



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, DC 20460

March 28, 2003

OFFICE OF  
ENVIRONMENTAL INFORMATION

**MEMORANDUM**

**SUBJECT:** Release of New Guidance for Implementing the EPA Quality System

**FROM:** Nancy W. Wentworth /s/ *Nancy W. Wentworth*  
Director, Quality Staff (2811R)

**TO:** Office Directors  
Inspector General  
General Counsel  
Regional Science and Technology Directors

I am pleased to provide you with the following tools to help your staff in implementing your organization's quality system:

- *Guidance on Assessing Quality Systems:* Guidance on planning, conducting, evaluating, and documenting assessments of quality system.
- *Guidance for Geospatial Data Quality Assurance Project Plans:* Guidance on the development of quality assurance project plans involving the collection and/or processing of geospatial data.

These tools also support the quality activities that are imbedded within EPA's new Information Quality Guidelines. Copies of these guidance documents are available at [www.epa.gov/quality](http://www.epa.gov/quality) and electronic versions have been distributed to your Quality Assurance Manager(s).

I would like to thank you and your staff for their assistance in peer reviewing these documents. Peer review comments were received from virtually all EPA organizations and have been addressed in the final versions of these documents.

I hope your staff finds these tools both useful and informative. If you have any questions, please contact me at (202) 564-6830. I appreciate your continued support for EPA's Quality Assurance program.

cc: Kimberly T. Nelson  
E. Ramona Trovato  
EPA Quality Assurance Managers