

OAQPS Quality Assurance Review Form (QARF)

Title:

Originator:

I. Type of Action		
<input type="checkbox"/> New or <input type="checkbox"/> Existing with Significant Modification to Work		
Non-contract Actions	Contract Actions	
<input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> CRADA/MTA <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Funds In <input type="checkbox"/> Funds Out <input type="checkbox"/> Grant <input type="checkbox"/> Intramural	<input type="checkbox"/> Contract <input type="checkbox"/> Delivery Order <input type="checkbox"/> Simplified Acquisition <input type="checkbox"/> Task Order	Vehicle #: Contractor:

II. General Information		
QA Tracking Number:	National Program:	
Does this action involve the collection, generation, use, and/or reporting of environmental data; the design, construction, and operation of environmental technologies; or development of software, models, or methods? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, go directly to Section VI.)		
Project Type(s): <div style="margin-left: 20px;"> Environmental Measurements (Derived or collected directly from samples from the environment; Analysis; and/or Measurements, etc.) Use of Existing Data (The results of other analytical testing (e.g., geophysical, hydrological) of environmental conditions; Compiled or obtained from other sources such as technology solutions or databases; Produced from models; Surveys; Websites; and/or Existing literature; etc.) Environmental Technology (Process data or physical parameters collected from the operation of environmental technologies.) Models and/or Applications (Models; Tools; Databases; and/or Software applications, etc.) Decision Support Tools (Economics; Statistics; and/or Calculations, etc.) Other (Specify:) </div>		
QA Category: I II III IV To Be Specified in Individual Actions	Lead QA Organization:	
Estimated Award \$:	Estimated Start Date:	Estimated End Date:
Participating Organization(s):		

III. Status of QA Documentation		
<input type="checkbox"/> Exists	ID Number: Title: QA Approval Date:	
<input type="checkbox"/> To Be Prepared	<input type="checkbox"/> New <input type="checkbox"/> Revision of Existing	Expected Submission Date:

IV. QA Documentation Options: For solicitations, complete Pre-Award Section; for all actions other than solicitations, complete Post-Award Section. All documentation must be consistent with requirements defined in EPA Manual 5360 A1 (CIO 2105-P-01-0). For all items checked below, there must be adequate information in the SOW (or its appendices) for the submitter to develop this documentation. Where applicable, reference a specific section of the SOW. (*QA/R-2 refers to EPA Requirements for Quality Management Plans (EPA/240/B-01/002) and QA/R-5 refers to EPA Requirements for Quality Assurance Project Plans (EPA/240/B-01/003). Both are available at http://www.epa.gov/quality/qa_docs.html*)

Pre-Award Documentation		
		Documentation of an organization's Quality System (QMP), developed in accordance with QA/R-2, must be included in contract proposal or work plan.
		QA Project Plan (QAPP), developed in accordance with QA/R-5, must be included in contract proposal or work plan.
		Performance evaluation of audit samples an/or devices required as part of evaluation criteria.
		On-site Technical or Quality Systems Audits (TSA and/or QSA) required as part of evaluation criteria. <input type="checkbox"/> TSA <input type="checkbox"/> QSA
		Other (Specify):
Post-Award Documentation (Competitive Vehicles, Non-Competitive Vehicles, Intramural)		
		Documentation of an organization's Quality System (QMP) developed in accordance with QA/R-2.
		Combined documentation of an organization's Quality System (QMP) developed in accordance with QA/R-2, and application of QA and QC (QAPP), developed in accordance with QA/R-5, to the single project covered by the contract.
		Contract level (QAPP) developed in accordance with QA/R-5. (approval required before EDO commence)
		Documentation of the application of QA and QC activities (QAPP) developed in accordance with QA/R-2 to all applicable project(s)/Task Orders (approval required for each project/Task Order before EDO commence).
		QA Reports are required during the project period (both progress and final).
		Technical Systems and Quality Systems Audits (TSA and QSA) required during the project period. Indicate frequency:
Special Comments		

V. Incorporation of Requirements into Extramural Documentation	
Are the QA documentation requirements specified on this form incorporated into the extramural documentation (RFA, RFP, SOW, PWS, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
For new actions, has the QA documentation required in Section IV of this form been included in the RFA, RFP, SOW or PWS as an evaluation factor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

VI. Signatures		
Sign/date below, obtain a concurrence signature from QA Staff, and submit the form along with the other extramural or intramural action documentation, as applicable.		
Originator		Date:
Additional Reviewer (optional)		Date:
QA Manager or Delegate		Date: