



# GENERAL FIELD SAMPLING GUIDELINES

SOP#: 2001  
DATE: 08/11/94  
REV. #: 0.0

## 1.0 SCOPE AND APPLICATION

The purpose of this Standard Operating Procedure (SOP) is to provide general field sampling guidelines that will assist REAC personnel in choosing sampling strategies, location, and frequency for proper assessment of site characteristics. This SOP is applicable to all field activities that involve sampling.

These are standard (i.e., typically applicable) operating procedures which may be varied or changed as required, dependent on site conditions, equipment limitations or limitations imposed by the procedure. In all instances, the ultimate procedures employed should be documented and associated with the final report.

Mention of trade names or commercial products does not constitute U.S. EPA endorsement or recommendation for use.

## 2.0 METHOD SUMMARY

Sampling is the selection of a representative portion of a larger population, universe, or body. Through examination of a sample, the characteristics of the larger body from which the sample was drawn can be inferred. In this manner, sampling can be a valuable tool for determining the presence, type, and extent of contamination by hazardous substances in the environment.

The primary objective of all sampling activities is to characterize a hazardous waste site accurately so that its impact on human health and the environment can be properly evaluated. It is only through sampling and analysis that site hazards can be measured and the job of cleanup and restoration can be accomplished effectively with minimal risk. The sampling itself must be conducted so that every sample collected retains its original physical form and chemical composition. In this way, sample integrity is insured, quality assurance standards are maintained, and the sample can accurately represent the larger body of

material under investigation.

The extent to which valid inferences can be drawn from a sample depends on the degree to which the sampling effort conforms to the project's objectives. For example, as few as one sample may produce adequate, technically valid data to address the project's objectives. Meeting the project's objectives requires thorough planning of sampling activities, and implementation of the most appropriate sampling and analytical procedures. These issues will be discussed in this procedure.

## 3.0 SAMPLE PRESERVATION, CONTAINERS, HANDLING, AND STORAGE

The amount of sample to be collected, and the proper sample container type (i.e., glass, plastic), chemical preservation, and storage requirements are dependent on the matrix being sampled and the parameter(s) of interest. Sample preservation, containers, handling, and storage for air and waste samples are discussed in the specific SOPs for air and waste sampling techniques.

## 4.0 INTERFERENCES AND POTENTIAL PROBLEMS

The nature of the object or materials being sampled may be a potential problem to the sampler. If a material is homogeneous, it will generally have a uniform composition throughout. In this case, any sample increment can be considered representative of the material. On the other hand, heterogeneous samples present problems to the sampler because of changes in the material over distance, both laterally and vertically.

Samples of hazardous materials may pose a safety threat to both field and laboratory personnel. Proper health and safety precautions should be implemented when handling this type of sample.

Environmental conditions, weather conditions, or non-target chemicals may cause problems and/or interferences when performing sampling activities or when sampling for a specific parameter. Refer to the specific SOPs for sampling techniques.

## **5.0 EQUIPMENT/APPARATUS**

The equipment/apparatus required to collect samples must be determined on a site specific basis. Due to the wide variety of sampling equipment available, refer to the specific SOPs for sampling techniques which include lists of the equipment/apparatus required for sampling.

## **6.0 REAGENTS**

Reagents may be utilized for preservation of samples and for decontamination of sampling equipment. The preservatives required are specified by the analysis to be performed. Decontamination solutions are specified in ERT SOP #2006, Sampling Equipment Decontamination.

## **7.0 PROCEDURE**

### **7.1 Types of Samples**

In relation to the media to be sampled, two basic types of samples can be considered: the environmental sample and the hazardous sample.

Environmental samples are those collected from streams, ponds, lakes, wells, and are off-site samples that are not expected to be contaminated with hazardous materials. They usually do not require the special handling procedures typically used for concentrated wastes. However, in certain instances, environmental samples can contain elevated concentrations of pollutants and in such cases would have to be handled as hazardous samples.

Hazardous or concentrated samples are those collected from drums, tanks, lagoons, pits, waste piles, fresh spills, or areas previously identified as contaminated, and require special handling procedures because of their potential toxicity or hazard. These samples can be further subdivided based on their degree of hazard; however, care should be taken when handling and shipping any wastes believed to be concentrated regardless of the degree.

The importance of making the distinction between environmental and hazardous samples is two-fold:

- (1) Personnel safety requirements: Any sample thought to contain enough hazardous materials to pose a safety threat should be designated as hazardous and handled in a manner which ensures the safety of both field and laboratory personnel.
- (2) Transportation requirements: Hazardous samples must be packaged, labeled, and shipped according to the International Air Transport Association (IATA) Dangerous Goods Regulations or Department of Transportation (DOT) regulations and U.S. EPA guidelines.

## **7.2 Sample Collection Techniques**

In general, two basic types of sample collection techniques are recognized, both of which can be used for either environmental or hazardous samples.

### Grab Samples

A grab sample is defined as a discrete aliquot representative of a specific location at a given point in time. The sample is collected all at once at one particular point in the sample medium. The representativeness of such samples is defined by the nature of the materials being sampled. In general, as sources vary over time and distance, the representativeness of grab samples will decrease.

### Composite Samples

Composites are nondiscrete samples composed of more than one specific aliquot collected at various sampling locations and/or different points in time. Analysis of this type of sample produces an average value and can in certain instances be used as an alternative to analyzing a number of individual grab samples and calculating an average value. It should be noted, however, that compositing can mask problems by diluting isolated concentrations of some hazardous compounds below detection limits.

Compositing is often used for environmental samples and may be used for hazardous samples under certain conditions. For example, compositing of hazardous waste is often performed after compatibility tests have

been completed to determine an average value over a number of different locations (group of drums). This procedure generates data that can be useful by providing an average concentration within a number of units, can serve to keep analytical costs down, and can provide information useful to transporters and waste disposal operations.

For sampling situations involving hazardous wastes, grab sampling techniques are generally preferred because grab sampling minimizes the amount of time sampling personnel must be in contact with the wastes, reduces risks associated with compositing unknowns, and eliminates chemical changes that might occur due to compositing.

### 7.3 Types of Sampling Strategies

The number of samples that should be collected and analyzed depends on the objective of the investigation. There are three basic sampling strategies: random, systematic, and judgmental sampling.

Random sampling involves collection of samples in a nonsystematic fashion from the entire site or a specific portion of a site. Systematic sampling involves collection of samples based on a grid or a pattern which has been previously established. When judgmental sampling is performed, samples are collected only from the portion(s) of the site most likely to be contaminated. Often, a combination of these strategies is the best approach depending on the type of the suspected/known contamination, the uniformity and size of the site, the level/type of information desired, etc.

### 7.4 QA Work Plans (QAWP)

A QAWP is required when it becomes evident that a field investigation is necessary. It should be initiated in conjunction with, or immediately following, notification of the field investigation. This plan should be clear and concise and should detail the following basic components, with regard to sampling activities:

- C Objective and purpose of the investigation.
- C Basis upon which data will be evaluated.
- C Information known about the site including location, type and size of the facility, and length of operations/abandonment.
- C Type and volume of contaminated material, contaminants of concern (including

concentration), and basis of the information/data.

- C Technical approach including media/matrix to be sampled, sampling equipment to be used, sample equipment decontamination (if necessary), sampling design and rationale, and SOPs or description of the procedure to be implemented.
- C Project management and reporting, schedule, project organization and responsibilities, manpower and cost projections, and required deliverables.
- C QA objectives and protocols including tables summarizing field sampling and QA/QC analysis and objectives.

Note that this list of QAWP components is not all-inclusive and that additional elements may be added or altered depending on the specific requirements of the field investigation. It should also be recognized that although a detailed QAWP is quite important, it may be impractical in some instances. Emergency responses and accidental spills are prime examples of such instances where time might prohibit the development of site-specific QAWPs prior to field activities. In such cases, investigators would have to rely on general guidelines and personal judgment, and the sampling or response plans might simply be a strategy based on preliminary information and finalized on site. In any event, a plan of action should be developed, no matter how concise or informal, to aid investigators in maintaining a logical and consistent order to the implementation of their task.

### 7.5 Legal Implications

The data derived from sampling activities are often introduced as critical evidence during litigation of a hazardous waste site cleanup. Legal issues in which sampling data are important may include cleanup cost recovery, identification of pollution sources and responsible parties, and technical validation of remedial design methodologies. Because of the potential for involvement in legal actions, strict adherence to technical and administrative SOPs is essential during both the development and implementation of sampling activities.

Technically valid sampling begins with thorough planning and continues through the sample collection and analytical procedures. Administrative requirements involve thorough, accurate

documentation of all sampling activities. Documentation requirements include maintenance of a chain of custody, as well as accurate records of field activities and analytical instructions. Failure to observe these procedures fully and consistently may result in data that are questionable, invalid and non-defensible in court, and the consequent loss of enforcement proceedings.

## **8.0 CALCULATIONS**

Refer to the specific SOPs for any calculations which are associated with sampling techniques.

## **9.0 QUALITY ASSURANCE/ QUALITY CONTROL**

Refer to the specific SOPs for the type and frequency of QA/QC samples to be analyzed, the acceptance criteria for the QA/QC samples, and any other QA/QC activities which are associated with sampling techniques.

## **10.0 DATA VALIDATION**

Refer to the specific SOPs for data validation activities that are associated with sampling techniques.

## **11.0 HEALTH AND SAFETY**

When working with potentially hazardous materials, follow U.S. EPA, OSHA, and corporate health and safety procedures.



# SAMPLING EQUIPMENT DECONTAMINATION

SOP#: 2006  
DATE: 08/11/94  
REV. #: 0.0

## 1.0 SCOPE AND APPLICATION

The purpose of this Standard Operating Procedure (SOP) is to provide a description of the methods used for preventing, minimizing, or limiting cross-contamination of samples due to inappropriate or inadequate equipment decontamination and to provide general guidelines for developing decontamination procedures for sampling equipment to be used during hazardous waste operations as per 29 Code of Federal Regulations (CFR) 1910.120. This SOP does not address personnel decontamination.

These are standard (i.e. typically applicable) operating procedures which may be varied or changed as required, dependent upon site conditions, equipment limitation, or limitations imposed by the procedure. In all instances, the ultimate procedures employed should be documented and associated with the final report.

