

U.S. Environmental Protection Agency Region 4
Data Competency Certification Form

The Competency Policy (FEM-2012-02), requires organizations generating or using environmental data under Agency-funded assistance agreements (greater than \$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. This includes organizations performing environmental sampling, field measurements, and/or laboratory analyses.

Quality system documentation such as a Quality Management Plan (QMP), Quality Assurance Project Plan (QAPP) and/or other documentation that demonstrates conformance to U.S. EPA quality program requirements. *If already submitted, provide the document(s) title and expiration date.*

Demonstration of Competency may include the following: (Check **one or more** of the appropriate blocks that supports your "Data Competency" certification).

Participation in Accreditation or Certification Programs e.g., National Environmental Laboratory Accreditation Program (NELAP), International Organization of Standardization (ISO). The accreditation or certification program must be applicable to the environmental data generated under the Agency-funded assistance. *Provide accreditations or certifications.*

Participation in an external Proficiency Testing (PT) Program (independent of external programmatic certifications (e.g. laboratory)). *Provide a list of proficiency testing programs and dates.*

Standard Operating Procedures (SOPs) *Provide a list of SOPs pertinent to activities of generating, collecting, or using environmental data within the Scope of Work (SOW). Include the date of last review of the SOPs.*

Demonstrations and Audits/Assessments of Proficiency *Provide the date of the audit and a summary of the findings.*

Contract Laboratories *Provide current/up-to-date certificates for accreditations and certifications held by contract laboratories used in data analysis.*

Other Pertinent Documentation that Demonstrates Competency (e.g. training records, past performance of similar SOW) *Provide a list of other activities not mentioned that is considered part of your Quality Assurance (QA) program.*

Please return the completed and signed form, with supporting documentation, to your Project Officer (PO).

Grantee Data Competency Certification: I acknowledge the terms and conditions listed in the grant cooperative agreement, which address Quality Assurance and Data Competency requirements for the grant. The signature attests to the best of my knowledge that the above information is accurate and complete.

Grantee's Authorized Official (print): KATHY JONES Title: AIR MONITORING MGR

Signature of Authorized Official: *Kathy Jones for Jim Holloway* Date: 8/12/2020
e-mailed 8/13/2020

Quality Assurance Document Inventory
Federal Year 2019-2020
Chattanooga-Hamilton County Air Pollution Control Bureau

QUALITY MANAGEMENT PLAN		
	Approved	Expires
QMP	June 12, 2019	June 11, 2024
QUALITY ASSURANCE PROJECT PLAN		
	Approved	Expires
QAPP	September 14, 2018	September 7, 2023
SOPS		
	Submitted to EPA	Approved
T640- PM _{2.5} Continuous	Sept. 5, 2017 and Dec. 2, 2019, both returned with EPA comments	NA
Ozone Monitors/Loggers/ Strip Charts	December 11, 2015	December 17, 2015
PM _{2.5} FRM Sites	March 16, 2016	March 24, 2016
Data Handling	October 2, 2015	May 23, 2016

All reworked SOPs will be resubmitted to EPA by August 21, 2020.

STATE AUDITS	Date	Findings
Q3 2019 (Grant Q4)	Sept 11,12 and Sept 26, 27 Ozone audits not done through the probe initially, ozones repeated through the probe	T640 time off 2.5 min (out by .5 minute- reset), time for external logger for T640 was in spec (polled data)
Q4 2019 (Grant Q1)	October 23, 24, 25	None
Q1 2020 (Grant Q2)	Cancelled-COVID	
Q2 2020 (Grant Q3)	June 9,10	None
Q3 2020 (Grant Q4)	Scheduled for September 16,17,18	
LOCAL AUDITS		
Q3 2019 (Grant Q4)	July 1, September 25,27, August 28,30	None
Q4 2019 (Grant Q1)	October 16,18 (ozone only)	None
Q1 2020 (Grant Q2)	March 18,19,27	None
Q2 2020 (Grant Q3)	June 23,25	None
Q3 2020 (Grant Q4)	Scheduled for September	None
CONTRACT AUDIT BY Eric Hebert of EEMS	October 11, 2019	None