

All laboratory services for this sampling event will be provided by an EPA contracted lab. The names and addresses of each lab will be provided to the sampling contractor upon issuance of a delivery order.

Documentation

SOPs and Guidelines Available to the Contractor

For the performance of field support operations as defined in this contract, activities are to be accomplished using the methods specified in Attachement 2.

Deliverables

The contractor shall submit interim and/or final deliverables as specified below the project.

All appropriate data, original field forms/data sheets, and chain of custody forms shall be completed in accordance with the instructions contained in the project SOPs and provided to the on-site EPA representative. Copies of necessary sampling documentation shall shipped via overnight delivery service to the contracted laboratory facility specified on chain-of-custody forms via FORMs II Lite. A field package consisting of field sheets, field notes (copy), and chain-of-custody forms (copy) shall be delivered to the PO. The contractor must sign and date all field sheets, field logbooks and chain-of-custody forms.

On a weekly basis, every Wednesday, the contractor shall submit to the PO via email a field status report, indicating the work completed during the prior week. In addition, the report should note any problems found with implementation, equipment, or supplies during the week.

TASK 3: QA/QC Support and Other Related Activities:

The contractor shall perform the following QA/QC support and other related activities:

SOPs -The contractor shall review and submit all SOPs, guidance documents and protocols used by the contractor for the performance of work specified in this contract prior to commencing field sampling activities.

Field Data Verification - The contractor will review all field documentation, COC forms, sample labels and any additional field information for accuracy at the end of each days sampling activities and prior to the shipment of samples to the contract laboratory.

TASK 4: Training:

The contractor shall ensure that all employees performing work under this contract have been provided any and all health & safety training required by law or regulation, or EPA regional policy.

EPA requires that all personnel performing field work under this contract receive specific training covering all aspects of the field work, including equipment operation and maintenance.

The contractor shall document and maintain records of all appropriate field and health and safety training for all employees performing work under this contract

TASK 6: Monitoring Site Reconnaissance:

Measure and record any obstructions and the distances and heights of any objects, including collocated samplers, that extend at least as high as the sample inlet and are within 1 m of the sample inlet; record descriptions of the obstructions.

Note any occurrences or circumstances that may or could effect air or wipe samples (e.g., construction, renovation, nearness to gas combustion(cooking)).