Consolidated Edison Company of New York
31-01 20th Avenue
Long Island City, NY 11105-2048
www.conEd.com

June 23, 2023

Mr. David Gao
New York State Department of Environmental Conservation
625 Broadway
Remedial Bureau C, 11th Floor
Albany, New York 12233-7014

RE: Former Farrington Street Manufactured Gas Plant Site (Site No. 241208)
Soil Vapor Intrusion Investigation (SVI)

Dear Mr. Gao:

This letter serves as the Soil Vapor Intrusion (SVI) Investigation Workplan for the Consolidated Edison Company of New York, Inc. (Con Edison) Former Farrington Street Manufactured Gas Plant (MGP) Site (The "Site"), located in Flushing, New York (Figure 1). The Site consists of Parcel 1 that includes a Stop and Shop grocery and pharmacy, various stores, and a paved parking area, and Parcel 2 that includes a mixed paved and gravel lot that is utilized by Con Edison as an equipment storage, trailer storage, and material lay down area. Following New York State Department of Environmental Conservation (NYSDEC) review of the February 2020 draft Alternatives Analysis Report (AAR), NYSDEC requested in a letter dated October 13, 2020 that a SVI investigation be completed within the Parcel 1 area of the Site due to groundwater flow conditions and the presence of non-aqueous phase liquid (NAPL) in the subsurface. As such, a SVI investigation will be completed to evaluate the potential for SVI within commercial businesses at the Site. The scope of work associated with planning and implementation of the proposed SVI investigation is detailed below.

Scope of Work

A SVI will be completed at the Site in accordance with New York State Department of Health (NYSDOH) Guidance for Evaluating Soil Vapor Intrusion in the State of New York (2006). Investigation activities will be completed to assess the potential for SVI at Parcel 1 within 5 commercial businesses located at 31-06, 31-12, 31-16, 31-18, and 31-22 Farrington Street (Figure 2).

Field Implementation

The SVI investigation will include collection of indoor air samples, sub-slab vapor samples, and outdoor ambient air samples. Samples will be collected during the heating season, when vapor intrusion is expected to be the most significant.

Overall, the scope of work associated with field implementation of the SVI includes the following:

- Utility clearance and Site walk;
- Visual building survey, chemical inventory;
- Collection of up to 9 sub-slab soil vapor samples;
- Collection of up to 9 indoor ambient air samples;
- Collection of up to 1 outdoor ambient air sample, and
- Collection of applicable quality assurance/quality control (QA/QC) samples.

The scope of work will be completed in accordance with the Field Sampling Plan (FSP)(Attachment A) and Quality Assurance Project Plan (QAPP)(Attachment B).

Utility Clearance and Site Walk

Prior to the installation of soil vapor intrusion sampling points, a utility screening survey will be conducted. Utility plates and construction as-built documents provided by the New York City Department of Environmental Protection (NYCDEP), Con Edison, and other project stakeholders will be reviewed to facilitate the selection and finalization of sub-slab soil vapor sampling locations. A geophysical investigation will be conducted, to include the use of electromagnetic metal-detector, ground penetrating radar (GPR), and other utility location instruments at each of the soil vapor sampling locations.

Visual Building Survey and Building Inventory

A visual building survey and chemical inventory will be completed prior to field sampling activities. The visual building survey will identify conditions that may affect the results of the proposed investigation, including potential indoor air sources of volatile organic compounds (VOCs). An "Indoor Air Quality Questionnaire and Building Inventory" for (NYSDOH, 2006) will be completed during the survey using visual observations and information obtained from the building owner and/or tenants during the survey. If this initial survey identifies any items that could potentially impact the results of SVI sampling, the potential sources will be removed to the extent practicable. The following will be recorded:

- Photos of any products/materials so "ingredient" list can be evaluated later, if needed;
- The use of heating or air conditioning systems during sampling;
- Floor plan sketches or mark-up existing drawing to show floor layout with sampling locations, chemical storage areas, garages, doorways, stairways, location of basement sumps or subsurface drains and utility perforations through building foundations, HVAC system air supply and return

registers, compass orientation (north), footings that create separate foundation sections, and any other pertinent information;

- Outdoor plot sketches that include the building site, area streets, outdoor air sampling locations (if applicable), compass orientation (north), and paved areas;
- Weather conditions (e.g., precipitation and indoor and outdoor temperature) and ventilation conditions (e.g., heating system active and windows closed); and
- Any pertinent observations, such as spills, floor stains, smoke tube results, odors and readings from field instrumentation.

Sub-Slab Soil Vapor Sampling

Temporary sub-slab soil vapor sampling points will be installed in up to 9 locations, as follows:

- A total of 5 locations at 31-06 Farrington Street (Stop & Shop), and
- A total of 1 location each at 31-12 Farrington Steet (Mar-Pat Liquors), 31-16 Farrington Street (No apparent business), 31-18 Farrington Street (Pho Metro), and 31-22 Farrington Street (Taco Bell).

Temporary sub-slab vapor sampling points will be installed in bare concrete (unfinished surfaces) that do not require re-finishing (e.g., replacement of carpet). Sampling locations will avoid cracks/voids or openings in the floor and any sub-slab utilities. Sampling points will be installed via hammer drill (or similar hand tool) advanced through the concrete slab and into underlying aggregate material. The material encountered under the slab will be recorded along with initial open hole photo ionization detector (PID) values. The length of time the hole is open will be minimized to the extent practicable. A temporary sampling tube using 0.25 inch Outside Diameter (OD) Teflon® tubing will be inserted into each sampling point. Tubing will not extend further than 2 inches past the concrete slab. Porous, inert backfill material (sand) will be added to cover approximately 1 inch above the tip of the tubing. The remainder of the hole will be sealed at the surface using a non-VOC-containing hydrated bentonite or modelling clay. The sample tubing will be sealed if not actively being tested, purged, or sampled. A small section of 0.25 inch Inside Diameter (ID) silicone tubing will be used to connect to sampling equipment, purging equipment, and summa canisters as needed.

A helium tracer gas test will be completed at each location to evaluate the integrity of the seal between the sampling tube and concrete slab. Helium will be introduced into an enclosure above the sample point to greater than 90% by volume and the sample point will be sampled for traces of helium. The sub-slab sample point will pass tracer testing if the helium is found to be below 10% by volume. Helium gas, a helium regulator, and helium detector (MGD 2002 Helium Leak Detector with sample probe, or similar) will be utilized to complete tracer gas testing.

Each sub-slab sampling point will be purged of 3 sampling point volumes of air prior to sampling. The purge flow rate will not exceed 0.2 liters per minute (lpm). A GilAir Plus air sampling pump (or similar) with low flow adapter with be utilized for purging. All tubing will be minimized in length to the maximum extent possible. After collecting summa canister samples, each sub slab point will be monitored for headspace air readings using a 4-gas meter and a low level photo ionization detector (PID) (ie. ppbRAE) for the following:

- VOCs in parts per billion (ppb);
- Percent oxygen;
- Percent carbon monoxide;
- Percent lower explosive limit (LEL); and
- Percent hydrogen sulfide.

Upon completion of sampling activities, the temporary soil vapor sampling point will be abandoned and sealed with concrete. Tubing and other waste will be disposed of in the general trash.

Indoor Air Sampling

Indoor air quality samples will be collected from a total of 9 locations, as follows:

- A total of 5 locations at 31-06 Farrington Street (Stop & Shop), and
- A total of 1 location each at 31-12 Farrington Steet (Mar-Pat Liquors), 31-16 Farrington Street (No apparent business at this time), 31-18 Farrington Street (Pho Metro), and 31-22 Farrington Street (Taco Bell).

Indoor air quality sampling locations will be selected to position the inlet of each sampling canister to be positioned approximately 3 to 5 feet above the building floor, in the breathing zone. Indoor air samples will generally be collected in the general vicinity of corresponding sub-slab samples.

Outdoor Air Sampling

It is anticipated that 1 outdoor ambient air sample will be collected as it is anticipated that indoor air and sub-slab vapor sampling will be completed in 1 day. However, should indoor air or sub-slab vapor sampling be completed over more than 1 day, an outdoor ambient air sample will be collected for each day that other sampling activities are completed. The inlet of each sampling container for outdoor sampling will also be positioned approximately 3 to 5 feet above ground surface and upwind of the Site.

Sampling Information

Each sample will be collected over an 8-hour period using 6 liter (L) stainless steel Summa canisters each equipped with a flow-controller, in-line particulate filter, and vacuum gauge. All samples will be collected in individually certified containers. Each sampling container will be submitted to Eurofins and analyzed for VOCs via EPA Method TO-15. Sample collection forms will be utilized to document weather conditions at the time of sampling, record canister and flow controller identification numbers, sample start and end pressures, sample duration, and sample location. Note that cannister results are only valid as long as there is vacuum remaining at end of sampling, typically near 5 or 6 inches of water. Sampling will be discontinued prior to the end of the 8 hour duration if vacuum gauges indicate 2 inches of water. The actual run time will be noted on the chain of custody (COC). Each sample will be checked roughly every 2 hours to ensure the vacuum is decreasing as expected and that the canister has not been disturbed.

Data Validation

Laboratory analysis of soil vapor and ambient air samples will be conducted by a NYSDOH Environmental Laboratory Analysis Program (ELAP) approved laboratory certified for analyses using the most recent Analytical Services Protocl (ASP). Laboratory analyses will be conducted in accordance with USEPA SW-846 method and Category B deliverable format.

Data validation will performed in accordance with USEPA Region II standard operating procedures for organic and inorganic data review and the project specific QAPP presented in Attachment B. These validation guidelines are regional modifications to the National Functional Guidelines for organic and inorganic data review (USEPA, 2020a and 2020b). Validation included the following:

- Verification of 100% of all QC sample results (both qualitative and quantitative);
- Verification of the identification of 100 percent of all sample results (both positive hits and non-detects);
- Recalculation of 10 percent of all investigative sample results, and
- Preparation of a Data Usability Summary Report (DUSR).

SVI Investigation Report

Upon completion of fieldwork and the receipt/validation of analytical results, a brief SVI investigation letter report will be prepared. The general outline of the report will be as follows:

- Section 1 (Introduction) will include a Site overview and history;
- Section 2 (Site Investigation Activities) will describe investigation activities completed and any deviations from this work plan;
- Section 3 (Site Investigation Results) will present the results of the investigation, including field observations and measurements and laboratory analytical results, and
- Section 4 (Conclusions and Recommendations) will summarize the results of the investigation and present conclusions and recommendations.

Please call me at (718) 204-4205 should you have any comments or questions regarding this submittal.

Sincerely,

Yelena Skorobogatov

Yelena Skorobogatov
Technical Specialist
EH&S – MGP Remediation

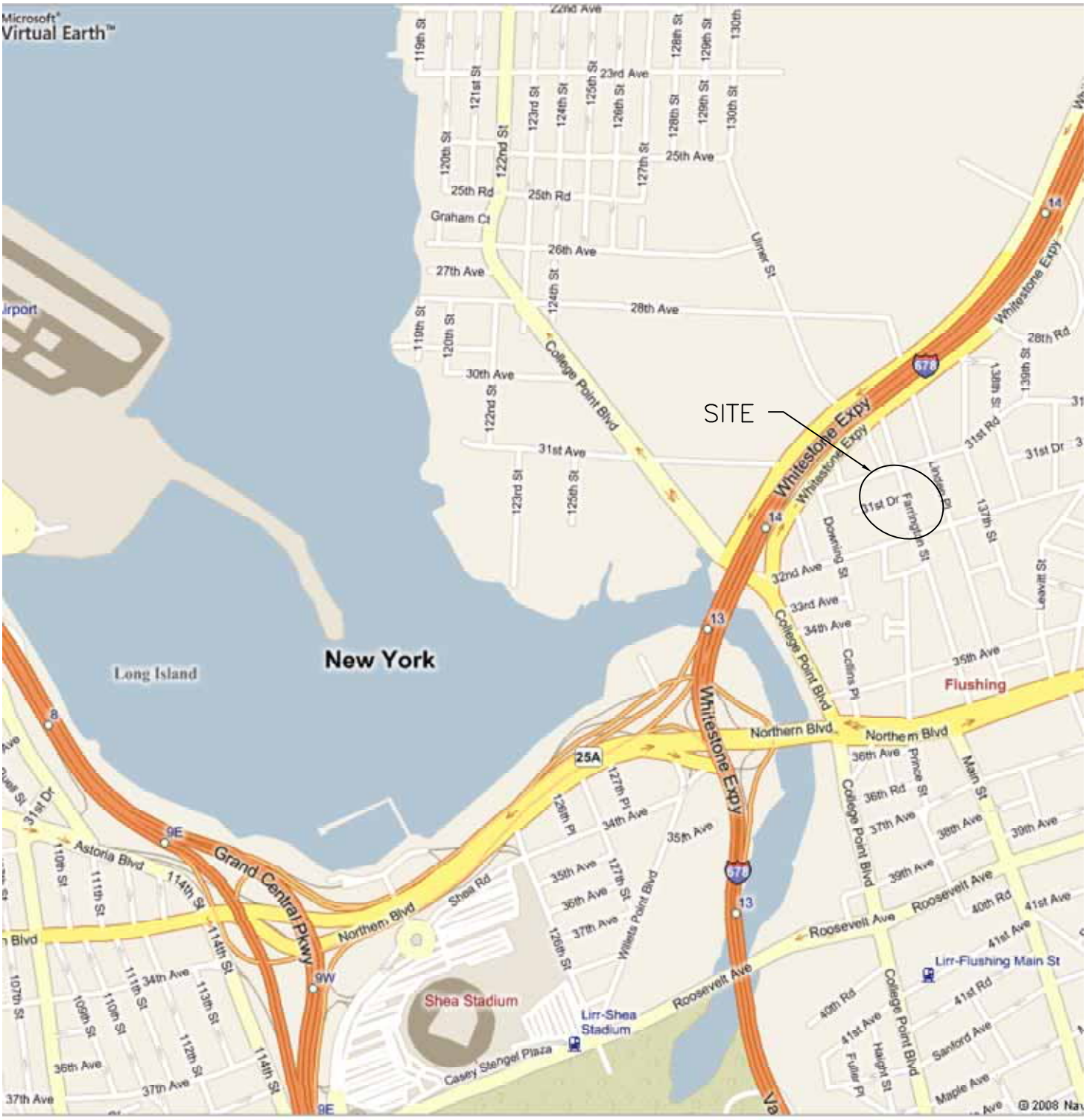
Enclosures:

Figure 1 – Site Location Map
Figure 2 – SVI Study Sampling Locations

Attachment A – Field Sampling Plan
Attachment B – Quality Assurance Project Plan

cc: Anthony Perretta, NYSDOH
Ken Kaiser, Con Edison

FIGURES



BASE MAP FROM MSN LIVE SEARCH MAPS 2008.

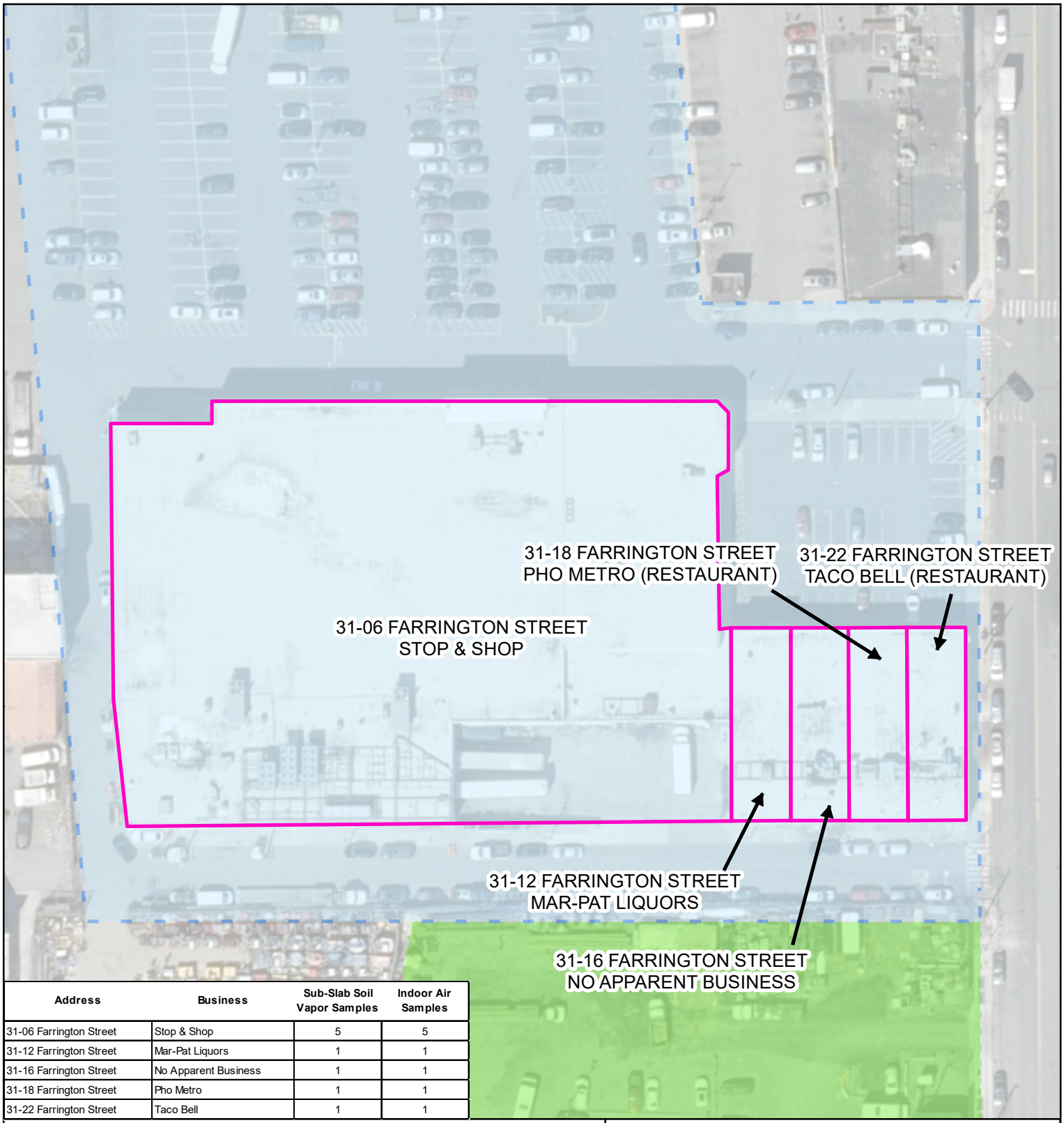
FIGURE 1

CONSOLIDATED EDISON
FORMER FARRINGTON STREET GAS WORKS
QUEENS, NEW YORK

SITE LOCATION MAP

PARSONS
301 PLAINFIELD ROAD, SUITE 350, SYRACUSE, N.Y. 13212, PHONE: 315-451-9560

FILE NAME: P:\CONED\446109 - FARRINGTON ST MGP\CAD\2015-REPORT\SITEMAP.DWG
PLOT DATE: 9/21/2015 5:26 PM PLOTTED BY: RUSSO, JILL



Address	Business	Sub-Slab Soil Vapor Samples	Indoor Air Samples
31-06 Farrington Street	Stop & Shop	5	5
31-12 Farrington Street	Mar-Pat Liquors	1	1
31-16 Farrington Street	No Apparent Business	1	1
31-18 Farrington Street	Pho Metro	1	1
31-22 Farrington Street	Taco Bell	1	1

NOTE: BUSINESS LOCATIONS APPROXIMATE

BUSINESS LOCATIONS

Parcel 1

Parcel 2

0 25 50 100 Feet

FIGURE 2

CONSOLIDATED EDISON
COMPANY OF NEW YORK
FARRINGTON STREET FORMER MGP
SOIL VAPOR INTRUSION INVESTIGATION
WORK PLAN

SVI INVESTIGATION
SAMPLING LOCATIONS

PARSONS
301 PLAINFIELD RD, SUITE 350, SYRACUSE, NY 13212

Path: C:\Users\p005740b\OneDrive - Parsons Corp\Documents\ArcGIS\Farrington\Figure 2 - SVI IAQ Locations.mxd

ATTACHMENT A

FIELD SAMPLING PLAN
FARRINGTON STREET MGP SITE
SOIL VAPOR INTRUSION INVESTIGATION
CON EDISON OF NEW YORK, INC.
NEW YORK, NEW YORK

CONSOLIDATED EDISON CO. OF NEW YORK, INC.
31-01 20th Avenue
Long Island City, NY 11105

Prepared by:

PARSONS
301 PLAINFIELD ROAD SUITE 350 SYRACUSE, NY 13212

MARCH 2023

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Attachment 3 Sub-Slab Vapor (Canister) Sample Collection Field Form

Attachment 4 Indoor Air (Canister) Sample Collection Field Form

Attachment 5 Ambient Air (Canister) Sample Collection Field Form

LIST OF ACRONYMS

COC	Chain-of-Custody
FSP	Field Sampling Plan
HASP	Health and Safety Plan
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
PID	photoionization detector
PPE	personal protective equipment
ppm	parts per million
QAPP	Quality Assurance Project Plan
VOC	volatile organic compounds
$\mu g/m^3$	micrograms per cubic meter

SECTION 1
INTRODUCTION

This Field Sampling Plan (FSP) defines the methods and procedures to be used for conducting the Soil Vapor Intrusion/Indoor Air Quality (SVI/IAQ) Investigation at the Consolidated Edison Company of New York Inc. (Con Edison) Farrington Street Manufactured Gas Plant (MGP) Site.

1.1 OVERVIEW OF FIELD ACTIVITIES

The following field activities will be performed as part of the SI:

- **Sub-slab Soil Vapor Sampling** – Up to 9 sub-slab soil vapor samples will be collected via temporary sub-slab sampling points.
- **Indoor Ambient Air Quality Sampling –** Up to 9 indoor air quality samples will be collected via temporary sub-slab sampling points.
- **Outdoor Ambient Air Quality Sampling –** Outdoor ambient air quality samples will be collected as necessary based on days where sub-slab and indoor ambient air quality sampling is being completed.

SECTION 2
GENERAL FIELD GUIDELINES

2.1 SITE HAZARDS

Potential on-site surface hazards, such as sharp objects, energized areas, and building hazards will be identified prior to initiation of fieldwork. Generally, such hazards will be identified during a site visit prior to the first day of fieldwork. Site hazards are discussed in more detail in the Health and Safety Plan (HASP).

2.2 UNDERGROUND UTILITIES

Underground utility clearance procedures will be conducted in accordance with the ConEdison Utility Clearance Manual for Intrusive Activities, Revision 3, dated May 26, 2020.

2.3 FIELD LOG BOOKS

All field activities will be documented in field log books. Entries will be of sufficient detail that a complete daily record of significant events, observations, and measurements is obtained. The field log book will provide a legal record of the activities conducted at the site. Accordingly, the following requirements apply to the field books:

- Field books will be assigned a unique identification number;
- Field books will be bound with consecutively numbered pages;
- Field books will be controlled by the Field Team Leader while field work is in progress;
- Entries will be written with waterproof ink;
- Entries will be signed and dated at the conclusion of each day of fieldwork;
- Erroneous entries made while fieldwork is in progress will be corrected by the person that made the entries. Corrections will be made by drawing a line through the error, entering the correct information, and initialing the correction; and
- Corrections made after departing the field will be made by the person who made the original entries. Corrections will be made by drawing a line through the error, entering the correct information, and initialing and dating the time of the correction.

