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11 Dec 2019

From: Chair, DoD Environmental Data Quality Workgroup (EDQW)
To: DoD ELAP Accreditation Bodies

Subj: DoD/DOE QUALITY SYSTEM MANUAL REQUIREMENTS FOR
SUBCONTRACTING ACTIVITIES

This memo is to provide clarification on DoD/DOE QSM Version 5.3, clauses 4.5.9 and 4.5.10 regarding the classification of outsourced management system activities. DoD/DOE consider activities in support of the management system as tasks such as sample processing, sample analysis, data acquisition, data review, data processing, project management, and IT support. If any of these activities are performed at facilities or locations other than the physical location where the original sample(s) are received, that is considered “subcontracting” by DoD/DOE. As such, all applicable activities shall meet the requirements for subcontracting and prior written approval and authorization from the DoD/DOE customer is required.

Note: a different facility or location is considered one that is not in a contiguous property parcel to the receiving facility.

If you have any questions, please contact Ms. Alyssa Wingard at (757) 504-7396.

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For, JORDAN ADELSON, Ph.D.
Chair, DoD EDQW