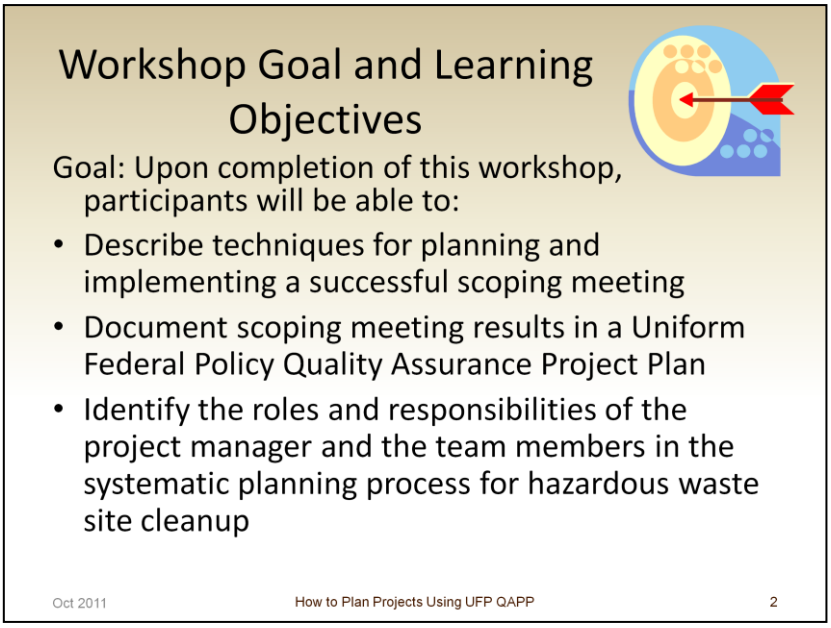
**Discussion Points:**

**Related Instructor Activity:**

Notes for facilitator: project this slide while participants are arriving.

Introduced yourself, give a little information about yourself (e.g., job title, organization, your experience with UFP QAPP) and state that you will be the facilitator for this workshop.

**Discussion Points:**

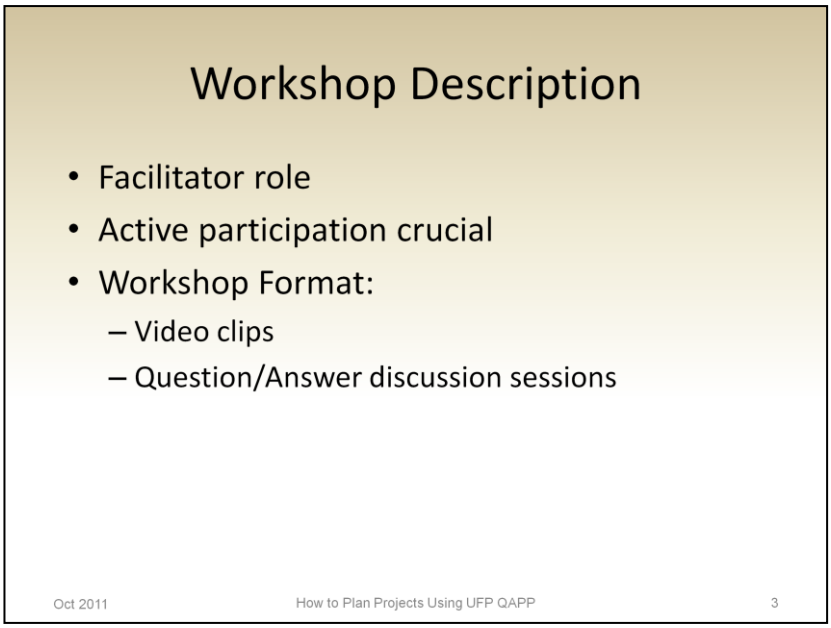



**Related Instructor Activity:**

Notes to Facilitator: in addition to the "official" workshop goal and objectives, in our own words add specific reasons why you are conducting this workshop and what you hope the students will learn.

Clipart from Microsoft Office clipart—authorized for use by licensed Microsoft Office users.

