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NASJRB WILLOW GROVE
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SAMPLING AND ANALYSIS PLAN ADDENDUM PFC GROUNDWATER INVESTIGATION NAS
WILLOW GROVE PA
07/24/2014
RESOLUTION CONSULTANTS

SAMPLING AND ANALYSIS PLAN
ADDENDUM
PFC GROUNDWATER INVESTIGATION
NAS JRB
WILLOW GROVE, PA

Prepared for:



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Naval Facilities Engineering Command, Mid-Atlantic
9742 Maryland Ave.
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SAMPLING AND ANALYSIS PLAN (SAP) MODIFICATION
PFC GROUNDWATER INVESTIGATION
NAVAL AIR STATION JOINT RESERVE BASE (NASJRB) WILLOW GROVE

Background

On June 26, 2014 the Navy tasked Resolution Consultants (Resolution) to conduct groundwater and surface water sampling for two perfluorinated compounds (PFCs), perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA), at the NASJRB Willow Grove. The primary objective of this investigation is to evaluate the presence of PFOS and PFOA in groundwater and surface water at the NASJRB Willow Grove. The field activities will include the collection of groundwater samples from 34 onsite monitoring and one offsite municipal well (subject to approval by the well operator). In addition, a surface water sample will be collected from an onsite pond. This document is a modification to a previous SAP prepared by Resolution for investigation activities at the NASJRB Willow Grove (Resolution 2013). As an addendum, this document includes only those items that are supplemental to, or different from, information and procedures presented in the parent SAP. As such, the following SAP-related work sheets are included: 11; 12; 14; 15; 18, 19, 20 and 30; 21; 23; and 28. Figure 1 illustrates the proposed sampling locations.

PFCs are a growing concern at Department of Defense (DoD) installations, especially where Aqueous Film-forming foam (AFFF) has been stored or used. PFCs are also ubiquitous in the environment, and other sources of PFCs include water, oil, and grease repellents used in a variety of textiles. PFCs in AFFF can include and degrade into PFOS which may further degrade to PFOA. Detections of PFOS and PFOA may indicate the presence of other PFCs. According to the United States Environmental Protection Agency (USEPA) Emerging Contaminant Fact Sheet on PFOS and PFOA (USEPA, 2013), these compounds are extremely persistent in the environment, resistant to typical environmental degradation processes, bioaccumulate, and are soluble in water. There are no standards established for PFOS and PFOA; however, the EPA has developed short-term Preliminary Health Advisories (PHAs) for these two compounds to protect against potential risk from exposure to these chemicals through drinking water (EPA 2012).

An Investigation Summary Report will be prepared to document the results of this planned investigation. The report elements will include a summary of field efforts, deviations from the work plan (if any), data tables and figures, and a discussion of the analytical results.

SAP Worksheet #11: Project Quality Objectives/Systematic Planning Process Statements

[\(UFP-QAPP Manual Section 2.6.1\)](#)

The primary project quality objectives (PQO) of the planned investigation are to collect PFOS and PFOA data in groundwater. The PQOs were developed for this investigation based on the *Guidance on Systematic Planning Using the Data Quality Objectives Process* (USEPA QA/G-4) (USEPA, 2006) and are presented below.

11.1 Step 1 - Problem Statement

PFOS and PFOA have only been analyzed during prior investigations at Site 5 (Firefighter Trainer) at the NASJRB Willow Grove; therefore, the presence of these compounds in other parts of the base is unknown. An initial round of sampling is required to determine whether they are present in groundwater and surface water at the facility at concentrations above the PHAs levels, and to assess whether offsite migration may be occurring.

11.2 Step 2 – Study Goals

The goal of this study is to obtain a dataset to evaluate the presence of PFOS and PFOA in groundwater and surface water at the NASJRB Willow Grove. To achieve this goal and ensure that appropriate data quality is obtained, Project Screening Levels (PSLs) were identified. PSLs represent the levels that analytical data must meet in order to be of sufficient quality for use in screening against the PHA's levels. The PSLs are not intended to be used as cleanup levels. Refer to Worksheet #15 for the specific PSLs and associated sources.

11.3 Step 3 – Information Inputs

Information inputs will consist of environmental screening data and laboratory analytical data for groundwater samples from monitoring wells, as presented in this SAP. The following information inputs will be compiled to characterize groundwater conditions:

- Field parameters – pH, specific conductivity, turbidity, temperature, dissolved oxygen (DO), and oxidation-reduction potential (ORP) in groundwater.
- Laboratory analytical data – PFOS and PFOA in groundwater and surface water.

11.4 Step 4 – Study Boundaries

The study area consists of monitoring wells and a pond at the NSJRB Willow Grove base. Figure 1 illustrates the sampling locations. In addition, one offsite municipal supply well will be sampled. The on-base sampling is expected to be completed during the week of July 28, 2014, but the schedule for sampling of the municipal well is dependent upon receiving permission to access the well from the water authority.

11.5 Step 5 – Analytical Approach

The analytical approach for the planned investigation is to determine if the collected groundwater and surface water data indicate the presence of PFOS or PFOA above USEPA PHAs, then based on the results, determine the next steps in evaluating PFOS and PFOA at NASJRB Willow Grove.

SAP Worksheet #12: Field Quality Control Samples – Groundwater and Surface Water

[\(UFP-QAPP Manual Section 2.6.2\)](#)

Measurement Performance Criteria Table – Field QC Samples

QC Sample	Analytical Group	Frequency	Data Quality Indicators (DQIs)	Measurement Performance Criteria
Equipment Rinsate Blanks	PFCs	One per 20 field samples per matrix per sampling equipment	Accuracy/Bias/Contamination	No target compounds > ½ LOQ
Field Duplicates		One per 20 field samples per matrix	Precision	RPD ≤ 30%, if both results are ≥2 x LOQ
Matrix Spike/Matrix Spike Duplicate		One per 20 samples, per matrix, per preparation batch	Accuracy/Bias/Precision	Refer to Worksheet 28
Cooler Temperature Indicator		One per cooler	Representativeness	Temperature ≤ 6 degrees Celsius.

SAP Worksheet #14: Summary of Project Tasks

[\(UFP-QAPP Manual Section 2.8.1\)](#)

Groundwater Quality Monitoring and Sample Collection

The monitoring wells will be gauged and sampled in accordance with SOP 3-14 Monitoring Well Sampling and USEPA Region 1 Low-Flow Sampling Guidance (USEPA, 2010). Groundwater samples will be analyzed for PFOA/PFOS. The procedures for well purging and parameter stabilization are provided in the SOP. To the extent practicable, the following measures will be taken during the sampling process to avoid sample contamination during PFC sample collection:

- Sample personnel should not use Post-it Notes or waterproof field notebooks/pens at any time during sample handling or mobilization/demobilization.
- Sample personnel should wear only old, well-laundered (at least 6 washings since purchase) clothing.
- Sample personnel should not wear water-resistant clothing prior or during sample collection.
- Tyvek suits must not be worn during sample handling.
- Powder-free nitrile gloves must be worn at all times while collecting and handling samples.
- Many food and snack products are packaged in wrappers treated with PFCs. Therefore, hands will be thoroughly washed after handling fast food, carryout food, or snacks.
- Pre-wrapped food or snacks (like candy bars, microwave popcorn, etc.) must not be in the possession of the sampling personnel during sampling.
- Blue ice must not be used to cool samples or be used in sample coolers.
- Products containing Teflon® will not be used during sample handling or mobilization/demobilization. This includes tubing and sample container lids.
- Teflon® and PFC free sample containers shall be used.
- Sample bottles must be filled completely to minimize surface to volume ratio.
- PFC-free lab certified water must be used for field blanks.

Groundwater will be measured in the field for water level, pH, specific conductivity, turbidity, temperature, DO, and ORP. Groundwater and surface water samples will be assigned the sample IDs presented in Worksheet #18, 19, 20, and 30. The samples will be placed into the laboratory-supplied containers listed in Worksheet #18, 19, 20, and 30, and transported off-site for analysis of PFOS and PFOA. The laboratory will follow the analytical procedures outlined in the SOPs listed in Worksheet #23. Laboratory QC samples are presented in Worksheet #28.

Purge water will be containerized as IDW and managed in accordance with SOP 3-05 Investigation Derived Waste Management.

Surface Water Quality Sample Collection

One surface water sample will be collected from the pond located directly north of IRP Site 3, as illustrated in Figure 1. The surface water sample will be collected and handled in accordance with SOP 3-10 Surface Water Sampling and analyzed for PFOA/PFOS. In addition to the primary sample, QA/QC samples will be collected in accordance with this SAP.

The samples will be placed into the laboratory-supplied containers listed in Worksheet #18, 19, 20, and 30, and transported off-site for analysis of PFOS and PFOA. The laboratory will follow the analytical procedures outlined in the SOPs listed in Worksheet #23. Laboratory QC samples are presented in Worksheet #28.

Quality Assurance/Quality Control

The QA/QC sample collection frequency is as follows (also shown in Worksheet #12):

- Equipment blanks - 1 per 20 samples
- Field duplicates – (single blind samples) 1 per 20 samples
- Matrix Spike (MS)/Matrix Spike Duplicate (MSD) - 1 per 20 samples

Equipment Decontamination

To the maximum extent possible, Resolution will utilize dedicated and disposable sampling equipment to avoid the potential for cross-contamination of samples due to inadequate decontamination processes. The dedicated/disposable sampling equipment will include disposable polyethylene tubing, disposable gloves, and laboratory-supplied sample bottles. Due to potential sample contamination, the measures listed above for sampling will also be followed, to the extent practicable, for equipment decontamination.

Non-disposable or non-dedicated sampling equipment (e.g. water level indicators, water quality meters, etc.) will be decontaminated prior to sampling and between sample collection in accordance with SOP 3-06 Equipment Decontamination. Cleaning of equipment is performed to prevent cross-contamination between samples and maintain a clean working environment for all personnel. Decontamination will generally consist of a water rinse station to remove gross contamination (if needed), followed by a non-phosphate detergent (e.g., Alconox®) water rinse, and a rinse with de-ionized water. If smaller equipment is to be stored or transported, it will be wrapped in aluminum foil after air-drying. All decontamination water generated during decontamination of sampling equipment will be containerized as IDW and managed in accordance with SOP 3-05 Investigation Derived Waste Management.

Investigation-Derived Waste Management

IDW will be managed in accordance with SOP 3-05 Investigation Derived Waste Management and is expected to consist of purge/well development water, water generated during decontamination processes and personal protective equipment (PPE). IDW generated during well sampling and decontamination activities will be collected in properly labeled 55-gallon drums, sampled for waste characterization, and temporarily staged on-site for subsequent off-site disposal.

Laboratory Coordination, Data Management and Validation

Resolution's Project Chemist will track the samples from collection through analysis and obtain data packages from the laboratories within the appropriate turnaround time (TAT) of sample receipt. A signed certificate of analysis will be provided in the narrative section of each laboratory data package. The laboratory will submit the data in hard copy and an electronic format per the Electronic Data Deliverable (EDD) format specified by Resolution.

Analytical results will be validated according to the procedures in Worksheet #34, 35, and 36 in the parent SAP. The validated analytical data will then be converted and/or verified as compliant with the Navy's NEDD format, and uploaded into the Navy's NIRIS database. Other data generated in the field, as well as reports produced for this project, will be uploaded into appropriate portions of NIRIS, packaged in the appropriate formats (e.g., hard copy and/or electronic), and submitted to the appropriate document distribution lists provided by the Navy.

SAP Worksheet #15: Reference Limits and Evaluation Tables

Matrix: Groundwater

Analytical Group: PFCs

Analyte	CAS No.	Project Action Limit (µg/L)	Project Action Limit Reference	Project Quantitation Limit (PQL) Goal (µg/L)	Laboratory Specific Limits		
					Limit of Quantitation (LOQ)	Limit of Detection (LOD)	Detection Limit (DL)
Perfluorooctanoic acid (PFOA)	335-67-1	0.4	1	0.08	0.04	0.032	0.016
Perfluorooctane sulfonate (PFOS)	2795-39-3	0.2	1	0.04	0.02	0.016	0.008

Matrix: Surface Water

Analytical Group: PFCs

Analyte	CAS No.	Project Action Limit (µg/L)	Project Action Limit Reference	Project Quantitation Limit (PQL) Goal (µg/L)	Laboratory Specific Limits		
					Limit of Quantitation (LOQ)	Limit of Detection (LOD)	Detection Limit (DL)
Perfluorooctanoic acid (PFOA)	335-67-1	0.4	1	0.08	0.04	0.032	0.016
Perfluorooctane sulfonate (PFOS)	2795-39-3	0.2	1	0.04	0.02	0.016	0.008

Notes:

1 - EPA 2012 Edition of the Drinking Water Standards and Health Advisories, EPA 822-S-12-001, Provisional Short-Term Value, April 2012

SAP Worksheet #18, 19, 20 and 30: Field Project Implementation (Field Project Instructions)

[\(UFP-QAPP Manual Section 3.1.1\)](#)

Sample Details

<p style="text-align: center;">O28 NAS JRG Willow Grove Estimated Sampling Date: August 2014</p> <p style="text-align: center;">Accutest Labs Andrea Colby 386-615-8479</p>						Analysis Group	PFOA/PFOS
						Preparation and Analytical Method	EPA 537 Mod
						Analytical Laboratory/ Analytical SOP Reference	SOP# MS014/OP054
						Data Package Turnaround Time	14 days
						Container Type/ Volume required (if different than container volume)	2x120ml HDPE bottle with HDPE-lined cap.
						Preservative	Cool <6C
						Holding Time (Preparation/ Analysis)	14days/28 days
Site	Matrix	Station ID	Sample ID	Coordinates (optional)		Depth/ Sampling Interval	
		X	Y				
Site-1	Groundwater	01MW09S	GW-01MW09S				X
Site-1	Groundwater	01MW10S	GW-01MW10S				X
Site-1	Groundwater	01MW10D	GW-01MW10D				X
Site-2	Groundwater	02MW01S	GW-02MW01S				X
Site-2	Groundwater	02MW01I	GW-02MW01I				X
Site-2	Groundwater	02MW03SI	GW-02MW03SI				X
Site-2	Groundwater	02MW03I	GW-02MW03I				X
Site-2	Groundwater	02MW04S	GW-02MW04S				X
Site-2	Groundwater	02MW04I	GW-02MW04I				X
Site-3	Groundwater	03MW03S	GW-03MW03S				X
Site-3	Groundwater	03MW03SI	GW-03MW03SI				X
Site-3	Groundwater	03MW03I	GW-03MW03I				X
Site-3	Groundwater	03MW04S	GW-03MW04S				X
Site-3	Groundwater	03MW04SI	GW-03MW04SI				X
Site-3	Groundwater	03MW04I	GW-03MW04I				X
Site-3	Groundwater	03MW06S	GW-03MW06S				X
Site-3	Groundwater	03MW06SI	GW-03MW06SI				X
Site-3	Groundwater	03MW06I	GW-03MW06I				X
Site-3	Groundwater	03MW07S	GW-03MW07S				X
Site-4	Groundwater	NELW-1	GW-NELW-1				X
Site-4	Groundwater	NELW-3	GW-NELW-3				X
Site-5	Groundwater	05MW11S	GW-05MW11S				X
Site-5	Groundwater	05MW11I	GW-05MW11I				X
Site-5	Groundwater	05MW11D	GW-05MW11D				X
Site-5	Groundwater	05MW15S	GW-05MW15S				X
Site-5	Groundwater	05MW15I	GW-05MW15I				X

Sample Details

O28 NAS JRG Willow Grove Estimated Sampling Date: August 2014 Accutest Labs Andrea Colby 386-615-8479					Analysis Group		PFOA/PFOS
					Preparation and Analytical Method		EPA 537 Mod
					Analytical Laboratory/ Analytical SOP Reference		SOP# MS014/OP054
					Data Package Turnaround Time		14 days
					Container Type/ Volume required (if different than container volume)		2x120ml HDPE bottle with HDPE-lined cap.
					Preservative		Cool <6C
					Holding Time (Preparation/ Analysis)		14days/28 days
Site	Matrix	Station ID	Sample ID	Coordinates (optional)		Depth/ Sampling Interval	
				X	Y		
Site-7	Groundwater	RR2W-2	GW-RR2W-2				X
Site-7	Groundwater	RR2W-3	GW-RR2W-3				X
Site-7	Groundwater	RR2W-4	GW-RR2W-4				X
Site-10	Groundwater	10MW04	GW-10MW04				X
Site-10	Groundwater	10MW25	GW-10MW25				X
Site-11	Groundwater	11MW23S	GW-11MW23S				X
Site-11	Groundwater	11MW23	GW-11MW23				X
Near Tinius Olsen Property	Groundwater	Tinius Olsen Property(12) MW03	GW-TOP(12)MW03				X
HWSA	Groundwater	HWSA Well No. 26	GW-HWSA26				X
Site 3	Surface Water	Pond	SW-Site 3				X
Field QC Samples							
	Field Duplicate		Same as parent sample+FD			1 per 20 samples	X
	Field Duplicate		Same as parent sample+FD			1 per 20 samples	X
	Matrix Spike		Same as parent sample+MS			1 per 20 samples	X
	Matrix Spike Duplicate		Same as parent sample+MSD			1 per 20 samples	X
	Matrix Spike		Same as parent sample+MS			1 per 20 samples	X
	Matrix Spike Duplicate		Same as parent sample+MSD			1 per 20 samples	X
	Equipment Blank	NA	EB-1			1 per day	X
	Equipment Blank	NA	EB-2			1 per day	X
	Equipment Blank	NA	EB-3			1 per day	X
	Equipment Blank	NA	EB-4			1 per day	X
	Field Blank	NA	FB-1			1 per day	X
	Field Blank	NA	FB-2			1 per day	X
	Field Blank	NA	FB-3			1 per day	X
	Field Blank	NA	FB-4			1 per day	X
						Total Number of Samples to the Laboratory	52

SAP Worksheet #21: Project Sampling SOP References Table

[\(UFP-QAPP Manual Section 3.1.2\)](#)

Below is a list of Standard Operating Procedures (SOPs) that shall be referenced during implementation of this SAP. Copies of SOPs are provided in Appendix A.

Reference Number	Title, Revision Date and / or Number	Originating Organization of Sampling SOP	Equipment Type	Modified for Project Work? (Y/N)	Comments
3-02	Log Books	Resolution		N	
3-03	Record Keeping, Sample Labeling, and Chain-of-Custody	Resolution		N	
3-04	Sampling Handling, Storage and Shipping	Resolution		N	
3-05	IDW Management	Resolution		N	
3-06	Equipment Decontamination	Resolution		N	Avoid specific items (e.g., Teflon®) listed in Worksheet #14 to avoid cross-contamination with samples.
3-10	Surface Water Sampling	Resolution	Dip Sampler, Kemmerer Sampler, Poly Bailer, Peristaltic Pump	N	
3-14	Monitoring Well Sampling	Resolution	YSI, Turbidity Meter, Peristaltic Pump and/or Submersible Bladder Pump, Oil Water Interface Probe	N	Avoid specific items (e.g., Teflon®) listed in Worksheet #14 to avoid cross-contamination with samples.
3-20	Operation and Calibration of a Photoionization Detector	Resolution	PID	N	
3-24	Water Quality Parameter Testing	Resolution	YSI, Turbidity Meter, Peristaltic Pump and/or Submersible Bladder Pump	N	

SAP Worksheet #23: Analytical SOP References Table

[\(UFP-QAPP Manual Section 3.2.1 – Worksheet #23\)](#)

Laboratory Name and Address: Accutest Labs

Point of Contact Name: Andrea Colby

Phone Number: 386-615-8479

ELAP Certification: Accreditation valid through: December 15, 2015

SOP Number	Title, Revision Date, and Number	Definitive or Screening Data	Matrix and Analytical Group	Instrument	Variance to QSM ¹	Modified for Project Work? (Y/N)
MS014	Analysis of Perfluorinated Alkyl Acids by HPLC/MS/MS, May 2014	Definitive	PFCs	Agilent LC/MS/MS	Accutest Laboratories Southeast	No

SAP Worksheet #28 – Laboratory QC Samples Table

[\(UFP-QAPP Manual Section 3.4\)](#)

Matrix: Water

Analytical Group: PFCs

Analytical Method/SOP Reference: EPA Method 537 modified/ SOP MS014

QC Sample	Frequency/ Number	Method/SOP QC Acceptance Limits ¹	Corrective Action	Person(s) Responsible for Corrective Action	Data Quality Indicator (DQI)	Measurement Performance Criteria
Method Blank	1/Batch (20 samples)	No Target Compounds > 1/2RL; no common lab contaminants > RL.	If sufficient sample is available, reanalyze samples. Qualify data as needed. Report results if sample results > 10x blank result or sample results ND.	Analyst / Section Supervisor	Accuracy/Bias- Contamination	No Target Compounds > 1/2RL; no common lab contaminants > RL.
Laboratory Control Sample	1/Batch (20 samples)	%R +/- 30%	Correct problem, then reprepare and reanalyze the LCS and all samples in the associated preparatory batch for failed analytes, if sufficient sample material is available. Contact Client if samples cannot be re-prepared within hold time.	Analyst / Section Supervisor	Accuracy/Bias	Laboratory % Recovery Control Limits
Matrix Spike/Matrix Spike Duplicate	1/Batch (20 samples)	%R should be within the same limits as for the LCS. RPD should be ≤ 30%.	Determine root cause; flag MS/MSD data; discuss in narrative. If due to matrix interference, corrective action is not necessary.	Analyst / Section Supervisor	Accuracy/Bias/ Precision	Laboratory % Recovery / RPD Control Limits
Surrogate	2 per sample, 13C2- PFHxA, 13C2-PFDA	%R +/- 30%	Field samples may be considered affected by matrix. Failed QC sample – correct analytical problem and reanalyze all failed samples.	Analyst / Section Supervisor	Accuracy/Bias	Same as Method/SOP QC Acceptance Limits.

Notes:

This is a summary of the acceptance criteria; refer to the method SOP for specific or more information.
SOPs are reviewed/revised on an annual schedule. The current version will be followed at the time of sample receipt.

REFERENCES

Air Force Center for Environmental Excellence (AFCEE), 1997. *Long Term Monitoring Optimization Guide, Version 1.1*. Major Daniel L. Welch Project Point-of-Contact.

Resolution Consultants, 2013. Sampling and Analysis Plan, 2013 Follow-Up CERFA Activities, NASJRB Willow Grove, PA. December 23.

USEPA, 2013. Emerging Contaminants Fact Sheet – PFOS and PFOA. March 2013.

Figures



PFOA/PFOS Proposed Sampling Locations

-  Monitoring Well to be Sampled
-  Surface Water Sample Location
-  NASJRB Willow Grove Boundary

0 250 500 1,000 Feet



NAVAL AIR STATION JOINT RESERVE BASE
WILLOW GROVE, PA

**FIGURE 1 - PFC GROUNDWATER
AND SURFACE WATER SAMPLING LOCATIONS**

SCALE

PER SCALE BAR

FILE

Groundwater MW Map

REV

DATE

0

7/24/2014

FIGURE NUMBER

Appendix A

Standard Operating Procedures

Logbooks

Procedure 3-02

1.0 Purpose and Scope

- 1.1 This standard operating procedure (SOP) describes the activities and responsibilities pertaining to the identification, use, and control of logbooks and associated field data records.
- 1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

- 2.1 In order to keep the logbook clean, store it in a clean location and use it only when outer gloves used for PPE have been removed.

3.0 Terms and Definitions

3.1 Logbook

A logbook is a bound field notebook with consecutively numbered, water-repellent pages that is clearly identified with the name of the relevant activity, the person assigned responsibility for maintenance of the logbook, and the beginning and ending dates of the entries.

3.2 Data Form

A data form is a predetermined format utilized for recording field data that may become, by reference, a part of the logbook (e.g., soil boring logs, trenching logs, surface soil sampling logs, groundwater sample logs, and well construction logs are data forms).

4.0 Training and Qualifications

- 4.1 The **Contract Task Order (CTO) Manager** or **designee** is responsible for determining which team members shall record information in field logbooks and for obtaining and maintaining control of the required logbooks. The **CTO Manager** shall review the field logbook on at least a monthly basis. The **CTO Manager** or **designee** is responsible for reviewing logbook entries to determine compliance with this procedure and to ensure that the entries meet the project requirements.
- 4.2 A knowledgeable individual such as the **Field Manager**, **CTO Manager**, or **Program Quality Manager** shall perform a technical review of each logbook at a frequency commensurate with the level of activity (weekly is suggested, or, at a minimum, monthly). Document these reviews by the dated signature of the reviewer on the last page or page immediately following the material reviewed.
- 4.3 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 4.4 The **Field Manager** is responsible for ensuring that all **field personnel** follow these procedures and that the logbook is completed properly and daily. The **Field Manager** is also responsible for submitting copies to the **CTO Manager**, who is responsible for filing them and submitting a copy (if required by the CTO Statement of Work).
- 4.5 The **logbook user** is responsible for recording pertinent data into the logbook to satisfy project requirements and for attesting to the accuracy of the entries by dated signature. The **logbook user** is also responsible for safeguarding the logbook while having custody of it.

4.6 All **field personnel** are responsible for the implementation of this procedure.

5.0 Equipment and Supplies

5.1 Field logbooks shall be bound field notebooks with water-repellent pages.

5.2 Pens shall have indelible black ink.

6.0 Procedure

6.1 The field logbook serves as the primary record of field activities. Make entries chronologically and in sufficient detail to allow the writer or a knowledgeable reviewer to reconstruct the applicable events. Store the logbook in a clean location and use it only when outer gloves used for personal protective equipment (PPE) have been removed.

6.2 Individual data forms may be generated to provide systematic data collection documentation. Entries on these forms shall meet the same requirements as entries in the logbook and shall be referenced in the applicable logbook entry. Individual data forms shall reference the applicable logbook and page number. At a minimum, include names of all samples collected in the logbook even if they are recorded elsewhere.

6.3 Enter field descriptions and observations into the logbook, as described in Attachment 1, using indelible black ink.

6.4 Typical information to be entered includes the following:

- Dates (month/day/year) and times (military) of all on-site activities and entries made in logbooks/forms;
- Site name and description;
- Site location by longitude and latitude, if known;
- Weather conditions, including temperature and relative humidity;
- Fieldwork documentation, including site entry and exit times;
- Descriptions of, and rationale for, approved deviations from the work plan (WP) or field sampling plan;
- Field instrumentation readings;
- Names, job functions, and organizational affiliations of on-site personnel;
- Photograph references;
- Site sketches and diagrams made on site;
- Identification and description of sample morphology, collection locations, and sample numbers;
- Sample collection information, including dates (month/day/year) and times (military) of sample collections, sample collection methods and devices, station location numbers, sample collection depths/heights, sample preservation information, sample pH (if applicable), analysis requested (analytical groups), etc., as well as chain-of-custody (COC) information such as sample identification numbers cross-referenced to COC sample numbers;
- Sample naming convention;
- Field quality control (QC) sample information;
- Site observations, field descriptions, equipment used, and field activities accomplished to reconstruct field operations;

- Meeting information;
- Important times and dates of telephone conversations, correspondence, or deliverables;
- Field calculations;
- PPE level;
- Calibration records;
- Contractor and subcontractor information (address, names of personnel, job functions, organizational affiliations, contract number, contract name, and work assignment number);
- Equipment decontamination procedures and effectiveness;
- Laboratories receiving samples and shipping information, such as carrier, shipment time, number of sample containers shipped, and analyses requested; and
- User signatures.

6.5 The logbook shall reference data maintained in other logs, forms, etc. Correct entry errors by drawing a single line through the incorrect entry, then initialing and dating this change. Enter an explanation for the correction if the correction is more than for a mistake.

6.6 At least at the end of each day, the person making the entry shall sign or initial each entry or group of entries.

6.7 Enter logbook page numbers on each page to facilitate identification of photocopies.

6.8 If a person's initials are used for identification, or if uncommon acronyms are used, identify these on a page at the beginning of the logbook.

6.9 At least weekly and preferably daily, the **preparer** shall photocopy and retain the pages completed during that session for backup. This will prevent loss of a large amount of information if the logbook is lost.

7.0 Quality Control and Assurance

7.1 Review per Section 4.2 shall be recorded.

8.0 Records, Data Analysis, Calculations

8.1 Retain the field logbook as a permanent project record. If a particular CTO requires submittal of photocopies of logbooks, perform this as required.

8.2 Deviations from this procedure shall be documented in field records. Significant changes shall be approved by the **Program Quality Manager**.

9.0 Attachments or References

9.1 Attachment 1 – Description of Logbook Entries

9.2 Department of Defense, United States (DoD). 2005. *Uniform Federal Policy for Quality Assurance Project Plans, Part 1: UFP-QAPP Manual*. Final Version 1. DoD: DTIC ADA 427785, EPA-505-B-04-900A. In conjunction with the U. S. Environmental Protection Agency and the Department of Energy. Washington: Intergovernmental Data Quality Task Force. March. On-line updates available at: http://www.epa.gov/fedfac/pdf/ufp_qapp_v1_0305.pdf.

Author	Reviewer	Revisions (Technical or Editorial)
Mark Kromis Program Chemist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue

Attachment 1

Description of Logbook Entries

Logbook entries shall be consistent with Section A.1.4 *Field Documentation SOPs* of the UFP-QAPP Manual (DoD 2005) and contain the following information, as applicable, for each activity recorded. Some of these details may be entered on data forms, as described previously.

Name of Activity	For example, Asbestos Bulk Sampling, Charcoal Canister Sampling, Aquifer Testing.
Task Team Members and Equipment	Name all members on the field team involved in the specified activity. List equipment used by serial number or other unique identification, including calibration information.
Activity Location	Indicate location of sampling area as indicated in the field sampling plan.
Weather	Indicate general weather and precipitation conditions.
Level of PPE	Record the level of PPE (e.g., Level D).
Methods	Indicate method or procedure number employed for the activity.
Sample Numbers	Indicate the unique numbers associated with the physical samples. Identify QC samples.
Sample Type and Volume	Indicate the medium, container type, preservative, and the volume for each sample.
Time and Date	Record the time and date when the activity was performed (e.g., 0830/08/OCT/89). Use the 24-hour clock for recording the time and two digits for recording the day of the month and the year.
Analyses	Indicate the appropriate code for analyses to be performed on each sample, as specified in the WP.
Field Measurements	Indicate measurements and field instrument readings taken during the activity.
Chain of Custody and Distribution	Indicate chain-of-custody for each sample collected and indicate to whom the samples are transferred and the destination.
References	If appropriate, indicate references to other logs or forms, drawings, or photographs employed in the activity.
Narrative (including time and location)	<p>Create a factual, chronological record of the team's activities throughout the day including the time and location of each activity. Include descriptions of general problems encountered and their resolution. Provide the names and affiliations of non-field team personnel who visit the site, request changes in activity, impact the work schedule, request information, or observe team activities. Record any visual or other observations relevant to the activity, the contamination source, or the sample itself.</p> <p>It should be emphasized that logbook entries are for recording data and chronologies of events. The logbook author must include observations and descriptive notations, taking care to be objective and recording no opinions or subjective comments unless appropriate.</p>
Recorded by	Include the signature of the individual responsible for the entries contained in the logbook and referenced forms.
Checked by	Include the signature of the individual who performs the review of the completed entries.

Recordkeeping, Sample Labeling, and Chain-of-Custody

Procedure 3-03

1.0 Purpose and Scope

- 1.1 The purpose of this standard operating procedure is to establish standard protocols for all field personnel for use in maintaining field and sampling activity records, writing sample logs, labeling samples, ensuring that proper sample custody procedures are utilized, and completing chain-of-custody/analytical request forms.
- 1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

Not applicable.

3.0 Terms and Definitions

3.1 Logbook

A logbook is a bound field notebook with consecutively numbered, water-repellent pages that is clearly identified with the name of the relevant activity, the person responsible for maintenance of the logbook, and the beginning and ending dates of the entries.

3.2 Chain-of-Custody

Chain-of-custody (COC) is documentation of the process of custody control. Custody control includes possession of a sample from the time of its collection in the field to its receipt by the analytical laboratory, and through analysis and storage prior to disposal.

4.0 Training and Qualifications

- 4.1 The **CTO Manager** is responsible for determining which team members shall record information in the field logbook and for checking sample logbooks and COC forms to ensure compliance with these procedures. The **CTO Manager** shall review COC forms on a monthly basis at a minimum.
- 4.2 The **CTO Manager** and **Program Quality Manager** are responsible for evaluating project compliance with the Project Procedures Manual.
- 4.3 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 4.4 The **Laboratory Project Manager** or **Sample Control Department Manager** is responsible for reporting any sample documentation or COC problems to the **CTO Manager** or **CTO Laboratory Coordinator** within 24 hours of sample receipt.
- 4.5 The **Field Manager** is responsible for ensuring that all **field personnel** follow these procedures. The **CTO Laboratory Coordinator** is responsible for verifying that the COC/analytical request forms have been completed properly and match the sampling and analysis plan. The **CTO Manager** or **CTO Laboratory Coordinator** is responsible for notifying the **laboratory, data managers, and data validators** in writing if analytical request changes are required as a corrective action. These small changes are different from change orders, which involve changes to the scope of the subcontract with

the laboratory and must be made in accordance with a respective contract (e.g., CLEAN remedial action contract).

- 4.6 All **field personnel** are responsible for following these procedures while conducting sampling activities. **Field personnel** are responsible for recording pertinent data into the logbook to satisfy project requirements and for attesting to the accuracy of the entries by dated signature.

5.0 Procedure

This procedure provides standards for documenting field activities, labeling the samples, documenting sample custody, and completing COC/analytical request forms. The standards presented in this section shall be followed to ensure that samples collected are maintained for their intended purpose and that the conditions encountered during field activities are documented.

5.1 Recordkeeping

The field logbook serves as the primary record of field activities. Make entries chronologically and in sufficient detail to allow the writer or a knowledgeable reviewer to reconstruct each day's events. Field logs such as soil boring logs and ground-water sampling logs will also be used. These procedures are described in Procedure 3-02, *Logbooks*.

