



Aug.11, 2014

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Water Quality Program - Eastern Regional Office
4601 North Monroe Street
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**Re: Adjustments to SRRTTF QAPP Returned from AXYS Analytical Services Ltd.
Aug.11, 2014**

Dear Adriane;

As discussed, the QAPP for SRRTTF has been returned signed by AXYS staff as requested. The technical information and analytical information is correct and as discussed. We would like to update the document in terms of AXYS Titles and Responsibilities. This applies to tables regarding Approvals (A.1), distribution list (A.3), and Project Organization (A.4). This may be done as an attachment or amendment, at your discretion. I trust this is the most expeditious process for updating the QAPP without disrupting project activities.

The following changes are requested;

- 1) Approvals List (A1);
 - a. Add Richard Grace – Director – Sales, Marketing, and Service, AXYS Analytical Services
- 2) Distribution List (A3);
 - a. Add Richard Grace – Director – Sales, Marketing, and Service, AXYS Analytical Services
- 3) Section 1.1 Project Organization (A.4) – Table 1 Project Team Responsibilities
 - a. Richard Grace – AXYS Analytical Services – Project Director
 - b. Shea Hewage – Laboratory Operations Director – Revised Responsibilities as follows;
 - i. Item 1 – Manages all analytical staff and processes
 - ii. Item 2 – Serves as resource to Project Director and Project Manager
 - iii. Item 3 – Manages all laboratory processes as described in QA manual and Document Control System.
 - iv. Manages analytical functions to produce data as per AXYS method specifications.
 - v. Initiates non-conformances as required. Insures adequate response to address issues is available and assigned.
 - vi. Delete.



- c. Cynthia Tomez – Laboratory Project Manager
 - i. Serves as main point of contact to SRRTTF in managing SRRTTF submissions to timely and on-spec completion including field supplies, final reporting.
 - ii. Implements non-conformances as required. Participates in response to non-conformances as required.
- d. Dale Hoover – Laboratory QA/QC Manager
 - i. Manages all aspects of AXYS Quality Systems and Processes
 - ii. Manages and insures the integrity of non-conformance, corrective action, and preventative action processes.
 - iii. Insures all AXYS processes produce analytical results as described in AXYS methods and procedures.

I trust the following recommendations for change are reasonable and better describe actual AXYS functions to the degree of depth appropriate for this document. Please do not hesitate to contact me if you wish to discuss further.

Best Regards,



for: Richard Grace