Mention of trade names or commercial products does not constitute U.S. Environmental Protection Agency (U.S. EPA) endorsement or recommendation for use.

## 2.0 METHOD SUMMARY

Removing or neutralizing contaminants from equipment minimizes the likelihood of sample cross contamination, reduces or eliminates transfer of contaminants to clean areas, and prevents the mixing of incompatible substances.

Gross contamination can be removed by physical decontamination procedures. These abrasive and non-abrasive methods include the use of brushes, air and wet blasting, and high and low pressure water cleaning.

The first step, a soap and water wash, removes all visible particulate matter and residual oils and grease. This may be preceded by a steam or high pressure

water wash to facilitate residuals removal. The second step involves a tap water rinse and a distilled/deionized water rinse to remove the detergent. An acid rinse provides a low pH media for trace metals removal and is included in the decontamination process if metal samples are to be collected. It is followed by another distilled/deionized water rinse. If sample analysis does not include metals, the acid rinse step can be omitted. Next, a high purity solvent rinse is performed for trace organics removal if organics are a concern at the site. Typical solvents used for removal of organic contaminants include acetone, hexane, or water. Acetone is typically chosen because it is an excellent solvent, miscible in water, and not a target analyte on the Priority Pollutant List. If acetone is known to be a contaminant of concern at a given site or if Target Compound List analysis (which includes acetone) is to be performed, another solvent may be substituted. The solvent must be allowed to evaporate completely and then a final distilled/deionized water rinse is performed. This rinse removes any residual traces of the solvent.

The decontamination procedure described above may be summarized as follows:

1. Physical removal
2. Non-phosphate detergent wash
3. Tap water rinse
4. Distilled/deionized water rinse
5. 10% nitric acid rinse
6. Distilled/deionized water rinse
7. Solvent rinse (pesticide grade)
8. Air dry
9. Distilled/deionized water rinse

If a particular contaminant fraction is not present at the site, the nine (9) step decontamination procedure specified above may be modified for site specificity. For example, the nitric acid rinse may be eliminated if metals are not of concern at a site. Similarly, the solvent rinse may be eliminated if organics are not of

concern at a site. Modifications to the standard procedure should be documented in the site specific work plan or subsequent report.

### **3.0 SAMPLE PRESERVATION, CONTAINERS, HANDLING, AND STORAGE**

The amount of sample to be collected and the proper sample container type (i.e., glass, plastic), chemical preservation, and storage requirements are dependent on the matrix being sampled and the parameter(s) of interest.

More specifically, sample collection and analysis of decontamination waste may be required before beginning proper disposal of decontamination liquids and solids generated at a site. This should be determined prior to initiation of site activities.

### **4.0 INTERFERENCES AND POTENTIAL PROBLEMS**

C The use of distilled/deionized water commonly available from commercial vendors may be acceptable for decontamination of sampling equipment provided that it has been verified by laboratory analysis to be analyte free (specifically for the contaminants of concern).

C The use of an untreated potable water supply is not an acceptable substitute for tap water. Tap water may be used from any municipal or industrial water treatment system.

C If acids or solvents are utilized in decontamination they raise health and safety, and waste disposal concerns.

C Damage can be incurred by acid and solvent washing of complex and sophisticated sampling equipment.

### **5.0 EQUIPMENT/APPARATUS**

Decontamination equipment, materials, and supplies are generally selected based on availability. Other considerations include the ease of decontaminating or disposing of the equipment. Most equipment and supplies can be easily procured. For example, soft-

bristle scrub brushes or long-handled bottle brushes can be used to remove contaminants. Large galvanized wash tubs, stock tanks, or buckets can hold wash and rinse solutions. Children's wading pools can also be used. Large plastic garbage cans or other similar containers lined with plastic bags can help segregate contaminated equipment. Contaminated liquid can be stored temporarily in metal or plastic cans or drums.

The following standard materials and equipment are recommended for decontamination activities:

#### **5.1 Decontamination Solutions**

- C Non-phosphate detergent
- C Selected solvents (acetone, hexane, nitric acid, etc.)
- C Tap water
- C Distilled or deionized water

#### **5.2 Decontamination Tools/Supplies**

- C Long and short handled brushes
- C Bottle brushes
- C Drop cloth/plastic sheeting
- C Paper towels
- C Plastic or galvanized tubs or buckets
- C Pressurized sprayers (H<sub>2</sub>O)
- C Solvent sprayers
- C Aluminum foil

#### **5.3 Health and Safety Equipment**

Appropriate personal protective equipment (i.e., safety glasses or splash shield, appropriate gloves, aprons or coveralls, respirator, emergency eye wash)

#### **5.4 Waste Disposal**

- C Trash bags
- C Trash containers
- C 55-gallon drums
- C Metal/plastic buckets/containers for storage and disposal of decontamination solutions

### **6.0 REAGENTS**

There are no reagents used in this procedure aside from the actual decontamination solutions. Table 1 (Appendix A) lists solvent rinses which may be required for elimination of particular chemicals. In

general, the following solvents are typically utilized for decontamination purposes:

- C 10% nitric acid is typically used for inorganic compounds such as metals. An acid rinse may not be required if inorganics are not a contaminant of concern.
- C Acetone (pesticide grade)<sup>(1)</sup>
- C Hexane (pesticide grade)<sup>(1)</sup>
- C Methanol<sup>(1)</sup>

<sup>(1)</sup> - Only if sample is to be analyzed for organics.

## 7.0 PROCEDURES

As part of the health and safety plan, a decontamination plan should be developed and reviewed. The decontamination line should be set up before any personnel or equipment enter the areas of potential exposure. The equipment decontamination plan should include:

- C The number, location, and layout of decontamination stations.
- C Decontamination equipment needed.
- C Appropriate decontamination methods.
- C Methods for disposal of contaminated clothing, equipment, and solutions.
- C Procedures can be established to minimize the potential for contamination. This may include: (1) work practices that minimize contact with potential contaminants; (2) using remote sampling techniques; (3) covering monitoring and sampling equipment with plastic, aluminum foil, or other protective material; (4) watering down dusty areas; (5) avoiding laying down equipment in areas of obvious contamination; and (6) use of disposable sampling equipment.

### 7.1 Decontamination Methods

All samples and equipment leaving the contaminated area of a site must be decontaminated to remove any contamination that may have adhered to equipment. Various decontamination methods will remove contaminants by: (1) flushing or other physical action, or (2) chemical complexing to inactivate

contaminants by neutralization, chemical reaction, disinfection, or sterilization.

Physical decontamination techniques can be grouped into two categories: abrasive methods and non-abrasive methods, as follows:

#### 7.1.1 Abrasive Cleaning Methods

Abrasive cleaning methods work by rubbing and wearing away the top layer of the surface containing the contaminant. The mechanical abrasive cleaning methods are most commonly used at hazardous waste sites. The following abrasive methods are available:

##### Mechanical

Mechanical methods of decontamination include using metal or nylon brushes. The amount and type of contaminants removed will vary with the hardness of bristles, length of time brushed, degree of brush contact, degree of contamination, nature of the surface being cleaned, and degree of contaminant adherence to the surface.

##### Air Blasting

Air blasting equipment uses compressed air to force abrasive material through a nozzle at high velocities. The distance between nozzle and surface cleaned, air pressure, time of application, and angle at which the abrasive strikes the surface will dictate cleaning efficiency. Disadvantages of this method are the inability to control the amount of material removed and the large amount of waste generated.

##### Wet Blasting

Wet blast cleaning involves use of a suspended fine abrasive. The abrasive/water mixture is delivered by compressed air to the contaminated area. By using a very fine abrasive, the amount of materials removed can be carefully controlled.

#### 7.1.2 Non-Abrasive Cleaning Methods

Non-abrasive cleaning methods work by forcing the contaminant off a surface with pressure. In general, the equipment surface is not removed using non-abrasive methods.

### Low-Pressure Water

This method consists of a container which is filled with water. The user pumps air out of the container to create a vacuum. A slender nozzle and hose allow the user to spray in hard-to-reach places.

### High-Pressure Water

This method consists of a high-pressure pump, an operator controlled directional nozzle, and a high-pressure hose. Operating pressure usually ranges from 340 to 680 atmospheres (atm) and flow rates usually range from 20 to 140 liters per minute.

### Ultra-High-Pressure Water

This system produces a water jet that is pressured from 1,000 to 4,000 atmospheres. This ultra-high-pressure spray can remove tightly-adhered surface films. The water velocity ranges from 500 meters/second (m/s) (1,000 atm) to 900 m/s (4,000 atm). Additives can be used to enhance the cleaning action.

### Rinsing

Contaminants are removed by rinsing through dilution, physical attraction, and solubilization.

### Damp Cloth Removal

In some instances, due to sensitive, non-waterproof equipment or due to the unlikelihood of equipment being contaminated, it is not necessary to conduct an extensive decontamination procedure. For example, air sampling pumps hooked on a fence, placed on a drum, or wrapped in plastic bags are not likely to become heavily contaminated. A damp cloth should be used to wipe off contaminants which may have adhered to equipment through airborne contaminants or from surfaces upon which the equipment was set.

### Disinfection/Sterilization

Disinfectants are a practical means of inactivating infectious agents. Unfortunately, standard sterilization methods are impractical for large equipment. This method of decontamination is typically performed off-site.

## **7.2 Field Sampling Equipment Decontamination Procedures**

The decontamination line is setup so that the first station is used to clean the most contaminated item. It progresses to the last station where the least contaminated item is cleaned. The spread of contaminants is further reduced by separating each decontamination station by a minimum of three (3) feet. Ideally, the contamination should decrease as the equipment progresses from one station to another farther along in the line.

A site is typically divided up into the following boundaries: Hot Zone or Exclusion Zone (EZ), the Contamination Reduction Zone (CRZ), and the Support or Safe Zone (SZ). The decontamination line should be setup in the Contamination Reduction Corridor (CRC) which is in the CRZ. Figure 1 (Appendix B) shows a typical contaminant reduction zone layout. The CRC controls access into and out of the exclusion zone and confines decontamination activities to a limited area. The CRC boundaries should be conspicuously marked. The far end is the hotline, the boundary between the exclusion zone and the contamination reduction zone. The size of the decontamination corridor depends on the number of stations in the decontamination process, overall dimensions of the work zones, and amount of space available at the site. Whenever possible, it should be a straight line.

