

Minutes -- Quality Assurance Advisory Group
NADP Interim Subcommittee Meeting; New Orleans, LA
Monday March 24th, 3:00 PM

Present: Chris Lehmann (NADP Program Office), Natalie Latysh (USGS), Greg Wetherbee (USGS), John Sherwell (MD DNR), Jane Rotherth (CAL)

1. NADP Quality Management Plan (QMP) Discussion

Chris Lehmann distributed the current draft of the NADP QMP for the group to discuss. The following issues were raised by reviewers (page number indicated; refer to notes in 3/18/03 version of QMP.) Chris felt these QA-related issues could best be addressed by the QAAG.

- a. 2-7: Does NOS have audit privileges over external QA programs?

Text revised to remove text "and audit" from Section 3.3.5 on NOS duties, describing review of analytical laboratories and external QA programs.

- b. 4-1: Should the NADP use the Data Quality Objectives (DQO) process, the Performance and Acceptance Criteria (PAC) process, or something else?

Issue discussed, but no consensus reached. (Section was later revised in final version of QMP.)

- c. 5-5 & 5-7: Network/Laboratory SOP review policy

Section 5.6.3-Standard Operating Procedures revised to change review procedures and review personnel.

- d. 5-6: Confidentiality of NADP Programs

Section 5.5.3-Confidentiality removed. The consensus of the group is that no part of NADP operations is confidential.

- e. 6-2: Assessment policy

Section 6.1--Assessment process modified to streamline procedures, personnel involved, and policies for resolution of conflict.

- f. 6-4: Internal assessment of the Quality System

Section 6.2.2--Quality System Review. Group discussed conflict of interest having QA Manager conduct annual internal quality system reviews (with external reviews once every three years). Group modified text to remove perceived conflict of interest.

- g. 6-5: Laboratory review format

Section 6.2.3-a--Schedule. Text modified such that "internal reviews shall be conducted within one year after the review report is received."

h. 6-6: Approval of laboratory review response

Section 6.2.3-d--Review Reports & Section 6.2.3-e--Review Response. Deadlines changed such that review reports are due 30 days after review date. Review response due 60 days after review report is received. Approval process changed such that DMAS & NOS committees approve the review response. Also changed policy for resolution of conflict.

i. 6-7: Data quality assessment policy

Section 6.2.5--Data Quality Assessments. Group felt no changes were needed.

j. 11-1: Quality Improvement Policy

Text modified such that "Responsibility for continued quality improvement in the NADP resides with the QAAG." Text also added to emphasize that NADP quality improvement efforts should address both field and laboratory operations.

2. External QA Programs (MDN/AIRMoN)

The QAAG briefly discussed expansion of the USGS External QA programs to the MDN and AIRMoN. An external QA program for MDN could potentially be established, and the USGS would be explored this further. External QA support for AIRMoN is not likely at this time.

C. Lehmann

15 October 2003