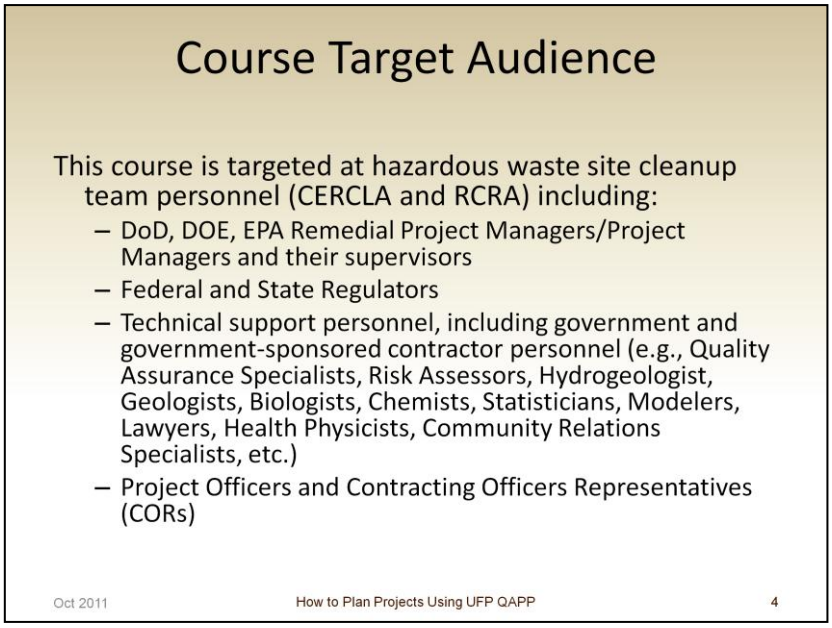
**Discussion Points:**




**Related Instructor Activity:**

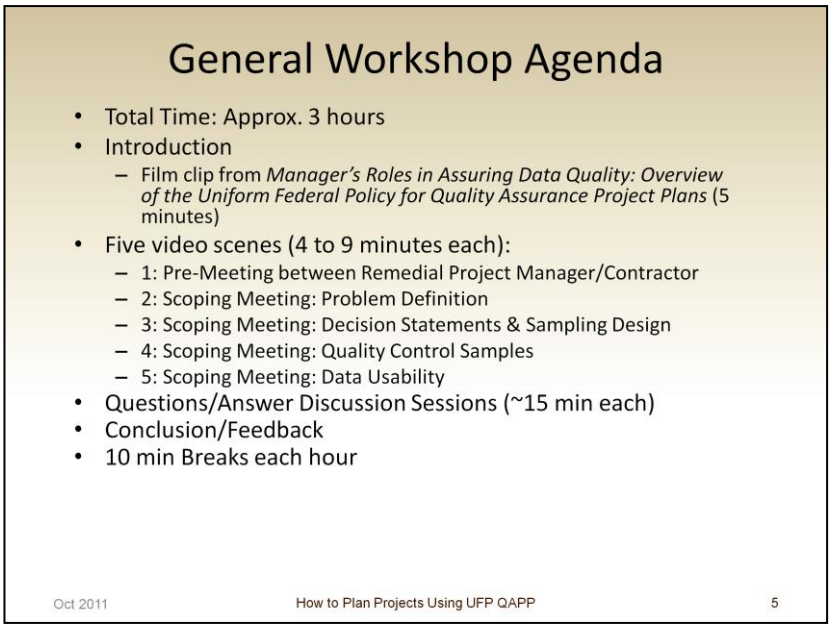
Notes to Facilitator: Discuss that your role is not to lecture the participants, rather that you are a facilitator. You will be posing questions to stimulate discussion—they will need to come up with the answers. Active participation is crucial to the success of the workshop. Describe how the workshop will proceed: a video clip will be shown and then there will be a discussion session.

