

Functional Area	Description	Associated QAPs	POC	Phone No. & e-mail
Quality Assurance Program Plan	Ensure compliance with the QARD	QAPP	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Organization and Quality Assurance	General QA Program Requirements and Management Organization	QAP 1-1	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Qualification and Training	Training requirements based on QAP and EIP requirements	QAP 2-1	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Procurement Document Control	Preparation and processing of procurement documents	QAP 4-1	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Implementing Documents	Development of QA implementing documents, Quality Assurance Procedures (QAP) and Experimental Implementation Procedures (EIP)	QAP 5-1	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Document Review	Ensure that all controlled documents have been reviewed and approved	QAP 6-1	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Document Control	Ensure that all controlled documents are current and available for use	QAP 6-2	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
M&TE	Develop controls for ensuring that M&TE meet required calibrations	QAP 12-1	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Corrective Action	Identifying, documenting, investigation, correcting, and tracking conditions adverse to quality	QAP 16-1	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Records Management	Identification, preparation and submittal of records to include storing, maintenance, retrieval, and electronic media	QAP 17-1	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Audits	Requirements for conduct of Audit, Surveillances, Management Assessments, and Self-Assessments	QAP 18-1	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Software	Ensure that the process has been developed for the qualification of project-specific software	QAP 19-1	Marty Mitchell	505-284-6561 jaarchu@sandia.gov
Test/Analysis Plans	Development and Approval of planning documents for all work activities; Test Plans	QAP 20-1	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Scientific Notebooks	Ensure a consistent and efficient process for the development, maintenance, and closure of scientific notebooks.	QAP 20-2	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Sample Control	Development of the process for control of samples, Chain-of-Custody	QAP 20-3	Joe Archuleta Marty Mitchell	505-284-6561 jaarchu@sandia.gov 505-284-8123 mjmitch@sandia.gov
Data	Development of the criteria for the review, qualification and submittal of data	QAP 20-4	Marty Mitchell	505-284-8123 mjmitch@sandia.gov
Electronic Data	Ensure an effective process for the Control of Electronic Management of Data	QAP 20-5	Joe Archuleta	505-284-6561 jaarchu@sandia.gov
Glossary	Ensuring consistency of terminology		Marty Mitchell	505-284-8123 mjmitch@sandia.gov