

DQM Information Paper 9.3.1 Role of the Trainer and QA Person

By Revital Katznelson, Ph.D.

1.0 About this Information Paper

This Information Paper is a new type of guidance created for an integrated system of guidance and tools for water quality monitoring called “the Data Quality Management (DQM) System”. DQM is implemented by the Clean Water Team (CWT) where needed to support collection of reliable data of known quality in a fully documented, scientifically defensible manner. DQM recognized three major roles in the data collection effort: the Field Operator, the Trainer and QA Person, and the Technical Leader.

This Information Paper (IP), a part of the Role-Specific Folder for the Trainer and QA Person, provides an overview of the Trainer’s tasks and responsibilities in a typical monitoring Project.

2.0 Tasks and Responsibilities of the Trainer and Quality Assurance (QA) Person

The Trainer and Quality Assurance (QA) Person, is the Project person responsible for training, documentation, and data quality. Essentially, this person performs the following tasks:

- takes care of the instruments and field equipment, makes sure the supply of distilled water and paper towels is replenished as needed, makes sure the scheduling and logistics are taken care of, etc.
- participates in recruiting and training Volunteers and provides refresher trainings as needed
- fills out the LOCATION, “INSTRUMETH”, STANDARDS, and PROJECT ORGANIZATION spreadsheets in the DQM Project File
- enters results and calibration/accuracy checks records into the DQM Project File
- coordinates Instrument calibration events and keeps records
- calculates accuracy and precision of field measurements, conducts instrument/batch-specific data validation, and assigns some qualifiers to the Results.

3.0 Guidance available for the Trainer and Quality Assurance (QA) Person

The ninth section of the Clean Water Team Compendium contains role-specific guidance for the different roles in a typical monitoring Project. Guidance for the Trainer and Quality Assurance (QA) Person) is “under construction” to be deployed in Section 9.3, and includes Standard Operating Procedures for the tasks listed above.