



DEPARTMENT OF THE AIR FORCE
AIR FORCE CENTER FOR ENGINEERING AND THE ENVIRONMENT
BROOKS CITY- BASE TEXAS

9 July 09

MEMORANDUM FOR INSTALLATION ASSET MANAGERS

FROM: AFCEE/CMS
3300 Sidney Brooks Dr.
Brooks City-Base, TX 78235-5112

SUBJECT: Implementation of the Uniform Federal Policy for Quality Assurance Project Plans (UFP-QAPP) for Air Force Restoration Projects

In March 2005, Mr. Alex Beehler, Assistant Deputy Under Secretary of Defense for Environment, Safety and Occupational Health, co-signed along with the US Environmental Protection Agency the UFP-QAPP Manual, formally adopting the policy for use at federal facility hazardous waste sites. In April 2006, Mr. Beehler signed a memorandum requesting that Components begin immediate implementation of the policy. The purpose of this memorandum is to provide implementation direction to the field on the use of the UFP-QAPP in restoration projects. This applies to all ERA projects funded through the Restoration Program Management Office (R-PMO) at all installations and Service Centers. Recent evidence gathered by the EPA suggests that use of the UFP-QAPP streamlines the systematic planning process, reduces review time, revisions, and cost, and increases the success rate for QAPP approval.

The UFP-QAPP is based on ANSI/ASQ E4 Section 6 (Part B) requirements and provides project-level guidance for implementing the systematic planning process for environmental data collection. It is the product of an extensive, collaborative effort involving EPA, Department of Defense, and Department of Energy personnel. Currently, contracts executed by AFCEE require use of the AFCEE Model Work Plan (WP), QAPP, and Field Sampling Plan (FSP) in the development of Quality Program Plans (QPPs). The language in these contracts is being modified to reflect the transition to using the UFP-QAPP format in preparing the WP, QAPP, and FSP for project-specific or base-wide QPPs. Effective immediately, installations should use the UFP-QAPP to develop QPPs for any new data collection or data use efforts. Additionally, each contract service center shall develop UFP-QAPP standard language to be used, as appropriate, in all AF ERA-funded statements of work effective FY10.

Previously written and approved project-specific plans will not require revision, and will remain acceptable for ongoing data collection activities until the projects are complete or transition to the UFP-QAPP is determined to be necessary. Approved base-wide or generic plans should not be discarded, but rather should be referenced in appropriate parts of project-specific plans.

Any new project requirements or changes to existing project requirements should be determined through a systematic planning process using the UFP-QAPP Manual, Workbook, and Quality Assurance/Quality Control (QA/QC) compendium as a guide, in addition to the current version of the DoD Quality Systems Manual (available at www.navylabs.navy.mil). The UFP-QAPP format should be applied to:

1. New projects that do not already have a QPP,
2. New or existing projects that require changes to the existing QPP components where
 - a. There are new investigation requirements, or
 - b. There are changes in project requirements that need to be documented, or
 - c. There are issues that are not already addressed in the existing QPP.

The UFP-QAPP Manual and associated support tools are available online at www.epa.gov/fedfac/documents/qualityassurance.htm. For training course information or technical matters, please contact the AF Environmental Data Quality Workgroup representative, Mr. Cornell Long, AFCEE/TDV, (210) 536-3958, email: afcee.chemistry.support@brooks.af.mil. For other questions, please feel free to contact your installation's Program Manager at the R-PMO.

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cc:

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