5.2 Sample Labeling

Affix a sample label with adhesive backing to each individual sample container. Place clear tape over each label (preferably prior to sampling) to prevent the labels from tearing off, falling off, being smeared, and to prevent loss of information on the label. Record the following information with a waterproof marker on each label:

- Project name or number (optional);
- COC sample number;
- Date and time of collection;
- Sampler's initials;
- Matrix (optional);
- Sample preservatives (if applicable); and
- Analysis to be performed on sample (this shall be identified by the method number or name identified in the subcontract with the laboratory).

These labels may be obtained from the analytical laboratory or printed from a computer file onto adhesive labels.

5.3 Custody Procedures

For samples intended for chemical analysis, sample custody procedures shall be followed through collection, transfer, analysis, and disposal to ensure that the integrity of the samples is maintained. Maintain custody of samples in accordance with the U.S. Environmental Protection Agency (EPA) COC guidelines prescribed in EPA *NEIC Policies and Procedures*, National Enforcement Investigations Center, Denver, Colorado, revised May 1986; EPA *RCRA Ground Water Monitoring Technical Enforcement Guidance Document (TEGD)*; *Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA* (EPA OSWER Directive 9355 3-01); Appendix 2 of the *Technical Guidance Manual for Solid Waste Water Quality Assessment Test (SWAT) Proposals and Reports*; and *Test Methods for Evaluating Solid Waste* (EPA SW-846)

A description of sample custody procedures is provided below.

5.3.1 Sample Collection Custody Procedures

According to the U.S. EPA guidelines, a sample is considered to be in custody if one of the following conditions is met:

- It is in one's actual physical possession or view;
- It is in one's physical possession and has not been tampered with (i.e., it is under lock or official seal);
- It is retained in a secured area with restricted access; and
- It is placed in a container and secured with an official seal such that the sample cannot be reached without breaking the seal.

Place custody seals on sample containers immediately after sample collection and on shipping coolers if the cooler is to be removed from the sampler's custody. Place custody seals in such a manner that they must be broken to open the containers or coolers. Label the custody seals with the following information:

- Sampler's name or initials; and
- Date and time that the sample/cooler was sealed.

These seals are designed to enable detection of sample tampering. An example of a custody seal is shown in Attachment 1.

Field personnel shall also log individual samples onto COC forms (carbon copy or computer generated) when a sample is collected. These forms may also serve as the request for analyses. Procedures for completing these forms are discussed in Section 7.4, indicating sample identification number, matrix, date and time of collection, number of containers, analytical methods to be performed on the sample, and preservatives added (if any). The **samplers** will also sign the COC form signifying that they were the personnel who collected the samples. The COC form shall accompany the samples from the field to the laboratory. When a cooler is ready for shipment to the analytical laboratory, the **person delivering the samples for transport** will sign and indicate the date and time on the accompanying COC form. One copy of the COC form will be retained by the **sampler** and the remaining copies of the COC form shall be placed inside a self-sealing bag and taped to the inside of the cooler. Each cooler must be associated with a unique COC form. Whenever a transfer of custody takes place, **both parties** shall sign and date the accompanying carbon copy COC forms, and the **individual relinquishing the samples** shall retain a copy of each form. One exception is when the samples are shipped; the **delivery service personnel** will not sign or receive a copy because they do not open the coolers. The **laboratory** shall attach copies of the completed COC forms to the reports containing the results of the analytical tests. An example COC form is provided in Attachment 2.

5.3.2 Laboratory Custody Procedures

The following custody procedures are to be followed by an **independent laboratory** receiving samples for chemical analysis; the procedures in their Naval Facilities Engineering Service Center-evaluated Laboratory Quality Assurance Plan must follow these same procedures. A **designated sample custodian** shall take custody of all samples upon their arrival at the analytical laboratory. The **custodian** shall inspect all sample labels and COC forms to ensure that the information is consistent, and that each is properly completed. The **custodian** will also measure the temperature of the temperature blank in the coolers upon arrival using either a National Institute for Standards and Technology calibrated thermometer or an infra-red temperature gun. The **custodian** shall note the condition of the samples including:

- If the samples show signs of damage or tampering;
- If the containers are broken or leaking;
- If headspace is present in sample vials;
- If proper preservation of samples has occurred (made by pH measurement, except volatile organic compounds [VOCs] and purgeable total petroleum hydrocarbons [TPH] and temperature). The pH of VOC and purgeable TPH samples will be checked by the **laboratory analyst** after the sample aliquot has been removed from the vial for analysis; and
- If any sample holding times have been exceeded.

All of the above information shall be documented on a sample receipt sheet by the **custodian**.

Discrepancies or improper preservation shall be noted by the **laboratory** as an out-of-control event and shall be documented on an out-of-control form with corrective action taken. The out-of-control form shall be signed and dated by the **sample control custodian** and **any other persons** responsible for corrective action. An example of an out-of-control form is included as Attachment 4.

The **custodian** shall then assign a unique laboratory number to each sample and distribute the samples to secured storage areas maintained at 4 degrees Celsius (soil samples for VOC analysis are to be stored in a frozen state until analysis). The unique laboratory number for each sample, COC sample number, client name, date and time received, analysis due date, and storage shall also be manually logged onto a sample receipt record and later entered into the laboratory's computerized data management system. The **custodian** shall sign the shipping bill and maintain a copy.

Laboratory personnel shall be responsible for the care and custody of samples from the time of their receipt at the laboratory through their exhaustion or disposal. Samples should be logged in and out on internal laboratory COC forms each time they are removed from storage for extraction or analysis.

5.4 **Completing COC/Analytical Request Forms**

COC form/analytical request form completion procedures are crucial in properly transferring the custody and responsibility of samples from field personnel to the laboratory. This form is important for accurately and concisely requesting analyses for each sample; it is essentially a release order from the analysis subcontract.

Attachment 2 is an example of a generic COC/analytical request form that may be used by **field personnel**. Multiple copies may be tailored to each project so that much of the information described below need not be handwritten each time. Attachment 3 is an example of a completed site-specific COC/analytical request form, with box numbers identified and discussed in text below.

COC forms tailored to each CTO can be drafted and printed onto multi-ply forms. This eliminates the need to rewrite the analytical methods column headers each time. It also eliminates the need to write the project manager, name, and number; QC Level; TAT; and the same general comments each time.

Complete one COC form per cooler. Whenever possible, place all VOC analyte vials into one cooler in order to reduce the number of trip blanks. Complete all sections and be sure to sign and date the COC form. One copy of the COC form must remain with the field personnel.

Box 2 **Bill To:** List the name and address of the person/company to bill only if it is not in the subcontract with the laboratory.

Box 3 **Sample Disposal Instructions:** These instructions will be stated in the Master Service Agreement or each CTO statement of work with each laboratory.

Shipment Method: State the method of shipment (e.g., hand carry or air courier via FedEx or DHL).

Comments: This area shall be used by the field team to communicate observations, potential hazards, or limitations that may have occurred in the field or additional information regarding analysis (e.g., a specific metals list, samples expected to contain high analyte concentrations).

Box 4 **Cooler No.:** This will be written on the inside or outside of the cooler and shall be included on the COC. Some laboratories attach this number to the trip blank identification, which helps track samples for VOC analysis. If a number is not on the cooler, field personnel shall assign a number, write it on the cooler, and write it on the COC.

QC Level: Enter the reporting quality control (QC) requirements (e.g., Full Data Package, Summary Data Package).

Turnaround time (TAT): TAT will be determined by a sample delivery group (SDG), which may be formed over a 14-day period, not to exceed 20 samples. Once the SDG has been completed, standard TAT is 21 calendar days from receipt of the last sample in the SDG. Entering NORMAL or STANDARD in this field will be acceptable. If quicker TAT is required, it shall be in the subcontract with the laboratory and reiterated on each COC to remind the laboratory.

Box 5 **Type of Containers:** Write the type of container used (e.g., 1-liter glass amber, for a given parameter in that column).

Preservatives: Field personnel must indicate on the COC the correct preservative used for the analysis requested. Indicate the pH of the sample (if tested) in case there are buffering conditions found in the sample matrix.

Box 6 **Sample Identification (ID) Number:** This is typically a five-character alphanumeric identifier used by the contractor to identify samples. The use of this identifier is important since the laboratories are restricted to the number of characters they are able to use. Sample numbering shall be in accordance with the project-specific sampling and analysis plan.

Description (Sample ID): This name will be determined by the location and description of the sample, as described in the project-specific sampling and analysis plan. This sample identification should not be submitted to the laboratory, but should be left blank. If a computer COC version is used, the sample identification can be input, but printed with this block black. A cross-referenced list of the COC Sample Number and sample identification must be maintained separately.

Date Collected: Record the collection date in order to track the holding time of the sample. Note: For trip blanks, record the date it was placed in company with samples.

Time Collected: When collecting samples, record the time the sample is first collected. Use of the 24-hour military clock will avoid a.m. or p.m. designations (e.g., 1815 instead of 6:15 p.m.). Record local time; the laboratory is responsible for calculating holding times to local time.

Lab ID: This is for laboratory use only.

-
- Box 7 **Matrix/QC:** Identify the matrix (e.g., water, soil, air, tissue, fresh water sediment, marine sediment, or product). If a sample is expected to contain high analyte concentrations (e.g., a tank bottom sludge or distinct product layer), notify the laboratory in the comment section. Mark an "X" for the sample(s) that have extra volume for laboratory QC matrix spike/matrix spike duplicate (MS/MSD) purposes. The sample provided for MS/MSD purposes is usually a field duplicate.
- Box 8 **Analytical Parameters:** Enter the parameter by descriptor and the method number desired (e.g., BTEX 8260B, PAHs 8270C, etc.). Whenever practicable, list the parameters as they appear in the laboratory subcontract to maintain consistency and avoid confusion.
- If the COC does not have a specific box for number of sample containers, use the boxes below the analytical parameter, to indicate the number of containers collected for each parameter.
- Box 9 **Sampler's Signature:** The person who collected samples must sign here.
- Relinquished By:** The person who turned over the custody of the samples to a second party other than an express mail carrier, such as FedEx or DHL, must sign and date here.
- Received By:** Typically, a representative of the receiving laboratory signs and dates here. Or, a field crew member who delivered the samples in person from the field to the laboratory might sign here. A courier, such as FedEx or DHL, does not sign here because they do not open the coolers. It must also be used by the prime contracting laboratory when samples are to be sent to a subcontractor.
- Relinquished By:** In the case of subcontracting, the primary laboratory will sign and date the Relinquished By space and fill out an additional COC to accompany the samples being subcontracted.
- Received By (Laboratory):** This space is for the final destination (e.g., at a subcontracted laboratory). A representative of the final destination (e.g., subcontracted laboratory) must sign and date here.
- Box 10 **Lab No. and Questions:** This box is to be filled in by the laboratory only.
- Box 11 **Control Number:** This number is the "COC" followed by the first contractor identification number in that cooler, or contained on that COC. This control number must be unique (i.e., never used twice). Record the date the COC is completed. It should be the same date the samples are collected.
- Box 12 **Total # of Containers:** Sum the number of containers in that row.
- Box 13 **Totals:** Sum the number of containers in each column. Because COC forms contain different formats depending on who produced the form, not all of the information listed in items 1 to 13 may be recorded; however, as much of this information as possible shall be included.
-

6.0 Quality Control and Assurance

- 6.1 Recordkeeping, sample labeling, and chain-of-custody activities must incorporate quality control measures to ensure accuracy and completeness.
- 6.2 Deviations from this procedure or the project-specific CTO work plan shall be documented in field records. Significant changes shall be approved by the **Program Quality Manager**.

7.0 Records, Data Analysis, Calculations

- 7.1 The COC/analytical request form shall be faxed approximately daily to the **CTO Laboratory Coordinator** for verification of accuracy. Following the completion of sampling activities, the sample

logbook and COC forms will be transmitted to the **CTO Manager** for storage in project files. The **data validators** shall receive a copy also. The original COC/analytical request form shall be submitted by the **laboratory** along with the data delivered. Any changes to the analytical requests that are required shall be made in writing to the laboratory. A copy of this written change shall be sent to the data validators and placed in the project files. The reason for the change shall be included in the project files so that recurring problems can be easily identified.

- 7.2 Deviations from this procedure or the project-specific sampling and analysis plan shall be documented in the records. Significant changes shall be approved by the **Program Quality Manager**.

8.0 Attachments or References

- 8.1 Attachment 1 – Chain-of-Custody Seal
- 8.2 Attachment 2 – Generic Chain-of-Custody/Analytical Request Form
- 8.3 Attachment 3 – Sample Completed Chain-of-Custody
- 8.4 Attachment 4 – Sample Out-of-Control Form
- 8.5 Environmental Protection Agency, United States (EPA). 1988. *Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA*. Interim Final. EPA/540/G-89/004. Office of Emergency and Remedial Response. October.
- 8.6 EPA. 1992. *RCRA Groundwater Monitoring Draft Technical Guidance*. EPA/530/R-93/001. Office of Solid Waste. November.
- 8.7 EPA. 1997. Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, SW-846. 3rd ed., Final Update IIIA. Office of Solid Waste.
- 8.8 Water Resources Control Board, State of California. 1988. *Technical Guidance Manual for Solid Waste Water Quality Assessment Test (SWAT) Proposals and Reports*. August.
- 8.9 Procedure 3-02, *Logbooks*.

Author	Reviewer	Revisions (Technical or Editorial)
Mark Kromis Program Chemist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue

Attachment 1

Chain-of-Custody Seal

CHAIN-OF-CUSTODY SEAL

<i>[LABORATORY]</i>	SAMPLE NO.	DATE	SEAL BROKEN BY
	SIGNATURE		DATE
	PRINT NAME AND TITLE (<i>Inspector, Analyst or Technician</i>)		

Attachment 2 Generic Chain-of-Custody/Analytical Request Form

M901378

CHAIN OF CUSTODY RECORD												Page ____ of ____	
Client/Project Name:				Project Location:				Analysis Requested					
Project Number:				Field Logbook No.:									
Sampler: (Print Name)/Affiliation:				Chain of Custody Tape No.:									
Signature:				Send Results/Report to:									
Field Sample No./ Identification	Date	Time	Grab	Comp	Sample Container (Size/Mat)	Sample Type (Liquid, Sludge, Etc.)	Preservative	Field Filtered				Lab I.D.	Remarks
Relinquished by: (Print Name)				Date:	Received by: (Print Name)				Date:	Analytical Laboratory (Destination):			
Signature:				Time:	Signature:				Time:				
Relinquished by: (Print Name)				Date:	Received by: (Print Name)				Date:				
Signature:				Time:	Signature:				Time:				
Relinquished by: (Print Name)				Date:	Received by: (Print Name)				Date:				
Signature:				Time:	Signature:				Time:	Serial No.			

Attachment 4 Sample Out-of-Control Form

OUT OF CONTROL FORM	Status	Date	Initial
	Noted OOC		
	Submit for CA*		
	Resubmit for CA*		
	Completed		

Date Recognized:	By:	Samples Affected (List by Accession AND Sample No.)
Dated Occurred:	Matrix	
Parameter (Test Code):	Method:	
Analyst:	Supervisor:	
1. Type of Event (Check all that apply)	2. Corrective Action (CA)* (Check all that apply)	
<input type="checkbox"/> Calibration Corr. Coefficient <0.995	<input type="checkbox"/> Repeat calibration	
<input type="checkbox"/> %RSD>20%	<input type="checkbox"/> Made new standards	
<input type="checkbox"/> Blank >MDL	<input type="checkbox"/> Reran analysis	
<input type="checkbox"/> Does not meet criteria:	<input type="checkbox"/> Sample(s) redigested and rerun	
<input type="checkbox"/> Spike	<input type="checkbox"/> Sample(s) reextracted and rerun	
<input type="checkbox"/> Duplicate	<input type="checkbox"/> Recalculated	
<input type="checkbox"/> LCS	<input type="checkbox"/> Cleaned system	
<input type="checkbox"/> Calibration Verification	<input type="checkbox"/> Ran standard additions	
<input type="checkbox"/> Standard Additions	<input type="checkbox"/> Notified	
<input type="checkbox"/> MS/MSD	<input type="checkbox"/> Other (please explain)	
<input type="checkbox"/> BS/BSD		
<input type="checkbox"/> Surrogate Recovery		
<input type="checkbox"/> Calculations Error		
<input type="checkbox"/> Holding Times Missed		
<input type="checkbox"/> Other (Please explain)	Comments:	

3. Results of Corrective Action	
<input type="checkbox"/>	Return to Control (indicated with)
<input type="checkbox"/>	Corrective Actions Not Successful - DATA IS TO BE FLAGGED with _____.

Analyst:	Date:
Supervisor:	Date:
QA Department:	Date:

Sample Handling, Storage, and Shipping

Procedure 3-04

1.0 Purpose and Scope

- 1.1 This standard operating procedure describes the actions to be used by personnel engaged in handling, storing, and transporting samples. The objective is to obtain samples of actual conditions with as little alteration as possible.
- 1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

- 2.1 Avoid lifting heavy coolers with back muscles; instead, use leg muscles or dollies.
- 2.2 Wear proper gloves, such as blue nitrile and latex, as defined in the project-specific health and safety plan, when handling sample containers to avoid contacting any materials that may have spilled out of the sample containers.

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

- 4.1 The Contract Task Order (CTO) Manager and the Laboratory Project Manager are responsible for identifying instances of non-compliance with this procedure and ensuring that future sample transport activities comply with this procedure.
- 4.2 The Field Manager is responsible for ensuring that all samples are shipped according to this procedure.
- 4.3 Field personnel are responsible for the implementation of this procedure.
- 4.4 The Program Quality Manager is responsible for ensuring that sample handling, storage, and transport activities conducted during all CTOs comply with this procedure.
- 4.5 All field personnel are responsible for the implementation of this procedure.

5.0 Procedure

5.1 Handling and Storage

Immediately following collection, label all samples according to Procedure 3-03, *Recordkeeping, Sample Labeling, and Chain-of-Custody*. The lids of the containers shall not be sealed with duct tape, but may be covered with custody seals or placed directly into self-sealing bags. Place the sample containers in an insulated cooler with frozen gel packs (e.g., "blue ice") or ice in double, sealed self-sealing bags. Samples should occupy the lower portion of the cooler, while the ice should occupy the upper portion. Place an absorbent material (e.g., proper absorbent cloth material) on the bottom of the cooler to contain liquids in case of spillage. Fill all empty space between sample containers with Styrofoam® "peanuts" or other appropriate material. Prior to shipping, wrap glass sample containers on the sides, tops, and bottoms with bubble wrap or other appropriate padding and/or surround them in Styrofoam to

prevent breakage during transport. Pack all glass containers for water samples in an upright position, never stacked or on their sides. Prior to shipment, replace the ice or cold packs in the coolers so that samples will be maintained as close to 4 degrees Celsius (°C) as possible from the time of collection through transport to the analytical laboratory. Ship samples within 24 hours or on a schedule allowing the laboratory to meet holding times for analyses. The procedures for maintaining sample temperatures at 4°C pertain to all field samples.

5.2 Shipping

Follow all appropriate U.S. Department of Transportation regulations (e.g., 49 Code of Federal Regulations [CFR], Parts 171-179) for shipment of air, soil, water, and other samples. Elements of these procedures are summarized below.

5.2.1 Hazardous Materials Shipment

Field personnel must state whether any sample is suspected to be a hazardous material. A sample should be assumed hazardous unless enough evidence exists to indicate it is non-hazardous. If not suspected to be hazardous, shipments may be made as described in the Section 5.2.2 for non-hazardous materials. If hazardous, follow the procedures summarized below.

Any substance or material that is capable of posing an unreasonable risk to life, health, or property when transported is classified as hazardous. Perform hazardous materials identification by checking the list of dangerous goods for that particular mode of transportation. If not on that list, materials can be classified by checking the Hazardous Materials Table (49 CFR 172.102 including Appendix A) or by determining if the material meets the definition of any hazard class or division (49 CFR Part 173), as listed in Attachment 2.

All persons shipping hazardous materials must be properly trained in the appropriate regulations, as required by HM-126F, Training for Safe Transportation of Hazardous Materials (49 CFR HM-126F Subpart H). The training covers loading, unloading, handling, storing, and transporting of hazardous materials, as well as emergency preparedness in the case of accidents. Carriers, such as commercial couriers, must also be trained. Modes of shipment include air, highway, rail, and water.

When shipping hazardous materials, including bulk chemicals or samples suspected of being hazardous, the proper shipping papers (49 CFR 172 Subpart C), package marking (49 CFR 172 Subpart D), labeling (49 CFR 172 Subpart E), placarding (49 CFR 172 Subpart F, generally for carriers), and packaging must be used. Attachment 1 shows an example of proper package markings. Refer to a copy of 49 CFR each time hazardous materials/potentially hazardous samples are shipped.

According to Section 2.7 of the International Air Transport Association Dangerous Goods Regulations publication, very small quantities of certain dangerous goods may be transported without certain marking and documentation requirements as described in 49 CFR Part 172; however, other labeling and packing requirements must still be followed. Attachment 2 shows the volume or weight for different classes of substances. A "Dangerous Goods in Excepted Quantities" label must be completed and attached to the associated shipping cooler (Attachment 3). Certain dangerous goods are not allowed on certain airlines in any quantity.

As stated in item 4 of Attachment 4, the Hazardous Materials Regulations do not apply to hydrochloric acid (HCl), nitric acid (HNO₃), sulfuric acid (H₂SO₄), and sodium hydroxide (NaOH) added to water samples if their pH or percentage by weight criteria is met. These samples may be shipped as non-hazardous materials as discussed below.

5.2.2 Non-Hazardous Materials Shipment

If the samples are suspected to be non-hazardous based on previous site sample results, field screening results, or visual observations, if applicable, then samples may be shipped as non-hazardous.

When a cooler is ready for shipment to the laboratory, place two copies of the chain-of-custody form inside a self-sealing bag and tape it to the inside of the insulated cooler. Then, seal the cooler with waterproof tape and label it with "Fragile," "This-End-Up" (or directional arrows pointing up), or other appropriate notices. Place chain-of-custody seals on the coolers as discussed in Procedure 3-03, *Recordkeeping, Sample Labeling, and Chain-of-Custody*.

5.2.3 Shipments from Outside the Continental United States

Shipment of sample coolers to the United States from locations outside the continental United States is controlled by the U.S. Department of Agriculture (USDA) and is subject to their inspection and regulation. A "USDA Soil Import Permit" is required to prove that the receiving analytical laboratory is certified by the USDA to receive and properly dispose of soil. In addition, all sample coolers must be inspected by a USDA representative, affixed with a label indicating that the coolers contain environmental samples, and accompanied by shipping forms stamped by the USDA inspector prior to shipment.

In addition, the U.S. Customs Service must clear samples shipped from U.S. territorial possessions or foreign countries upon entry into the United States. As long as the commercial invoice is properly completed (see below), shipments typically pass through U.S. Customs Service without the need to open coolers for inspection.

Completion and use of proper paperwork will, in most cases, minimize or eliminate the need for the USDA and U.S. Customs Service to inspect the contents. Attachment 5 shows an example of how paperwork may be placed on the outside of coolers for non-hazardous materials. For hazardous materials, refer to Section 5.2.1.

In summary, tape the paperwork listed below to the outside of the coolers to accompany sample shipments. If a shipment is made up of multiple pieces (e.g., more than one cooler), the paperwork need only be attached to one cooler, provided that the courier agrees. All other coolers in the shipment need only to be taped and have the address and chain-of-custody seals affixed.

1. **Courier Shipping Form & Commercial Invoice:** See Attachment 6 and Attachment 7 for examples of the information to be included on the commercial invoices for soil and water, respectively. Place the courier shipping form and commercial invoice inside a clear, plastic, adhesive-backed pouch that adheres to the package (typically supplied by the courier) and place it on the cooler lid as shown in Attachment 5.
2. **Soil Import Permit (soil only):** See Attachment 8 and Attachment 9 for examples of the soil import permit and soil samples restricted entry labels, respectively. The laboratory shall supply these documents prior to mobilization. The USDA often stops shipments of soil without these documents. Staple together the 2-inch × 2-inch USDA label (described below) and soil import permit, and place them inside a clear plastic pouch. The courier typically supplies the clear, plastic, adhesive-backed pouches that adhere to the package.

Placing one restricted entry label as shown in Attachment 5 (covered with clear packing tape) and one stapled to the actual permit is suggested.

The USDA does not control water samples, so the requirements for soil listed above do not apply.

3. **Chain-of-Custody Seals:** The laboratory should supply the seals. CTO personnel must sign and date these. At least two seals should be placed in such a manner that they stick to both the cooler lid and body. Placing the seals over the tape (as shown in Attachment 5), then covering it with clear packing tape is suggested. This prevents the seal from coming loose and enables detection of tampering.
4. **Address Label:** Affix a label stating the destination (laboratory address) to each cooler.
5. **Special Requirements for Hazardous Materials:** See Section 5.2.1.

Upon receipt of sample coolers at the laboratory, the sample custodian shall inspect the sample containers as discussed in Procedure 3-03, *Recordkeeping, Sample Labeling, and Chain-of-Custody*. The samples shall then be immediately extracted and/or analyzed, or stored in a refrigerated storage area until they are removed for extraction and/or analysis. Whenever the samples are not being extracted or analyzed, they shall be returned to refrigerated storage.

6.0 Quality Control and Assurance

- 6.1 Sample handling, storage, and shipping must incorporate quality control measures to ensure conformance to these and the project requirements.

7.0 Records, Data Analysis, Calculations

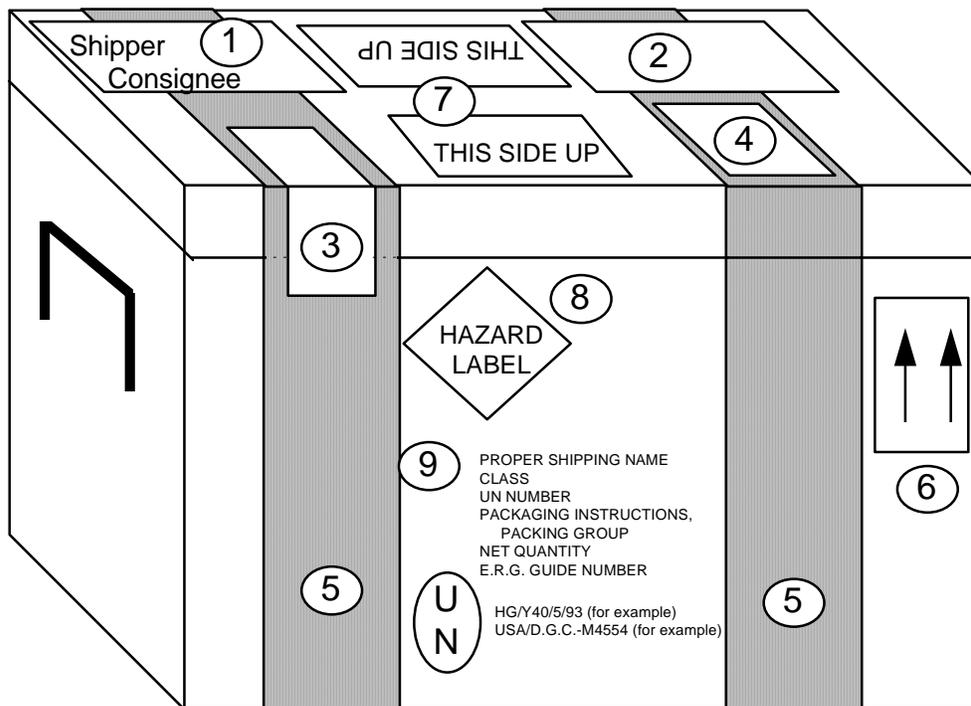
- 7.1 Maintain records as required by implementing these procedures.
- 7.2 Deviations from this procedure or the project-specific sampling and analysis plan shall be documented in field records. Significant changes shall be approved by the Program Quality Manager.

8.0 Attachments or Reference

- 8.1 Attachment 1 – Example Hazardous Material Package Marking
- 8.2 Attachment 2 – Packing Groups
- 8.3 Attachment 3 – Label for Dangerous Goods in Excepted Quantities
- 8.4 Attachment 4 – SW-846 Preservative Exception
- 8.5 Attachment 5 – Non-Hazardous Material Cooler Marking Figure for Shipment from Outside the Continental United States
- 8.6 Attachment 6 – Commercial Invoice – Soil
- 8.7 Attachment 7 – Commercial Invoice – Water
- 8.8 Attachment 8 – Soil Import Permit
- 8.9 Attachment 9 – Soil Samples Restricted Entry Labels
- 8.10 NAVSEA T0300-AZ-PRO-010. *Navy Environmental Compliance Sampling and Field Testing Procedures Manual*. August 2009.
- 8.11 Procedure 3-03, *Recordkeeping, Sample Labeling, and Chain-of-Custody*.

Author	Reviewer	Revisions (Technical or Editorial)
Mark Kromis Program Chemist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue

Attachment 1 Example Hazardous Material Package Marking



- | | |
|--|---|
| ① AIR BILL/COMMERCIAL INVOICE | ⑥ DIRECTION ARROWS STICKER - TWO REQUIRED |
| ② USDA PERMIT (Letter to Laboratory from USDA) | ⑦ THIS SIDE UP STICKERS |
| ③ CUSTODY SEAL | ⑧ HAZARD LABEL |
| ④ USDA 2" X 2" SOIL IMPORT PERMIT | ⑨ HAZARDOUS MATERIAL INFORMATION |
| ⑤ WATERPROOF STRAPPING TAPE | ⑩ PACKAGE SPECIFICATIONS |

Attachment 2 Packing Groups

PACKING GROUP OF THE SUBSTANCE	PACKING GROUP I		PACKING GROUP II		PACKING GROUP III	
CLASS or DIVISION of PRIMARY or SUBSIDIARY RISK	Packagings		Packagings		Packagings	
	Inner	Outer	Inner	Outer	Inner	Outer
1: Explosives	----- Forbidden ^(Note A) -----					
2.1: Flammable Gas	----- Forbidden ^(Note B) -----					
2.2: Non-Flammable, non-toxic gas	----- See Notes A and B -----					
2.3: Toxic gas	----- Forbidden ^(Note A) -----					
3: Flammable liquid	30 mL	300 mL	30 mL	500 mL	30 mL	1 L
4.1 Self-reactive substances	Forbidden		Forbidden		Forbidden	
4.1: Other flammable solids	Forbidden		30 g	500 g	30 g	1 kg
4.2: Pyrophoric substances	Forbidden		Not Applicable		Not Applicable	
4.2 Spontaneously combustible substances	Not Applicable		30 g	500 g	30 g	1 kg
4.3: Water reactive substances	Forbidden		30 g or 30 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L
5.1: Oxidizers	Forbidden		30 g or 30 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L
5.2: Organic peroxides ^(Note C)	See Note A		30 g or 30 mL	500 g or 250 mL	Not Applicable	
6.1: Poisons - Inhalation toxicity	Forbidden		1 g or 1 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L
6.1: Poisons - oral toxicity	1 g or 1 mL	300 g or 300 mL	1 g or 1 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L
6.1: Poisons - dermal toxicity	1 g or 1 mL	300 g or 300 mL	1 g or 1 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L
6.2: Infectious substances	----- Forbidden ^(Note A) -----					
7: Radioactive material ^(Note D)	----- Forbidden ^(Note A) -----					
8: Corrosive materials	Forbidden		30 g or 30 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L
9: Magnetized materials	----- Forbidden ^(Note A) -----					
9: Other miscellaneous materials ^(Note E)	Forbidden		30 g or 30 mL	500 g or 500 mL	30 g or 30 mL	1 kg or 1 L

Note A: Packing groups are not used for this class or division.

Note B: For inner packagings, the quantity contained in receptacle with a water capacity of 30 mL. For outer packagings, the sum of the water capacities of all the inner packagings contained must not exceed 1 L.

Note C: Applies only to Organic Peroxides when contained in a chemical kit, first aid kit or polyester resin kit.

Note D: See 6.1.4.1, 6.1.4.2, and 6.2.1.1 through 6.2.1.7, radioactive material in excepted packages.

Note E: For substances in Class 9 for which no packing group is indicated in the List of Dangerous Goods, Packing Group II quantities must be used.

