APPENDIX 46.1D U.S. EPA QUALITY ASSURANCE REVIEW FORM FOR CONTRACT ACTIONS

I. General Information

a. Vehicle Type:

[ ] Solicitation/Sole Source (RFP #: _____)

[ ] Delivery Order/Work Assignment /Task Order (*circle one*)

(SOW Date: _____ Task Order #: _____ Contract #: _____)

b. Descriptive Title: _____
(same title on SOW)

c. Sponsoring Organization *(e.g., Branch, Division, Office, etc.):* _____

d. Project Duration (start [date]to end [date]): _____

e. Is this a new [ ] or continuation of an existing [ ] project (*mark one*)?

f. Is this a Modified QARF that supersedes an Original QARF? [ ] yes or [ ] no

If yes, list the Descriptive Title from the Original QARF and the date signed by the RQAM: _____

II. Scope of Work

[For example activities, see www.epa.gov/quality/examples.html.]

a. Does the work involve:

	YES	NO
• the collection, generation, use, and/or reporting of environmental data? (Environmental data are defined as any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as data bases or the literature.)	[ ]	[ ]
• design, construction, and/or operation of environmental technologies?	[ ]	[ ]
• development and/or use of models?	[ ]	[ ]
• other activities that need quality assurance or quality control requirements as identified in your organization's Quality Management Plan? **If yes, list HERE:**_____ _____	[ ]	[ ]

If all answers are No, skip Section III and complete Section IV

b. Estimate of percentage of costs or level-of-effort allocated to quality assurance for the activities identified above: _____

III. Quality-Related Requirements

Where applicable, reference a specific section of the Statement of Work.

a. For Solicitations Only *[complete (b) - (f) below, as well]*

1. Insert the percentage of technical evaluation points assigned to offeror's quality system documentation, or P/F if the evaluation is pass/fail: _____

2. List any quality standards (from your organization's Quality Management Plan) that you will use in lieu of, or in addition to, *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs (ANSI/ASQC E4)*. These standards are:

   Title: _____

   Numbering: _____

   Date: _____

   Requirements (Tailoring): _____

b. QA Documentation Options: *[For solicitations, complete items 1-4; for all actions other than solicitations, complete items 3-4. All documentation specified under "Other" must be defined in your organization's Quality Management Plan and be consistent with requirements defined in EPA Manual 2105-P-01-0* (formerly 5360 A1). *For items checked under #2, there must be adequate information in the SOW for the offeror to develop this documentation.]*

<u>Before Award Documentation</u>[1]

1. ____ Documentation of an organization's Quality System: Either ____QMP developed in accordance with R-2 or ____ Other: _____

   ____ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by contract: Either developed in accordance with ____R-2 and R-5 or ____ Other: _____

2. ____ Programmatic QA Project Plan: Either developed in accordance with: ____ R-5 or ____ Other: _____

   ____ Application of QA and QC activities to the single project covered by contract: Either ___QA Project Plan developed in accordance with R-5 or _____ Other: _____

   ____ Not applicable.

[1]QMP refers to a Quality Management Plan. Programmatic QA Project Plan refers to a QA Project Plan that would cover multiple projects with similar activities. R-2 refers to *EPA Requirements for Quality Management Plans (QA/R-2)* (EPA/240/B-01/002, 03/20/01) and R-5 refers to *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* (EPA/240/B-01/003, 03/20/01). Copies of these documents are available at www.epa.gov/quality.

After Award Documentation[1]

3. ____ Documentation of an organization's Quality System: Either ___ QMP developed in accordance with R-2 or ___ Other: _____

____ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by the contract: Either developed in accordance with ____ R-2 and R-5 or ____Other: _____

____ Not applicable.

4. ____ Documentation of the application of QA and QC activities to applicable project(s): Either developed in accordance with ____R-5;
____ A supplement to the following Programmatic QA Project Plan: ____ _____ and/or
____ Other: _____

____ Programmatic QA Project Plan with supplements for each specific project:

____ Existing documents of the application of QA and QC activities will be used: Either
____ Documentation developed pre-award;
____ Documentation will be identified in individual Statements of Work; or
____Documentation identified in Section ___ of the Statement of Work.

c. **Reports:** Are quality reports or reports containing assurance information (for example, status of quality system implementation, review of a quality system, quality control data, etc.) required? [ ] **Yes** [ ] **No**

If yes, identify the required reports and the time frame for submission:
_____

d. **Assessments:** Select all quality assessments that will be performed either pre-award or post-award:

	Pre-Award	Post-Award
On-site evaluation of offeror's/contractor's facility		
Assessment of the offeror's/contractor's Quality System (e.g., quality system audits, management system reviews, etc.)		
Project –specific assessments (e.g., technical systems audits, surveillance, performance evaluations, data quality assessments, peer reviews, readiness reviews)		

For each assessment, specify type, date to perform, and who will perform it (if known):

1. _____
2. _____
3. _____

e. **Procedures to Update Documentation:** Identify any procedures/requirements for updating EPA approved quality-related documentation:

f. **Other Requirements:** Identify any other pertinent quality related requirements (as identified in your organization's Quality Management Plan):

1. **EPA Order, CIO 2105.0, 6.a.(7) Quality System Requirements:** QAPPs must be approved prior to any data gathering work or use, except under circumstances requiring immediate action to protect human health and the environment or operations conducted under police powers.

IV. The signatures below verify that the Statement of Work has been reviewed to ascertain if quality assurance or quality control activities are needed and that the appropriate quality requirements have been established.

_____ _____

Contracting Officer's Representative Date **Quality Assurance Manager Date**