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Environmental Programs Directorate

Standard Operating Procedure

for **AIRNET - SPECIAL STUDIES**

APPROVAL SIGNATURES:

Subject Matter Expert:	Organization	Signature	Date
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1.0 PURPOSE AND SCOPE

This standard operating procedure (SOP) states the responsibilities and describes the set-up, operation, and reporting on ambient environmental air monitoring special studies for the Los Alamos National Laboratory (LANL) Waste and Environmental Services Division (WES).

All WES participants shall implement this procedure when setting up and operating ambient environmental air special studies for clients and spans the entire process from handling initial requests for special monitoring through final reporting of the results to the client. It does not address stack or indoor special air monitoring.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

Periodically, either WES or an internal LANL client identifies a need for special air monitoring for radiological or non-radiological constituents. A special monitoring project, partly or completely independent of AIRNET, may be required to meet the client's needs.

Throughout this procedure, it is intended that the special project use existing or slightly modified AIRNET management systems, plans, procedures, methods, and processes to the extent practicable. Only if absolutely needed should new systems, procedures, methods, or processes be developed for special monitoring projects.

2.2 Precautions

None

3.0 EQUIPMENT AND TOOLS

None

4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Managing Requests for Special Ambient Air Monitoring

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| Task Leader | 1. | <p>Processing requests for special monitoring:</p> <p>The client should formally document by memo or other convenient formal documentation any request for ambient environmental air special monitoring. Alternatively, WES may prepare the formal request for the client's approval. If the need is identified within WES, an internal memo should be generated to identify the need.</p> <p>If the Task Leader determines that the request is viable and that the resources to meet the need are or can be made available, the Task Leader will obtain concurrence from the WES Group Leader that the project may be pursued further. If the project is not viable, the Task Leader formally informs the client.</p> |
| Task Leader | 2. | <p>Proposing a monitoring solution:</p> <p>Prepare a brief proposal providing a preliminary implementation and project duration schedule and a best estimate of the project budget. Final deliverables will also be identified. Any other aspects that the Task Leader or client considers applicable will also be included in the proposal.</p> <p>Upon client acceptance of the proposal and specification of final project charge numbers, the project may proceed.</p> |
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4.2 Installing, Operating, and Maintaining Special Monitoring Samplers

Field Team Member	1.	<p>Sampler installation</p> <p>If new sampler locations will be used, do a sampler siting survey, preferably using WES SOP 5147, "AIRNET—EVALUATION OF SAMPLER SITES AGAINST SITING CRITERIA". Procure the necessary sampling systems and install them according to WES SOP 5150, "AIRNET—INSTALLATION OF NEW STATIONS", if applicable, otherwise, arrange for the field staff to have appropriate work processes reviewed.</p>
	2.	<p>Sampler operation</p> <p>Provide the field staff with written operating instructions: media type to use, sample change frequency, sample handling/storage/transfer, maintenance requirements, and similar information. If the sampling is very similar to that done under existing procedures, those procedures may be referenced with any differences noted in writing.</p>
	3.	<p>Sampler maintenance</p> <p>Maintain and calibrate samplers according to WES SOP 5146, "AIRNET—MAINTENANCE OF AIR SAMPLING PUMPS" and WES SOP 5145, "AIRNET—CALIBRATION OF AIR FLOW RATES AT SAMPLING STATIONS", as applicable, or provide written instructions to field staff.</p>

4.3 Analyzing Special Monitoring Samples

Task Leader or designee	1.	<p>The required analyses and the laboratory where the analyses will be done should have been identified in the proposal.</p> <p>If an existing WES statement of work (SOW) can be used, do so. If not, prepare a new SOW for the analytical laboratory.</p> <p>Typically, special monitoring data will be handled in a similar manner to AIRNET data. Data will be electronically transmitted to the AIRNET database with a hard copy transmitted somewhat later.</p>
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4.4 Managing Special Monitoring Samples

Database Administrator	1.	<p>In general, manage the special monitoring data as other AIRNET data and according to WES SOP – 5141, "AIRNET - ANALYTICAL CHEMISTRY DATA MANAGEMENT AND REVIEW". The database contains forms to assist in setting up special studies. New formal data management procedures are not needed.</p>
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4.5 Reports

Task Leader	1.	<p>The client proposal should specify the deliverables and schedule.</p> <p>Using the client-specified reporting requirements (if provided), or any convenient professional quality format, prepare a report of the analytical results and any appropriate conclusions for the client. Transmit the report to the client under a formal memo and retain a copy in the project file.</p>
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4.6 Records Management

Task Leader and Field Team Member	1.	<p>Maintain and submit records and/or documents generated to the Records Processing Facility according to EP-DIR-SOP-4004, Records Transmittal and Retrieval Process and to AIRNET Project files.</p>
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5.0 DEFINITIONS

Special monitoring: Any ambient environmental air monitoring that is not a regular ongoing part of the AIRNET project. See WES SOP-5140, "AIRNET - QUALITY ASSURANCE PROJECT PLAN FOR THE RADIOLOGICAL AIR SAMPLING NETWORK" for a description of the AIRNET program.

6.0 PROCESS FLOW CHART

None

7.0 ATTACHMENTS

None

8.0 REVISION HISTORY

Revision No. <i>[Enter current revision number, beginning with Rev.0]</i>	Effective Date <i>[DCC inserts effective date for revision]</i>	Description of Changes <i>[List specific changes made since the previous revision]</i>
0	2/28/03	New document
0	4/7/2009	New document number and reformatted for WES division. Formerly RRES-MAQ-246.

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