

Notes from QA Strategy Co-Chair Meeting

8/22/01

Attendees

Rachael Townsend
Gordon Jones
Mike Papp

Items captured from Meeting

Chairs of groups . Planning - Rachel Townsend and Me linda Ronca-Batista
Implementation - Mike Papp
Assessment and Reporting - Gordon Jones

Chairs Responsibilities:

- < **Set up conference call.** Mike will get a conference line for breakout group meetings. Chairs need to give Mike some time frame when they want to schedule a meeting. Mike can work with the chairs via telephone to set final date and reserve the OAQPS conference line.
- < **Develop an agenda** - Develop an agenda on topics for breakout workgroup conversation at last one week ahead of time. Send this to full Workgroup members so that if some members are interested they can sit in on the conversation. Mike could also post the agenda on the QA Strategy Website.
- < **Facilitation** - Keep your eye on the goal. Keep the group focused on the level of detail that is needed for the Oct product knowing that additional details will be provided later.
- < **Note taking-** Chairs are responsible for assembling workgroup notes. Maybe this activity could be passed on to each workgroup member. This might also help establish buy-in from each member as an active participant.

What's the product- I think the product will be a consensus document on the elements of the Ambient Air Monitoring Program quality system, who's responsible for carrying out these elements. In some cases resource requirements might need to be discussed.

I think initially a discussion would include what is currently right and wrong with the current quality system and how it might be improved. Mike and Gordon agreed that there is a lot of things right with our current quality system and that some of the elements might just need improvements. As an example we might look at the our performance evaluation program (NPAP) in the assessment break-out group. The current system needs improvement and there is redundancy in it. Rachael mentioned that TNRCC did not see value in the VOC and carbonyls audits. So, we might start a "performance evaluation" discussion out as:

- 1) Define performance evaluation to get everyone on board with what we are talking about.
- 2) Get agreement on whether it is important to have an **independent** PE program, what are the benefits to it, what are its detractions?
- 3) What is right or wrong with the current program, how can it be improved. For example there are agencies that perform PE's on State and locals. CARB is a good example since they audit their own and other CA districts with the through-the-probe audit program. Instead of OAQPS auditing CARB and the other districts a second time, maybe we could just audit the primary agency (CARB) to provide a data quality linkage and still maintain a level of independence. Therefore the goal of an independent audit is still attained using a more efficient method.
- 4) Who will be responsible for implementing the program and what resources will be used. The resource question is not as important as whether or not the element is important to include in the quality system

In summary, in order to declare our October product a success, I think we end up with a generic quality system whose elements would apply to any monitoring program. How these elements are implemented in each program might change a bit but they would need to be addressed at the program level and that detail would not be part of the October product. The quality system should be like a three legged stool (planning/implementation/assessment) in that all the elements are needed to support the data quality of the program. If we can't convince ourselves of the benefit of an element it should not be included.

Breakout workgroup participation- It was decided that workgroup chairs would be welcome to attend any and all breakout sessions. It seemed like there was consensus that attending the other conference calls would be a benefit on determining how workgroup dynamics are proceeding. In addition, some elements may transcend more than one workgroup so this would help establish continuity. Workgroup members may wish to participate in more than one workgroup and it was agreed that this is fine as long as this additional participation does not slow down break-out workgroup progress. This will need to be controlled by the chair(s)

Full workgroup meetings- not everyone will be able to attend the full workgroup meeting but we should attempt to schedule them when all chairs are available.

Time line- Mike will develop a time line for the October Product. The idea would be to address as much of the quality system elements by October 8 and circulate the breakout workgroup products at that time for review during the October 22 meetings

Action Items

Mike -

- < Start getting a Website ready
- < Send out an email informing Workgroup members to provide there selections for breakout groups by 8/27.
- < Set up conference call for sometime between 8/28 and 8/30. Agenda items will include:
 - < Selecting appropriate mix from breakout group. This may require some horse-trading among peoples first and second selection.
 - < Discussion of the elements of the quality system
 - < Game plan for achievement of a product By October 22 meeting.
- < Develop a time line of activities

Chairs -

- < Need to get Mike the times they are available next week (8/28-30)

