

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: |