

DIVISION OF AIR QUALITY
Ambient Monitoring Section
217 West Jones Street / 1641 Mail Service Center
Raleigh, NC 27699-1641

6/16/2022

QA BULLETIN NUMBER DAQ-17-010

TO: Sean Blankert, Chemist I: DocuSigned by: 6/16/2022
Sean Blankert
3684FB5DACE34F3...

Travis Funderburk, Environmental Chemist: DocuSigned by: 6/16/2022
Travis Funderburk
BDD86579E9314CD...

Jeff Gobel, Environmental Chemist: DocuSigned by: 6/22/2022
Jeff Gobel
98CD1C1D70B34DA...

Derrick House, ECB Supervisor DocuSigned by: 6/16/2022
Derrick House
2BFD2E5865E148E...

Mike Lane, Environmental Chemist: DocuSigned by: 6/16/2022
Mike Lane
5ED91AA187334B5...

Jeremy Pope, Environmental Chemist: DocuSigned by: 6/16/2022
Jeremy Pope
6CB642D69CB24F5...

Steven Rice, Database Manager: DocuSigned by: 6/16/2022
Steve Rice
0CE88D50064F415...

Kay Roberts, Environmental Chemist: DocuSigned by: 6/16/2022
Kay Roberts
BE4009EE242941D...

Steven Walters, Chemist II: DocuSigned by: 6/16/2022
Steven Walters
AE6DEE7D0265442...

THROUGH: Jim Bowyer, LAB Supervisor: DocuSigned by: 6/16/2022
Jim Bowyer
C96894826C9B44D...

Joette Steger, PPB Supervisor: DocuSigned by: 6/16/2022
Joette Steger
B278F8186CEC4DC...

FROM: Patrick Butler, AMS Chief: DocuSigned by: 6/16/2022
Patrick Butler
4290A7E2D2A0429...

SUBJECT: QAPP and SOP Signatories

Due to concern expressed by the Project and Procedures Branch chemists regarding the lack of the Electronics and Calibration Branch (ECB) supervisor signature on Standard Operating Porcedures (SOPs) pertaining to the ECB, the Chief after discussion with the ECB supervisor changed the signatory policy effective as of the date of this Quality Assurance Bulletin for ECB SOPs only. In the future instead of only the Quality Assurance Project Plan (QAPP) signatories signing the SOPs pertaining to the specific SOPs listed in the QAPP, the ECB supervisor will also sign any SOPs pertaining to the ECB. The required signatories on future QAPPs and SOPs are delineated in Tables 1 and 2 below.

Table 1 Quality Assurance Project Plan (QAPP) Signatories

Quality Assurance Project Plan	Director	Chief	Laboratory Analysis Branch Supervisor	Projectes and Procedures Branch Supervisor	Primary Author	LSASD Approving Official
Particulate Matter	√	√	√	√	√	√
Ozone	√	√		√	√	√
Photochemical Assessment Monitoring Station	√	√	√			
NCORE	√	√	√	√	√	√
Urban Air Toxics	√	√	√	√	√	√
Near Road	√	√		√	√	√
Sulfur Dioxide and Nitrogen Dioxide	√	√		√	√	√
Background	√	√		√	√	√

Table 2 SOP Signatories

SOPs	Director	Chief	LAB Supervisor	PPB Supervisor	ECB Supervisor	Primary Author
Particulate Matter						
ECB	√	√	√	√	√	√
Operator / coordinator	√	√	√	√		√
RCO	√	√	√	√		√
Ozone						
ECB	√	√		√	√	√
Operator / coordinator	√	√		√		√
RCO	√	√		√		√
PAMS						
ECB	√	√	√	√	√	√
Operator / peer reviewer	√	√	√	√		√
RCO	√	√	√	√		√
NCORE						
ECB	√	√	√	√	√	√

Table 2 SOP Signatories

SOPs	Director	Chief	LAB Supervisor	PPB Supervisor	ECB Supervisor	Primary Author
Operator / coordinator	√	√	√	√		√
RCO	√	√	√	√		√
Urban Air Toxics						
ECB	√	√	√	√		√
Operator / peer reviewer	√	√	√	√		√
RCO	√	√	√	√		√
Near Road						
ECB	√	√		√	√	√
Operator / coordinator	√	√		√		√
RCO	√	√		√		√
SO2 & NO2						
ECB	√	√		√	√	√
Operator / coordinator	√	√		√		√
RCO	√	√		√		√
Background						
ECB	√	√		√	√	√
Operator / coordinator	√	√		√		√
RCO	√	√		√		√
General SOPs						
ECB	√	√	√	√	√	√
Operator / coordinator	√	√	√	√		√
RCO	√	√	√	√		√

The criteria will be updated in SOP DAQ-14-001 during the next revision of the document.

Replace and Discard Original	<input type="checkbox"/>
Add Material to Document	<input type="checkbox"/>
Retain this bulleting until further notice	<input checked="" type="checkbox"/>
Discard this bulleting after noting contents	<input type="checkbox"/>
This bulleting will be invalid after:	Click or tap to enter a date.
This bulletin will be incorporated into SOP DAQ-14-001 by	9/30/2022