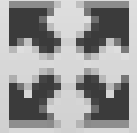


QA/QC

Quality Assurance
Quality Control

Use Chat box to
ask Questions

Toggle Fullscreen
mode with this button
above



4/9/15

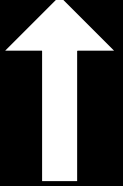
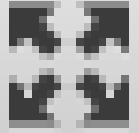
Starts at 10am

If you are reading this, then you are successfully seeing the **webinar video**. In addition to audio on the webinar, we have opened a phone conference line to allow attendees to listen and ask questions directly: **866-823-7699**. Please use either the webinar audio or conference line, but not both (will produce feedback).

Audio also available via phone: 866-823-7699

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**Use Chat box to
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- Purpose
- QAQC Past Present and Future
- Overview of Process
- Metrics
- Additional Resources

- **What is the QAQC**
 - 2 Day Visit to individual Conservation District
 - Insure Program standards are being upheld.
 - Educational and feedback opportunity for District Staff.

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- **Who is on the QAQC Team**
 - State Conservation Commission Staff
 - Penn State DGLVR Center Staff
 - DEP Regional Field Rep

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- Purpose
- **QAQC Past Present and Future**
- **Overview of Process**
- **Metrics**
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- **QAQC Past**

- Every county visited from 2003 to 2008
- A few counties received second visit in 2011-2012
- Changes in SCC staff, then new funding delayed process.

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- **QAQC Present**

- Held 5 QAQC Visits so far this year
- Have 5 more scheduled for April and May
- Plan on 15-20 visits this year

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- **QAQC Future**

- Continue on 15-20 QAQC/year cycle. Creates a 3-4 year cycle for state.
- Re-evaluation of process for next round?
 - Tweaks and improvements
 - LVR issues
 - Different QAQC procedure or timeline based on Program Size?

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- Purpose
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- **Before the visit**

- QAQC Team will send QAQC Letter to District outlining the process and expected items to be submitted
- Field Rep will visit with the District and fill out the Admin Checklist
- The District will be asked to submit 3 project files and Local Policies to the SCC.
- The District is asked to arrange interview times during the visit with all QAB members and staff involved in the program.
- QAQC Team will contact several municipalities in your county and conduct an interview

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- **During the visit – DAY 1**
 - QAQC Team will interview QAB members and any staff involved in the program. ~8-10 am
 - QAQC Team will visit a few sites with District Staff and any QAB members to review completed projects. ~10am – 4pm
 - The QAQC Team will meet after the site visits and prepare a preliminary report.

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- **During the visit – DAY 2**
 - QAQC Team will meet with District Staff and any QAB Members and present the preliminary report.
 - QAQC Team will allow 2 weeks for comments on the preliminary report.
 - After the 2 week period, a final report will be sent to the District.

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- **3 Categories – Administration, Functionality, and Projects**
- **Commendations, Recommendations, and Required Actions**
- **“Doesn’t Meet Expectations”, “Meets Expectations”, Or “Exceeds Expectations”**

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- **Commendations**

- Items that the QAQC Team feel deserve Commendations (Sunshine Act, QAB members visit sites, good projects)

- **Recommendations**

- Recommendations that may improve the program but are not required (more outreach, copy of QAB/board minutes in file)

- **Required Actions**

- Things that are required to be completed. Will follow up to ensure these have been completed. (policies, accounting, DSA certs)

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- **Administration**

- Record Keeping – a copy of all contract information kept in a file. (contract, attachments, receipts, etc.)
- QAB complete and roles well defined
- All required policies included in local policy
- Proper accounting procedures being followed
- QAB acts as recommendation to District Board, District Board signs contracts.

Admin checklist available online

QAQC Administrative Checklist

1. Quality Assurance Board (QAB)

a. Is QAB complete and do members attend? (§83.607.e)

i. Non-voting chair:

ii. District member:

member.

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- **Functionality**
 - Municipal Interviews
 - District Staff
 - QAB Functionality

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TOWNSHIP INTERVIEWS

Ask the TWP any questions needed to obtain answers to obtain answers below.

NO COMPLETED PROJECTS

What is their knowledge of the purpose of the Program (water quality)?

How is the outreach from the CD? (are they notified of Program, Application Dates, Training)

What is the reason that they have not done any projects?

