



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DIVISION, GREAT LAKES AND OHIO RIVER
CORPS OF ENGINEERS
550 MAIN STREET
CINCINNATI, OH 45202-3222

CELRD-PD-G

14 Jan 13

MEMORANDUM FOR Commander, U.S. Army Engineer Districts, Chicago, Buffalo, and Detroit, Attention, Susanne Davis (CELRD-PM-PL), Jim Galloway (CELRD-PL-P), and Michael Greer (CELRD-PM-PA)

SUBJECT: Regional Program Review Plan for the Great Lakes Tributary Model

1. The attached Regional Program Review Plan (RP) for the Great Lakes Tributary Model was presented to the Great Lakes and Ohio River Division for approval in accordance with EC 1165-2-209 "Civil Works Review" dated 31 Jan 2010.
2. This model regional review plan will serve as an "umbrella" document under which specific Project Management Plans (PMPs) would be developed. Specific PMPs (known as Scoping Reports for GLTM projects) would address project scope, schedule, and cost.
3. The products of the GLTM program are computer models and related tools that are used by state and local agencies as planning aides for managing programs for soil conservation and pollution prevention, comparing the effects of various land management practices on soil erosion and sediment and pollutant delivery, and related watershed planning objectives. Models are developed under this program using available information and are relatively crude with a limited level of calibration or ground-truthing, but are suitable for comparative analyses of resource management alternatives. These products are not intended to be used for the planning or design of any USACE projects and are not intended to be used as part of any USACE decision document.
4. The RP defines the scope and level of peer review for the activities to be performed for the subject program. The USACE LRD Review Management Organization (RMO) has reviewed the attached RP and concurs that it describes the scope of review for work phases and addresses all appropriate levels of review consistent with the requirements described in EC 1165-2-209.
5. I concur with the recommendations of the RMO and approve the enclosed RP for the Great Lakes Tributary Model.
6. The District is requested to post the RP to its website. Prior to posting, the names of all individuals identified in the RP should be removed.

CELRD-PD-G

SUBJECT: Review Plan for the Great Lakes Tributary Model

7. If you have any questions please contact Dr. Hank Jarboe, CELRD-PDP, at (513) 684-6050.

Margaret W Burcham
MARGARET W. BURCHAM
Brigadier General, USA
Commanding

Encl

1. Review Plan

REGIONAL PROGRAM REVIEW PLAN
For Projects Funded Under the Authority of
GREAT LAKES TRIBUTARY MODEL
Section 516(e) WRDA 1996, as amended

1.0 PURPOSE

This Regional Program Review Plan describes how technical reviews will be conducted for models and related products developed under the Great Lakes Tributary Model (GLTM) program. The products of the GLTM program are computer models and related tools that are used by state and local agencies as planning aides for managing programs for soil conservation and pollution prevention, comparing the effects of various land management practices on soil erosion and sediment and pollutant delivery, and related watershed planning objectives. Models are developed under this program using available information and are relatively crude with a limited level of calibration or ground-truthing, but are suitable for comparative analyses of resource management alternatives. These products are not intended to be used for the planning or design of any USACE projects and are not intended to be used as part of any USACE decision document. This model regional review plan is being prepared for the referenced authority and will serve as an “umbrella” document under which specific Project Management Plans (PMPs) would be developed. Specific PMPs (known as Scoping Reports for GLTM projects) would address project scope, schedule, and cost.

2.0 DISTRICT QUALITY CONTROL/QUALITY ASSURANCE (DQC)

DQC is an internal review process of basic science and engineering work products. The DQC will be managed by the appropriate District in accordance with ER 1110-1-12 and the Great Lakes and Ohio River Division. While DQC is conducted for each GLTM product commensurate with its complexity, it should be pointed out that these products are intended for use by non-Federal partners. The DQC only serves to ensure the project scope is within the authority and that the partners are provided the product(s) as per the Scoping Report.

Even though it is clear that GLTM projects are not civil works projects in the traditional sense, DQC will include:

a. Quality Checks and Reviews. Quality checks and reviews will occur during the development process for various documents in accordance with the Quality Assurance and Quality Control Plan for GLTM projects (See Appendix A). Reviews will be conducted as appropriate for the PMP (Scoping Report) and Final Report. Quality checks will be performed by qualified District personnel who are not associated with the original work. Team members will have the appropriate technical expertise and experience necessary to conduct the review.

b. PDT Reviews. PDT reviews are performed by the Corps to ensure consistency and effective coordination across all project technical disciplines.

c. Technical Review. Depending on the nature of the model/product, the Chief of Planning Branch or the Chief of the Hydrology and Hydraulics Branch will perform the Technical and Program Review Certification. Upon completion of the technical review, the Statement of Certification is signed by the PDT (Appendix B). The technical review will be performed by qualified District personnel who are not associated with the original work.

3.0 AGENCY TECHNICAL REVIEW (ATR)

Because the products of the GLTM program are not decision documents and because these products are intended to be used as planning aides by non-federal agencies for managing soil conservation and pollution prevention activities, no ATR is necessary or appropriate.

4.0 INDEPENDENT EXTERNAL PEER REVIEW (IEPR)

Because the products of the GLTM program are not decision documents and because these products are intended to be used as planning aides by non-federal agencies for managing soil conservation and pollution prevention activities, no IEPR is necessary or appropriate.

APPENDIX A

Quality Assurance and Quality Control Plan for Great Lakes Tributary Model Projects

1.0 Introduction

This Quality Assurance (QA) and Quality Control (QC) plan for Great Lakes Tributary Model (GLTM) projects identifies the process to be used for all projects under the authority of the Section 516(e) of WRDA 1996, as amended. The products of the GLTM program are computer models and related tools that are used by state and local agencies as planning aides for managing programs for soil conservation and pollution prevention, comparing the effects of various land management practices on soil erosion and sediment and pollutant delivery, and related watershed planning objectives. Models are developed under this program using available information and are relatively crude with a limited level of calibration or ground-truthing, but are suitable for comparative analyses of resource management alternatives. These products are not intended to be used for the planning or design of any USACE projects and are not intended to be used as part of any USACE decision document.

2.0 Purpose

The purpose of the QA/QC Plan for GLTM projects is to provide a framework to:

- Enhance the overall quality of the model or related tools developed.
- Ensure that appropriate inspection or review of the Scoping Report and Final Report are conducted.

3.0 Quality Assurance and Control Team

Projects shall have a Quality Assurance and Control Team to assure that the aforementioned purposes are met. The QA/QC Team shall contain, but not be limited to the following persons:

Project Manager: Serves as the central point of contact for the project with non-federal partners; responsible for the overall Corps of Engineers involvement and addressing all matters relating to the project. Enhance the communications between the non-federal partners and the Corps team members on all aspects of the project.

Planner: Responsible for review of the documents for consistency with general watershed planning principles.

H&H Engineer: Responsible for review of documents related to general hydrology and hydraulics principles.

The products and areas of responsibility for QC/QA are shown below:

Product	Preparer (QC)	Reviewer (QA)	QA
PMP (Scoping Report)	PM/PDT	PDT/SME	Chief PD/HH
Final Report	PM/PD	PDT	Chief PD/HH

PgM = Program Manager

PM = Project Manager

PDT = Project Delivery Team

PD = Planning Branch

HH = Hydrology & Hydraulics Branch

SME = Subject Matter Expert

4.0 Documentation Process

Upon completion of the aforementioned reviews, verification for each review shall be certified by both the actual reviewer and QA prior to products being finalized. Scoping reports are to be provided to the LRD Program Manager for budgetary consideration and submitted to the Great Lakes Commission for posting on the GLTM website. Final Reports are to be provided to the non-Federal partners and submitted to the Great Lakes Commission for posting on the GLTM website.

APPENDIX B

QUALITY CERTIFICATION

STATEMENT OF PRODUCT CERTIFICATION

This is to certify that the undersigned, as members of the Project Delivery Team, have reviewed and approved the attached (enter product name) for this project and our signature below indicates that the product is technically correct and consistent with the intent of the Great Lakes Tributary Model program.