



Air Force Civil Engineer Center

AFCEC/CZTE Chemistry UFP-QAPP Public Factsheet

What is the UFP-QAPP?

The Uniform Federal Policy for Quality Assurance Project Plans (UFP-QAPP) is a consensus policy developed by EPA, DoD, and DoE to implement a standard system for collecting or using environmental data at federal facility hazardous waste sites. The purpose of this consolidated guidance is to assist environmental professionals to streamline a systematic planning process (SPP) for quality program planning; reduce review time, revisions and cost; and increase the success rate for quality program plan (QPP) approval.

Systematic Planning Process

The SPP is based on the scientific method and is designed to ensure that data collected supports project goals and objectives. Similar to the scientific method, the UFP-QAPP SPP identifies the problem to be addressed and the questions to be asked, and examines previously collected data. The data collection effort is then designed specifically to meet the project's goals and objectives, including the exit strategy. All field and research activities, as well as data evaluation criteria are designed and established by key program stakeholders early in the planning phase. At the end, the right type, quantity, and quality of data will be used to more quickly answer crucial project questions, thereby eliminating unnecessary rework, and ensuring sound project conclusions.

Benefits of Following the UFP-QAPP

The UFP-QAPP benefits all areas of environmental projects, for example:

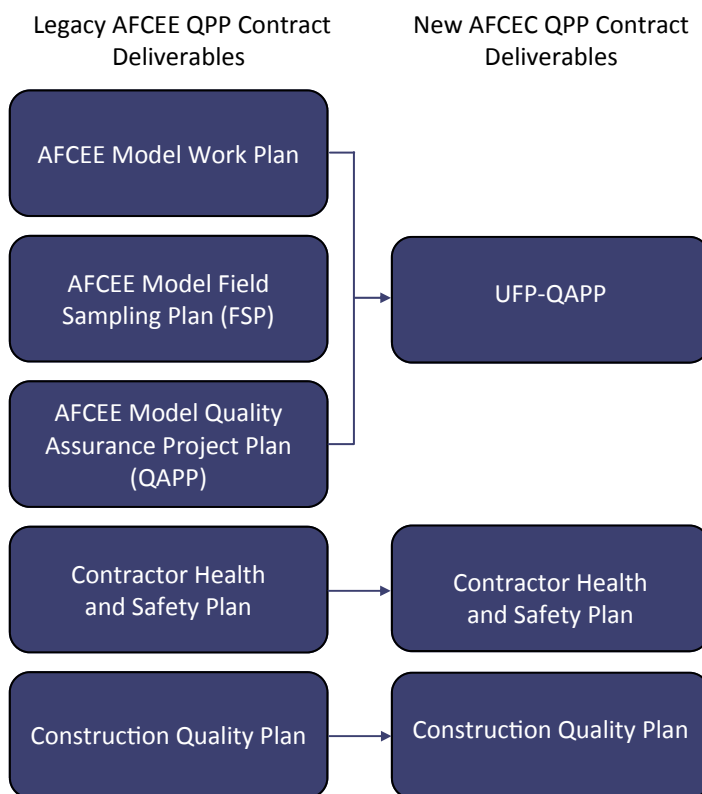
- Through systematic, and more upfront stringent planning, the UFP-QAPP is designed to assist environmental professionals effectively collect and analyze field data. For example, the guidance document contains a manual and comprehensive worksheets to ensure completeness and consistency early in a project.
- The UFP-QAPP worksheets ensure consistency, thereby facilitating a faster document review and project approval. Field crew and laboratory staff benefit from readily available standard operating procedures and clearly referenced QA/QC requirements in a single, comprehensive document.
- A "graded approach" provides flexibility when drafting project plans. The UFP-QAPP's graded approach enables project planners to tailor the plan's level of detail based

on a project's intended use of the results and the degree of confidence needed in decision making.

- As the single standard for project/program planning documentation, the UFP-QAPP eliminates common documentation issues among the Air Force Civil Engineer Center (AFCEC), contractors, and regulators, including format, content, terminologies, procedures, supporting documentation, expectations, and review process.

AFCEC's Transition to the UFP-QAPP Format

The UFP-QAPP deliverable has replaced the Air Force Center for Engineering and the Environment's (AFCEE) legacy Quality Project Plan (QPP), which included the Model Work Plan, QAPP, and Field Sampling Plan (FSP), contractor Health and Safety Plan (HSP), and if applicable, the Construction Quality Plan (CQP). Now, plans following the UFP-QAPP integrate all technical and quality aspects of a project, including planning, implementation, and assessment. A plan written in the UFP format is not restricted to laboratory quality requirements and will contain information that may have previously been reported in a work plan or sampling and analysis plan. In summary, the UFP-QAPP document will be the integrated



deliverable version of AFCEE's work plan, FSP, and QAPP deliverables. The UFP- QAPP document will also contain any Standard Operating Procedures or reference documents needed to appropriately review and document the work that is planned for the project.

In contrast with the legacy AFCEE Model QAPP, which includes only the project analytical and data quality requirements, the UFP-QAPP document is the comprehensive project blueprint, integrating those elements in the traditional AFCEE Model Work Plan, QAPP, and FSP. Following the UFP-QAPP integrates all technical and quality aspects for the life cycle of the project, including planning, implementation, assessment and decision making. Current AFCEC contracts and task orders refer to the planning document for projects that include sampling and analysis as a work plan, and require that the "work plan be in the UFP-QAPP format."

Applicability

Since the Summer of 2009, the UFP-QAPP format has been required for:

- New projects under AFCEC's environmental restoration contracts, and
- New or existing AFCEC projects that require changes to the existing planning components where there are:
 - New investigation requirements, or
 - Changes in project requirements that need to be documented, or
 - Issues that are not already addressed in the existing plans

Previously written and approved project-specific and base-wide work plans will not require revision, and will remain acceptable for ongoing data collection and analysis until the projects are completed or project principals have determined that switching to the UFP-QAPP format is necessary.

Approved base-wide or generic plans should not be discarded, but rather referenced in appropriate parts of

project-specific plans. The creation of a new base-wide plan that is in the UFP-QAPP format may be beneficial if there will be redundant elements in project-specific plans that can be consolidated into one base-wide plan.

Available Guidance

The EPA Quality Assurance website at [http:// www.epa.gov/fedfac/documents/qualityassurance.htm](http://www.epa.gov/fedfac/documents/qualityassurance.htm) provides UFP-QAPP guidance in a two-part document. Part 1, The UFP-QAPP Manual, provides guidance for preparing work plans for environmental data collection or analysis using a systematic planning process. Part 2 includes three helpful tools:

- Part 2A, QAPP Workbook - Contains blank worksheets that will assist with the preparation of QAPPs by addressing specific requirements of the Manual.
- Part 2B, Quality Assurance/Quality Control (QA/QC) Compendium - Outlines minimum QA/QC activities that should be included in a QAPP for all Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) projects.
- Part 2C, Example QAPPs - Provides several example QAPPs that are based on the requirements in the Manual.

Also included on the EPA's Quality Assurance website is a revised set of UFP-QAPP worksheets. These worksheets have been optimized by consolidating the original 37 worksheets into a set of 27 worksheets. Instructions and example entries are also provided on the revised worksheets. Use of these optimized worksheets is voluntary and should be a project team decision.

Where can I get more information?

Questions on technical aspects of the UFP-QAPP implementation should be directed to the project manager or AFCEC Technical Directorate (AFCEC/ CZTE Chemistry) at afcec.czte.chemistry@us.af.mil.

Contract-related questions should be directed to the appropriate Contracting Officer.

