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## MEMORANDUM

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**TO:** OFFICE OF CONSTRUCTION  
DISTRICT CONSTRUCTION  
OFFICE OF STRUCTURES  
OFFICE OF TRAFFIC AND SAFETY  
OFFICE OF ENVIRONMENTAL DESIGN  
OFFICE OF PROGRAM AND ALTERNATIVE DELIVERY

**FROM:** DIRECTOR, OFFICE OF CONSTRUCTION – STEPHEN A. BUCY, P.E. *SAB*

**SUBJECT:** REVISED QUALITY ASSURANCE REPORT FORMS FOR ENVIRONMENTAL COMPLIANCE

**DATE:** APRIL 17, 2025

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### PURPOSE OF MEMORANDUM

To announce changes for the Quality Assurance-1 (QA-1) and Quality Assurance-2 (QA-2) report forms effective May 30, 2025, for both existing and future contracts.

### SUMMARY

A new generation of the QA-1 and QA-2 report forms have been developed and are ready for deployment. The updates are designed to enhance compliance and improve reporting standards.

- **QA-1 Report Form:** Updated to align with environmental requirements, specification changes, authorizations, and conditions supporting Delegated Authority.
- **QA-2 Report Form:** Enhanced to meet NPDES (20-CP) standards, SWM as-built requirements, final vegetation acceptance, and conditions supporting Delegated Authority.

A short transitional period will be conducted by the Office of Environmental Design Quality Assurance Division (QAD) to ensure smooth adoption and error-free implementation. During this transition, QAD's (Regional Environmental Coordinator) REC team will begin reviewing projects under the new forms. Full understanding and compliance with the revised forms will be expected through ongoing communication. Projects must comply before full implementation of the updated reports which will occur on May 30, 2025.

### ANALYSIS

These revised quality assurance reports have been generated to replace the outdated version of the old reports. The decision to update these reports was based on their age, applicability and valuable input from our industry partners. These revised reports reflect the latest standards and best practices, ensuring continued compliance and improvement in quality assurance processes.

To provide a smooth transition and understanding of these updates, we invite all stakeholders to attend an online town hall meeting on May 1, 2025, from 10:00-11:30, where the QAD will host a detailed discussion of the new forms which impacts the overall quality assurance rating and compliance review. The town hall will provide an opportunity to understand the changes and ask questions. Your participation is essential to ensure compliance and effective implementation of these updates.

QAD will send out a calendar invite to the Construction leads in each office and we ask that you please forward that down to construction staff at all levels. Please mark your calendars and plan to attend.

If you have any immediate questions, feel free to reach out to QAD representatives, Mr. Don Hoey at [dhoey@mdot.maryland.gov](mailto:dhoey@mdot.maryland.gov) or Mr. Tad Daniel at [tdaniel@mdot.maryland.gov](mailto:tdaniel@mdot.maryland.gov).

### **RECOMMENDATION**

Familiarize yourself with the new forms and attend the town hall to prepare for the implementation on May 31, 2025.

### **ATTACHMENTS**

- New QA-1: <https://apps.roads.maryland.gov/epd.qatoolkit/ViewStdDocs.aspx?id=1543>
- New QA-2: <https://apps.roads.maryland.gov/epd.qatoolkit/ViewStdDocs.aspx?id=1544>

cc: Amy Andrews, OOC DD, SHA  
Jeffrey Knaub, PRD DC, OHD, SHA  
Donald Hoey, QAD DC, OED, SHA  
Tad Daniel, QAD ADC, OED, SHA