At a minimum, daily field book entries will include the following information:

- Location of field activity;
- Date and time of entry;
- Names and titles of field team members;

- Names and titles of any site visitors and site contacts;
- Weather information, for example: temperature, cloud coverage, wind speed and direction;
- Purpose of field activity;
- A description of the field work conducted;
- Sample media (soil, groundwater, etc.);
- Field observations;
- References for all maps and photographs of the sampling site(s);
- Information pertaining to sample documentation such as:
  - Bottle lot numbers;
  - Dates and method of sample shipments;
  - Chain-of-Custody Record; and
  - Federal Express Air Bill numbers.

SECTION 3
FIELD EQUIPMENT DECONTAMINATION AND MANAGEMENT OF INVESTIGATION DERIVED WASTES

3.1 DECONTAMINATION AREA

Decontamination equipment will be on-site during sampling activities. Water collected from the decontamination cleaning activities will be collected in 55-gallon drums and managed as investigation derived waste (IDW), as described in Section 3.3.

3.2 EQUIPMENT DECONTAMINATION

All non-disposable equipment will be decontaminated as described below.

3.2.1 SAMPLING EQUIPMENT DECONTAMINATION

The suggested materials to be used for sampling equipment decontamination are as follows:

- Potable water;
- Phosphate-free detergent – (e.g. *Simple Green or Alconox*);
- Distilled water;
- Aluminum foil;
- Plastic/polyethylene sheeting;
- Plastic buckets and brushes; and
- Personal protective equipment (PPE) in accordance with the East River Facility Appendix B-Site 2 HASP.

The procedures for sampling equipment decontamination are as follows:

- Prior to sampling, all non-dedicated sampling equipment will be either steam cleaned or washed with potable water and a phosphate-free detergent (*Simple Green*). Decontamination may take place at the sampling location as long as all liquids are contained in pails, buckets, etc.
- The sampling equipment will then be rinsed with potable water followed by a deionized water rinse.
- Between rinses, equipment will be placed on polyethylene sheets or aluminum foil if necessary. At no time will washed equipment be placed directly on the ground.
- Equipment will be wrapped in polyethylene plastic or aluminum foil for storage or transportation from the designated decontamination area to the sampling location.

3.3 MANAGEMENT OF INVESTIGATION DERIVED WASTES

3.3.1 DECONTAMINATION FLUIDS

Decontamination fluids will be collected in DOT-approved 55-gallon drums. The drums will be labeled as investigation derived wastewater and temporarily stored in a secured area to be determined by Con Edison and facility representatives. The drums will be placed on wooden pallets in a plastic-lined containment area pending characterization and proper disposal.

3.3.2 PERSONAL PROTECTIVE EQUIPMENT

All used PPE will be placed in 55-gallon drums or roll-off containers for proper disposal by Con Edison.

3.3.3 DISPOSABLE SAMPLING EQUIPMENT

All used disposable soil sampling equipment (sleeves, tubing, etc.) will be placed in 55-gallon drums for disposal by Con Edison.

SECTION 4
VAPOR SAMPLING PROCEDURES

4.1 INTRODUCTION

Investigation activities to be conducted at the Farrington MGP Site may consist of some or all of the following tasks:

- Sub-slab soil vapor sampling
- Indoor ambient air quality sampling
- Outdoor ambient air quality sampling

The field sampling procedures are described in the following sections, along with related procedures. Equipment decontamination procedures are described in Section 3.

Field forms associated with the above sampling tasks are included in Attachments 1 through 5.

4.2 VAPOR INTRUSION AND AMBIENT AIR SAMPLING

Three (3) types of air samples will be collected for laboratory analysis during the vapor intrusion investigation: 1) indoor air, 2) sub-slab air sample, and 3) background air sample. Procedures for obtaining these air samples are described in this section. During the vapor intrusion sampling, complete the Indoor Air Quality Questionnaire and Building Inventory. An example of the Indoor Air Quality Questionnaire and Building Inventory is provided in Attachment 2.

4.2.1 Equipment and Supplies

- Hand drill with concrete bit;
- Teflon® tubing;
- Beeswax or permagum®;
- Vacuum pump or syringe;
- Sampling form;
- Inventory form;
- Camera;
- Caulk (if needed to seal hole following sample collection).

4.2.2 Sub-Slab Samples

4.2.2.1 Sub-slab Vapor Probe Installation

Temporary sampling probes will be installed using the following procedures:

- If appropriate, record weather information (i.e., temperature and wind direction) at the beginning of the sampling event. Record substantial changes to these conditions that may occur during the course of sampling. The information may be measured with on-site equipment or obtained from a reliable source of local measurements (e.g., a local airport).
- Insert a section of food-grade Teflon® or other appropriate tubing through a 3/8-inch (approx.) hole drilled through the slab. If necessary, advance the drill bit 2 to 3 inches into the sub-slab material to create an open cavity.
- Install the tubing inlet to the specified sampling depth below the slab, no further than two inches into the sub-slab material.
- Seal the annular space between the hole and tubing using 100% beeswax or another inert, non-shrinking sealing compound such as permagum®.

4.2.2.2 Sub-slab Vapor Sample Collection

Sub-slab vapor samples will be collected by following the steps outlined below.

- Purge the tubing using a vacuum pump or gas-tight syringe (~60 cc). Calculate the volume of air (volume = $\pi r^2 h$) in the tubing and purge one to three tubing volumes prior to sample collection at a rate no greater than 0.2 liter per minute (lpm).
- Use an evacuated Summa® passivated (or equivalent) canister to collect the sub-slab vapor sample. The canister will be provided by the laboratory, along with a flow controller equipped with an in-line particulate filter and a vacuum gauge. The flow controller will be pre- calibrated by the laboratory for the desired flow rate or duration of sample collection. The canisters will be batch certified as clean by the laboratory.
- Record the identification numbers for the canister and flow controller. Remove the protective brass plug from canister. Record the initial canister pressure using a digital vacuum gauge (check equipment specific instructions for taking this measurement). A canister with a significantly different pressure than originally recorded by the testing laboratory should not be used for sampling. Record these numbers and values on the chain of custody form for each sample.
- Close the valve, remove the digital vacuum gauge and connect the pre-calibrated flow controller to the canister.
- Purging the tubing using a vacuum pump or gas-tight syringe (~60 cc). Calculate the volume of air (volume = $\pi r^2 h$) in the tubing and purge one to three tubing volumes prior to sample collection at a rate no greater than 0.2 liter per minute (lpm).

- Use an evacuated Summa® passivated (or equivalent) canister to collect the sub-slab vapor sample. The canister will be provided by the laboratory, along with a flow controller equipped with an in-line particulate filter and a vacuum gauge. The flow controller will be pre- calibrated by the laboratory for the desired flow rate or duration of sample collection. The canisters will be batch certified as clean by the laboratory.
- Photograph the canister and the area surrounding the canister.
- Close the valve on the vacuum pressure in the canister after the scheduled duration of sample collection. Record the date and time that the valve was closed (completion of sampling).
- Remove the flow controller from the canister. Record the final canister pressure using a digital vacuum gauge (check equipment specific instructions for taking this measurement).
- Complete the Sub-Slab Vapor (Canister) Sample Collection Field Form. An example of the Sub-Slab Vapor (Canister) Sample Collection Field Form is provided in Attachment 3.

Note: Make sure that the canister still has a minimum amount of vacuum remaining. Check with the laboratory supplying the canister and flow controller for the ideal final vacuum pressure. Typically, the minimum vacuum is between 2 and 5 inches of mercury, but not zero. If there is no vacuum remaining, the sample will be rejected and collected again in a new canister.

- After closing the valve, remove the digital vacuum gauge from the canister and replace the protective brass plug.
- Seal (with caulk) all holes made through the slab and remove debris, materials and or waste that may be produced during the sampling activities.
- Attach labels/tags (sample name, time/date of sampling, etc.) to the canister as directed by the laboratory.
- Air samples will be analyzed by an ELAP-certified laboratory. Detection limits for the analyzed compound list will be defined by the NYSDEC and NYSDOH prior to sample submittal and outlined in the Work Assignment Scoping Documents. For specific parameters identified by NYSDOH, where the selected parameters may have a higher detection limit (e.g., acetone), the higher detection limits will be designated by NYSDOH.
- Place the canister and other laboratory-supplied equipment in the packaging provided by the laboratory.
- Enter the information required for each sample on the chain of custody form, making sure to include the identification numbers for the canister and flow controller, and the initial and final canister pressures on the vacuum gauge.

- Include the required copies of the chain-of-custody form in the shipping packaging, as directed by the laboratory. The field crew will retain a copy of the chain-of-custody for the project file.
- Deliver or ship the samples to the laboratory as soon as practical.

4.2.3 Indoor Air Samples

Prior to initiating the indoor air survey, a detailed chemical survey should be completed within the structure where the samples will be collected. Potential sources of VOCs should be identified and photographed as appropriate. Labels of indoor products should be reviewed for VOC contents; any findings must be recorded on the NYSDOH Indoor Air Quality (IAQ) Questionnaire and Building Inventory Field Form. If potential indoor air sources are present, the sources should be removed and the sampling should be postponed for a period of time.

As part of the indoor air sampling it should be established establish whether the building has a positive or negative pressure with respect to outdoors. Smoke pens may be used to help with this assessment. This may be done immediately before and immediately after indoor air sampling, but not during sampling.

Indoor air samples will be collected following the steps outlined below:

- Record outdoor weather information (i.e., temperature and wind direction) and indoor temperature at the beginning of the sampling event. Record substantial changes to these conditions that may occur during the course of sampling. The information may be measured with on-site equipment or obtained from a reliable source of local measurements (e.g., a local airport).
- Use an evacuated Summa® passivated (or equivalent) stainless-steel canister to collect the indoor air sample. The canister will be provided by the laboratory, along with a flow controller equipped with an in-line particulate filter and a vacuum gauge. The flow controller will be pre- calibrated by the laboratory for the desired flow rate or duration of sample collection. The canisters will be individually certified as clean by the laboratory.
- Place the canister at the sampling location. If the sample should be collected from breathing height (e.g., 3 to 5 feet above ground), then mount the canister on a stable platform such that the sample inlet will be at the proper height.
- Record the identification numbers for the canister and flow controller. Remove the protective brass plug from canister. Record the initial canister pressure using a digital vacuum gauge (check equipment specific instructions for taking this measurement). A canister with a significantly different pressure than originally recorded by the testing laboratory should not be used for sampling. Record these numbers and values on the chain-of custody form for each sample.

- Close the valve, remove the digital vacuum gauge and connect the pre-calibrated flow controller to the canister.
- Open the valve on the vacuum pressure in the canister. Record the date and time that the valve was opened (beginning of sampling) and the canister pressure on the vacuum gauge provided with the canister by the laboratory.
- Photograph the canister and the area surrounding the canister.
- Close the valve on the vacuum pressure in the canister after the scheduled duration of sample collection. Record the date and time that the valve was closed (completion of sampling).
- Remove the flow controller from the canister. Record the final canister pressure using a digital vacuum gauge (check equipment specific instructions for taking this measurement).
- Complete the Indoor Air (Canister) Sample Collection Field Form. An example of the Indoor Air (Canister) Sample Collection Field Form is provided in Attachment 4.

Note: Make sure that the canister still has a minimum amount of vacuum remaining. Check with the laboratory supplying the canister and flow controller for the ideal final vacuum pressure. Typically, the minimum vacuum is between 2 and 5 inches of mercury, but not zero. If there is no vacuum remaining, the sample will be rejected and collected again in a new canister.

- After closing the valve, remove the digital vacuum gauge from the canister and replace the protective brass plug.
- Attach labels/tags (sample name, time/date of sampling, etc.) to the canister as directed by the laboratory.
- Place the canister and other laboratory-supplied equipment in the packaging provided by the laboratory.
- Air samples will be analyzed by an ELAP-certified laboratory. Detection limits for the analyzed compound list will be defined by the NYSDEC and NYSDOH prior to sample submittal and outlined in the Work Assignment Scoping Documents. For specific parameters identified by NYSDOH, where the selected parameters may have a higher detection limit (e.g., acetone), the higher detection limits will be designated by NYSDOH.
- Enter the information required for each sample on the chain of custody form, making sure to include the identification numbers for the canister and flow controller, and the initial and final canister pressures on the vacuum gauge.
- Include the required copies of the chain-of-custody form in the shipping packaging, as directed by the laboratory. The field crew will retain a copy of the chain of custody for the project file.

- Deliver or ship the samples to the laboratory as soon as practical.

4.2.4 Ambient Air Samples

The following procedures will be followed for the collection of ambient air samples:

- Select a location upwind of the building or other area that is being evaluated.
- Record weather information (i.e., temperature and wind direction) at the beginning of the sampling event. Record substantial changes to these conditions that may occur during the course of sampling. The information may be measured with on-site equipment or obtained from a reliable source of local measurements (e.g., a local airport).
- Use an evacuated Summa® passivated (or equivalent) stainless-steel canister to collect the ambient air sample. The canister will be provided by the laboratory, along with a flow controller equipped with an in-line particulate filter and a vacuum gauge. The flow controller will be pre- calibrated by the laboratory for the desired flow rate or duration of sample collection. The canisters will be individually certified as clean by the laboratory.
- Place the canister at the sampling location. If the sample should be collected from breathing height (e.g., 3 to 5 feet above ground), then mount the canister on a stable platform such that the sample inlet will be at the proper height.
- Record the identification numbers for the canister and flow controller. Remove the protective brass plug from canister. Record the initial canister pressure using a digital vacuum gauge (check equipment specific instructions for taking this measurement). A canister with a significantly different pressure than originally recorded by the testing laboratory should not be used for sampling. Record these numbers and values on the chain-of custody form for each sample.
- Close the valve, remove the digital vacuum gauge and connect the pre-calibrated flow controller to the canister.
- Open the valve on the vacuum pressure in the canister. Record the date and time that the valve was opened (beginning of sampling) and the canister pressure on the vacuum gauge provided with the canister by the laboratory.
- Photograph the canister and the area surrounding the canister.
- Close the valve on the vacuum pressure in the canister after the scheduled duration of sample collection. Record the date and time that the valve was closed (completion of sampling).
- Remove the flow controller from the canister. Record the final canister pressure using a digital vacuum gauge (check equipment specific instructions for taking this measurement).

- Complete the Ambient Air (Canister) Sample Collection Field Form. An example of the Ambient Air (Canister) Sample Collection Field Form is provided in Attachment 5.

Note: Make sure that the canister still has a minimum amount of vacuum remaining. Check with the laboratory supplying the canister and flow controller for the ideal final vacuum pressure. Typically, the minimum vacuum is between 2 and 5 inches of mercury, but not zero. If there is no vacuum remaining, the sample will be rejected and collected again in a new canister.

- After closing the valve, remove the digital vacuum gauge from the canister and replace the protective brass plug.
- Attach labels/tags (sample name, time/date of sampling, etc.) to the canister as directed by the laboratory.
- Air samples will be analyzed by an ELAP-certified laboratory. Detection limits for the analyzed compound list will be defined by the NYSDEC and NYSDOH prior to sample submittal and outlined in the Work Assignment Scoping Documents. For specific parameters identified by NYSDOH, where the selected parameters may have a higher detection limit (e.g., acetone), the higher detection limits will be designated by NYSDOH.
- Place the canister and other laboratory-supplied equipment in the packaging provided by the laboratory.
- Enter the information required for each sample on the chain of custody form, making sure to include the identification numbers for the canister and flow controller, and the initial and final canister pressures on the vacuum gauge.
- Include the required copies of the chain-of-custody form in the shipping packaging, as directed by the laboratory. The field crew will retain a copy of the chain of custody for the project file.
- Deliver or ship the samples to the laboratory as soon as practical.

4.2.5 Tracer Gas Evaluation

The tracer gas evaluation provides a means to evaluate the integrity of the soil vapor probe seal and assess the potential for introduction of ambient air into the soil vapor sample. A tracer gas evaluation should be conducted on all soil vapor probes. After the initial round of sampling and with the approval of the regulating agency, the use of tracer gas may be reduced to a minimum of 10 percent for permanent and semi-permanent probes if the initial round results showed installations with competent seals.

The following tracer gas evaluation procedure uses in-field tracer gas measurements and tracer gases (e.g., helium) that can be measured by portable detectors.

- Retain the tracer gas around the sample probe by filling an air-tight chamber (such as a plastic bucket) positioned over the sample location.

- Make sure the chamber is suitably sealed to the ground surface.
- Introduce the tracer gas into the chamber. The chamber will have tubing at the top of the chamber to introduce the tracer gas into the chamber and a valved fitting at the bottom to let the ambient air out while introducing tracer gas. A tracer gas detector will be attached to the valved fitting at the bottom of the chamber to verify the presence of the tracer gas. Close the valve after the chamber has been enriched with tracer gas at concentrations >50%.
- The chamber will have a gas-tight fitting or sealable penetration to allow the soil vapor sample probe tubing to pass through and exit the chamber.
- After the chamber has been filled with tracer gas, attach the sample probe tubing to a pump that will be pre-calibrated to extract soil vapor at a rate of no more than 0.2 lpm. Purge the tubing using the pump. Calculate the volume of air in the tubing and probe and purge one to three tubing/probe volumes prior measuring the tracer gas concentration.
- Use the tracer gas detector to measure the tracer gas concentration in the pump exhaust.
- Record the tracer gas concentrations in the chamber and in the soil vapor sample.
- If the evaluation indicates a high concentration of tracer gas in the sample (>10% of the concentration of the tracer gas in the chamber), then the surface seal is not sufficient and requires improvement via repair or replacement prior to commencement of the sample collection. A non-detectable level of tracer gas is preferred; however, if the evaluation indicates a low potential for introduction of ambient air into the sample (<10% of the concentration of the tracer gas in the chamber), then proceed with the soil vapor sampling. While lower concentrations of tracer gas are acceptable, the impact of the detectable leak on sample results should be evaluated in the sampling report.

SECTION 5
AIR MONITORING

5.1 INTRODUCTION

Work zone monitoring for protection of the workers performing will be performed during intrusive Site activities.

5.2 BREATHING ZONE AIR MONITORING DURING DRILLING AND SAMPLING

Air monitoring of the breathing zone will be conducted during all intrusive activities in accordance with the SI work plan and HASP to assure proper health and safety protection for the team and nearby occupants and workers.

- A RaeSystems MiniRae 3000 PID or equivalent will be used to monitor for organic vapors in the breathing zone and to screen the samples; and
- Additional air monitoring may be required as specified in the HASP.

The PID readings will be recorded in the field book and on the boring log during drilling activities. The procedure for the PID operation and calibration is included in the field instrument calibration procedures and Section 6. Note that equipment calibration will be performed as often as needed to account for changing conditions or instrument readings. The minimum frequency of calibration is specified in the field instrument calibration procedures; more frequent calibration will be performed if spurious readings are observed or there are other problems with the instruments.

SECTION 6
FIELD INSTRUMENTS AND CALIBRATION

Field analytical equipment will be calibrated immediately prior to each day's use and more frequently if required. The calibration procedures will conform to manufacturer's standard instructions. This calibration will ensure that the equipment is functioning within the allowable tolerances established by the manufacturer and required by the project. All instrument calibrations will be documented in the project field book and in an instrument calibration log. Records of all instrument calibration will be maintained by the Field Team Leader and will be subject to audit by the Project Quality Assurance Manager (PQAM). Copies of all of the instrument manuals and/or instruction sheets will be maintained on-site by the Field Team Leader. All changes to instrumentation will be noted in the field logbook.

The following field instruments will be used during the investigation:

- MiniRAE 3000 PID;
- MiniRAM real-time aerosol monitor and DustTrak 2 dust monitor; and

6.1 PORTABLE PHOTOIONIZATION DETECTOR

The PID will be a Rae Systems MiniRae 3000 (or equivalent), equipped with a 10.6 eV lamp. The MiniRae is capable of ionizing and detecting compounds with an ionization potential of less than 10.6 eV. This accounts for up to 73% of the volatile organic compounds on the Target Compound List.

Calibration must be performed at the beginning of each day of use with a standard calibration gas having an approximate concentration of 100 parts per million of isobutylene. If the unit experiences abnormal perturbation or erratic readings, additional calibration will be required.

All calibration data must be recorded in the field logbook and on field calibration log sheets to be maintained on site.

A battery check must be completed at the beginning and end of each working day.

All changes to the PID will be noted in the field notes (such as bulb or filter cleaning or replacement).

6.2 MINIRAM

The operator shall ensure that the instruments respond properly to the substances that they are designed to monitor. Real time aerosol monitors, such as the MiniRAM, must be zeroed at the beginning of each sampling period. The specific instructions for calibration and maintenance provided for each instrument should be followed.

All calibration data must be recorded in field notebooks or on calibration log sheets to be maintained on-site.

A battery check must be completed at the beginning and end of each working day.

SECTION 7
FIELD SAMPLE IDENTIFICATION AND CUSTODY

7.1 SAMPLE LOCATION NUMBERING SYSTEM

Subsurface soil borings will be numbered as outlined in the proposed soil boring and well table of the delineation work plan. Sampling locations have been identified, with names based on a sampling grid. Additional boring locations will continue to use the sampling grid for boring identification.

7.2 SAMPLE IDENTIFICATION

Each sample will be given a unique alphanumeric identifier (e.g. K200-0-5MS for soil sample) in accordance with the following classification system:

SAMPLE IDENTIFICATION

***Soil Sample*:**

2022- Year	SB25-09* Sample Number	-N-N Depth Code	LL QC Identifier

Sample Number:	Number referenced to a sample location map.	
Depth Code:	Depth of sample interval (0-0.5', 0-2', 2-4', 10-12', etc.)	
QC Identifier:	FB - Field Blank TB - Trip Blank WB - Wash or Rinse Blank	MS - Matrix Spike MD - Matrix Spike Duplicate MB - Matrix Blank

* L = Letter * N = Number	* Y = Year * M = Month	* D = Day

Field duplicate samples will be assigned identifiers that do not allow the laboratory to distinguish them as field duplicates. Each sample container will be labeled prior to packing for shipment. The sample identifier, site name, date and time of sampling, and analytical parameters will be written on the label in waterproof ink and recorded in the field book.

7.3 CHAIN OF CUSTODY

A Chain-of-Custody (COC) record (Figure 7.1 or similar) will accompany the sample containers during selection and preparation at the laboratory, during shipment to the field, and during return shipment to the laboratory.

The COC will identify each sample container and the analytical parameters/methods for each container and will list the field personnel that collected the samples, the project name and number, the name of the analytical laboratory that will receive the samples, and the method of sample shipment.

If samples are split and sent to different laboratories, a separate COC will be sent to each lab with each sample shipment.

The COC will be completed by field personnel as samples are collected and packed for shipment.

Erroneous markings will be crossed-out with a single line and initialed by the author.

The REMARKS space will be used to indicate if the sample is a matrix spike, matrix spike duplicate, or matrix duplicate.

Trip and field blanks will be listed on separate rows.

After the samples have been collected and sample information has been listed on the COC form, the method of shipment, the shipping cooler identification number(s), and the shipper air bill number will be entered on the COC.

A second member of the field team will review the COC for completeness and accuracy whenever possible.

Finally, a member of the sampling team will write his/her signature, the date, and time on the first RELINQUISHED BY space. Duplicate copies of each COC must be completed.

One copy of the COC will be retained by sampling personnel. Blind duplicate samples will be identified on the copy retained by the sampling crew. The other copy and the original will be sealed in a plastic bag and taped inside the lid of the shipping cooler without the additional identification of blind duplicate samples.

Sample shipments will be refrigerated at 4^{o}C, typically by packing with ice, to preserve the samples during shipment.