Anyone in the CRC should be wearing the level of protection designated for the decontamination crew. Another corridor may be required for the entry and exit of heavy equipment. Sampling and monitoring equipment and sampling supplies are all maintained outside of the CRC. Personnel don their equipment away from the CRC and enter the exclusion zone through a separate access control point at the hotline. One person (or more) dedicated to decontaminating equipment is recommended.

### **7.2.1 Decontamination Setup**

Starting with the most contaminated station, the decontamination setup should be as follows:

#### Station 1: Segregate Equipment Drop

Place plastic sheeting on the ground (Figure 2, Appendix B). Size will depend on amount of



equipment to be decontaminated. Provide containers lined with plastic if equipment is to be segregated. Segregation may be required if sensitive equipment or mildly contaminated equipment is used at the same time as equipment which is likely to be heavily contaminated.

#### Station 2: Physical Removal With A High-Pressure Washer (Optional)

As indicated in 7.1.2, a high-pressure wash may be required for compounds which are difficult to remove by washing with brushes. The elevated temperature of the water from the high-pressure washers is excellent at removing greasy/oily compounds. High pressure washers require water and electricity.

A decontamination pad may be required for the high-pressure wash area. An example of a wash pad may consist of an approximately 1 1/2 foot-deep basin lined with plastic sheeting and sloped to a sump at one corner. A layer of sand can be placed over the plastic and the basin is filled with gravel or shell. The sump is also lined with visqueen and a barrel is placed in the hole to prevent collapse. A sump pump is used to remove the water from the sump for transfer into a drum.

Typically heavy machinery is decontaminated at the end of the day unless site sampling requires that the machinery be decontaminated frequently. A separate decontamination pad may be required for heavy equipment.

#### Station 3: Physical Removal With Brushes And A Wash Basin

Prior to setting up Station 3, place plastic sheeting on the ground to cover areas under Station 3 through Station 10.

Fill a wash basin, a large bucket, or child's swimming pool with non-phosphate detergent and tap water. Several bottle and bristle brushes to physically remove contamination should be dedicated to this station. Approximately 10 - 50 gallons of water may be required initially depending upon the amount of equipment to decontaminate and the amount of gross contamination.

#### Station 4: Water Basin

Fill a wash basin, a large bucket, or child's swimming

pool with tap water. Several bottle and bristle brushes should be dedicated to this station. Approximately 10-50 gallons of water may be required initially depending upon the amount of equipment to decontaminate and the amount of gross contamination.

#### Station 5: Low-Pressure Sprayers

Fill a low-pressure sprayer with distilled/deionized water. Provide a 5-gallon bucket or basin to contain the water during the rinsing process. Approximately 10-20 gallons of water may be required initially depending upon the amount of equipment to decontaminate and the amount of gross contamination.

#### Station 6: Nitric Acid Sprayers

Fill a spray bottle with 10% nitric acid. An acid rinse may not be required if inorganics are not a contaminant of concern. The amount of acid will depend on the amount of equipment to be decontaminated. Provide a 5-gallon bucket or basin to collect acid during the rinsing process.

#### Station 7: Low-Pressure Sprayers

Fill a low-pressure sprayer with distilled/deionized water. Provide a 5-gallon bucket or basin to collect water during the rinsate process.

#### Station 8: Organic Solvent Sprayers

Fill a spray bottle with an organic solvent. After each solvent rinse, the equipment should be rinsed with distilled/deionized water and air dried. Amount of solvent will depend on the amount of equipment to decontaminate. Provide a 5-gallon bucket or basin to collect the solvent during the rinsing process.

Solvent rinses may not be required unless organics are a contaminant of concern, and may be eliminated from the station sequence.

#### Station 9: Low-Pressure Sprayers

Fill a low-pressure sprayer with distilled/deionized water. Provide a 5-gallon bucket or basin to collect water during the rinsate process.

#### Station 10: Clean Equipment Drop

Lay a clean piece of plastic sheeting over the bottom

plastic layer. This will allow easy removal of the plastic in the event that it becomes dirty. Provide aluminum foil, plastic, or other protective material to wrap clean equipment.

## 7.2.2 Decontamination Procedures

### Station 1: Segregate Equipment Drop

Deposit equipment used on-site (i.e., tools, sampling devices and containers, monitoring instruments radios, clipboards, etc.) on the plastic drop cloth/sheet or in different containers with plastic liners. Each will be contaminated to a different degree. Segregation at the drop reduces the probability of cross contamination. Loose leaf sampling data sheets or maps can be placed in plastic zip lock bags if contamination is evident.

### Station 2: Physical Removal With A High-Pressure Washer (Optional)

Use high pressure wash on grossly contaminated equipment. Do not use high- pressure wash on sensitive or non-waterproof equipment.

### Station 3: Physical Removal With Brushes And A Wash Basin

Scrub equipment with soap and water using bottle and bristle brushes. Only sensitive equipment (i.e., radios, air monitoring and sampling equipment) which is waterproof should be washed. Equipment which is not waterproof should have plastic bags removed and wiped down with a damp cloth. Acids and organic rinses may also ruin sensitive equipment. Consult the manufacturers for recommended decontamination solutions.

### Station 4: Equipment Rinse

Wash soap off of equipment with water by immersing the equipment in the water while brushing. Repeat as many times as necessary.

### Station 5: Low-Pressure Rinse

Rinse sampling equipment with distilled/deionized water with a low-pressure sprayer.

### Station 6: Nitric Acid Sprayers ( required only if metals are a contaminant of concern)

Using a spray bottle rinse sampling equipment with nitric acid. Begin spraying (inside and outside) at one end of the equipment allowing the acid to drip to the other end into a 5-gallon bucket. A rinsate blank may be required at this station. Refer to Section 9.

### Station 7: Low-Pressure Sprayers

Rinse sampling equipment with distilled/deionized water with a low-pressure sprayer.

### Station 8: Organic Solvent Sprayers

Rinse sampling equipment with a solvent. Begin spraying (inside and outside) at one end of the equipment allowing the solvent to drip to the other end into a 5-gallon bucket. Allow the solvent to evaporate from the equipment before going to the next station. A QC rinsate sample may be required at this station.

### Station 9: Low-Pressure Sprayers

Rinse sampling equipment with distilled/deionized water with a low-pressure washer.

### Station 10: Clean Equipment Drop

Lay clean equipment on plastic sheeting. Once air dried, wrap sampling equipment with aluminum foil, plastic, or other protective material.

## 7.2.3 Post Decontamination Procedures

1. Collect high-pressure pad and heavy equipment decontamination area liquid and waste and store in appropriate drum or container. A sump pump can aid in the collection process. Refer to the Department of Transportation (DOT) requirements for appropriate containers based on the contaminant of concern.
2. Collect high-pressure pad and heavy equipment decontamination area solid waste and store in appropriate drum or container. Refer to the DOT requirements for appropriate containers based on the contaminant of concern.
3. Empty soap and water liquid wastes from basins and buckets and store in appropriate

drum or container. Refer to the DOT requirements for appropriate containers based on the contaminant of concern.

4. Empty acid rinse waste and place in appropriate container or neutralize with a base and place in appropriate drum. pH paper or an equivalent pH test is required for neutralization. Consult DOT requirements for appropriate drum for acid rinse waste.
5. Empty solvent rinse sprayer and solvent waste into an appropriate container. Consult DOT requirements for appropriate drum for solvent rinse waste.
6. Using low-pressure sprayers, rinse basins, and brushes. Place liquid generated from this process into the wash water rinse container.
7. Empty low-pressure sprayer water onto the ground.
8. Place all solid waste materials generated from the decontamination area (i.e., gloves and plastic sheeting, etc.) in an approved DOT drum. Refer to the DOT requirements for appropriate containers based on the contaminant of concern.
9. Write appropriate labels for waste and make arrangements for disposal. Consult DOT regulations for the appropriate label for each drum generated from the decontamination process.

## **8.0 CALCULATIONS**

This section is not applicable to this SOP.

## **9.0 QUALITY ASSURANCE/ QUALITY CONTROL**

A rinsate blank is one specific type of quality control sample associated with the field decontamination process. This sample will provide information on the effectiveness of the decontamination process employed in the field.

Rinsate blanks are samples obtained by running analyte free water over decontaminated sampling

equipment to test for residual contamination. The blank water is collected in sample containers for handling, shipment, and analysis. These samples are treated identical to samples collected that day. A rinsate blank is used to assess cross contamination brought about by improper decontamination procedures. Where dedicated sampling equipment is not utilized, collect one rinsate blank per day per type of sampling device samples to meet QA2 and QA3 objectives.

If sampling equipment requires the use of plastic tubing it should be disposed of as contaminated and replaced with clean tubing before additional sampling occurs.

## **10.0 DATA VALIDATION**

Results of quality control samples will be evaluated for contamination. This information will be utilized to qualify the environmental sample results in accordance with the project's data quality objectives.

## **11.0 HEALTH AND SAFETY**

When working with potentially hazardous materials, follow OSHA, U.S. EPA, corporate, and other applicable health and safety procedures.

Decontamination can pose hazards under certain circumstances. Hazardous substances may be incompatible with decontamination materials. For example, the decontamination solution may react with contaminants to produce heat, explosion, or toxic products. Also, vapors from decontamination solutions may pose a direct health hazard to workers by inhalation, contact, fire, or explosion.

The decontamination solutions must be determined to be acceptable before use. Decontamination materials may degrade protective clothing or equipment; some solvents can permeate protective clothing. If decontamination materials do pose a health hazard, measures should be taken to protect personnel or substitutions should be made to eliminate the hazard. The choice of respiratory protection based on contaminants of concern from the site may not be appropriate for solvents used in the decontamination process.

Safety considerations should be addressed when using abrasive and non-abrasive decontamination

equipment. Maximum air pressure produced by abrasive equipment could cause physical injury. Displaced material requires control mechanisms.

Material generated from decontamination activities requires proper handling, storage, and disposal. Personal Protective Equipment may be required for these activities.

Material safety data sheets are required for all decontamination solvents or solutions as required by the Hazard Communication Standard (i.e., acetone, alcohol, and trisodiumphosphate).