Attachment 3 Dangerous Goods in Excepted Quantities

DANGEROUS GOODS IN EXCEPTED QUANTITIES							
<p>This package contains dangerous goods in excepted small quantities and is in all respects in compliance with the applicable international and national government regulations and the IATA Dangerous Goods Regulations.</p>							
<p>_____</p> <p style="text-align: center;">Signature of Shipper</p>							
<p>_____</p> <p>Title</p>				<p>_____</p> <p>Date</p>			
<p>_____</p> <p>Name and address of Shipper</p>							
<p>This package contains substance(s) in Class(es) (check applicable box(es))</p>							
Class:	2	3	4	5	6	8	9
	<input type="checkbox"/>						
<p>and the applicable UN Numbers are:</p>							

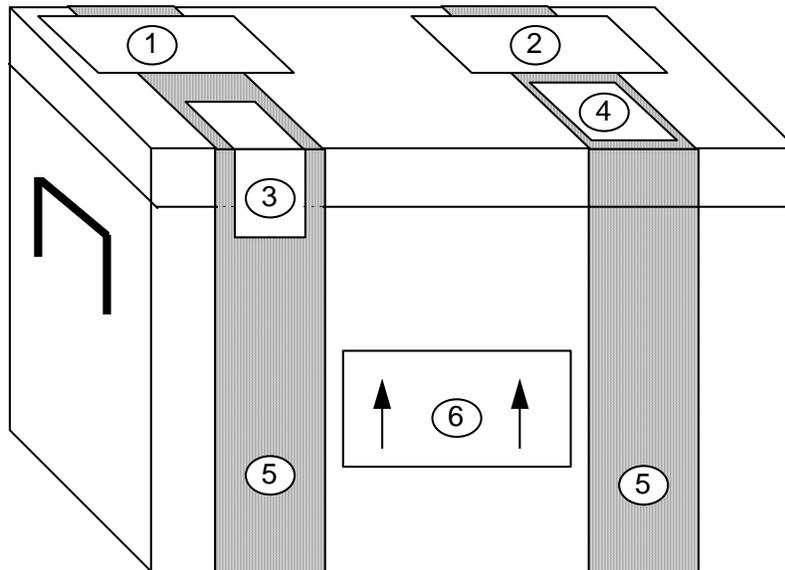
Attachment 4

SW-846 Preservative Exception

Measurement	Vol. Req. (mL)	Container ²	Preservative ^{3,4}	Holding Time ⁵
MBAS	250	P, G	Cool, 4°C	48 Hours
NTA	50	P, G	Cool, 4°C	24 Hours

1. More specific instructions for preservation and sampling are found with each procedure as detailed in this manual. A general discussion on sampling water and industrial wastewater may be found in ASTM, Part 31, p. 72-82 (1976) Method D-3370.
2. Plastic (P) or Glass (G). For metals, polyethylene with a polypropylene cap (no liner) is preferred.
3. Sample preservation should be performed immediately upon sample collection. For composite samples each aliquot should be preserved at the time of collection. When use of an automated sampler makes it impossible to preserve each aliquot, then samples may be preserved by maintaining at 4°C until compositing and sample splitting is completed.
4. When any sample is to be shipped by common carrier or sent through the United States Mail, it must comply with the Department of Transportation Hazardous Materials Regulations (49 CFR Part 172). The person offering such material for transportation is responsible for ensuring such compliance. For the preservation requirements of Table 1, the Office of Hazardous Materials, Materials Transportation Bureau, Department of Transportation has determined that the Hazardous Materials regulations do not apply to the following materials: Hydrochloric acid (HCl) in water solutions at concentration of 0.04% by weight or less (pH about 1.96 or greater); Nitric acid (HNO₃) in water solutions at concentrations of 0.15% by weight or less (pH about 1.62 or greater); Sulfuric acid (H₂SO₄) in water solutions at concentrations of 0.35% by weight or less (pH about 1.15 or greater); Sodium hydroxide (NaOH) in water solutions at concentrations of 0.080% by weight or less (pH about 12.30 or less).
5. Samples should be analyzed as soon as possible after collection. The times listed are the maximum times that samples may be held before analysis and still considered valid. Samples may be held for longer periods only if the permittee, or monitoring laboratory, has data on file to show that the specific types of sample under study are stable for the longer time, and has received a variance from the Regional Administrator. Some samples may not be stable for the maximum time period given in the table. A permittee, or monitoring laboratory, is obligated to hold the sample for a shorter time if knowledge exists to show this is necessary to maintain sample stability.
6. Should only be used in the presence of residual chlorine.

Attachment 5 Non-Hazardous Material Cooler Marking Figure for Shipment from Outside the Continental United States



- ① AIR BILL/COMMERCIAL INVOICE
- ② USDA PERMIT (Letter to Laboratory from USDA)
- ③ CUSTODY SEAL
- ④ USDA 2" X 2" SOIL IMPORT PERMIT
- ⑤ WATERPROOF STRAPPING TAPE
- ⑥ DIRECTION ARROWS STICKER - TWO REQUIRED

Attachment 6 Commercial Invoice – Soil

DATE OF EXPORTATION <i>1/1/94</i>				EXPORT REFERENCES (i.e., order no., invoice no., etc.) <CJO #>				
SHIPPER/EXPORTER (complete name and address) <i>Joe Smith Ogden c/o <hotel name> <hotel address></i>				CONSIGNEE <i>Sample Receipt <Lab Name> <Lab Address></i>				
COUNTRY OF EXPORT <i>Guam, USA</i>				IMPORTER - IF OTHER THAN CONSIGNEE				
COUNTRY OF ORIGIN OF GOODS <i>Guam, USA</i>								
COUNTRY OF ULTIMATE DESTINATION <i>USA</i>								
INTERNATIONAL AIR WAYBILL NO.				<div style="border: 1px solid black; width: 200px; height: 20px; margin: 0 auto;"></div> (NOTE: All shipments must be accompanied by a Federal Express International Air Waybill)				
MARKS/NOS	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS	QTY	UNIT OF MEASURE	WEIGHT	UNIT VALUE	TOTAL VALUE
	<i>3</i>	<i>coolers</i>	<i>Soil samples for laboratory analysis only</i>				<i>\$1.00</i>	<i>\$3.00</i>
	TOTAL NO. OF PKGS.					TOTAL WEIGHT		TOTAL INVOICE VALUE
	<i>3</i>							<i>\$3.00</i>
Check one <input type="checkbox"/> F.O.B. <input type="checkbox"/> C&F <input type="checkbox"/> C.I.F.								

THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION SHOWN.

DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

I DECLARE ALL THE INFORMATION CONTAINED IN THIS INVOICE TO BE TRUE AND CORRECT

SIGNATURE OF SHIPPER/EXPORTER (Type name and title and sign)

Joe Smith, Ogden

Joe Smith

1/1/94

Name/Title

Signature

Date

Attachment 7 Commercial Invoice – Water

DATE OF EXPORTATION <i>1/1/94</i>			EXPORT REFERENCES (i.e., order no., invoice no., etc.) <CJO #>					
SHIPPER/EXPORTER (complete name and address) <i>Joe Smith Ogden c/o <hotel name> <hotel address></i>			CONSIGNEE <i>Sample Receipt <Lab Name> <Lab Address></i>					
COUNTRY OF EXPORT <i>Guam, USA</i>			IMPORTER - IF OTHER THAN CONSIGNEE					
COUNTRY OF ORIGIN OF GOODS <i>Guam, USA</i>								
COUNTRY OF ULTIMATE DESTINATION <i>USA</i>								
INTERNATIONAL AIR WAYBILL NO.						(NOTE: All shipments must be accompanied by a Federal Express International Air Waybill)		
MARKS/NOS	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS	QTY	UNIT OF MEASURE	WEIGHT	UNIT VALUE	TOTAL VALUE
	<i>3</i>	<i>coolers</i>	<i>Water samples for laboratory analysis only</i>				<i>\$1.00</i>	<i>\$3.00</i>
	TOTAL NO. OF PKGS.					TOTAL WEIGHT		TOTAL INVOICE VALUE
	<i>3</i>							<i>\$3.00</i>
Check one <input type="checkbox"/> F.O.B. <input type="checkbox"/> C&F <input type="checkbox"/> C.I.F.								

THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION SHOWN.

DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

I DECLARE ALL THE INFORMATION CONTAINED IN THIS INVOICE TO BE TRUE AND CORRECT

SIGNATURE OF SHIPPER/EXPORTER (Type name and title and sign)

Joe Smith, Ogden

Joe Smith

1/1/94

Attachment 8 Soil Import Permit



**UNITED STATES
DEPARTMENT OF
AGRICULTURE**

Animal and Plant
Health Inspection
Service

Plant Protection and
Quarantine

Soil Permit

Columbia Analytical Services
(Lee Wolf)
1317 S. 13th Avenue
Kelso, Washington 98626
TELEPHONE: (360) 577-7222

Issued To:

Under the authority of the Federal Plant Pest Act of May 23, 1957, permission is hereby granted to the facility/individual named above subject to the following conditions:

1. Valid for shipments of soil not heat treated at the port of entry, only if a compliance agreement (PPQ Form 519) has been completed and signed. Compliance Agreements and Soil permits are non-transferable. If you hold a Soil Permit and you leave your present employer or company, you must notify your local USDA office promptly.
2. To be shipped in sturdy, leakproof, containers.
3. To be released without treatment at the port of entry.
4. To be used only for analysis and only in the facility of the permittee at Columbia Analytical Services, located in Kelso, Washington.
5. No use of soil for growing purposes is authorized, including the isolation or culture of organisms imported in soil.
6. All unconsumed soil, containers, and effluent is to be autoclaved, incinerated, or heat treated by the permittee at the conclusion of the project as approved and prescribed by Plant Protection and Quarantine.
7. This permit authorizes shipments from all foreign sources, including Guam, Hawaii, Puerto Rico, and the U.S. Virgin Islands through any U.S. port of entry.

Permit Number: S-52239

Expiration Date: JUNE 30, 2006

Deborah M. Knott
Approving Official DEBORAH M. KNOTT

WARNING: Any alteration, forgery, or unauthorized use of this Federal form is subject to civil penalties of up to \$250,000 (7 U.S.C. s 7754(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. s 1001).

PPQ FORM 525B (8/94)

Pt. 1 - PERMITTEE

Attachment 9

Soil Samples Restricted Entry Labels

<hr/> <p>U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE HYATTSVILLE, MARYLAND 20782</p> <p>SOIL SAMPLES RESTRICTED ENTRY</p> <hr/> <p>The material contained in this package is imported under authority of the Federal Plant Pest Act of May 23, 1957.</p> <hr/> <p>For release without treatment if addressee is currently listed as approved by Plant Protection and Quarantine.</p> <hr/> <p>PPQ FORM 550 <i>Edition of 12/77 may be used</i> (JAN 83)</p>

Investigation Derived Waste Management

Procedure 3-05

1.0 Purpose and Scope

This standard operating procedure (SOP) describes activities and responsibilities of the United States (U.S.) Navy Environmental Restoration (ER) Program, Naval Facilities Engineering Command, Atlantic (NAVFAC Atlantic) with regard to management of investigation-derived waste (IDW). The purpose of this procedure is to provide guidance for the minimization, handling, labelling, temporary storage, inventory, classification, and disposal of IDW generated under the ER Program. This procedure will also apply to personal protective equipment (PPE), sampling equipment, decontamination fluids, non-IDW trash, non-indigenous IDW, and hazardous waste generated during implementation of removal or remedial actions. The information presented will be used to prepare and implement work plans (WPs) for IDW-related field activities. The results from implementation of WPs will then be used to develop and implement final IDW disposal plans.

If there are procedures whether it be from Resolution Consultants, state and/or federal that are not addressed in this SOP and are applicable to IDW then those procedures may be added as an appendix to the project specific SAP.

This procedure applies to all Navy ER projects performed in the NAVFAC Atlantic Area of Responsibility.

This procedure shall serve as management-approved professional guidance for the ER Program and is consistent with protocol in the Uniform Federal Policy-Quality Assurance Project Plan (DoD 2005). As professional guidance for specific activities, this procedure is not intended to obviate the need for professional judgment during unforeseen circumstances. Deviations from this procedure while planning or executing planned activities must be approved by both the Contract Task Order (CTO) Manager and the Quality Assurance (QA) Manager or Technical Director, and documented.

This procedure was developed to serve as management-approved professional guidance for the management of IDW generated under the ER Program. It focuses on the requirements for minimizing, segregating, handling, labeling, storing, and inventorying IDW in the field. Certain drum inventory requirements related to the screening, sampling, classification, and disposal of IDW are also noted in this procedure.

2.0 Safety

The health and safety considerations for the work associated with this SOP, including both potential physical and chemical hazards, will be addressed in the project Health and Safety Plan (HASP). In the absence of a HASP, work will be conducted according to the CTO WP and/or direction from the **Site Safety Officer (SSO)**.

All **Field Personnel** responsible for IDW management must adhere to the HASP and must wear the PPE specified in the site-specific HASP. Generally, this includes, at a minimum, steel-toed boots or steel-toed rubber boots, safety glasses, American National Standards Institute-standard hard hats, and hearing protection (if heavy equipment is in operation). If safe alternatives are not achievable, discontinue site activities immediately.

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

- 4.1 The **CTO Manager** is responsible for ensuring that IDW management activities comply with this procedure. The **CTO Manager** is responsible for ensuring that all personnel involved in IDW management shall have the appropriate education, experience, and training to perform their assigned tasks.
- 4.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 4.3 The **Field Manager** is responsible for ensuring that all IDW is managed according to this procedure.
- 4.4 All **Field Personnel** are responsible for the implementation of this procedure.

5.0 Equipment and Supplies

The equipment and supplies required for implementation of this SOP include the following:

- Containers for waste (e.g., [U.S. Department of Transportation] DOT approved 55-gallon open and closed top drums) and material to cover waste to protect from weather (e.g., plastic covering);
- Hazardous /non-hazardous waste drum labels (weatherproof);
- Permanent marking pens;
- Inventory forms for project file;
- Plastic garbage bags, zip lock storage bags, roll of plastic sheeting; and
- Steel-toed boots, chemical resistant gloves, coveralls, safety glasses, and any other PPE required in the HASP.

6.0 Procedure

The following procedures are used to handle the IDW.

6.1 Drum Handling

- 6.1.1 IDW shall be containerized using DOT approved drums. The drums shall be made of steel or plastic, have a 55-gallon capacity, be completely painted or opaque, and have removable lids (i.e., United Nations Code 1A2 or 1H2). Typically 55-gallon drums are used, however small drums may be used depending on the amount of waste generated. New steel drums are preferred over recycled drums.
- 6.1.2 Recycled drums should not be used for hazardous waste, PCBs or other regulated shipments. For short-term storage of liquid IDW prior to discharge, double-walled bulk steel or plastic storage tanks may be used. For this scenario, consider the scheduling and cost-effectiveness of this type of bulk storage, treatment, and discharge system versus longer-term drum storage.
- 6.1.3 For long-term IDW storage at other project locations, the DOT approved drums with removable lids are recommended. Verify the integrity of the foam or rubber sealing ring located on the underside of some drum lids prior to sealing drums containing IDW liquids.
- 6.1.4 If the ring is only partially attached to the drum lid, or if a portion of the ring is missing, select another drum lid with a sealing ring that is in sound condition.
- 6.1.5 To prepare IDW drums for labeling, wipe clean the outer wall surfaces and drum lids of all material that might prevent legible and permanent labeling. If potentially contaminated material adheres to the outer surface of a drum, wipe that material from the drum, and segregate the paper towel or rag used to remove the material with visibly soiled PPE and

disposable sampling equipment. Label all IDW drums and place them on pallets prior to storage.

6.2 Labelling

- 6.2.1 Containers used to store IDW must be properly labelled. Two general conditions exist: 1) from previous studies or on-site data, waste characteristics are known to be either hazardous or nonhazardous; or 2) waste characteristics are unknown until additional data are obtained.
- 6.2.2 For situations where the waste characteristics are known, the waste containers should be packaged and labelled in accordance with state regulations and any federal regulations that may govern the labelling of waste.
- 6.2.3 The following information shall be placed on all non-hazardous waste labels:
- Description of waste (i.e., purge water, soil cuttings);
 - Contact information (i.e., contact name and telephone number);
 - Date when the waste was first accumulated.
- 6.2.4 The following information shall be placed on all hazardous waste labels:
- Description of waste (i.e., purge water, soil cuttings);
 - Generator information (i.e., name, address, contact telephone number);
 - EPA identification number (supplied by on-site client representative);
 - Date when the waste was first accumulated.
- 6.2.5 When the final characterization of a waste is unknown, a notification label should be placed on the drum with the words "waste characterization pending analysis" and the following information included on the label:
- Description of waste (i.e., purge water, soil cuttings);
 - Contact information (i.e., contact name and telephone number);
 - Date when the waste was first accumulated.
- 6.2.6 Once the waste has been characterized, the label should be changed as appropriate for a nonhazardous or hazardous waste.
- 6.2.7 Waste labels should be constructed of a weatherproof material and filled out with a permanent marker to prevent being washed off or becoming faded by sunlight. It is recommended that waste labels be placed on the side of the container, since the top is more subject to weathering. However, when multiple containers are accumulated together, it also may be helpful to include labels on the top of the containers to facilitate organization and disposal.
- 6.2.8 Each container of waste generated shall be recorded in the field notebook used by the person responsible for labelling the waste. After the waste is disposed of, either by transportation off-site or disposal on-site in an approved disposal area, an appropriate record shall be made in the same field notebook to document proper disposition of IDW.

6.3 **Types of Site Investigation Waste**

Several types of waste are generated during site investigations that may require special handling. These include solid, liquid, and used PPE, as discussed further below.

Solid Waste

Soil cuttings from boreholes will typically be placed in containers unless site specific requirements allow for soil cuttings to be placed back into the borehole after drilling is complete. Drilling mud generated during investigation activities shall be collected in containers. Covers should be included on the containers and must be secured at all times and only open during filling activities. The containers shall be labelled in accordance with this SOP. An inventory containing the source, volume, and description of material put in the containers shall be logged on prescribed forms and kept in the project file.

Non-hazardous solid waste can be disposed on-site in the designated site landfill or in a designated evaporation pond if it is liquefied. Hazardous wastes must be disposed off-site at an approved hazardous waste landfill.

Liquid Waste

Groundwater generated during monitoring well development, purging, and sampling can be collected in truck-mounted containers and/or other transportable containers (i.e., 55-gallon drums). Lids or bungs on drums must be secured at all times and only open during filling or pumping activities. The containers shall be labelled in accordance with this SOP. Non-hazardous liquid waste can be disposed of in one of the designated lined evaporation ponds on-site. Hazardous wastes must be handled separately and disposed off-site at an approved hazardous waste facility.

Personal Protective Equipment

PPE that is generated throughout investigation activities shall be placed in plastic garbage bags. If the solid or liquid waste that was being handled is characterized as hazardous waste, then the corresponding PPE should also be disposed as hazardous waste. If not, all PPE should be disposed as non-hazardous waste in the designated on-site landfill. Trash that is generated as part of field activities may be disposed of in the landfill as long as the trash was not exposed to hazardous media.

6.4 **Waste Accumulation On-Site**

6.4.1 Solid, liquid, or PPE waste generated during investigation activities that are classified as nonhazardous or "characterization pending analysis" should be disposed of as soon as possible. Until disposal, such containers should be inventoried, stored as securely as possible, and inspected regularly, as a general good practice.

6.4.2 Solid, liquid, or PPE waste generated during investigation activities that are classified as hazardous shall not be accumulated on-site longer than 90 days. All hazardous waste containers shall be stored in a secured storage area. The following requirements for the hazardous waste storage area must be implemented:

- Proper hazardous waste signs shall be posted as required by any state or federal statutes that may govern the labelling of waste;
- Secondary containment to contain spills;
- Spill containment equipment must be available;
- Fire extinguisher;
- Adequate aisle space for unobstructed movement of personnel.

- 6.4.3 Weekly storage area inspections shall be performed and documented to ensure compliance with these requirements. Throughout the project, an inventory shall be maintained to itemize the type and quantity of the waste generated.

6.5 Waste Disposal

- 6.5.1 Solid, liquid, and PPE waste will be characterized for disposal through the use of client knowledge, laboratory analytical data created from soil or groundwater samples gathered during the field activities, and/or composite samples from individual containers.
- 6.5.2 All waste generated during field activities will be stored, transported, and disposed of according to applicable state, federal, and local regulations. All wastes classified as hazardous will be disposed of at a licensed treatment storage and disposal facility or managed in other approved manners.
- 6.5.3 In general, waste disposal should be carefully coordinated with the facility receiving the waste. Facilities receiving waste have specific requirements that vary even for non-hazardous waste, so characterization should be conducted to support both applicable regulations and facility requirements.

6.6 Regulatory Requirements

The following federal and state regulations shall be used as resources for determining waste characteristics and requirements for waste storage, transportation, and disposal:

- Code of Federal Regulations (CFR), Title 40, Part 261;
- CFR, Title 49, Parts 172, 173, 178, and 179.

6.7 Waste Transport

A state-certified hazardous waste hauler shall transport all wastes classified as hazardous. Typically, the facility receiving any waste can coordinate a hauler to transport the waste. Shipped hazardous waste shall be disposed of in accordance with all RCRA/USEPA requirements. All waste manifests or bills of lading will be signed either by the client or the client's designee.

7.0 Quality Control and Assurance

- 7.1 Management of IDW must incorporate quality control measures to ensure conformance to these and the project requirements.

8.0 Records, Data Analysis, Calculations

- 8.1 Maintain records as required by implanting the procedures in this SOP.
- 8.2 Deviations from this procedure or the sampling and analysis plan shall be documented in field records. Significant changes shall be approved by the **Program Quality Manager**.

9.0 Attachments or References

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NAVFAC NW Standard Operating Procedure Number I-F, *Equipment Decontamination*.

NAVFAC NW Standard Operating Procedure Number III-D, *Logbooks*.

Author	Reviewer	Revisions (Technical or Editorial)
Mark Kromis Program Chemist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue (May 2012)

Equipment Decontamination

Procedure 3-06

1.0 Purpose and Scope

- 1.1 This standard operating procedure (SOP) describes methods of equipment decontamination, to be used for activities where samples for chemical analysis are collected or where equipment will need to be cleaned before leaving the site or before use in subsequent activities.
- 1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

It is the responsibility of the **Site Safety Officer (SSO)** to set up the site zones (i.e., exclusion, transition, and clean) and decontamination areas. Generally the decontamination area is located within the transition zone, upwind of intrusive activities, and serves as the washing area for both personnel and equipment to minimize the spread of contamination into the clean zone. Typically, for equipment, a series of buckets are set up on a visqueen-lined bermed area. Separate spray bottles containing cleaning solvents as described in this procedure or the Contract Task Order (CTO) Work Plan (WP) and distilled water are used for final rinsing of equipment. Depending on the nature of the hazards and the site location, decontamination of heavy equipment, such as augers, pump drop pipe, and vehicles, may be accomplished using a variety of techniques.

All **Field Personnel** responsible for equipment decontamination must adhere to the site-specific health and safety plan (HSP) and must wear the personal protective equipment (PPE) specified in the site-specific HSP. Generally this includes, at a minimum, Tyvek® coveralls, steel-toed boots with boot covers or steel-toed rubber boots, safety glasses, American National Standards Institute-standard hard hats, and hearing protection (if heavy equipment is in operation). Air monitoring by the **SSO** may result in an upgrade to the use of respirators and cartridges in the decontamination area; therefore, this equipment must be available on site. If safe alternatives are not achievable, discontinue site activities immediately.

In addition to the aforementioned precautions, the following sections describe safe work practices that will be employed.

2.1 Chemical Hazards associated with Equipment Decontamination

- Avoid skin contact with and/or incidental ingestion of decontamination solutions and water.
- Utilize PPE as specified in the site-specific HSP to maximize splash protection.
- Refer to material safety data sheets, safety personnel, and/or consult sampling personnel regarding appropriate safety measures (i.e., handling, PPE including skin and respiratory).
- Take the necessary precautions when handling detergents and reagents.

2.2 Physical Hazards associated with Equipment Decontamination

- To avoid possible back strain, it is recommended to raise the decontamination area 1 to 2 feet above ground level.
- To avoid heat stress, over exertion, and exhaustion, it is recommended to rotate equipment decontamination among all site personnel.

- Take necessary precautions when handling field sampling equipment.

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

- 4.1 The **CTO Manager** is responsible for ensuring that decontamination activities comply with this procedure. The **CTO Manager** is responsible for ensuring that all personnel involved in equipment decontamination shall have the appropriate education, experience, and training to perform their assigned tasks.
- 4.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 4.3 The **Field Manager** is responsible for ensuring that all field equipment is decontaminated according to this procedure.
- 4.4 All **Field Personnel** are responsible for the implementation of this procedure.

5.0 Procedure

Decontamination of equipment used in soil/sediment sampling, groundwater monitoring, well drilling and well development, as well as equipment used to sample groundwater, surface water, sediment, waste, wipe, asbestos, and unsaturated zone, is necessary to prevent cross-contamination and to maintain the highest integrity possible in collected samples. Planning a decontamination program requires consideration of the following factors:

- Location where the decontamination procedures will be conducted
- Types of equipment requiring decontamination
- Frequency of equipment decontamination
- Cleaning technique and types of cleaning solutions appropriate to the contaminants of concern
- Method for containing the residual contaminants and wash water from the decontamination process
- Use of a quality control measure to determine the effectiveness of the decontamination procedure

The following subsections describe standards for decontamination, including the frequency of decontamination, cleaning solutions and techniques, containment of residual contaminants and cleaning solutions, and effectiveness.

5.1 Decontamination Area

Select an appropriate location for the decontamination area at a site based on the ability to control access to the area, the ability to control residual material removed from equipment, the need to store clean equipment, and the ability to restrict access to the area being investigated. Locate the decontamination area an adequate distance away and upwind from potential contaminant sources to avoid contamination of clean equipment.

5.2 Types of Equipment

Drilling equipment that must be decontaminated includes drill bits, auger sections, drill-string tools, drill rods, split barrel samplers, tremie pipes, clamps, hand tools, and steel cable. Decontamination of monitoring well development and groundwater sampling equipment includes submersible pumps, bailers, interface probes, water level meters, bladder pumps, airlift pumps, peristaltic pumps, and lysimeters. Other sampling equipment that requires decontamination includes, but is not limited to, hand trowels,

hand augers, slide hammer samplers, shovels, stainless-steel spoons and bowls, soil sample liners and caps, wipe sampling templates, composite liquid waste samplers, and dippers. Equipment with a porous surface, such as rope, cloth hoses, and wooden blocks, cannot be thoroughly decontaminated and shall be properly disposed of after one use.

5.3 **Frequency of Equipment Decontamination**

Decontaminate down-hole drilling equipment and equipment used in monitoring well development and purging prior to initial use and between each borehole or well. Down-hole drilling equipment, however, may require more frequent cleaning to prevent cross-contamination between vertical zones within a single borehole. When drilling through a shallow contaminated zone and installing a surface casing to seal off the contaminated zone, decontaminate the drilling tools prior to drilling deeper. Initiate groundwater sampling by sampling groundwater from the monitoring well where the least contamination is suspected. Decontaminate groundwater, surface water, and soil sampling devices prior to initial use and between collection of each sample to prevent the possible introduction of contaminants into successive samples.

5.4 **Cleaning Solutions and Techniques**

Decontamination can be accomplished using a variety of techniques and fluids. The preferred method of decontaminating major equipment, such as drill bits, augers, drill string, and pump drop-pipe, is steam cleaning. To steam clean, use a portable, high-pressure steam cleaner equipped with a pressure hose and fittings. For this method, thoroughly steam wash equipment and rinse it with potable tap water to remove particulates and contaminants.

A rinse decontamination procedure is acceptable for equipment such as bailers, water level meters, new and re-used soil sample liners, and hand tools. The decontamination procedure shall consist of the following: (1) wash with a non-phosphate detergent (Alconox®, Liquinox®, or other suitable detergent) and potable water solution; (2) rinse with potable water; (3) spray with laboratory-grade isopropyl alcohol; (4) rinse with deionized or distilled water; and (5) spray with deionized or distilled water. If possible, disassemble equipment prior to cleaning. Add a second wash at the beginning of the process if equipment is very soiled.

Decontaminating submersible pumps requires additional effort because internal surfaces become contaminated during usage. Decontaminate these pumps by washing and rinsing the outside surfaces using the procedure described for small equipment or by steam cleaning. Decontaminate the internal surfaces by recirculating fluids through the pump while it is operating. This recirculation may be done using a relatively long (typically 4 feet) large-diameter pipe (4-inch or greater) equipped with a bottom cap. Fill the pipe with the decontamination fluids, place the pump within the capped pipe, and operate the pump while recirculating the fluids back into the pipe. The decontamination sequence shall include: (1) detergent and potable water; (2) potable water rinse; (3) potable water rinse; and (4) deionized water rinse. Change the decontamination fluids after each decontamination cycle.

Solvents other than isopropyl alcohol may be used, depending upon the contaminants involved. For example, if polychlorinated biphenyls or chlorinated pesticides are contaminants of concern, hexane may be used as the decontamination solvent; however, if samples are also to be analyzed for volatile organics, hexane shall not be used. In addition, some decontamination solvents have health effects that must be considered. Decontamination water shall consist of distilled or deionized water. Steam-distilled water shall not be used in the decontamination process as this type of water usually contains elevated concentrations of metals. Decontamination solvents to be used during field activities will be specified in the CTO WP.

Rinse equipment used for measuring field parameters, such as pH (indicates the hydrogen ion concentration – acidity or basicity), temperature, specific conductivity, and turbidity with deionized or distilled water after each measurement. Also wash new, unused soil sample liners and caps with a fresh

detergent solution and rinse them with potable water followed by distilled or deionized water to remove any dirt or cutting oils that might be on them prior to use.

5.5 **Containment of Residual Contaminants and Cleaning Solutions**

A decontamination program for equipment exposed to potentially hazardous materials requires a provision for catchment and disposal of the contaminated material, cleaning solution, and wash water.

When contaminated material and cleaning fluids must be contained from heavy equipment, such as drill rigs and support vehicles, the area must be properly floored, preferably with a concrete pad that slopes toward a sump pit. If a concrete pad is impractical, planking can be used to construct solid flooring that is then covered by a nonporous surface and sloped toward a collection sump. If the decontamination area lacks a collection sump, use plastic sheeting and blocks or other objects to create a bermed area for collection of equipment decontamination water. Situate items, such as auger flights, which can be placed on metal stands or other similar equipment, on this equipment during decontamination to prevent contact with fluids generated by previous equipment decontamination. Store clean equipment in a separate location to prevent recontamination. Collect decontamination fluids contained within the bermed area and store them in secured containers as described below.

Use wash buckets or tubs to catch fluids from the decontamination of lighter-weight drilling equipment and hand-held sampling devices. Collect the decontamination fluids and store them on site in secured containers, such as U.S. Department of Transportation-approved drums, until their disposition is determined by laboratory analytical results. Label containers in accordance with Procedure 3-05, *IDW Management*.

6.0 **Quality Control and Assurance**

A decontamination program must incorporate quality control measures to determine the effectiveness of cleaning methods. Quality control measures typically include collection of equipment blank samples or wipe testing. Equipment blanks consist of analyte-free water that has been poured over or through the sample collection equipment after its final decontamination rinse. Wipe testing is performed by wiping a cloth over the surface of the equipment after cleaning. These quality control measures provide "after-the-fact" information that may be useful in determining whether or not cleaning methods were effective in removing the contaminants of concern.

7.0 **Records, Data Analysis, Calculations**

Any project where sampling and analysis is performed shall be executed in accordance with an approved sampling and analysis plan. This procedure may be incorporated by reference or may be incorporated with modifications described in the plan.

Deviations from this procedure or the sampling and analysis plan shall be documented in field records. Significant changes shall be approved by the **Program Quality Manager**.

8.0 **Attachments or References**

- 8.1 ASTM Standard D5088. 2008. *Standard Practice for Decontamination of Field Equipment Used at Waste Sites*. ASTM International, West Conshohocken, PA. 2008. DOI: 10.1520/D5088-02R08. www.astm.org.
- 8.2 NAVSEA T0300-AZ-PRO-010. *Navy Environmental Compliance Sampling and Field Testing Procedures Manual*. August 2009.
- 8.3 Procedure 3-05, *IDW Management*.

Author	Reviewer	Revisions (Technical or Editorial)
Mark Kromis Program Chemist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue

Land Surveying

Procedure 3-07

1.0 Purpose and Scope

- 1.1 The purpose of this document is to define the standard operating procedure (SOP) for acquiring land surveying data to facilitate the location and mapping of geologic, hydrologic, geotechnical data, and analytical sampling points and to establish topographic control over project sites.
- 1.2 This procedure is the Program-approved professional guidance for work performed by Resolution Consultants under the Comprehensive Long-Term Environmental Action Navy (CLEAN) contract (Contract Number N62470-11-D-8013).
- 1.3 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review. If there are procedures whether it be from Resolution Consultants, state and/or federal that are not addressed in this SOP and are applicable to surface water sampling then those procedures may be added as an appendix to the project specific SAP.
- 1.4 It is fully expected that the procedures outlined in this SOP will be followed. Procedural modifications may be warranted depending upon field conditions, equipment limitations, or limitations imposed by the procedure. Substantive modification to this SOP will be approved in advance by the Program Quality Manager. Deviations to this SOP will be documented in the field records.
- 1.5 If there are procedures, whether it be from Resolution Consultants, state and/or federal, that are not addressed in this SOP and are applicable to land surveying then those procedures may be added as an appendix to the project specific Sampling and Analysis Plan (SAP).

2.0 Safety

- 2.1 Depending upon the site-specific contaminants, various protective programs must be implemented prior to conducting fieldwork. All **field sampling personnel** must review the project-specific health and safety plan (HASP) paying particular attention to the control measures planned for the specific field tasks. Conduct preliminary area monitoring to determine the potential hazard to field sampling personnel. If significant contamination is observed, minimize contact with potential contaminants in both the vapor and liquid phase through the use of respirators and disposable clothing.
- 2.2 In addition, observe standard health and safety practices according to the project-specific HASP. Suggested minimum protection includes inner disposable vinyl gloves, outer chemical-protective nitrile gloves, rubberized steel-toed boots, and an American National Standards Institute-standard hard hat. Half-face respirators and cartridges and Tyvek® suits may be necessary depending on the contaminant concentrations, and shall always be available on site.
- 2.3 Daily safety briefs will be conducted at the start of each working day before any work commences. These daily briefs will be facilitated by the **Site Safety Officer (SSO)** or designee to discuss the day's events and any potential health risk areas covering every aspect of the work to be completed. Weather conditions are often part of these discussions. As detailed in the HASP, everyone on the field team has the authority to stop work if an unsafe condition is perceived until the conditions are fully remedied to the satisfaction of the SSO.
- 2.4 The health and safety considerations for the work associated with land surveying include:
 - Slip, trips and falls associated with work in the field;

- Biological hazards associated with work in the field; and,
- Potential hazards associated with contaminants of concern (COC) that may be located in the survey area,

3.0 Terms and Definitions

3.1 Boundary Survey

Boundary surveys are conducted by Certified Land Surveyors in order to delineate a legal property line for a site or section of a site.

3.2 Global Positioning System (GPS)

A system of satellites, computers, and receivers that is able to determine the latitude and longitude of a receiver on Earth by calculating the time difference for signals from different satellites to reach the receiver.

4.0 Interferences

- 4.1 Commercially available GPS units typically have a level of precision of (\pm) 3 to 5 meters. Field corrections can be made as described in Section 8.3 below.

5.0 Training and Qualifications

5.1 Qualifications and Training

- 5.1.1 The individual executing these procedures must have read, and be familiar with, the requirements of this SOP.

5.2 Responsibilities

- 5.2.1 The **Contract Task Order (CTO) Manager** is responsible for ensuring that land surveying activities comply with this procedure. The CTO Manager is responsible for ensuring that all field sampling personnel involved in land surveying shall have the appropriate education, experience, and training to perform their assigned tasks.
- 5.2.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 5.2.3 The **Field Manager (FM)** is responsible for ensuring that all field personnel follow these procedures. In virtually all cases, subcontractors will conduct these procedures. The FM or designee is responsible for overseeing the activities of the subcontractor and ensuring that sampling points and topographic features are properly surveyed.

6.0 Equipment and Supplies

- 6.1 The following equipment list contains materials that may be needed in carrying out the procedures outlined in this SOP. Not all equipment listed below may be necessary for a specific activity. Additional equipment may be required, pending field conditions.

- Personal protective equipment (PPE) and other safety equipment, as required by the HASP;
- Commercially available GPS unit; and,
- Field Logbook.

7.0 Calibration or Standardization

- 7.1 An authorized manufacturer's representative shall inspect and calibrate survey instruments in accordance with the manufacturer's specifications regarding procedures and frequencies. At a minimum, instruments shall be calibrated no more than six months prior to the start of the survey work.
- 7.2 Standards for all survey work shall be in accordance with National Oceanic and Atmospheric Administration standards and, at a minimum, with accuracy standards set forth below. The horizontal accuracy for the location of all grid intersection and planimetric features shall be (\pm) 0.1 feet. The horizontal accuracy for boundary surveys shall be 1 in 10,000 feet (1:10,000). The vertical accuracy for ground surface elevations shall be (\pm) 0.1 feet. Benchmark elevation accuracy and elevation of other permanent features, including monitoring wellheads, shall be (\pm) 0.01 feet.

8.0 Procedure

8.1 Theodolite/Electronic Distance Measurement (EDM)

Follow the procedures listed below during theodolite/EDM land surveying conducted under the NAVFAC CLEAN Program:

- A land surveyor registered in the state or territory in which the work is being performed shall directly supervise all surveying work.
- Reference surveys to the local established coordinate systems and base all elevations and benchmarks established on U.S. Geological Survey datum, 1929 general adjustment.
- Reference surveyed points to Mean Sea Level (Lower Low Water Level).
- Jointly determine appropriate horizontal and vertical control points prior to the start of survey activities. If discrepancies in the survey (e.g., anomalous water level elevations) are observed, the surveyor may be required to verify the survey by comparison to a known survey mark. If necessary, a verification survey may be conducted by a qualified third party.
- All field notes, sketches, and drawings shall clearly identify the horizontal and vertical control points by number designation, description, coordinates, and elevations. Map all surveyed locations using a base map or other site mapping, as specified by the project Work Plan or SAP.
- Begin and end all surveys at the designated horizontal and vertical control points to determine the degree of accuracy of the surveys.
- Iron pins used to mark control points shall be made of reinforcement steel or an equivalent material and shall be 18 inches long with a minimum diameter of 5/8 inch. Drive pins to a depth of 18 inches into the soil.
- Stakes used to mark survey lines and points shall be made from 3-foot lengths of 2-inch by 2-inch lumber and pointed at one end. Clearly mark them with brightly colored weatherproof flagging and paint.
- Clearly mark the point on a monitoring well casing or well riser that is surveyed by filing grooves into the casing/riser on either side of the surveyed point, or by marking the riser with a permanent ink marker.

8.2 Global Positioning System (GPS) to Conduct Land Survey

Follow the procedures listed below during land surveying using GPS:

- A land surveyor registered in the state or territory in which the work is being performed shall directly supervise all surveying work.
- Reference surveys to the local established coordinate systems and base all elevations and benchmarks established on U.S. Geological Survey datum, 1929 general adjustment.

- All field notes, sketches, and drawings shall clearly identify the horizontal and vertical control points by number designation, description, coordinates, and elevations. Map all surveyed locations using a base map or other site mapping, as specified in the project Work Plan or SAP.
- Begin and end all surveys at the designated horizontal and vertical control points (as applicable) to determine the degree of accuracy of the surveys.
- Iron pins used to mark control points shall be made of reinforcement steel or an equivalent material and shall be 18 inches long with a minimum diameter of 5/8 inch. Drive pins to a depth of 18 inches into the soil.
- Stakes used to mark survey lines and points shall be made from 3-foot lengths of 2-inch by 2-inch lumber and pointed at one end. Clearly mark them with brightly colored weatherproof flagging and paint.
- Clearly mark the point on a monitoring well casing that is surveyed by filing grooves into the casing on either side of the surveyed point.

8.3 **Global Positioning System (GPS) to Position Sample Locations or Locate Site Features**

Experienced field personnel may use a GPS system unit to position sample locations (e.g. grid positioned samples, soil boring locations) at a site. The decision to use field personnel or a licensed land surveyor will depend on the objectives of the survey (e.g. vertical elevation is not required) and the levels of precision required. Typically when a level of precision greater than (\pm) 3 to 5 meters is required, a licensed surveyor will be required. When a level of precision of (\pm) 3 to 5 meters is sufficient to meet project requirements (i.e. when laying sampling grids, identifying significant site features, or locating features identified in GIS figures) experienced field personnel may use commercially available, consumer-grade GPS units. Follow the procedures listed below to locate samples or site features using GPS:

- A commercially available GPS unit with Wide Angle Averaging System (WAAS), topographic map display, and waypoint storage capabilities should be used.
- If waypoints are to be imported into a GIS database, the same grid projection system should be used.
- If a permanent reference point near the site is available, it is recommended that a waypoint at this location be taken every day waypoints are stored.
- When laying out a sampling grid from a GIS map, upload the coordinates from GIS to the GPS unit, including coordinates for an easily identified, permanent, nearby feature (i.e. building corner, roadway intersection, or USGS benchmark).
- If during the initial site walk, the permanent feature identified does not overlay within (\pm) 5 meters as identified in the GPS unit, field corrections of the waypoints should be made.
- Field corrections can be made by adding/subtracting the difference in x,y coordinates between the field measurement of the permanent site feature and the anticipated x,y coordinates. This correction should then be applied to the x,y coordinates for each sampling location to be marked. Corrected x,y coordinates can then be uploaded into the GPS unit.
- Sampling points and site features can then be located in the field using the GPS units "Go To" function. When the distance to the sampling point or feature remains close to zero, the location can be marked.
- If no field corrections to the sampling location need to be made, or if sampling locations are to be surveyed by a licensed surveyor at a later date, no additional waypoints need to be taken. If significant changes to the sampling location are made, GPS coordinates at the corrected location shall be stored and labeled.

- It is recommended that GPS coordinates be uploaded to a storage device such as PC at the end of each day.
- Field logs shall indicate manufacturer and model number for GPS unit used, map datum and projection used, and any field corrections made. If the GPS unit cannot lock onto a WAAS system at the site, this should also be noted.

9.0 Quality Control and Assurance

None.

10.0 Data and Records Management

The surveyor shall record field notes daily using generally accepted practices. The data shall be neat, legible, in indelible ink, and easily reproducible. Copies of the surveyor's field notes and calculation forms generated during the work shall be obtained and placed in the project files.

Surveyor's field notes shall, at a minimum, clearly indicate:

- The date of the survey;
- General weather conditions;
- The name of the surveying firm;
- The names and job titles of personnel performing the survey work;
- Equipment used, including serial numbers; and,
- Field book designations, including page numbers.

A land surveyor registered in the state or territory in which the work was done shall sign, seal, and certify the drawings and calculations submitted by the surveyor.

Dated records of land surveying equipment calibration shall be provided by the surveyor and placed in the project files. Equipment serial numbers shall be provided in the calibration records.

11.0 Attachments or References

Department of Defense, United States (DoD). 2005. *Uniform Federal Policy for Quality Assurance Project Plans, Part 1: UFP-QAPP Manual*. Final Version 1. DoD: DTIC ADA 427785, EPA-505-B-04-900A. In conjunction with the U. S. Environmental Protection Agency and the Department of Energy. Washington: Intergovernmental Data Quality Task Force. March. On-line updates available at: http://www.epa.gov/fedfac/pdf/ufp_qapp_v1_0305.pdf.

<i>Author</i>	<i>Reviewer</i>	<i>Revisions (Technical or Editorial)</i>
Robert Shoemaker Senior Scientist	Naomi Ouellette, Project Manager	Rev 0 – Initial Issue

Surface Water Sampling

Procedure 3-10

1.0 Purpose and Scope

- 1.1 The purpose of this document is to define the standard operating procedure (SOP) for use in sampling surface water. This SOP describes the equipment, field procedures, materials, and documentation procedures necessary to surface water samples from shallow and deep water using a variety of samplers. Specific information regarding coring locations can be found in the associated Sampling and Analysis Plan (SAP).
- 1.2 This procedure is the Program-approved professional guidance for work performed by Resolution Consultants under the Comprehensive Long-Term Environmental Action Navy (CLEAN) contract (Contract Number N62470-11-D-8013).
- 1.3 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review. If there are procedures whether it be from Resolution Consultants, state and/or federal that are not addressed in this SOP and are applicable to surface water sampling then those procedures may be added as an appendix to the project specific SAP.
- 1.4 It is fully expected that the procedures outlined in this SOP will be followed. Procedural modifications may be warranted depending upon field conditions, equipment limitations, or limitations imposed by the procedure. Substantive modification to this SOP will be approved in advance by the Program Quality Manager. Deviations to this SOP will be documented in the field records.

2.0 Safety

- 2.1 Depending upon the site-specific contaminants, various protective programs must be implemented prior to sampling the first surface water sampling location. All **field sampling personnel** responsible for sampling activities must review the project-specific health and safety plan (HASP) paying particular attention to the control measures planned for the sampling tasks. Conduct preliminary area monitoring to determine the potential hazard to field sampling personnel. If significant contamination is observed, minimize contact with potential contaminants in both the vapor and liquid phase through the use of respirators and disposable clothing.
- 2.2 In addition, observe standard health and safety practices according to the project-specific HASP. Suggested minimum protection during well sampling activities includes inner disposable vinyl gloves, outer chemical-protective nitrile gloves, rubberized steel-toed boots, and an American National Standards Institute-standard hard hat. Half-face respirators and cartridges and Tyvek® suits may be necessary depending on the contaminant concentrations, and shall always be available on site.
- 2.3 Daily safety briefs will be conducted at the start of each working day before any work commences. These daily briefs will be facilitated by the **Site Safety Officer (SSO)** or designee to discuss the day's events and any potential health risk areas covering every aspect of the work to be completed. Weather conditions are often part of these discussions. As detailed in the HASP, everyone on the field team has the authority to stop work if an unsafe condition is perceived until the conditions are fully remedied to the satisfaction of the SSO.

- 2.4 The health and safety considerations for the work associated with surface water sampling include:
- Proper selection of personal protective equipment for work around water bodies (e.g., personal flotation devices [PFDs]), as specified in the project-specific HASP.
 - Appropriate health and safety protocols for working in a boat (if applicable), as specified in the project-specific HASP.
 - Proper lifting techniques when retrieving surface water samplers, large muscles of the legs should be used, not the back.
 - Stay clear of all moving equipment and avoid wearing loose fitting clothing.
 - To avoid slip/trip/fall hazards as a result of working on wet surfaces, wear work boots/work boot covers with textured soles.
 - To avoid heat/cold stress as a result of exposure to extreme temperatures and PPE, drink electrolyte replacement fluids (1 to 2 cups per hour is recommended), and in cases of extreme cold, wear fitted insulated clothing

3.0 Terms and Definitions

None.

4.0 Interferences

None.

5.0 Training and Qualifications

5.1 Qualifications and Training

5.1.1 The individual executing these procedures must have read, and be familiar with, the requirements of this SOP.

5.2 Responsibilities

- 5.2.1 The **Contract Task Order (CTO) Manager** is responsible for ensuring that surface water sampling activities comply with this procedure. The CTO Manager or designee shall review all surface water sampling forms on a minimum monthly basis. The CTO Manager is responsible for ensuring that all field sampling personnel involved in surface water sampling shall have the appropriate education, experience, and training to perform their assigned tasks.
- 5.2.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 5.2.3 The **Field Manager** is responsible for ensuring that all field sampling personnel follow these procedures.
- 5.2.4 **Field sampling personnel** are responsible for the implementation of this procedure. Minimum qualifications for field sampling personnel require that one individual on the field team shall have a minimum of 6 months of experience with surface water sampling.
- 5.2.5 The **field sampler and/or task manager** is responsible for directly supervising the surface water sampling procedures to ensure that they are conducted according to this procedure, and for recording all pertinent data collected during sampling. If deviations from the procedure are required because of anomalous field conditions, they must first be approved by the Program Quality Manager and then documented in the field logbook and associated report or equivalent document.

6.0 Equipment and Supplies

The following equipment list contains materials that may be needed in carrying out the procedures outlined in this SOP. Not all equipment listed below may be necessary for a specific activity. Additional equipment may be required, pending field conditions.

- Work Plan
- Maps/Plot plan
- Tape measure
- Survey stakes, flags, or buoys
- Camera and film
- Stainless steel, plastic, or other appropriate composition (e.g., Teflon) bucket
- Laboratory supplied sampling containers
- Ziploc plastic bags for samples, and sample jars
- Logbook
- Labels
- Chain of Custody (COC) forms
- Site description forms
- Cooler(s)
- Ice
- Equipment/Apparatus
- Decontamination supplies/equipment
- Spade or shovel
- Spatula
- Scoop
- Trowel
- Task specific surface water sampling equipment

7.0 Calibration or Standardization

None.

8.0 Procedure

8.1 Selection of Sampling Techniques

Proper selection of sampling points and collection methodology are essential to meeting the objectives of a surface water sampling program. Sampling points should be selected for collection of surface water samples on the basis of characteristics of the body of surface water body to be monitored, the location of the body of surface water, and its hydrologic boundaries with respect to the site. Other considerations include the contaminants of concern, logistical considerations, such as access to the surface water body, the direction of flow, and determination of a background location.

Methods of collecting surface water samples vary from hand sampling procedures at a single point to sophisticated, multipoint sampling techniques. The number and type of samples to be collected depends on the characteristics of the body of water, the amount of suspended sediment that a moving body carries, the size of the discharge area at the site, and other factors. Multipoint sampling techniques apply to larger bodies of water; the samples are composited to provide a more representative sample.

Whenever possible, the sampling device, either disposable or constructed of a nonreactive material, should hold at least 500 milliliters to minimize the number of times the liquid must be disturbed, thus reducing agitation of any sediment layers. A 1-liter polypropylene or stainless steel beaker with a pour spout and handle works well. Any sampling device might contribute contaminants to a sample. The correct sampling device will not compromise the integrity of the sample and will give the desired analytical results.

8.1.1 **Shallow Water Body Surface Water Sample Collection**

A dip or grab sample is appropriate for a small body of water, or for collecting near-surface samples in a larger surface water body. The sampling method involves filling a sample container by submerging it either just below the surface, or by lowering the container to a desired depth by using a weighted holder. For shallow bodies of surface water, hold the sample container carefully just beneath the water surface to avoid disturbing the streambed and stirring the sediment. Position the container's mouth so that it faces upstream, while the sampling personnel are standing downstream. Any preservative added to the sample should be added after sample collection to avoid loss of preservative. Alternatively, a transfer device may be dipped into the water, and then the contents transferred to the appropriate container containing the preservative. For near-surface sample collection in a large surface water body, a pond sampler may be used if an extended reach is required to collect a representative sample. A pond sampler consists of a single use sample container attached to a telescoping, heavy-duty, aluminium pole via an adjustable clamp attached to the end. The collection technique for shallow surface water samples can be used for near-surface samples in a large surface water body.

8.1.2 **Deep Surface Water Sample Collection**

For deeper surface water bodies, either sample containers or transfer devices may be used to collect a sample. A weighted holder that allows either a sample transfer device or a sample container to be lowered, opened for filling, closed, and returned to the surface is suggested for sampling deeper surface water bodies. This is because concentrations of constituents near the surface of a deeper body of surface water might differ from the total concentration distributed throughout the water column cross section and thus a surface sample would not be representative of the water body. An open container that is lowered and raised to the surface at a uniform rate so that the bottle is just filled on reaching the surface is appropriate for deeper stagnant water bodies, however this method does not collect a truly representative sample in deeper flowing surface water bodies.

Kemmerer Samplers. Collect samples near the shore unless sampling from a boat is feasible and permitted. If a boat is used, the body of water should be cross-sectioned and samples should be collected at various depths across the water in accordance with the project specific SAP. The Kemmerer Sampler consists of a glass, plastic, or Teflon bottle, a weighted sinker, a bottle stopper, and a line that is used to open the bottle and to lower and raise the sampler during sampling. The general procedure for using the sampler is as follows (or refer to manufacturer's instructions):

1. Obtain the sampler and check the knot at the bottom of the sampler for tightness and size. The knot should be sufficiently large so that it will not pull through the central tube of the sampler.
2. Assemble the weighted bottle sampler for making the cast by pulling the trip head into the trip plate. This can be done by holding the top and bottom stoppers and giving a short, hard pull to the bottom stopper.
3. Measure and mark the desired depth on the sampling line. Tie the free end of the line to the railing of the vessel to prevent accidental dropping of the sampler.

4. Gently lower the sampler to the desired depth so as not to remove the stopper prematurely.
5. Pull out the stopper with a sharp jerk of the sampler line or by lowering a messenger down the line to trip the stoppers.
6. Allow the bottle to fill completely, as evidenced by the cessation of air bubbles.
7. Raise the sampler and cap the bottle. Untie the line from the railing and carry the sampler to your sampling station.
8. Transfer water into appropriate sample containers. Preserve the sample, if necessary, following guidelines in the project-specific SAP. In most cases, place preservatives in sample containers before sample collection to avoid overexposure of samples and overfilling of bottles during collection.
9. Check that a Teflon liner is present in the cap, if required. Secure the cap tightly.
10. Fill out the sample label and record all relevant information in the sample collection form, the field logbook, and/or the field laptop/tablet. In addition, the chain of custody form should be filled out as soon as possible. These procedures should be done in accordance with SOP 3-03 Recordkeeping, Sample Labeling, and Chain of Custody.
11. Immediately place the properly labeled sample bottle(s) in a cooler with ice.
12. Wipe the sample clean and decontaminate if necessary for the collection of additional samples. Decontaminate according to the procedures in SOP 3-06 Equipment Decontamination.
13. Always store the sampler in the open position (stoppers not in the tube).

Teflon Bailers. Teflon bailers can also be used to collect samples in deep bodies of water. When the use of Teflon bailers is deemed appropriate for sampling water from a specific depth, the bailers shall be equipped with a check valve that closes during sample retrieval.

1. Attach a line that is premeasured to the appropriate sampling depth to the dedicated Teflon bailer and lower to the desired depth.
2. Ensure that the check valve is engaged tugging on the line with a sharp jerk.
3. Raise the bailer and transfer the water to sample containers. Preserve the sample, if necessary, following guidelines in the project-specific SAP. In most cases, place preservatives in sample containers before sample collection to avoid overexposure of samples and overfilling of bottles during collection.
4. Check that a Teflon liner is present in the cap, if required. Secure the cap tightly.
5. Fill out the sample label and record all relevant information in the sample collection form, the field logbook, and/or the field laptop/tablet. In addition, the chain of custody form should be filled out as soon as possible. These procedures should be done in accordance with SOP 3-03 Recordkeeping, Sample Labeling, and Chain of Custody.
6. Immediately place the properly labeled sample bottle(s) in a cooler with ice.
7. A new dedicated bailer and new line should be used for each sampling location.

Peristaltic Pump. Another method of extending the reach of sampling efforts is to use a small peristaltic pump. In this method, the sample is drawn through heavy-wall Teflon tubing and pumped directly into the sample container. This system allows the operator to reach into the liquid body, sample from depth, or sweep the width of narrow streams.

If medical-grade silicon tubing is used in the peristaltic pump, the system is suitable for sampling almost any analyte, including most organics. Some volatile stripping may occur; due to the relatively high flow rate of the pump. Therefore, avoid pumping methods for sampling volatile organics. Battery-operated peristaltic pumps are available and can be easily carried by hand or with a shoulder sling, as needed. It is necessary in most situations to change both the Teflon suction line and the silicon pump tubing between sampling locations to avoid cross contamination. This action requires maintaining a sufficiently large stock of material to avoid having to clean the tubing in the field.

Peristaltic pumps work especially well for sampling large bodies of water when a near-surface sample will not sufficiently characterize the body as a whole. When sampling a liquid stream that exhibits a considerable flow rate, it may be necessary to weight the bottom of the suction line.

Use the following procedures for collecting samples using peristaltic pumps:

1. Install clean, silicone tubing in the pump head, per the manufacturer's instructions. Pharmaceutical-grade silicone tubing (e.g., PharMed tubing) may be required for some projects depending on the analyses required. Refer to the project specific SAP for specific tubing requirements. Allow sufficient tubing on the discharge side to facilitate convenient dispensation of liquid into sample bottles but only enough on the suction end for attachment to the intake line. This practice will minimize sample contact with the silicone pump tubing. (Some types of thinner Teflon tubing may be used.)
2. Select the length of suction intake tubing necessary to reach the required sample depth and attach it to the tubing on the intake side of the pump. If necessary, a small weight composed of inert material (e.g., stainless steel) which will not react with chemicals of concern may be used to weight the intake tubing. Heavy-wall Teflon of a diameter equal to the required pump tubing will suit most applications. (A heavier wall will allow for a slightly greater lateral reach.)
3. A purge volume that is at a minimum equal to the tubing volume should be passed through the system prior to sample collection. Collect this purge volume in a bucket. Once the sample has been collected, the purged water volume can be returned to the water body.
4. Fill necessary sample bottles by allowing pump discharge to flow gently down the side of bottle with smooth laminar flow and minimal entry turbulence. Cap each bottle as it is filled.
5. Preserve the sample, if necessary, following guidelines in the project-specific SAP. In most cases, place preservatives in sample containers before sample collection to avoid overexposure of samples and overfilling of bottles during collection.
6. Check that a Teflon liner is present in the cap, if required. Secure the cap tightly.
7. Fill out the sample label and record all relevant information in the sample collection form, the field logbook, and/or the field laptop/tablet. In addition, the chain of custody form should be filled out as soon as possible. These procedures should be done in accordance with SOP 3-03 Recordkeeping, Sample Labeling, and Chain of Custody.
8. Immediately place the properly labeled sample bottle in a cooler with ice.
9. Allow the system to drain thoroughly, and then disassemble.

8.2 **Transfer Devices**

Samples from various locations and depths can be composited if project quality objectives indicate that it is appropriate; otherwise, collect separate samples. Identify approximate sampling points on a sketch of the water body. Use the following procedures for collecting samples using transfer devices:

1. Submerge a stainless steel dipper or other suitable device, causing minimal disturbance to the surface of the water and the sediment at the floor of the surface water body. Note the approximate depth and location of the sample source (e.g., 1 foot up from bottom or just below the surface).
2. Allow the device to fill slowly and continuously.
3. Retrieve the dipper or device from the surface water with minimal disturbance.
4. Remove the cap from the sample bottle and slightly tilt the mouth of the bottle below the dipper or device edge.
5. Empty the dipper or device slowly, allowing the sample stream to flow gently down the side of the bottle with smooth laminar flow and minimal entry turbulence.
6. Continue delivery of the sample until the bottle is filled.
7. If necessary, preserve the sample according to guidelines in the project-specific SAP. In most cases, place preservatives in sample containers before sample collection to avoid overexposure of samples and overfilling of bottles during collection.

8. Check that a Teflon liner is present in the cap, if required. Secure the cap tightly.
9. Fill out the sample label and record all relevant information in the sample collection form, the field logbook, and/or the field laptop/tablet. In addition, the chain of custody form should be filled out as soon as possible. These procedures should be done in accordance with SOP 3-03 Recordkeeping, Sample Labeling, and Chain of Custody.
10. Dismantle the sampler and decontaminate according to the procedures in SOP 3-06 Equipment Decontamination.

Multipoint sampling techniques that represent both dissolved and suspended constituents and both vertical and horizontal distributions are applicable to larger bodies of water. Subsequent to sample collection, multipoint sampling techniques may require a compositing and sub-sampling process to homogenize all the individual samples into the number of subsamples required to perform the analyses of interest. Homogenizing samples is discouraged for samples collected for volatile organic analysis, because aeration causes a loss of volatile compounds. If collection of composite samples is required, then include the procedure for compositing in the project-specific work plan.

The sampling devices selected must not compromise sample integrity. Collect samples with either disposable devices, or devices constructed of a nonreactive material, such as glass, stainless steel, or Teflon. The device must have adequate capacity to minimize the number of times the liquid must be disturbed, reducing agitation of any sediment layers. Further, the device must be able to transfer the water sample into the sample container without loss of volatile compounds. A single- or double-check valve or stainless steel bailer made of Teflon equipped with a bottom discharging device may be utilized.

All equipment used for sample collection must be decontaminated before and after use in accordance with Procedure 3-06 – Equipment Decontamination.

9.0 Quality Control and Assurance

- 9.1 Field personnel will follow specific quality assurance (QA) guidelines as outlined in the project-specific SAP. The goal of the QA program should be to ensure precision, accuracy, representativeness, completeness, and comparability in the project sampling program.
- 9.2 Quality Control (QC) requirements for sample collection are dependent on project-specific sampling objectives. The project-specific SAP will provide requirements for sample preservation, holding times, container types, as well as various QC samples such as trip blanks, field blanks, equipment blanks, and field duplicates.

10.0 Data and Records Management

- 10.1 Field notes will be kept during sampling activities in accordance with SOP 3-03 – Recordkeeping, Sample Labeling, and Chain of Custody. During the completion of sampling activities, fill out the sample logbook and transmit forms to the CTO Manager for storage in project files.
- 10.2 Deviations to the procedures detailed in the SOP should be recorded in the field logbook.

11.0 Attachments or References

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<i>Author</i>	<i>Reviewer</i>	<i>Revisions (Technical or Editorial)</i>
Robert Shoemaker Senior Scientist	Naomi Ouellette, Project Manager	Rev 0 – Initial Issue

Monitoring Well Sampling

Procedure 3-14

1.0 Purpose and Scope

- 1.1 This standard operating procedure (SOP) describes the actions to be used during monitoring well sampling activities and establishes the method for sampling groundwater monitoring wells for water-borne contaminants and general groundwater chemistry. The objective is to obtain groundwater samples that are representative of aquifer conditions with as little alteration to water chemistry as possible.
- 1.2 This procedure is the Program-approved professional guidance for work performed by Resolution Consultants under the Comprehensive Long-Term Environmental Action Navy (CLEAN) contract (Contract Number N62470-11-D-8013).
- 1.3 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

- 2.1 Depending upon the site-specific contaminants, various protective programs must be implemented prior to sampling the first well. All field sampling personnel responsible for sampling activities must review the project-specific health and safety plan (HASP) paying particular attention to the control measures planned for the well sampling tasks. Conduct preliminary area monitoring of sampling wells to determine the potential hazard to field sampling personnel. If significant contamination is observed, minimize contact with potential contaminants in both the vapor phase and liquid matrix through the use of appropriate personal protective equipment (PPE).
- 2.2 Observe standard health and safety practices according to the project-specific HASP. Suggested minimum protection during well sampling activities includes inner disposable vinyl gloves, outer chemical-protective nitrile gloves and rubberized steel-toed boots. Half-face respirators and cartridges and Tyvek® suits may be necessary depending on the contaminant concentrations. Refer to the project-specific HASP for the required PPE.
- 2.3 Physical Hazards associated with Well Sampling
 - To avoid lifting injuries associated with pump and bailers retrieval, use the large muscles of the legs, not the back.
 - Stay clear of all moving equipment, and avoid wearing loose fitting clothing.
 - When using tools for cutting purposes, cut away from yourself. The use of appropriate, task specific cutting tools is recommended.
 - To avoid slip/trip/fall conditions as a result of pump discharge, use textured boots/boot cover bottoms.
 - To avoid heat/cold stress as a result of exposure to extreme temperatures and PPE, drink electrolyte replacement fluids (1 to 2 cups per hour is recommended) and, in cases of extreme cold, wear fitted insulating clothing.
 - Be aware of restricted mobility due to PPE.

3.0 Terms and Definitions

None.

4.0 Interferences

4.1 Potential interferences could result from cross-contamination between samples or sample locations. Minimization of the cross-contamination will occur through the following:

- The use of clean sampling tools at each location as necessary.
- Avoidance of material that is not representative of the media to be sampled.

5.0 Training and Qualifications

5.1 Qualifications and Training

The individual executing these procedures must have read, and be familiar with, the requirements of this SOP.

5.2 Responsibilities

5.2.1 The **Contract Task Order (CTO) Manager** is responsible for ensuring that monitoring well sampling activities comply with this procedure. The **CTO Manager** is responsible for ensuring that all field sampling personnel involved in monitoring well sampling shall have the appropriate education, experience, and training to perform their assigned tasks.

5.2.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.

5.2.3 The **Field Manager** is responsible for ensuring that all field sampling personnel follow these procedures.

5.2.4 **Field sampling personnel** are responsible for the implementation of this procedure.

5.2.5 The field sampler and/or task manager is responsible for directly supervising the groundwater sampling procedures to ensure that they are conducted according to this procedure and for recording all pertinent data collected during sampling.

6.0 Equipment and Supplies

6.1 Purging and Sampling Equipment

- Pump (Peristaltic, Portable Bladder, Submersible)
- Polyethylene or Teflon bladders (for portable bladder pumps)
- Bladder pump controller (for portable bladder pumps)
- Air compressor (for portable bladder pumps)
- Nitrogen cylinders (for portable bladder pumps)
- 12-volt power source
- Polyethylene inlet and discharge tubing (except for VOC analysis which requires Teflon tubing)
- Silicone tubing appropriate for peristaltic pump head
- Teflon bailer appropriately sized for well

- Disposable bailer string (polypropylene)
- Individual or multi-parameter water quality meter(s) with flow-through cell to measure temperature, pH, specific conductance, dissolved oxygen (DO), oxidation reduction potential (ORP), and/or turbidity
- Turbidity meter
- Water level meter
- Oil/water interface probe

6.2 General Equipment

- Sample kit (i.e., bottles, labels, preservatives, custody records and tape, cooler, ice)
- Sample Chain-of-Custody (COC) forms
- Sample Collection Records
- Sample packaging and shipping supplies
- Waterproof marker or paint
- Distilled/deionized water supply
- Water dispenser bottles
- Flow measurement cup or bucket
- 5-gallon buckets
- Instrument calibration solutions
- Stopwatch or watch
- Disposable Nitrile gloves
- Paper towels
- Trash bags
- Zipper-lock bags
- Equipment decontamination supplies
- Health and safety supplies (as required by the HASP)
- Approved plans such as: project-specific HASP and Sampling and Analysis Plan (SAP)
- Well keys or combinations
- Monitoring well location map(s)
- Field project logbook/pen

7.0 Calibration or Standardization

- 7.1 Field instruments will be calibrated daily according to the requirements of the SAP and manufacturer's specifications for each piece of equipment. Equipment will be checked daily with the calibration solutions at the end of use of the equipment. Calibration records shall be recorded in the field logbook or appropriate field form.
- 7.2 If readings are suspected to be inaccurate, the equipment shall be checked with the calibration solutions and/or re-calibrated.

8.0 Procedure

8.1 Preparation

8.1.1 Site Background Information

Establish a thorough understanding of the purposes of the sampling event prior to field activities. Conduct a review of all available data obtained from the site and pertinent to the water sampling. Review well history data including, but not limited to, well locations, sampling history, purging rates, turbidity problems, previously used purging methods, well installation methods, well completion records, well development methods, previous analytical results, presence of an immiscible phase, historical water levels, and general hydrogeologic conditions.

Previous groundwater development and sampling logs give a good indication of well purging rates and the types of problems that might be encountered during sampling, such as excessive turbidity and low well yield. They may also indicate where dedicated pumps are placed in the water column. To help minimize the potential for cross-contamination, well purging and sampling and water level measurement collection shall proceed from the least contaminated to the most contaminated well as indicated by previous analytical results. This order may be changed in the field if conditions warrant it, particularly if dedicated sampling equipment is used. A review of prior sampling procedures and results may also identify which purging and sampling techniques are appropriate for the parameters to be tested under a given set of field conditions.

8.1.2 Groundwater Analysis Selection

Establish the requisite field and laboratory analyses prior to water sampling. Decide on the types and numbers of quality assurance/quality control (QA/QC) samples to be collected (refer to the project-specific SAP), as well as the type and volume of sample preservatives, the type and number of sample containers, the number of coolers required, and the quantity of ice or other chilling materials. The field sampling personnel shall ensure that the appropriate number and size sample containers are brought to the site, including extras in case of breakage or unexpected field conditions. Refer to the project-specific SAP for the project analytical requirements.

8.2 Groundwater Sampling Procedures

Groundwater sampling procedures at a site shall include:

- 1) An evaluation of the well security and condition prior to sampling;
- 2) Decontamination of equipment;
- 3) Measurement of well depth to groundwater;
- 4) Assessment of the presence or absence of an immiscible phase;
- 5) Assessment of purge parameter stabilization;
- 6) Purging of static water within the well and well bore; and
- 7) Obtaining a groundwater sample.

Each step is discussed in sequence below. Depending upon specific field conditions, additional steps may be necessary. As a rule, at least 24 hours should separate well development and well sampling events. In all cases, consult the State and local regulations for the site, which may require more stringent time separation between well development and sampling.

8.2.1 Well Security and Condition

At each monitoring well location, observe the conditions of the well and surrounding area. The following information may be noted on a Groundwater Sample Collection Record (Attachment 1) or in the field logbook:

- Condition of the well's identification marker.
- Condition of the well lock and associated locking cap.
- Integrity of the well – well pad condition, protective outer casing, obstructions or kinks in the well casing, presence of water in the annular space, and the top of the interior casing.
- Condition of the general area surrounding the well.

8.2.2 Decontamination of Equipment

Where possible, dedicated supplies should be used at each well location to minimize the potential for cross-contamination and minimize the amount of investigation derived waste (IDW) fluids resulting from the decontamination process. If decontamination is necessary, establish a decontamination station before beginning sampling. The station shall consist of an area of at least 4 feet by 2 feet covered with plastic sheeting and be located upwind of the well being sampled. The station shall be large enough to fit the appropriate number of wash and rinse buckets, and have sufficient room to place equipment after decontamination. One central cleaning area may be used throughout the entire sampling event. The area around the well being sampled shall also be covered with plastic sheeting to prevent spillage. Further details are presented in SOP 3-06, Equipment Decontamination.

Decontaminate each piece of equipment prior to entering the well. Also, conduct decontamination prior to sampling at a site, even if the equipment has been decontaminated subsequent to its last usage. Additionally, decontaminate each piece of equipment used at the site prior to leaving the site. It is only necessary to decontaminate dedicated sampling equipment prior to installation within the well. Do not place clean sampling equipment directly on the ground or other contaminated surfaces prior to insertion into the well. Dedicated sampling equipment that has been certified by the manufacturer as being decontaminated can be placed in the well without on-site decontamination.

8.2.3 Measurement of Static Water Level Elevation

Before purging the well, measure water levels in all of the wells within the zone of influence of the well being purged. The best practice, if possible, is to measure all site wells (or wells within the monitoring well network) prior to sampling. If the well cap is not vented, remove the cap several minutes before measurement to allow water levels to equilibrate to atmospheric pressure.

Measure the depth to standing water and the total depth of the well to the nearest 0.01 foot to provide baseline hydrologic data, to calculate the volume of water in the well, and to provide information on the integrity of the well (e.g., identification of siltation problems). If not already present, mark an easily identified reference point for water level measurements which will become the measuring point for all water level measurements. This location and elevation must be surveyed.

The device used to measure the water level surface and depth of the well shall be sufficiently sensitive and accurate in order to obtain a measurement to the nearest 0.01 foot reliably. An electronic water level meter will usually be appropriate for this measurement; however, when the groundwater within a particular well is highly contaminated, an inexpensive weighted tape measure can be used to determine well depth to prevent adsorption of contaminants onto the meter tape. The presence of light, non-aqueous phase liquids (LNAPLs) and/or dense, non-aqueous phase liquids (DNAPLs) in a well requires measurement of the elevation of the top and the bottom of the product, generally using an interface probe. Water levels in such wells must then be corrected for density effects to accurately determine the elevation of the water table.

At each location, measure water levels several times in quick succession to ensure that the well has equilibrated to atmospheric conditions prior to recording the measurement. As stated above, measure all site wells (or wells within the monitoring well network) prior to sampling whenever possible. This will provide a water level database that describes water levels across the site at one time (a synoptic sampling). Prior to sampling, measure the water level in each well immediately prior to purging the well to ascertain that static conditions have been achieved prior to sampling.

8.2.4 Detection of Immiscible Phase Layers

Complete the following steps for detecting the presence of LNAPL and DNAPL before the well is purged for conventional sampling. These procedures may not be required for all wells. Consult the project-specific SAP to determine if assessing the presence of LNAPL and/or DNAPL is necessary.

- 1) Sample the headspace in the wellhead immediately after the well is opened for organic vapors using either a PID or an organic vapor analyzer, and record the measurements.
- 2) Lower an interface probe into the well to determine the existence of any immiscible layer(s), LNAPL and/or DNAPL, and record the measurements.
- 3) Confirm the presence or absence of an immiscible phase by slowly lowering a clear bailer to the appropriate depth, then visually observing the results after sample recovery.
- 4) In rare instances, such as when very viscous product is present, it may be necessary to utilize hydrocarbon- and water-sensitive pastes for measurement of LNAPL thickness. This is accomplished by smearing adjacent, thin layers of both hydrocarbon- and water-sensitive pastes along a steel measuring tape and inserting the tape into the well. An engineering tape showing tenths and hundredths of feet is required. Record depth to water, as shown by the mark on the water-sensitive paste, and depth to product, as shown by the mark on the product-sensitive paste. In wells where the approximate depth to water and product thickness are not known, it is best to apply both pastes to the tape over a fairly long interval (5 feet or more). Under these conditions, measurements are obtained by trial and error and may require several insertions and retrievals of the tape before the paste-covered interval of the tape encounters product and water. In wells where approximate depths of air-product and product-water interfaces are known, pastes may be applied over shorter intervals. Water depth measurements should not be used in preparation of water table contour maps until they are corrected for depression by the product.
- 5) If the well contains an immiscible phase, it may be desirable to sample this phase separately. Section 8.2.6 presents immiscible phase sampling procedures. It may not be meaningful to conduct water sample analysis of water obtained from a well containing LNAPLs or DNAPLs. Consult the **CTO Manager** and **Program Quality Manager** if this situation is encountered.

8.2.5 Purging Equipment and Use

General Requirements

The water present in a well prior to sampling may not be representative of in situ groundwater quality and shall be removed prior to sampling. Handle all groundwater removed from potentially contaminated wells in accordance with the IDW handling procedures in SOP 3-05, IDW Management. Purging shall be accomplished by methods as indicated in the project-specific SAP or by those required by State requirements. For the purposes of this SOP, purging methods will be described by removing groundwater from the well using low-flow techniques.

According to the U.S. Environmental Protection Agency (EPA) (EPA, 1996), the rate at which groundwater is removed from the well during purging ideally should be less than 0.2 to 0.3 liters/minute. EPA further states that wells should be purged at rates below those used to develop the well to prevent further development of the well, to prevent damage to the well, and to avoid disturbing accumulated

corrosion or reaction products in the well. EPA also indicates that wells should be purged at or below their recovery rate so that migration of water in the formation above the well screen does not occur.

Realistically, the purge rate should be low enough that substantial drawdown in the well does not occur during purging. In addition, a low purge rate will reduce the possibility of stripping volatile organic compounds (VOCs) from the water, and will reduce the likelihood of increasing the turbidity of the sample due to mobilizing colloids in the subsurface that are immobile under natural flow conditions.

The field sampler shall ensure that purging does not cause formation water to cascade down the sides of the well screen. Wells should not be purged to dryness if recharge causes the formation water to cascade down the sides of the screen, as this will cause an accelerated loss of volatiles. This problem should be anticipated based on the results of either the well development task or historical sampling events. In general, place the intake of the purge pump in the middle of the saturated screened interval within the well to allow purging and at the same time minimize disturbance/overdevelopment of the screened interval in the well. Water shall be purged from the well at a rate that does not cause recharge water to be excessively agitated unless an extremely slow recharging well is encountered where complete evacuation is unavoidable. During the well purging procedure, collect water level and/or product level measurements to assess the hydraulic effects of purging. Sample the well when it recovers sufficiently to provide enough water for the analytical parameters specified. If the well is purged dry, allow the well to recover sufficiently to provide enough water for the specified analytical parameters, and then sample it.

Evaluate water samples on a regular basis during well purging and analyze them in the field preferably using in-line devices (i.e., flow through cell) for temperature, pH, specific conductivity, dissolved oxygen (DO), and oxidation-reduction (redox) potential. Turbidity should be measured separately (outside of the flow-through cell) with a nephelometer or similar device.

Readings should be taken every 2 to 5 minutes during the purging process. These parameters are measured to demonstrate that the natural character of the formation waters has been restored.

Purging shall be considered complete per the requirements set forth in the project-specific SAP, State requirements, or when three consecutive field parameter measurements of temperature, pH, specific conductivity, DO and ORP stabilize within approximately 10 percent and the turbidity is at or below 10 nephelometric turbidity units (NTU) or within $\pm 10\%$ if above 10 NTU. This criterion may not be applicable to temperature if a submersible pump is used during purging due to the heating of the water by the pump motor. Enter all information obtained during the purging and sampling process into a groundwater sampling log. Attachment 1 shows an example of a groundwater sampling log and the information typically included in the form. Whatever form is used, all blanks need to be completed on the field log during field sampling.

Groundwater removed during purging shall be stored according to the project-specific SAP or per SOP 3-05, IDW Management.

Purging Equipment and Methods

Submersible Pump

A stainless steel submersible pump may be utilized for purging both shallow and deep wells prior to sampling the groundwater for semivolatile and non-volatile constituents, but are generally not preferred for VOCs unless there are no other options (e.g., well over 200 feet deep). For wells over 200 feet deep, the submersible pump is one of the few technologies available to feasibly accomplish purging under any yield conditions. For shallow wells with low yields, submersible pumps are generally inappropriate due to overpumpage of the wells (<1 gallon per minute), which causes increased aeration of the water within the well.

Steam clean or otherwise decontaminate the pump and discharge tubing prior to placing the pump in the well. The submersible pump shall be equipped with an anti-backflow check valve to limit the amount of

water that will flow back down the drop pipe into the well. Place the pump in the middle of the saturated screened interval within the well and maintain it in that position during purging.

Bladder Pump

A stainless steel bladder pump can be utilized for purging and sampling wells up to 200 feet in depth for volatile, semivolatile, and non-volatile constituents. Use of the bladder pump is most effective in low to moderate yield wells and are often the preferred method for low-flow sampling. When sampling for VOCs and/or SVOCs, Teflon bladders should be used. Polyethylene bladders may be used when sampling for inorganics.

Either compressed dry nitrogen or compressed dry air, depending upon availability, can operate the bladder pump. The driving gas utilized must be dry to avoid damage to the bladder pump control box. Decontaminate the bladder pump prior to use.

Centrifugal, Peristaltic, or Diaphragm Pump

A centrifugal, peristaltic, or diaphragm pump may be utilized to purge a well if the water level is within 20 feet of ground surface. New or dedicated tubing is inserted into the midpoint of the saturated screened interval of the well. Water should be purged at a rate that satisfies low-flow requirements (i.e., does not cause drawdown). Centrifugal, peristaltic, or diaphragm pump are generally discouraged for VOCs sampling; however, follow methods allowed per the project-specific SAP or State requirements.

Air Lift Pump

Airlift pumps are not appropriate for purging or sampling.

Bailer

Avoid using a bailer to purge a well because it can result in overdevelopment of the well and create excessive purge rates. If a bailer must be used, the bailer should either be dedicated or disposable. Teflon-coated cable mounted on a reel is recommended for lowering the bailer in and out of the well.

Lower the bailer below the water level of the well with as little disturbance of the water as possible to minimize aeration of the water in the well. One way to gauge the depth of water on the reel is to mark the depth to water on the bailer wire with a stainless steel clip. In this manner, less time is spent trying to identify the water level in the well.

8.2.6 Monitoring Well Sampling Methodologies

Sampling Light, Non-Aqueous Phase Liquids (LNAPL)

Collect LNAPL, if present, prior to any purging activities. The sampling device shall generally consist of a dedicated or disposable bailer equipped with a bottom-discharging device. Lower the bailer slowly until contact is made with the surface of the LNAPL, and to a depth less than that of the immiscible fluid/water interface depth as determined by measurement with the interface probe. Allow the bailer to fill with LNAPL and retrieve it.

When sampling LNAPLs, never drop bailers into a well and always remove them from the well in a manner that causes as little agitation of the sample as possible. For example, the bailer should not be removed in a jerky fashion or be allowed to continually bang against the well casing as it is raised. Teflon bailers should always be used when sampling LNAPL. The cable used to raise and lower the bailer shall be composed of an inert material (e.g., stainless steel) or coated with an inert material (e.g., Teflon).

Sampling Dense, Non-Aqueous Phase Liquids (DNAPL)

Collect DNAPL prior to any purging activities. The best method for collecting DNAPL is to use a double-check valve, stainless steel bailer, or a Kemmerer (discrete interval) sampler. The sample shall be collected by slow, controlled lowering of the bailer to the bottom of the well, activation of the closing device, and retrieval.

Groundwater Sampling Methodology

The well shall be sampled when groundwater within it is representative of aquifer conditions per the methods described in Section 8.2.5. Prior to sampling the flow-through cell shall be removed and the samples collected directly from the purge tubing. Flow rates shall not be adjusted once aquifer conditions are met. Additionally, a period of no more than 2 hours shall elapse between purging and sampling to prevent groundwater interaction with the casing and atmosphere. This may not be possible with a slowly recharging well. Measure and record the water level prior to sampling in order to monitor drawdown when using low-flow techniques and gauge well volumes removed and recharged when using non-low-flow techniques.

Sampling equipment (e.g., especially bailers) shall never be dropped into the well, as this could cause aeration of the water upon impact. Additionally, the sampling methodology utilized shall allow for the collection of a groundwater sample in as undisturbed a condition as possible, minimizing the potential for volatilization or aeration. This includes minimizing agitation and aeration during transfer to sample containers, minimizing exposure to sunlight, and immediately placing the sample on ice once collected.

Sampling equipment shall be constructed of inert material. Equipment with neoprene fittings, polyvinyl chloride (PVC) bailers, Tygon® tubing, silicon rubber bladders, neoprene impellers, polyethylene, and Viton® are not acceptable when sampling for organics. If bailers are used, an inert cable/chain (e.g., fluorocarbon resin-coated wire or stainless steel wire or cable) shall be used to raise and lower the bailer. Dedicated equipment is highly recommended for all sampling programs.

Submersible Pumps

The submersible pump must be specifically designed for groundwater sampling (i.e., pump composed of stainless steel and Teflon, sample discharge lines composed of Teflon) and must have a controller mechanism allowing the required low-flow rate. Adjust the pump rate so that flow is continuous and does not pulsate to avoid aeration and agitation within the sample discharge lines. Run the pump for several minutes at the low-flow rate used for sampling to ensure that the groundwater in the lines was obtained at the low-flow rate.

Bladder Pumps

A gas-operated stainless steel bladder pump with adjustable flow control and equipped with a Teflon bladder and Teflon-lined tubing can be effectively utilized to collect a groundwater sample and is considered to be the best overall device for sampling inorganic and organic constituents. If only inorganics are being sampled, polyvinyl bladders and tubing may be used. Operate positive gas displacement bladder pumps in a continuous manner so that they minimize discharge pulsation that can aerate samples in the return tube or upon discharge.

When using a compressor, take several precautions. If the compressor is being powered by a gasoline generator, position the generator downwind of the well. Ground fault circuit interrupters (GFCIs) should always be used when using electric powered equipment. Do not connect the compression hose from the compressor to the pump controller until after the engine has been started.

When all precautions are completed and the compressor has been started, connect the compression hose to the pump controller. Slowly adjust the control knobs to discharge water in the shortest amount of time while maintaining a near constant flow. This does not mean that the compressor must be set to discharge the water as hard as possible. The optimal setting is one that produces the largest volume of purge water per minute (not per purge cycle) while maintaining a near constant flow rate.

Prior to sampling, adjust the flow rate (purge rate) to yield 100 to 300 mL/minute. Avoid settings that produce pulsating streams of water instead of a steady stream if possible. Operate the pump at this low flow rate for several minutes to ensure that drawdown is not occurring. At no time shall the sample flow rate exceed the flow rate used while purging.

For those samples requiring filtration, it is recommended to use an in-line high capacity filter after all non-filtered samples have been collected.

Peristaltic Pumps:

A peristaltic pump is a type of positive displacement pump that moves water via the process of peristalsis. The pump uses a flexible hose fitted inside a circular pump casing. A rotor with cams compresses the flexible tube as the rotor turns, which forces the water to be pumped to move through the tube. In peristaltic pumps, no moving parts of the pump are in contact with the water being pumped. Displacement is determined by tube size, so delivery rate can only be changed during operation by varying pump speed. Peristaltic pumps are simple and quite inexpensive for the flow rates they provide.

There are several methods available for transferring the sample into the laboratory containers. The selected method may vary based on State requirements and should be documented in the project-specific SAP. Samples typically can be collected directly from the discharge end of the Teflon tubing, after it has been disconnected from the flow through cell. For volatile analyses, the sampler should make sure that the pump is set such that a smooth laminar flow is achieved. In all cases, the project team should consult their local regulatory requirements and document the selected sample collection procedure in the project-specific SAP.

Bailers

A single- or double-check valve Teflon or stainless steel bailer equipped with a bottom discharging device can be utilized to collect groundwater samples. Bailers have a number of disadvantages, however, including a tendency to alter the chemistry of groundwater samples due to degassing, volatilization, and aeration; the possibility of creating high groundwater entrance velocities; differences in operator techniques resulting in variable samples; and difficulty in determining where in the water column the sample was collected. Therefore, use bailers for groundwater sampling only when other types of sampling devices cannot be utilized for technical, regulatory, or logistical reasons.

Dedicated or disposable bailers should always be used in order to eliminate the need for decontamination and to limit the potential of cross-contamination. Each time the bailer is lowered to the water table, lower it in such a way as to minimize disturbance and aeration of the water column within the well.

8.2.7 Sample Handling and Preservation

Many of the chemical constituents and physiochemical parameters to be measured or evaluated during groundwater monitoring programs are chemically unstable and require preservation. The U.S. EPA document entitled, *Test Methods for Evaluating Solid Waste – Physical/Chemical Methods (SW-846)* (EPA 1997), includes a discussion of appropriate sample preservation procedures. In addition, SW-846 provides guidance on the types of sample containers to use for each constituent or common set of parameters. In general, check with specific laboratory or State requirements prior to obtaining field samples. In many cases, the laboratory will supply the necessary sample bottles and required preservatives. In some cases, the field sampling personnel may add preservatives in the field.

Improper sample handling may alter the analytical results of the sample. Therefore, transfer samples in the field from the sampling equipment directly into the container that has been prepared specifically for that analysis or set of compatible parameters as described in the project-specific SAP. It is not an acceptable practice for samples to be composited in a common container in the field and then split in the laboratory, or poured first into a wide mouth container and then transferred into smaller containers.

Collect groundwater samples and place them in their proper containers in the order of decreasing volatility and increasing stability. A preferred collection order for some common groundwater parameters is:

1. VOCs and total organic halogens (TOX)

2. Dissolved gases, total organic carbon (TOC), total fuel hydrocarbons
3. Semivolatile organics, pesticides
4. Total metals, general minerals (unfiltered)
5. Dissolved metals, general minerals (filtered)
6. Phenols
7. Cyanide
8. Sulfate and chloride
9. Nitrate and ammonia
10. Radionuclides

When sampling for VOCs, collect water samples in vials or containers specifically designed to prevent loss of VOCs from the sample. The analytical laboratory performing the analysis shall provide these vials. Collect groundwater from the sampling device in vials by allowing the groundwater to slowly flow along the sides of the vial. Sampling equipment shall not touch the interior of the vial. Fill the vial above the top of the vial to form a positive meniscus with no overflow. No headspace shall be present in the sample container once the container has been capped. This can be checked by inverting the bottle once the sample is collected and tapping the side of the vial to dislodge air bubbles. Sometimes it is not possible to collect a sample without air bubbles, particularly water that has high concentrations of dissolved gasses. In these cases, the field sampling personnel shall document the occurrence in the field logbook and/or sampling worksheet at the time the sample was collected. Likewise, the analytical laboratory shall note in the laboratory analysis reports any headspace in the sample container(s) at the time of receipt by the laboratory.

Special Handling Considerations

In general, samples for organic analyses should not be filtered. However, high turbidity samples for PCB analysis may require filtering. Consult the project-specific SAP for details on filtering requirements. Samples shall not be transferred from one container to another because this could cause aeration or a loss of organic material onto the walls of the container. TOX and TOC samples should be handled in the same manner as VOC samples.

When collecting total and dissolved metals samples, the samples should be collected sequentially. The total metals sample is collected from the pump unfiltered. The dissolved metals sample is collected after filtering with a 0.45-micron membrane in-line filter. Allow at least 500 mL of effluent to flow through the filter prior to sampling to ensure that the filter is thoroughly wetted and seated in the filter capsule. If required by the project-specific SAP, include a filter blank for each lot of filters used and always record the lot number of the filters.

Field Sampling Preservation

Preserve samples immediately upon collection. Ideally, sampling containers will be pre-preserved with a known concentration and volume of preservative. Certain matrices that have alkaline pH (greater than 7) may require more preservative than is typically required. An early assessment of preservation techniques, such as the use of pH strips after initial preservation, may therefore be appropriate. Guidance for the preservation of environmental samples can be found in the U.S. EPA *Handbook for Sampling and Sample Preservation of Water and Wastewater* (EPA 1982). Additional guidance can be found in other U.S. EPA documents (EPA 1992, 1996).

Field Sampling Log

A groundwater sampling log provided as Attachment 1 shall document the following:

- Identification of well

- Well depth
- Static water level depth and measurement technique
- Presence of immiscible layers and detection method
- Well yield
- Purge volume and pumping rate
- Time that the well was purged
- Sample identification numbers
- Well evacuation procedure/equipment
- Sample withdrawal procedure/equipment
- Date and time of collection
- Types of sample containers used
- Preservative(s) used
- Parameters requested for analysis
- Field analysis data
- Field observations on sampling event
- Name of sampler
- Weather conditions

9.0 Quality Control and Assurance

- 9.1 Field personnel will follow specific quality assurance (QA) guidelines as outlined in the project-specific SAP. The goal of the QA program should be to ensure precision, accuracy, representativeness, completeness, and comparability in the project sampling program.
- 9.2 Quality control (QC) requirements for sample collection are dependent on project-specific sampling objectives. The project-specific SAP will provide requirements for sample preservation and holding times, container types, sample packaging and shipment, as well as requirements for the collection of various QC samples such as trip blanks, field blanks, equipment rinse blanks, and field duplicate samples.

10.0 Data and records management

- 10.1 Records will be maintained in accordance with SOP 3-03, Recordkeeping, Sample Labelling, and Chain-of-Custody. Various forms are required to ensure that adequate documentation is made of the sample collection activities. These forms may include:
- Sample Collection Records;
 - Field logbook;
 - Chain-of-custody forms; and
 - Shipping labels.

- 10.2 Sample collection records (Attachment 1) will provide descriptive information for the purging process and the samples collected at each monitoring well.
- 10.3 The field logbook is kept as a general log of activities and should not be used in place of the sample collection record.
- 10.4 Chain-of-custody forms are transmitted with the samples to the laboratory for sample tracking purposes.
- 10.5 Shipping labels are required is sample coolers are to be transported to a laboratory by a third party (courier service).

11.0 Attachments or References

Attachment 1 – Groundwater Sampling Collection Record

ASTM Standard D5088. 2008. *Standard Practice for Decontamination of Field Equipment Used at Waste Sites*. ASTM International, West Conshohocken, PA. 2008. DOI: 10.1520/D5088-02R08. www.astm.org.

Environmental Protection Agency, United States (EPA). 1982. *Handbook for Sampling and Sample Preservation of Water and Wastewater*. EPA-600/4-82-029. Cincinnati: EPA Office of Research and Development, Environmental Monitoring and Support Laboratory.

EPA. 1992. *RCRA Groundwater Monitoring Draft Technical Guidance*. EPA/530/R-93/001. Office of Solid Waste. November.

EPA. 1996. *Ground Water Issue: Low-Flow (Minimal Drawdown) Ground-Water Sampling Procedures*. EPA/540/S-95/504. Office of Solid Waste and Emergency Response. April.

EPA. 1997. *Test Methods for Evaluating Solid Waste, Physical/Chemical Method (SW-846)*. 3rd ed., Final Update IIIA. Office of Solid Waste. Online updates at: <http://www.epa.gov/epaoswer/hazwaste/test/new-meth.htm>.

NAVSEA T0300-AZ-PRO-010. *Navy Environmental Compliance Sampling and Field Testing Procedures Manual*. August 2009.

SOP 3-03, *Recordkeeping, Sample Labelling, and Chain-of-Custody*.

SOP 3-05, *IDW Management*.

SOP 3-06, *Equipment Decontamination*.

<i>Author</i>	<i>Reviewer</i>	<i>Revisions (Technical or Editorial)</i>
Mark Kromis Program Chemist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue (May 2012)

Attachment 1 Groundwater Sample Collection Record



Well ID: _____

Groundwater Sample Collection Record

Client: _____ Date: _____ Time: Start _____ am/pm
 Project No: _____ Finish _____ am/pm
 Site Location: _____
 Weather Conds: _____ Collector(s): _____

1. WATER LEVEL DATA: (measured from Top of Casing)

- a. Total Well Length _____ c. Length of Water Column _____ (a-b) Casing Diameter/Material _____
 b. Water Table Depth _____ d. Calculated Well Volume (see back) _____

2. WELL PURGEABLE DATA

- a. Purge Method: _____
 b. Acceptance Criteria defined (see SAP or Work Plan)
 - Minimum Required Purge Volume (@ _____ well volumes) _____
 - Maximum Allowable Turbidity _____ NTUs
 - Stabilization of parameters _____ %
 c. Field Testing Equipment used:
- | Make | Model | Serial Number |
|------|-------|---------------|
| | | |
| | | |
| | | |

Time (min)	Removed Volume (gal)	Temp. (°C)	pH s.u.	Spec. Cond. (µS/cm)	DO (mg/L)	ORP (mV)	Turbidity (NTU)	Flow Rate (ml/min)	Drawdown (m)	Color/Odor/etc.

- d. Acceptance criteria pass/fail
- | | Yes | No | N/A |
|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Has required volume been removed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has required turbidity been reached | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have parameters stabilized | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- If no or N/A - Explain below.

3. SAMPLE COLLECTION: Method: _____

Sample ID	Container Type	No. of Containers	Preservation	Analysis Req.	Time

Comments _____

Signature _____ Date _____

Operation and Calibration of a Photoionization Detector

Procedure 3-20

1.0 Purpose and Scope

1.1 Purpose and Applicability

- 1.1.1 This standard operating procedure (SOP) describes the procedures that will be followed by field staff for operation and calibration of a photoionization detector (PID). The PID is primarily used by AECOM personnel for safety and survey monitoring of ambient air, determining the presence of volatiles in soil and water, and detecting leakage of volatiles.
- 1.1.2 PIDs routinely used by field personnel include the Photovac Microtip, Thermoelectron 580EZ, and MiniRAE 2000. Personnel responsible for using the PID should first read and thoroughly familiarize themselves with the instrument instruction manual.

1.2 Principle of Operation

- 1.2.1 The PID is a non-specific vapor/gas detector. The unit generally consists of a hand-held probe that houses a PID, consisting of an ultraviolet (UV) lamp, two electrodes, and a small fan which pulls ambient air into the probe inlet tube. The probe is connected to a readout/control box that consists of electronic control circuits, a readout display, and the system battery. Units are available with UV lamps having an energy from 9.5 electron volts (eV) to 11.7 eV.
- 1.2.2 The PID analyzer measures the concentration of trace gas present in the atmosphere by photoionization. Photoionization occurs when an atom or molecule absorbs a photon of sufficient energy to release an electron and become a positive ion. This will occur when the ionization potential of the molecule (in electron volts (eV)) is less than the energy of the photon. The source of photons is an ultraviolet lamp in the probe unit. Lamps are available with energies ranging from 9.5 eV to 11.7 eV. All organic and inorganic vapor/gas compounds having ionization potentials lower than the energy output of the UV lamp are ionized and the resulting potentiometric change is seen as a positive reading on the unit. The reading is proportional to the concentration of organics and/or inorganics in the vapor.
- 1.2.3 Sample gases enter the probe through the inlet tube and enter the ion chamber where they are exposed to the photons emanating from the UV lamp. Ionization occurs for those molecules having ionization potentials near to or less than that of the lamp. A positive- biased polarizing electrode causes these positive ions to travel to a collector electrode in the chamber. Thus the ions create an electrical current which is amplified and displayed on the meter. This current is proportional to the concentration of trace gas present in the ion chamber and to the sensitivity of that gas to photoionization.
- 1.2.4 In service, the analyzer is first calibrated with a gas of known composition equal to, close to, or representative of that to be measured. Gases with ionization potentials near to or less than the energy of the lamp will be ionized. These gases will thus be detected and measured by the analyzer. Gases with ionization potentials greater than the energy of the lamp will not be detected. The ionization potentials of the major components of air, i.e., oxygen, nitrogen, and carbon dioxide, range from about 12.0 eV to 15.6 eV and are not ionized by any of the lamps available. Gases with ionization potentials near to or slightly higher than the lamp are partially ionized, with low sensitivity.

1.3 Specifications

- 1.3.1 Refer to the manufacturer's instructions for the technical specifications of the instrument being used. The operating concentration range is typically 0.1 to 2,000 ppm isobutylene equivalent.

2.0 Safety

- 2.1 The health and safety considerations for the work associated with this SOP, including both potential physical and chemical hazards, will be addressed in the project Health and Safety Plan (HASP). In the absence of a HASP, work will be conducted according to the Contract Task Order (CTO) Work Plan (WP) and/or direction from the **Site Safety Officer (SSO)**.
- 2.2 Only PIDs stamped Division I Class I may be used in explosive atmospheres. Refer to the project HASP for instructions pertaining to instrument use in explosive atmospheres.

3.0 Terms and Definitions

None.

4.0 Interferences

- 4.1 Regardless of which gas is used for calibration, the instrument will respond to all analytes present in the sample that can be detected by the type of lamp used in the PID.
- 4.2 Moisture will generate a positive interference in the concentration measured for a PID and is characterized by a slow increase in the reading as the measurement is made. Care must be taken to minimize uptake of moisture to the extent possible. Refer to the manufacturers' instructions for care, cleaning, and maintenance.
- 4.3 Uptake of soil into the PID must be avoided as it will compromise instrument performance by blocking the probe, causing a positive interference, or dirtying the PID lamp. Refer to the manufacturers' instructions for care, cleaning, and maintenance.
- 4.4 The user should listen to the pitch of the sampling pump. Any changes in pitch may indicate a blockage and corrective action should be initiated.

5.0 Training and Qualifications

5.1 Qualifications and Training

The individual executing these procedures must have read, and be familiar with, the requirements of this SOP.

5.2 Responsibilities

- 5.2.1 The CTO Manager is responsible for ensuring that the operation and calibration activities comply with this procedure. The CTO Manager is responsible for ensuring that all personnel involved in the operation and calibration shall have the appropriate education, experience, and training to perform their assigned tasks.
- 5.2.2 The Program Quality Manager is responsible for ensuring overall compliance with this procedure.
- 5.2.3 The Field Manager is responsible for ensuring that all operation and calibration activities are conducted according to this procedure.
- 5.2.4 All Field Personnel are responsible for the implementation of this procedure.

6.0 Equipment and Supplies

- Calibration Gas: Compressed gas cylinder of isobutylene in air or similar stable gas mixture of known concentration. The selected gas should have an ionization potential similar to that of the vapors to be monitored, if known. The concentration should be at 50-75% of the range in which the instrument is to be calibrated;

- Regulator for calibration gas cylinder;
- Approximately 6 inches of Teflon® tubing;
- Tedlar bag (optional);
- Commercially-supplied zero grade air (optional);
- "Magic Marker" or "Sharpie" or other waterproof marker;
- Battery charger;
- Moisture traps;
- Spare lamps;
- Manufacturer's instructions; and
- Field data sheets or logbook/pen.

7.0 Procedure

7.1 Preliminary Steps

- 7.1.1 Preliminary steps (battery charging, check-out, calibration, maintenance) should be conducted in a controlled or non-hazardous environment.

7.2 Calibration

- 7.2.1 The PID must be calibrated in order to display concentrations in units equivalent to ppm. First a supply of zero air (ambient air or from a supplied source), containing no ionizable gases or vapors is used to set the zero point. A span gas, containing a known concentration of a photoionizable gas or vapor, is then used to set the sensitivity.
- 7.2.2 Calibrate the instrument according to the manufacturer's instructions. Record the instrument model and identification number, the initial and adjusted meter readings, the calibration gas composition and concentration, and the date and the time in the field records.
- 7.2.3 If the calibration cannot be achieved or if the span setting resulting from calibration is 0.0, then the lamp must be cleaned (Section 7.4).

7.3 Operation

- 7.3.1 Turn on the unit and allow it to warm up (minimum of 5 minutes). Check to see if the intake fan is functioning; if so, the probe will vibrate slightly and a distinct sound will be audible when holding the probe casing next to the ear. Also, verify on the readout display that the UV lamp is lit.
- 7.3.2 Calibrate the instrument as described in Section 7.2, following the manufacturer's instructions. Record the calibration information in the field records.
- 7.3.3 The instrument is now operational. Readings should be recorded in the field records.
- 7.3.4 When the PID is not being used or between monitoring intervals, the unit may be switched off to conserve battery power and UV lamp life; however, a "bump" test should be performed each time the unit is turned on and prior to taking additional measurements. To perform a bump test, connect the outlet tubing from a Tedlar bag containing a small amount of span gas to the inlet tubing on the unit and record the reading. If the reading is not within the tolerance specified in the project plan, the unit must be recalibrated.
- 7.3.5 At the end of each day, recheck the calibration. The check will follow the same procedures as the initial calibration (Section 7.2) except that no adjustment will be made to the instrument. Record the information in the field records.

- 7.3.6 Recharge the battery after each use (Section 7.4).
- 7.3.7 When transporting, ensure that the instrument is packed in its stored condition in order to prevent damage.

7.4 **Routine Maintenance**

- 7.4.1 Routine maintenance associated with the use of the PID includes charging the battery, cleaning the lamp window, replacing the detector UV lamp, replacing the inlet filter, and replacing the sample pump. Refer to the manufacturer's instructions for procedures and frequency.
- 7.4.2 All routine maintenance should be performed in a non-hazardous environment.

7.5 **Troubleshooting Tips**

- 7.5.1 One convenient method for periodically confirming instrument response is to hold the sensor probe next to the tip of a magic marker. A significant reading should readily be observed.
- 7.5.2 Air currents or drafts in the vicinity of the probe tip may cause fluctuations in readings.
- 7.5.3 A fogged or dirty lamp, due to operation in a humid or dusty environment, may cause erratic or fluctuating readings. The PID should never be operated without the moisture trap in place.
- 7.5.4 Moving the instrument from a cool or air-conditioned area to a warmer area may cause moisture to condense on the UV lamp and produce unstable readings.
- 7.5.5 A zero reading on the meter should not necessarily be interpreted as an absence of air contaminants. The detection capabilities of the PID are limited to those compounds that will be ionized by the particular probe used.
- 7.5.6 Many volatile compounds have a low odor threshold. A lack of meter response in the presence of odors does not necessarily indicate instrument failure.
- 7.5.7 When high vapor concentrations enter the ionization chamber in the PID the unit can become saturated or "flooded". Remove the unit to a fresh air environment to allow the vapors to be completely ionized and purged from the unit.

8.0 **Quality Control and Assurance**

- 8.1 The end use of the data will determine the quality assurance requirements that are necessary to produce data of acceptable quality. These quality assurance requirements will be defined in the site-specific workplan or Sampling and Analysis Plan (SAP), hereafter referred to as the project plan.
- 8.2 Calibration of the PID will be conducted at the frequency specified in the project plan. In the absence of project-specific guidance, calibration will be performed at the beginning of each day of sampling and will be checked at the end of the sampling day or whenever instrument operation is suspect. The PID will sample a calibration gas of known concentration. The instrument must agree with the calibration gas within $\pm 10\%$. If the instrument responds outside this tolerance, it must be recalibrated.
- 8.3 Checks of the instrument response (Section 7.5) should be conducted periodically and documented in the field records.

9.0 **Records, Data Analysis, Calculations**

Safety and survey monitoring with the PID will be documented in a bound field logbook, or on standardized forms, and retained in the project files. The following information is to be recorded:

- Project name and number;
- Instrument manufacturer, model, and identification number;

- Operator's signature;
- Date and time of operation;
- Calibration gas used;
- Calibration check at beginning and end of day (meter readings before adjustment);
- Span setting after calibration adjustment;
- Meter readings (monitoring data obtained);
- Instances of erratic or questionable meter readings and corrective actions taken; and
- Instrument checks and response verifications – e.g., battery check, magic marker response (Section 7.5) or similar test.

10.0 Attachments or References

United States Environmental Protection Agency. Environmental Investigations Standard Operating Procedures and Quality Assurance Manual (EISOPQAM). USEPA, Region 4, SESD, Enforcement and Investigations Branch, Athens, GA. November 2001.

Author	Reviewer	Revisions (Technical or Editorial)
Robert Shoemaker Senior Scientist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue (May 2012)

Sediment Sampling

Procedure 3-22

1.0 Purpose and Scope

1.1 Sediment contamination is a widespread environmental problem that can pose a threat to a variety of aquatic ecosystems. Sediment functions as a reservoir for common contaminants such as pesticides, herbicides, polychlorinated biphenyls (PCBs), polycyclic aromatic hydrocarbons (PAHs), and metals such as lead, mercury, and arsenic. Contaminated sediments represent a hazard to aquatic life through direct toxicity, as well as to aquatic life, wildlife, and human health through bioaccumulation. Accurate assessment of environmental hazards posed by sediment contamination depends in large part on the accuracy and representativeness of sediment collection and analyses (U.S. EPA, 2001).

1.2 Selection and proper use of sediment sampling equipment is essential to the collection of accurate, representative sediment data that will meet the project Data Quality Objectives (DQOs). Most sediment collection devices are designed to isolate and consistently retrieve a specified volume and surface area of sediment, from a required depth below the sediment surface, with minimal disruption of the integrity of the sample and no contamination of the sample. Maintaining the integrity of the collected sediment, for the purposes of the measurements intended, is a primary concern in most studies because disruption of the sediment's structure could change its physiochemical and biological characteristics, thereby influencing the bioavailability of contaminants and the potential toxicity of the sediment (U.S. EPA, 2001).

When selecting the type of sediment sampling equipment to be used for an event, the project DQOs as well as the sediment characteristics should be considered. Related to the project DQOs is the desired depth of sediment sampling. For monitoring and assessment studies where historical contamination is not the focus, the upper 10 to 15 centimeters (cm) is typically the horizon of interest, as this is the horizon that generally contains the most recently deposited sediments and most epifaunal and infaunal organisms (U.S. EPA, 2001). The 0-6 inches interval for sediments with less than two feet of water is also used for human health risk assessment purposes. Sampling of these horizons can usually be done with grab samplers. However, if sediment contamination is being related to organism exposures (e.g. benthic macroinvertebrates and/or fish), or if characterization of deeper sediments is important for comparison of recent surficial versus historical contamination, then more precise sampling of sediment depths might be needed, and a hand corer may be more suitable (U.S. EPA, 2001).

1.3 This standard operating procedure (SOP) describes the procedure for the collection of sediment samples using the Petite Ponar[®] Grab Sampler, Ekman Bottom Grab Sampler, and Wildco[®] Hand Corer (or similar sampling devices). The applicability of each of the sediment samplers is described below.

The Petite Ponar[®] Grab Sampler is used to collect sediment samples in:

- Firm, hard bottoms such as sand, gravel, consolidated marl, and clay
- Mixtures of sand, stones, and coarse debris
- Soft or mucky sediments

The Ekman Bottom Grab Sampler is used to collect sediment samples in:

- Soft, finely divided littoral bottoms free from vegetation and intermixtures of sand, stones, and other coarse debris
- Bottoms composed of finely divided mulch, mud, muck, or submerged fine peaty materials

The Wildco[®] Hand Corer is used:

- To collect sediment samples for geological characterizations and dating
- To collect sediment samples for programs where it is important to maintain an oxygen-free environment for the sample during collection
- To collect sediment samples from a deeper depth than a grab sampler, and to characterize the depth of contamination at a site
- To investigate the historical input of contaminants to aquatic systems
- To collect sediment samples in semi-consolidated and soft sediment

Pictures and exploded diagrams of the Petite Ponar Grab Sampler, Ekman Bottom Grab Sampler, and Wildco[®] Hand Corer are presented in Figures 1, 2, and 3, respectively.

- 1.4 This procedure is the Program-approved professional guidance for work performed by Resolution Consultants under the Comprehensive Long-Term Environmental Action Navy (CLEAN) contract (Contract Number N62470-11-D-8013).
- 1.5 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

- 2.1 Depending upon the site-specific contaminants, various protective programs must be implemented prior to sampling the first location. All **field sampling personnel** responsible for sampling activities must review the project-specific health and safety plan (HASP) paying particular attention to the control measures planned for the sampling tasks. Conduct preliminary area monitoring of sample locations to determine the potential hazard to field sampling personnel. If significant contamination is observed, minimize contact with potential contaminants in both the vapor phase and solid or liquid matrix through the use of respirators and disposable clothing.
- 2.2 Observe standard health and safety practices according to the project-specific HASP. Suggested minimum protection during sediment sampling activities includes inner disposable vinyl gloves, outer chemical-protective nitrile gloves, and waders (if applicable). Refer to the project-specific HASP for the required PPE.
- 2.3 Handle all sediments removed from potentially contaminated locations in accordance with the IDW handling procedures in SOP 3-05, IDW Management.
- 2.4 Depending upon the type of contaminant expected or determined in previous sampling efforts, employ the following safe work practices:
- If sampling from a boat, all sampling personnel should wear personal flotation devices (PFDs) when in the boat, and should follow all health and safety protocols for working in a boat presented in the project-specific HASP.
 - Lifting the samplers into the boat, dumping its contents, and washing those contents may require leaning over the side of the boat. Care should be taken to keep the boat in proper balance at all times during sampling.
 - Severe injury to fingers or hands can be caused by movement of the lever arms of the Petite Ponar[®] Grab Sampler. Do not handle or move the Petite Ponar[®] Grab Sampler unless the safety pin is fully inserted in the locking holes.
 - Severe injury to fingers or hands can be caused by the closing of the sharpened scoops of the Ekman Bottom Grab Sampler. Handle the Ekman Bottom Grab Sampler very carefully when the springs are set and the cable loops are hooked (armed) on the Twin-Pin[™] pins on the release mechanism. Do not “arm” the Ekman Bottom Grab Sampler until the sampler is ready

to be used. The Ekman Bottom Grab Sampler spring-loaded jaws are potentially dangerous; extreme care must be exercised when setting the jaws. To prevent injury (and to extend the life of the springs), unhook both springs from their scoop buttons after each sampling session.

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

- 4.1 The **Contract Task Order (CTO) Manager** is responsible for ensuring that sediment sampling activities comply with this procedure. The **CTO Manager** is responsible for ensuring that all field sampling personnel involved in sediment sampling shall have the appropriate education, experience, and training to perform their assigned tasks.
- 4.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 4.3 The **Field Manager** is responsible for ensuring that all field sampling personnel follow these procedures.
- 4.4 **Field sampling personnel** are responsible for the implementation of this procedure.
- 4.5 The field sampler and/or task manager is responsible for directly supervising the sediment sampling procedures to ensure that they are conducted according to this procedure, and for recording all pertinent data collected during sampling.

5.0 Equipment and Supplies

- 5.1 For sediment sampling using all types of equipment, the following supplies are required:
- Stainless steel bowls
 - Stainless steel hand trowels, spoons, spatulas, and scoops
 - Munsell Color Chart
 - Particle size chart
- 5.2 Petite Ponar[®] Grab Sampler
- 3/16" braided polyester line
 - Auxiliary weights
- 5.3 Ekman Bottom Grab Sampler
- 11 oz split messenger
 - 3/16" braided polyester line
 - Extension Handle
 - Auxiliary weights
- 5.4 Wildco[®] Hand Corer
- 3/16" braided polyester line
 - Extension handle
 - Stainless steel core catchers (for normal sediments)
 - Eggshell[™] core catchers (for wet sediments)
 - Stainless steel nose piece
 - Cellulose acetate butyrate (CAB) liners
 - Core liner end caps
 - Core liner cutter
 - Geologists table

- Auxiliary weights

6.0 Procedure

6.1 Depending on the characteristics of the site being investigated, sediment samples may be collected from a boat, or by sampling personnel in waders. In all instances, sediment sampling should begin from the most downstream location and proceed to the most upstream location. If sediment samples are collocated with surface water samples, the surface water sample should be collected prior to the sediment sample in order to avoid increased turbidity from displaced sediment. Regardless of the type of sediment sampling equipment used, documentation of field observations and collection activities should be recorded on the sediment sampling sheet or electronic data collection device. The following observations should be recorded on the sediment sampling form (see Attachment 1) for all sediment sampling activities:

- Sample location
- Weather conditions and other relevant site conditions
- Depth of water to the nearest 0.1 foot. A surveyor rod may be used. If the surveyor rod is used, minimize water turbulence and do not disturb any sediment.
- Physical characteristics of the water body such as estimated current speed (stagnant, slow, medium, or fast) and direction, odor, color, presence of any dead vegetation, surface sheens, etc.
- Sediment color according to the Munsell Color Chart
- Sediment grain size according to a particle size chart

Specific procedures for the collection of sediment samples using the Petite Ponar[®] Grab Sampler, Ekman Bottom Grab Sampler, and Wildco[®] Hand Corer are presented below.

6.2 Petite Ponar[®] Grab Sampler

- 6.2.1 Inspect the sampler to ensure all parts are in good working condition.
- 6.2.2 Decontaminate the sampler according to the procedures in SOP 3-06, Equipment Decontamination.
- 6.2.3 Attach the 3/16" braided polyester line to the sampler by looping the line through the clevis at the top center of the lever arms and tying securely. Tie the other end of the line to the boat (if applicable), or make sure to hold on to the other end of the line. Strong, tight knots (e.g. bowline, two half hitches) are essential for operator safety and to prevent losing the sampler. If necessary, attach the auxiliary weights to the sampler according to the manufacturer's directions.
- 6.2.4 Insert the Pinch-Pin[™] into its hole in the lever arms, making sure to firmly push the Pinch-Pin[™] into the hole. As long as the line is taught, the Pinch-Pin[™] will stay in its place. When the line becomes the least bit slack (e.g. when the sampler hits the bottom), the Pinch-Pin[™] spring will force the Pinch-Pin[™] out of its hole, allowing the scoops to close.
- 6.2.5 Just before lowering the grab into the water, and with the line taught, remove the safety pin so the closing mechanism will release when the sampler is on the bottom. Make sure to keep the line taught, as any loss of tension in the line will cause the Pinch-Pin[™] to pop out, closing the sampler.
- 6.2.6 Lower the sampler into the water in a slow and controlled fashion, especially during the final 1-2', such that the bow wave is minimized, thus minimizing the dispersal of fine material on the sediment surface. At no time should the sampler be allowed to "free fall" down through the water column.

- 6.2.7 Once the sampler has reached the bottom, release the tension on the line, and allow the sampler to sink into the sediment momentarily. The release of tension on the line will cause the Pinch-Pin™ to pop out.
 - 6.2.8 Collect the sample by pulling on the line, which will cause the lever arms to drive the scoops into the sediment in a closing motion. Keep pulling on the line in a controlled fashion until the scoops drive through the sediment and close.
 - 6.2.9 Once the sampler scoops have closed, continue pulling on the line in a controlled fashion in order to retrieve the sampler back to the surface. When the sampler reaches the surface, lift it clear and bring it above a decontaminated stainless steel bowl. Inspect the sampler to ensure that an acceptable sample has been collected (See Figure 4). If the sample is not acceptable, discard the sample in an area that is not proximal or upstream to the area or subsequent areas that are being sampled.
 - 6.2.10 Prior to sampling and sample homogenization, the overlying water in the sampler should be siphoned off, and not decanted (U.S. EPA 2001).
 - 6.2.11 If acid volatile sulfide/simultaneously extracted metals (AVS/SEM) samples are to be collected, open the top screens of the sampler and collect the AVS/SEM sample directly from the sediment contained in the sampler according to the procedures specified in the project-specific SAP.
 - 6.2.12 If volatile organic compound (VOC) samples are to be collected, open the top screens of the sampler and collect the VOC samples by inserting a syringe, Terra Core sampler, or other VOC sampling device directly into the undisturbed sediment contained within the sampler, making sure to follow all VOC sampling procedures specified in the project-specific SAP. Once the VOC samples have been collected, collect an additional aliquot for the VOC percent solids sample directly from the undisturbed sediment contained within the sampler.
 - 6.2.13 Once the AVS/SEM and VOC samples have been collected (or if AVS/SEM and VOC samples are not required), open the sampler by pulling the two scoops open, taking care to keep hands and fingers away from the sharpened edges of the scoops, and allow the sediment to exit the sampler into the decontaminated stainless steel bowl.
 - 6.2.14 If additional aliquots are necessary to provide adequate sample volume, repeat steps 6.2.3 through 6.2.12 until an adequate sample volume has been collected, taking care to deploy the sampler to an area that is proximal and upstream, but not on top of, the previous sample location.
 - 6.2.15 Once an adequate sample volume has been collected, homogenize the sample in the stainless steel bowl, record the sediment sample information on the Sediment Sample Collection Form (see Attachment 1), and collect the sediment samples according to the procedures specified in the project-specific SAP (typically in order of decreasing volatility).
- 6.3 Ekman Bottom Grab Sampler with the 11 oz Split Messenger
- 6.3.1 Inspect the sampler to ensure all parts are in good working condition.
 - 6.3.2 Decontaminate the sampler according to the procedures in SOP 3-06, Equipment Decontamination.
 - 6.3.3 Attach the 3/16" braided polyester line to the sampler by passing the line through the trip mechanism and knotting it securely below the underlying plate. Thread the 11 oz split messenger on the line, and tie the other end of the line to the boat (if applicable), or make sure to hold on to the other end of the line. Strong, tight knots (e.g. bowline, two half hitches) are essential to prevent losing the sampler. If necessary, attach the auxiliary weights to the sampler according to the manufacturer's directions.

- 6.3.4 Set the spring on the side of the sampler by hooking the end of the spring onto one scoop button and stretching the spring to reach the second scoop button. Repeat this procedure with the spring on the other side of the sampler.
- 6.3.5 Arm the scoops by hooking one cable loop to one Twin-Pin™ pin in the trip assembly on the top of the sampler. The white ball on the cable can be used as a hand grip to assist getting the cable loop hooked onto the Twin-Pin™ pin. Repeat for the opposite cable loop. The sampler is now armed and dangerous. Do not allow anything to come in contact with the trip assembly at the top of the sampler, as this may cause a sudden and unexpected closure of the sampler.
- 6.3.6 Lower the sampler into the water in a slow and controlled fashion, especially during the final 1-2', such that the bow wave is minimized, thus minimizing the dispersal of fine material on the sediment surface. At no time should the sampler be allowed to "free fall" down through the water column.
- 6.3.7 Once the sampler has reached the bottom, allow the sampler to settle momentarily. Once the sampler has settled, hold the line with just enough tension to keep it straight, and send the 11 oz split messenger down the line. Once the 11 oz split messenger impacts Twin-Pin™ strike pad in the trip assembly on the top of the sampler, the two cable loops will be released from the Twin-Pin™ pins, and the spring-loaded scoops of the sampler will automatically close.
- 6.3.8 Retrieve the sampler by pulling up the line in with a moderate, steady speed. When the sampler reaches the surface, lift it clear and bring it above a decontaminated stainless steel bowl. Inspect the sampler to ensure that an acceptable sample has been collected (See Figure 4). If the sample is not acceptable, discard the sample in an area that is not proximal or upstream to the area or subsequent areas that are being sampled.
- 6.3.9 Prior to sampling and sample homogenization, the overlying water in the sampler should be siphoned off, and not decanted (U.S. EPA 2001).
- 6.3.10 If AVS/SEM samples are to be collected, open the top lids of the sampler and collect the AVS/SEM sample directly from the sediment contained in the sampler according to the procedures specified in the project-specific SAP.
- 6.3.11 If VOC samples are to be collected, open the top lids of the sampler and collect the VOC samples by inserting a syringe, Terra Core sampler, or other VOC sampling device directly into the undisturbed sediment contained within the sampler, making sure to follow all VOC sampling procedures specified in the project-specific SAP. Once the VOC samples have been collected, collect an additional aliquot for the VOC percent solids sample directly from the undisturbed sediment contained within the sampler.
- 6.3.12 Once the AVS/SEM and VOC samples have been collected (or if AVS/SEM and VOC samples are not required), open the sampler by pulling on the white balls on both cables, opening the spring-loaded scoops and allowing the sediment to exit the sampler into the decontaminated stainless steel bowl. While the spring-loaded scoops are being held open, do not place hands or fingers inside or underneath the sampler.
- 6.3.13 If additional aliquots are necessary to provide adequate sample volume, repeat steps 6.3.4 through 6.3.11 until an adequate sample volume has been collected, taking care to deploy the sampler to an area that is proximal and upstream, but not on top of, the previous sample location.
- 6.3.14 Once an adequate sample volume has been collected, homogenize the sample in the stainless steel bowl, record the sediment sample information on the Sediment Sample Collection Form (see Attachment 1), and collect the sediment samples according to the procedures specified in the project-specific SAP (typically in order of decreasing volatility).

6.4 Ekman Bottom Grab Sampler with the Extension Handle

- 6.4.1 Inspect the sampler to ensure all parts are in good working condition.
- 6.4.2 Decontaminate the sampler according to the procedures in SOP 3-06, Equipment Decontamination.
- 6.4.3 Attach the extension handle to the top of the sampler with machine bolts.
- 6.4.4 Arm the sampler according to the procedures described in steps 6.3.3 and 6.3.4 above.
- 6.4.5 Using the extension handle, lower the sampler to a point 4-6" above the sediment surface, and drop the sampler to the sediment, keeping the sampler vertical at all times.
- 6.4.6 Trigger the trip assembly by depressing the button on the upper end of the extension handle. This will cause the two cable loops to be released from the Twin-Pin™ pins, and the spring-loaded scoops of the sampler will automatically close.
- 6.4.7 While keeping the sampler vertical, bring the sampler over to a decontaminated stainless steel bowl. Inspect the sampler to ensure that an acceptable sample has been collected (See Figure 4). If the sample is not acceptable, discard the sample in an area that is not proximal or upstream to the area or subsequent areas that are being sampled.
- 6.4.8 Collect samples according to the procedures described in steps 6.3.8 through 6.3.13 above.
- 6.5 Wildco® Hand Corer with the Push Handles
- 6.5.1 Inspect the sampler to ensure all parts are in good working condition:
- Assemble and disassemble the core tube from the head and nose piece to make sure the threads are not binding. If the threads are binding, consult the manufacturer's directions.
 - Make sure that the CAB plastic liner can slide easily in and out of the core tube.
 - Make sure the bottom edge of the core tube and nose piece are sharp and free from nicks or dents. If necessary, file smooth using a round file.
 - Check the flutter valve for ease of movement.
 - Check the flutter valve seat to make sure it is clear of any obstruction, disfigurement, grease, and/or oil that could prevent a tight closure.
- 6.5.2 Decontaminate the sampler according to the procedures in SOP 3-06, Equipment Decontamination.
- 6.5.3 Screw the corer head onto the core tube, and screw the two handles onto the corer head.
- 6.5.4 Insert a CAB plastic liner into the core tube, insert a core catcher onto the end of the CAB plastic liner (stainless steel for normal sediments, Eggshell™ for wet sediments), and screw the stainless steel nose piece onto the core tube. If using the hand corer from a boat, bridge, high dock, etc., be sure that the appropriate extension handle (5', 10' or 15') is attached to the corer head.
- 6.5.5 Get in position over the sampling location. If wading in shallow water, be sure to approach the sample location from the downstream side. Line up the sampler, aiming it vertically for the point where the sample is being taken, and push the hand corer in a smooth continuous motion through the water and into the sediment. Increase the thrust as necessary to obtain the penetration desired. Do not hammer or pound the corer into the sediment.
- 6.5.6 Retrieve the sample by pulling straight up on the handles, keeping the corer as vertical as possible. If the corer has not been completely submerged, close the flutter valve by hand and press it shut while the sample is being retrieved. The flutter valve must be kept very wet if it is to seal properly and prevent sample washout. If the substrate is gripping the corer too tightly, gently rock the top of the corer back and forth horizontally to increase the size of the hole created by the corer and reduce the pull-out suction.

- 6.5.7 Unscrew the nose piece from the corer and cap the bottom end of the CAB core liner. Release the flutter valve to free the CAB core liner, and slide the CAB core liner from the core tube. Cap the top of the CAB core liner and inspect the CAB core liner for recovery. If the recovery is adequate, proceed to step 6.5.8. If the recovery is not adequate, resample the location by repeating steps 6.5.3 through 6.5.7.
- 6.5.8 Bring the CAB core liner with the sediment sample over to the geologist table, keeping the core vertical. Place the CAB core liner on the geologist table and cut open with a core liner cutter. If AVS/SEM samples are to be collected, collect the AVS/SEM sample directly from the sediment contained in the core liner according to the procedures specified in the project-specific SAP. If VOC samples are to be collected, collect the VOC samples by inserting a syringe, Terra Core sampler, or other VOC sampling device directly into the sediment core. Consult the project-specific SAP for project-specific VOC sediment sampling procedures. Once the VOC samples have been collected, collect an additional aliquot for the VOC percent solids sample directly from the sediment core.
- 6.5.9 Once the AVS/SEM and VOC samples have been collected (or if AVS/SEM and VOC samples are not required), use a decontaminated stainless steel spoon to transfer the remaining sediment core into a decontaminated stainless steel bowl.
- 6.5.10 If additional aliquots are necessary to provide adequate sample volume, repeat steps 6.5.3 through 6.5.8 until an adequate sample volume has been collected, taking care to deploy the corer to an area that is proximal, but not on top of, the previous sample location.
- 6.5.11 Once an adequate sample volume has been collected, homogenize the sample in the stainless steel bowl, record the sediment sample information on the Sediment Sample Collection Form (see Attachment 1), and collect the sediment samples according to the procedures specified in the project-specific SAP (typically in order of decreasing volatility).
- 6.6 Wildco® Hand Corer with the Clevis and Line
- 6.6.1 Inspect the corer as described in step 6.5.1 above.
- 6.6.2 Decontaminate the sampler according to the procedures in SOP 3-06, Equipment Decontamination.
- 6.6.3 Screw the corer head onto the core tube. Attach the 3/16" braided polyester line to the corer by passing the line through the clevis in the corer head and knotting it securely. Strong, tight knots are essential to prevent losing the corer. If necessary, attach the auxiliary weights to the sampler according the manufacturer's directions.
- 6.6.4 Insert a CAB plastic liner into the core tube, insert a core catcher onto the end of the CAB plastic liner (stainless steel for normal sediments, Eggshell™ for soupy sediments), and screw the stainless steel nose piece onto the core tube.
- 6.6.5 Position the corer over the drop point and steady momentarily, making sure to keep the corer vertical at all times. Make sure to arrange the 3/16" braided polyester line to run freely. Since the corer's penetration is by simple gravity, it is important that there be no restraint on the corer during descent by stricture on the line. Keep a firm hold on the free end of the line, or tie it to the boat (if applicable) or some other permanent fixture.
- 6.6.6 Drop the corer into the water, and allow the corer to free fall until it hits the sediment surface. The corer should not be dropped to depths greater than 20' to 30'. Dropping the corer to depths greater than 20' to 30' may result in the corer striking the sediment surface at an angle less than 90°, resulting in an unsatisfactory sample.
- 6.6.7 Once the corer has entered the sediment and is no longer falling, draw the line taut, and then pull on the line to pull the corer from the sediment. Once the corer has been pulled free from

the sediment, bring the corer back to the surface by pulling up the line, using a smooth, hand-over-hand fashion. This movement automatically causes the flutter valve to close, preventing sample washout in all but the soupiest of sediments.

- 6.6.8 Once the corer has been returned to the surface, lift the corer clear of the water, being careful to keep the corer as vertical as possible at all times.
- 6.6.9 Collect the sediment sample according to the procedures outlined in steps 6.5.6 through 6.5.11 above.

7.0 Quality Control and Assurance

- 7.1 Field personnel will follow specific quality assurance (QA) guidelines as outlined in the project-specific SAP. The goal of the QA program should be to ensure precision, accuracy, representativeness, completeness, and comparability in the project sampling program.
- 7.2 Quality control (QC) requirements for sample collection are dependent on project-specific sampling objectives. The project-specific SAP will provide requirements for sample preservation and holding times, container types, sample packaging and shipment, as well as requirements for the collection of various QC samples such as trip blanks, field blanks, equipment rinse blanks, and field duplicate samples.

8.0 Records, Data Analysis, Calculations

- 8.1 Records will be maintained in accordance with SOP 3-03, Recordkeeping, Sample Labelling, and Chain-of-Custody. Various forms are required to ensure that adequate documentation is made of the sample collection activities. These forms may include:
- Sample Collection Records;
 - Field logbook;
 - Chain-of-custody forms; and
 - Shipping labels.
- 8.2 Sample collection records (Attachment 1) will provide descriptive information for the sediment samples collected at each location.
- 8.3 The field logbook is kept as a general log of activities and should not be used in place of the sample collection record.
- 8.4 Chain-of-custody forms are transmitted with the samples to the laboratory for sample tracking purposes.
- 8.5 Shipping labels are required is sample coolers are to be transported to a laboratory by a third party (courier service).

9.0 Attachments or References

Attachment 1 – Sediment Sample Collection Record

Figure 1 – Petite Ponar® Grab Sampler and Exploded Diagram

Figure 2 – Ekman Bottom Grab Sampler (Large, Tall, and Standard Sizes) and Exploded Diagram

Figure 3 – Wildco® Hand Corer (with Case and Accessories) and Exploded Diagram

Figure 4 – Illustrations of Acceptable and Unacceptable Grab Samples



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SOP 3-05, *IDW Management*.

SOP 3-06, *Equipment Decontamination*.

<i>Author</i>	<i>Reviewer</i>	<i>Revisions (Technical or Editorial)</i>
Robert Shoemaker Senior Scientist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue (May 2012)

**Attachment 1
Sediment Sample Collection Record**

SEDIMENT SAMPLE COLLECTION FORM

Project Name:			
Date(s):			
Project #:		Date:	
Sample Location ID:		Time:	
Sample #:		Weather:	
Samplers:			
Sample Information:			
Sample Depth:		Sampling Device:	
Water Depth:			
Distance from River Bank:			
River Flow Rate:			
Field Decon:	Yes No	Sample Type:	Grab Composite
	Dedicated		
Munsell Color:			
Sample Description:			
Other physical characteristics of water body at sample location: (Water color, turbidity, odor, presence of sheens, dead/stressed vegetation)			
Sample Comments/Description:			

Figure 1
Petite Ponar[®] Grab Sampler and Exploded Diagram

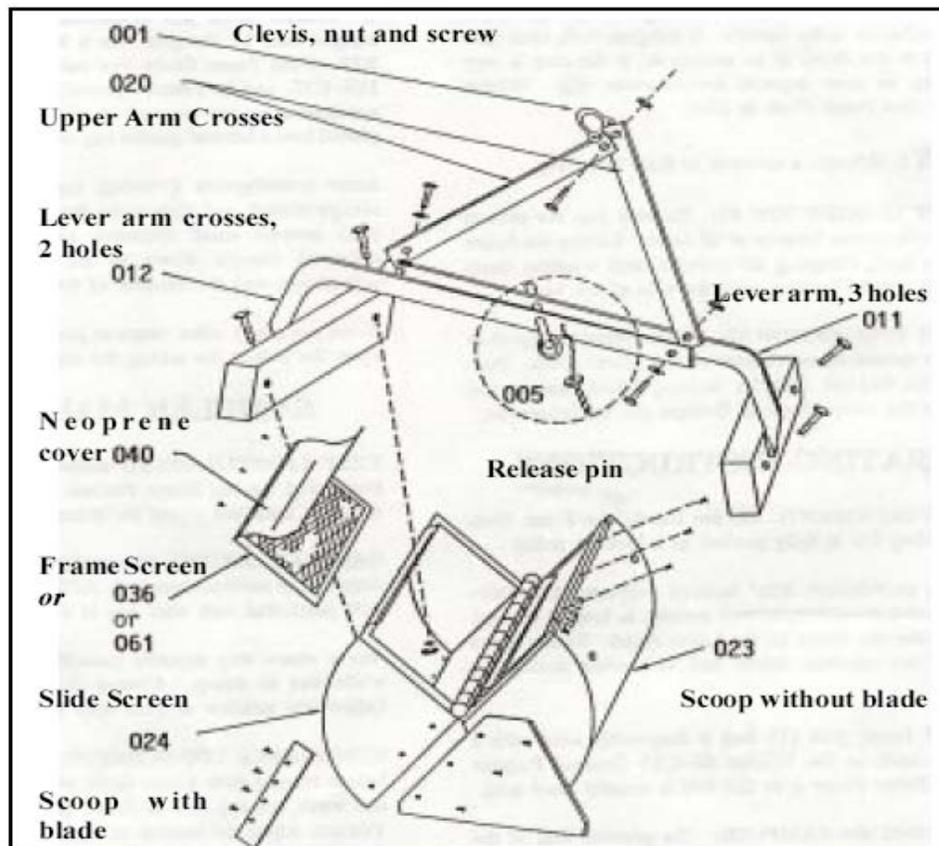
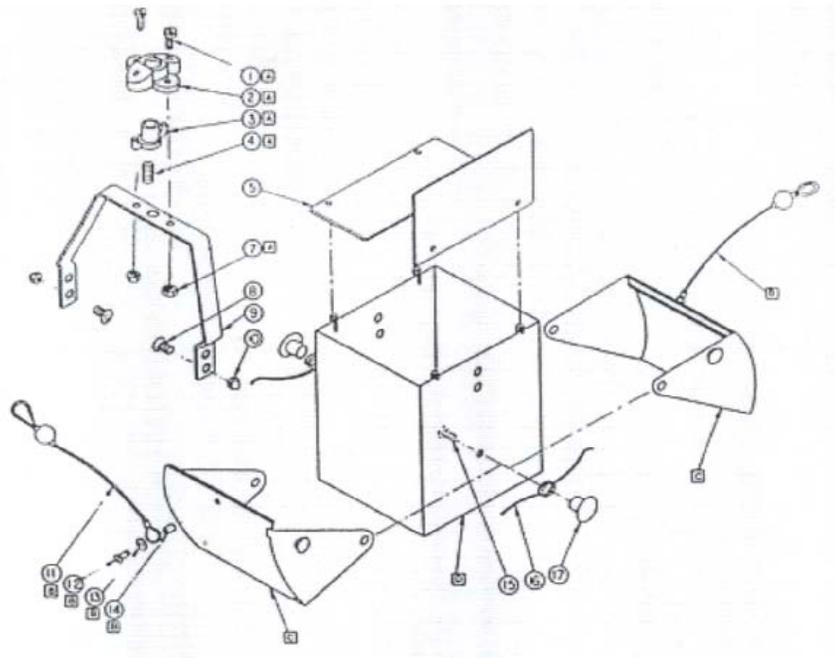


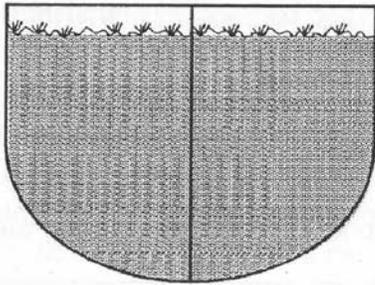
Figure 2
Ekman Bottom Grab Sampler (Large, Tall, and Standard Sizes) and Exploded Diagram



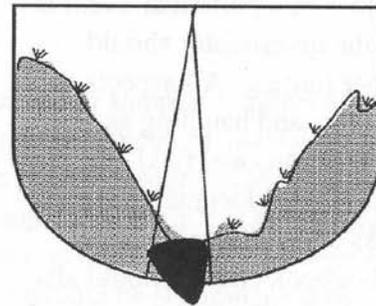
**Figure 3
Wildco® Hand Corer (with Case and Accessories) and Exploded Diagram**



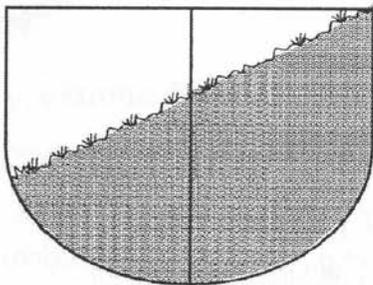
Figure 4
Illustrations of Acceptable and Unacceptable Grab Samples



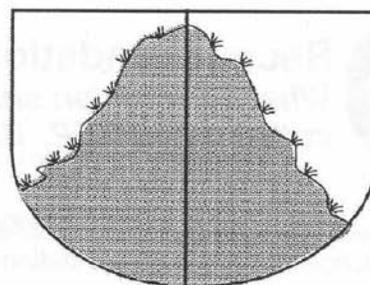
Acceptable if Minimum
Penetration Requirement Met
and Overlying Water is Present



Unacceptable
(Washed, Rock Caught in Jaws)



Unacceptable (Canted with
Partial Sample)



Unacceptable
(Washed)

Standard Operating Procedure SOP-3-24
Water Quality Parameter Testing for Groundwater Sampling

1.0 PURPOSE

This standard operating procedure (SOP) represents minimum standard of practice. State and federal requirements may vary, and this SOP does not replace state and federal requirements that must be consulted before work begins. Further, if a project-specific work plan has been created, the work plan should be considered the ruling document. This SOP may be modified to meet specific regulatory, client, or project specific criteria.