After the shipping cooler is closed, custody seals provided by the laboratory will be affixed to the latch and across the front and back of the cooler lid and signed by the person relinquishing the samples to the shipper.

The seal will be covered with clear tape, and the cooler lid will be secured by wrapping with packing tape.

The cooler will be relinquished to the shipper, typically an overnight carrier.

The COC seal must be broken to open the container. Breakage of the seals before receipt at the laboratory may indicate tampering. If tampering is apparent, the laboratory will contact the Project Manager, and the samples will not be analyzed.

The samples must be delivered to the laboratory within 48 hours of collection.

7.4 SAMPLE DOCUMENTATION

The field team leader will be retaining a copy of the COC, and, in addition, the field team leader will ensure that the following information about each sample is recorded in the field book:

- Sample identifier;
- Identification of sampled media (e.g., soil, tar);
- Sample location with respect to known reference point;
- Physical description of sample location;
- Field measurements, (e.g., PID readings);
- Date and time of collection;
- Sample collection method;
- Number of sample containers;
- Analytical parameters;
- Preservatives used; and
- Shipping information:
  - Dates and method of sample shipments;
  - Chain-of-Custody Record numbers;
  - Federal Express Air Bill numbers; and
  - Sample recipient (e.g., laboratory name).

ATTACHMENTS

Attachment 1 Chain-of-Custody Form

Attachment 2 Indoor Air Quality Questionnaire and Building Inventory

Attachment 3 Sub-Slab Vapor (Canister) Sample Collection Field Form

Attachment 4 Indoor Air (Canister) Sample Collection Field Form

Attachment 5 Ambient Air (Canister) Sample Collection Field Form

Attachment 1 Chain-of-Custody Form

CHAIN OF CUSTODY RECORD **NO:**

CLIENT:	PROJECT NO.	PROJECT MGR:	ANALYSES REQUIRED	Send results to: PARSONS 290 Elwood Davis Road-Suite 312 Liverpool, NY 13088 Telephone: (315) 451-9560 Fax: (315) 451-9570
PROJECT NAME:	NOTES - (Reference QAPP and/or analytical protocols to be used):	GRAB / COMP / MATRIX / Number of Bottles		Lab Submitted to:
SAMPLERS:				

FIELD SAMPLE ID	LOCATION DESCRIPTION	DATE	TIME	REMARKS

Relinquished by: (Signature)	Date:	Time:	Shipped via:	Airbill #:	Received by:(Signature)	Date:	Time:	Cooler Temp: ____°C Samples Intact: ____Yes ____No
Relinquished by: (Signature)	Date:	Time:	Shipped via:	Airbill #:	Received by:(Signature)	Date:	Time:	Cooler Temp: ____°C Samples Intact: ____Yes ____No
Relinquished by: (Signature)	Date:	Time:	Shipped via:	Airbill #:	Received by:(Signature)	Date:	Time:	Cooler Temp: ____°C Samples Intact: ____Yes ____No

TYPE CODES:

SOLID		WATER			MATRIX	QUALITY CONTROL
SD- Sediment	TP- Test Pit/Tank Pit	MW- Monitoring Well	FD- Fuel Dispenser	ST- Storm Water	W - Water	FB- Field Blank (with date)
SS- Surface Soil	DR- Drum Waste	LC- Leachate	MH- Manhole	WW- Waste Water	S - Soil	TB- Trip Blank (with date)
SB- Subsurface Soil	WA- Solid Waste	SW- Surface Water	OW- Oil Water Separator	OL- Other Liquid (eg. Drum liquid)		WB- Wash Blank (with date)
MW- Monitoring Well Boring	OS- Other Solid	DW- Drill Water	PR- Piping Run			

ATTACHMENT 2 INDOOR AIR QUALITY QUESTIONNAIRE AND BUILDING INVENTORY

NEW YORK STATE DEPARTMENT OF HEALTH
INDOOR AIR QUALITY QUESTIONNAIRE AND BUILDING INVENTORY
CENTER FOR ENVIRONMENTAL HEALTH

This form must be completed for each residence involved in indoor air testing.

Preparer's Name _____ Date/Time Prepared _____

Preparer's Affiliation _____ Phone No._____

Purpose of Investigation_____

1. OCCUPANT:

Interviewed: Y / N

Last Name: _____ First Name: _____

Address: _____

County: _____

Home Phone: _____ Office Phone: _____

Number of Occupants/persons at this location _____ Age of Occupants _____

2. OWNER OR LANDLORD: (Check if same as occupant ___)

Interviewed: Y / N

Last Name: _____First Name: _____

Address: _____

County: _____

Home Phone: _____ Office Phone: _____

3. BUILDING CHARACTERISTICS

Type of Building: (Circle appropriate response)

Residential	School	Commercial/Multi-use
Industrial	Church	Other: _____

If the property is residential, type? (Circle appropriate response)

Ranch	2-Family	3-Family
Raised Ranch	Split Level	Colonial
Cape Cod	Contemporary	Mobile Home
Duplex	Apartment House	Townhouses/Condos
Modular	Log Home	Other:_____

If multiple units, how many? _____

If the property is commercial, type?

Business Type(s) _____

Does it include residences (i.e., multi-use)? Y / N If yes, how many? _____

Other characteristics:

Number of floors_____ Building age_____

Is the building insulated? Y / N How air tight? Tight / Average / Not Tight

4. AIRFLOW

Use air current tubes or tracer smoke to evaluate airflow patterns and qualitatively describe:

Airflow between floors

_____

_____

_____

Airflow near source

_____

_____

_____

Outdoor air infiltration

_____

_____

_____

Infiltration into air ducts

_____

_____

_____

5. BASEMENT AND CONSTRUCTION CHARACTERISTICS (Circle all that apply)

a. Above grade construction:	wood frame	concrete	stone	brick
b. Basement type:	full	crawlspace	slab	other _____
c. Basement floor:	concrete	dirt	stone	other _____
d. Basement floor:	uncovered	covered	covered with _____	
e. Concrete floor:	unsealed	sealed	sealed with _____	
f. Foundation walls:	poured	block	stone	other _____
g. Foundation walls:	unsealed	sealed	sealed with _____	
h. The basement is:	wet	damp	dry	moldy
i. The basement is:	finished	unfinished	partially finished	
j. Sump present?	Y / N			
k. Water in sump?	Y / N / not applicable			

Basement/Lowest level depth below grade: _____(feet)

Identify potential soil vapor entry points and approximate size (e.g., cracks, utility ports, drains)

_____

_____

6. HEATING, VENTING and AIR CONDITIONING (Circle all that apply)

Type of heating system(s) used in this building: (circle all that apply – note primary)

Hot air circulation	Heat pump	Hot water baseboard	
Space Heaters	Stream radiation	Radiant floor	
Electric baseboard	Wood stove	Outdoor wood boiler	Other _____

The primary type of fuel used is:

Natural Gas	Fuel Oil	Kerosene
Electric	Propane	Solar
Wood	Coal	

Domestic hot water tank fueled by: _____

Boiler/furnace located in:	Basement	Outdoors	Main Floor	Other_____
Air conditioning:	Central Air	Window units	Open Windows	None

Are there air distribution ducts present? Y / N

Describe the supply and cold air return ductwork, and its condition where visible, including whether there is a cold air return and the tightness of duct joints. Indicate the locations on the floor plan diagram.

_____

_____

_____

_____

7. OCCUPANCY

Is basement/lowest level occupied? Full-time Occasionally Seldom Almost Never

Level	**General Use of Each Floor (e.g., familyroom, bedroom, laundry, workshop, storage)**
Basement	_____
1st Floor	_____
2nd Floor	_____
3rd Floor	_____
4th Floor	_____

8. FACTORS THAT MAY INFLUENCE INDOOR AIR QUALITY

a. Is there an attached garage? Y / N

b. Does the garage have a separate heating unit? Y / N / NA

c. Are petroleum-powered machines or vehicles stored in the garage (e.g., lawnmower, atv, car) Y / N / NA Please specify_____

d. Has the building ever had a fire? Y / N When?_____

e. Is a kerosene or unvented gas space heater present? Y / N Where? _____

f. Is there a workshop or hobby/craft area? Y / N Where & Type? _____

g. Is there smoking in the building? Y / N How frequently? _____

h. Have cleaning products been used recently? Y / N When & Type? _____

i. Have cosmetic products been used recently? Y / N When & Type? _____

j. Has painting/staining been done in the last 6 months? Y / N Where & When? _____

k. Is there new carpet, drapes or other textiles? Y / N Where & When? _____

l. Have air fresheners been used recently? Y / N When & Type? _____

m. Is there a kitchen exhaust fan? Y / N If yes, where vented?_____

n. Is there a bathroom exhaust fan? Y / N If yes, where vented?_____

o. Is there a clothes dryer? Y / N If yes, is it vented outside? Y / N

p. Has there been a pesticide application? Y / N When & Type?_____

Are there odors in the building? Y / N
If yes, please describe: _____

Do any of the building occupants use solvents at work? Y / N
(e.g., chemical manufacturing or laboratory, auto mechanic or auto body shop, painting, fuel oil delivery, boiler mechanic, pesticide application, cosmetologist

If yes, what types of solvents are used? _____

If yes, are their clothes washed at work? Y / N

Do any of the building occupants regularly use or work at a dry-cleaning service? (Circle appropriate response)

Yes, use dry-cleaning regularly (weekly) No
Yes, use dry-cleaning infrequently (monthly or less) Unknown
Yes, work at a dry-cleaning service

Is there a radon mitigation system for the building/structure? Y / N Date of Installation: _____
Is the system active or passive? Active/Passive

9. WATER AND SEWAGE

Water Supply:	Public Water	Drilled Well	Driven Well	Dug Well	Other: _____
Sewage Disposal:	Public Sewer	Septic Tank	Leach Field	Dry Well	Other: _____

10. RELOCATION INFORMATION (for oil spill residential emergency)

a. Provide reasons why relocation is recommended: _____

b. Residents choose to: remain in home relocate to friends/family relocate to hotel/motel

c. Responsibility for costs associated with reimbursement explained? Y / N

d. Relocation package provided and explained to residents? Y / N

11. FLOOR PLANS

Draw a plan view sketch of the basement and first floor of the building. Indicate air sampling locations, possible indoor air pollution sources and PID meter readings. If the building does not have a basement, please note.

Basement:

First Floor:

12. OUTDOOR PLOT

Draw a sketch of the area surrounding the building being sampled. If applicable, provide information on spill locations, potential air contamination sources (industries, gas stations, repair shops, landfills, etc.), outdoor air sampling location(s) and PID meter readings.

Also indicate compass direction, wind direction and speed during sampling, the locations of the well and septic system, if applicable, and a qualifying statement to help locate the site on a topographic map.

13. PRODUCT INVENTORY FORM

Make & Model of field instrument used: _____

List specific products found in the residence that have the potential to affect indoor air quality.

Location	Product Description	Size (units)	Condition*	Chemical Ingredients	Field Instrument Reading (units)	Photo** Y / N

* Describe the condition of the product containers as **Unopened (UO), Used (U),** or **Deteriorated (D)**
** Photographs of the **front and back** of product containers can replace the handwritten list of chemical ingredients. However, the photographs must be of good quality and ingredient labels must be legible.

ATTACHMENT 3 SUB-SLAB VAPOR (CANISTER) SAMPLE COLLECTION FIELD FORM

Sub-slab Vapor (Canister) Sample Collection Field Form

Project # _____ Consultant _____

Project Name _____ Collector _____

Sample ID _____

Vacuum gauge "zero" ("Hg) _____

Start Date/Time _____ Start Pressure ("Hg) _____

End Date/Time _____ End Pressure ("Hg) _____

Canister ID _____ End pressure > "zero"? _____

Flow controller ID _____ Sampling duration (intended) _____

Associated indoor air sample ID _____ Associated ambient air sample ID _____

Tubing type used _____ Length of tubing _____ cm Tubing volume _____ cc

Volume purged _____ cc @ _____ min 1 to 3 volumes purged @ < 200cc/min? _____

Weather Conditions at Start of Sampling:

Air temperature (^{o}F) _____ Rainfall _____ Wind direction _____

Barometric pressure _____ Wind speed (mph) _____

Substantial changes in weather conditions during sampling or over the past 24 to 48 hrs:

_____

_____

Indoor air temp (^{o}F) _____ Indoor relative humidity (%) _____

Building Survey and Chemical Inventory Form Completed? _____ Photograph IDs _____

Floor Plan showing sample location, HVAC equipment, indoor air sources, preferential pathways

Comments: _____

_____

_____

_____

_____

ATTACHMENT 4 INDOOR AIR (CANISTER) SAMPLE COLLECTION FIELD FORM

Indoor Air (Canister) Sample Collection Field Form

Project # _____ Consultant _____

Project Name _____ Collector _____

Sample ID _____

Vacuum gauge "zero" ("Hg) _____

Start Date/Time _____ Start Pressure ("Hg) _____

End Date/Time _____ End Pressure ("Hg) _____

Canister ID _____ End pressure > "zero"? _____

Flow controller ID _____ Sampling duration (intended) _____

Associated ambient air sample ID _____ Associated sub-slab vapor sample ID _____

Tubing type used _____ Length of tubing _____ cm Tubing volume _____ cc

Volume purged _____ cc @ _____ min 1 to 3 volumes purged @ < 200cc/min? _____

Weather Conditions at Start of Sampling:

Air temperature (^{o}F) _____ Rainfall _____ Wind direction _____

Barometric pressure _____ Relative humidity _____ Wind speed (mph) _____

Substantial changes in weather conditions during sampling or over the past 24 to 48 hrs:

Indoor air temp (^{o}F) _____ Indoor relative humidity (%) _____

Building Survey and Chemical Inventory Form Completed? _____ Photograph IDs _____

Floor Plan showing sample location, HVAC equipment, indoor air sources, preferential pathways

Comments: _____

ATTACHMENT 5 AMBIENT AIR (CANISTER) SAMPLE COLLECTION FIELD FORM

Ambient Air (Canister) Sample Collection Field Form

Project # _____ Consultant _____

Project Name _____ Collector _____

Sample ID _____

Vacuum gauge "zero" ("Hg) _____

Start Date/Time _____ Start Pressure ("Hg) _____

End Date/Time _____ End Pressure ("Hg) _____

Canister ID _____ End pressure > "zero"? _____

Flow controller ID _____ Sampling duration (intended) _____

Tubing type used _____ Length of tubing _____ cm Tubing volume _____ cc

Volume purged _____ cc @ _____ min 1 to 3 volumes purged @ < 200cc/min? _____

Weather Conditions at Start of Sampling:

Air temperature (^{o}F) _____ Rainfall _____ Wind direction _____

Barometric pressure _____ Relative humidity _____ Wind speed (mph) _____

Substantial changes in weather conditions during sampling or over the past 24 to 48 hrs:

Site Plan showing sample location, building(s) being sampled, building HVAC inlet, outdoor air sources, wind direction

Comments: _____

ATTACHMENT B

QUALITY ASSURANCE PROJECT PLAN (QAPP)

SOIL VAPOR INTRUSION INVESTIGATION

FORMER FARRINGTON STREET MGP

Prepared For:

Consolidated Edison Company of New York
31-01 20th Avenue
Long Island City, NY 11105-2048

Prepared By:

301 Plainfield Road, Suite 350
Syracuse, New York 13212

MARCH 2023

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ATTACHMENT 1 SUMMARY OF ANALYTICAL DATA PACKAGE (DQO LEVEL IV)

LIST OF ACRONYMS

ACRONYM	Definition
ASTM	American Society for Testing and Materials
BFB	4-Bromofluorobenzene
°C	Degrees Celsius
CAR	Corrective Action Request
CCV	Continuing Calibration Verification
CERCLA	Comprehensive Emergency Response, Compensation, Liability Act
CFR	Code of Federal Regulations
CLP	Contract Laboratory Program
cm/s	centimeter per second
COC	Chain-of-Custody
CPOI	Chemical Parameter of Interest
CVAA	Cold Vapor Atomic Absorption
cy	cubic yards
DFTPP	decafluorotriphenylphosphine
DOT	Department of Transportation
DQO	Data Quality Objective
DUO	Data Use Objective
DUSR	Data Usability Summary Report
EDD	Electronic Data Deliverable
FS	Feasibility Study
GC	Gas Chromatography
GC/ECD	Gas Chromatography/Electron Capture Detection
GC/MS	Gas Chromatography/Mass Spectroscopy
HSC	Health and Safety Coordinator
ICP	Inductively Coupled Plasma
ICV	Initial Calibration Verification
IDL	Instrument Detection Limit
ICP/AES	Inductively Coupled Plasma/Atomic Emission Spectroscopy
LCS	Laboratory Control Sample
LIMS	Laboratory Information Management System
LNAPL	Light Non-aqueous Phase Liquid
LPM	Laboratory Project Manager
MD	Matrix Duplicate
mg/kg	milligram per kilogram
mL	milliliter
MS	Matrix Spike
MSB	Matrix Spike Blank
MS/MD	Matrix Spike/Matrix Duplicate
MS/MSD	Matrix Spike/Matrix Spike Duplicate
MSD	Matrix Spike Duplicate
NCM	Nonconformance Memo
ng	nanograms
NIOSH	National Institute of Safety and Health
NIST	National Institute of Standards and Technology
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
OM	Operations Manager
OSHA	Occupational Safety and Health Administration
PAHs	Polynuclear Aromatic Hydrocarbons
PARCCS	Precision, Accuracy, Representativeness, Completeness, Comparability, and Sensitivity
PCB	Polychlorinated Biphenyl
PE	Performance Evaluation
PID	Photoionization Detector
PRRL	Project Required Quantitation Limit
PT	Performance Testing
QA	Quality Assurance
QA/QC	Quality Assurance/Quality Control
QAO	Quality Assurance Officer
QAPP	Quality Assurance Project Plan
QC	Quality Control
QL	Quantitation Limit
RL	Reporting Limit
ROD	Record of Decision
RPD	Relative Percent Difference
SAP	Sampling and Analysis Plan
SDG	Sample Delivery Group
SMU	Sediment Management Unit
SOP	Standard Operating Procedure
SVOC	Semivolatile Organic Compound
TAL	Target Analyte List
TCL	Target Compound List
SVOC	Semivolatile Organic Compound
SVI	soil vapor intrusion
ug	Micrograms
USEPA	Unites States Environmental Protection Agency
VOC	Volatile Organic Compound

1.0 PROJECT DESCRIPTION

1.1 INTRODUCTION

This Quality Assurance Project Plan (QAPP) has been prepared to support soil vapor intrusion (SVI) investigation activities and specifies the quality assurance/quality control (QA/QC) procedures for field and laboratory sampling and measurements for the Former Farrington Street Manufactured Gas Plant (MGP) site. The specific objectives of the QAPP are:

- Foster data quality that is sufficient to meet the investigation objectives and to support the decision-making process; and
- Provide a standard for control and review of measurement data to confirm that the data are scientifically sound, representative, comparable, defensible, and of known quality.

This QAPP has been prepared in accordance with USEPA guidance (USEPA, 2001, 2002). Project or site specific work plans will have additional scope and quality requirements that may not be addressed in this QAPP.

Project scope and site descriptions are provided in the scoping documents and work plan.

2.0 PROJECT ORGANIZATION

2.1 PROJECT AND TEAM ORGANIZATION

The project organization and the function and responsibility of each group affected by the QAPP are presented in the project scoping documents. The project organization is designed to promote the exchange of information and for efficient project operation. Key contact information is also summarized in the project scoping documents.

2.1.1 Analytical Services

The analytical laboratory (or laboratories) will analyze environmental samples collected for the project. Laboratory operations will be conducted under the supervision of a general manager or laboratory director and a quality assurance manager. A project manager and alternate will be assigned. The project manager will be the primary point of contact and will be responsible for coordination and quality of all laboratory activities associated with the project. The laboratory's project manager will manage project sample receipt, analysis scheduling, and data reporting. In case of temporary absence, the direct supervisor will assume the responsibilities of the absent employee or delegate the responsibility to qualified personnel. Sample Management Staff is responsible for receiving, logging, and maintaining internal custody of samples during the sample's residence in the laboratory. In addition, the laboratory will ensure that project analytical requirements are met; monitor project analytical compliance and immediately notify Parsons if conflict or discrepancies arise; initiate and implement appropriate corrective actions; ensure adequate quality review of deliverables prior to release; and participate in coordination meetings.

2.2 SPECIAL TRAINING/CERTIFICATION

Management and field personnel must review the requirements of this QAPP to make certain that persons assigned to specific tasks have appropriate credentials and experience. The Field Team Leaders will check that all onsite personnel have read and understood the QAPP.

Field personnel will be required to adhere to the project Health and Safety Plan (HASP) and Field Activities Plan (FAP). They must also follow applicable task-specific health and safety plans that project subcontractors develop before they begin investigation activities.

Laboratories will have trained and experienced staff capable of performing the analyses specified in this QAPP. Laboratories will have New York State Department of Health (NYSDOH) Environmental Laboratory Accreditation Program (ELAP) certification for all project analyses where applicable. Additionally, the laboratories must be able to demonstrate that they have analyzed performance-evaluation or proficiency-testing samples within 12 months of beginning the analyses.

All personnel independent of the laboratory generating the data who are performing data validation and verification must have experience in data validation, quality assurance oversight, and auditing. The data validator must have a Bachelor's degree in chemistry or natural sciences with a minimum of 20 credit hours in chemistry; one year experience in the implementation and application of analytical laboratory methodologies; and one year experience evaluating data packages of all matrices (e.g., soil, water, air, tissue) for compliance and usability with respect to the analytical method and the USEPA National Functional Guidelines with regional modifications.

3.0 DATA QUALITY OBJECTIVES AND DATA QUALITY CRITERIA

3.1 INTRODUCTION

A systematic planning process will develop site-specific data quality objective (DQOs). These DQOs will clarify study objectives, define the appropriate type of data, and specify tolerable levels of potential errors. These parameters, in turn, will be the basis for establishing the quality and quantity of data needed to support the utility of the data. This section was prepared in accordance with USEPA Guidance for the Data Quality Objectives Process (USEPA, August 2000). Project DQOs will be developed using the "seven-step" DQO process, consisting of the following steps:

Step 1: State the problem
Step 2: Identify the decision
Step 3: Identify inputs to the decision
Step 4: Define the study boundaries
Step 5: Define the decision rule
Step 6: Specify tolerable limits of decision error
Step 7: Optimize the design

Data quality objectives specify the underlying reason for collecting the data and the data type, quality, quantity, and uses needed to make decision, and they provide the basis for designing data collection activities. DQOs and quality assurance objectives are related data quality planning and evaluation tools for all sampling and analysis tools.

The purpose of this QAPP is to provide a standard for control and review of measurement data to ensure they are scientifically sound, representative, comparable, defensible, and of known quality. The data will be used to evaluate the physical and chemical attributes of samples collected. The project objective for analytical testing is to characterize the physical characteristics and chemical constituents and to provide data to support the decision-making process.

The data produced during sampling activities will be compared with the defined QA objectives and criteria for precision, accuracy, representativeness, completeness, comparability, and sensitivity (PARCCS) to see that the data reported are representative of actual conditions at the site.

This data assessment activity is an on-going coordinated process with data production and is intended to assure that data produced during the project are acceptable for use in subsequent evaluations. Both statistical and qualitative evaluations will be used to assess the quality of the data. The primary evaluation of the data will be based upon the field quality control samples described in Section 8.1.1 and the laboratory quality control samples described in Section 8.1.2. The "blank" samples (laboratory QC blank samples and field QC blank samples) will be used to evaluate whether or not the laboratory and/or the field team's procedures for handling of samples represent a possible source of sample contamination. Laboratory duplicate sample results will be used to evaluate analytical precision. Field duplicate sample results will be used to evaluate the overall precision of the sampling and analysis process, as well as sample representativeness and site heterogeneity. Laboratory control samples will be used to evaluate the accuracy of analytical results, as will other analysis-specific criteria, such as surrogate compound recoveries for organic analyses. For all sample results, the impact of sample-specific, analysis-specific, and site-specific factors will be evaluated, and an assessment will be made as to their impact, if any, on the data. Duplicate sample (field and laboratory QC samples) results will be used to evaluate data precision.

3.1.1 Data Use Objectives

Data use objectives define why analyses are being conducted and how ultimately the data will be used to meet the overall project objectives. For the project activities, these project objectives are stated in the project scoping documents.

3.2 DATA QUALITY OBJECTIVES (PARCCS PARAMETERS)

3.2.1 Introduction

DQOs are based on the premise that different data uses require different levels of data quality. The term *data quality* refers to a degree of uncertainty with respect to PARCCS data quality indicators. Specific objectives are established to develop sampling protocols and identify applicable documentation, sample handling procedures, and measurement system procedures. These DQOs are established by onsite conditions, objectives of the project, and knowledge of available measurement systems. Overall work assignment DQOs are presented and discussed in detail in this QAPP. A wide range of data quality is achieved through the use of various analytical methods. The following data quality levels are widely accepted as descriptions of the different kinds of data that can be generated for various purposes:

- **Level I, Field screening or analysis using portable instruments (e.g., photoionization detector [PID]):** Results are often not compound-specific but results are available in real time. Depending on the analysis being performed and the instrumentation used, the results may be considered qualitative, semi-quantitative, or quantitative.
- **Level II, Field analysis using more sophisticated portable analytical instruments (e.g., on-site mobile laboratory):** There is a wide range in the quality of data that can be generated depending on the use of suitable calibration standards, reference materials, and sample preparation equipment. Results are available in real-time or typically within hours of sample collection.
- **Level III, All analyses performed in an off-site analytical laboratory using methods other than USEPA-approved analytical methods**: These data generally do not include the level of formal documentation required under Level IV and are not subject to formal data validation. These data are typically used for engineering studies (e.g., treatability testing), site investigations and remedial design.
- **Level IV, Data generated using USEPA methods and enhanced by a rigorous QA program, supporting documentation, and data validation procedures:** These data are typically used for engineering studies (e.g., treatability testing), risk assessment, site investigations, and remedial design, and may be suitable for litigation/enforcement activities. Results are both qualitative and quantitative.

Project data quality level requirements for sample analyses have been determined to be as follows:

- Level I data quality will be obtained for field screening data collected with portable instruments such as pH meters, temperature probes, and Photoionization Detectors (PIDs) which will be used for health and safety and field operational monitoring. In addition, these instruments or field test kits may be used to produce data for determining where to collect a sample to assess impacts and for field screening of samples to be designated for laboratory confirmation analyses.
- A Level II data quality assurance program will be executed by the field team for obtaining data.
- A Level III data quality assurance program will be executed by the laboratory for chemical analyses not required to be Level IV, such as pH.
- A Level IV data quality assurance program will be executed, in general, by the laboratory for chemical analyses necessary to meet the project work assignment objectives.

3.2.2 PARCCS Parameters (Data Quality Indicators)

3.2.2.1 Precision

Precision is an expression of the reproducibility of measurements of the same parameter under a given set of conditions. Specifically, it is a quantitative measurement of the variability of a group of measurements compared to their average value (USEPA, 1987). Precision is usually stated in terms of standard deviation, but other estimates such as the coefficient of variation (relative standard deviation), absolute difference (D), range (maximum value minus minimum value), relative range, and relative percent difference (RPD) are common.

The objectives for precision for each chemical are based on the capabilities of the approved EPA analytical method with respect to laboratory performance. For this project, field-sampling precision will be determined by analyzing coded (blind) duplicate samples for the same parameters, and then, during data validation, calculating the %RPD for duplicate sample results. Field duplicate precision criteria for the air samples will be 50%RPD. The laboratory will determine analytical precision by calculating the %RPD or %D, as applicable to the analytical method being used, e.g., pH will be evaluated using %D.

The laboratory will determine analytical precision by calculating the RPD for the results of the analysis of the laboratory duplicates and matrix spike duplicates. The formula for calculating %RPD is as follows:

$$\%RPD = \frac{|V1 - V2|}{(V1 + V2)/2} \times 100$$

where:

RPD	=	Relative percent difference
V1, V2	=	Values to be compared
|V1 - V2|	=	Absolute value of the difference between the two values
(V1 + V2)/2	=	Average of the two values

For data evaluation purposes, in instances where both sample concentrations are less than five times (<5x) the RL, duplicate precision will be evaluated using the calculated %D result. In this instance, the applicable precision criterion will be two times the RL (2xRL). If a value is not detected, the %RPD criterion will be considered to be not applicable and the %RPD will not be calculated (i.e. precision will not be quantitatively determined). The data quality objectives for analytical precision, calculated as the RPD between duplicate analyses, are presented in Table 3.1.

3.2.2.2 Accuracy

Accuracy is a measure of the degree of agreement of a measured value with the true or expected value of the quantity of concern (Taylor, 1987) or the difference between a measured value and the true or accepted reference value. The accuracy of an analytical procedure is best determined by the analysis of a sample containing a known quantity of material and is expressed as the percent of the known quantity that is recovered or measured. The recovery of a given analyte depends on the sample matrix, method of analysis, and the specific compound or element being determined. The concentration of the analyte relative to the detection limit of the analytical method is also a major factor in determining the accuracy of the measurement. Concentrations of analytes that are less than the quantitation limits are less accurate because they are more affected by such factors as instrument "noise." Higher concentrations will not be as affected by instrument noise or other variables and, thus, will be more accurate.

The objectives for accuracy for each chemical are based on the capabilities of the approved USEPA analytical method with respect to laboratory performance. Analytical accuracy is typically assessed by examining the percent recoveries of surrogate compounds that are added to each sample (organic analyses only), the percent

recoveries of matrix spike compounds added to selected samples, and the percent recoveries of spike compounds added to laboratory control samples (LCS). An LCS will be analyzed to provide additional information on analytical accuracy. Additionally, initial and continuing calibrations must be performed and accomplished within the established method control limits to define the instrument accuracy before analytical accuracy can be determined for any sample set.

Accuracy is normally measured as the percent recovery (%R) of a known amount of analyte, called a *spike*, added to a sample (matrix spike or laboratory control). The accuracy on a per sample basis will be measured using surrogates for the organics analyses. The %R is calculated as follows:

Matrix Spike Recovery: $\%\ \text{Recovery} = \dfrac{SSR - SR}{SA} \times 100$

where:

%R	=	Percent recovery
SSR	=	Spike sample result: concentration of analyte obtained by analyzing the sample with the spike added
SR	=	Sample result: the background value; *i.e.,* the concentration of the analyte obtained by analyzing the sample
SA	=	Spiked analyte: concentration of the analyte spike added to the sample

Surrogate Recovery: $\%\ \text{Recovery} = \dfrac{\text{Concentration (or amount) found}}{\text{Concentration (or amount) spiked}} \times 100$

LCS Recovery: $\%\ \text{Recovery} = \dfrac{\text{Concentration (or amount) found}}{\text{Concentration (or amount) spiked}} \times 100$

The acceptance limits for accuracy for each parameter are presented in **Table 3.1**.

3.2.2.3 Representativeness

Representativeness expresses the degree to which sample data accurately and precisely represent a characteristic of a population, parameter variations at a sampling point or an environmental condition. Representativeness is a qualitative parameter and is most concerned with the proper design of the sampling program (USEPA, 1987). Samples must be representative of the environmental media being sampled. An important factor in the selection of sample locations and sampling procedures will be obtaining representative samples.

Field and laboratory procedures will be performed in such a manner as to ensure, to the degree technically possible, that the data derived represents the in-place quality of the material sampled. Care will be exercised to see that chemical compounds are not introduced to the sample from sample containers, handling, and analysis. Field blanks, trip blanks, and laboratory method/prep blanks will be analyzed to monitor for potential sample contamination from field and laboratory procedures.

The assessment of representativeness also must consider the degree of heterogeneity in the material from which the samples are collected. Sampling heterogeneity will be evaluated during data validation through the analysis of coded (blind) field duplicate samples. The analytical laboratory will also follow acceptable procedures to assure the samples are adequately homogenized prior to taking aliquots for analysis such that the reported results are representative of the sample received. Chain-of-custody procedures will be followed to document the possession of sample containers from the time of container preparation through sample collection and receipt

back at the laboratory. Field QC samples will be collected and analyzed to provide information to evaluate sample representativeness. Details of field QC sample collection (rinse blanks, trip blanks, temperature blanks, field duplicates) and chain-of-custody procedures are presented in Section 4.2 and Section 8.1.1.

3.2.2.4 Completeness

Completeness is defined as the percentage of measurements that meet the project's data quality objectives (USEPA, 1987). Completeness is calculated for each method (or analyte) and sample matrix for an assigned group of samples. Completeness for a data set represents the results usable for data interpretation and decision making. The completeness objective for the analytical and field data is 90-100%. Completeness is defined as follows for all sample measurements:

$$\%C = \frac{V}{T} \times 100$$

where:

%C = Percent completeness
V = Number of measurements judged valid (not rejected during data validation)
T = Total number of measurements

Completeness, which is expressed as a percentage, is calculated by subtracting the number of rejected and unreported results from the total planned results and dividing by the total number of results. Results rejected because of out-of-control analytical conditions, severe matrix effects, broken or spilled samples, or samples that could not be analyzed for any other reason, negatively affect influence completeness and are subtracted from the total number of results to calculate completeness.

3.2.2.5 Comparability

Comparability expresses the degree of confidence with which one data set can be compared to another (USEPA, 1987). The comparability of all data collected for this project will be managed by:

- Using identified standard methods (including laboratory standard operating procedures) for both sampling and analysis phases of this project
- Requiring traceability of all analytical standards and/or source materials to the USEPA or National Institute of Standards and Technology (NIST)
- Requiring that calibrations be verified with an independently prepared standard from a source other than that used for calibration (if applicable)
- Using standard reporting units and reporting formats including the reporting of QC data
- Performing data validation on the analytical results, including the use of data qualifiers in all cases where appropriate
- Evaluating the sample collection information and analytical QC sample results
- Requiring that the significance of all validation qualifiers be assessed any time an analytical result is used for any purpose.

By taking these steps during the investigation, future users of either the data or the conclusions drawn from them will be able to judge the comparability of these data and conclusions.

3.2.2.6 Sensitivity and Quantitation Limits

When selecting an analytical method during the DQO process, the achievable detection limit (MDL) and method reporting limit (RL) must be evaluated to verify that the method will meet the project quantitation limits necessary to support project decision making requirements. This process ensures that the analytical method sensitivity has been considered and that the methods used can produce data that satisfy users' needs while making the most

effective use of resources. The concentration of any one target compound that can be detected and/or quantified is a measure of sensitivity for that compound. Sensitivity is instrument-, compound-, method-, and matrix-specific and achieving the required project quantitation limit (RL) and/or method detection limit (MDL) objectives depends on instrument sensitivity and potential matrix effects. With regard to instrument sensitivity, it is important to monitor the instrument performance to ensure consistent instrument performance at the low end of the calibration range. Instrument sensitivity will be monitored through the analysis of method/prep blanks, calibration check samples, and low standard evaluations.

Laboratories generally establish limits that are reported with the analytical results; these results may be called reporting limits, detection limits, quantitation limits, or other terms. These laboratory-specific limits, apply undiluted analyses and must be less than or equal to the project RLs. The RL, also known as the practical quantitation limit (PQL), represents the concentration of an analyte that can be routinely measured in the sampled matrix within stated limits and with confidence in both identification and quantitation. Throughout various documents RL and PQL may be interchanged, but they effectively have the same meaning. The RLs are established based on specific knowledge about the analyte, sample matrix, project specific requirements, and regulatory requirements. The RL is typically established by the laboratory at the level of the lowest calibration standard and is generally in the range of two to ten times the MDL.

The method detection limit (MDL) is defined as "the minimum measured concentration of a substance that can be reported with 99% confidence that the measured concentration is distinguishable from method blank results" (40 CFR 136 Appendix B). MDLs are experimentally determined and verified for each target analyte of the methods in the sampling program. The laboratory will determine MDLs for each analyte and matrix type prior to analysis of project samples. In addition, when multiple instruments are employed for the analysis of the same method, each individual instrument will maintain a current MDL study. MDLs are statistically calculated in accordance with the Title 40, Code of Federal Regulations Part 136 (40 CFR 136) as promulgated in September 2017. If risk-based project objectives are developed, then where practicable, MDLs must be lower than the risk-based criteria determined for the project.

All analytical results for the project will be reported to the MDL. Analytical results below the MDL will be flagged with a *U* at the RL to indicate the data are non-detect. However, the laboratory will flag analytes detected at a level less than the RL but greater than the MDL (or the laboratory's determined minimum reportable concentration) with a *J* to denote an estimated concentration for the project samples.

When results are corrected for dry weight, the reporting limits are then elevated accordingly. To compensate for the low solids, modifications are made either to increase the initial volume extracted/digested or to reduce the final volume of extract/digestate.

For samples that do not meet the project-specified RLs or MDLs, (taking into consideration elevated detection limits due to percent solids or percent moisture and aliquots used for the designated analysis), the laboratory must make available compelling documentation (e.g., screening data) and a justifiable explanation for its inability to meet the specified limits using the project protocols. It must also provide an appropriate, justifiable explanation of the issues and resolution in the analytical report/data package (dilution factor, interference, etc.). Excessive, unnecessary dilutions on any sample for a project are unacceptable. The laboratory will analyze all samples initially undiluted, unless for GC/MS analyses (i.e., SW8260 and SW8270), a preliminary GC-screen is performed and indicates that GC/MS instrument damage or compromise may occur if the sample is not analyzed initially at dilution. In this instance, the sample will be analyzed at the lowest possible dilution factor. If multiple extractions/ analyses are performed (such as undiluted and diluted analyses), resulting in several data sets for the same sample, the laboratory will report all data and results from each of the multiple analyses in the data package.

Quantitation limits for all definitive data quality level laboratory analytical methods, compounds, and matrices are presented in **Table 3.2**.

SECTION 4 DATA ACQUISITION

4.1 SAMPLING METHODS

Any non-disposable sampling equipment used for chemical sampling will be cleaned and decontaminated prior to use to prevent potential cross-contamination between each use. The project FAP documents standard operating procedures, best practices, and field decontamination methods to mitigate cross contamination. Additionally, this QAPP describes management, handling, and tracking procedures for investigation-derived waste, including solid and liquid materials, and personal protective equipment.

The special precautions described here will be taken to confirm that each sample collected is representative of the conditions at that location and that the sampling and handling procedures neither alter nor contaminate the sample. If failure in the sampling or measurement system occurs, the procedures specified in Section 10.3 of this QAPP will be followed to identify who is responsible for implementing the appropriate corrective action. This section presents sample container preparation procedures, sample preservation procedures, and sample holding times.

For this program, the laboratory will purchase and distribute certified clean sample containers with chemical preservatives. The sample containers used for chemical analysis must be virgin bottleware, I-Chem™ Series 300 (or equivalent). Vendors are required to provide documentation of analysis for each lot of containers, and the documentation will be kept on file at the laboratory. Alternatively, the laboratory may perform testing to certify that the sample containers are not contaminated. Since the containers supplied by the laboratory will be certified clean, the bottles will not be rinsed in the field prior to use.

Laboratory-supplied sample kits (coolers containing field chain-of-custody forms, custody seals, sample containers, preservatives, and packing material) will be prepared by the laboratory's Sample Management Staff and shipped to the Field Team Leader. The type of containers, required sample volumes, preservation techniques, and holding times for specific analyses are presented in **Table 4.1.**

Samples requiring chemical preservation will be collected in sample containers provided by the analytical laboratory that already contain sufficient quantities of the appropriate preservative(s) to ensure that the sample is kept in accordance with the method requirements. The laboratory must provide an adequate amount of pre-preserved bottles with traceable high-purity preservatives, and additional preservative for use if the added amount is not sufficient, based on request by the Field Team Leader and on an as-needed basis if additional bottleware is needed during the field activities. The field team must verify that the preservative has been added appropriately.

4.2 SAMPLE HANDLING AND CUSTODY

This section presents sample handling and custody procedures for both the field and laboratory. Implementation of proper handling and custody procedures for samples generated in the field is the responsibility of field personnel. Both laboratory and field personnel involved in the chain of custody and transfer of samples will be trained as to the purpose and procedures prior to implementation. For transfer of samples within the laboratory, an internal chain of custody will be required.

4.2.1 Sample Handling

Samples to be collected for the project work assignment are specified in the work plan and FAP. After the samples are collected, they will be split as necessary among preserved containers appropriate to the parameters to be analyzed. Each container will be provided with a sample label that will be filled out at the time of collection. The sampler will print label information, specified below, on each label either before or immediately after collecting the sample with an indelible writing instrument. The label will be protected from water and solvents with clear label packing tape.

The following information, at a minimum, is required on each sample label (note: the location ID and the sample ID as described in the Data Management section below inherently identify some of this information, see below):

- Client
- Project name
- Sampling location
- Sample number
- Date and time of sample collection
- Parameters to be analyzed
- Preservative(s) added, if any
- Initials of the sampler.

Following sample collection, excess soil, water, etc., will be wiped from the outside of the sample containers with a paper towel and the lids will be checked to verify they are tightly closed. Each glass container will be wrapped with bubble wrap to minimize breakage during transport. Bottles containing soil, sediment, and water samples will be placed in separate Ziploc® bags (one bag) and set on ice (ice bath not necessary). Documentation of equipment and methods used in the field for treating the samples will be maintained in the field logs, and a chain of custody will be initiated to document transfer of the samples from the field team to the laboratory. In preparation for shipment to the analytical laboratory, the shipment cooler will be packaged as follows:

- Fill a dry shipment cooler with inert cushioning to a depth of 1 inch to prevent bottle breakage.
- Place the bagged samples and the laboratory-provided temperature blank upright in the sample cooler. The temperature blank should be placed in the center (horizontally and vertically) with the samples surrounding.
- Place additional cushioning material around the sample bottles as necessary.
- Place bags of ice in the remaining void space to keep the samples cooled to 4 °C. Ice is not required for air samples.
- Complete the chain-of-custody form (see Section 4.2.2). Place the chain-of-custody form in a polyethylene, sealable bag (such as a 1-gal Ziploc® bag or equivalent) and tape the bag to the interior of the cooler lid. Field personnel retain a copy of the chain-of-custody form; another copy is transmitted to the QAO and the Project Manager specified.
- Prior to sealing for shipment, the list of samples will be checked against the container contents to verify the presence of each sample listed on the chain-of-custody record including the temperature blank.
- Affix a custody seal to the cooler.
- Seal the cooler securely with packing tape, taking care not to cover labels if already present.
- Label the cooler appropriately in accordance with the Department of Transportation (DOT) regulations (49 CFR 171 through 179).
- Ship the samples in accordance with the DOT requirements outlined in 49 CFR 171 through 179. Complete the carrier bill of lading, and retain a copy on file.
- Samples will be delivered to the laboratory by the most expedient means to meet holding times. Whenever practicable, samples will be shipped on the day of collection for delivery to the laboratory the morning of the day after collection. The laboratory will be required to adhere to the holding times as stated in the NYSDEC ASP for sample analyses. Laboratory performance requirements for analysis turnaround time will

be established using the validated time of sample receipt (VTSR) in accordance to NYSDEC requirements. The field team will carefully coordinate sampling activities with the laboratory to see that holding times are met.

The required holding times must be adhered to for the initial sample preparation/analysis. If subsequent reanalysis or re-extraction becomes necessary because of method requirements or additional requirements stated here, the laboratory will make every effort to perform those re-extractions and/or reanalysis within the primary holding times. Any holding time that is exceeded will be reported immediately to the Project Manager and the QAO by the laboratory QA manager.

4.2.2 Field Sample Custody

The primary objective of sample custody procedures is to create an accurate written record that can be used to trace the possession and handling of samples from the moment of their collection through analysis until their final disposition. A sample (or sample container) will be considered under custody if:

- In a person's possession
- Maintained in view after possession is accepted and documented
- Locked and tagged with custody seals placed on the sample cooler so that no one can tamper with it after having been in physical custody
- In a secured area that is restricted to authorized personnel.

The sample custody flowchart is shown in **Figure 4.1**.

DATA REQUIRED ON CHAIN-OF-CUSTODY*
Project name and client Signatures of samplers Sample number, date and time of collection, and grab or composite sample designation Signatures of individuals involved in sample transfer If applicable, the air bill or other shipping number
ADDITIONAL ITEMS THAT SHOULD BE INCLUDED:
Sample matrix Number of sample containers Analyses to be performed, Preservative(s) Name of the analytical laboratory to which the samples are sent Method of sample shipment Project number.

A chain-of-custody record will accompany the samples from the time the samples leave the original sampler's possession through the sample shipments' receipt at the laboratory. Triplicate copies of the chain-of-custody record must be completed for each sample set collected. See chart for data requirements. A example chain-of-custody form is shown in **Figure 4.2**.

If samples are split and sent to different laboratories, a copy of the chain-of-custody record is sent with each sample.

The REMARKS space on the chain-of-custody form is used to indicate if the sample is a matrix spike/matrix spike duplicate (MS/MSD) or matrix spike/matrix duplicate (MS/MD), or any other sample information for the laboratory. Since they are not specific to any one-sample point, blanks are indicated on separate rows. Immediately prior to sealing the sample cooler, the sampler will sign the chain-of-custody form and write the date and time on the first RELINQUISHED BY space. The sampler will also write the method of shipment, the shipping

cooler identification number, and the shipper air bill number on the top of the chain-of-custody form. Mistakes will be crossed out with a single line in ink and initialed by the author.

Sampling personnel will retain one copy of the chain-of-custody form, and the other two copies are put into a sealable plastic bag and taped inside the lid of the shipping cooler. The cooler lid is closed, custody seals provided by the laboratory are affixed to the latch and across the back and front lids of the cooler, and the person relinquishing the samples signs his or her name across the seal. The seal is taped, and the cooler is wrapped tightly with clear packing tape. Field personnel then relinquish the cooler to personnel responsible for shipment, typically an overnight carrier.

The chain-of-custody seal must be broken to open the sample cooler. Breakage of the seals before receipt at the laboratory may indicate tampering. If tampering is apparent, the laboratory will contact the Field Team Leader for direction on whether to proceed with the analyses.

Sampling personnel record the information placed on the chain-of-custody record in the field logs. They also include in the log a detailed description of the exact locations from which the samples were collected, any pertinent conditions under which the samples were obtained, and the lot number of the containers used.

4.2.3 Laboratory Sample Management

The laboratory has a designated Sample Management Staff responsible for receiving samples in the laboratory, opening the coolers, checking the sample integrity and custody seals, logging samples into the laboratory information management system (LIMS), and controlling the handling and storage of samples while in the laboratory. The laboratory is a secure facility and only authorized laboratory personnel are allowed to handle active samples. The laboratory maintains an SOP for sample management.

4.2.4 Sample Receipt and Logging

Upon receipt at the laboratory, sample-receiving personnel inspect the samples for integrity of the custody seal, check the shipment against the chain-of-custody form, and note any discrepancies. Specifically, the sample-receiving personnel note any damaged or missing sample containers. At this time, the field chain-of-custody record is completed and signed by the Sample Management Staff.

Using the temperature blank in each cooler, the temperature of each incoming sample cooler is measured and recorded during the sample receipt and log-in procedures before samples are placed in laboratory cold storage. Similarly, the laboratory documents that its cold storage facilities are being maintained through daily (at a minimum) documented temperature measurements using a thermometer.

Upon receipt, Sample Management Staff measure and record on the preservation documentation sheet the pH of acid- or base-preserved aqueous samples. Any problems observed during sample receipt must be communicated to the Field Team Leader and/or the QAO verbally and either by fax transmission or email within 24 hr. (preferably 3 hr. beginning with the normal business day or immediately following for problems noted during second shifts or weekends) after discovery and before samples are released to the laboratory for analysis. Problems may include but are not limited to broken bottles, errors or ambiguities in paper work, insufficient sample volume or weight, inappropriate pH, and elevated temperature.

When the shipment is inspected and the chain-of-custody record agree, the sample receiving personnel enter the sample and analysis information into the LIMS and assign each sample a unique laboratory number. This number is affixed to each sample bottle.

4.2.5 Sample Storage Security

While in the laboratory, the samples and aliquots that require cold storage will be stored and will be maintained in a secured refrigerator unless they are being used for preparation and/or analysis. All of the refrigerators in the laboratory used for storage of samples have restricted access and are numbered. In addition, dedicated refrigerators are designated for extracts and analytical standards. The sample storage areas are in the laboratory, and access is limited to laboratory personnel. Specific requirements for sample storage are described below:

- Samples will be removed from the shipping container and stored in their original containers unless damaged.
- Damaged samples will be disposed in an appropriate manner, and the disposal will be documented or repacked as necessary and appropriate.
- Samples and extracts will be stored in a secure area designed to comply with the storage method(s) defined in the contract.
- The storage area will be kept secure at all times. The sample custodian or designated personnel will monitor access to the storage area.
- Standards or reagents will not be stored with samples or sample extracts.

The following standard operating procedures for laboratory sample security will be implemented to confirm that the laboratory satisfies sample chain-of-custody requirements:

- Samples will be stored in a secure area.
- Access to the laboratory will be through a monitored area. Other outside access doors to the laboratory will be kept locked.
- Visitors must sign a visitor's log and will be escorted while in the laboratory.
- Refrigerators, freezers, and other sample storage areas will be securely maintained.

Storage blanks will be initiated and analyzed on a weekly basis for each cold storage unit used to hold samples submitted for the analysis of volatile organic compounds (VOCs). Field QC samples must be stored in the same cold storage units as the samples that they are associated with (even if the matrices are different). All soil samples must undergo thorough sample homogenization (stirred within the original sample container) using inert utensils and mixing platforms that will not interfere with the target analytes being requested for analysis with the exception of soil samples submitted for the analysis of VOCs. Samples for VOC determinations will be stored in a secure refrigerator separate from other samples, sample extracts, reagents, and standards.

4.2.6 Retention and Disposal of Samples

The laboratory must retain all excess samples within their original sample bottles for a minimum of 30 days in cold storage (below 4 degrees Celsius) following submission of the validated data to NYSDEC. At that time, the laboratory must contact the Field Team Leader for authorization for responsible disposal or further storage instructions. At the point at which the laboratory is provided authorization to dispose of the samples, the laboratory will be responsible, and will assume all liability for proper characterization and disposal of samples and bottleware in accordance with all local, state, and federal regulations.

SECTION 5 DATA MANAGEMENT

5.1 INTRODUCTION

The electronic data management system will be implemented to process the information effectively without loss or alteration. As of April 1, 2011, the New York State Division of Environmental Remediation (DER) has implemented an Environmental Information Management System (EIMS). The EIMS uses the database software application EQuIS$_{TM}$ from EarthSoft® Inc. In an effort to improve the management of environmental data and reduce paper quantities, all laboratory analytical data minus instrument raw data must be submitted in the DEC-approved Electronic Data Deliverable (EDD).

Data providers must download and install the EQuIS Data Processor (EDP) to check their properly formatted EDD as well as the NYSDEC DER Format file. The EDP performs a series of formatting checks on the EDD and identifies any errors in the data file prior to submission. All EDDs are to be error free when submitted. It is important that the most recent version of the EDP and NYSDEC format file are employed since the valid values used by EIMS are periodically updated for the EDP.

5.2 FIELD DATA MANAGEMENT

The Field Team Leader will manage data generated in the field. He or his designee will be responsible for recording and documenting sampling activities in the field logs, on sampling records (as appropriate), and on chain-of-custody forms (when samples are collected) as described in Section 4.2.2. The records may be photocopied and stored in the project file along with the original.

A sample nomenclature system will be coordinated with the Data Management Team. Each sample name will be unique to include location ID and field sample ID. The Database Manager will add data to EIMS through the input module of the system.

DATA INPUT TO EIMS MAY INCLUDE:
– Sample planning information (e.g., sample depth)
– Chain-of-custody data
– Sediment coring logs
– Geotechnical data
– Location and geographic data
– Field measurements
– Meteorological data
– Waste characterization data
– Groundwater levels
– Radiodating data
– Laboratory analytical data

5.3 LABORATORY DATA MANAGEMENT

Laboratory data management involves several important stages that include data transformation, review, verification, and validation, as well as data storage, retrieval, and security. The laboratory will implement a data management system to manage the data from its generation in the laboratory to its final reporting and storage.

The data management system will include, but not be limited to, the use of standard record-keeping practices, standard document control systems, and the electronic data management system.

The laboratory data reduction, verification, validation, and reporting procedures and project data management activities, data/information exchange procedures ensure that complete documentation is maintained, transcription and reporting errors are minimized, and data are properly review.

Specific laboratory data management requirements and procedures are discussed in Sections 6 and 9 of this QAPP.

SECTION 6 DOCUMENTS AND RECORDS

6.1 INTRODUCTION

Records will be maintained to document accurately the data generation process during investigation in the field, sample analysis in the lab, and during data validation. Project documentation will be maintained in general accordance with guidelines in the National Enforcement Investigation Center Policies and Procedures (USEPA, 1986). A project file will be maintained that will contain appropriate project documentation; see components in chart. Some of this documentation may be retained electronically in lieu of paper copies. **Table 6.1** summarizes the types of project documents and records.

MINIMUM COMPONENTS OF PROJECT FILE
- Project plans and specifications - Field logs and data records - Photographs, maps, and drawings - Sample identification documents - Chain-of-custody records - Data review notes - Report notes and calculations - Progress and technical reports and   - Correspondence and other pertinent information - Full analytical data deliverables package provided by the lab, including QC documentation and electronic data deliverable

6.2 FIELD RECORDS

Field personnel are responsible for documenting sample handling activities, observations, and data in field sampling records including field logs, chain-of-custody records, photographs, and pre-design investigation records. The Field Team Leader is responsible for maintaining these documents. Each record is described below.

6.2.1 Field Log

A Field Log will be used to document pre-design investigation activities. The field log will have consecutively numbered pages, and documentation will be recorded using waterproof ink. Incomplete lines, pages, and changes in the log will be lined out with a single line, dated, and initialed. More detailed procedures for documenting investigation activities (such as field sampling records and boring log forms) and type of information to include in the field log may be developed.

MINIMUM REQUIREMENT FOR INFORMATION IN FIELD LOG
- Responsible person's name - Date and time of activity - Equipment and methods used for field preparation of samples - Field measurements of samples (*e.g.,* pH, temperature) - Information coordinating sample handling activities with appropriate field activities and chain-of-custody documentation

Daily calibration activities:

- Calibrator's name
- Instrument name and model
- Date and time of calibration
- Standards used and their source
- Temperature (if appropriate)
- Results of calibration
- Corrective actions taken (if any)

6.2.2 Electronic Field Data Management

The field sampling program will have an electronic data management component. The system will be designed to specify the necessary samples taken at any given location and to provide the ability to be updated and amended in the field. This will provide a management system that efficiently tracks the needs of the sampling scope. As the samples are taken, log entries are put in the database, and sample labels are printed. At any given time a chain-of-custody record can be printed as well.

6.2.3 Chain-of-Custody Record

The chain of custody record establishes the documentation necessary to trace sample possession from the date and time of sample collection, through sample shipment, to the date and time of arrival at the laboratory designated to perform analysis. The ability to trace the history of a sample is essential to show that the sample collected was, indeed, the sample analyzed and that the sample was not subjected to biasing influences. Evidence of sample traceability and integrity is provided by chain-of-custody procedures. These procedures are necessary to support the validity of the data and will accompany each shipping container.

A copy of the chain-of-custody record will be detached and kept with the field log or placed in the project file; the original record will accompany the shipment.

6.3 LABORATORY RECORDS

Laboratories providing analytical support for this project must maintain records to ensure that all aspects of the analytical processes are adequately documented to ensure legal defensibility of the data.

When a mistake is made, the wrong entry is crossed out with a single line, initialed, and dated by the person making the entry, and the correct information recorded. Obliteration of an incorrect entry or writing over it is not allowed, nor is the use of correction tape or fluid on any laboratory records.

Overwriting or disposal of any electronic media prior to a 5-yr expiration period is strictly prohibited. All electronic and hardcopy data must be stored in an easily accessible climate-controlled environment. The laboratory will exercise "best practices" in terms of frequent, redundant electronic backup procedures on proper long-term storage media to assure that all electronic data representing sample analyses will be maintained for the 5-yr storage period. Electronic data must be stored in a secure, limited-access area with redundant copies stored in fireproof vaults and/ or stored off-site of the laboratory facilities.

Sample preparation in the laboratory must be fully documented and include sample preparation conditions (such as digestion temperatures). In addition, documentation must allow complete traceability to all prepared or purchased reagents, acids and solvents, and reference solutions. All spike solutions and calibration standards must be used prior to labeled expiration dates and stored in accordance with manufacturers recommended

conditions. Complete and unequivocal documentation must exist to enable traceability of all prepared spike solutions, calibration standards, and prepared reagents back to the reference materials utilized. Organic extracts must be stored in the same type of vials (amber or clear) as the associated standards at the appropriate storage temperatures.

The unit conventions set forth in the figures for reported data will be consistent with standard laboratory procedures. Reporting units used are those commonly used for the analyses performed. Concentrations in soil and sediment samples will be expressed in terms of weight per unit dry weight, with moisture content reported for each sample.

Laboratory records used to document analytical activities in the laboratory will include reagent and titrant preparation records, standard preparation logs, sample preparation logs, bench data sheets, instrument run logs, and strip chart recordings/chromatograms/computer output. Additional records will include calibration records, maintenance records, nonconformance memos, and Corrective Action Request (CAR) forms.

LAB RECORDS SHOULD CONVEY:
- What was done - When it was done - Who did it and - What was found

REQUIREMENTS FOR LAB RECORDKEEPING
- Data entries must be made in indelible water-resistant ink - Date of each entry and observer must be clear - Observer uses his or her full name or initials - Initial and signature log is maintained so the recorder of every entry can be identified - Information must be recorded in notebook or on other records when the observations are made - Recording information on loose pieces of paper not allowed

6.3.1 Operational Calibration Records

Operational calibration records will document the calibration of instruments and equipment that are corrected on an operational basis. Such calibration generally consists of determining instrumental response against compounds of known composition and concentration or the preparation of a standard response curve of the same compound at different concentrations. Records of these calibrations are maintained in the following documents:

- Standard preparation information, to trace the standards to the original source solution of neat compound, is maintained in LIMS or laboratory standard preparation logs.
- Instrument logbook provides an ongoing record of the calibration for a specific instrument. The logbook should be indexed in the laboratory operations records and should be maintained at the instrument by the chemist. The chemist must sign and date all entries, and the QM or his designee must review them.
- For Level IV data packages that are required for air samples, copies of the raw calibration data will be kept with the analytical sample data, so the results can readily be processed and verified as one complete data package. If samples from several projects are processed together, the calibration data is copied and included with each group of data. The laboratory will maintain all calibration, analysis, and corrective action documentation (both hard copy and electronic data) for a minimum of 7 years. The documentation maintained must be sufficient to show all factors used to derive the final (reported) value for each sample. Documentation must include all calculation factors such as dilution factor, sample aliquot size, and dry-weight conversion for solid samples. The individual who performs hand calculations must sign and date

them. This documentation must be stored with the raw data. Calculations performed by the data system will be documented and stored as electronic and hard copy data. The instrument printouts will be kept on file, and the electronic data will be stored by the laboratory for a minimum of 7 years.

6.3.2 Maintenance Records

Maintenance records will be used to document maintenance activities, service procedures, and schedules. They must be traceable to each analytical instrument, tool, or gauge. The individual responsible for the instrument must review, maintain, and file these records. These records may be audited by the QAO to verify compliance. Logs must be established to record and control maintenance and service procedures and schedules.

6.3.3 Nonconformance Memos

Nonconformance Memos (NCM) may be either a hard copy record or an electronic database record. In either case, review and release of the record must be documented by the initiator, the analytical group leader where appropriate, the laboratory project manager, and the laboratory QA manager. All internal laboratory nonconformance documentation will be communicated to the Field Team Leader by the laboratory project manager verbally and summarized in the report narrative. The NCM will be used to document equipment that fails calibration and will identify any corrective actions taken.

6.3.4 Corrective Action Request (CAR) Forms

The laboratory must use CAR forms to document any incidents requiring corrective action. The CAR form will be issued to the personnel responsible for the affected item or activity. A copy will also be submitted to the laboratory project manager. The individual to whom the CAR is addressed will return the requested response promptly to the QA personnel and will affix his or her signature and date to the corrective action block after stating the cause of the conditions and corrective action to be taken. QA personnel will maintain a log for status of CAR forms to confirm the adequacy of the intended corrective action and to verify its implementation. CARs will be retained in the project record file.

6.3.5 Analytical Data Reports

Analytical data will be reported as an Electronic Data Deliverable (EDD) and as an analytical data package. The analytical laboratories are required to submit all data, preliminary and final, in formatted EDDs in accordance with NYSDEC's requirements. The laboratory must meet 100% compliance with these requirements. The Parsons Database Manager will submit written requests dictating the requirements and appropriate files to be supplied by the laboratory. The specifications of the EDD are presented in Section 5.

Analytical data reports will be provided by the laboratory within 28 calendar days following receipt of a complete Sample Delivery Group (SDG) and will include the specifications identified in **Attachment 1**. An SDG is considered to include all samples received for the same project or site, to a maximum of twenty investigative samples not to exceed 5 consecutive days of sampling. The data package provided by the laboratory for air will be Level IV data in the NYSDEC Category B format, unless an alternative requirement is specified in a laboratory statement of work (SOW) and will contain all information to support the data validation in accordance with the USEPA Region II Standard Operating Procedures (SOP) as described in Section 9. Additionally, the completed copies of the chain-of-custody records, accompanying each sample from the time of initial preparation to completion of analysis, must be attached to the analytical reports for air samples.

6.4 Data Validation and Audit Records

Data validation personnel are responsible for documenting validation procedures and results in the form of a data usability summary report (DUSR) for air samples. The QAO will be responsible for maintaining this report and the QAO will be responsible for its distribution. Additionally, audit reports will be prepared and distributed by the QAO. A brief description of each record is described below.

6.4.1 Data Usability Summary Reports

The DUSR will be prepared as required by NYSDEC DER-10 Technical Guidance for Site Investigation and Remediation, Appendix 2B, May 2010 for air samples. The DUSR will summarize the impacts of using data that do not achieve overall data quality objectives or that do not meet PARCC and sensitivity criteria identified in Section 3.3. Additionally, the report will be used to identify, assess and present issues associated with the overall data.

6.4.2 Audit Reports

Among other QA audit reports, which may be generated during the conduct of activities, a final audit report for this project may be prepared by the QAO. The report will include:

- Periodic assessment of measurement data accuracy, precision, and completeness
- Results of performance audits and/or system audits
- Significant QA problems and recommended solutions for future projects

Status of solutions to any problems previously identified.

SECTION 7 ANALYTICAL PROCEDURES

7.1 INTRODUCTION

To meet program specific regulatory requirements for chemicals of concern, all methods will be followed as stated, with some specific requirements noted below. Chemical analyses for inorganics, organics, and wet chemistry parameters will be conducted in accordance with the QAPP, the project scoping documents, laboratory's SOPs (maintained "on-file" at the laboratory), and with referenced analytical methods including USEPA SW846 Test Methods for Evaluating Solid Waste, Physical, and Chemical (USEPA, 1997), and Methods for Chemical Analysis of Water and Wastes (USEPA, 1983). Where requirements conflict, the technical and QA/QC requirements in this QAPP, or the project scoping documents take precedence.

7.2 STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOPs) are a written step-by-step description of laboratory operating procedures exclusive of analytical methods. Laboratories providing analytical support for this project will be required to document all procedures in SOPs. The SOPs must address the following areas:

- Storage containers and sample preservatives
- Sample receipt and logging
- Sample custody
- Sample handling procedures
- Sample transportation
- Glassware cleaning
- Laboratory security
- QC procedures and criteria
- Equipment calibration and maintenance
- Documentation
- Safety
- Data handling procedures
- Document control
- Personnel training and documentation
- Sample and extract storage
- Preventing sample contamination
- Traceability of standards
- Data reduction and validation
- Maintaining instrument records and logbooks
- Nonconformance
- Corrective actions
- Records management

SECTION 8 QUALITY CONTROL

8.1 INTRODUCTION

A QC program is a systematic process that controls the validity of analytical results by measuring the accuracy and precision of method and matrix, developing expected control limits, using these to detect anomalous events, and requiring corrective action techniques to prevent or minimize the recurrence of these events. QC measurements for analytical protocols are designed to evaluate laboratory performance, and measurement biases resulting from the sample matrix and field performance.

- **Field performance:** QC samples are used to evaluate the effectiveness of the sampling program to obtain representative samples, eliminating any cross contamination. These samples will include trip blanks, field duplicates and rinse blanks.
- **Sample performance:** Factors associated with sample preparation and analysis influence accuracy and precision. Such factors are monitored by the use of internal QC samples. QC field samples are analyzed to evaluate measurement bias due to the sample matrix based on evaluation of matrix spike (MS) and matrix spike duplicate (MSD) samples. If acceptance criteria are not met, matrix interferences are confirmed either by reanalysis or by inspection of the LCS results to verify that laboratory method performance is in control. Data are reported with appropriate qualifiers or discussion.
- **Laboratory method performance:** All QC criteria for method performance should be met for all target analytes for data to be reported. These criteria generally apply to instrument detector assessment (such as, tunes, ICP interference check sample), calibration, method blanks, and LCS. Variances will be documented and noted in the case narrative of the report.

8.1.1 Field Quality Control Samples

QC samples will be collected in the field as part of the sampling program to allow evaluation of data quality. Field QA/QC samples will consist of the collection and analysis of field duplicates at a frequency of 1:20 for each sample media. Standard sample identifiers will identify field QA/QC samples and they may provide no indication of their nature as QA/QC samples.

A summary of the type and collection frequency of field QC sample to be collected respective to the sampling programs specified in this QAPP, is included in **Table 8.1**. A description of each QC sample is included below.

8.1.1.1 Equipment Rinse Blanks

Equipment rinse blanks are not applicable for the SVI samples.

8.1.1.2 Field Duplicates

Coded (blind) field duplicates will be used to assess the precision of field sampling procedures. Precision of a sample is calculated by quantifying the RPD between two sample measurements (Section 3.2.2.1). If the RPD of field duplicate results is greater than the precision criterion, environmental results for the field duplicate pair will be qualified as estimated. The Field Leader responsible for sample collection and processing should be notified to identify the source of variability (if possible), and corrective action should be taken (Section 10.3).

Coded (blind) field duplicates will be collected to evaluate the representativeness and effectiveness of homogenization and proper mixing for soil and aqueous samples. The field duplicate will be analyzed for all of the parameters for which the associated samples are being analyzed. The samples will be labeled in such a

manner that the laboratory will not be able to identify the sample as a duplicate sample. This will eliminate bias that could arise by laboratory personnel.

8.1.1.3 Trip Blanks

Trip blanks are not applicable for the SVI samples.

8.1.1.4 Temperature Blank

Temperature blanks are not applicable for the SVI samples.

8.1.2 Laboratory Quality Control Samples

QC data from the laboratory are necessary to determine precision and accuracy of the analyses and to demonstrate the absence of interferences and contamination of glassware and reagents. The laboratory will analyze QC samples routinely as part of the laboratory QC procedures. Laboratory QC results will consist of analysis of LCS, method/preparation blanks, and surrogate spikes. The frequency of the analysis of laboratory QC is summarized in Table 8.2. QC samples will be prepared and analyzed utilizing the same preparation and analysis procedures as the field samples. These laboratory QC sample analyses will be run independently of the field QC samples. Results of these analyses will be reported with the sample data and kept in the project QC data file. The QC checks, their frequency, acceptance criteria, and corrective actions for noncompliance are summarized for each analytical method in the laboratory's SOP.

QC samples will be prepared and analyzed utilizing the same preparation and analysis procedures as the field samples. Re-preparation and/or reanalysis of the laboratory QC samples due to a failing recovery and/or precision failure without the re-preparation and reanalysis of the associated samples is prohibited. In all events, QC failures, holding time exceedances, or any other non-standard occurrence must be communicated immediately to the QAO and prior to reporting and then, with approval to report the data, summarized in the case narrative. If the criteria are not met, appropriate corrective action must be taken as specified in Section 9.1 and Section 10.

8.1.2.1 Matrix Spike/Matrix Spike Duplicate/ Matrix Duplicates

MS/MSD samples are not applicable for the SVI samples.

8.1.2.2 Laboratory Control Samples

Laboratory Control Samples (LCS) are designed to check the accuracy of the analytical procedure by measuring a known concentration of an analyte of interest. An LCS will be analyzed for each analytical batch requested for sample preparation and analysis. LCSs must be prepared at a frequency of one per batch for all analytical methods. If high LCS recoveries are observed and the associated samples are reported as "not detected" for the requested target analytes, no action is necessary other than to note the issue in the case narrative of the final analytical report. LCS recoveries must meet the criteria specified in the analytical method.

8.1.2.3 Method and Preparation Blanks

Laboratory blank samples (also referred to as method or preparation blanks) are designed to detect contamination resulting from the laboratory environment or sample preparation procedure. Method blanks verify that method interferences caused by contaminants in solvents, reagents, glassware, or in other sample processing hardware, are known. Method blanks will be analyzed for each analytical batch using similar preparation techniques (separatory funnel and liquid/liquid extraction) to assess possible contamination and evaluate which corrective measures may be taken, if necessary.

Method blanks associated with field samples must undergo all of the processes performed on investigative samples, including but not limited to pre-filtration and sample cleanups. The blank will be deionized water for water samples or a purified solid matrix such as sodium sulfate for extractable soil samples. Where all the field samples in a batch do not require an additional cleanup procedure, an additional blank may be prepared to check the performance of the additional cleanup and will be associated with the field samples getting the specific additional cleanup. Where this is done, both blanks will be reported, and the procedure described in the case narrative. Method blanks must be prepared at a frequency of one per analytical batch.

8.1.2.4 Surrogate Spike Analyses

Surrogate spikes (applicable to organic analysis only) are used to determine the efficiency of analyte recovery in sample preparation and analysis. Calculated percent recovery of the spikes is used to measure the accuracy of the analytical method. A surrogate spike is prepared by adding a known amount of a compound similar in type to the analytes of interest. Surrogate compounds will be added to all samples analyzed by USEPA Methods, including method blanks, project environmental samples, and duplicate samples in accordance with the method. Surrogate spike recoveries should fall within the limits established by laboratory QC protocol and the NYSDEC ASP.

8.2 INSTRUMENT/EQUIPMENT TESTINg, INSPECTION, AND MAINTENANCE

8.2.1 Field Equipment

Equipment failure will be minimized by routinely inspecting all field equipment to ensure that it is operational and by performing preventative maintenance procedures. Field sampling equipment will be inspected prior to sample collection activities, and repairs will be made prior to decontamination and reuse of the sampling equipment. Equipment, instruments, tools, gauges, and other items requiring preventive maintenance will be serviced in accordance with the manufacturer's specified recommendations and written procedure, based on the manufacturer's instructions or recommendations. Maintenance will be performed in accordance with the schedule specified by the manufacturer to minimize the downtime of the measurement system. Qualified personnel must perform maintenance work.

MINIMUM ROUTINE PREVENTIVE MAINTENANCE
Removal of foreign debris from exposed surfaces
Storage in a cool dry place protected from the elements
Daily inspections
Verification of instrument calibrations (Section 8.3.1)

A list of critical spare parts will be developed prior to the initiation of fieldwork. Field personnel will have ready access to critical spare parts to minimize downtime while fieldwork is in progress. A service contract for rapid instrument repair or backup instruments may be substituted for the spare part inventory.

Non-routine maintenance procedures require field equipment to be inspected prior to initiation of fieldwork to determine whether or not it is operational. If it is not operational, it will be serviced or replaced. Batteries will be fully charged or fresh, as applicable.

8.2.2 Laboratory Instrumentation

Periodic preventive maintenance is required for all sensitive equipment. Instrument manuals will be kept on file for reference if equipment needs repair. The troubleshooting section of factory manuals may be used in assisting personnel in performing maintenance tasks.

Major instruments in the laboratory are covered by annual service contracts with manufacturers or other qualified personnel (internal or external). Under these agreements, trained service personnel make regular preventive maintenance visits. Maintenance is documented and maintained in permanent records by the individual responsible for each instrument.

The laboratory manager is responsible for preparation, documentation, and implementation of the program. The laboratory QA manger reviews implementation to verify compliance during scheduled internal audits.

Written procedures will establish the schedule for servicing critical items to minimize the downtime of the measurement system. The laboratory will adhere to the maintenance schedule and arrange any necessary and prompt service. Qualified personnel will perform required service.

8.3 INSTRUMENT/EQUIPMENT CALIBRATION AND FREQUENCY

Instruments (field and laboratory) used to perform chemical measurements will be properly calibrated prior to use to obtain valid and usable results. The requirement to properly calibrate instruments prior to use applies equally to field instruments as it does to fixed laboratory instruments to generate appropriate data to meet DQOs.

8.3.1 Field Instruments

All field analytical equipment will be calibrated immediately prior to each day's use. The calibration procedures of field instruments (such as PID, pH, temperature), will conform to manufacturer's standard instructions to ensure that the equipment functions within the allowable tolerances established by the manufacturer and required by the project. Personnel performing instrument calibrations must be trained in its proper operation and calibration. Records of all instrument calibration will be maintained by the Field Team Leader in the field log (Section 6.2) and will be subject to audit by the QAO or authorized personnel. The Field Team Leader will maintain copies of all the instrument manuals on the site.

8.3.2 Laboratory Instruments

A formal calibration program will control instruments and equipment used in the laboratory. The program will verify that equipment is of the proper type, range, accuracy, and precision to provide data compatible with specified requirements. Instruments and equipment that measure a quantity or whose performance is expected at a stated level will be subject to calibration. Laboratory personnel or external calibration agencies or equipment manufacturers will calibrate the instruments using reference standards. Upon request, the laboratory will provide all data and information to demonstrate that the analytical system was properly calibrated at the time of analysis including calibration method, frequency, source of standards, concentration of standards, response factors, linear range, check standards, and all control limits. This data will be documented in a calibration record (Section 6.3.1). Calibration records will be prepared and maintained for each piece of equipment subject to calibration.

This section provides an overview of the practices used by the laboratory to implement a calibration program. Detailed calibration procedures, calibration frequencies, and acceptance criteria are specified in the laboratory's analytical method SOPs. The requirements for the calibration of instruments and equipment depend on the type

and expected performance of individual instruments and equipment. Therefore, the laboratory will use the guidelines provided here to develop a calibration program.

Two types of calibration are described in this section: periodic calibration and operational calibration. The results of the calibration activities will be documented in the analytical data package and the calibration records (Section 6.3.1).

- **Periodic calibration:** Performed at prescribed intervals for equipment, such as balances and thermometers. In general, equipment which can be calibrated periodically is a distinct, singular purpose unit and is relatively stable in performance.
- **Operational calibration:** routinely performed as part of an analytical procedure or test method, such as the development of a standard curve for use with an atomic absorption spectrophotometer. Operational calibration is generally performed for instrument systems.

Equipment that cannot be calibrated or becomes inoperable will be removed from service. Such equipment must be repaired and satisfactorily recalibrated before reuse. For equipment that fails calibration, analysis cannot proceed until appropriate corrective action is taken, and the analyst achieves an acceptable calibration. This type of failure will be documented in an NCM (Section 10).

8.3.3 Calibration System

The calibration system includes calibration procedures, equipment identification, calibration frequency, calibration reference standards, calibration failure, and calibration records. These elements are described next.

8.3.3.1 Calibration Procedures

Written procedures will be used by the laboratory for all instruments and equipment subject to calibration. Whenever possible, recognized procedures, such as those published by ASTM or USEPA, will be adopted. If established procedures are not available, a procedure will be developed considering the type of equipment, stability characteristics of the equipment, required accuracy, and the effect of operational error on the quantities measured. Calibration procedure established by the laboratory must, at a minimum, meet the calibration requirements of the method on which the SOP is based.

MINIMUM CALIBRATION PROCEDURES
Equipment to be calibrated
Reference standards used for calibration
Calibration technique and sequential actions
Acceptable performance tolerances
Frequency of calibration
Calibration documentation format

8.3.3.2 Equipment Identification

Equipment that is subject to calibration is identified by a unique number assigned by the laboratory. Calibration records reference the specific instrument identification.

8.3.3.3 Calibration Frequency

Instruments and equipment will be calibrated at prescribed intervals and/or as part of the operational use of the equipment. Calibration frequency will be based on the type of equipment, inherent stability, manufacturer's recommendations, values provided in recognized standards, intended data use, specified analytical methods, effect of error upon the measurement process, and prior experience.

8.3.3.4 Calibration Reference Standards

Two types of reference standards will be used by the laboratory for calibration:

- **Physical standards**, such as weights for calibrating balances and certified thermometers for calibrating working thermometers, refrigerators and ovens, are generally used for periodic calibration. Physical reference standards that have known relationships to nationally recognized standards (such as NIST) or accepted values of natural physical constants will be used whenever possible. If national standards do not exist, the basis for the reference will be documented. Physical reference standards will be used only for calibration and will be stored separately from equipment used in analyses. In general, physical standards will be recalibrated annually by a certified external agency, and documentation will be maintained. Balances will be calibrated against class "S" weights by an outside source annually. Physical standards such as the laboratory's class "S" weights will be recertified annually.
- **Chemical standards,** such as vendor certified stock solutions and neat compounds, will generally be used for operational calibration. The laboratory, to provide traceability for all standards used for calibration and QC samples, will document standard preparation activities.

8.3.4 Operational Calibration

Operational calibration will generally be performed as part of the analytical procedure and will refer to those operations in which instrument response (in its broadest interpretation) is related to analyte concentration. Formulas used for calibration are listed in **Table 8.3**.

8.3.4.1 Preparation of a Calibration Curve

Preparation of a standard calibration curve will be accomplished by analyzing calibration standards that are prepared by adding the analyte(s) of interest to the solvent that is introduced into the instrument. The concentrations of the calibration standards will be chosen to cover the working range of the instrument or method. All sample measurements will be made within this working range. Average response factors will be used or a calibration curve will be prepared by plotting or regressing the instrument responses versus the analyte concentrations. Where appropriate a best-fit curve may be used for nonlinear curves and the concentrations of the analyzed samples will be back-calculated from the calibration curve.

8.3.4.2 Periodic Calibration

Periodic calibrations are performed for equipment (such as balances and thermometers), that is required in the analytical method, but that is not routinely calibrated as part of the analytical procedure. **Table 8.4** lists the periodic calibration requirements used by the laboratories.

8.4 INSPECTION/ACCEPTANCE OF SUPPLIES AND CONSUMABLES

In the laboratory, personnel qualifying reagents and standards must be trained to perform the associated instrumental analysis, including instrument calibration, calculations, and data interpretation. Laboratory personnel must document the purchase, receipt, handling, storage, and tracking of supplies and consumables used during analysis. For example, analytical standards, source materials, and reference materials used for instrumental calibration/tunes/checks must be certified and traceable to the USEPA or NIST through reference numbers documented directly in each analytical sequence. Calibration for all requested analyses must be

verified by an independent second source reference. Adhering to these procedures precludes the use of expired supplies and consumables or supplies and consumables that do not meet standard acceptance criteria.

Records must be maintained on reagent and standard preparation in the LIMS reagent system or laboratory standard preparation logs. The records should indicate traceability of the standards to their original source solution or neat compound, the name of the material, concentration, the method and date of preparation, the expiration date, storage conditions, and the preparer's initials. Each prepared reagent or standard should be labeled with a unique identifier that links the solution to the preparation documentation that specifies an expiration and/or re-evaluation date for the solution.

SECTION 9 DATA VALIDATION AND USABILITY ELEMENTS

9.1 DATA REVIEW, VERIFICATION, AND VALIDATION

The data collected during this project will undergo a systematic review for compliance with the DQOs and performance objectives as stated in Section 3. In particular, field, laboratory, and data management activities will be reviewed to confirm compliance with the method QC criteria for performance and accuracy and to show that data were collected in a manner that is appropriate for accomplishing the project objectives. These data will be evaluated as to their usability during data verification. In particular, data outside QC criteria, but not rejected, will be reviewed for possible high and low bias. All data will be validated following verification and reduction.

Qualified data validation personnel will assess and verify air data and will review the data against QC criteria, DQOs (Sections 3 and 9.2.2), analytical method, and USEPA Region 2 SOPs for data review to identify outliers or errors and to flag suspect values. Field and laboratory activities that should be reviewed include, at a minimum, sample collection, handling, and processing techniques; field documentation records; verification of proper analytical methods; analytical results of QC samples; and calibration records for laboratory instruments and field equipment. A review of such elements is necessary to demonstrate whether the DQOs were met. Samples that deviate from the experimental design and affect the project objectives must be reported to the QAO and data validation personnel.

Departures from standard procedures in the FAP, this QAPP, or the laboratory SOPs, may lead to exclusion of that data from the project database or validation process based on discussions with and approval of the NYSDEC. However, routine field audits involving thorough reviews of sample collection procedures and sample documentation should preclude such deviations from occurring. Additionally, routine laboratory audits will be used to document proper sample receipt, storage, and analysis; instrument calibration; use of the proper analytical methods; and use of QC samples specified in Section 8 to assist in appropriately qualifying the data.

The laboratory's analytical report for each sample delivery group (SDG) containing air data will be assembled by collecting and incorporating all the data for each analysis associated with the reported samples; the analytical narratives; and other report-related information such as copies of chain-of-custody forms, communication records, and nonconformance forms. The information included in the analytical data report is summarized in Attachment 1.

Before the laboratory submits data, the laboratory's data review process will include a full first level "technical" review by the laboratory's analyst during sample analysis and data generation. The review must include a check of all QC data for errors in transcription, calculations, and dilution factors and for compliance with QC requirements. Failure to meet method performance QC criteria may result in the reanalysis of the sample or analytical batch. After the initial review is completed, the data will be collected from summary sheets, workbooks, or computer files and assembled into a data package.

The laboratory's first review will be followed by a second-level technical review of the data package. The second level review may be performed by a peer trained in the procedures being reviewed or by the appropriate analytical group supervisor. The reviewer will check the data packages for completeness and compliancy with the project requirements and will certify that the report meets the DQOs for PARCCS specifications. The report narrative will be generated at this stage of the data review. Any problems discovered during the review and the corrective actions necessary to resolve them will be communicated to the responsible individual, who will discuss the findings with the laboratory QA manager for resolution.

The first and second review will be conducted throughout sample analysis and data generation to validate data integrity during collection and reporting of analytical data. Data review checklists will be used to document the performance and review of the QC and analytical data.

Before the laboratory's final release to the client, the data will undergo a final review by the laboratory's QA officer or his/her designee. This third level review is to confirm that the report is complete and meets project requirements for performance and documentation. The laboratory's QA officer must review reports involving non-conforming data issues. A summary of all non-conformances will be included in the case narrative. The report will then be released to the client for data validation, and a copy will be archived by the laboratory for a period of 7 yrs.

The laboratory analytical air data will be validated using project-specific data validation procedures to confirm that data meet the applicable data quality objectives. Depending on the type of data and the intended data uses, the data validation process for a given SDG (or a specific percentage of sample analyses) or analytical method may be performed following a Level IV protocol (full validation or USEPA Stage 3 data validation), or a Level III protocol (sample plus QC summary data only, no raw data review, or USEPA Stage 2B data validation). The project-specific Level III data validation protocol will provide a level of review resulting in the generation of a data usability summary report (DUSR), as defined by NYSDEC. Level III validation will be performed on all DQO Level III and all DQO Level IV data. Ten percent (10%) of the DQO Level IV Data for each analytical method will undergo a Level IV validation. Certain geotechnical and field screening data may be evaluated in a manner suitable for the intended data uses.

A data validation report will be issued and reviewed by the QAO before finalization. The data validation report will present the results of data validation, including a summary assessment of laboratory data packages, sample preservation and chain-of-custody procedures, and a summary assessment of PARCCS criteria for each analytical method. The validation criteria are objective and are not sample dependent, except for consideration of sample matrix effects. The criteria specify performance requirements that should be under the control of the field-sampling contractor or analytical laboratory. This QAPP will be the primary reference for evaluating the data.

After data validation, the data will be evaluated for consistency with site conditions and developed conceptual models. Data validation personnel will prepare a project DUSR that summarizes the implications of the use of any air data out of criteria. In addition, the data usability report will include the percentage of sample completeness for critical and non-critical samples and a discussion of any issues in representativeness of the data that may develop as a result of validation. The data usability report will address overall data quality and achievement of PARCCS criteria and assess issues associated with the overall data and data quality for all validated Level III and Level IV data.

9.2 VERIFICATION AND VALIDATION METHODS

9.2.1 Laboratory

The laboratory will verify and assess analytical data against the stated requirements on the chain-of-custody record, the sample handling procedures (Section 4), and the QC parameters. The laboratory data reviewers will also check that transcriptions of raw or final data and calculations were performed correctly and are verified.

Following data verification, analytical data generated by the laboratory will be reduced and managed based on the procedures specified in this QAPP and analytical methodologies. Data reduction includes all processes that change either the values or numbers of data items. The data reduction processes used in the laboratory includes establishment of calibration curves, calculation of sample concentrations from instrument responses, and computation of QC parameters. **Table 8.5** lists the formulas used to calculate sample concentrations.

The reduction of instrument responses to sample concentrations takes different forms for different types of methods. For most analyses, the sample concentrations are calculated from the measured instrument responses using a calibration curve. The sample concentrations can be back-calculated from a regression equation fitted to calibration data. For gravimetric and titrimetric analyses, the calculations are performed according to equations given in the method. For chromatographic analyses, the unknown concentrations are determined using either calibration factors (external standard procedure) or relative response factors (internal standard procedure). GC analyses are generally quantitated using the external standard technique; GC/MS analyses are quantitated using the internal standard technique. These calculations are generally performed by the associated computerized data systems.

Validated analytical data will be loaded into a database and reported in tabular format. Database fields will include the field sample identification, laboratory sample identification, blinded sample number, analytical results, detection limits, and validation qualifiers. The usability of the data will be evaluated by the QAO or designee.

9.2.2 Analytical Data Validation

The data review process is performed in two phases:

1. **Initial phase, contract compliance screening (CCS)**: Review of sample data deliverables for completeness. Completeness is evaluated by ensuring that all required data deliverables are received in a legible format with all required information. The CCS process also includes a review of the chain-of-custody forms, case narratives, and RLs. Sample resubmission requests, documentation of nonconformances with respect to data deliverable completeness, and corrective actions often are initiated during the CCS review. The results of the CCS process are incorporated into the data validation process.
2. **Second phase, data validation:** A project-specific data validation procedure based on a "Level III" or the "Level IV" validation protocol will be performed on the analytical results from the fixed-base laboratory or laboratories. The Level III validation protocol (i.e., USEPA Stage 2B) includes a review of summary information to determine adherence to analytical holding times; results from analysis of field duplicates, method blanks, field blanks, surrogate spikes, MS/MSDs, LCSs, and sample temperatures during shipping and storage. Data qualifiers are applied to analytical results during the data validation process based on adherence to method protocols and laboratory-specific QA/QC limits. The Level IV validation protocol (i.e., USEPA Stage 3) incorporates the Level III validation protocol and adds calculation checks from the raw data of reported and summarized sample data and QC results.

The laboratory will send the required analytical data package deliverables and the EDD following completion of the laboratory's validation process (Section 9.2.2). Data validation will be performed in accordance with the USEPA **Region 2 Data Validation SOPs** for organic data review (USEPA, 2016). In addition, Parsons will refer to this QAPP and the project scoping documents to verify that DQOs were met. If problems are identified during data validation, the QAO and the laboratory QA manager will be alerted, and corrective actions will be requested. The LPM and data validation chemists will maintain close contact with the QAO to ensure all nonconformance issues are acted upon prior to data manipulation and assessment routines.

Data validation will be conducted using the USEPA guidelines (USEPA, 2020) as supplementary guidelines. Where USEPA guidelines and SW-846 disagree, this QAPP and data validation professional judgment will prevail.

FULL VALIDATION (LEVEL IV)	
Organic Analytical Methods	Inorganic Constituents, Wet Chemistry Parameters
Percentage of solids Sample preservation and holding times Instrument tuning Instrument calibrations Blank results System monitoring compounds or surrogate recovery compounds (as applicable) Internal standard recovery results MS and MSD results LCS results Target compound identification Chromatogram quality Duplicate results Compound quantitation and reported RLs System performance and Results verification	Percentage of solids Sample preservation and holding times Calibrations Blank results Interference check samples (inorganics only) LCSs Project Required Reporting Limit (PRRL) standard check samples Duplicates MSs (pre-digestions and post-digestions for inorganics only) ICP serial dilutions and Results verification and reported detection limits

Trained and experienced data validation chemists will perform the data validation work. The QAO will review the data validation report before it is finalized. The data validation report will present the results of data validation, including a summary assessment of laboratory data packages, sample preservation and chain-of-custody procedures, and a summary assessment of PARCCS criteria for each analytical method. A detailed assessment of each SDG will follow. Based on the results of data validation, the validated analytical results reported will be assigned a usability flag (see chart below).

USABILITY FLAGS FOR VALIDATED RESULTS	
U	Not detected at given value
UJ	Analyte not detected; associated quantitation limit is an approximate (estimated) values.
J	Estimated value
J+	Estimated biased high
J-	Estimated biased low
N	Presumptive evidence at the value given
NJ	Analysis indicates presence of analyte tentatively identified; the associated numerical value is its approximate concentration
R	Result not useable
No flag	Result accepted without qualification

9.3 RECONCILIATION WITH USER REQUIREMENTS

Following data validation by qualified personnel, the data will be evaluated by the QAO and the project manager as to consistency with site conditions and developed conceptual models to determine whether field and

analytical data meet the requirements for decision making. Specifically, the results of the measurements will be compared to the DQOs (Section 3).

The DQOs will be considered complete and satisfied if the data are identified as usable and if no major data gaps are identified. For example, the objective for data collected under the characterization program is to further refine the limits of dredging and/or capping. If the collected data sufficiently characterizes these limits in a manner that is acceptable for remedial action, then the DQO is satisfied. In cases where data may be considered not usable (for example, rejected during data validation), resampling may be required at a specific location. If resampling is not possible, the data will be identified and noted in the project database to make data users aware of its limitations.

SECTION 10 ASSESSMENT AND OVERSIGHT

10.1 ASSESSMENTS AND RESPONSE ACTIONS

Performance and system audits of both field and laboratory activities may be performed. Any such audits will be performed at a frequency to be determined to ensure that sampling and analysis activities are completed in accordance with the procedures specified in the FAP and this QAPP.

Quality assurance audits will be carried out under the direction of the QAO on field activities, including sampling and field measurements. They will be implemented to verify that established procedures are being followed and to evaluate the capability and performance of project and subcontractor personnel, items, activities, and documentation of the measurement system(s).

The QAO will plan, schedule, and approve system and performance audits based on procedures customized to the project requirements. If required, the QAO may request additional personnel with specific expertise from company and/or project groups to assist in conducting performance audits. Quality auditing personnel will not have responsibility for field or laboratory project work.

10.2 PROJECT-SPECIFIC AUDITS

Project-specific audits include system and performance audits of sampling and analysis procedures, and of associated recordkeeping and data management procedures. Project-specific audits will be performed on a discretionary basis at a frequency determined by the project manager.

10.2.1 System Audits

The QAO may perform system audits. Such audits will encompass a qualitative evaluation of measurement system components to ascertain their appropriate selection and application. In addition, field and laboratory QC procedures and associated documentation may be system-audited including the field log, field sampling records, laboratory analytical records, sample handling, processing, and packaging in compliance with the established procedures, maintenance of QA procedures, and chain-of-custody procedures. These audits may be carried out during execution of the project to confirm that sampling crews employ consistent procedures. However, if conditions adverse to quality are detected additional audits may occur.

Findings from the audit will be summarized and provided to the PM and/or designated personnel so that necessary corrective action can be monitored from initiation to closure.

10.2.2 Performance Audits

The laboratory may be required to conduct an analysis of PE samples or provide proof that PE samples were submitted by an approved USEPA or NYSDEC performance testing provider within the past 12 months. If necessary, proof that applicable PE samples have been analyzed at the laboratory within the past 12 months will be included in the laboratory procurement package.

10.2.3 Formal Audits

Formal audits are any system or performance audit that the QAO documents and implements. These audits encompass documented activities performed by qualified lead auditors to a written procedure or checklist to verify objectively that QA requirements have been developed, documented, and instituted in accordance with contractual and project criteria. At the discretion of the project manager, the QAO or designated personnel may conduct formal audits on project and subcontractor work during the course of the project.

Auditors who have performed the site audit after gathering and evaluating all data will write audit reports. Items, activities, and documents determined by lead auditors to be in noncompliance must be identified at exit interviews conducted with the involved management. Noncompliance will be logged and documented through audit findings. These findings will be attached to and become part of the integral audit report. These audit-finding forms are directed to management to resolve satisfactorily the noncompliance in a specified and timely manner.

The QAO has overall responsibility to see that all corrective actions necessary to resolve audit findings are acted upon promptly and satisfactorily. Audit reports will be submitted to the PM after completion of the audit. Serious deficiencies will be reported to the PM on an expedited basis. Audit checklists, audit reports, audit findings, and acceptable resolutions will be approved by the QAO prior to issue. Verification of acceptable resolutions may be determined by re-audit or documented surveillance of the item or activity. Upon verification acceptance, the QAO will close out the audit report and findings.

10.2.4 Laboratory Audits

Internal laboratory audits will be performed routinely to review and evaluate the adequacy and effectiveness of the laboratory's performance and QA program, to ascertain if the QAPP is being completely and uniformly implemented, to identify nonconformances, and to verify that identified deficiencies are corrected. The laboratory QA manager is responsible for such audits and will perform them according to a schedule planned to coincide with appropriate activities on the project schedule and sampling plans. Such scheduled audits may be supplemented by additional audits for one or more of the following reasons:

- When significant changes are made in the QAPP
- When necessary to verify that corrective action has been taken on a nonconformance reported in a previous audit
- When requested by the laboratory's project manager or QA manager.

10.2.4.1 Laboratory Performance Audits

Performance audits are independent sample checks made by a supervisor or auditor to arrive at a quantitative measure of the quality of the data produced by one section or the entire measurement process. Performance audits are conducted by introducing control samples, in addition to those used routinely, into the data production process. These control samples include PE samples of known concentrations. The results of performance audits will be evaluated against acceptance criteria. The results will be summarized and maintained by the laboratory QA manager and distributed to the supervisors who must investigate and respond to any results that are outside control limits.

10.2.4.2 Laboratory Internal Audits

The laboratory QA manager conducts routine internal audits of each laboratory section for completeness, accuracy, and adherence to SOPs. The laboratory audit team will verify that the laboratory's measurement systems are operated within specified acceptable control criteria and that a system is in place to confirm that out-of-control conditions are efficiently identified and corrected.

10.2.4.3 Laboratory Data Audits

The laboratory will maintain raw instrument data for sample analyses on magnetic tape media or optical media in a secured fireproof safe. During routine audits, the audit team will verify the processing of the raw data file by reviewing randomly selected electronic data files and comparing the results with the hardcopy report. Tapes will be archived for a period of 7 yr. Tapes will be also available for audit by the QAO upon request.

10.2.4.4 Laboratory Audit Procedures

Prior to an audit, the designated lead auditor will prepare an audit checklist. During an audit and upon its completion, the auditor will discuss the findings with the individuals audited and discuss and agree on corrective actions to be initiated. The auditor will prepare and submit an audit report to the designated responsible individual of the audited group, the PM, and the QAO. Minor administrative findings that can be resolved to the satisfaction of the auditor during an audit need not be cited as items requiring corrective action. Findings that are not resolved during the course of the audit and findings affecting the overall quality of the project will be included in the audit report.

The designated responsible individual of the audited group will prepare and submit to the QAO a reply to the audit. This reply will include, at a minimum, a plan for implementing the corrective action to be taken on nonconformances indicated in the audit report, the date by which such corrective action will be completed, and actions taken to prevent reoccurrence. If the corrective action has been completed, supporting documentation should be attached to the reply. The auditor will ascertain (by re-audit or other means) if appropriate and timely corrective action has been implemented.

Records of audits will be maintained in the project files. Audit files will include, as a minimum, the audit report, the reply to the audit, and any supporting documents. It is the responsibility of the designated responsible individual of the audited group to conform to the established procedures, particularly as to development and implementation of such corrective action.

10.2.4.5 Laboratory Documentation

To confirm that the previously defined scope of the individual audits is accomplished and that the audits follow established procedures, a checklist will be completed during each audit. The checklist will detail the activities to be executed and ensure that the auditing plan is accurate. Audit checklists will be prepared in advance and will be available for review.

AUDIT CHECKLIST (AT MINIMUM)
Date and type of audit
Name and title of auditor
Description of group, task, or facility being audited
Names of lead technical personnel present at audit
Checklist of audit items according to scope of audit
Deficiencies or non-conformances

Following each system, performance, and data audit, the QAO or his designee will prepare a report to document the findings of the specific audit. The report will be submitted to the designated individual of the audited group to ensure that objectives of the QA program are met.

MINIMUM CONTENT OF AUDIT REPORT
Description and date of audit
Name of auditor
Copies of completed, signed, and dated audit form and/or checklist
Summary of findings including any nonconformance or deficiencies
Date of report and appropriate signatures
Description of corrective actions

The QAO will maintain a copy of the signed and dated report for each audit. If necessary, a second copy will be placed in project files.

10.3 CORRECTIVE ACTIONS

Corrective action procedures have been established to ensure that conditions adverse to quality, such as malfunctions, deficiencies, deviations, and errors, are promptly investigated, documented, evaluated, and corrected. Corrective action enables significant conditions adverse to quality to be noted promptly at the site, laboratory, or subcontractor location. Additionally, it allows for the cause of the condition to be identified and corrective action to be taken to rectify the problem and to minimize the effect on the data set. Further, corrective action is intended to minimize the possibility of repetition.

Condition identification, cause, reference documents, and corrective action planned to be taken will be documented and reported to the QAO, PM, FTL, and involved subcontractor management, at a minimum. Implementation of corrective action is verified by documented follow-up action. Any project personnel may identify noncompliance issues; however, the designated QA personnel are responsible for documenting, numbering, logging, and verifying the close out action. The designated responsible individual of the audited group will be responsible for ensuring that all recommended corrective actions are implemented, documented, and approved.

Events that trigger corrective actions
When predetermined acceptance standards are not attained
When a deviation from SOP is required or observed
When procedure or data compiled are determined to be deficient
When equipment or instrumentation is found to be faulty
When samples and analytical test results are not clearly traceable
When QA requirements have been violated
When designated approvals have been circumvented
As a result of system and performance audits
As a result of a management assessment
As a result of laboratory/field comparison studies
As required by analytical method

All project personnel have the responsibility, as part of normal work duties, to promptly identify, solicit approved correction, and report conditions adverse to quality. Specifically, the laboratory must designate the assigned individual to act as the primary laboratory contact responsible for timely identification and resolution of any and all issues including contract and administrative issues. Any phone calls initiated by personnel or designated representatives to the laboratory with respect to corrective actions must be returned in a timely manner on a normal business day if the designate individual (or alternate) is not available at the initiation of the phone call.

Project management and related staff, including field investigation teams, remedial design planning personnel, and laboratory groups will monitor on-going work performance as part of daily responsibilities. Work may be

audited at the site, the laboratories, or subcontractor locations. Activities or documents ascertained to be noncompliant with QA requirements will be documented. Corrective actions will be mandated through audit finding sheets attached to the audit report. Audit findings are logged, maintained, and controlled by the QAO, PM, or designated personnel.

Personnel assigned to QA functions will have the responsibility to issue and control CAR forms (**Figure 10.1**). The CAR identifies the out-of-compliance condition, reference document(s), and recommended corrective action(s) to be administered.

Similar to the CAR, the laboratory will record and report nonconformances internally using the laboratory's non-conformance documentation tracking system in the form of an NCM. Each NCM is traceable so that it can be cross-referenced with its resolution to the associated project records. The laboratory QA manager summarizes critical nonconformances, such as reissued reports and client complaints, in a monthly report to the laboratory management staff. Management of the NCM is described in Section 6.3. Corrective action procedures applicable to QC requirements that do not meet the criteria of this QAPP are described in the following sections. Consistent, frequent contacts between laboratory personnel, the QAO, or designated personnel are required.

TYPICAL CONTENT OF NCM FORMS
Problem description and root cause
Corrective action
Client notification summary
QA verification
Approval history action

SECTION 11 REPORTS TO MANAGEMENT

11.1 QA REPORTS

Management personnel receive QA reports appropriate to their level of responsibility. The PM receives copies of all QA documentation. QC documentation is retained within the department that generated the product or service except where this documentation is a deliverable for a specific contract. QC documentation is also submitted to the project QAO for review and approval. Previous sections detailed the QA activities and the reports, which they generate. Among other QA audit reports that may be generated during the conduct of activities, a final audit report for this project will be prepared by the QAO. The report will include:

- Periodic assessment of measurement data accuracy, precision, and completeness
- Results of performance audits and/or system audits
- Significant QA problems and recommended solutions for future projects
- Status of solutions to any problems previously identified.

Additionally, any incidents requiring corrective action will be fully documented.

SECTION 12 REFERENCES

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TABLES

TABLE 3.1 QUALITY CONTROL LIMITS FOR PROJECT SAMPLES

			Laboratory Accuracy and Precision				
Analytical Parameters	Analytical Method	Spike Compound	MS/MSD % Recovery	MS/MSD RPD or Lab Dup RPD	LCS % Recovery	Surrogate Compounds	Surrogate % Recovery
VOCs	TO-15	All Target Analytes	NA	NA	70-130 or lab QC limit	Toluene-d8 4-Bromofluorobenzene 1,2-Dichloroethane-d4 Dibromofluoromethane	Lab QC Limit

NOTES: MS/MSD – Matrix spike/matrix spike duplicate

RPD – Relative Percent Difference

LCS – Laboratory Control Sample

NA – Not applicable

TABLE 3.2
SOIL VAPOR ANALYSIS
FORMER FARRINGTON MGP

COMPOUNDS LIST	USEPA/OSWER Vapor Intrusion Guidance[(1)]	UNITS
Method: TO-15 LL - Volatile Organic Compounds (VOCs) + Naphthalene		
NAPHTHALENE	30	µg/m3
1,1,1-TRICHLOROETHANE	22,000	µg/m3
1,1,2,2-TETRACHLOROETHANE	42	µg/m3
1,1,2-TRICHLOROETHANE	150	µg/m3
1,1,2-TRICHLORO-1,2,2-TRIFLUOROETHANE	300,000	µg/m3
1,1-DICHLOROETHANE	5,000	µg/m3
1,1-DICHLOROETHENE	2,000	µg/m3
1,2,4-TRICHLOROBENZENE	2,000	µg/m3
1,2,4-TRIMETHYLBENZENE	60	µg/m3
1,2-DIBROMOETHANE (ETHYLENE DIBROMIDE)	2	µg/m3
1,2-DICHLOROBENZENE	2,000	µg/m3
1,2-DICHLOROETHANE	94	µg/m3
1,2-DICHLOROPROPANE	40	µg/m3
1,2-DICHLOROTETRAFLUOROETHANE	NS	µg/m3
1,3,5-TRIMETHYLBENZENE (MESITYLENE)	60	µg/m3
1,3-DICHLOROBENZENE	1,100	µg/m3
1,4-DICHLOROBENZENE	8,000	µg/m3
1,4-DIOXANE (P-DIOXANE)	NS	µg/m3
2,2,4-TRIMETHYLPENTANE	NS	µg/m3
2-BUTANONE	10,000	µg/m3
4-METHYL-2-PENTANONE	800	µg/m3
BENZENE	310	µg/m3
BENZYL CHLORIDE	50	µg/m3
BROMODICHLOROMETHANE	140	µg/m3
BROMOFORM	2,200	µg/m3
BROMOMETHANE	NS	µg/m3
CARBON TETRACHLORIDE	160	µg/m3
CHLOROBENZENE	600	µg/m3
CHLOROETHANE	100,000	µg/m3
CHLOROFORM	110	µg/m3
CHLOROMETHANE	900	µg/m3
CIS-1,2-DICHLOROETHYLENE	350	µg/m3
CIS-1,3-DICHLOROPROPENE	200	µg/m3
CYCLOHEXANE	NS	µg/m3
DIBROMOCHLOROMETHANE	140	µg/m3
DICHLORODIFLUOROMETHANE	2,000	µg/m3
ETHANOL	NS	µg/m3
ETHYLBENZENE	2,200	µg/m3
HEXACHLOROBUTADIENE	110	µg/m3
HEXANE	2,000	µg/m3
METHYL TERT-BUTYL ETHER	30,000	µg/m3
METHYLENE CHLORIDE	5,000	µg/m3
M-XYLENE & P-XYLENE	140,000	µg/m3
O-XYLENE	1,600	µg/m3
STYRENE	10,000	µg/m3
TERT-BUTYL ALCOHOL	NS	µg/m3
TETRACHLOROETHENE	810	µg/m3
TOLUENE	4,000	µg/m3
TRANS-1,2-DICHLOROETHENE	700	µg/m3
TRANS-1,3-DICHLOROPROPENE	NS	µg/m3
TRICHLOROETHENE	22	µg/m3
TRICHLOROFLUOROMETHANE	7,000	µg/m3
VINYL CHLORIDE	200	µg/m3

Notes:
(1) USEPA Vapor Intrusion Guidance = Target Indoor Air and Target Shallow Soil Gas concentrations per Table 2A - OSWER Draft Guidance for Evaluating Intrusion to Indoor
$\mu g/m^3$ = Micrograms per cubic meters
NS - No standard.

TABLE 4.1 SAMPLE CONTAINERIZATION, PRESERVATION, AND HOLDING TIMES

Analysis	Bottle Type	Preservation	Holding Time [a]
VOCs	6L Summa Canister	None	30 days

(a) Days from sample collection.

TABLE 6.1 SUMMARY OF FIELD, LABORATORY, AND DATA MANAGEMENT RECORDS

REPORT	PERSON RESPONSIBLE FOR		STORAGE
	MAINTENANCE	DISTRIBUTION	
PROJECT FILES AND FIELD SAMPLING RECORDS			
Field Log	Field Team Leader	Project Manager	Job File at Primary Contractor's Location
Photographs	Field Team Leader	Project Manager	Job File at Primary Contractor's Location
Chain-of-Custody	Field Team Leader	Project Manager	Job File at Primary Contractor's Location
Field Sampling Records	Field Team Leader	Project Manager	Job File at Primary Contractor's Location
LABORATORY RECORDS			
Reagent and Titrant Preparation Records	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Standards Preparation Logs	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Sample Preparation Logs	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Bench Data Sheets	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Instrument Run Logs	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory

TABLE 6.1 SUMMARY OF FIELD, LABORATORY, AND DATA MANAGEMENT RECORDS (CONT.)

REPORT	PERSON RESPONSIBLE FOR		STORAGE
	MAINTENANCE	DISTRIBUTION	
Strip Chart Recordings/ Chromatograms/Computer Output	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Analytical Data Reports	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Log-in Sheets	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Maintenance Records	Quality Assurance Manager	Laboratory Project Manager	Instrument Maintenance Logbook at Laboratory
Periodic Calibration Records	Quality Assurance Manager	Laboratory Project Manager	QA Files at Laboratory
Operational Calibration Records	Quality Assurance Manager	Laboratory Project Manager	Job File at Laboratory
Nonconformance Memos	Quality Assurance Manager	Laboratory Project Manager	Maintained in Database File at Laboratory
Corrective Action Request Forms	Quality Assurance Manager	Laboratory Project Manager	Client Correspondence Records at Laboratory
DATA VALIDATION AND AUDIT RECORDS			
Data Validation Reports	Quality Assurance Officer	Quality Assurance Officer	Job File at Primary Contractor's Location
Audit Reports	Quality Assurance Officer	Quality Assurance Officer	Job File at Primary Contractor's Location

TABLE 8.1 SUMMARY OF FIELD QC SAMPLE TYPES AND COLLECTION FREQUENCY

Field QC Sample Type	Sample Type	Collection Frequency
Rinse		Not applicable
Trip Blank		Not applicable
Field Duplicates	Air	1:20 Samples
Extra Volume Sample (collected for MS/MSD)		Not applicable

TABLE 8.2 LABORATORY QUALITY CONTROL SAMPLE FREQUENCY

QC Sample	Frequency
Method/prep Blanks	1 per analytical batch of 1-20 samples, per preparation event
Laboratory Control Sample	1 per analytical batch of 1-20 samples, per preparation event
Surrogates	Spiked into all field and QC samples (Organic Analyses)
Matrix Spike/Matrix Spike Duplicate or Matrix (Laboratory) Duplicate	Not applicable

TABLE 8.3 OPERATIONAL CALIBRATION FORMULAS

Application	Formula	Symbols
Linear calibration curves	$C = (R - a_0)/a_1$	C = analytical concentration R = instrument response a_0 = intercept of regression curve (instrument response when concentration is zero) a_1 = slope of regression curve (change in response per change in concentration)
Calibration factors [1]	$CF = A_x / C$	C = concentration (µg/L) CF = calibration factor Ax = peak size of target compound in sample extract
Response factors [2]	$RRF = C_{is} A_x / C_x A_{is}$	C = concentration (µg/L) RF = internal standard response factor Cis = concentration of the internal standard (µg/L) Ax = area of the characteristic ion for the target compound Ais = area of the characteristic ion for the internal standard

1. Used for quantitation by the external standard technique
2. Used for quantitation by the internal standard technique

Note: For organic analysis, the laboratory will make efforts to use the best curve technique for each analyte. This practice is described in detail in the laboratory calibration criteria documents for GC analysis. This may require the use of a quadratic curve for some compounds.

TABLE 8.4 PERIODIC CALIBRATION REQUIREMENTS

Instrument	Calibration Frequency		Corrective Actions
Analytical Balances	Daily: Annually:	Sensitivity (with a Class S-verified weight) Calibrated by outside vendor against certified Class S weights	Adjust sensitivity Service balance
Thermometers	Annually:	Calibrated against certified NIST thermometers	Tag and remove from service
Automatic Pipettors	Quarterly:	Gravimetric check	Service or replacement

TABLE 8.5 SAMPLE CONCENTRATION CALCULATION FORMULAS

Application	Formula	Symbols
Linear regression calibration curves	$C = (R - a_0)/a_1$	C = analytical concentration R = instrument response a_0 = intercept of regression curve (instrument response when concentration is zero) a_1 = slope of regression curve (change in response per change in concentration)
Calibration factors [1]	$C = A_x V_f / CF V_i$	C = concentration (µg/L) CF = calibration factor A_x = peak size of target compound in sample extract V_f = final volume of extracted sample (mL) V_i = initial volume of sample extracted (mL)
Response factors [2]	$C = C_{is} A_x V_f / RF A_{is} V_I$	C = concentration (µg/L) RF = internal standard response factor C_{is} = concentration of the internal standard (µg/L) A_x = area of the characteristic ion for the target compound V_f = final volume of extracted sample (mL) A_{is} = area of the characteristic ion for the internal standard V_i = initial volume of sample extracted (mL)
Residues [3]	$R = (W - T)/V \times 1{,}000{,}000$	R[6] = residue concentration (mg/L) W = weight of dried residue + container (g) T = tare weight of container (g) V = volume of sample used (mL)
Solid samples [4]	$K = C V D / W (\%S/100)$	K = dry-weight concentration (mg/kg) C = analytical concentration (mg/L) V = final volume (mL) of processed sample solution D = dilution factor W = wet weight (g) of as-received sample taken for analysis %S = percent solids of as-received sample

1. Used for quantitation by the external standard technique
2. Used for quantitation by the internal standard technique
3. Used for total, filterable, nonfilterable, and volatile residues as well as gravimetric oil and grease
4. Used to calculate the dry-weight concentration of a solid sample from the analytical concentration of the processed sample.
5. Conversion factor to convert g/mL to mg/L:

$$\frac{mg}{L} = \frac{g}{mL} \times \frac{10^3 mL}{L} \times \frac{10^3 mg}{g}$$

FIGURES

FIGURE 4.1 SAMPLE CUSTODY FLOW CHART

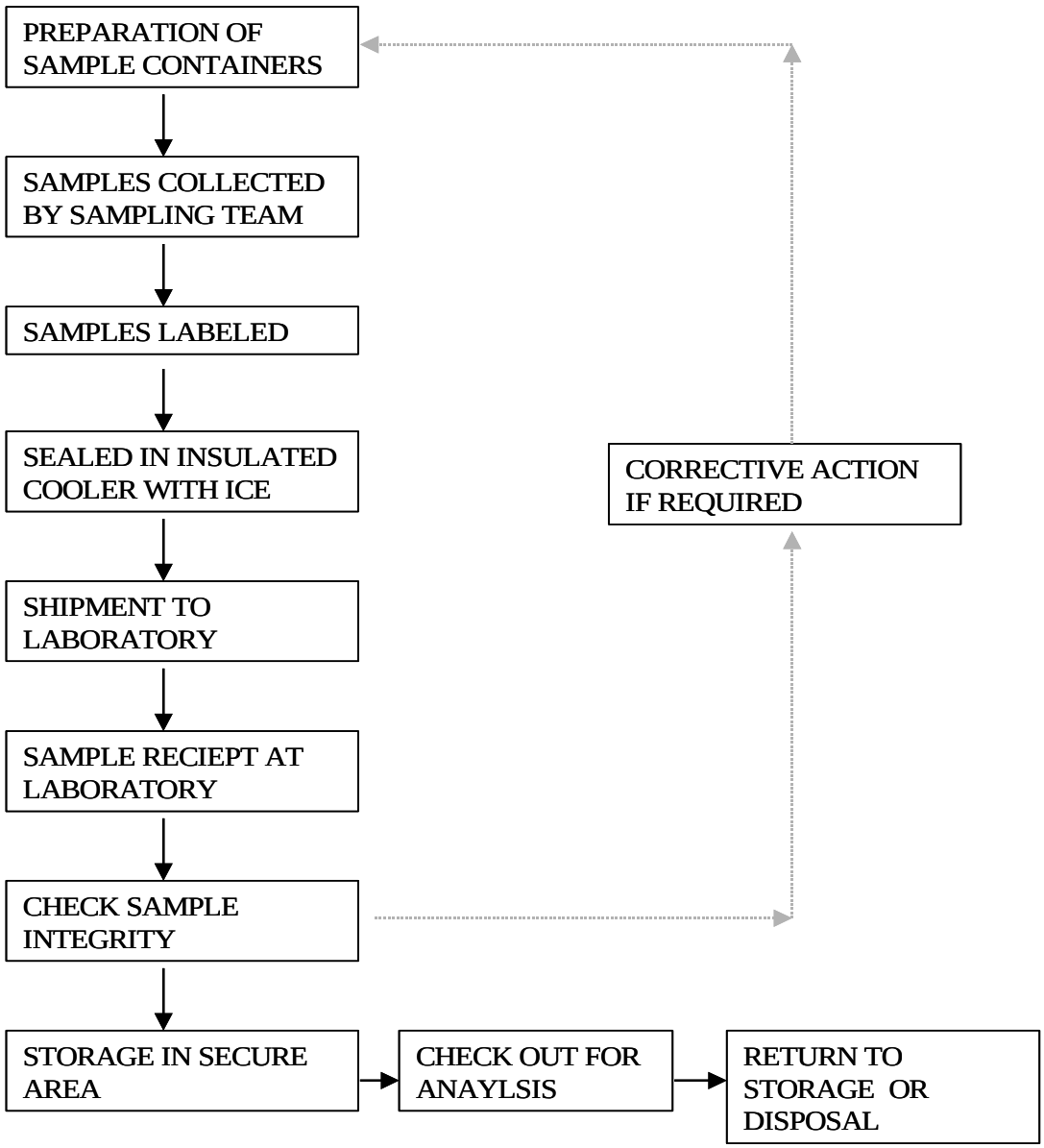

FIGURE 4.2 EXAMPLE CHAIN-OF-CUSTODY RECORD

Submitted to:

Chain Of Custody / Analysis Request

AESI Ref:
COC #:
Lab Use Only
Lab Proj #
Lab ID

Privileged & Confidential
EDD To:
Site Name:
Location of Site:

Client Contact: (name, co., address)
Sampler:
P O #
Analysis Turnaround Time:
Standard - Y
2 weeks -
1 week -
Next Day -
Hardcopy Report To:
Invoice To:

Preservative: 0 | 0 | 2

Job No.
Column Study Sediment

Sample Identification

	Location ID	Start Depth (ft)	End Depth (ft)	Field Sample ID	Sample Date	Sample Time	Sample Type	Sample Matrix	Sample Purpose	# of Cont.	Grab/Composite	Field Filtered Sample ?	Units
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

Special Instructions:

Notes:

Relinquished by	Company		Received by	Company		Condition		Custody Seals Intact	
	Date/Time			Date/Time		Cooler Temp.			
Relinquished by	Company		Received by	Company		Condition		Custody Seals Intact	
	Date/Time			Date/Time		Cooler Temp.			

