

SOPs and ADDENDA

PQAO Training
June 4-6, 2019

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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”

**Quality Management Section
STANDARD OPERATING PROCEDURE
Review Checklist**

District:				
SOP Title:				
Revision Number:			Revision Date:	
SOP SECTION	SECTION PRESENT			COMMENTS
	Yes	No	N/A	
Title Page				
Document Control (on each page following the Title Page)				
Short Title or ID Number				
Revision Number				
Date				
Page Number				
Table of Contents				
Introduction/Scope and Applicability				
Summary of Method				
Definitions of Terms/Acronyms				
Interferences				
Personnel Qualifications				
Health, Safety and Cautions				
Equipment and Supplies				
Procedures				
Instrument Siting Requirements				
Instrument Set-Up				
Operation				
Calibrations				
Sample Collection and Handling				
Routine Service Checks				

**Quality Management Section
STANDARD OPERATING PROCEDURE
Review Checklist**

SOP SECTION	SECTION PRESENT			COMMENTS
	Yes	No	N/A	
Procedures continued				
Preventative Maintenance and Repairs				
Troubleshooting				
Data Management and Record				
Data Acquisition				
Calculations				
Data Storage/Transmittal				
Quality Control and Quality Assurance				
Reference Section				
Is SOP updated to reflect current instrument model being used?				
Has SOP been reviewed/revised within required frequency?				

Recommendation: _____ **Approve as is:** _____ **Request amendment:** _____

Reviewer Signature: _____ Date: _____

Peer Reviewer Signature: _____ Date: _____

Management Signature: _____ Date: _____

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

The screenshot shows the CARB Quality Assurance website. The main content area features a description of the program and a 'PQAO District Liaisons' section with a 'CONTACT US' button. The bottom navigation includes three icons: an open book for 'Quality Assurance Manual', a map of California for 'Quality Management Document Repository', and a person at a screen for 'PQAO Training Resources'. A red arrow points from the 'Quality Management Document Repository' link in the left sidebar to the map icon in the bottom navigation.

Quality Assurance

About
Resources
Data Corrective Action Process
PQAO District Liaisons
Performance Audits
QM Document Repository
Quality Assurance Manual
Standards Laboratory
Technical System Audits
Training Resources
Subscribe

PRIMARY CONTACT

Monitoring & Laboratory Division
Email MLDPublicInquiries@arb.ca.gov
Phone (916) 445-3742

CATEGORIES

Quality Assurance Manual
Quality Management Document Repository
PQAO Training Resources

QUALITY MANAGEMENT DOCUMENT ADDENDUM

(District completes Sections 1 through 6 -- please type)

Section 1. ARB Document	
<input type="checkbox"/>	Quality Management Plan (QMP)
<input type="checkbox"/>	Quality Assurance Project Plan (QAPP)
<input type="checkbox"/>	Standard Operating Procedure (SOP)

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

Section 3. Document Title <small><i>(specify exact title, revision #, and date of ARB Document(s) that your District proposes to modify)</i></small>	Date

Section 4. Proposed Deviation(s) <small><i>(specify exact section(s), page number(s) and language in existing ARB document that your District proposes to modify and then specify proposed modification (including any spreadsheets or forms).</i></small>

Section 5. Justification for Deviation(s) <small><i>(provide explanation of why modification(s) to existing ARB document is necessary)</i></small>

Section 6. Attachment(s) <input type="checkbox"/> <small><i>(specify attachment titles and number of pages, include modified spreadsheets or forms)</i></small>	# of Pages