In some jurisdictions, phosphate containing detergents (i.e., TSP) are banned.

## 12.0 REFERENCES

Field Sampling Procedures Manual, New Jersey Department of Environmental Protection, February, 1988.

A Compendium of Superfund Field Operations Methods, EPA 540/p-87/001.

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## APPENDIX A

Table

Table 1. Soluble Contaminants and Recommended Solvent Rinse

TABLE 1 Soluble Contaminants and Recommended Solvent Rinse		
SOLVENT <sup>(1)</sup>	EXAMPLES OF SOLVENTS	SOLUBLE CONTAMINANTS
Water	Deionized water Tap water	Low-chain hydrocarbons Inorganic compounds Salts Some organic acids and other polar compounds
Dilute Acids	Nitric acid Acetic acid Boric acid	Basic (caustic) compounds (e.g., amines and hydrazines)
Dilute Bases	Sodium bicarbonate (e.g., soap detergent)	Acidic compounds Phenol Thiols Some nitro and sulfonic compounds
Organic Solvents <sup>(2)</sup>	Alcohols Ethers Ketones Aromatics Straight chain alkalines (e.g., hexane) Common petroleum products (e.g., fuel, oil, kerosene)	Nonpolar compounds (e.g., some organic compounds)
Organic Solvent <sup>(2)</sup>	Hexane	PCBs

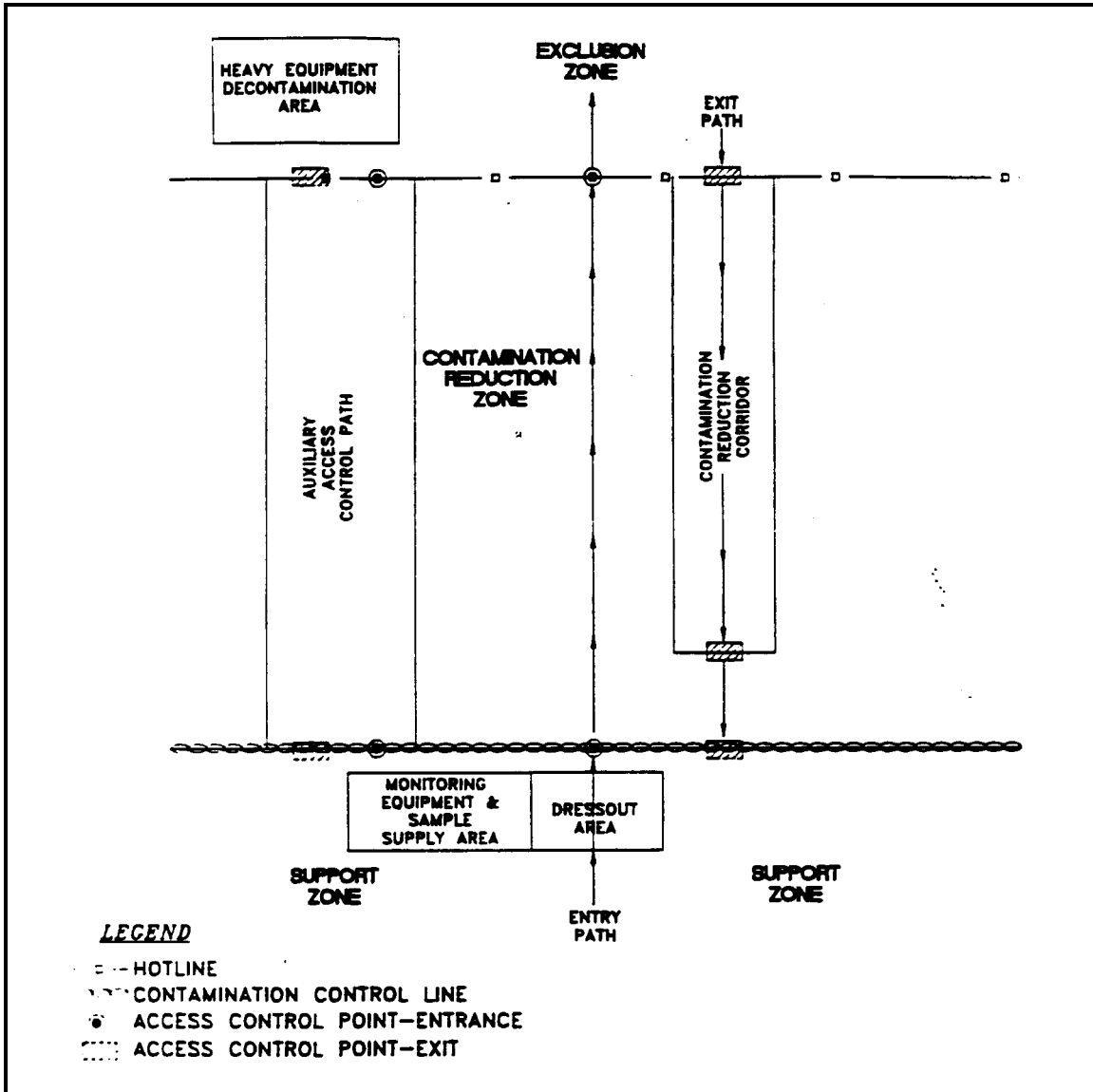
<sup>(1)</sup> - Material safety data sheets are required for all decontamination solvents or solutions as required by the Hazard Communication Standard

<sup>(2)</sup> - WARNING: Some organic solvents can permeate and/or degrade the protective clothing

# APPENDIX B

## Figures

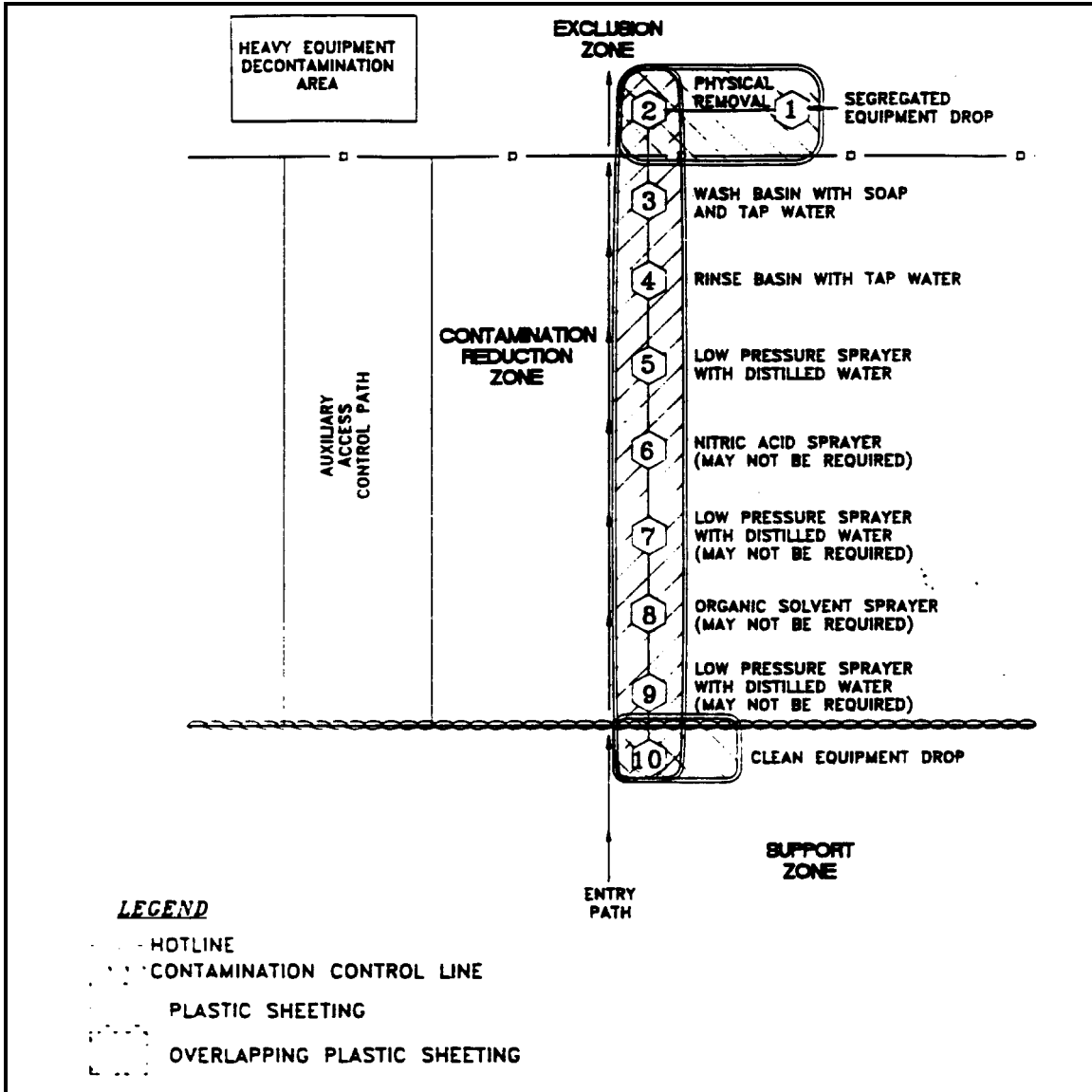
Figure 1. Contamination Reduction Zone Layout



# APPENDIX B (Cont'd.)

## Figures

Figure 2. Decontamination Layout





# SURFACE WATER SAMPLING

SOP#: 2013  
DATE: 11/17/94  
REV. #: 0.0

## 1.0 SCOPE AND APPLICATION

This standard operating procedure (SOP) is applicable to the collection of representative liquid samples, both aqueous and non-aqueous from streams, rivers, lakes, ponds, lagoons, and surface impoundments. It includes samples collected from depth, as well as samples collected from the surface.

These are standard (i.e., typically applicable) operating procedures which may be varied or changed as required, dependent upon site conditions, equipment limitations or limitations imposed by the procedure or other procedure limitations. In all instances, the ultimate procedures employed should be documented and associated with the final report.

Mention of trade names or commercial products does not constitute U.S. Environmental Protection Agency (EPA) endorsement or recommendation for use.

## 2.0 METHOD SUMMARY

Sampling situations vary widely, therefore, no universal sampling procedure can be recommended. However, sampling of both aqueous and non-aqueous liquids from the above mentioned sources is generally accomplished through the use of one of the following samplers or techniques:

- C Kemmerer bottle
- C Bacon bomb sampler
- C Dip sampler
- C Direct method

These sampling techniques will allow for the collection of representative samples from the majority of surface waters and impoundments encountered.

## 3.0 SAMPLE PRESERVATION, CONTAINERS, HANDLING, AND STORAGE

Once samples have been collected, the following procedure should be followed:

1. Transfer the sample(s) into suitable, labeled sample containers.
2. Preserve the sample if appropriate, or use pre-preserved sample bottles. Do not overfill bottles if they are pre-preserved.
3. Cap the container, place in a ziploc plastic bag and cool to 4°C.
4. Record all pertinent data in the site logbook and on field data sheets.
5. Complete the Chain of Custody record.
6. Attach custody seals to cooler prior to shipment.
7. Decontaminate all sampling equipment prior to the collection of additional samples with that sampling device.

## 4.0 INTERFERENCES AND POTENTIAL PROBLEMS

There are two primary interferences or potential problems with surface water sampling. These include cross contamination of samples and improper sample collection.



1. Cross contamination problems can be eliminated or minimized through the use of dedicated sampling equipment. If this is not possible or practical, then decontamination of sampling equipment is necessary. Refer to the Sampling Equipment Decontamination SOP.
2. Improper sample collection can involve using contaminated equipment, disturbance of the stream or impoundment substrate, and sampling in an obviously disturbed area.

Following proper decontamination procedures and minimizing disturbance of the sample site will eliminate these problems.

## 5.0 EQUIPMENT/APPARATUS

Equipment needed for collection of surface water samples may include (depending on technique chosen):

- C Kemmerer bottles
- C Bacon bomb sampler
- C Dip sampler
- C Line and messengers
- C Sample bottles/preservatives
- C Ziploc bags
- C Ice
- C Coolers
- C Chain of Custody records, custody seals
- C Field data sheets
- C Decontamination equipment
- C Maps/plot plan
- C Safety equipment
- C Compass
- C Tape measure
- C Survey stakes, flags, or buoys and anchors
- C Camera and film
- C Logbook/waterproof pen
- C Sample bottle labels

## 6.0 REAGENTS

Reagents will be utilized for preservation of samples and for decontamination of sampling equipment. The preservatives required are specified by the analysis to be performed.

## 7.0 PROCEDURES

### 7.1 Preparation

1. Determine the extent of the sampling effort, the sampling methods to be employed, and the types and amounts of equipment and supplies needed.
2. Obtain the necessary sampling and monitoring equipment.
3. Decontaminate or pre-clean equipment, and ensure that it is in working order.
4. Prepare scheduling and coordinate with staff, clients, and regulatory agency, if appropriate.
5. Perform a general site survey prior to site entry, in accordance with the site specific Health and Safety Plan.
6. Use stakes, flagging, or buoys to identify and mark all sampling locations. If required the proposed locations may be adjusted based on site access, property boundaries, and surface obstructions. If collecting sediment samples, this procedure may disturb the bottom.

### 7.2 Representative Sampling Considerations

In order to collect a representative sample, the hydrology and morphometrics of a stream or impoundment should be determined prior to sampling. This will aid in determining the presence of phases or layers in lagoons, or impoundments, flow patterns in streams, and appropriate sample locations and depths.

Water quality data should be collected in impoundments, and to determine if stratification is present. Measurements of dissolved oxygen, pH, and temperature can indicate if strata exist which would effect analytical results. Measurements should be collected at one-meter intervals from the substrate to the surface using the appropriate instrument (i.e., a Hydrolab or equivalent).

Water quality measurements such as dissolved oxygen, pH, temperature, conductivity, and oxidation-reduction potential can assist in the interpretation of analytical data and the selection of sampling sites and depths when surface water samples are collected.

Generally, the deciding factors in the selection of a sampling device for sampling liquids in streams, rivers, lakes, ponds, lagoons, and surface impoundments are:

1. Will the sample be collected from shore or from a boat?
2. What is the desired depth at which you wish to collect the sample?
3. What is the overall depth and flow direction of river or stream?
4. What type of sample will be collected (i.e., water or lagoon liquids)?

### 7.2.1 Sampler Composition

The appropriate sampling device must be of a proper composition. Selection of samplers constructed of glass, stainless steel, PVC or PFTE (Teflon) should be based upon the analyses to be performed.

## 7.3 Sample Collection

### 7.3.1 Kemmerer Bottle

A Kemmerer bottle (Figure 1, Appendix A) may be used in most situations where site access is from a boat or structure such as a bridge or pier, and where samples at depth are required. Sampling procedures are as follows:

1. Use a properly decontaminated Kemmerer bottle. Set the sampling device so that the sampling end pieces (upper and lower stoppers) are pulled away from the sampling tube (body), allowing the substance to be sampled to pass through this tube.
2. Lower the pre-set sampling device to the predetermined depth. Avoid bottom disturbance.

3. When the Kemmerer bottle is at the required depth, send down the messenger, closing the sampling device.
4. Retrieve the sampler and discharge from the bottom drain the first 10-20 mL to clear any potential contamination of the valve. Transfer the sample to the appropriate sample container.

### 7.3.2 Bacon Bomb Sampler

A bacon bomb sampler (Figure 2, Appendix A) may be used in situations similar to those outlined for the Kemmerer bottle. Sampling procedures are as follows:

1. Lower the bacon bomb sampler carefully to the desired depth, allowing the line for the trigger to remain slack at all times. When the desired depth is reached, pull the trigger line until taut. This will allow the sampler to fill.
2. Release the trigger line and retrieve the sampler.
3. Transfer the sample to the appropriate sample container by pulling up on the trigger.

### 7.3.3 Dip Sampler

A dip sampler (Figure 3, Appendix A) is useful in situations where a sample is to be recovered from an outfall pipe or along a lagoon bank where direct access is limited. The long handle on such a device allows access from a discrete location. Sampling procedures are as follows:

1. Assemble the device in accordance with the manufacturer's instructions.
2. Extend the device to the sample location and collect the sample by dipping the sampler into the substance.
3. Retrieve the sampler and transfer the sample to the appropriate sample container.

### 7.3.4 Direct Method

For streams, rivers, lakes, and other surface waters, the direct method may be utilized to collect water samples from the surface directly into the sample bottle. This method is not to be used for sampling lagoons or other impoundments where contact with contaminants is a concern.

Using adequate protective clothing, access the sampling station by appropriate means. For shallow stream stations, collect the sample under the water surface while pointing the sample container upstream; the container must be upstream of the collector. Avoid disturbing the substrate. For lakes and other impoundments, collect the sample under the water surface avoiding surface debris and the boat wake.

When using the direct method, do not use pre-preserved sample bottles as the collection method may dilute the concentration of preservative necessary for proper sample preservation.

## 8.0 CALCULATIONS

This section is not applicable to this SOP.

## 9.0 QUALITY ASSURANCE/ QUALITY CONTROL

There are no specific quality assurance (QA) activities which apply to the implementation of these procedures. However, the following general QA procedures apply:

1. All data must be documented on field data sheets or within site logbooks.
2. All instrumentation must be operated in accordance with operating instructions as supplied by the manufacturer, unless otherwise specified in the work plan. Equipment checkout and calibration activities must occur prior to sampling/operation and they must be documented.

## 10.0 DATA VALIDATION

This section is not applicable to this SOP.

## 11.0 HEALTH AND SAFETY

When working with potentially hazardous materials, follow U.S. EPA, OSHA and corporate health and safety procedures.

More specifically, when sampling lagoons or surface impoundments containing known or suspected hazardous substances, adequate precautions must be taken to ensure the safety of sampling personnel. The sampling team member collecting the sample should not get too close to the edge of the impoundment, where bank failure may cause him/her to lose his/her balance. The person performing the sampling should be on a lifeline and be wearing adequate protective equipment. When conducting sampling from a boat in an impoundment or flowing waters, appropriate boating safety procedures should be followed.

## 12.0 REFERENCES

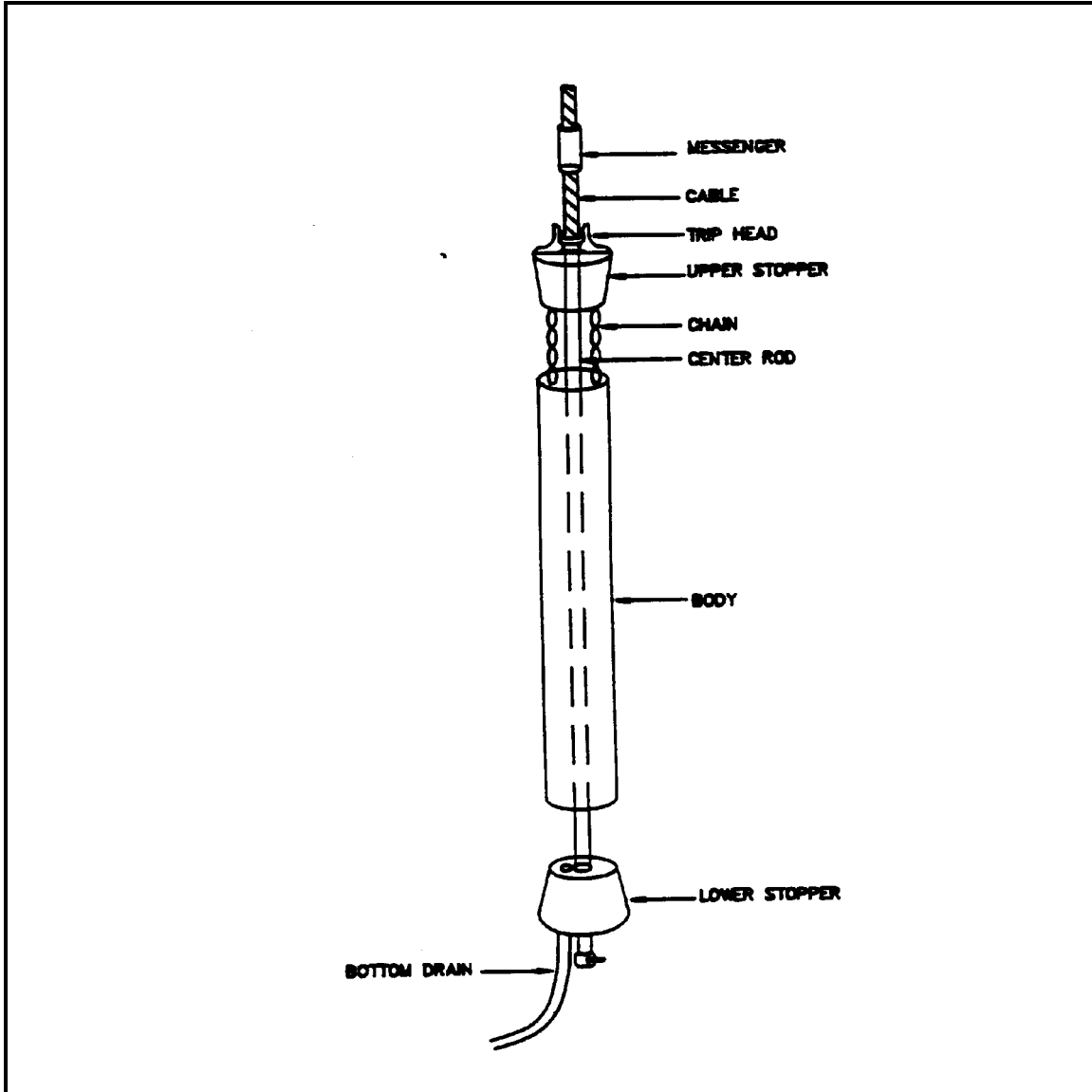
U.S. Geological Survey. 1977. National Handbook or Recommended Methods for Water Data Acquisition. Office of Water Data Coordination Reston, Virginia. (Chapter Updates available).