**Discussion Points:**



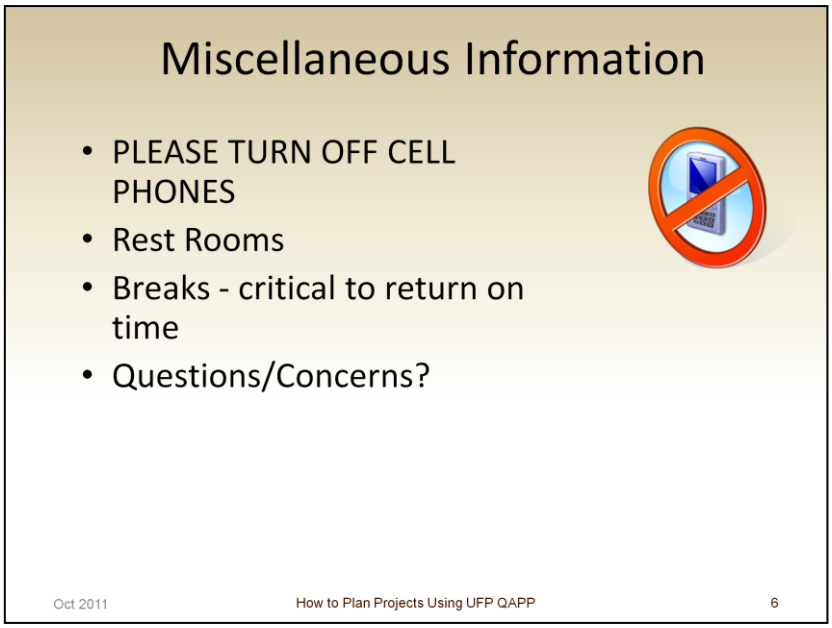

**Related Instructor Activity:**

**Discussion Points:**




**Related Instructor Activity:**

**Discussion Points:**



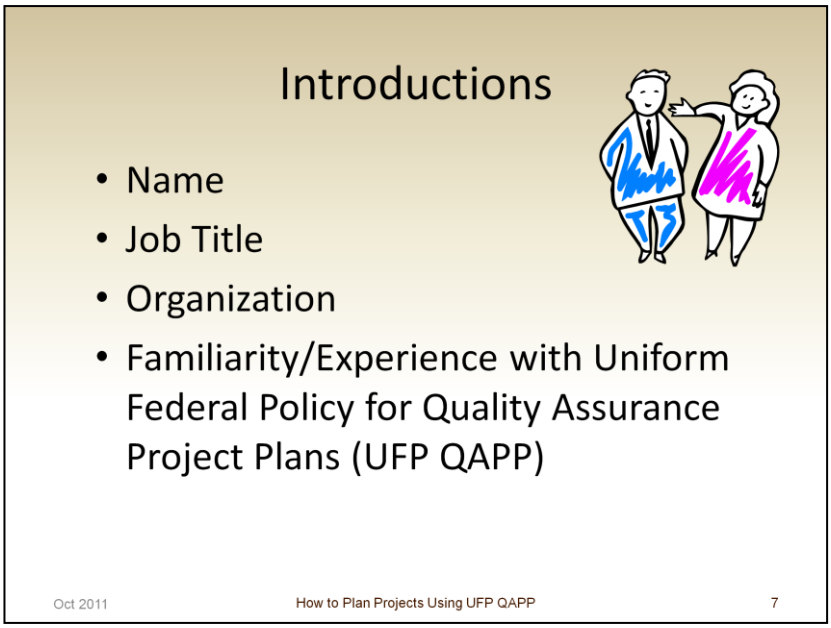

**Related Instructor Activity:**

Notes for Facilitator: ask students to turn off their cell phones, tell them where the rest rooms are, tell them that it will be important to return from breaks on time. When you break, be sure to tell students what time you want them to return (rather than saying "time for a ten minute break"—no one remembers what time the break started).

At this point, ask if participants have any questions/concerns.

Microsoft Office clipart

**Discussion Points:**

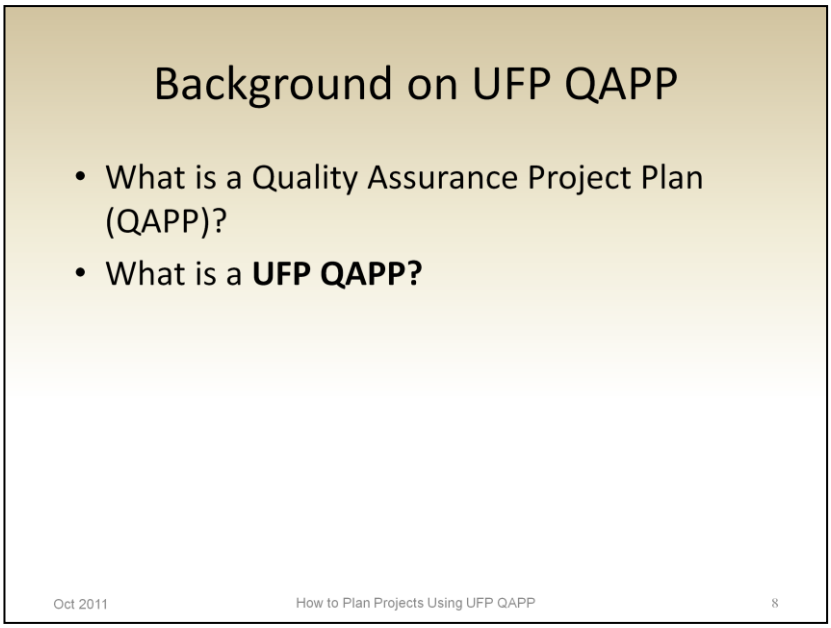



**Related Instructor Activity:**

Notes to Facilitator: Ask participants to introduce themselves and provide this information not only for you but for the other participants.

Microsoft Office clipart

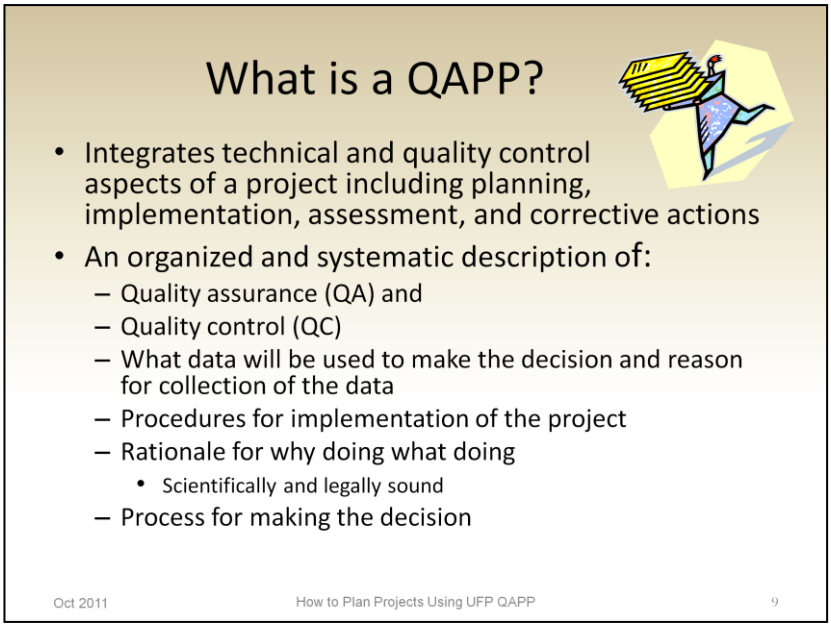
**Discussion Points:**




**Related Instructor Activity:**

Notes to Facilitator: The remaining slides provide some background information about the UFP QAPP to ensure all participants have a common level of knowledge regarding the UFP QAPP.

**Discussion Points:**

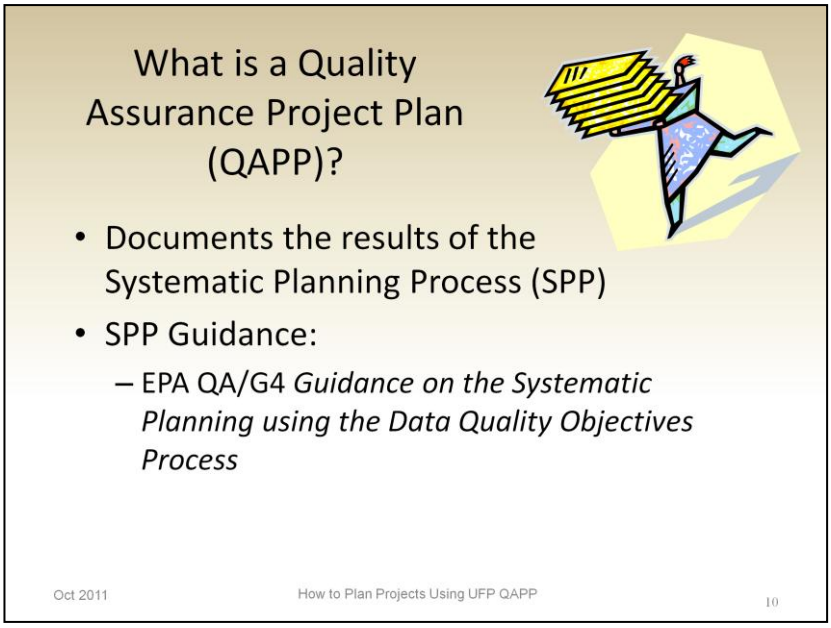



**Related Instructor Activity:**

Note that a QAPP integrates technical and quality control aspects of a project throughout its life cycle, including planning, implementation, assessment, and corrective actions. It is a document that presents the steps that will be taken to ensure that environmental data collected are of the correct type and quality required for a specific decision or use. It presents an organized and systematic description of the ways in which quality assurance (QA) and quality control (QC) will be applied to the collection and use of environmental data.

Clip art from Microsoft Office Clipart.

**Discussion Points:**




**Related Instructor Activity:**

# What is Systematic Planning?

Group effort to balance cost vs. amount of data needed to make decision

Understand how the data will be used

Ensure you get what you pay for by defining project needs in detail

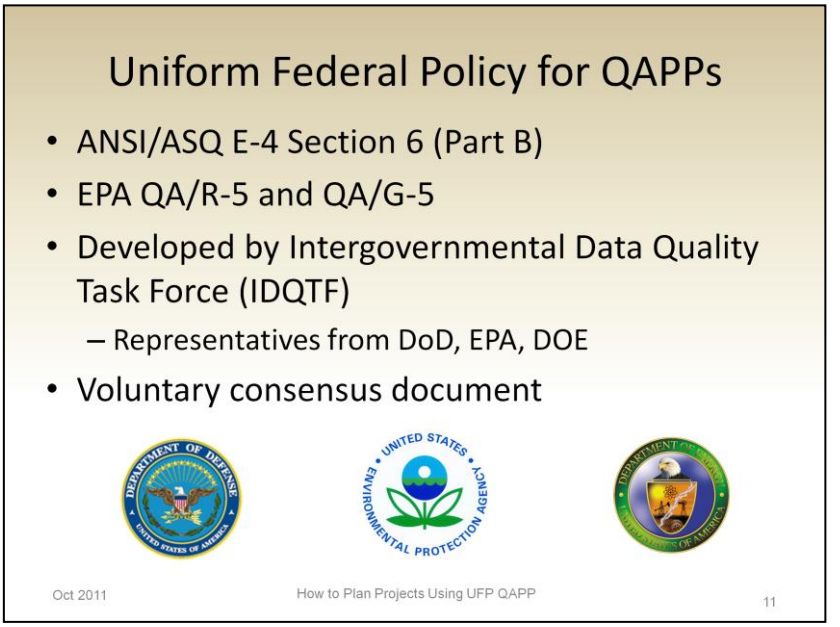
Knowing what was & was not delivered and why

This document is included on the workshop DVD in the reference documents folder.

Microsoft Office clipart.

Microsoft Office clip art

**Discussion Points:**




**Related Instructor Activity:**

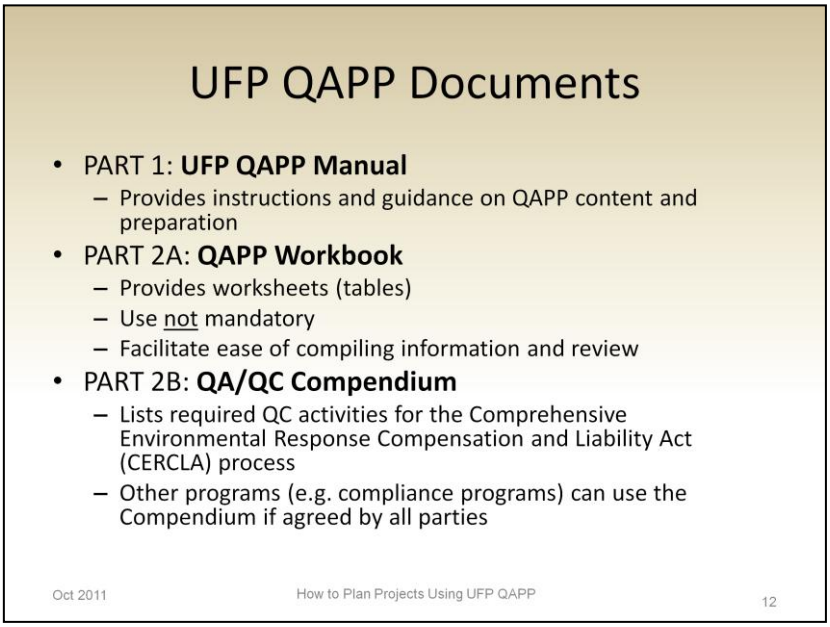
Discuss the UFP policy and development of the Quality Assurance Project Plan (QAPP). This is one document which the Navy identifies as the work plan, sampling and analysis plan and QAPP. The new direction started in about 2000 calls for a single document the QAPP which requires approval by EPA.

Note that decisions are only as good as the data they are based on. The IDQTF adopted ANSI/ASQ E4 for quality system design and produced additional documents to assist with the development of the QAPP using a graded approach.

The UFP QAPP was developed to provide a single, consensus-based framework and approach for consistently implementing the project-specific requirements of ANSI/ASQ E4 across participating Federal agencies; thereby streamlining processes for both preparing and reviewing QAPPs.

Consistent with EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5 and EPA Guidance for Quality Assurance Project Plan QA/G-5. These documents are included on the workshop DVD in the reference documents folder. However, the ANSI document is not included since it is copyrighted.

**Discussion Points:**



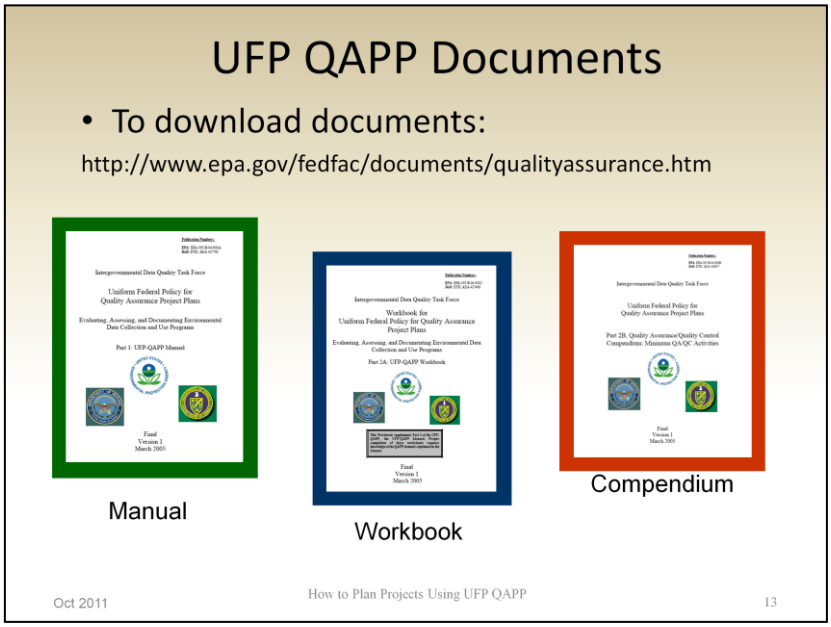

**Related Instructor Activity:**

Changed title from "UFP QAPP" to "UFP-QAPP Documents"

These documents were developed by the IDQTF. The UFP QAPP manual defines what content needs to be in a QAPP. It doesn't define a format. The QAPP Workbook has the worksheets. Originally these were not mandatory, but some organizations have made their use mandatory. The Compendium (which is referred to in one of the scenes) lists quality control activities for various phases of the CERCLA process (e.g., Remedial Investigation/Feasibility Study).

These documents are included on the workshop DVD in the reference documents folder.

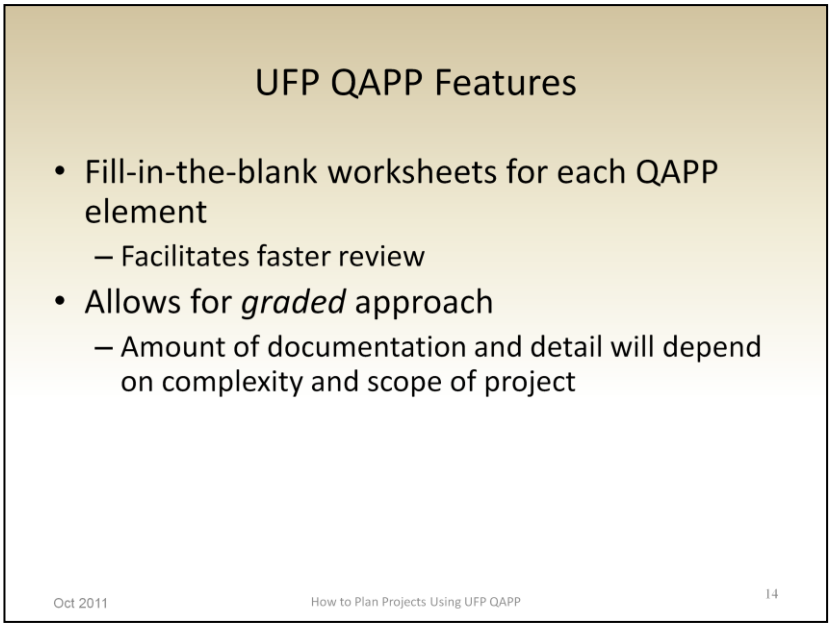
**Discussion Points:**




**Related Instructor Activity:**

A web site address where documents can be downloaded.

**Discussion Points:**




**Related Instructor Activity:**

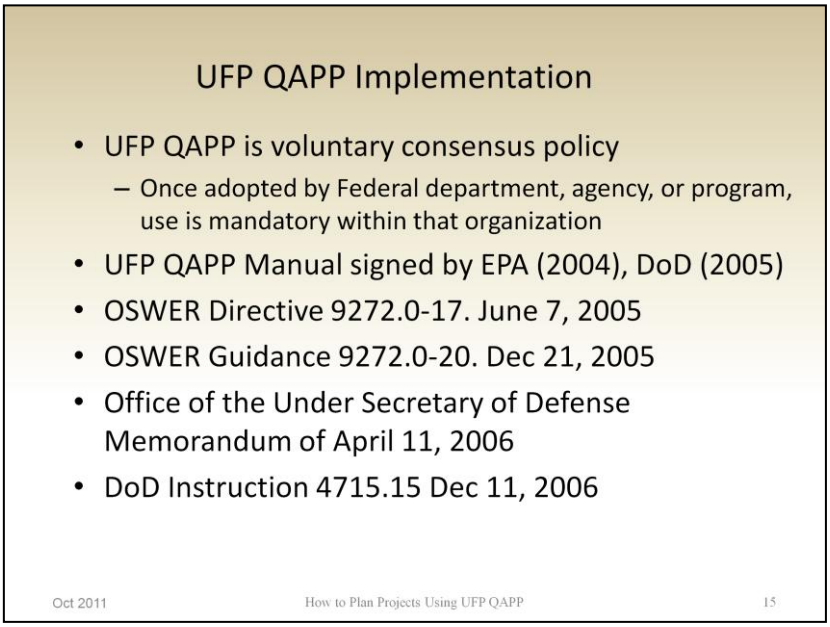
Since reviewers know where to find particular QAPP elements, QAPP review can be much faster. EPA region 2 documented the following successes:

-50% reduction in EPA FTE devoted to QAPP review (in 2007)

-Reviewers say 80% decrease in # of revisions prior to QPAP approval. Decrease was attributed to use of logical tables and generic format vs. text alone.

-10% reduction in FTE devoted to QAPP preparation once preparer was familiar with UFP format.

**Discussion Points:**

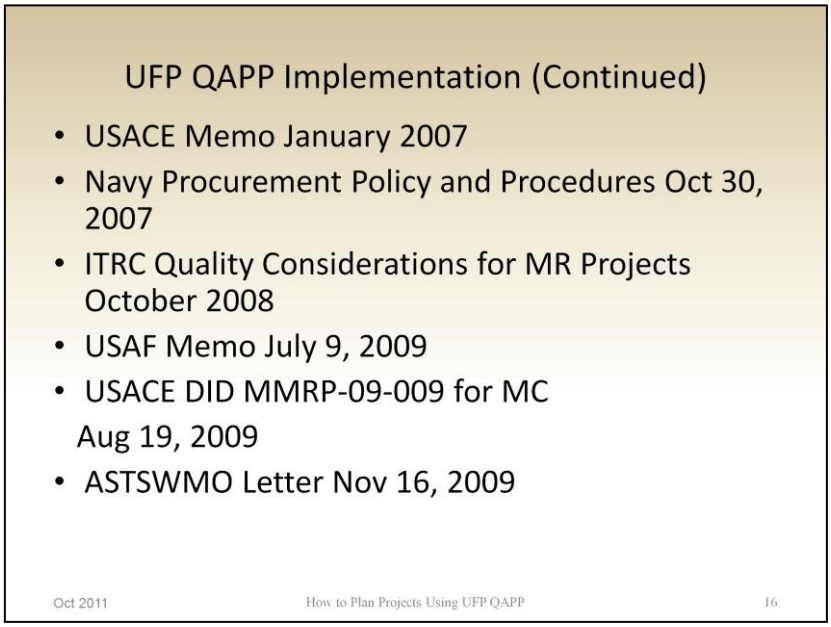



**Related Instructor Activity:**

When developed, the use of the UFP QAPP was voluntary. Since then several organizations have made its use mandatory.

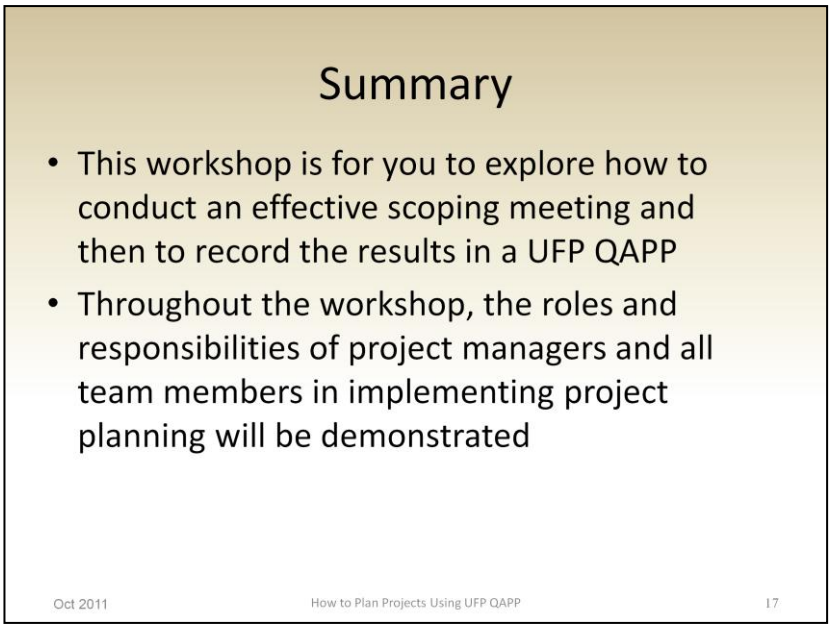
OSWER and EPA OEI (Quality Staff) issued a joint memorandum that UFP QAPP approach is applicable to all EPA programs.

**Discussion Points:**




**Related Instructor Activity:**

**Discussion Points:**




**Related Instructor Activity:**

Reemphasize your goals for the workshop.