Quality Assurance Documentation and
Certification of Competency
(This checklist is to be filled out and signed by the Grantee and provided to the Grant Project Officer. It is intended to be used for demonstrating competency on grant awards and for ongoing annual competency demonstration submittals)
FY 2018-2019

1) Quality Assurance Documentation: If the grantee's project involves environmentally related measurements or data generation, the grantee shall develop and implement quality assurance practices consisting of policies, procedures, specification, standards, and documentation sufficient to produce data of quality adequate to meet project objectives and to minimize loss of data due to out-of-control conditions or malfunctions per 2 CFR Part 1500.11.

2) Certification of Competency: The Competency Policy (FEM-2012-01) effective October 1, 2013, requires organizations generating or using environmental data under Agency-funded assistance agreements >200K to submit documentation of their competency prior to award of the agreement or if not practicable, prior to beginning any work involving the generation or use of environmental data. There are a number of QA/QC activities already in place to ensure that organizations receiving federal funding are competent to perform environmental sampling, field measurements, and/or laboratory analyses compliant with the Forum on Environmental Measurements (FEM) Policy requirements.

Examples of documentation of competency can include the following: (Please check **one or more** of the appropriate blocks which best describe the nature/extent of your overall QA system. As applicable, please provide the appropriate suggested documentation as an attachment to this checklist.)

☒ Cooperative Agreements/Grants – By checking this item, the grantee is acknowledging awareness of the terms and conditions listed on the grant/cooperative agreement which address QA requirements for the grant.

☐ Participation in Certification Programs (e.g., NELAC, ISO) for laboratory or field activities, or if you are considering pursuing certifications in the future – If your Organization has certification(s), *please provide as documentation **copies of the certificates and the date of the certification**. If your Organization is considering pursuit of a certification, please provide details of your planning for this recognition. As part of certification, certain activities are already included (e.g., participation in proficiency testing programs; developed laboratory QA manuals and standard operating procedures, etc.). If accreditation/certification status changes any time during the period of performance, the US EPA project officer should be notified immediately.*

☐ Participation in an external proficiency testing (PT) program (independent of external programmatic certifications (e.g., laboratory)) – *If applicable, please provide as an **attachment** to this document a tabular listing of proficiency testing programs/dates (e.g., different laboratory monitoring program/activities) that your organization participated in during the time period addressed by this QA documentation competency report.*

☒ Quality documentation such as Laboratory Quality Assurance Manuals/Standard Operating Procedures (SOPs) (independent of external programmatic certifications (e.g., laboratory)) – *Please **include information** about the frequency that the manual and/or SOPs are reviewed/updated, and the date of the last review.* **SOPs are reviewed and rewritten when there are procedural changes. The agency tries to review approved SOPs once a year. New SOPs are written and submitted when a new instrument is purchased.**

List of SOPs emailed to EPA on 8/6/18

QA Documentation & Certification of Competency Revised 05/27/15

☒ Audit Results (periodic management systems reviews of QA system, laboratory audits and/or technical audits) – *During the time period addressed by this QA documentation competency report, please provide **dates that the audit(s)** was/were performed and a summary of the findings as an **attachment** to this checklist.*

Local *ozone audits were performed quarterly. Only 470654003 was audited in Q2-March, 2018. Q1 2017 (October) and Q3 2018 (June): both sites were audited. Q4 audits have not been performed. There were no findings.*

State *audits of all monitors were performed: October 26/27, 2017; March 5, 7, and 26, 2018; June 18/19, 2018. Q4 audits have not yet been performed.   March audit at 470650031 was repeated because initial audit failed external leak check. Second audit passed leak check.*

Last EPA TSA *was performed November 2015. There were no findings that required response actions.*

☒ EPA approved QMP's/QAPPs

QMP approved date: New QMP submitted November 3, 2017   Reviewed by EPA and returned on February 5, 2018. Reviewed by a second EPA person: received on March 9, 2018. EPA stated the QAPP was a priority, then the QMP. The QMP will be resubmitted after the QAPP.
expiration date: 12/5/2017

QAPP approved date: New QAPP submitted to EPA March 9, 2018. Returned by EPA with comments on June 12, 2018. The QAPP is being revised and will shortly be sent back to EPA.
 expiration date: 4/23/2012

☐ If multiple QMP(s)/QAPPs *are included as part of your QA system, then please provide as* **an attachment to this checklist** *a tabular listing of the documents included as part of the QA* system *for your Organization (i.e., title/approval dates for QMP(s) and QAPPs).*

As part of your approved QMP(s)/QAPP(s), your plan must include information about the qualifications of your staff and ongoing QA training of your personnel, that there is an established and documented QA/QC system, and that there is a Quality Assurance Officer responsible for overseeing implementation of your QA/QC program.

☒ Use of third party certified labs (sometimes included in QMPs, but not always) – *If applicable, please **provide the name** of third party lab and the **program/activities/analysis/contaminant** that the third party lab is responsible for performing.*   **Inter-Mountain Laboratories of Sheridan, Wyoming, is the contract lab for PM$_{2.5}$ filter weighing.**

☐ Other – *If applicable, please provide as an attachment to this checklist a tabular list of the other activities not specifically mentioned in this checklist that your Organization considers to be part of your QA system.*

This Quality Assurance Documentation and Certification of Competency will be maintained in the grant file as required. For each Award a new form will need to be submitted to the EPA Project

3) Grantee Authorization: The grant recipient authorizes to the best of their knowledge that the above information is accurate and complete. (*Type in Name, Date, Organization and Grant number. Print the document, initial next to your name and send to EPA Grant Project Officer.*)

Authorized (Assistant Agreement) Representative ___Kathy Jones /QA___   Date ___8/2/2018___

Agency: __Chattanooga-Hamilton County Air Pollution Control Bureau__

Grant Number, if known __A00408415__

Grant Type or Program __Air Pollution Control Program Support/EPa Mandatory Grant Programs__

4) EPA Grant Project Officer: (Acknowledge document receipt and place in the grant file following review/approval.)

I have reviewed the submitted certification of competency, and have determined that the grantee is in compliance with EPA's Policy to Assure the Competency of Organizations Generating Environmental Measurement Data Under Agency-Funded Assistance Agreements (FEM-2012-02). In making this determination, I have coordinated this review with any other appropriate EPA programs or grant project officers.

__James O. Holloway__   8/3/2018
Grant Project Officer Name   Grant Project Officer Signature   Date

Sara Waterson   8/7/18