

EPA REGION 6 QUALITY ASSURANCE  
DALLAS, TEXAS

**ORIENTATION TO QA MANAGEMENT and  
DATA QUALITY OBJECTIVES COURSE**

8:30 A.M. - 4:30 P.M.

August 22-23, 2006

**Oklahoma Secretary of Environment**

Metro Technology Centers - Aviation Career Campus

5600 S. MacArthur Boulevard

McNichols Room

Oklahoma City, Oklahoma

**DESCRIPTION:** This two-day workshop serves as an orientation to the basic management issues associated with EPA's Quality Assurance Management Program and introduces participants to the Data Quality Objectives concept and process. It will provide participants with a systematic non-technical introduction to the primary elements and concepts of quality assurance. In Data Quality Objectives the emphasis is on environmental project management issues associated with DQO's rather than on detailed "how-to" technical information.

**OBJECTIVE:** By the end of the session participants will be able to:

- understand the quality assurance requirements for EPA funded projects;
- understand the value and benefits of an effective quality assurance program;
- identify the basic tools of quality assurance management at EPA;
- understand the quality assurance roles of EPA managers and their staff;
- provide a general understanding of the DQO concept and its value to the Agency;
- ensure that participants are aware of the key steps and roles in the DQO process;
- provide participants with practical experience in DQO implementation; and

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- lay a foundation for expanded knowledge of and participate in the DQO process.

**TARGET AUDIENCE:** The course is recommended to managers, (both technical and non-technical), program staff, and technical staff who would benefit from a systematic introduction to EPA's quality assurance program. It would be especially useful for those who are involved in the design or oversight of environmental data collection activities, as well as for anyone else who wants to become more familiar with the EPA's QA System and the DQO concept.

**NOTE: THIS COURSE IS MANDATORY FOR EPA PROJECT OFFICERS AND REVIEWERS AND APPROVERS OF QA PLANS AND GRANT QA CERTIFICATIONS.**

**INSTRUCTORS:** U.S. EPA Region 6, Quality Assurance Manager, Don Johnson and Quality Assurance Officer, Randall Romig.

***CLASS IS LIMITED TO 32 PARTICIPANTS***

**REGISTRATION:** Please register by calling Gayle Bartholomew, of the Office of the Secretary of Environment, at (405) 530-8996 or by sending her an email at [gnbartholomew@owrb.state.ok.us](mailto:gnbartholomew@owrb.state.ok.us)

**COST:** No charge, priority will be given to State of Oklahoma employees, Native American Grantees of U.S. EPA, and other EPA Grantees. Municipal or private laboratory staff, and any others who are interested will be accepted on a space available basis.

**ADDITIONAL INFORMATION:** For more information about the course content contact Don Johnson, EPA Region 6 QA Manager at (214) 665-8343.

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**QUALITY MANAGEMENT PLAN and**  
**QUALITY ASSURANCE PROJECT PLAN SEMINAR**

8:30 A.M. - 4:30 P.M.

August 24-25, 2006

**Oklahoma Secretary of Environment**  
Metro Technology Centers - Aviation Career Campus  
5600 S. MacArthur Boulevard  
McNichols Room  
Oklahoma City, Oklahoma

**DESCRIPTION:** This two-day seminar provides more detail and specificity on how to write and review the EPA's mandatory Quality Assurance Planning documents: the Quality Management Plan and the Quality Assurance Project Plan. The course will focus on the use of two EPA Requirements Documents, EPA QA/R-2 and EPA QA/R-5 and on the ANSI/ASQC National Consensus Standard, E4-1999, and will build on training previously covered in Orientation to QA Management and Data Quality Objectives courses. How these documents link together, and the specific review and approval process for EPA Region 6 will also be covered.

**OBJECTIVE:** By the end of the session participants will be able to:

- understand in detail the 10 elements of a Quality Management Plan;
- evaluate and determine the approvability of a Quality Management Plan;
- understand the linkage between Quality Management Plans and Quality Assurance Project Plans;
- define the approval process for QA Plans in EPA Region 6;
- understand in detail the 24 elements of a Quality Assurance Project Plan;
- evaluate and determine the approvability of a Quality Assurance Project Plan;

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- understand the relationship of the ANSI/ASQ E4 document to the EPA QA Requirements documents.

**TARGET AUDIENCE:** The course is essential for anyone that develops, reviews or approves Quality Assurance Plans for Environmental work performed by or for the U.S. EPA, and is highly recommended to managers, and supervisors of both technical and non-technical program staff. It would be especially useful for those who are involved in the design or oversight of environmental data collection activities.

**PREREQUISITES:** The completion of two EPA Courses, Orientation to Quality Assurance Management and Data Quality Objectives (being offered on August 22-23, 2006) are required prior to acceptance for enrollment in this course. Due to U.S. EPA Regional Policy, **no exemptions** can be granted to this requirement.

**NOTE: THIS COURSE IS MANDATORY FOR EPA PROJECT OFFICERS AND REVIEWERS AND APPROVERS OF QA PLANS AND GRANT QA CERTIFICATIONS.**

**INSTRUCTORS:** U.S. EPA Region 6, Quality Assurance Manager, Don Johnson.

***CLASS IS LIMITED TO 32 PARTICIPANTS***

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## **Hampton Inn - Oklahoma City Airport**

**Location:** 1905 South Meridian Avenue

**Directions:** From Interstate 35, North or South, take Interstate 40 West, Exit on Meridian Avenue, go South approximately 1 mile, and the hotel is on the right (west) side of Meridian. From the Oklahoma City Airport, the exit becomes Meridian Avenue, continue North from the Airport, approximately 4 miles, the hotel is on the left (west) side of Meridian.

**Hotel Phone/Fax:** Phone-(405) 682-3662, Fax (405) 682-3662.

The Hampton Inn - Oklahoma City Airport offers a free Hot Breakfast every morning, and a free Evening Reception on Tuesdays and Wednesdays that includes hors d'oeuvres and drinks. Each room has complimentary High Speed Internet Access, an Iron, Ironing Board, Coffee Maker and Hair Dryer.

I have obtained a block of 15 rooms, at the federal government rate of \$67.00 per night, plus tax. **The block is available only until August 5, 2006.** Cancellations must be made by 6:00PM on the planned day of arrival to avoid a charge. When you call the hotel, ask for the **EPA Group** of rooms, and the rooms are blocked beginning Monday, August 21<sup>st</sup>, through Thursday, August 24<sup>th</sup>, checking out on Friday, August 25<sup>th</sup>. The Hampton Inn website at [www.hamptoninn.com](http://www.hamptoninn.com) will provide additional information, such as driving directions. Please note there are several Hampton Inns in the Oklahoma City area, these rooms are at the Hampton Inn Oklahoma City Airport location only.

**Please note:** The training location at the Metro Technology Centers - Aviation Career Campus is at 5600 S. MacArthur Boulevard, located approximately 4 miles from this hotel, and there is no transportation available to/from hotel and training site.

Parking at the hotel is free.

**From the Hotel to the Training Location:** Take Meridian Avenue South approximately 1 and ½ miles to S. Newcastle Road (OK-152), turn right and continue approximately 1 and ¼ miles to MacArthur Boulevard, turn left onto MacArthur. Continue South approximately 4/10 of a mile.