



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

DEC 18 2014

OFFICE OF  
ENVIRONMENTAL INFORMATION

**MEMORANDUM**

**SUBJECT:** Request for Quality Assurance Annual Report and Work Plan

**FROM:** Renee P. Wynn  
Acting Assistant Administrator and Chief Information Officer

**TO:** Assistant Administrators  
Regional Administrators

This memorandum transmits my request for EPA organizations that conduct environmental operations to submit their Quality Assurance Annual Report and Work Plan (QAARWP) to the Quality Staff ([quality@epa.gov](mailto:quality@epa.gov)) by March 31, 2015. The QAARWP highlights your organization's QA-related accomplishments for the past fiscal year and your plans for the current fiscal year. OEI plans to use your QAARWP information to ensure EPA organizations are conducting periodic assessments of their quality program; evaluate the agency's conformance with the EPA Laboratory Competency Policy<sup>1</sup>; and identify notable QA practices that can be duplicated in other EPA organizations.

The QAARWP template can be found at the Quality website: <http://intranet.epa.gov/quality>. This template is similar to the one used last year. The References and Training Activities Section and Awards and Recognition Category included as part of Outreach Activities Section were eliminated. An appendix was added to standardize the information being reported about Assessments of your Organization's Quality System, FEM Laboratory Competency Policy, and Planned Activities for FY 15. No new information is being requested.

To further enhance the QA reporting and evaluation process, OEI in collaboration with EPA Region 8, plans to conduct a Lean Project. The results of this project will be used to modify the QA Reporting process in the next fiscal year. We look forward to working with our stakeholders to accomplish this task.

We appreciate your continued support in implementing the EPA Quality Program. If you have any questions about this process, please contact Katherine Chalfant at (202) 564-1511 or Monica Jones at (202) 564-1641.

<sup>1</sup> New Policy Directive on Assuring and Documenting the Competency of Agency Laboratories,  
<http://www.epa.gov/fem/pdfs/labdirective.pdf>

cc: Deputy Assistant Administrators  
Deputy Regional Administrators  
Senior Information Officials  
Director, EPA Quality Staff