U.S. Environmental Protection Agency. 1984. Characterization of Hazardous Waste Sites - A Methods Manual: Volume II. Available Sampling Methods, Second Edition. EPA/600/4-84-076.

# APPENDIX A

## Figures

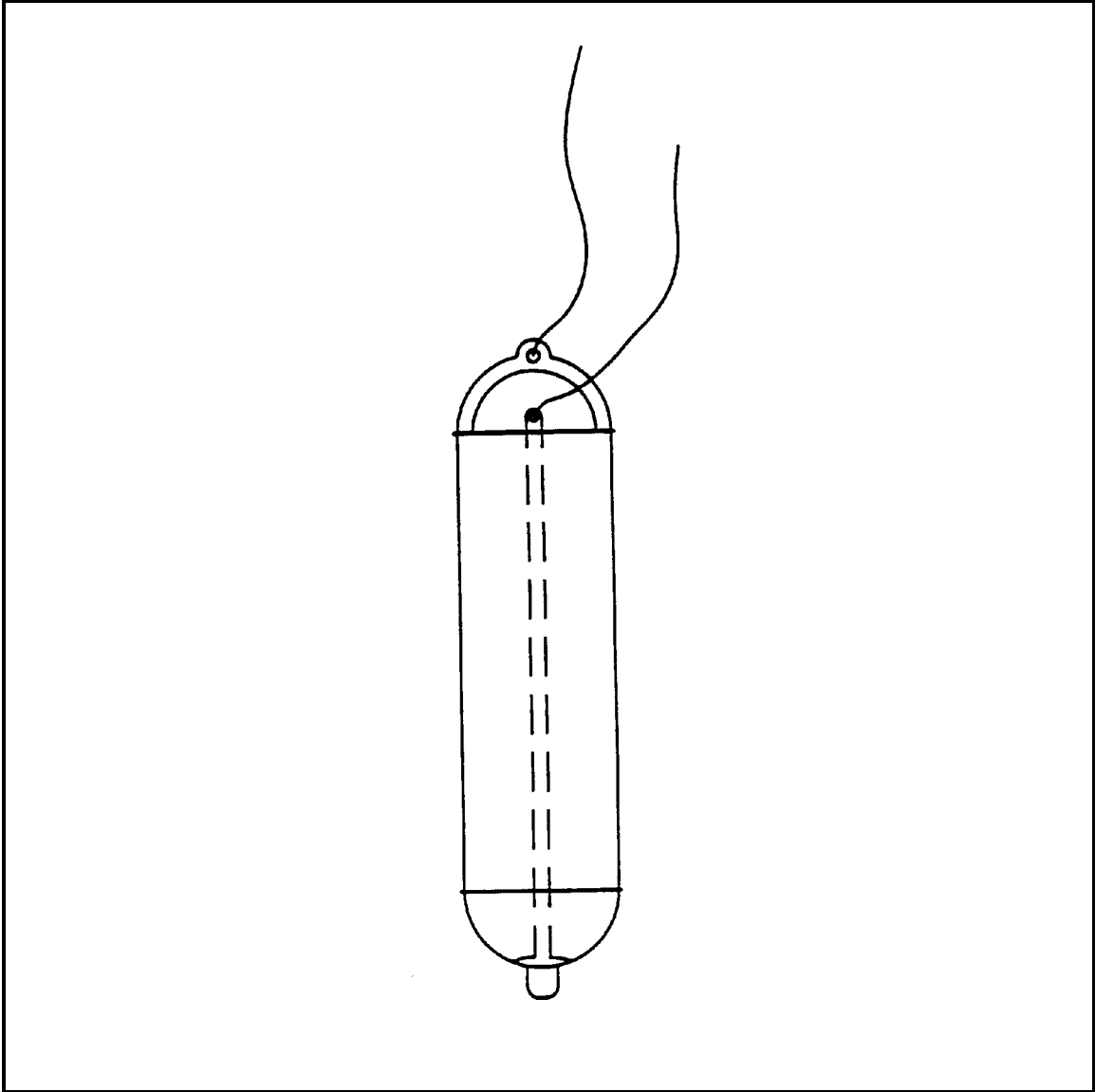
FIGURE 1. Kemmerer Bottle



**APPENDIX A (Cont'd)**

Figures

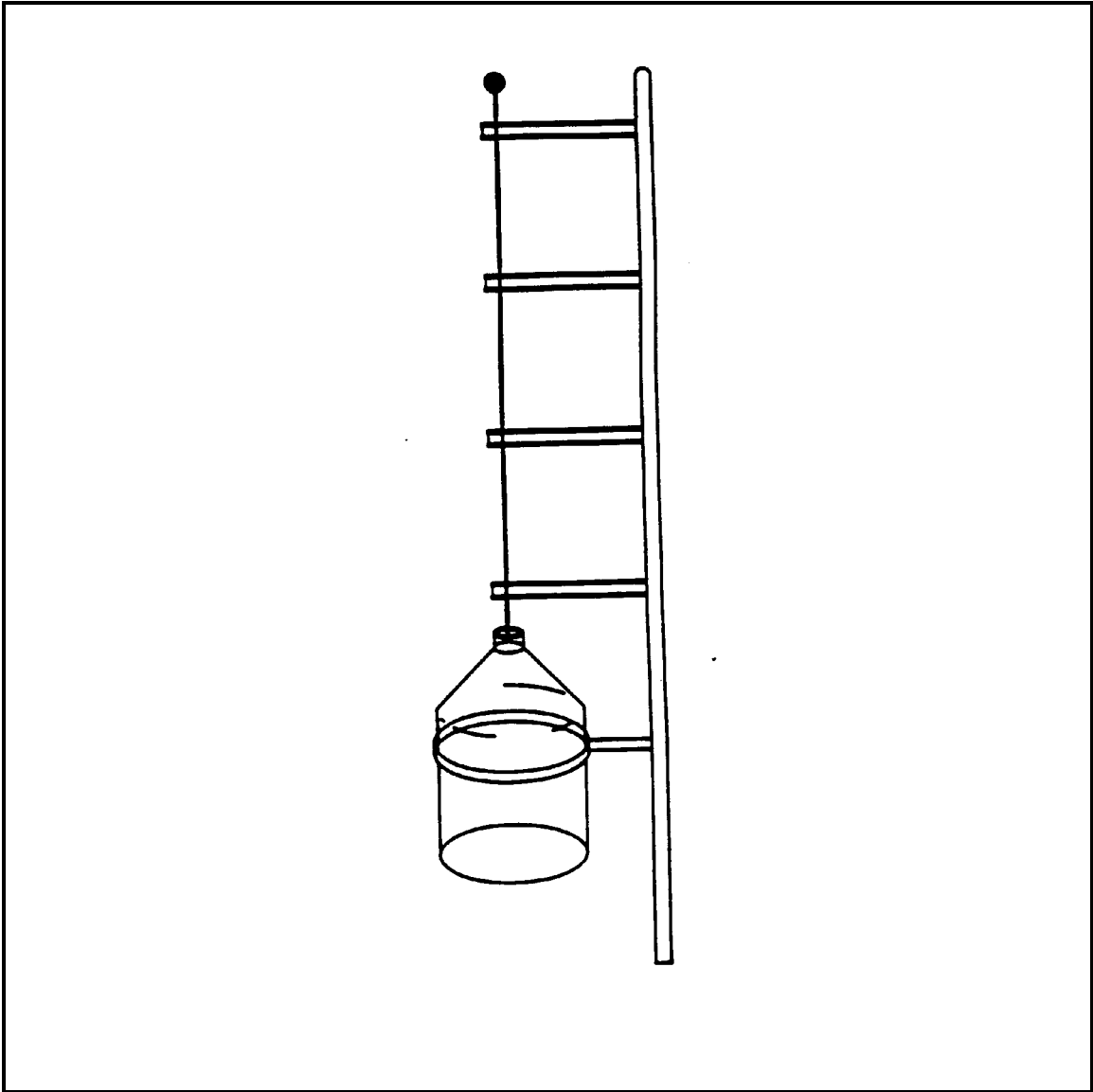
FIGURE 2. Bacon Bomb Sampler



**APPENDIX A (Cont'd)**

Figures

FIGURE 3. Dip Sampler



<b>SOP</b>	<b>0010.01</b>				
<b>GROUP</b>	Database Management System				
<b>SUB-GROUP</b>	Data Collection and Acquisition				
<b>TITLE</b>	Sample Nomenclature				
<b>DATE</b>	02/26/2009	<b>FILE</b>	0110-20060227.DOC	<b>PAGE</b>	1 of 2

## INTRODUCTION

The following Standard Operating Procedure (SOP) presents the sample nomenclature for analytical samples that will generate unique sample names compatible with most data management systems. The sample nomenclature is based upon specific requirements for the reporting of these results. A site specific sampling plan should be prepared prior to sample collection.

