional $400,000 of incremental funding to WA 1-13, which results in the following changes: Funding ceiling is increased by $400,000 from $561,222 to $961,222, and the labor ceiling is increased by 3,400 hours from 4,747 to a new total of 8,147 technical labor hours.

☐ Superfund — Accounting and Appropriations Data — ☒ Non-Superfund

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

SFO (*Max 2*) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 11/30/2010 To 07/31/2012 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Latisha Mapp (Signature) (Date)	Branch/Mail Code: Phone Number 202-564-1390 FAX Number:
Project Officer Name Nancy Muzzy (Signature) (Date)	Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:
Other Agency Official Name (Signature) (Date)	Branch/Mail Code: Phone Number: FAX Number:
Contracting Official Name Cathy Basu (Signature) (Date)	Branch/Mail Code: Phone Number: 513-487-2042 FAX Number: