

IMPROVE Network – Technical Systems Audit Form
Part 1 – Quality System Documentation and Facility Operations

Monitoring Site Location:
 Assessor Name and Affiliation:
 Observer(s) Name and Affiliation:
 Reporting Organization:
 Assessment Date:

ORGANIZATION AND RESPONSIBILITIES

1. Field Operations Manager
 Name: _____
 Phone: _____ E-mail: _____
 -Development of monitoring network;
 -Coordinates field operations;
 -Logistical support of field operations; and
 -Training of routine sampler data, and quality control data.

2. Monitoring Site Operator(s)
 Name: _____
 Phone: _____ E-mail: _____
 Name: _____
 Phone: _____ E-mail: _____
 -Operation of samplers;
 -Calibration of samplers;
 -Maintenance of samplers; and
 -Maintenance of monitoring site.

AUDIT QUESTIONS	RESPONSE			COMMENTS
	Y	N	N/A	
3. Is a copy of version 3.03 operating manual located in the sampling module or otherwise accessible to the operator?				
4. Are corrective actions in place MQOs (e.g. out of control calibration data.) are not met? If yes, briefly describe them				
5. Who is authorized to halt the program in the event of a safety hazard of inadequate quality?				

MONITORING SITE				
AUDIT QUESTIONS	RESPONSE			COMMENTS
	Y	N	N/A	
1. Does the operator keep the module handling area neat and clean? Is there adequate room to perform the needed operations?				
2. Do the sampling equipment appear to be well maintained and free of dirt and debris (e.g. bird, animal, insect, nest, or excessive rust and corrosion, etc.)?				
3. Are the walkways to the station and equipment kept free of tall grass, weeds, debris?				
4. Is the station shelter, if any, clean and in good repair?				
5. Are there any visible hazards or noticeable problems at the site?				
6. Are there any changes at the site that might compromise original siting criteria (e.g. fast growing trees or shrubs, new construction)?				
7. Are there any visible sources that might influence or impact the monitoring instrument?				

TRAINING, SAFETY, and MODULE HANDLING AT OFFICE				
AUDIT QUESTIONS	RESPONSE			COMMENTS
	Y	N	N/A	
1. Has the UC Davis Field Technician visited within the last year? If so, what date?				
2. Are the filter modules handled in a proper manner?				
3. Are the field and Chain of Custody forms being filled out properly?				

SAMPLE HANDLING				
AUDIT QUESTIONS	RESPONSE			COMMENTS
	Y	N	N/A	
1. Are all samples handled with the necessary care and finesse to avoid contamination and/or loss of material?				
2. Observe the following handling steps for routine samples, verifying that the operator follows the sample handling SOPs correctly: -receipt of samples at the sampling site and unpacking -completion of sample logbook entries and other required documentation -inspection of the sample prior to sampling -installation of sample in the sampler -retrieval from the sampler after sampling -packing and sending to the laboratory -completion of chain of custody and field data forms supplied by the reporting organization -samples shipped				

SITE CONFIGURATION

Draw the site configuration including all details, obstructions, buildings, and distances from them. Additional or necessary comments may be made at the bottom of the page.

Comments: