

Dear Sir or Madame,

I'm writing to inform you about recent changes to the Center for the Inland Bays Quality Assurance Program applicable to fiscal year 2007 research projects. We recently adopted EPA QA requirements for grant funded research. These requirements involve a good bit of work by the awardee up front, but we feel they are a nice tool for providing scientifically valid and defensible data of high quality that will meet user requirements. In accordance with EPA requirements and the CIB's Quality Assurance Management Plan, grant recipients conducting research projects must submit 1) an organization Quality Management Plan (QMP), 2) a Quality Assurance Project Plan (QAPP), and 3) project Standard Operating Procedures (SOPs) for approval 15 days prior to the intended project start date. Requirements and guidance for preparing these documents are available at <http://www.epa.gov/quality/>.

It is likely that your organization has a pre-existing QMP available for submittal. QAPPs must meet all requirements per "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5) and its companion document, "Guidance for Quality Assurance Project Plans" (EPA QA/G-5). Additional references available online may be required for those with projects incorporating modeling, geospatial data, secondary data, and complex sampling designs. *For timely approval, we suggest a check of QAPP completeness prior to submittal using Appendix C of the Guidance (EPA QA/G-5).* Please submit both a hardcopy and electronic copy of QAPPs, a QMP, and SOPs for review to myself at chrisbason@inlandbays.org.

Substantive changes to the QAPP that occur after the project start date must also be submitted to the CIB for approval prior to implementation. Extended projects must submit annual QMP and QAPP reviews prior to October 30th. If reviews are completed and no changes are required, letters should be provided confirming as such. To avoid project delay we encourage an early submittal of Quality documents.

Additionally, the Center has drafted guidance on submitting quarterly and final project reports (*encl.*). These are merely simple requirements intended to assist with our tracking of CCMP implementation and to the cataloging of projects over time. Please note that the format of the research project final reports are left up to the investigator.

Thanks for your understanding and feel free to contact me at any time with questions or for assistance with this process. We look forward to working with you on what we feel is a great project with excellent management implications.

Sincerely,

Chris Bason

Enclosures (2)

cc: Ed Lewandowski