Questions for QAB and STAFF

Do they understand the role of the QAB and their role in it?

How active is the QAB: as a whole and individual members?

Does the QAB visit projects? Pre-construction and/or Completed?

How are projects ranked for funding?

Are you aware of other QAB policies: conflict of interest, env. standards, etc.

What is relationship of QAB with District Board? Does Board approve project and p

Any issues or suggestions for the Program or Center.

Interview Questions Available Online

Additional Questions for STAFF only

What trainings have they attended or do they feel are needed?

- **Projects**

- Do project sites visited during the QAQC evaluation demonstrate knowledge and use of the Environmentally Sensitive Maintenance Practices encouraged by the Program?

Project Evaluation Available Online

Dirt and Gravel Road Maintenance Program
Quality Assurance / Quality Control
Project Evaluation Form
version II

SITE INFORMATION	
COUNTY	
VISIT DATE	
TOWNSHIP	
SITE ID	
ROAD NAME	
DATE COMPLETED	

ADMINISTRATIVE TRACKING
Signed Forms should be in project file. Money should track through forms.

GRANT APP.		CONTRACT		PERFORMANCE
Completed	no / yes	Completed	no / yes	Completed
Date	/ /	Date	/ /	Date
Amount	\$	Amount	\$	Final Sp
Est.	\$			Final In-

- **Will visit 2 – 3 projects selected the morning of the QAQC for a detailed review of the project**
 - Are project files complete?
 - Do they match what was done in field?
 - How effective were the practices used?
 - Are there additional practices that were needed?
 - What is overall impact of project on sediment reduction?
 - What lessons can be learned, by staff or QAQC team?

- **Several “drive-through” site visits**
 - Will select a few sites for a drive through brief visit
 - Typically 2-5 sites that are on the way to the sites that have been selected for a detailed review
 - Brief stop or slow drive through only, not a detailed review.

- **Other sites the District wants the QAQC Team to visit**
 - Completed site that the District is proud of and want to show the QAQC Team
 - New application or contract site they have questions about (like a tech assist)
 - A pre-application site visit.
 - Potential LVR sites
 - Any other site the District wants to share.



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pa program

general info

products

gis

qa/qc

→ schedule

→ details


workgroups

resources

forestry

low volume roads

center home

 search site

Details:

The Program's Quality Assurance / Quality Control (QAQC) effort visits individual conservation districts to assess their implementation of the Dirt, Gravel, and Low Volume Road Maintenance Program. The two-day visit is conducted by SCC, Center, and DEP staff and focuses on areas of administration, functionality, and project implementation. The following is an outline of what to expect for a typical QAQC visit. More details can be found in the reference documents below.

Before QAQC visit:

- The QAQC team will contact several townships in the county for phone interviews.
- The District will be asked to submit several administrative and project files.
- Your DEP field rep will conduct an preliminary check on Program Administration.

During the QAQC visit (Day 1):

- QAQC team will interview any QAB and staff involved in the Program.
- QAQC team will seek to answer any administrative questions from pre-visit.
- QAQC team will accompany District Staff to visit at least 2-3 completed field sites.
- QAQC team will prepare a draft report.

During the QAQC visit (Day 2):

- QAQC team will present draft report and conduct an exit interview ~10am

After the QAQC Visit:

- District will have two weeks to respond to draft report.
- SCC will incorporate District comments into final report.

QAQC Resources:

- [QAQC Documents](#) (52.6 KB): Brief overview of the Program's Quality Assurance / Quality Control effort that visits individual conservation districts to evaluate the effectiveness of the Program in each county.
- [Letter to Districts](#) (247 KB): Includes explanation letter, what to expect, agenda, and QAQC expectations
- [Admin Checklist](#) (60.6 KB): Checklist for Program Administration.
- [Municipal Questions](#) (173 KB): Pre-visit phone questions asked to municipalities.
- [QAB / Staff Questions](#) (250 KB): Questions asked during QAB and staff interviews.
- [Project Evaluation](#) (83.4 KB): Form to summarize project site visit.

- **Additional Resources**

- All forms are available on the Centers Website
- http://www.dirtandgravel.psu.edu/pa_program/qa_qc/details.html

Questions??

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