*Report Activities Completed in FY 2014 and Proposed Activities for FY 2015*

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| --- | --- |
| **Organization:** |  |

*Please submit your organization’s QAARWP via email (**quality@epa.gov**) to
the attention of Monica Jones, Director, Quality Staff, by March 31st, 2015*.

**A. Internal Assessments and Corrective Actions**

**A.1. Assessments of your Organization’s Quality System**

 Use the attached Excel file, Worksheet A1 to enter your data.

**A.2 Revisions to your Quality Management Plan**

 Describe any revisions or proposed revisions to your Quality Management Plan and why they are necessary.

**A.3 Review of QA Project Plans**

 For QA Project Plans, have you observed any trends in the percentage requiring substantial rework over the past few recent years and if so could you please give your opinion about the cause of the trend, together with any suggestions for promoting positive trends. In addition, please summarize two or three principal concerns you have noted that could be addressed by better guidance. Also, please recommend ways to improve the timely review of QA Project Plans.

**A.4. FEM Laboratory Competency Policy**

 Use the attached Excel file, Worksheet A4 to enter and update your data.

**B. Outreach Activities**

**B.1 Planned Activities for FY15**

 Use the attached Excel file, Worksheet B1 to enter your data.

**C. Innovative Quality Assurance Practices**

**C.1 Significant QA Management Accomplishments**

In qualitative terms, indicate how your QA activities have been maintained or even improved over the past three years. What quality accomplishments delivered the most needed improvements and what management practices were needed? If these improvements were as a result of a corrective action from an audit or assessment, please indicate so.

**C.2 Innovative Practices**

Many organizations have minor practices thought to be unique to that organization, but actually could be adapted for use by other organizations wishing to improve their own QA operations. If you have a practice found to be useful, please give an outline and a brief explanation as to why it was effective.