## PROCEDURE

### SAMPLE NOMENCLATURE – SUBSURFACE WATER

#### Area of Concern – Depth – Collection Type + QC Type

#### Where:

**Area of Concern:** A four-digit identifier used to designate the particular Area of Concern (AOC) that the location where the sample was collected.

**Depth:** A two-digit code used to designate what depth the sample was collected:

01	1 METER
02	2 METERS
10	10 METERS

**Collection Type:** A one-digit code used to designate what type of sample was collected:

1	Surface Water
2	Ground Water
3	Leachate
4	Field QC/water sample
5	Soil/Sediment

6	Oil
7	Waste
8	Other
9	Drinking Water

**QC Type:** A one-digit code used to designate the QC type of the sample:

1	Normal
2	Duplicate
3	Rinsate Blank
4	Trip Blank
5	Field Blank
6	Confirmation

#### Examples:

- **SW01-01-11:** Represents the normal subsurface water sample collected from AOC SW01 from 1 meter below surface.
- **SW01-01-12:** Represents the duplicate subsurface water sample collected from AOC SW01 from 1 meter below surface.
- **SW01-01-43:** Represents the rinsate water sample collected after the last sample of the day if last sample was collected from AOC SW01 from 1 meter below surface.

<b>SOP</b>	<b>1501.01</b>				
<b>GROUP</b>	Field Documentation				
<b>SUB-GROUP</b>					
<b>TITLE</b>	Field Logbook				
<b>DATE</b>	5/14/2010	<b>FILE</b>	1501-01.DOC	<b>PAGE</b>	1 of 3

## **INTRODUCTION**

The following Standard Operating Procedure (SOP) presents the procedures for documenting activities observed or completed in the field in a field logbook. The documentation should represent all activities of WESTON personnel and entities under WESTON's supervision.

## **TERMS**

FSP - Field Sampling Plan

SAP - Sampling and Analysis Plan

QAPP - Quality Assurance Project Plan

HASP - Health and Safety Plan

## **PROCEDURE**

Field logbooks will be used and maintained during field activities to document pertinent information observed or completed by WESTON personnel or entities that WESTON is responsible for providing oversight. Field logbooks are legal documents that form the basis for later written reports and may serve as evidence in legal proceedings. The Site Manager or Field Team Leader will review field log entries daily and initial each page of entries. Field logbooks will be maintained by the Site Manager or Field Team Leader during field activities and transferred to the project files for a record of activities at the conclusion of the project. General logbook entry procedures are listed below.

- Logbooks must be permanently bound with all pages numbered to the end of the book. Entries should begin on page 1.
- Only use blue or black ink (waterproof) for logbook entries.
- Sign entries at the end of the day, or before someone else writes in the logbook.
- If a complete page is not used, draw a line diagonally across the blank portion of the page and initial and date the bottom line.
- If a line on the page is not completely filled, draw a horizontal line through the blank portion.
- Ensure that the logbook clearly shows the sequence of the day's events.
- Do not write in the margins or between written lines, and do not leave blank pages to fill in later.
- If an error is made, make corrections by drawing a single line through the error and initialing it.
- Maintain control of the logbook and keep in a secure location.



<b>SOP</b>	<b>1501.01</b>				
<b>GROUP</b>	Field Documentation				
<b>SUB-GROUP</b>					
<b>TITLE</b>	Field Logbook				
<b>DATE</b>	5/14/2010	<b>FILE</b>	1501-01.DOC	<b>PAGE</b>	2 of 3

Field logbooks will contain, at a minimum, the following information, if applicable:

#### General Information

- Name, location of site, and work order number
- Name of the Site Manager or Field Team Leader
- Names and responsibilities of all field team members using the logbook (or involved with activities for which entries are being made)
- Weather conditions
- Field observations
- Names of any site visitors including entities that they represent

#### Sample Collection Activities

- Date(s) and times of the sample collection or event.
- Number and types of collected samples.
- Sample location with an emphasis on any changes to documentation in governing documents (i.e., SAP, FSP). This may include measurements from reference points or sketches of sample locations with respect to local features.
- Sample identification numbers, including any applicable cross-references to split samples or samples collected by another entity.
- A description of sampling methodology, or reference to any governing document (i.e., FSP, SAP, QAPP).
- Summary of equipment preparation and decontamination procedures.
- Sample description including depth, color, texture, moisture content, and evidence of waste material or staining.
- Air monitoring (field screening) results.
- Types of laboratory analyses requested.

#### Site Health and Safety Activities

- All safety, accident, and/or incident reports.

<b>SOP</b>	<b>1501.01</b>				
<b>GROUP</b>	Field Documentation				
<b>SUB-GROUP</b>					
<b>TITLE</b>	Field Logbook				
<b>DATE</b>	5/14/2010	<b>FILE</b>	1501-01.DOC	<b>PAGE</b>	3 of 3

- Real-time personnel air monitoring results, if applicable, or if not documented in the HASP.
- Heat/cold stress monitoring data, if applicable.
- Reasons for upgrades or downgrades in personal protective equipment.
- Health and safety inspections, checklists (drilling safety guide), meetings/briefings.
- Calibration records for field instruments.

#### Oversight Activities

- Progress and activities performed by contractors including operating times.
- Deviations of contractor activities with respect to project governing documents (i.e., specifications).
- Contractor sampling results and disposition of contingent soil materials/stockpiles.
- Excavation specifications and locations of contractor confirmation samples.
- General site housekeeping and safety issues by site contractors.

<b>SOP</b>	<b>1101.01</b>				
<b>GROUP</b>	Sampling Handling				
<b>SUB-GROUP</b>	Sample Custody				
<b>TITLE</b>	Sample Custody in the Field				
<b>DATE</b>	<b>5/14/2010</b>	<b>FILE</b>	1101-01.DOC	<b>PAGE</b>	1 of 4

## INTRODUCTION

The following Standard Operating Procedure (SOP) presents procedures for maintaining sample chain of custody (COC) during activities where samples are collected.

## PROCEDURE

Sample custody is defined as being under a person's custody if any of the following conditions exist:

- it is in their possession,
- it is in their view, after being in their possession,
- it was in their possession and they locked it up, or
- it is in a designated secure area.

A designated field sampler will be personally responsible for the care and custody of collected samples until they are transferred to another person or properly dispatched to the laboratory. To the extent practicable, as few people as possible will handle the samples.

Sample tags or labels will be completed and applied to the container of each sample. When the tags or labels are being completed, waterproof ink will be used. If waterproof ink is not used, the tags or labels will be covered by transparent waterproof tape. Sample containers may also be placed in Ziploc-type storage bags to help keep them clean in the cooler. Information typically included on the sample tags or labels will include the following:

- Project Code
- Station Number and Location
- Sample Identification Number
- Date and Time of Sample Collection
- Type of Laboratory Analysis Required
- Preservation Required, if applicable
- Collector's Signature
- Priority (optional)
- Other Remarks

Additional information may include:

- Anticipated Range of Results (Low, Medium, or High)
- Sample Analysis Priority

<b>SOP</b>	<b>1101.01</b>				
<b>GROUP</b>	Sampling Handling				
<b>SUB-GROUP</b>	Sample Custody				
<b>TITLE</b>	Sample Custody in the Field				
<b>DATE</b>	<b>5/14/2010</b>	<b>FILE</b>	1101-01.DOC	<b>PAGE</b>	2 of 4

A COC form will be completed each time a sample or group of samples is prepared for transfer to the laboratory. The form will repeat the information on each of the sample labels and will serve as documentation of handling during shipment. The minimum information requirements of the COC form are listed in Table 1101.01-A. An example COC form is shown in Figure 1101.01-A. The completed COC must be reviewed by the Field Team Leader or Site Manager prior to sample shipment. The COC form will remain each sample shipping container at all times, and another copy will be retained by the member of the sampling team who originally relinquished the samples or in a project file.

<b>SOP</b>	<b>1101.01</b>				
<b>GROUP</b>	Sampling Handling				
<b>SUB-GROUP</b>	Sample Custody				
<b>TITLE</b>	Sample Custody in the Field				
<b>DATE</b>	<b>5/14/2010</b>	<b>FILE</b>	1101-01.DOC	<b>PAGE</b>	3 of 4

**TABLE 1101.01-A CHAIN OF CUSTODY FORM**

<b>INFORMATION</b>	<b>COMPLETED BY</b>	<b>DESCRIPTION</b>
<b>COC</b>	Laboratory	enter a unique number for each chain of custody form
<b>SHIP TO</b>	Field Team	enter the laboratory name and address
<b>CARRIER</b>	Field Team	enter the name of the transporter (e.g., FedEx) or handcarried
<b>AIRBILL</b>	Field Team	enter the airbill number or transporter tracking number (if applicable)
<b>PROJECT NAME</b>	Field Team	enter the project name
<b>SAMPLER NAME</b>	Field Team	enter the name of the person collecting the samples
<b>SAMPLER SIGNATURE</b>	Field Team	signature of the person collecting the samples
<b>SEND RESULTS TO</b>	Field Team	enter the name and address of the prime contractor
<b>FIELD SAMPLE ID</b>	Field Team	enter the unique identifying number given to the field sample (includes MS, MSD, field duplicate and field blanks)
<b>DATE</b>	Field Team	enter the year and date the sample was collected in the format M/D (e.g., 6/3)
<b>TIME</b>	Field Team	enter the time the sample was collected in 24 hour format (e.g., 0900)
<b>MATRIX</b>	Field Team	enter the sample matrix (e.g., water, soil)
<b>PRESERVATIVE</b>	Field Team	enter the preservative used (e.g., HNO3) or "none"
<b>FILTERED/ UNFILTERED</b>	Field Team	enter "F" if the sample was filtered or "U" if the sample was not filtered
<b>CONTAINERS</b>	Field Team	enter the number of containers associated with the sample
<b>MS/MSD</b>	Field Team or Laboratory	enter "X" if the sample is designated for the MS/MSD
<b>ANALYSES REQUESTED</b>	Field Team	enter the method name of the analysis requested (e.g., SW6010A)
<b>COMMENTS</b>	Field Team	enter comments
<b>SAMPLE CONDITION UPON RECEIPT AT LABORATORY</b>	Laboratory	enter any problems with the condition of any sample(s)
<b>COOLER TEMPERATURE</b>	Laboratory	enter the internal temperature of the cooler, in degrees C, upon opening
<b>SPECIAL INSTRUCTIONS/COMMENTS</b>	Laboratory	enter any special instructions or comments
<b>RELEASED BY (SIG)</b>	Field Team and Laboratory	enter the signature of the person releasing custody of the samples
<b>COMPANY NAME</b>	Field Team and Laboratory	enter the company name employing the person releasing/receiving custody
<b>RECEIVED BY (SIG)</b>	Field Team and Laboratory	enter the signature of the person receiving custody of the samples
<b>DATE</b>	Field Team and Laboratory	enter the date in the format M/D/YY (e.g., 6/3/96) when the samples were released/received
<b>TIME</b>	Field Team and Laboratory	enter the date in 24 hour format (e.g., 0900) when the samples were released/received

