

# State and Regional Board Quality Management Plan

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# Overview

A QMP documents how an organization structures its *quality system* and describes its quality policies and procedures.

# Overview

- The QMP is an umbrella document under which individual plans are prepared.
- It is applicable for up to five years.

# Overview

Documents how an organization determines the suitability and effectiveness of the performance of its environmental programs.

# Overview

Three major components are:

- Planning
- Implementation
- Oversight

# Planning

- Documents are not designed to be “one size fits all” and will depend on what decisions are to be made with the data.
- Planning documents are prepared that are the appropriate size and complexity for program, or project and for the use of data.

# Planning

Ensures the information collected meet the needs and quality that is expected for:

- Project Plans
- Program Plans
- Other Planning Documents
- Standard Operating Procedures

# Planning

The Quality System is consistent with:

- U.S. EPA's Quality Management System Requirements
- State Board Directives



# Objectives of a Quality System

- Scientific data integrity
- Reduced or justifiable resource expenditures
- Effective management of internal & external activities
- Reliable and defensible decisions

# Objectives of a Quality System

Ensures that the information collected meets the needs and quality of the project.

# Roles and Responsibilities

***State Board Program Manager***  
ensures that there are sufficient  
resources for the Quality System.

- Sets SWRCB and Regional Board QA policy for consistency with overall SWRCB policy.

# Roles and Responsibilities

**QA Officer** ensures compliance with the QMP

- Provides training in QA/QC concepts
- Participates in the QA Roundtable
- Prepares, reviews, and approves planning documents
- Participates in QMP update
- Prepares annual QA report

# Roles and Responsibilities

A Regional Board QA Lead provides information about his or her Region's quality system to other Regional Board members enhancing understanding and compliance of the overall quality system.

# Roles and Responsibilities

***Regional Board QA Lead*** ensures compliance with the QMP

- Provides QA information and training
- Participates in the QA Roundtable
- Prepares, reviews, and approves project planning documents
- Prepares annual update

# Roles and Responsibilities

A State Board Program QA Representative provides information about his or her program's quality system to program members enhancing understanding and compliance of the overall quality system.

# Roles and Responsibilities

***SWRCB Program Representative***  
ensures compliance with the QMP

- Provides QA information and training
- Participates in the QA Roundtable
- Prepares, reviews, and approves project planning documents
- Prepares annual update



# Assessment

Assessment of the quality system for programs and projects is accomplished through four activities:

- Management system reviews
- Technical system audits
- Data review
- Oversight record keeping

# Quality Improvement Process

Documentation of the process of how we improve our quality system:

- Project specific problem identification reports
- Internal quality assurance reports
- Annual quality assurance report to U.S. EPA

# Questions ?

# Contact Information

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