

# ORD Quality Assurance Review Form (QARF)

Instructions available [here](#)

**Title:**

**Originator:**

I. Type of Action		
<input type="checkbox"/> New or <input type="checkbox"/> Existing with Significant Modification to Work		
Non-contract Actions	Contract Actions	
<input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> CRADA/MTA <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Funds In <input type="checkbox"/> Funds Out <input type="checkbox"/> Grant <input type="checkbox"/> Intramural	<input type="checkbox"/> Contract <input type="checkbox"/> Delivery Order <input type="checkbox"/> Simplified Acquisition <input type="checkbox"/> Task Order <input type="checkbox"/> Work Assignment	<b>Vehicle #:</b>  <b>Contractor:</b>

II. General Information		
QA Tracking Number:	National Program:	
Does this action involve the collection, generation, use, and/or reporting of environmental data; the design, construction, and operation of environmental technologies; or development of software, models, or methods? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, may go directly to Section VI.)		
Project Type(s): <input type="checkbox"/> Environmental Measurements <input type="checkbox"/> Use of Existing Data <input type="checkbox"/> Models/Applications <input type="checkbox"/> Informatics <input type="checkbox"/> Decision Support Tools <input type="checkbox"/> Environmental Technology <input type="checkbox"/> Other:		
QA Category: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> To Be Specified in Individual Actions	Lead QA Organization:	
Estimated Award \$:	Estimated Start Date:	Estimated End Date:
Participating Organization(s):		

III. Status of QA Documentation		
<input type="checkbox"/> Exists	ID Number: Title:	
	QA Approval Date:	
<input type="checkbox"/> To Be Prepared	<input type="checkbox"/> New <input type="checkbox"/> Revision of Existing	Expected Submission Date:

<b>IV. QA Documentation Options:</b> For solicitations, complete items 1-4; for all actions other than solicitations, complete items 3-4. All documentation specified under "Other" must be defined in the organizational Quality Management Plan and be consistent with requirements defined in EPA Manual 5360 A1 (CIO 2105-P-01-0). For all items checked below, there must be adequate information in the SOW (or its appendices) for the submitter to develop this documentation. Where applicable, reference a specific section of the SOW. (R-2 refers to <u>EPA Requirements for Quality Management Plans (QA/R-2)</u> (EPA/240/B-01/002) and R-5 refers to <u>EPA Requirements for Quality Assurance Project Plans (QA/R-5)</u> (EPA/240/B-01/003). Copies of these documents are available at <a href="http://www.epa.gov/quality/qa_docs.html">http://www.epa.gov/quality/qa_docs.html</a> )		
<b>Before Award Documentation (Competitive Vehicles Only)</b>		
1.	<input type="checkbox"/>	Documentation of an organization's Quality System. Developed in accordance with either: <input type="checkbox"/> R-2 <input type="checkbox"/> Other:
	<input type="checkbox"/>	Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by the contract. Developed in accordance with either: <input type="checkbox"/> R-2 and R-5 <input type="checkbox"/> Other:
2.	<input type="checkbox"/>	Programmatic QA Project Plan developed in accordance with either: <input type="checkbox"/> R-5 <input type="checkbox"/> Other:
	<input type="checkbox"/>	Application of QA and QC activities to the single project covered by the contract. QA Project Plan developed in accordance with either: <input type="checkbox"/> R-5 <input type="checkbox"/> Other:
	<input type="checkbox"/>	Not Applicable
<b>After Award Documentation (Competitive Vehicles, Non-Competitive Vehicles, Intramural)</b>		
3.	<input type="checkbox"/>	Documentation of an organization's Quality System. Developed in accordance with either: <input type="checkbox"/> R-2 <input type="checkbox"/> Other:
	<input type="checkbox"/>	Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by the contract. Developed in accordance with either: <input type="checkbox"/> R-2 and R-5 <input type="checkbox"/> Other:
	<input type="checkbox"/>	Not Applicable
4.	<input type="checkbox"/>	Documentation of the application of QA and QC activities to applicable project(s). Developed in accordance with either: <input type="checkbox"/> R-5 <input type="checkbox"/> Other: <input type="checkbox"/> Supplement to the following Programmatic QA Project Plan:
	<input type="checkbox"/>	Programmatic QA Project Plan with supplements for each specific project, developed in accordance with:
	<input type="checkbox"/>	Existing documentation of the application of QA and QC activities will be used: Either: <input type="checkbox"/> Documentation developed pre-award <input type="checkbox"/> Documentation will be identified in individual Statements of Work or Performance Work Statement <input type="checkbox"/> Documentation identified in Section              of the Statement of Work or Performance Work Statement
<b>Special Comments</b>		

<b>V. Incorporation of Requirements into Extramural Documentation</b>		
Are the QA documentation requirements specified on this form incorporated into the extramural documentation (RFA, RFP, SOW, PWS, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
For new actions, has the QA documentation required in Section IV of this form been included in the RFA, RFP, SOW or PWS as an evaluation factor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

<b>VI. Signatures</b> Sign/date below, obtain a concurrence signature from QA Staff, and submit the form along with the other extramural or intramural action documentation, as applicable.		
Originator		Date:
Additional Reviewer (optional)		Date:
QA Manager		Date: