SOPs and ADDENDA

PQAO Training
June 4-6, 2019

Leah Mathews
California Air Resources Board
INTRODUCTION

1. CARB review process
2. Common review findings
3. Available resources
CARB REVIEW PROCESS OVERVIEW

1. District SOPs are submitted to CARB for review and approval
2. CARB reviews SOPs and applicable requirements
3. CARB provides feedback or approval
4. Approved District SOPs are added to CARB’s Document Repository on the QA webpage
CARB REVIEW

- Applicable regulations and criteria
- Relevant QM documents or guidance documents
- Documents referenced in SOP
- Any prior versions of the SOP and any addenda
- TSA findings that may note specific items be covered
- Overall “sanity check”
COMMON REVIEW FINDINGS

1. Missing sections or components
2. QA/QC acceptance criteria missing
3. Inconsistent use of terminology
RESOURCES – SOPs

- CARB’s Quality Management Document Repository
- EPA’s Guidance for Preparing Standard Operating Procedures, EPA QA/G-6
QUALITY MANAGEMENT DOCUMENT ADDENDUM

Section 1. ARB Document
☐ Quality Management Plan (QMP)
☐ Quality Assurance Project Plan (QAPP)
☐ Standard Operating Procedure (SOP)

Section 2. District Information
District Name: 
District Address: 
District Contact/Name/Phone Number: 
District Signature/Date: 

Section 3. Document Title
Specific title of document(s), name of ARB document that your District proposes to modify, or specification of ARB document that your District proposes to modify and then specify process/procedure (including any spreadsheets or forms). 

Section 4. Proposed Deviation(s)
Specify exact sections, page numbers, and language in existing ARB document that your District proposes to modify and then specify process/procedure (including any spreadsheets or forms). 

Section 5. Justification for Deviation(s)
Provide explanation of any modification to existing ARB document or necessity. 

Section 6. Attachment(s)
Specify attachment title and number of pages, include modified spreadsheets or forms. 

Section 7. ARB Approval
Completed form must be scanned/email or mailed to:
Dr. Manisha Singh
1527 13th Street, P.O. Box 2815
Sacramento, California 95811
manisha.singh@air.ca.gov
RESOURCES – DISTRICT LIAISONS

- PQAO District Liaisons:

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<th>Joanne Berrry</th>
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  | Leah Mathesons                                | (916) 324-9656 | Andrew McStocker |
  | (916) 324-9656                                | Imperial     | (916) 322-3267 |
  | Mojave/Antelope                               |             | Eastern Kern   |
  |                                             |             | Lake           |
  |                                             |             | San Joaquin    |
  |                                             |             | Santa Barbara  |

  | Grace Tsaason                                 | (916) 322-7105 | Kyle Vagadoni |
  | (916) 322-7105                                | Great Basin  | Monterey      |
  |                                                | Northern Sonoma | Northern Sierra |
  |                                                | Placer        | Sacramento    |
  |                                                |               | San Luis Obispo |
RESOURCES - LINKS

- Addendum Example: https://www.arb.ca.gov/aaqm/qa/pqao/pdfs/addendum_example.pdf
- Addendum Template: https://www.arb.ca.gov/aaqm/qa/pqao/pdfs/addendum.docx
- CARB’s Quality Assurance Webpage: https://ww2.arb.ca.gov/our-work/programs/quality-assurance
- District Liaisons: https://ww2.arb.ca.gov/our-work/programs/quality-assurance/pqao-district-liaisons
- SOP Checklist: https://www.arb.ca.gov/aaqm/qa/pqao/sop/sopchecklist.pdf
THANK YOU!

Leah Mathews
California Air Resources Board

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916-324-9656

Email
leah.mathews@arb.ca.gov