# The Consolidated Brough
# of
# Quil Ceda Village

# Quality Management Plan
# for
# Environmental Programs

Submitted by
The Consolidated Borough of Quil Ceda Village
8802 27th Avenue NE
Tulalip, Washington 98271

# VILLAGE CERTIFICATION:

I have reviewed this Quality Management Plan. I am committed to the principles expressed herein and will work diligently to implement the requirements of the Plan.

Signed: ORIGINAL SIGNED
Herman A. Williams, Jr.
Village President

Date: _____, 2006

Signed: John McCoy
John McCoy
Acting
Quil Ceda Village Manager

Date: Nov 16, 2006

# TABLE OF CONTENTS

1. INTRODUCTION

1.1 RESPONSIBILITIES ..... 1-1
1.2 SCOPE ..... 1-1
1.3 APPLICABILITY ..... 1-1
1.4 COMPLIANCE ..... 1-3
1.5 PLAN REVIEW AND AMENDMENT ..... 1-3

2. MANAGEMENT RESPONSIBILITIES ..... 2-1

3. QUALITY PLAN ELEMENTS ..... 3-1
3.1 PROJECT QUALITY DOCUMENTS ..... 3-1
3.2 QUALIFICATIONS, TRAINING, LICENSES, AND CERTIFICATIONS ... 3-2
3.3 CONSTRUCTION AND PROCUREMENT ..... 3-2
3.4 RECORDS ..... 3-2
3.5 REPORTS TO MANAGEMENT ..... 3-3

## LIST OF FIGURES

1-1 VILLAGE GOVERNMENT ORGANIZATION CHART ..... 1-2

# ACRONYMS

| | |
|---|---|
| EPA | U.S. Environmental Protection Agency |
| QA | Quality Assurance |
| QAPP | Quality Assurance Project Plan |
| QMP | Quality Management Plan |
| SAP | Sampling and Analysis Plan |

# INTRODUCTION

The Consolidated Borough of Quil Ceda Village (The Village) is committed to wise resource use and thoughtful environmental stewardship to maintain reservation lands, air, and water in a high quality that honors the past, enhances the present, and benefits the future. This Quality Management Plan (QMP) describes The Village requirements for quality management.

The primary goals of The Village' Quality System for environmental programs is to ensure that:

- Environmental programs and decisions are supported by data of the type and quality needed and expected for their intended use.
- Decisions involving the design, construction, and operation of environmental technology are supported by appropriate quality assured engineering standards and practices.

This QMP is intended to be used primarily by Village Leaders and senior management officials as a tool to aid in setting quality goals and standards, and in evaluating actions and results for compliance with these goals and standards. Village staff and contractors must prepare program/project specific quality plans to support specific activities.

## RESPONSIBILITIES

Figure 1-1 provides an organization chart for Village Government. The Village President and the Quil Ceda Village General Manager both hold primary responsibility for implementing this QMP within their respective organizations. The Quil Ceda Village officials are responsible for ensuring the Village President and the General Manager meet their responsibilities.

## SCOPE

This Plan applies to significant environmental programs that collect environmental data or use such data for decision-making. Environmental data are any measurements or information that describes environmental processes or conditions, or the performance of environmental technology (i.e., treatment systems, pollution control devices, etc.). "Significant" environmental programs are those programs that have a reasonable potential to affect human health or cause serious environmental damage, including operation of major environmental technology such as wastewater treatment plants serving the equivalent of more than ten single-family residences.

The intent of this definition is to include environmental programs that are large in scope and are collecting data to support major decisions, and to exclude programs that are small in scope and are collecting data of limited importance.

## APPLICABILITY

All Village departments and staff conducting significant environmental programs shall comply with the requirements of this Plan. Village contractors responsible for collection of significant environmental data must also be required by contract to comply with this Plan.

Figure 1-1 Village Government Organization Chart

## COMPLIANCE

It is the policy of The Village to comply with all valid written environmental contracts, agreements, and permits, and to collect, manage, and report data as required by these documents to the applicable governing body in a timely manner. Any Village staff person who is aware of instances where compliance is deficient and/or not timely shall promptly provide written notice to Village management.

## PLAN REVIEW AND AMENDMENT

The Plan must be reviewed at least annually to reconfirm its suitability and effectiveness. All plan reviews shall be documented.

Significant revisions to this Plan must be submitted to the U.S. Environmental Protection Agency (EPA) for approval. Significant revisions could include major changes in mission and responsibilities, Village management reorganization, and assessment findings requiring significant corrective actions and response.

Periodically, this plan must be resubmitted to EPA for review.

# MANAGEMENT RESPONSIBILITIES

Village management shall complete the following actions to implement this Plan:

1. Maintain a copy of the Plan on file.
2. Provide a copy of the Plan to new senior managers and other staff as appropriate.
3. Periodically reaffirm and reiterate to staff The Village' commitment to the Plan and management's expectation of adherence to the Plan requirements.
4. Inquire into project quality measures and documentation when making significant decisions based on environmental data.
5. Annually, request quality reports from managers responsible for significant environmental programs implemented or operated during the preceding year, and review the reports for adherence to QMP requirements.
6. Annually, audit selected programs and/or departments for adherence to the quality requirements in this Plan.
7. Implement corrective action in the event of quality deficiencies.
8. Provide resources including funding, equipment, labor, and training to allow implementation of this Plan, and implementation of program specific quality measures.
9. Resolve disputes related to quality management.
10. Annually review this QMP and amend as necessary.

# Quality Plan Elements

This section describes the elements of the QMP for significant environmental programs.

## PROJECT QUALITY DOCUMENTS

Significant environmental programs must be well planned and executed to ensure successful completion. Therefore, prior to beginning data collection, each program shall prepare a Quality Assurance Project Plan (QAPP) to describe the following:

- Project purpose/goal, including key decisions that might be made using the data.
- Data quality objectives (for representativeness, accuracy, precision, and completeness, at a minimum).
- Quality organization and responsibilities [Project Manager and Project Quality Assurance (QA) Officer]. The Project QA Officer must be someone other than the Project Manager or the persons responsible for data collection, and must be organizationally independent from the Project Manager (i.e., the QA Officer cannot report directly or indirectly to the Project Manager).
- Project documentation.
- Equipment calibration procedures and preventative maintenance.
- Laboratory test methods.
- Quality control samples.
- Data management, including reduction, validation, storage, and reporting methods.
- Corrective action procedures.
- Quality reports to management.
- Quality audits.

Prior to each individual data collection effort, a Sampling and Analysis Plan (SAP) shall be prepared to describe the following:

- Project responsibilities (sampling, testing, and data processing/validation).
- Field sampling (including locations, frequencies, collection procedures, handling methods).
- Sampling testing/analysis parameters.
- Reference to, and procedures for, implementation of the requirements listed in the QAPP.

Following each data collection effort (or annually for ongoing programs), a brief Data Collection Memorandum shall be prepared that:

- Documents adherence to the QAPP and SAP.
- States the extent to which the data meet the project data quality objectives.
- States any limitations on use of the data due to quality deficiencies.
- Recommends improvements for future data collection activities.

## QUALIFICATIONS, TRAINING, LICENSES, AND CERTIFICATIONS

All persons participating in significant environmental programs shall be appropriately qualified, through education or experience, to complete their assignments.

Persons involved in significant environmental programs shall have completed formal training programs and hold current licenses and certifications as appropriate. The Village will use the laws and regulations of Washington State as a guide to determining appropriate licensing and certification requirements.

## CONSTRUCTION AND PROCUREMENT

All significant environmental programs that involve construction, procurement, operation, and maintenance of environmental technology shall implement the following process:

- Documenting specifications for construction work, equipment, and services.
- Reviewing submittals of literature, information, and/or samples from vendors and contractors to ensure compliance with specifications.
- Construction/service observation to verify compliance with specifications and submittals.

## RECORD KEEPING

All documents and records shall bear the following information, at a minimum:

- Project name.
- Author's name.
- Date prepared.

All documents and records shall be organized and maintained in project-specific files. Documents and records shall be retained for a period of at least five years. Records shall be retained for a longer period where specifically required by law or other requirements.