

Example of How to Address QA Requirements

Our project team will use the following Quality Assurance approach, consistent with the graded approach established by the GNEP Technical Integration Office and the NNGP office.

- All work will be recorded in laboratory notebooks. These notebooks will include: Statement of objective and description of specific work to be performed, or reference to an approved planning document or implementing document that addresses those topics, Identification of method(s) and computer software used, Identification of any samples or measuring and test equipment (M&TE) used, Description of the work as it was performed and results obtained, names of individuals performing the work, and dated initials or signature, as appropriate, of individuals making the entries, Description of changes made to methods used, as appropriate. Description of problems encountered and resolution.
- Laboratory notebooks shall be reviewed yearly by project supervisors to verify there is sufficient detail to: 1) Retrace the investigations and confirm the results, or 2) Repeat the investigation and achieve comparable results, without recourse to the original investigator.
- Training on proper use and maintenance of laboratory notebooks will be conducted yearly.
- Certificates of completion of radiation safety and chemical safety will be maintained for each researcher required to have this training.
- For each major piece of equipment used, a record of drawings, operational procedures, material certifications, and calibrations will be maintained.