Preservatives: 0 = None; [1 = HCL]; [2 = HNO3]; [3 = H2SO4]; [4 = NaOH]; [5 = Zn. Acetate]; [6 = MeOH]; [7 = NaHSO4]; 8 = Other (specify):

FIGURE 10.1 CORRECTIVE ACTION REQUEST

CORRECTIVE ACTION REQUEST

Number _____ Date:_____

TO: _____

You are hereby requested to take corrective actions indicated below and as otherwise determined by you (a) to resolve the noted conditions and (b) to prevent it from recurring. Your written response is to be returned to the Project quality assurance manager by _____.

Condition:

Reference Documents:

_____ _____ _____ ____ ____ _____

Originator Date Approval Date Approval Date

Response

Cause of Condition:

Corrective Action

(A) Resolution:

(B) Prevention

(B2) Affected Documents

Signature_____ Date_____

CA Follow-up

Corrective Action verified by:_____ Date _____

ATTACHMENT A SUMMARY OF ANALYTICAL DATA PACKAGE (DQO LEVEL IV)

1.0 INTRODUCTION

In order for data to be used for decision-making purposes it is essential that it be of known and documented quality. Verification and validation of data requires that appropriate quality assurance and quality control (QA/QC) procedures be followed, and that adequate documentation be included for all data generated both in the laboratory and in the field.

The QA/QC documentation provided by any laboratory, in conjunction with sample results, allows for evaluation of the following indicators of data quality:

- Integrity and stability of samples;
- Instrument performance during sample analysis;
- Possibility of sample contamination;
- Identification and quantitation of analytes;
- Analytical precision; and
- Analytical accuracy.

General laboratory documentation requirements discussed in this document are formatted into two sections, organic and inorganic analyses. These specifications are intended to establish general, analytical documentation requirements that laboratories should meet when generating data for this project.

2.0 GENERAL DOCUMENTATION REQUIREMENTS

2.1 Data Package Format

Each data package for Level IV data submitted will consist of five sections:

- Case narrative;
- Chain-of-custody documentation
- Summary of results for environmental samples;
- Summary of QA/QC results; and
- Raw data.

Level II data packages will not contain the raw data.

Data packages will be consistent with, and will supply the data and documentation required for NYSDEC ASP-defined deliverables (i.e. Category B and Category A). Summaries of data and results may be presented in a Contract Laboratory Program (CLP) type format or an equivalent format that supplies the required information as stated below. All laboratory data qualifiers shall be defined in the deliverable.

In cases where the laboratory has varied from established methodologies, they will be required to provide the Standard Operating Procedures (SOPs) for those methods and added as an attachment to the project scoping documents or as variances to this QAPP. Inclusion of these SOPs will aid in final review of the data by data reviewers and users.

2.2 Case Narrative

The case narrative will be written on laboratory letterhead and the release of data will be authorized by the laboratory manager or their designee. The Case Narrative will consist of the following information:

- Client's sample identification and the corresponding laboratory identification;
- Parameters analyzed for each sample and the methodology used. EPA method numbers should be cited when applicable;
- Whether the holding times were met or exceeded;
- Detailed description of all analytical and/or sample receipt problems encountered;
- Discussion of reasons for any QA/QC sample result exceedances; and
- Observations regarding any occurrences which may adversely impact sample integrity or data quality.

2.3 Chain-of-Custody

Legible copies of all Chain-of-Custody forms for each sample shall be submitted in the data package. Copies of any internal laboratory tracking documents should also be included. It is anticipated that Chain-of-Custody forms and/or internal laboratory tracking documents will include the following information:

- Date and time of sampling and shipping;
- Sampler and shipper names and signatures;
- Type of sample (grab or composite);
- Analyses requested;
- Project, site, and sampling station names;
- Date and time of sample receipt;
- Laboratory sample receiver name and signature;
- Observed sample condition at time of receipt;
- Sample and/or cooler temperatures at time of receipt;
- Air bill numbers;
- Custody seal; and
- Sample numbers.

3.0 ORGANIC ANALYSES DOCUMENTATION REQUIREMENTS

These requirements are applicable to organic methods (e.g., VOCs, SVOCs, pest/PCBs).

3.1 Summary of Environmental Sample Results

The following information is to be included in the summary of sample results for each environmental sample.

- Client's sample identifications and corresponding laboratory identifications;
- Sample collection dates;
- Dates and times of sample extraction and/or analysis;
- Weights or volumes of sample used for extraction and/or analysis;
- Identification of instruments used for analysis;
- Gas Chromatography (GC) column and detector specifications;
- Dilution or concentration factor for the sample;
- Percent Difference between columns, if applicable;
- Percent Moisture or Percent Solids for soil samples;
- Method Detection Limits (MDLs) or sample Reporting Limits (RLs);
- Analytical results and associated units;

- Discussion of any manual integrations; and
- Definitions for any laboratory data qualifiers used.

3.2 Summary of QA/QC Sample Results (as applicable)

The following QA/QC sample results shall be presented on QC summary forms. They shall also include the date and time of analysis. Additional summary forms may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

All summary forms should, at a minimum, include in the header:

- Form Title;
- Project Identifier (e.g., Batch QC ID, Site Name, Case Number, Sample Delivery Group);
- Laboratory Name; and
- Sample Matrix.

3.2.1 Instrument Calibration (for each instrument used)

- **GC/MS Tuning**. Report mass listings, ion abundance criteria, and percent relative abundances. List the instrument identification (ID) and the date and time of analysis. Ensure that all ion abundances have been appropriately normalized.
- **Initial Calibration**. Report analyte concentrations of initial calibration standards and the date and time of analysis. List the instrument identification (ID), response factors (RF), relative response factors (RRF), or calibration factors (CF), percent relative standard deviation (%RSD), and retention time (RT) for each analyte. The initial calibration (IC) report must also include a sample identifier (ID), associated injection volume or quantity of sample analyzed, the acceptance criteria, such as minimum RF values, and associated maximum %RSD values.
- **Continuing Calibration**. Report the concentration of the calibration standard used for the continuing calibration and for the mid-level standard, and the date and time of analysis. List the ID, RF, RRF, CF, percent difference (%D), and RT for each analyte.
- **Quantitation Limit** or Project Required Reporting Limit (PRRL) Verification (if applicable). Report results for standards that are used to verify instrument sensitivity. Report the source for the verification standards. Report the concentration for the true value, the concentration found, the percent recovery, and control limits for each analyte analyzed. The date and time of analysis must also be reported.

3.2.2 Method Blank Analysis

List environmental samples and QC analyses associated with each method blank. Report concentrations of any analytes found in method blanks above the instrument detection limit.

3.2.3 Surrogate Standard Recovery

Report the name and concentration of each surrogate compound added. List percent recoveries of all surrogates in the samples, method blanks, matrix spike/matrix spike duplicates and other QC analyses. Also include acceptance ranges that the laboratory used for the analysis.

3.2.4 Internal Standard Summary

Report internal standard area counts of the associated calibration standard and retention times, include upper and lower acceptance limits. List internal standard area counts and retention times for all samples, method blanks, matrix spike/matrix spike duplicates and other QC analyses. Include the ID and the date and time of analysis.

3.2.5 Compound Confirmation

Report retention times of each compound on both columns as well as retention time windows of the associated standard. In addition, report determined concentrations from each column and percent differences between results. List the ID and the date and time of analysis. A summary should be generated for each sample, including dilutions and reanalyses, blanks, MSs, and MSDs.

3.2.6 Peak Resolution Summary

For primary and secondary columns report retention times of any target compounds and/or surrogates that coelute in the standards (i.e. the Performance Evaluation Mixture for Contract Laboratory Program pesticides). Calculate and report the percent resolution between each pair of compounds which coelute. Include the ID, column ID, and the date and time of analysis.

3.2.7 Matrix Spike/Matrix Spike Duplicate (MS/MSD) Analysis

Report the name and concentration of each spiking compound. Samples are to be spiked with specified compounds of potential concern. List sample results, spiked sample results, duplicate spiked sample results, percent recovery (%R) and the relative percent difference (RPD) between the MS and MSD (if applicable). Acceptance criteria that the laboratory used for the analysis must also be presented.

3.2.8 Laboratory Duplicate Analysis

When performed, report the RPD between duplicate analyses, along with the associated acceptance criteria.

3.2.9 Laboratory QC Check Sample Analysis

Also known as the Laboratory Control Sample (LCS) or Matrix Spike Blank (MSB). Report the name and concentration of each spiking compound. List the QC check sample and duplicate (if applicable) results, %R, and RPD, if performed in duplicate. The acceptance criteria that the laboratory used for the analysis must also be presented.

3.2.10 Other QC Criteria

- **Retention time windows determination**. Report the retention time window for each analyte, for both primary and confirmation analyses.
- **Compound identification**. Report retention times and concentrations of each analyte detected in samples.
- **MDL determination**. List most recent method detection limits, with dates determined maintained in laboratory file. MDL summary forms may be submitted at start of project and not included in individual data packages.
- **Additional method suggested QC parameters, if required**.

- **Any Performance Evaluation (PE) samples** (if identified) associated with the environmental samples.

3.3 Raw Data

Legible copies of the raw data shall be organized systematically, each page shall be numbered, and a table of contents must be included with each package. Raw data for compound identification and quantitation must be sufficient to verify each result.

3.3.1 Gas Chromatographic (GC) Analyses

This section shall include legible copies of raw data for the following:

- Environmental samples arranged in sequential order by laboratory sample number, include dilutions and reanalyses;
- Instrument calibrations; and
- QC analyses (i.e., method blanks, LCS, etc.).

Raw data for both primary and confirmation analyses are to be included. Raw data for each analysis shall include the following:

- Appropriately scaled chromatograms (label all analyte peaks, internal standards and surrogate standards with chemical names). All chromatograms shall be scaled such that individual peaks can be readily resolved from any neighboring peaks;
- Appropriately scaled before and after manual integrations;
- Area print-outs or quantitation reports;
- Instrument analysis logs for each instrument used;
- Sample extraction and cleanup logs;
- Standards preparation logs and manufacturer certificates of analyses for standards, if applicable, sufficient to document traceability of all standards (including surrogates, internal standards, and spike solutions) maintained in "job file" in laboratory, unless otherwise requested;
- Percent Moisture or Percent Solids for soil samples; and
- GC/MS confirmation, as applicable.

Note: Additional raw data may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

3.3.2 Gas Chromatographic / Mass Spectrometric (GC/MS) Analyses

This section shall include legible copies of raw data for the following:

- Environmental samples arranged in sequential order by laboratory sample number, include dilutions and reanalyses;
- Mass spectrometer tuning and mass calibration (BFB, DFTPP);
- Initial and continuing instrument calibrations; and
- QC analyses (i.e., method blanks, LCS, etc.).

Raw data for each analysis shall include the following:

- Appropriately scaled chromatograms (label all analyte peaks, internal standards and surrogate standards with chemical names). All chromatograms shall be scaled such that individual peaks can be readily resolved from any neighboring peaks;
- Appropriately scaled before and after manual integrations;

- Ion scans and enhanced spectra of target analytes and tentatively identified compounds (TICs), with the associated best-match spectra;
- Area print-outs and quantitation reports;
- Instrument analysis logs for each instrument used;
- Sample extraction and cleanup logs;
- Standards preparation logs and manufacturer certificates of analyses for standards, if applicable, sufficient to document traceability of all standards (including surrogates, internal standards, and spike solutions) maintained in "job file" in laboratory, unless otherwise requested; and
- Moisture Content (Percent Moisture) for sediment samples.

Note: Additional raw data may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

4.0 INORGANIC ANALYSES DOCUMENTATION REQUIREMENTS

4.1 Summary of Environmental Sample Results

The following information is to be included in the summary of sample results for each environmental sample:

- Client's sample identifications and corresponding laboratory identifications;
- Sample collection dates;
- Dates and times of sample digestion and/or analysis;
- Weights or volumes of sample used for digestion and/or analysis;
- Identification of instruments and analytical techniques used for analysis;
- Instrument specifications;
- Dilution or concentration factor for the sample;
- Percent Moisture or Percent Solids for soil samples;
- Detection Limits: MDLs, RLs;
- Analytical results and associated units; and
- Definitions for any laboratory data qualifiers used.

4.2 Summary of QA/QC Results

The following QA/QC sample results shall be presented on QC summary forms. They shall also include the date and time of analysis. Additional summary forms may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

All summary forms shall, at a minimum, include in the header:

- Form Title;
- Project Identifier (e.g., Batch QC ID, Site Name, Case Number, Sample Delivery Group);
- Laboratory Name; and
- Sample Matrix.

4.2.1 Instrument Calibration Verification (if applicable)

The order for reporting of calibration verifications for each analyte must follow the chronological order in which the standards were analyzed.

- **Initial Calibration Verification.** Report the source for the calibration verification standards. Report the concentration for the true value, the concentration found, the percent recovery, and control limits for each element analyzed. The date and time of analysis must also be reported.
- **Continuing Calibration Verification**. Report the source for calibration verification standards. Report the concentration for the true value, the concentration found, the percent recovery, and control limits for each element analyzed. The date and time of analysis must also be reported.
- **Quantitation Limit** or PRRL Verification (if applicable). Report results for standards that are used to verify instrument sensitivity. Report the source for the verification standards. Report the concentration for the true value, the concentration found, the percent recovery, and control limits for each element analyzed. The date and time of analysis must also be reported.

4.2.2 Blank Analysis

Report analyte concentrations above the instrument detection limits found in the initial calibration blanks (ICBs), continuing calibration blanks (CCBs), and in method/ preparation blanks. The date and time of analysis must also be reported. The order for reporting ICB and CCB results for each analyte must follow the chronological order in which the blanks were analyzed.

4.2.3 Matrix Spike (MS) Analysis

Report concentrations of the unspiked sample result, the spiked sample result and the concentration of the spiking solution added to the pre-digestion spike for each analyte. Calculate and report the %R and list control limits. If performed in duplicate, provide the %R for the MSD and the RPD.

4.2.4 Post Digestion Spike Analysis (if applicable)

In addition to matrix spikes, post-digestion spikes are often required by the method. Report concentrations of the unspiked sample results, spiked sample results, and the concentration of the spiking solution added. Calculate and report the %R and list control limits.

4.2.5 Laboratory Duplicate Analysis

Report concentrations of original and duplicate sample results. Calculate and report the RPD and list control limits.

4.2.6 Laboratory Control Sample

Identify the source for the LCS. Report the found concentration of the laboratory control sample and the true concentration for all analytes. Calculate and report the %R and list control limits.

4.2.7 Other QC Criteria (if applicable)

- **Method of Standard Additions (MSA)**. This summary must be included if MSA analyses are performed. Report absorbance values with corresponding concentration values. Report the final analyte concentration and list the associated correlation coefficient and control limits.
- **ICP-AES Serial Dilution**. Report initial and serial dilution results, associated %D, and control limits.
- **ICP-AES Linear Dynamic Ranges.** For each instrument and wavelength used, report the date on which linear ranges were established, the integration time, and the upper limit concentration.
- **MDL Determination**. List most recent method detection limits as determined using the September 2017 promulgation of the 40CFR136, with dates determined maintained in laboratory file. MDL summary forms may be submitted at start of project and not included in individual data packages.
- **Any Performance Evaluation (PE) Samples** (if identified) associated with the environmental samples.

4.3 Raw Data

Legible copies of the raw data shall be organized systematically, each page shall be numbered, and a table of contents must be included with each package. Data should be organized sequentially by method and analysis date. Raw data for compound identification and quantitation must be sufficient to verify each result.

4.3.1 Atomic Absorption (AA) and Atomic Emission (AE) Spectrometric Analyses

This section shall include legible copies of raw data for the following:

- Environmental sample results, include dilutions and reanalyses;
- Instrument calibrations; and
- QC analyses (i.e., method blanks, LCS, etc.).
- Measurement print-outs for all instruments used or copies of logbook pages for analyses that do not provide instrument print-outs;
- Absorbance units, emission intensities, or other measurements for all analyses;
- Sample preparation and digestion logs that include reagents used, standards referenced to standards preparation logs, volumes of reagents, digestion times, etc.;
- Instrument analysis logs for each instrument used or summary of sample analyses;
- Standards preparation logs and manufacturer certificates of analyses for standards, if applicable, sufficient to document traceability of all standards (including spike solutions) maintained in “job file” in laboratory, unless otherwise requested;
- Wavelengths used for the analyses; and
- Percent Moisture or Percent Solids for soil samples.

Note: Additional raw data may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

4.3.2 Titrimetric and Colorimetric Analyses

This section shall include legible copies of raw data for the following:

- Environmental sample results, include dilutions and reanalyses;
- Calibrations; and
- QC analyses (i.e., method blanks, LCS, etc.).

Raw data for each analysis shall include the following:

- Copies of logbook pages for analyses that do not provide instrument print-outs and calculations used to derive reported sample concentrations;
- Titrant volumes, titration end-points, absorbance units, or other measurements for all analyses;
- Sample preparation and digestion logs that include reagents used, standards referenced to standards preparation logs, volumes of reagents, digestion times, sample volumes, solution normalities, etc.;
- Standards preparation logs and manufacturer certificates of analyses for standards, if applicable, sufficient to document traceability of all standards (including spike solutions) maintained in "job file" in laboratory, unless otherwise requested; and
- Wavelengths used for the analyses.

Note: Additional raw data may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

4.3.3 Gravimetric Analyses

This section shall include legible copies of raw data for the following:

- Environmental sample results, include dilutions and reanalyses;
- Calibrations; and
- QC analyses (i.e., method blanks, LCS, etc.).

Raw data for each analysis shall include the following:

- Copies of logbook pages for analyses that do not provide instrument print-outs and calculations used to derive reported sample concentrations;
- Weights, sample volumes, or other measurements for all analyses;
- Sample preparation and digestion logs that include reagents used, standards referenced to standards preparation logs, volumes of reagents, drying times, drying temperatures, etc.; and
- Standards preparation logs and manufacturer certificates of analyses for standards, if applicable, sufficient to document traceability of all standards maintained in "job file" in laboratory, unless otherwise requested.

Note: Additional raw data may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

SUMMARY OF REQUIRED LABORATORY DELIVERABLES FOR
LEVEL IV DQO DATA PACKAGE (REQUIREMENTS WILL VARY BY METHOD)

Method Requirements	Laboratory Deliverables
Requirements for all methods:	
Parsons project identification number	Case narrative
Discussion of unusual circumstances or problems	Case narrative
Analytical method description and reference citation	Case narrative
Field sample identification	Signed chain-of-custody forms and sample results form
Laboratory assigned sample number	Signed chain-of-custody forms and sample results form
Sample matrix description	Signed chain-of-custody forms and sample results form
Date of sample collection	Signed chain-of-custody forms and sample results form
Date of sample receipt at laboratory	Signed chain-of-custody forms
Analytical method description and reference citation	Signed chain-of-custody forms and case narrative
Sample analysis results	USEPA CLP form or equivalent sample analysis results summary form (e.g., ASP Form I-VOA)
Dates of sample preparation and analysis (including first run and any subsequent runs)	Specific deliverable depends on type of analysis
Laboratory analytical QC batch info and sample analysis associations	Specific deliverable depends on type of analysis
Instrument analysis sequence log	Specific deliverable depends on type of analysis
Analytical holding times compliance	USEPA CLP form or equivalent holding time summary form
Method detection limit (MDL) determination	USEPA CLP form or equivalent MDL summary form
Method reporting limits (RLs) achieved	Specific deliverable depends on type of analysis (see below)
Dilution or concentration factors	Specific deliverable depends on type of analysis
Discussion of unusual circumstances or problems	Case narrative
Laboratory Control Sample (LCS) results	USEPA CLP form or equivalent LCS results summary form
"Raw" analytical data sufficient to recreate and check analysis results for all calibrations, QC sample results, and sample results	Sequentially numbered pages with tabulated index

REQUIRED LABORATORY DELIVERABLES (Continued)

Method Requirements	Laboratory Deliverables
Matrix spike / matrix spike duplicate	USEPA CLP form or equivalent MS/MSD summary form (e.g., NYSDEC ASP Form III-SV
Method blank analysis	USEPA CLP form or equivalent method blank summary form (e.g., NYSDEC ASP Form IV-SV)
GC/MS instrument performance check. Tuning and mass calibration (abundance) using 4-bromofluorobenzene (BFB) for method SW8260B and decafluoro-triphenyphosphine (DFTPP) for method SW8270C	USEPA CLP form or equivalent instrument tuning/performance check summary form
Internal Standard Area Counts and Retention Time, as applicable	USEPA CLP form or equivalent internal standard summary form (e.g., NYSDEC ASP Form VIII-SV)
GC/MS initial calibration data	USEPA CLP form or equivalent initial calibration summary form (e.g., NYSDEC ASP Form VI-SV)
GC/MS continuing calibration data.	USEPA CLP form or equivalent continuing calibration summary form (e.g., NYSDEC ASP Form VII-SV)
GC/MS calibration verification (initial and continuing)/2nd source calibration verification (ICV/CCV)	USEPA CLP form or equivalent calibration verification summary form
GC continuing calibration data for volatile and semivolatile analyses. If calibration factors are used, calibration factors and their percent differences from the initial calibration must be reported. Retention time windows and analyte retention times must be included in this form	USEPA CLP form or equivalent calibration verification summary form
GC/MS internal standard area and retention time summary data	USEPA CLP form or equivalent internal standard summary form
GC second column confirmation, as applicable. To be done for all compounds that are detected above method detection limits	Chromatograms of all confirmations of all samples and the standard laboratory form for all positive results
Surrogate Compound percent recovery summary	USEPA form or equipment percent recovery summary form (e.g., NYSDEC ASP Form II-SV)
"Raw" analytical data sufficient to recreate and check analysis results for all calibrations, QC sample results, and sample results	Sequentially numbered pages with tabulated index
Requirements for inorganic analytical methods:	
Initial and Continuing Calibration Verification	USEPA CLP form or equivalent calibration verification summary form(s) (e.g., NYSDEC ASP Form II-IN)

REQUIRED LABORATORY DELIVERABLES (Continued)

Method Requirements	Laboratory Deliverables
ICP Interference Check Sample (ICS), as applicable	USEPA CLP form or equivalent ICS standard summary form (e.g., NYSDEC ASP Form IV-IN)
ICP Interelement Correction Factors, as applicable	USEPA CLP form or equivalent internal standard summary form (e.g., NYSDEC ASP Form XII-IN
IDL or MDL determination	USEPA CLP form or equivalent IDL or MDL summary form(s)
Post-digestion spike, as applicable	USEPA CLP form or equivalent post-digestion spike summary form(s) (e.g., NYSDEC ASP Form V-IN)
ICP linear range	USEPA CLP form or equivalent linear range summary form(s) (e.g., NYSDEC ASP Form XII-IN)
ICP serial dilution, as applicable	USEPA CLP form or equivalent serial dilution summary form(s) (e.g., NYSDEC ASP Form IX-IN)
Method of standard addition (MSA), as applicable	USEPA CLP form or equivalent MSA summary form(s)
Laboratory duplicate results, as applicable	USEPA CLP form or equivalent duplicate analysis summary form(s) (e.g., NYSDEC ASP Form VI-IN)
Requirements for other methods:	
Preparation and analysis logs	No format
Sample results	No format
MS/MSD results	No format
Lab duplicate sample results	No format
Laboratory control sample	Control limits
Method blank results	No format
Initial calibration results	No format
Continuing calibration check (calibration verification)	No format. Report percent relative standard deviation or percent difference from initial calibration