Memorandum of Agreement
Between
The Idaho Department of Environmental Quality
and the
Idaho Department of Health and Welfare,
Division of Health, Bureau of Laboratories

PARTICIPATING PARTIES

This agreement is entered into by the Idaho Department of Environmental Quality and the Idaho Department of Health and Welfare, Division of Health, Bureau of Laboratories.

PURPOSE OF AGREEMENT

This Memorandum of Agreement (Agreement) establishes policies, procedures, and the responsibilities for the Idaho Bureau of Laboratories (Laboratory) to perform quality control audits, calibration device certification, analysis of air samples, and reporting of analytical results to the Department of Environmental Quality (DEQ).

TERM OF AGREEMENT

This agreement is established for State Fiscal Year 2017 (beginning July 1, 2016) and shall be evaluated annually for continued applicability and updated or amended as necessary.

SERVICES, QUALITY DOCUMENTS and REPORTS

I. Services - Ambient Air Quality Monitoring Program

The Laboratory will continue to process $PM_{2.5}$ filter samples for mass weight determinations.

The Laboratory will continue to conduct quarterly performance audits on DEQ's ambient air monitoring equipment.

The Laboratory is responsible for preparation of all associated and necessary Quality Assurance documents in order to perform these tasks. This includes Quality Assurance Project Plans or Quality Management System documentation, Standard Operating Procedures and internal Laboratory guidance documents.

II. Laboratory Quality Assurance Project Plan

The Laboratory shall have a written Quality Assurance Project Plan (QAPP) or Quality Management System (QMS) document that describes the procedures and protocols implemented to:

IV. Laboratory Reporting Requirements

The Laboratory shall submit data and reports to DEQ according to the following:

1) A .pdf copy of the Quarterly Ambient Air Monitoring Network Audit Report, in standard Microsoft Word format, within 30 days of the end of the calendar quarter during which the audits were conducted,

2) Submit notification of any instrument or sensor audit failure to DEQ's Ambient Air Monitoring Coordinator and Air Monitoring Data analyst within four calendar days upon returning from the audit trip. Notification may be by e-mail or written correspondence. The affected Regional Office Air Quality Monitoring Analyst shall also be copied on the notification. And,

3) Monthly submittal of "Lab Standard", a Microsoft Excel spreadsheet that identifies $PM_{2.5}$ samples by distinct serial numbers, and that filter's initial, final and net weight.

4) Calibration worksheets for Laboratory primary and DEQ field transfer standards within 5 working days following actual calibration(s). These will include primary and field ozone standards and mass flow controllers, submitted annually or bi-annually according to regulatory requirements.

DOCUMENTATION AND DATA MANAGEMENT

I. Chain of Custody

A primary consideration for the legal credibility of analytical data is the ability to demonstrate that samples were obtained, delivered to the Laboratory, received by authorized Laboratory personnel, and analyzed without alteration or contamination. Evidence of sample collection, shipment, Laboratory receipt, and Laboratory custody until disposal must be documented. Documentation is accomplished through chain of custody procedures and records that describe and document how physical custody is maintained, how custody is transferred, the identity of the individuals responsible for sample collection, shipping, receipt, analysis, storage, and disposal. To accomplish this it is necessary for the Laboratory to develop and implement the following:

- Sample receipt,
- Sample tracking,
- Sample custody, and
- Sample identification.

Chain of custody protocols shall be included in the Laboratory QMS and shall meet those same protocols identified in DEQ's Ambient Air Monitoring QAPP.

Laboratory Information Management System. DEQ's Records Retention Schedule requires permanent storage/archive of all records relating to air quality data, including supporting Quality Assurance and Quality Control records.

DEQ related records (electronic and hardcopy) shall be protected from loss or damage due to theft, water damage, or fire damage while the records are in the possession of the Laboratory.

IV. Data Management

Laboratory software shall be validated for accuracy and protected from tampering. The Laboratory shall maintain a control system for software used in areas where DEQ data manipulation could occur.

The Laboratory shall have protocols or SOPs in place describing internal data review with signature approval prior to data being submitted to DEQ. The Laboratory shall also have protocols or SOPs in place to define a consistent and approved method of data correction. The protocols or SOPs shall delineate responsibility and authority to modify records, including data previously accepted as complete and final. Changes or corrections to information, including data entries, notebook and log entries and computer or data systems output shall be corrected by drawing a single line through the incorrect information, writing the correct information adjacent to the line through, and initialing and dating the new entry. Correction fluid or tape shall not be used. Changes to computerized data records are to be identified such that the original and corrected entries are retrievable and the individual initiating the changes can be identified.

These data management protocols or SOPs shall be wholly identified in the Laboratory's QAPP/QMS.

LABORATORY ASSESSMENTS AND RIGHT OF ACCESS BY DEQ

I. Site Visits

DEQ reserves the right of access to the Laboratory's facilities and records for the purpose of quality assurance evaluation, assessment, surveillance, inspection, and documents or records review. The Laboratory shall support DEQ during assessments of the Laboratory's facilities and shall not charge DEQ for the time or materials required to conduct the assessments.

Laboratory assessments shall be performed annually to ensure that the Laboratory's activities are being conducted according to approved SOPs and by qualified personnel. Laboratory assessments shall be documented and shall evaluate, as a minimum, the following subjects:

- Equipment and calibration records,
- Audit Standards certification records,

CONCURRENCES

The parties hereby agree with the terms and conditions contained in this agreement which will be effective upon the date of the last signature.

Signature Date 9/13/16

John H. Tippets, Director
Idaho Department of Environmental Quality

Signature Date 8.25-16

Richard Armstrong, Director
Idaho Department of Health and Welfare

Signature Date 9-9-16

Tiffany Floyd, Administrator
DEQ Air Quality Division

Signature Date 8.10.16

Dr. Christopher Ball, Chief
Idaho Bureau of Laboratories