<b>SOP</b>	<b>1101.01</b>				
<b>GROUP</b>	Sampling Handling				
<b>SUB-GROUP</b>	Sample Custody				
<b>TITLE</b>	Sample Custody in the Field				
<b>DATE</b>	<b>5/14/2010</b>	<b>FILE</b>	1101-01.DOC	<b>PAGE</b>	4 of 4

**FIGURE 1101.01-A CHAIN OF CUSTODY FORM**

<b>SOP</b>	<b>1005.03</b>				
<b>GROUP</b>	Sampling Procedures				
<b>SUB-GROUP</b>	Field QA/QC Sampling				
<b>TITLE</b>	Field Blank Preparation				
<b>DATE</b>	5/14/2010	<b>FILE</b>	1005-03.DOC	<b>PAGE</b>	1 of 1

## **INTRODUCTION**

The following Standard Operating Procedure (SOP) presents the procedure to prepare a field blank. A field blank is a type of quality control sample prepared during the collection of normal samples. The field blank consists of target analyte-free, deionized, or distilled water that is poured directly into appropriate sampling containers at a particular sampling location. These samples are then submitted to the laboratory for analyses similar those conducted for other samples collected during the investigation. The results for the field blank are evaluated to determine if sample integrity may have been compromised through air borne entry of contaminants or from the sample glassware.

## **PROCEDURE**

A field blank will be prepared by placing (pouring) a sample of target analyte-free, deionized, or distilled water (as appropriate to the project) into a clean sample container during collection of the samples in the field. This sample will then be sealed, labeled, and placed in a cooler with other samples collected during the investigation. The field blank sample will typically be submitted to the laboratory for analysis similar to those being performed for other samples collected during the investigation.

The frequency for collecting field blanks should be determined prior to engaging in field activities, and communicated in site-specific quality assurance project plans, sampling and analyses plans, or a type of work plan. Field blanks should be collected at a rate relative to each type of sample collection procedure (i.e., groundwater, surface water). Typically, field blanks will be collected at a rate of 1 per 20 samples of a given environmental media. Reference should be made to the contract or sampling and analysis plan for site-specific requirements.

<b>SOP</b>	<b>1005.02</b>				
<b>GROUP</b>	Sampling Procedures				
<b>SUB-GROUP</b>	Field QA/QC Sampling				
<b>TITLE</b>	Rinse Blank Preparation				
<b>DATE</b>	5/14/2010	<b>FILE</b>	1005-02.DOC	<b>PAGE</b>	1 of 1

## **INTRODUCTION**

The following Standard Operating Procedure (SOP) presents a method to prepare a type of quality control sample specific to the field decontamination process, the equipment rinse blank. The rinse blank provides information on the effectiveness of the decontamination process employed in the field. When used in conjunction with field blanks and trip blanks, the rinse blank can be used to assist in evaluating possible compromise of samples from field related activities.

## **PROCEDURE**

The equipment rinse blank is prepared by passing target analyte-free (i.e., deionized) water over and through a field decontaminated sampling device, then collecting the rinse water in appropriate clean sample containers. Rinse blanks will typically be collected from equipment that comes in contact with samples, such as auger buckets, split spoons, bailers, shelby tubes, and stainless steel spoons/trowels. The collected sample will be coded appropriately prior to logging and shipping. Equipment blanks are not required if dedicated sampling equipment is used. Equipment blanks will be collected periodically during the day immediately after decontamination of the sampling equipment being used.

The frequency for collecting equipment blanks will be determined prior to engaging in field activities, and communicated in site-specific quality assurance project plans, sampling and analyses plans, or a type of work plan. Equipment blanks will be collected at a rate relative to each type of sample collection procedure (i.e., surface sample, sample at depth using a hand auger). Equipment blanks will generally be collected at a frequency of 1 per 20 (normal) samples of a given matrix.



<b>SOP</b>	<b>1005.01</b>				
<b>GROUP</b>	Sampling Procedures				
<b>SUB-GROUP</b>	Field QA/QC Sampling				
<b>TITLE</b>	Field Duplicate Collection				
<b>DATE</b>	4/27/2005	<b>FILE</b>	1005-01.DOC	<b>PAGE</b>	1 of 2

## INTRODUCTION

The following Standard Operating Procedure (SOP) describes the procedure for collecting field duplicate soil and water samples. When samples are collected for analysis, it is typically desired that independent data allowing evaluation of laboratory precision (i.e., the degree to which a laboratory result can be repeated) on site-specific samples be collected.

A field duplicate sample is a second sample collected at the same location as the original sample. Duplicate samples are collected simultaneously or in immediate succession, using identical recovery techniques, and treated in an identical manner during storage, transportation, and analysis. The sample containers are assigned an identification number in the field such that they cannot be identified (blind duplicate) as duplicated samples by laboratory personnel performing the analysis. Specific locations are designated for collection of field duplicate samples prior to the beginning of sample collection.

The duplicate soil sampling procedure is closely related to SOP Nos. 1001.01, 1001.03, and 1001.10 regarding soil sampling procedures. This procedure serves as an alternative method or extension of sample preparation prior to placing the samples in containers, as described in the 1001 series of the SOPs (e.g. 1001.01 and 1001.03).

## DUPLICATE SOIL SAMPLING PROCEDURE

The procedure to be used to physically collect soil samples are described in SOP Nos. 1001.01 and 1001.03. Reference should be made to these SOPs for specific sampling equipment, procedures, and other general guidelines. As soil is collected, the following procedure will be used to prepare a field duplicate sample:

- The soil will be collected in general accordance with SOP 1001.01 or 1001.03, with the exception that samples will generally not be immediately placed into sample containers and an additional preparation step (i.e., sample splitting) will be performed.
- As they are collected, soil samples to be submitted as field duplicates will be staged in a clean mixing bowl or mixing bucket.
- For samples that will be analyzed for volatile organic compounds, the soil sample will be split in half and an equal portion of soil will be placed directly into two or more different sample containers, each container representing a different sample for laboratory analysis. The soil will not be homogenized to minimize the potential for volatilization of the organic compounds potentially in the sample.
- For analyses of chemicals other than volatile organic compounds, the soil removed from the discrete sample location will be homogenized in a clean mixing bowl using a clean scoop or spatula (as described in SOPs 1001.01 and 1001.03). Homogenization will generally continue until the discrete samples being combined are reasonably indistinguishable as individual samples in the soil mixture. However, it is recognized that homogenization can be difficult for highly plastic clays. In this case, equal amounts of the soil core of each clay sample will be cut into small, roughly cubical pieces using a stainless steel knife and placed into a bowl and homogenized to extent practical.

<b>SOP</b>	<b>1005.01</b>				
<b>GROUP</b>	Sampling Procedures				
<b>SUB-GROUP</b>	Field QA/QC Sampling				
<b>TITLE</b>	Field Duplicate Collection				
<b>DATE</b>	4/27/2005	<b>FILE</b>	1005-01.DOC	<b>PAGE</b>	2 of 2

- The field duplicate sample (except for volatiles as note above) will be collected from the mixing bowl containing the homogenized samples after homogenization is performed. The composited sample will be collected using a stainless steel or disposable plastic scoop or similar tool. The sample will be placed in a clean sample container and then handled in accordance with soil sampling SOPs 1001.01 and 1001.03.

Another difference from the referenced SOPs is that additional soil volume may need to be collected from a discrete sample location during the sampling process to provide sufficient sample volume for two or more sets of laboratory analyses. If the collection of additional sample volume will result in the sample interval expanding to greater depths or laterally outward, the sampling tools identified in 1001 series of the SOPs can be used at two immediately vertically or laterally adjacent locations, as appropriate. If sampling from two adjacent but distinct locations is necessary to obtain adequate sample volume, the soil from the two locations should be composited in accordance with SOP 1001.10. Field duplicates of composited samples may also be performed using this SOP for field duplicate samples.

Variations on this procedure are allowable to accommodate different soil conditions and any site requirements specifically identified in the site-specific Sampling and Analysis Plan. Equipment that may be used as part of the soil compositing procedure is identified under SOP Nos. 1001.01 and 1001.03 where soil sampling methods are described.

## **DUPLICATE WATER SAMPLING PROCEDURES**

The procedure to be used to physically collect water samples are described in 1002 series of the SOPs (e.g. 1002.01 and 1002.02). Reference should be made to these SOPs for specific sampling equipment, procedures, and other general guidelines. A duplicate water sample will be collected from the same location as the parent sample and within 15 minutes of the collection of the parent sample.

The number of samples that may be submitted as blind field duplicates for the project in question will be specified in the site-specific sampling plan. Blind field duplicates are typically collected at a frequency of 1 per 10 samples of a given environmental media at sites, especially where laboratory analytical data will be used for evaluating regulatory compliance and other engineering judgments. Sampling in support of a routine monitoring program may not require field duplicates. Reference should be made to the site-specific contract and work plans.

## **REFERENCES**

SOP No. 1001.01 - Standard Operating Procedure, Surface Soil Sampling  
SOP No. 1001.03 - Standard Operating Procedure, Soil Sampling - Hand Auger Method  
SOP No. 1001.10 - Standard Operating Procedure, Soil Compositing