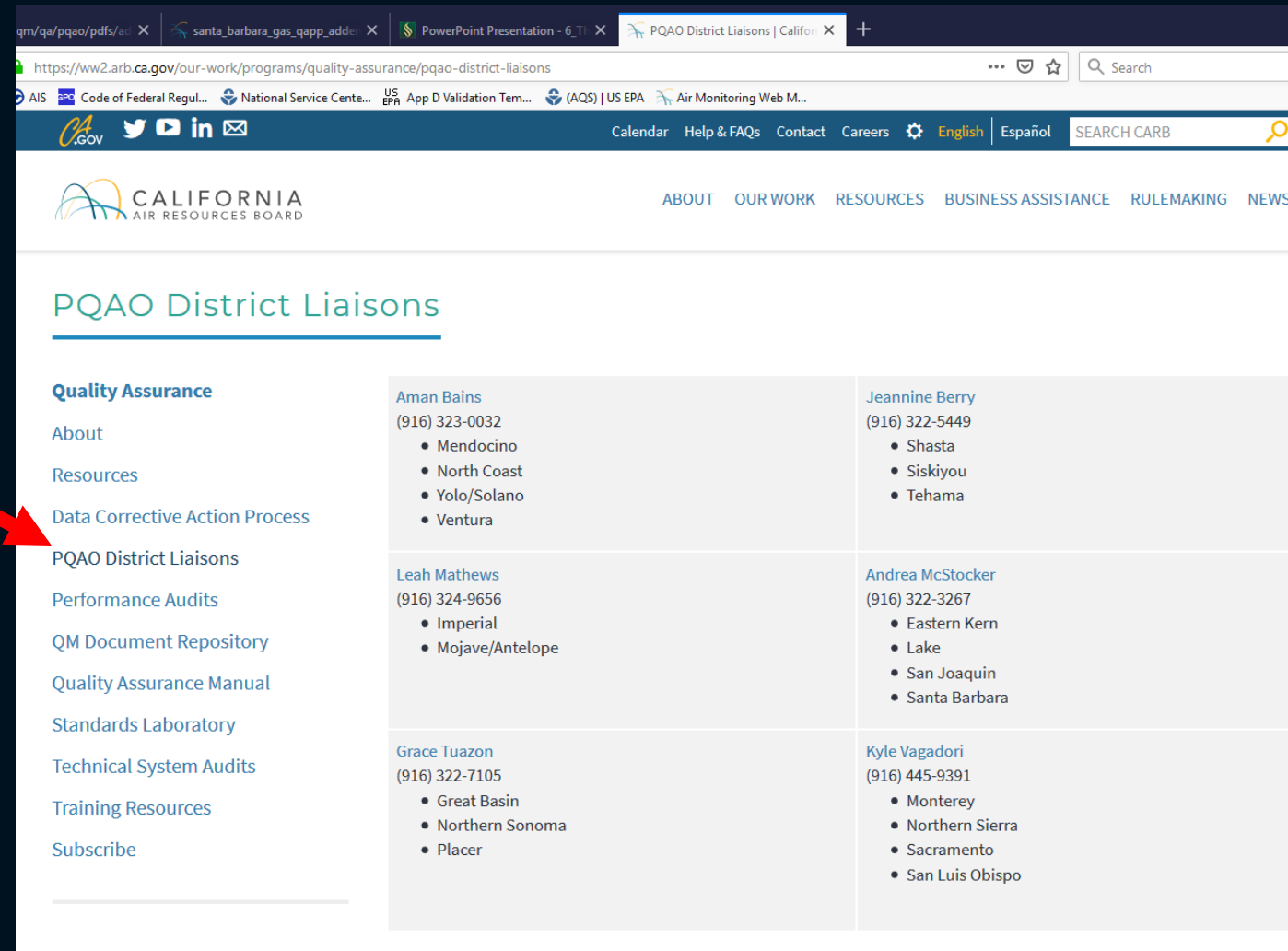
Section 7. ARB Approval <small><i>(completed by ARB)</i></small>	
Name/Phone Number:	
Title:	
Signature/Date:	
Addendum Number	

Completed form must be scanned/emailed or mailed to:

Dr. Manisha Singh
 1927 13th Street, P.O. Box 2815
 Sacramento, California 95811
manisha.singh@arb.ca.gov

RESOURCES – DISTRICT LIAISONS

■ PQAQ District Liaisons:



The screenshot shows the California Air Resources Board website. The main heading is "PQAQ District Liaisons". The left sidebar contains a list of navigation links: Quality Assurance, About, Resources, Data Corrective Action Process, PQAQ District Liaisons, Performance Audits, QM Document Repository, Quality Assurance Manual, Standards Laboratory, Technical System Audits, Training Resources, and Subscribe. The main content area is a table listing district liaisons:

District Liaison	Contact Information	Service Areas
Aman Bains	(916) 323-0032	Mendocino, North Coast, Yolo/Solano, Ventura
Jeannine Berry	(916) 322-5449	Shasta, Siskiyou, Tehama
Leah Mathews	(916) 324-9656	Imperial, Mojave/Antelope
Andrea McStocker	(916) 322-3267	Eastern Kern, Lake, San Joaquin, Santa Barbara
Grace Tuazon	(916) 322-7105	Great Basin, Northern Sonoma, Placer
Kyle Vagadori	(916) 445-9391	Monterey, Northern Sierra, 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>
- CARB's Quality Management Document Repository: <https://ww2.arb.ca.gov/our-work/programs/quality-assurance/quality-management-document-repository>
- 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>
- U.S. EPA's Guidance for Preparing Standard Operating Procedures, EPA QA/G-6: <https://www.epa.gov/sites/production/files/2015-06/documents/g6-final.pdf>

THANK YOU!

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