

**QA Strategy Workgroup Conference Call Notes
2nd Call**

Wednesday 8/29/01

Attendees

Mustafa Mustafa	Melinda Ronca-Battista
Gordon Jones	Terry Rowles
Kuenja Chung	Don Gourley
Mat Plate	Rayna Broadway
Chris Hall	Michael Papp
Rachael Townsend	Mark Shanis
Donovan Rafferty	Shelly Eberly
Anna Kelly	Mark Schmidt
Jerry Sheehan	Tim Hanley
Mike Miguel	

QA Inspiration to focus on our goal

“Quality assurance is more than a program; it is a philosophy, a way of life. As a program that is mechanically followed, quality assurance is doomed for failure. As a philosophy, there is a chance for success. When it is approached as both a program and a philosophy, the chances for producing high quality data are excellent.”

J.K. Taylor (Quality Assurance of Chemical Measurements)

Action Items in ***bold/italics***

Notes

Workgroup Notes- QA Strategy notes are posted on the AMITC Website at the following address <http://www.epa.gov/ttn/amtic/qaqcrein.html>. Once the Workgroup has a week to review the notes, they will be posted on the site.

Workgroup list - The Workgroup lost Kuenja Chung and Andrew Hass to the Technology Workgroup. The Workgroup picked up Rayna Broadway and Jerry Burger (Region 4) since the last call. ***Mike will distribute the address list for those that would like to create an email list of the participants.***

The quality system element list- A list was distributed that contained the activities of the ambient air monitoring quality system broken out by the elements planning, implementation and

assessment/reporting and any questions that might be related to those elements. The Workgroup confirmed that the list looked pretty complete. As the Breakout Workgroups work with the list they may add elements or additional questions.

Breakout Workgroups - Based on first choices, the Breakout Workgroups have been established as indicated in Table 1. Initially there was no EPA Regional representation in the Implementation Breakout. Mustafa Mustafa agreed to move from Assessment/Reporting to Implementation. In addition there was quite a bit of representation by SLT in Implementation and not much in Assessment/Reporting. Anna Kelly agreed to move from Implementation to Assessment and Reporting. The mix and the numbers within each Workgroup are fairly even. *Richard Heffern has yet to vote.*

Table 1 -Breakout Workgroup List

Planning	Rep.	Implementation	Rep.	Assessment/Reporting	Rep.
Rachael Townsend (co-chair)	SLT	Mike Papp (chair)	H	Gordon Jones (chair)	R
Melinda Ronca-Battista (co-chair)	SLT	Tom Parsons	SLT	Anna Kelly	SLT
Norm Beloin	R	Donovan Rafferty	SLT	Danny France	R
Andrew Hass	R	Mustafa Mustafa	R	Mat Plate	R
Chris Hall	R	Jerry Sheehan	SLT	Mark Shanis	H
Dennis Mikel	H	Andy Johnson	SLT	Shelly Eberly	H
Elisa Dickerson	SLT	Don Gourley	SLT	Mike Miguel	SLT
Terry Rowles	SLT			Rayna Broadway	SLT
				Mark Schmidt	H

Workgroup breakout sessions - *The chairs (co-chairs) will be responsible for setting up conference calls. Mike will set up conference lines for the chairs.* It was agreed during the co-chair conference call (8/22) that chairs would set up and distribute an agenda to the full Workgroup a week ahead of time so that anyone interested in a topic covered on the call, whether they were in that Breakout Workgroup or not, could attend. *Chairs would be responsible for Workgroup notes.*

Quality System Activity Form - In order to get some consistency in the products from each Breakout Workgroup and each quality system activity, a Ambient Air Monitoring Quality System Activity Information Form was developed. The major product for the October 22 meeting would be the completion and consensus agreement for the information on the Activity Form. There was a comment that there might be some that are not familiar with an activity (i.e., what is site

characterization?). **Mike agreed to start an Activity Information Form for each activity and provide a general definition for the activity.** Since there is a mix of Headquarters, EPA Regions and SLTs on each Breakout Workgroup, this should provide a bridge as to what the definition means to the Ambient Air Monitoring Quality System. As the Breakout Workgroup works on an activity they might revise the definition. **The Workgroup should look at the revised Activity Form to see if anything else should be added to this form before we start using it. Activity forms would be completed by the Breakout Workgroup and distributed to the full Workgroup for review and comment.**

Overarching Issues - There was some discussion that there are some issues that are overarching. An example of this might be the concept of going to a performance based system. This is something that would be needed to be discussed with the full Workgroup because it might effect how the activities within any Breakout Workgroup are discussed. Mike thought that there still needs to be full Workgroup meetings (maybe every three weeks. **A suggestion to the full Workgroup would be to get Mike Papp some comments on what should be some overarching topics to discuss ASAP.**

Time line - We are trying to develop a product for an October time frame. This product would be a synopsis of our mutually agreed upon elements of a quality system using the Activity Form. Mike would take the forms and provide a quality system write-up for the Monitoring Strategy using this information. Time line for the initial activities are as follows

Activity	Dates
Conference calls	Now till 10/12
Completion of Activity Forms	10/12/01
Workgroup Review of Activity Forms	10/19/01
Comment Aggregation	10/22/01
Workgroup Meeting	10/23/01

Action Items:

The following are action items

OAQPS -

- < Distribute the address list for those that would like to create an email list of the participants.
- < Start an Activity Information Form for each activity and provide a general definition for the activity
- < Set up conference lines for the chairs

Chairs -

- < Set up conference calls.
- < Workgroup notes.

Workgroup Members -

- < Get Mike Papp some comments on what should be some overarching topics to discuss ASAP.
- < Look at the revised Activity Form to see if anything else should be added to this form before we start using it.
- < Complete Activity Forms and distributed to the full Workgroup for review and comment