If there are procedures whether it be from Resolution Consultants, state and/or federal that are not addressed in this SOP and are applicable to water quality parameter testing, then those procedures may be added as an appendix to the project-specific Sampling and Analysis Plan (SAP).

2.0 SCOPE

This procedure provides guidance for expected sampling methods and protocols by all personnel related to the measurement of water quality parameters.

Field measurements of water quality parameters are commonly performed to evaluate surface water and groundwater. These tests are often performed to evaluate basic water quality parameters, to evaluate natural attenuation parameters, and to assess the presence of pore water entering a well.

As professional guidance for specific activities, this procedure is not intended to obviate the need for professional judgment during unforeseen circumstances. Deviations from this procedure while planning or executing planned activities must be approved by either the Contract Task Order (CTO) Manager or the Quality Assurance (QA) Manager, and documented.

3.0 DEFINITIONS

3.1 Barometric Pressure (BP)

The density of the atmosphere, which varies according to altitude and weather conditions.

3.2 Conductivity/Specific Conductance

A measure of the ability of water to pass electrical current, which increases with the amount of dissolved ionic substances (i.e., salts). Conductivity is inversely related to the resistance of a solution and is measured in units of mhos per centimeter (mhos/cm) (inverse ohms/cm, Siemens/cm). The conductivity of water increases with increasing temperature.

Specific Conductance is corrected for 25 degrees Celsius (°C); for this reason, it is best to record Specific Conductance. If Conductivity is recorded, the temperature of the sample MUST recorded.

3.3 Dissolved Oxygen (DO)

The amount of oxygen present in water and available for respiration. DO is typically measured in milligrams per liter (mg/L). Oxygen is less soluble in warm and salty waters, so the instrument compensates the apparent percent saturation for changes in temperature and conductivity. Most probes measure the current resulting from the electrochemical reduction of oxygen (at a gold cathode) diffusing through a selective membrane. Because oxygen is being removed from the sample to perform the measurement, sample flow is required to prevent false low readings due to depletion of oxygen in the solution in front of the probe. Optical DO probes do not remove oxygen from the sample and are less affected by salts. The common range of DO in groundwater is 0.0 to 3.0 mg/L. Measurements outside of this range suggest that the meter may not be operating correctly.

3.4 Nephelometric Turbidity Unit (NTU)

The measurement of light passing through a sample based on the scattering of light caused by suspended particles.

3.5 pH

A measure of acidity and alkalinity of a solution using a logarithmic scale on which a value of 7 represents neutrality, lower numbers indicate increasing acidity, and higher numbers are increasingly basic.

3.6 Oxidation-Reduction Potential (ORP)

Also known as redox or eH, ORP is a measurement of the potential for a reaction to occur, which generally indicates the oxygen status of a sample. The probe consists of a platinum electrode, the potential of which is measured with respect to a reference electrode that rapidly equilibrates with the potential of the sample solution. A positive value indicates that oxygen is present. A negative value indicates an anaerobic environment or reducing condition. For this reason, negative ORP readings should be associated with DO readings of less than 0.5 mg/l; with negative ORP readings the water may exhibit a sulfur odor or gray color. Positive ORP readings should be associated with DO readings greater than 0.5 mg/L and lack of sulfur odors. Because of the complex relationship between ORP and temperature, no compensation is attempted; it is thus best to report both the ORP and temperature of a water sample.

3.7 Total Dissolved Solids

A measure of the quantity of materials in water that are either dissolved or too small to be filtered.

3.8 Turbidity

Measure of the clarity of water in NTUs. Potable water typically has NTU values between 0.0 and 0.3 NTUs, depending on the state or regulatory program.

4.0 RESPONSIBILITIES

The CTO Manager, or designee, is responsible for ensuring that these standard groundwater sampling activities are followed and shall review all groundwater sampling forms at the conclusion of a sampling event. The CTO Manager is responsible for ensuring that all personnel involved in monitoring well sampling shall have the appropriate education, experience, and training to perform their assigned tasks. The QA Manager or Technical Director is responsible for ensuring overall compliance with this procedure. The Field Manager is responsible for ensuring that all project field staff follows these procedures.

Field sampling personnel are responsible for the implementation of this procedure. Personnel are required to be knowledgeable of the procedures in this SOP. Training and familiarization with this SOP shall be documented in the training file for each employee. The field sampler and/or Field Manager is responsible for directly supervising the calibration procedures to ensure that they are conducted according to this procedure, and for recording all pertinent data. If deviations from the procedure are required because of anomalous field conditions, they must first be approved by the CTO Manager, QA Manager, or Technical Director and then documented in the field logbook and associated report or equivalent document.

5.0 PROCEDURES

5.1 Purpose

The procedures will vary depending on parameters being measured, method of sampling, and the method of measurement used. The information here is a general guidance and the site-specific documents and manufacturer manuals supersede these procedures.

5.2 Cautions

Improper use of water quality testing equipment could result in equipment damage or compromised sampling results. Personnel should be trained to operate the test equipment being used for a field operation and should be trained in the proper techniques for collecting and

logging water quality parameters. Personnel should also be able to recognize problems with test equipment and have someone available for basic troubleshooting and repair.

5.3 Interferences

During field testing, water quality data that is documented from field testing equipment may be influenced by certain outside factors that are unrelated to the actual site water quality. Such parameters and equipment include the following:

pH Meters

- Coatings of oils, greases, and particles may impair the electrode's response. Pat the electrode bulb dry with lint-free paper or cloth and rinse with de-ionized water. For cleaning hard-to-remove films, use isopropyl alcohol very sparingly so that the electronic surface is not damaged.
- Poorly buffered solutions with low specific conductance (less than 200 microsiemens per centimeter) may cause fluctuations in the pH readings. Equilibrate electrode by immersing in several aliquots of sample before taking pH.

Dissolved Oxygen

- Dissolved gases (e.g., hydrogen sulfide, halogens, sulfur dioxide) are a factor with the performance of DO probes. The effect is less pronounced on optical DO meters. Meter type and potential interferences should be considered based on potential sulfate/sulfide or nitrate/nitrite reducing environments.
- Exposure of the sample to the atmosphere will cause elevated DO measurements.

Turbidity Meter

- If the weather is warm and humidity is high, condensation may collect on the cuvet. To avoid this, allow the sample to warm and dry the outside of the cuvet before making the measurement. One method used to accomplish this is to place the cuvet against one's body (armpits work well).

Temperature

- Sample temperature will change rapidly when there are significant differences between the sample and ambient air.

5.4 Apparatus and Materials

Field personnel shall consult the site work plan and SAP to review the equipment requirements for the sampling procedures to be followed during the sampling effort. The specific apparatus and materials required will depend on the water quality parameters being monitored. Table 1 shows the common equipment used in water quality parameter testing.

Table 1
 Water Quality Parameter Testing — Common Equipment

Water Quality Parameter Instrument	Calibration Standards Required	Other Equipment
pH Meter	Yes - 2 or 3 Point Standards depending on groundwater range. Calibration must cover the range to be measured. If samples are above or below typical buffer standards (4, 7 and 10), special order buffers that fall outside groundwater pH range.	Container or flow thru cell for holding sample
Specific Conductance	Yes	Container or flow thru cell for holding sample
ORP Meter	Yes	Container or flow thru cell for holding sample
Turbidity Meter	Yes	Container or flow thru cell for holding sample
DO	No	Container or flow thru cell for holding sample
Thermometer	No	Container or flow thru cell for holding sample
Flow Rate	No	Calibrated Container

Notes:

ORP = Oxidation-Reduction Potential
 DO = Dissolved Oxygen

5.5 Instrument or Method Calibration

Most monitoring instruments require calibration before use, and this calibration must be conducted in the field under the ambient climatic conditions that will be present during field sampling. Calibration of monitoring instruments shall be performed in accordance with the manufacturer's specifications and recorded in the provided form in Attachment 1. Site-specific instrument calibration requirements should be specified in the SAP. The following minimum calibration requirements apply to the various types of meters used to gather water quality measurements.

Initial Calibration (IC): Before use, the instrument or meter electronics are adjusted (manually or automatically) to a theoretical value (e.g., DO saturation) or a known value of a

calibration standard. An IC is performed in preparation for the first use of an instrument or if a calibration verification does not meet acceptance criteria.

Initial Calibration Verification (ICV): The instrument or meter calibration is checked or verified directly following IC by measuring a calibration standard of known value as if it were a sample and comparing the measured result to the calibration acceptance criteria for the instrument/parameter. If an ICV fails to meet acceptance criteria, immediately recalibrate the instrument using the applicable initial calibration procedure or remove it from service.

Continuing Calibration Verification (CCV): After use, the instrument or meter calibration is checked or verified by measuring a calibration standard of known value as if it were a sample and comparing the measured result to the calibration acceptance criteria for the instrument/parameter.

5.5.1 Calibration Checks

Calibration checks are conducted by measuring a known standard. They must be completed after calibration and should be performed at least one other time (i.e., after lunch) and anytime suspect measurements are encountered. Table 2 provides general acceptance ranges to be used during calibration checks. If a meter is found to be outside of the acceptance range, the meter must be recalibrated. If the meter remains out of range, the project manager and/or the supplier of the meter should be contacted to determine alternative measures.

Table 2
 Calibration Check Acceptance Limits

Parameter	Acceptance Criteria
Dissolved Oxygen	±0.3 mg/L of the theoretical oxygen solubility
Oxidation-Reduction Potential	±10 mv from the theoretical standard value at that temperature
pH	±0.2 Standard pH Units
Specific Conductance	±5% of the standard
Turbidity	0.1 to 10 NTU: ±10% of the standard 11 to 40 NTU: ±8% of the standard 41 to 100 NTU: ±6.5% of the standard

Notes:

- mg/L = milligrams per liter
- mv = millivolts
- NTU = nephelometric turbidity units

5.5.2 Possible and Suspected Ranges

The concentration for each parameter range should be known so that concentrations outside of the range can be noted. Table 3 presents the maximum range of the parameter in groundwater. The table also presents the suspected range. Measurements outside of the maximum/minimum range should be considered in error and the measurement method should be checked. Concentrations outside the normal range should be treated as suspect but may be the result of contaminant impact. For example, a pH of 2.0 would be out of the normally suspected range for groundwater but not at a site impacted with an acid.

Table 3
 Minimum and Maximum Result Ranges

Parameter	Units	Possible Min	Possible Max	Normal Min	Normal Max	Notes
Dissolved Oxygen	mg/L	0.0	14.6 (0°C)	0.0	5	The colder the sample, the higher the DO reading.
			10.1 (15°C)			DO greater than 1 mg/L, ORP positive should not have sulfur odor, sulfide, ferrous iron and/or gray color.
			8.3 (2°C)			DO less than 1 mg/L, ORP negative, may have sulfur odor, sulfide, ferrous iron and/or gray color.
pH	SU	0	14	5	9	pH values exceeding 10 could indicate grout contamination
ORP	mv					DO greater than 1 mg/L, ORP positive should not have sulfur odor, sulfide, ferrous iron and/or gray color.
						DO less than 1 mg/L, ORP negative, may have sulfur odor, sulfide, ferrous iron and/or gray color.
Specific Conductance	µS/cm			varies	varies	
Temperature	°C	0	100	5	30	
Turbidity	NTU	0	Greater than 1,000	0	Greater than 1,000	50 NTU or greater suggests cloudiness.

Notes:

- mg/L = milligrams per liter
- °C = degrees Celsius
- DO = dissolved oxygen
- SU = standard units
- ORP = oxidation reduction potential
- mv = millivolts
- mS/cm = micro Siemens per cm
- NTU = nephelometric turbidity units

5.5.3 Field Instruments and Calibration Criteria

The calibration acceptance criteria for each instrument are summarized in Table 4 along with special considerations related to each field instrument.

Table 4
 Calibration Check Acceptance Limits

Parameter	Acceptance Criteria
Dissolved Oxygen	±0.3 mg/L of the theoretical oxygen solubility.
Oxidation-Reduction Potential	±10 mv from the theoretical standard value at that temperature.
pH	±0.2 Standard pH Units
Specific Conductance	±5% of the standard
Turbidity	0.1 to 10 NTU: ±10% of the standard
	11 to 40 NTU: ±8% of the standard
	41 to 100 NTU: ±6.5% of the standard

Notes:

- mg/L = milligrams per liter
- mv = millivolts
- NTU = nephelometric turbidity units

pH Meters

- For the most accurate of pH measurements, pH meters should receive a three-point calibration. However, if a two-point calibration will bracket the groundwater pH of the site, a two-point calibration is acceptable. Three-point calibrations typically include calibrating to solutions of pH 7.00, 4.00, and 10.00. If groundwater pH is outside the calibration range of the solution standards, special buffers must be ordered to bracket the pH. Some meters will report the slope of the calibration and this may be used in checking the meter calibration (refer to the meter’s manual). When performing an ICV, the result must be within +/- 0.2 pH units of the stated buffer value.
- pH meters should be calibrated across the range of values to be measured. The maximum and minimum calibration solutions shall be outside the range of anticipated values. For example, if the expected range is between 7.50 and 9.00, the 7.00 and the 10.00 standard should be used for calibration. Perform the IC using at least two buffers, and always use the pH 7.00 buffer first. A reading that is above the maximum (or below the minimum) calibration standard is an estimate only and is not valid. This condition requires obtaining a new standard that is above (or below) the reported value, depending on the measurement.

- A percent slope of less than 90 percent indicates a bad electrode that must be changed or repaired. If percent slope cannot be determined, or the manufacturer's optimum specifications are different, follow the manufacturer's recommendation for maintaining optimum meter performance.

Specific Conductivity Meters

- For IC, when the sample measurements are expected to be 100 microsiemens per centimeter ($\mu\text{S}/\text{cm}$) or greater, use two standard potassium chloride (KCl) solutions that bracket the range of expected sample conductivities. Calibrate the instrument with the first standard. Verify the calibration of the instrument with the second standard, bracketing the range of expected sample values.
- If the instrument can be calibrated with more than one standard, choose additional calibration standards within the range of expected sample values.
- When the sample measurements are expected to be less than 100 $\mu\text{S}/\text{cm}$, a lower bracket is not required, but one standard (KCl) solution that is within the range of expected measurements must be used for the IC and the ICV.
- Accept the calibration if the meter reads within +/- 5 percent of the value of any calibration standard used to verify the calibration.
- Most field instruments read conductivity directly. Record all readings and calculations in the calibration records.
- For CCV, check the meter with at least one KCl standard with a specific conductance in the range of conductivity measured in environmental samples. The reading for the calibration verification must also be within +/- 5 percent of the standard value.
- If new environmental samples are encountered outside the range of the IC, verify the instrument calibration with two standards bracketing the range of sample values. If these calibration verifications fail, recalibrate the instrument.

Dissolved Oxygen Meters

- Before calibrating, check the probe membrane for bubbles, tears, or wrinkles. These conditions require replacement of the membrane in accordance with the manufacturer's directions.
- If the meter provides readings that are off-scale, will not calibrate, or drift, check the leads, contacts, etc., for corrosion and/or short circuits. These conditions require replacement maintenance in accordance with the manufacturer's directions.
- Most DO meters must be calibrated based on an environment of 100 percent humidity and a known elevation and barometric pressure (BP).
- For 100 percent humidity, place the probe in the calibration container with a moist towel and allow the probe to remain, undisturbed, for 10 to 20 minutes.
- The IC is an air calibration at 100% saturation. Before use, verify the meter calibration in water-saturated air to make sure it is properly calibrated and operating correctly. Make a similar verification at the end of the day or sampling event. Follow the manufacturer's instructions for your specific instrument. Allow an appropriate warm up period before IC. Wet the inside of the calibration chamber with water, pour out the excess water (leave a few drops), wipe any droplets off the membrane/sensor and insert the sensor into the chamber (this ensures 100 percent humidity). Allow adequate time for the DO sensor and the air inside the calibration chamber to equilibrate. Once the probe/calibration chamber is stable at ambient temperature, check the air temperature and determine, from the DO versus temperature table (see Attachment 2) what DO should measure. The acceptance criterion for DO ICV is +/- 0.3 mg/L.
- Use the same procedure as above for CCV.

ORP Meters

- Verify electrode response before use in the field.
- Equilibrate the standard solution to the temperature of the sample. The standard solution is based on a 25°C temperature; however, the calibration solution standard's value will require adjustment based on the temperature.

- Immerse the electrodes and gently stir the standard solution in a beaker (or flow cell). Turn the meter on, placing the function switch in the millivolt (mv) mode.
- Let the electrode equilibrate and record the reading to the nearest millivolt. The reading must be within ± 10 mv from the theoretical redox standard value at that temperature. If not, determine the problem and correct it before proceeding. Switch to temperature display and read the value.
- Record the mv reading and temperature in the field notebook or in form. Rinse the electrode with distilled water and proceed with the sample measurement, unless using a flow cell. If a flow cell is used, rinse between sample locations.

Turbidity Meters

- Perform an initial calibration using at least two primary standards.
- If the instrument cannot be calibrated with two standards, calibrate the instrument with one standard and verify with a second standard.
- Perform an ICV by reading at least one primary standard as a sample. The acceptance criterion for the ICV depends on the range of turbidity of the standard value:
 1. Standard Value = 0.1 to 10 NTU: the response must be within 10 percent of the standard;
 2. Standard Value = 11 to 40 NTU: the response must be within 8 percent of the standard;
 3. Standard Value = 41 to 100 NTU: the response must be within 6.5 percent of the standard; and
 4. Standard Value greater than 100 NTU: the response must be within 5 percent of the standard.
- Determining the Values of Secondary Standards: Use only those certified by the manufacturer for a specific instrument. Secondary standards may be used for CCVs.

To initially determine the value of a secondary standard, assign the value that is determined immediately after an ICV or verification with primary standards. This is done by reading the secondary standard as a sample. This result must be within the manufacturer's stated tolerance range and +/- 10 percent of the assigned standard value. If the +/- 10 percent criterion is not met, assign this reading as the value of the standard. If the reading is outside the manufacturer's stated tolerance range, discard the secondary standard.

- CCV: Perform a CCV using at least one primary or secondary standard. The calibration acceptance criteria are the same as those for an ICV.

5.6 Direct Measurements

Direct measurements with meters are the most common methods and can be accomplished by placing a sample in a container with the probe or by allowing the water to flow past the probe in a flow cell. The use of a flow-through cell improves measurement quality by allowing the constant flow of water over the probes and reduces interaction of the sample with the atmosphere. Sample cups should be avoided. The quantity of samples, timing, and methodology should be described in the project SAP.

Following calibration of required probes, connect the bottom flow-cell port to the discharge line of the pump. Connect the top port to a discharge line directed to a bucket to collect the purge water. Allow the flow cell to completely fill. As the water flows over the probe, record the measurements. Continue to record the measurements at regular intervals, as specified in the SAP.

When the ambient air temperatures are much higher or lower than the temperature of the water sample, it is best to keep the length of tubing between the wellhead and the flow cell as short as possible to prevent heating or cooling of the water. Tubing and flow-through cell should not be exposed to direct sunlight, particularly in the summer, if at all possible, to avoid heating of water samples.

5.7 Data Acquisitions, Calculations, and Data Reduction

5.7.1 Specific Conductivity Correction Factors

If the meter does not automatically correct for temperature (i.e., read Specific Conductivity) record Conductivity and adjust for temperature upon returning to the office. The following equation can be used to convert Conductivity to Specific Conductivity.

$$K = \frac{(Km)(C)}{1 + 0.0191(T - 25)}$$

Where:

- K = Conductivity in $\mu\text{mhos/cm}$ at 25°C
- Km = Measured conductivity in $\mu\text{mhos/cm}$ at T degrees Celsius
- C = Cell constant
- T = Measured temperature of the sample in degrees Celsius;

If the cell constant is 1, the formula for determining conductivity becomes:

$$K = \frac{(Km)}{1 + 0.0191(T - 25)}$$

5.7.2 Percentage Difference Calculation

For evaluating slope of readings from either a flow cell or a sample cup.

$$\%Difference = \frac{(Highest\ Value - Lowest\ Value)}{(Highest\ Value)} \times 100$$

5.7.3 Convert mm mercury (mmHG) to inches mercury (inHG)

$$mmHG = inHG \times 25.4$$

5.7.4 True Barometric Pressure

For converting BP obtained from a public domain source that is expressed in BP at sea level to BP at the subject site.

$$TrueBP = (BP) - \frac{(2.5 \times [Local\ Altitude])}{100}$$

Where: BP is in mmHG and Local Altitude is in feet

Example: BP at site A is 30.49 inHg and elevation is 544 feet, calculate TrueBP



Convert inHG to mmHG:

$$\text{mmHg} = 30.49 \text{ inHg} \times 25.4 = 774.4 \text{ mmHg}$$

Calculate True BP:

$$\text{TrueBP} = (774.4 \text{ mmHg}) - [2.5 * (544 / 100)] = 774.4 - 13.6 = 760.8 \text{ mmHg}$$

6.0 RECORDS

Data will be recorded promptly, legibly, and in indelible ink on the appropriate logbooks and forms. At the completion of a field effort, all logbooks, field data forms, and calibration logs shall be scanned and made electronically available to the project team. The original field forms, calibrations logs, and log book will be maintained in the project file.

7.0 HEALTH AND SAFETY

Detailed Health and Safety requirements can be found in the site specific Health and Safety Plan. Ensure that a Safe Work Assessment and Permit form is filled out daily prior to any work in the field and reviewed with all project personnel in a daily safety brief.

Safety glasses with side shields or goggles and disposable gloves shall be worn during calibration activities.

8.0 REFERENCES

None

9.0 ATTACHMENTS

Attachment 1: Example Field Instrument Calibration Form

Attachment 2: Solubility of Oxygen at Given Temperatures

Attachment 3: Example Field Data Form

Attachment 1
Example Field Instrument Calibration Form

Field Instrument Calibration Form

Calibrated by: _____
Date: _____

Equipment (Make/Model/Serial#): _____
Equipment (Make/Model/Serial#): _____

pH (su) Standard: ± 0.2 standard units				DO (mg/L) Standard: ± 0.3 mg/L of theoretical*			
Initial Calibration		Initial Calibration Verification		IC (Temp:)		ICV (Temp:)	
Hach SL	Reading	Pine SL	Reading	Saturation (%)	Reading (%)	Theoretical (mg/L)	Reading (mg/L)
pH7	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="text"/>
pH4	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Continuing Calibration Verification				CCV (Temp:)			
Hach SL	Reading	Deviation	Acceptable Variance (Y/N)	Saturation (%)	Reading (%)	Deviation	Acceptable Variance (Y/N)
pH7	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="text"/>
pH4	<input type="text"/>	<input type="text"/>	<input type="text"/>	Theoretical (mg/L)	Reading (mg/L)	Deviation	Acceptable Variance (Y/N)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ORP (mV) Standard: NA				Turbidity (ntu) Standard: ±10% of Standard			
IC (Zobell SL:)		ICV (Pine SL:)		Initial Calibration			
TCS (Std/Temp)	Reading	TCS (Std/Temp)	Reading	Standard	Reading		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
CCV (Zobell SL:)				Continuing Calibration Verification			
TCS (Std/Temp)	Reading	Deviation	Acceptable Variance (Y/N)	Standard	Reading	Deviation	Acceptable Variance (Y/N)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Conductivity (ms ^c /cm) Standard: ± 5% of standard value				Comments:			
IC (YSI SL:)		ICV (Pine SL:)					
Standard	Reading	Standard	Reading				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
CCV (YSI SL:)							
Standard	Reading	Deviation	Acceptable Variance (Y/N)				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

Notes:

SL	solution lot	su	standard units
TCS	temperature corrected standard	mV	millivolts
Std	standard	%	percent
Temp	temperature	mg/L	milligrams per liter

ntu	Nephelometric Turbidity Units
°C	degrees Celsius
ms ^c /cm	millisiemens per centimeter (temperature corrected)
*	Theoretical value

Attachment 2
Solubility of Oxygen at Given Temperatures

Field Measurement of Dissolved Oxygen

Solubility of Oxygen in Water at Atmospheric Pressure			
Temperature	Oxygen Solubility	Temperature	Oxygen Solubility
°C	mg/L	°C	mg/L
0.0	14.621	26.0	8.113
1.0	14.216	27.0	7.968
2.0	13.829	28.0	7.827
3.0	13.460	29.0	7.691
4.0	13.107	30.0	7.559
5.0	12.770	31.0	7.430
6.0	12.447	32.0	7.305
7.0	12.139	33.0	7.183
8.0	11.843	34.0	7.065
9.0	11.559	35.0	6.950
10.0	11.288	36.0	6.837
11.0	11.027	37.0	6.727
12.0	10.777	38.0	6.620
13.0	10.537	39.0	6.515
14.0	10.306	40.0	6.412
15.0	10.084	41.0	6.312
16.0	9.870	42.0	6.213
17.0	9.665	43.0	6.116
18.0	9.467	44.0	6.021
19.0	9.276	45.0	5.927
20.0	9.092	46.0	5.835
21.0	8.915	47.0	5.744
22.0	8.743	48.0	5.654
23.0	8.578	49.0	5.565
24.0	8.418	50.0	5.477
25.0	8.263		

Notes:

The table provides three decimals to aid interpolation

Under equilibrium conditions, the partial pressure of oxygen in air-saturated water is equal to that of the oxygen in water saturated

°C = degrees Celsius

mg/L = milligrams per liter

Attachment 3
Example Field Data Form

WELL DEVELOPMENT & GROUNDWATER SAMPLING FORM		
DATE:	JOB NUMBER:	EQUIPMENT (Make/Model #/Serial #):
PROJECT:	EVENT:	/ /
WELL ID:	LOCATION:	/ /
WEATHER CONDITIONS:	AMBIENT TEMP:	/ /
REVIEWED BY:	PERSONNEL:	/ /

WELL DIA:	WELL DEVELOPMENT	
TOTAL DEPTH from TOC (ft.):	START:	FINISH:
DEPTH TO WATER from TOC (ft.):	VOLUME PURGED (gal):	
LENGTH OF WATER COL. (ft.):	GROUNDWATER SAMPLING	
1 VOLUME OF WATER (gal):	START:	FINISH:
3 VOLUMES OF WATER (gal):	VOLUME PURGED (gal):	
	ANALYSIS:	

WELL DEVELOPMENT PARAMETERS		GW SAMPLING PARAMETERS	
Temperature:	± 1.0° C	Temperature:	± 0.2° C
pH:	± 0.5 standard units	pH:	± 0.2 standard units
Specific Conductance:	± 10% of the past measurement	Specific Conductance:	± 5% of the past measurement
Turbidity:	relatively stable	DO:	≤ 20% saturation
		ORP:	± 10 millivolts
		Turbidity:	≤ 10 NTU

IN-SITU TESTING

Circle one:	DEVELOPMENT	SAMPLING							Description:
Time (hh:mm):									
pH (units):									
Conductivity (mS/cm):									
Turbidity (NTU):									
DO (mg/L): YSI 556									
DO (mg/L): YSI 550									
Temperature (C°):									
ORP (mV):									
Volume Purged (gal):									
Depth to Water (ft):									
									Well Goes Dry While Purging <input type="checkbox"/>

SAMPLE DATA

Sample ID	Date (m/d/y)	Time (hh:mm)	Bottles (total to lab)	Filtered (0.45 µm)	Remarks

Purging/Sampling Device Decon Process:

COMMENTS:

Surface Water Sampling for Trace Metals

Procedure 3-31

1.0 Purpose and Scope

- 1.1 This project Standard Operating Procedure (SOP) defines the procedures for the collection of surface water samples using clean hands/dirty hands (CH/DH) protocols (USEPA, 1996).
- 1.2 Samples will be collected for chemical analyses. Use of this SOP is restricted to metals, including but not limited to low-level mercury, methylmercury and hexavalent chromium. The project-specific analytes will be specified in the Sampling and Analysis Plan (SAP).
- 1.3 It is assumed that the sampling activities described in this SOP will be conducted in conjunction with SOP 3-10 Surface Water Sampling.
- 1.4 This procedure is the Program-approved professional guidance for work performed by Resolution Consultants under the Comprehensive Long-Term Environmental Action Navy (CLEAN) contract (Contract Number N62470-11-D-8013).
- 1.5 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review. If there are procedures whether it be from Resolution Consultants, state and/or federal that are not addressed in this SOP and are applicable to surface water sampling then those procedures may be added as an appendix to the project specific SAP.
- 1.6 It is fully expected that the procedures outlined in this SOP will be followed. Procedural modifications may be warranted depending upon field conditions, equipment limitations, or limitations imposed by the procedure. Substantive modification to this SOP will be approved in advance by the Program Quality Manager. Deviations to this SOP will be documented in the field records.

2.0 Safety

- 2.1 Depending upon the site-specific contaminants, various protective programs must be implemented prior to sampling with a Vibracorer. All **field sampling personnel** responsible for sampling activities must review the project-specific health and safety plan (HASP) paying particular attention to the control measures planned for the sampling tasks. Conduct preliminary area monitoring to determine the potential hazard to field sampling personnel. If significant contamination is observed, minimize contact with potential contaminants in both the vapor and liquid phase through the use of respirators and disposable clothing.
- 2.2 In addition, observe standard health and safety practices according to the project-specific HASP. Suggested minimum protection during well sampling activities includes inner disposable vinyl gloves, outer chemical-protective nitrile gloves, rubberized steel-toed boots, and an American National Standards Institute-standard hard hat. Half-face respirators and cartridges and Tyvek® suits may be necessary depending on the contaminant concentrations, and shall always be available on site.
- 2.3 Daily safety briefs will be conducted at the start of each working day before any work commences. These daily briefs will be facilitated by the **Site Safety Officer (SSO)** or designee to discuss the day's events and any potential health risk areas covering every aspect of the work to be completed. Weather conditions are often part of these discussions. As detailed in the HASP, everyone on the field team has the authority to stop work if an unsafe condition is perceived until the conditions are fully remedied to the satisfaction of the SSO.

3.0 Terms and Definitions

None.

4.0 Interferences

- 4.1 Contamination during sampling activities can affect the accurate determination of total and dissolved metals at trace levels. Potential sources of contamination include metallic sampling equipment, deionized water, and dust from automobile/boat exhaust, cigarette smoke, nearby roads, and bridges (USEPA 1996). Adherence to the CH/DH procedures as described in this SOP will minimize these interferences.
- 4.2 Cross-contamination of samples may result if sample handling equipment is inadequately or improperly decontaminated. Refer to SOP 3-06 Equipment Decontamination for proper decontamination procedures.
- 4.3 Care must be taken to avoid disturbing the bed sediment during surface water sampling at depth. Re-suspended bed sediments may contaminate the surface water samples.
- 4.4 When collecting dissolved metals samples, high sample turbidity may cause clogging of the filter membrane and cause a decrease in filter efficiency/rate. Monitoring of flow rate is recommended; if a significant decrease is noted, replacement of the filter may be needed.
- 4.5 If collecting surface water samples using a peristaltic pump, purging the pump system with a minimum of three volumes of site water will ensure that the sample collected is representative of the sample location and desired depth.

5.0 Training and Qualifications

5.1 Qualifications and Training

- 5.1.1 The individual executing these procedures must have read, and be familiar with, the requirements of this SOP.

5.2 Responsibilities

- 5.2.1 The **Contract Task Order (CTO) Manager** is responsible for ensuring that the CH/DH sampling activities comply with this procedure. The CTO Manager or designee shall review all surface water sampling forms on a minimum monthly basis. The CTO Manager is responsible for ensuring that all field sampling personnel involved in CH/DH sampling shall have the appropriate education, experience, and training to perform their assigned tasks.
- 5.2.2 The **Program Quality Manager** is responsible for ensuring overall compliance with this procedure.
- 5.2.3 The **Field Manager** is responsible for ensuring that all field sampling personnel follow these procedures.
- 5.2.4 **Field sampling personnel** are responsible for the implementation of this procedure. Minimum qualifications for field sampling personnel require that one individual on the field team shall have a minimum of 6 months of experience with CH/DH sampling.
- 5.2.5 The **field sampler and/or task manager** is responsible for directly supervising the CH/DH sampling procedures to ensure that they are conducted according to this procedure, and for recording all pertinent data collected during sampling. If deviations from the procedure are required because of anomalous field conditions, they must first be approved by the Program Quality Manager and then documented in the field logbook and associated report or equivalent document.

6.0 Equipment and Supplies

The following equipment list contains materials which may be needed in carrying out the procedures contained in this SOP. Not all equipment listed below may be necessary for a specific activity. Additional equipment may be required, pending field conditions.

