

COMPREHENSIVE EVERGLADES RESTORATION PLAN



COMPREHENSIVE EVERGLADES RESTORATION PLAN

QUALITY ASSURANCE OVERSIGHT TEAM


Review of Project Monitoring Plans and Scopes of Work

QAOT SOP-004

Version: Revision 1.0

Version Date: September 15, 2008

QAOT Co-Chair Approval:



John Hess
USACE, Jacksonville District

12-09-08

Date



Ming Chen
South Florida Water Management District
(SFWMD)

12-23-2008

Date

Effective Date: _____

Review of Project Monitoring Plans for CERP Projects

1.0 Purpose and Applicability

The purpose of this standard operating procedure (SOP) is to establish the procedures for Quality Assurance Oversight Team (QAOT) reviews of Comprehensive Everglades Restoration Plan (CERP) Project Level Monitoring Plans (PLMP) and all Scopes of Work (SOW) arising from the PLMP.

2.0 Summary

The QAOT reviews the quality assurance and quality control (QA/QC) elements of PLMPs/SOW for compliance with the Quality Assurance Systems Requirements (QASR). Results of the review are summarized on a checklist and provided to the author of the PLMP/SOW. The PLMP/SOW author responds to the issues identified and revises the PLMP to ensure that it meets the QASR requirements.

3.0 Procedure

The CERP project delivery teams (PDTs) shall submit the PLMP/SOW to the QAOT monitoring plan review subteam for review when it is submitted for review by the PDT. Two weeks should be allowed for PLMP/SOW review by the QAOT. The subteam will assign at least two QAOT members to conduct the QAOT review using a checklist to determine if the PLMP is in compliance with the QASR. A letter will be sent to the PLMP/SOW author documenting the acceptability of the PLMP/SOW (Attachment 2) or itemizing deficiencies; if necessary the PMLP/SOW will be resubmitted. The date and contents of the QAOT review comments and PDT responses shall be part of the monitoring plan review track sheet, which shall be posted on CERP Documentum.

4.0 Responsibility

It is the responsibility of the person who authors PLMP/SOWs to submit those plans to the QAOT for review. It is the responsibility of the QAOT monitoring plan review subteam to establish coordinators from the SFWMD and USACE.

5.0 Deliverables

- 5.1. Results of the QAOT review will be documented on the Quality Assurance Oversight Team Monitoring Plan/Quality Assurance Project Plan Checklist (Attachment 1).
- 5.2. The checklist will be accompanied by a cover letter that describes the review and response process and indicates whether or not the PLMP meets QASR requirements. Attachments 2 and 3 provide letter templates that accompany the checklists for acceptable monitoring plans and monitoring plans requiring revision, respectively. The review letter should be addressed to the person who is the author.

References

CERP (Comprehensive Everglades Restoration Plan). 2007. Quality Assurance System Requirements (QASR) Manual. CERP Quality Assurance Oversight Team. 12/10, 2007. http://www.evergladesplan.org/pm/program_docs/qasr.aspx.

CERP (Comprehensive Everglades Restoration Plan). 2008. Project-level Water Quality and Hydrometeorologic Monitoring and Assessment. CERP Guidance Memorandum (CGM) 040.01. CERP, Effective 20 May 2008. http://www.cerpzone.org/documents/cgm/CGM_040-01_Final_5-20-08.pdf.

CERP (Comprehensive Everglades Restoration Plan). 2003. Agency Responsibility and Coordination for Quality Assurance, Quality Control and Data Validation for CERP Environmental Monitoring. (CGM) 040.00. CERP, Effective 19 November 2003. http://www.cerpzone.org/documents/cgm/cgm_041.00.pdf.

QAOT (CERP Quality Assurance Oversight Team), 2008. SOP-001 Format for QAOT Standard Operating Procedures (SOPS) and Document Control Procedures. QAOT, Effective 05/30/2008.

History

Revision Status/Number	Revision Date	Description	Author
Draft	December 2007	SOP for QAOT Review of Project Monitoring Plans for CERP Projects initiated.	R Terry
Draft	January 2008	SOP updated to include monitoring plan checklist.	R Terry
Draft Rev 0	August 2008	SOP reformatted to QAOT SOP-001 standards.	R Buhl
Draft Rev 1	August 15, 2008	Addressed M Wright and M Chen (SFWMD) comments.	R Buhl
Final Rev 1.0	August 26, 2008	Addressed L Gued (USACE) comments.	R Buhl

Review of Project Monitoring Plans for CERP Projects

Attachment 1**Quality Assurance Oversight Team Monitoring Plan Checklist****Project Title:****Date:****Reviewer:****Review Date:****Review Codes**

A = acceptable, required elements are incorporated in text or by specific reference

U = unacceptable, required elements are not incorporated in text nor by specific reference

NA = not applicable, not required for this Project Plan

Element	Review Code	Page	Comments
Title Page			
Contains project title, revision and date			
Contains QA Manager signature			
Project Organization and Responsibilities			
Data Assessment Organizations and Responsibilities			
Data Quality Objectives			
Data use background: defines project specific data needs; describes media and analyses required to meet the data needs			
Measurements of quality objectives: required reporting limits, precision, accuracy, comparability and acceptance criteria			
Sample Receipt, Custody and Holding Time Requirements			
Analytical Procedures			
Preventative maintenance			
Calibration procedures and frequency			
Laboratory QC procedures: type and frequency of internal QC measures			
Performance and system audits			
Nonconformance / corrective actions for field and laboratory			
Data reduction / calculation of data quality indicators: describes bias, accuracy, limits of detection, and precision calculations			
Report Documentation: Defines Report format and Data Archival Requirements			
Data Assessment Procedures			
Data verification			
Data validation			

Attachment 2
Example Letter for Acceptable Monitoring Plans

LOGOS/LETTERHEAD

Date (month dd, yyyy)

Project Manager Name
Project Manager Address

Subject: [Monitoring Plan Review \(Date\)](#)
[Title of Monitoring Plan](#)

Dear [Project Manager Name](#),

On behalf of the Comprehensive Everglades Restoration Plan (CERP) Quality Assurance Oversight Team (QAOT), I wish to thank you for the opportunity to review the monitoring plan for [\(Title of Monitoring Plan\)](#). The purpose of the QAOT review was to determine if the monitoring plan adequately addressed the quality assurance and quality control requirements for CERP projects defined in the Quality Assurance Systems Requirements (QASR).

The results of the monitoring plan review are summarized on the attached checklist. Our review found that the monitoring plan meets the QASR requirements. If you have questions or would like to discuss the results of our review, please feel free to contact me at [telephone number](#) and/or [email address](#).

Sincerely,

[Organization](#)

Attachment

Attachment 3
Example Letter for Monitoring Plans Requiring Revision

LOGOS/LETTERHEAD

Date (month dd, yyyy)

Project Manager Name
Project Manager Address

Subject: Monitoring Plan Review (Date)
Title of Monitoring Plan

Dear Project Manager Name,

On behalf of the Comprehensive Everglades Restoration Plan (CERP) Quality Assurance Oversight Team (QAOT), I wish to thank you for the opportunity to review the monitoring plan for (Title of Monitoring Plan). The purpose of the QAOT review was to determine if the monitoring plan adequately addressed the quality assurance and quality control requirements for CERP projects defined in the Quality Assurance Systems Requirements (QASR).

The results of the monitoring plan review are summarized on the attached checklist. In general, the project monitoring plan met the QASR requirements. As noted in the checklist, insert number of "U" codes QA/QC elements were not adequately described (U code) in the draft monitoring plan. It is important that this monitoring plan be revised to address these missing elements to ensure that the data quality is adequate. Please revise the monitoring plan to provide the information requested and return the final document to me. If you have questions or would like to discuss the results of our review, please feel free to contact me at telephone number and/or email address.

Sincerely,

Organization

Attachment