- Appropriate sampling device and associated equipment, see SOP 3-10 Surface Water Sampling
- Laboratory-supplied double-bagged water sample containers
- Field laptop computer or tablet, equipped with field data collection software
- Approved plans, including target sampling locations
- Insulated coolers with wet ice
- Field logbook, pen, standardized forms (as needed)
- Chain-of-custody forms and seals
- Chemical-free wipes
- Plastic tape
- Zipper-lock bags
- Laboratory supplied reagent water
- Tap water supply
- Pre-cleaned pipets
- Safety gear personal protective equipment (PPE) as required in the HASP

7.0 Calibration or Standardization

None

8.0 Procedure

- 8.1 Select the appropriate sampling device per SOP 3-10 Surface Water Sampling. For trace metals sampling, the selected sampling device should be constructed of inert material such as Teflon, acrylic plastic, or PVC.
- 8.2 The associated tubing, fittings, and any required filters should be new and dedicated to the project and kept in sealed zip-top plastic bags prior to use. New tubing and filters will be used for each sample.
- 8.3 The laboratory will supply pre-cleaned Fluorinated Ethylene Propylene (FEP), Polytetrafluoroethylene (PTFE), conventional or linear polyethylene, polycarbonate, or polypropylene sample containers with lids in double zip top plastic bags. Bottles for low-level mercury (Hg) analysis should be fluoropolymer or glass.
- 8.4 If sampling from a boat, boat engines and/or generators should be shut off prior to and during sampling. If this is not possible, then the sampling platform should be positioned upwind from any running combustion engines.
- 8.5 Prior to filling any bottles for trace metals analysis one member of the field team will be designated as the DH sampler and one member of the team will be designated as the CH sampler. The DH sampler will handle the outer sample bags and hold/operate the sampling device and all other equipment during the sampling process. The CH sampler will don new nitrile gloves and only contact the inner sample bags, sample containers, filters, and sample port/tubing until sampling is complete.

Obtain the surface water sample using the appropriate equipment according to the procedures in SOP 3-10 Surface Water Sampling. Once the sample is ready to be collected into the sample containers, the DH sampler will open the outer bag of the appropriate sample container and allow the CH sampler to remove the inner bag and bottle. The CH sampler should take care not to contact the outer surface of the outer bag. The CH sampler will then open the inner bag, remove the bottle, and uncap the bottle for sample collection directly from the sample device (the CH sampler should take care to minimize the amount of time the bottle is open to reduce the potential for atmospheric contamination). Once the required volume is collected the process is reversed to return the bottle to the inner and outer bags.

Bottles may be received pre-preserved from the laboratory using the preservatives appropriate for each analysis, as presented in the SAP. If bottles are not pre-preserved, preservative will be added to the sample bottles once filled with site water, and the bottle will be inverted to ensure mixing. The preservatives for each metal are as follows:

- Methylmercury: sulfuric acid
- Hexavalent chromium: laboratory-provided buffer solution
- Mercury: bromine chloride or hydrochloric acid
- Other TAL metals and titanium: nitric acid

If the program requires the collection of field-filtered dissolved metals, water for these parameters will be collected concurrent with the total metals. Tubing coming off the pump will be fitted with a laboratory-decontaminated Y-connector, of inert material. Lengths of Teflon-lined poly tubing will be attached to each end of the Y-connector, one length of tubing will be fitted with a Voss capsule (Catalog number: GWC-45-EA-R), or equivalent, laboratory-cleaned 0.45 micron filter by the CH sampler. Clamps will be used on the tubing to cut off flow to either end such that water may flow for total metals or through the filter for dissolved metals. The clamp for the dissolved metals tubing will be located upflow of the filter to prevent pressure on the filter while the total metals sample bottles are being filled. The preserved bottles for total mercury and dissolved mercury will be filled, alternating approximately 25% of volume, until full. The DH sampler will operate the pump and clamps. This will continue for other parameters that require the collection of total and dissolved samples, such as methylmercury and TAL metals. Should the inline filter clog, a new 0.45 filter will be placed on the tubing, and that filter purged for 10 seconds prior to resuming sampling.

High sample turbidity may cause clogging of the filter membrane and a decrease in filter efficiency/rate. If the rate of flow is observed to decrease substantially, then it is recommended that the filter be replaced by the CH sampler by first removing the tubing outlet from the sample container. The DH sampler should then turn off the pump, reverse the pump direction, turn the pump back on to release pressure in the filter, turn the pump off again, and finally remove the used filter. A new filter can then be installed and purged as described above.

- 8.6 Sample collection information should be recorded at the time of collection using either the field laptop/tablet, standardized forms, the field logbook, or a combination. This information will include, but not be limited to, the station ID, sample ID, time and date of sample collection, sample collection depth, the sampler's name, vessel, description of any sample processing, and any pertinent observations.
- 8.7 Samples must be immediately placed in coolers with ice following collection until shipment to the laboratory.
- 8.8 Sample custody, packaging and shipment will be conducted according to the procedures described in SOP 3-03 Record Keeping, Sample Labeling, and Chain-of-Custody and SOP 3-04 Sampling Handling, Storage, and Shipping.

9.0 Quality Control and Assurance

- 9.1 Equipment rinsate blanks will be collected at the frequency specified in the SAP, and from each set of sampling equipment (including any tubing and tubing outfitted with a filter) after the sampling gear is decontaminated.
- 9.2 Data quality evaluations will be based on quality control (QC) sample results. QC samples may include field duplicates, matrix spike/matrix spike duplicate (MS/MSD) samples, and equipment rinsate blanks; frequency of collection requirements are specified in the SAP. Additional volume for field duplicates and MS/MSD samples will be collected according to the methods outlined in this SOP; however, bottles will be filled concurrently (rather than sequentially) if possible to minimize variability between sample containers.

10.0 Data and Records Management

- 10.1 Information collected during sampling shall be documented in the field laptop computer/table or on the surface water sampling log form in indelible ink. Copies of this information shall be sent to the CTO Manager for the project files.
- 10.2 Field notes will be kept during coring activities in accordance with SOP 3-03 – Recordkeeping, Sample Labeling, and Chain of Custody. The information pertinent to sampling activities includes but is not limited to chronology of events, sample locations (x,y,z), time/date, sampler name, sample ID, time and date of sample collection, sample collection depth, the sampler's name, vessel, description of any sample processing, and any pertinent observations.
- 10.3 Deviations to the procedures detailed in the SOP should be recorded in the field logbook.

11.0 Attachments or References

- 11.1 NAVSEA T0300-AZ-PRO-010. *Navy Environmental Compliance Sampling and Field Testing Procedures Manual*. August 2009.
- 11.2 USEPA 1996. *Method 1669 Sampling Ambient Water for Trace Metals at EPA Water Quality Criteria Levels*. July 1996.

<i>Author</i>	<i>Reviewer</i>	<i>Revisions (Technical or Editorial)</i>
Robert Shoemaker Senior Scientist	Naomi Ouellette Project Manager	Rev 0 – Initial Issue

U.S. Environmental Protection Agency
Region 4, Science and Ecosystem Support Division
Athens, Georgia

OPERATING PROCEDURE

Title: **Pore Water Sampling**

Effective Date: February 28, 2013

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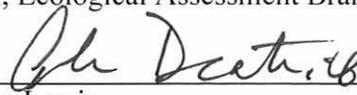
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Revision History

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SESDPROC-513-R2, Pore Water Sampling, replaces SESDPROC-513-R1. General: Corrected any typographical, grammatical and/or editorial errors. Revision History: Changes were made to reflect the current practice of only including the most recent changes in the revision history. Section 3.4: Item 4 was revised to reflect practice of using individual single-use preservative vials instead of preservatives prepared by ASB.	February 28, 2013
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SESDPROC-513-R0, Pore Water Sampling, Original Issue	February 05, 2007

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1 General Information

1.1 Purpose

The purpose of this operating procedure is to describe the procedures, methods and considerations to be used when obtaining a sediment pore water sample.

1.2 Scope/Application

This document describes procedures generic to all pore water sampling methods to be used by field personnel when collecting and handling samples in the field. On the occasion that Science and Ecosystem Support Division (SESD) personnel determine that any of the procedures described in this section are inappropriate, inadequate or impractical and that another procedure must be used to obtain a pore water sample, the variant procedure will be documented in the field logbook, along with a description of the circumstances requiring its use. Mention of trade names or commercial products in this operating procedure does not constitute endorsement or recommendation for use.

1.3 Documentation/Verification

This procedure was prepared by persons deemed technically competent by SESD management, based on their knowledge, skills and abilities and has been tested in practice and reviewed in print by a subject matter expert. The official copy of this procedure resides on the SESD local area network (LAN). The Document Control Coordinator is responsible for ensuring the most recent version of the procedure is placed on the LAN and for maintaining records of review conducted prior to its issuance.

1.4 References

International Air Transport Authority (IATA). Dangerous Goods Regulations, Most Recent Version.

M.H.E. Products. 2003. PushPoint Sampler (US Pat. # 6,470,967) Operators Manual and Applications Guide, Version 2.01. East Tawas, MI. <http://www.mheproducts.com>

SESD Operating Procedure for Control of Records, SESDPROC-002, Most Recent Version.

SESD Operating Procedure for Sample and Evidence Management, SESDPROC-005, Most Recent Version.

SESD Operating Procedure for Logbooks, SESDPROC-010, Most Recent Version.

SESD Operating Procedure for Surface Water Sampling, SESDPROC-201, Most Recent Version.

SESD Operating Procedure for Pump Operation, SESDPROC-203, Most Recent Version.

SESD Operating Procedure for Field Equipment Cleaning and Decontamination, SESDPROC-205, Most Recent Version.

SESD Operating Procedure for Field Equipment Cleaning and Decontamination at the FEC, SESDPROC-206, Most Recent Version.

SESD Operating Procedure for Groundwater Sampling, SESDPROC-301, Most Recent Version.

SESD Operating Procedure for Potable Water Supply Sampling, SESDPROC-305, Most Recent Version.

Title 49 Code of Federal Regulations, Pts. 171 to 179, Most Recent Version.

USEPA. ASBLOQAM. Analytical Support Branch Laboratory Operations and Quality Assurance Manual. Region 4, Science and Ecosystem Support Division, Athens, GA. Most Recent Version.

USEPA. SHEMP. Safety, Health and Environmental Management Program Procedures and Policy Manual. Science and Ecosystem Support Division, Region 4, Athens, GA. Most Recent Version.

SESD Operating Procedure for Field Sampling Quality Control, SESDPROC-011, Most Recent Version.

1.5 General Precautions

1.5.1 Safety

Proper safety precautions must be observed when collecting pore water samples. Refer to the SESD Safety, Health and Environmental Management Program Procedures and Policy Manual (most recent version) and any pertinent site-specific Health and Safety Plans (HASP) for guidelines on safety precautions. These guidelines, however, should only be used to complement the judgment of an experienced professional. When using this procedure, minimize exposure to potential health hazards through the use of protective clothing, eye wear and gloves. Address chemicals that pose specific toxicity or safety concerns and follow any other relevant requirements, as appropriate.

1.5.2 Procedural Precautions

The following precautions should be considered when collecting pore water samples:

- Special care must be taken not to contaminate samples. This includes storing samples in a secure location to preclude conditions which could alter the

properties of the sample. Samples shall be custody sealed during long-term storage or shipment.

- Collected samples are in the custody of the sampler or sample custodian until the samples are relinquished to another party.
- If samples are transported by the sampler, they will remain under his/her custody or be secured until they are relinquished.
- Shipped samples shall conform to all U.S. Department of Transportation (DOT) rules of shipment found in Title 49 of the Code of Federal Regulations (49 CFR parts 171 to 179), and/or International Air Transportation Association (IATA) hazardous materials shipping requirements found in the current edition of IATA's Dangerous Goods Regulations.
- Documentation of field sampling is done in a bound logbook. Chain-of-custody documents shall be filled out and remain with the samples until custody is relinquished.
- All shipping documents, such as bills of lading, will be retained by the project leader and stored in a secure place.

1.5.3 Records

Information generated or obtained by SESD personnel will be organized and accounted for in accordance with SESD records management procedures found in SESD Operating Procedure for Control of Records, SESDPROC-002 (most recent version). Field notes, recorded in a bound field logbook, will be generated, as well as chain-of-custody documentation, in accordance with SESD Operating Procedure for Logbooks, SESDPROC-010 (most recent version), and SESD Operating Procedure for Sample and Evidence Management, SESDPROC-005 (most recent version).

2 Sampling Methodology

2.1 General

The pore water sampling techniques and equipment described in this procedure are designed to minimize effects on the chemical and physical integrity of the sample. If the procedures in this section are followed, a representative sample of the pore water should be obtained.

2.2 Collection Considerations

The physical location of the investigator when collecting a sample may dictate the equipment to be used. Wading is the preferred method for reaching the sampling location, particularly if the stream has a noticeable current (i.e., is not impounded). However, wading may disrupt bottom sediments causing biased results; therefore, the sampler should enter the area downstream of the sampling location and collect sample facing upstream. If the stream is too deep to wade, the pore water sample may be collected from a platform such as a boat or by SCUBA diving. If sampling from a boat or in water deeper than the length of the sampler, extensions may be utilized. The device is suitable for use only in fine-grained material (no gravel or cobble).

2.3 Summary of Procedure

Sediment pore water is collected using a pore water extracting device (Figure 1). The most common type used is the PushPoint™ sampler (M.H.E. Products 2003), made out of stainless steel tubing. The sampling end of the pore water device is inserted into the sediment to the desired depth, and pore water is extracted using a syringe or peristaltic pump. Other similar devices may be used providing that the integrity of the sample is maintained and no ambient surface water is allowed in contact with the sample.

2.4 Sampling Equipment

A PushPoint™ or similar sampler typically consists of a pointed tubular stainless steel tube with a screened zone at one end and a sampling port at the other. The pointed end with the screened zone consists of a series of very fine interlaced machined slots to allow pore water to enter the sampler. A removable guard rod adds rigidity to the sampler during sediment insertion. The length of the screened zone will depend on the site specific study design. Depending on the data quality objectives (DQO) of the study, filters may be placed over the screened zone if additional screening is needed. Pore water is collected through the opposite end of the device by connecting flexible tubing and using a syringe or peristaltic pump to extract the sample. Teflon® tubing is the preferred tubing to be used for collecting pore water samples. However, other tubing may be used, depending upon the DQOs for the specific application.

There are many modifications that can be incorporated into the procedure to satisfy data quality objectives for a specific application. The procedures discussed in the following

sections provide guidance on the basic operation of pore water sampling devices and issues to consider when collecting pore water.

An alternative system is available in SESD inventory for use in soft sediments in water deeper than wading depth. A well screen and short riser approximately ¾” in diameter has external threads to fasten to the bottom of a custom flange and internal threads to accept a tubing compression adapter. The accompanying rimmed flange has a coupling with both top and bottom threads. The well screen is screwed into the bottom of the flange coupling and Teflon® tubing is attached to the tubing compression adapter which is threaded into the well screen. The tubing is then inserted through the pipe or well casing which is then screwed into the upper coupling threads. The entire assembly can be deployed in water up to ten feet of depth from a well anchored boat.

2.5 Pore Water Sampler Deployment Considerations

It is critical in the collection of pore water to avoid surface water intrusion. Water will flow in a path of least resistance. If space is created around the sides of the sampling end of the pore water device during deployment, surface water may flow down the outside of the device to the screened area and into the intended sample. Therefore, the pore water device should be used with a sampling flange (Figure 2), especially when collecting pore water near the sediment-surface water interface. If pore water is collected from deep in the sediments, a flange may not be necessary. When inserted through the sampling platform, or flange, the body of the pore water device should form a water tight seal to eliminate surface water intrusion during sample collection. Flanges should include a cutting ring to enhance sealing. Flange systems can be augmented by flexible plastic sheeting of appropriate material. The sheeting can be weighted to conform to the stream bottom by sediments obtained from other areas of the stream or banks away from the sampling location.

The flange can be made of any material that will not cross contaminate the intended sample. If both inorganic and organic analyses are required, the flange should be made of inert material such as stainless steel or Teflon®. The size of the flange depends on the volume of pore water to be collected. If large volumes of pore water are to be collected, use a large flange size. A useful estimate can be made for planning by taking the entire required water volume, tripling it to assume 33% porosity, and then calculating the dimensions of a sphere or cylinder of this volume. The flange should cover at least this estimated volume. If it is not practical to use a large flange, then multiple devices may be deployed and smaller volumes can be collected from several devices for a composite sample. If multiple devices are deployed, they should be spaced an appropriate distance apart so they will not interfere with one another.

For irregular surfaces a flange can be improvised from polyethylene sheeting weighted by shovelled nearby stream sediments. Several of the flanges in SESD inventory have a threaded nut and washer to facilitate sealing the flange to a polyethylene sheet for this purpose.

In general, the volume of pore water that can be collected at a given location is limited. Collecting large volumes of pore water will ultimately result in the collection of water from the overlying water body. Often, minimum required volumes must be negotiated with the laboratory to limit the volumes withdrawn.

Where significant differences in parameters such as pH or conductivity exist between the surface water and pore water, a check can be made at the end of sampling to assess whether surface water intrusion has occurred by measuring the pore water parameters at the beginning and conclusion of sampling.

2.6 Pore Water Collection

The flange is first placed at the desired sampling point with the push-point removed to allow water to escape from under the flange. The flange rim should be carefully worked into the sediment until the flange is flush with the sediment surface. The pore water device should then be inserted through the compression adapter on the flange and into the sediment as carefully as possible (Figure 2). When the sampler is inserted to the desired depth, the compression adapter should be tightened. The push-point's guard rod can then be withdrawn. Do not reinsert the guard rod into the sampler for any reason until the sampler has been cleaned (sediment particles rolled between the two metal surfaces will lock the parts together and permanently damage the sampler.)

When deploying the pore water device, care must be taken not to disturb the sampling area. If the sampler is wading in the water body, the sampler should lean out and insert the pore water device as far as possible away from where the sampler is standing to reduce potential effects of the sampler on the integrity of the pore water sample. Depth of penetration of the pore water device into the sediment depends on the objectives of the specific investigation.

After the pore water device has been successfully deployed, attach the sample tubing to the sampling port of the pore water device. Short pieces of Silastic® tubing can be used to splice Teflon® sample tubing to a push-point sampler, taking care to butt the tubing to the sampler at the center of the splice. Then attach the other end of the tubing to a sample withdrawing device, such as a syringe or a peristaltic pump (according to SESD Operating Procedure for Pump Operation, SESDPROC-203). Before collecting a pore water sample, be sure to purge out all air and surface water from the pore water device and sample tubing with the appropriate amount of pore water. If utilizing a syringe for collection, a three-way valve with a side syringe must be utilized for the surface water purge in order not to cross contaminate the sampling syringe.

2.6.1 Peristaltic Pump/Vacuum Jug Collection

The peristaltic pump/vacuum jug can be used for sample collection of organic or inorganic samples because it allows for the sample to be collected without coming in contact with the pump head tubing, maintaining the integrity of the sample. This is accomplished by placing a Teflon® transfer cap assembly onto the neck of a pre-cleaned standard 1-liter amber glass container (Figure 3). Teflon® tubing (1/4-inch O.D.) connects

the container to both the pump and the sample source. The pump creates a vacuum in the container, thereby drawing the sample into the container without it coming into contact with the pump head tubing.

Because the sample is exposed to a vacuum and is agitated as it enters the vacuum jug, this method cannot be used for collection of samples for volatile organic compounds. An alternative method for collecting volatile organics involves filling the Teflon® tubing with sample by running the pump for a short period of time. Once the tubing is full of water, the tubing is removed from the pore water sampler and, then pinched off at the pump in order to maintain the vacuum and disconnected from the pump head tubing. The water is then allowed to carefully drain, by gravity, into the sample vials. Alternatively, without disconnecting the tubing from the pump head, the contained sample can be pushed out of the tubing, into the sample vials, by reversing the peristaltic pump at very low speed. Great care must still be taken with this method in order not to agitate the sample during the transfer process or transfer water that has been in contact with the Silastic® tubing into the vials.

Because pore water is typically collected from an anaerobic environment, it is preferable, especially when collecting samples for nutrient analysis, to maintain the integrity of the sample by minimizing exposure to air. This can be accomplished by purging the sample container with an inert gas such as nitrogen or argon prior to sampling. In addition, if analyzing for nutrients or metals, the container can be pre-preserved in order to minimize exposure of the sample to ambient conditions.

An alternative, when collecting samples for metals, nutrients or other sample analysis not affected by the Silastic® tubing and exposure to air is not a concern, is to collect the sample directly from the discharge of the pump head tubing after an adequate purge has been demonstrated. When collecting samples in this manner, there are several considerations to be aware of. The pump head tubing (Silastic®, etc.) must be changed after each sample and a rinsate blank must be collected from a representative piece of the pump head tubing (only one blank per investigation). Also, precautions must be taken to ensure that the end of the discharge tubing is not allowed to touch the ground or other surface to ensure the integrity of the sample collected in this manner.

2.6.2 Syringe

An alternative to using the pump and vacuum container is to use a syringe as the mechanism to draw the pore water through the sampling device. The tubing from the sampling port of the pore water device can be directly attached to a syringe with a three-way valve and a side syringe and the pore water sample can be manually withdrawn from the sediment. The valve is first switched to the side syringe, which is used for purging air and any ambient surface water in the system prior to sampling. The volume to be purged is determined by the length and diameter of the sampling device and attached tubing. Once the sampler has been purged, the valve is switched to the sampling syringe and the sample is drawn into the syringe. The syringe can be used as the final sample container or the pore water can be transferred to another container, depending on project objectives and analytical requirements.

2.7 Quality Control

If possible, a control or background sample should be collected from a location not affected by the possible contaminants of concern and submitted with the other samples. In streams or other bodies of moving water, the control sample should be collected upstream of the sampled area. For impounded bodies of water, particularly small lakes or ponds, it may be difficult or inappropriate to obtain an unbiased control from the same body of water from which the samples are collected. In these cases, it may be appropriate to collect a background sample from a similar impoundment located near the sampled body of water if there is a reasonable certainty that the background location has not been impacted. Equipment blanks should be collected if equipment is field cleaned and reused on-site or, if necessary, to document that low-level contaminants were not introduced by pumps, bailers or other sampling equipment.

2.8 Specific Sampling Equipment Quality Assurance Techniques

All equipment used to collect pore water samples shall be cleaned as outlined in the SESD Operating Procedure for Field Equipment Cleaning and Decontamination, SESDPROC-205 (most recent version) or SESD Operating Procedure for Field Equipment Cleaning and Decontamination at the FEC, SESDPROC-206 (most recent version) and repaired, if necessary, before being stored at the conclusion of field studies. Cleaning procedures utilized in the field or field repairs shall be thoroughly documented in field records.

3 Special Sampling Considerations

3.1 Volatile Organic Compounds (VOC)

Pore water samples for VOC analysis must be collected in 40 ml glass vials with Teflon® septa. The vial may be either preserved with concentrated hydrochloric acid or they may be unpreserved. Preserved samples have a two week holding time, whereas, unpreserved samples have only a seven day holding time. During most sampling events, preserved vials are used due to their extended holding time. In some situations, however, it may be necessary to use the unpreserved vials. For example, if the surface water sample contains a high concentration of dissolved calcium carbonate, there may be an effervescent reaction between the hydrochloric acid and the water, producing large numbers of fine bubbles. This will render the sample unacceptable. In this case, unpreserved vials should be used and arrangements must be confirmed with the laboratory to ensure that they can accept the unpreserved vials and meet the shorter sample holding times.

Samples for VOC analysis must be collected using either stainless steel or Teflon® equipment. Samples should be collected with as little agitation or disturbance as possible. The vial should be filled so that there is a meniscus at the top of the vial and absolutely no bubbles or headspace should be present in the vial after it is capped. After the cap is securely tightened, the vial should be inverted and tapped on the palm of one hand to see if any undetected bubbles are dislodged. If a bubble or bubbles are present, the vial should be refilled. Care should be taken not to flush any preservative out of the vial during topping off. If, after attempting to refill and cap the vial, bubbles are still present, a new vial should be obtained and the sample re-collected.

3.2 Dissolved Metals Sample Collection

If a dissolved metals pore water sample is to be collected, an in-line filtration should be used. The use of disposable, high-capacity filter cartridges (barrel-type) or membrane filters in an in-line filter apparatus is preferred. The high-capacity, barrel-type filter is preferred due to the higher surface area associated with this configuration.

Potential differences could result from variations in filtration procedures used to process water samples for the determination of trace element concentrations. A number of factors associated with filtration can substantially alter "dissolved" trace element concentrations; these include filter pore size, filter type, filter diameter, filtration method, volume of sample processed, suspended sediment concentration, suspended sediment grain-size distribution, concentration of colloids and colloiddally-associated trace elements, and concentration of organic matter. Therefore, consistency is critical in the comparison of short-term and long-term results. Further guidance on filtration may be obtained from Section 4.7.3 of the SESD Groundwater Sampling Procedure (SESDPROC-301).

3.3 Special Precautions for Pore Water Sampling

- A clean pair of new, non-powdered, disposable latex gloves will be worn each time a different location is sampled and the gloves should be donned prior to handling sampling equipment and sampling. The gloves should not come in contact with the media being sampled and should be changed any time during sample collection when their cleanliness is compromised.
- All background or control samples shall be collected and placed in separate ice chests or shipping containers. Sample collection activities shall proceed progressively from the least suspected contaminated area to the most suspected contaminated area. Samples of waste or highly contaminated media must not be placed in the same ice chest as environmental (i.e., containing low contaminant levels) or background samples.
- If possible, one member of the field sampling team should take all the notes and photographs, fill out tags, etc., while the other members collect the samples.
- Samplers must use new, verified, certified clean disposable equipment, or pre-cleaned non-disposable equipment. Non-disposable equipment should be pre-cleaned according to procedures contained in SESD Operating Procedure for Field Equipment Cleaning and Decontamination (SESDPROC-205), for collection of samples for trace metals or organic compound analyses.

3.4 Sample Handling and Preservation Requirements

1. Pore water will typically be collected from sediments using a peristaltic pump and placed directly into the sampling containers. In some cases a syringe may be used to collect the sediment pore water and then transfer the sample into the appropriate container.
2. During sample collection, if transferring the sample from a collection device, make sure that the device does not come in contact with the sample containers.
3. Place the sample into appropriate, labeled containers. Samples collected for VOC analysis must not have any headspace (see Section 3.1).
4. All samples requiring preservation must be preserved as soon as practically possible, soon after sample collection. If pre-preserved VOA vials are used, these will be preserved with concentrated hydrochloric acid prior to departure for the field investigation. For all other chemical preservatives, SESD will use the appropriate chemical preservative generally stored in an individual single-use vial as described in the SESD Operating Procedure for Field Sampling Quality Control (SESDPROC-011). The adequacy of sample preservation will be checked after the addition of the preservative for all samples, except for the samples collected for VOC analysis. If it is determined that a sample is not acceptably preserved, additional preservative should be added to achieve adequate preservation. Preservation requirements for surface water samples are found in the USEPA Analytical Support Branch *Laboratory Operations and Quality Assurance Manual* (USEPA ASBLOQAM).

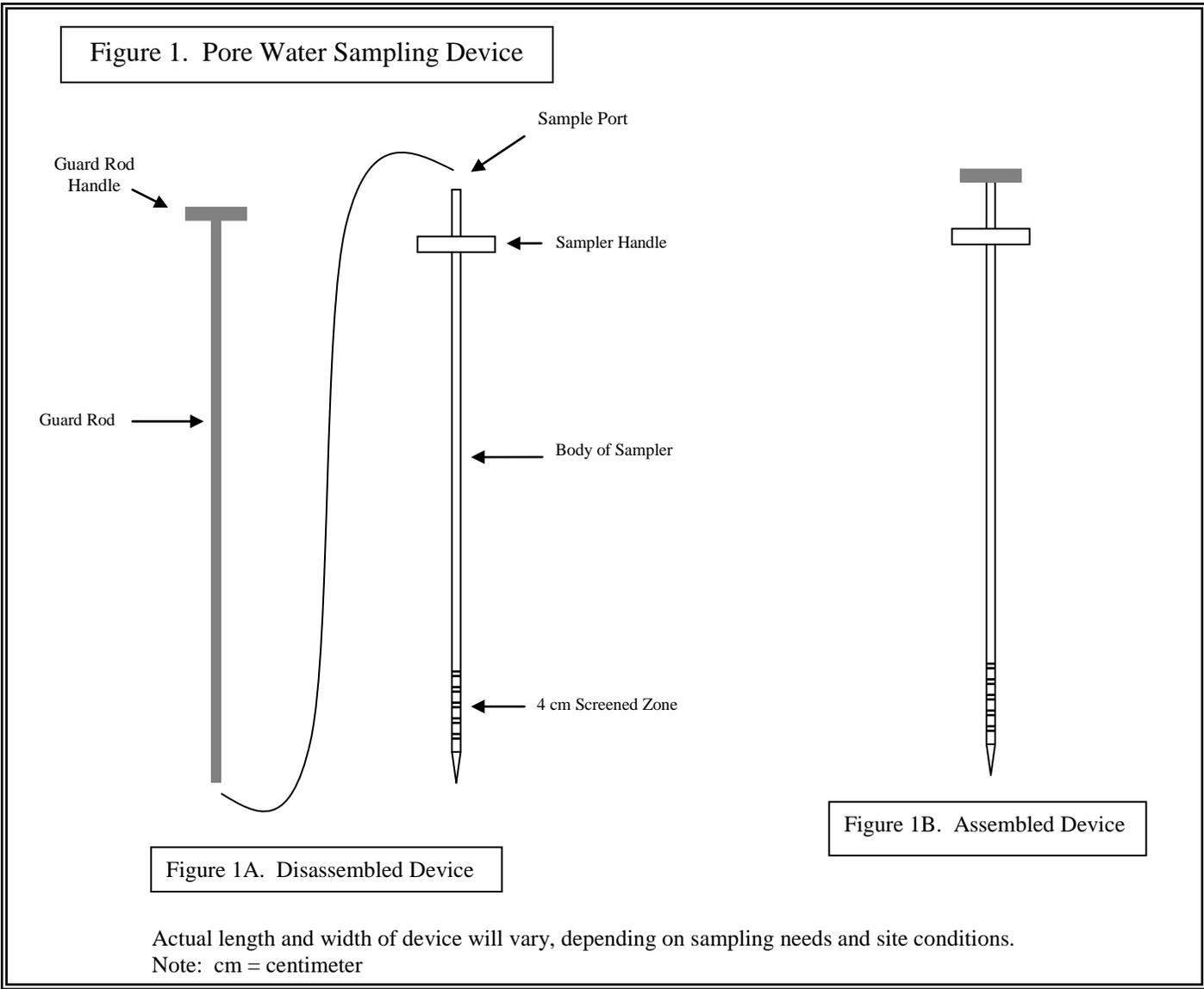


Figure 2. Pore Water Sampler Deployment Using a Sampling Flange

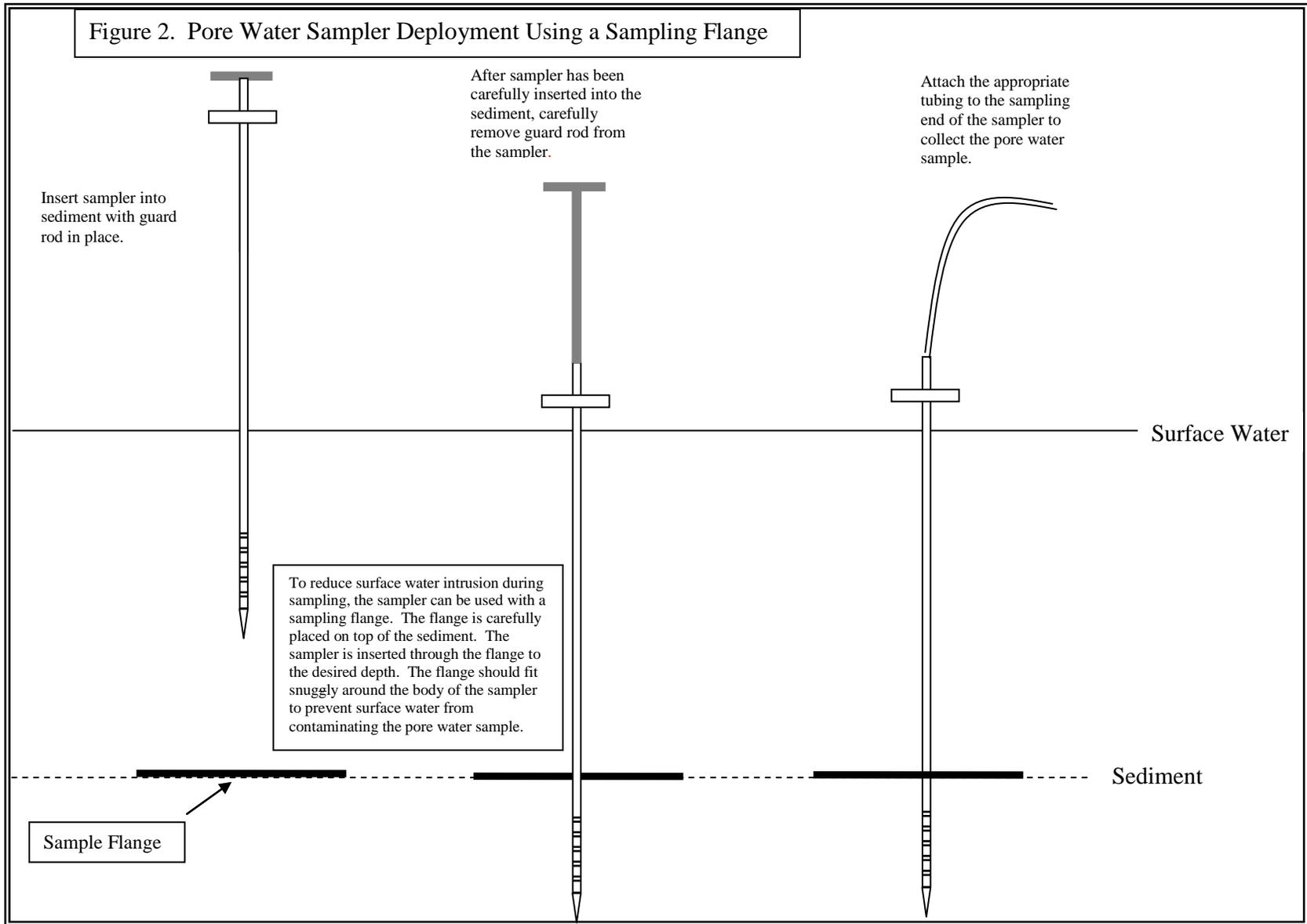


Figure 3. Pore Water Sampler Deployment Using a Peristaltic Pump to Sample

