FINAL
REMEDIAL DESIGN INVESTIGATION WORK PLAN
FOR

REMEDIAL ACTION AT
THE DEFENSE NATIONAL STOCKPILE CENTER SCOTIA DEPOT
GLENVILLE, NEW YORK

Prepared For:

U.S. Army Corps of Engineers

Prepared By:

AECOM

November 2015

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AECOM
Contract No. W912DY-09-D-0059
Task Order No. 0010

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Acronyms and Abbreviations

AMC	Army Material Command
APP	Accident Prevention Plan
cf	Cubic Feet
cfm	Cubic Feet per Minute
COC	Contaminants of Concern
CSM	Conceptual Site Model
DER	Department of Environmental Remediation
DER-10	Technical Guidance for Site Investigation and Remediation
DO	Dissolved Oxygen
DoD	Department of Defense
DOT	Department of Transportation
EE	Environmental Easement
ELAP	Environmental Laboratory Approval Program
EPA	Environmental Protection Agency
ESI	Expanded Site Investigation
FER	Final Engineering Report
ft bgs	Feet Below Ground Surface
GSA	General Services Administration
IATA	International Air Transport Association
IDW	Investigation Derived Waste
MNA	Monitored Natural Attenuation
MS/MSD	Matrix Spike/Matrix Spike Duplicate
NTU	Nephelometric turbidity unit
NYS	New York State
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
ORP	Oxidation Reduction Potential
PDI	Pre-Design Investigation
PBR	Performance Based Remediation
PCE	Tetrachloroethene
PRB	Permeable Reactive Barrier
QAPP	Quality Assurance Project Plan
QA/QC	Quality Assurance/Quality Control
QSM	Quality Systems Manual
RAWP	Remedial Action Work Plan
RCRA	Resource Conservation and Recovery Act
RDIWP	Remedial Design Investigation Work Plan

ROI	Radius of Influence
ROD	Record of Decision
Site	Defense National Stockpile Center Scotia Depot
SMP	Site Management Plan
SOP	Standard Operating Procedure
SVI	Soil Vapor Intrusion
TCE	Trichloroethene
TCA	Trichloroethane
TOC	Total Organic Carbon
µg/L	Microgram per Liter
USACE	United States Army Corps of Engineers
USEPA	United States Environmental Protection Agency
(C)VOC	(Chlorinated)Volatile Organic Compound
QA/QC	Quality Assurance/Quality Control
ZVI	Zero-Valent Iron

Certification

I, Scott Underhill, certify that I am a currently a Professional Engineer and that this Remedial Design Investigation Work Plan was prepared in accordance with all applicable statutes and regulations and in substantial conformance with the New York State Department of Environmental Conservation (NYSDEC) Department of Environmental Remediation (DER) Technical Guidance for Site Investigation and Remediation (DER-10) and that all activities will be performed in full accordance with the DER-approved scope of work and any DER-approved modifications.

Respectfully submitted,
AECOM Technical Services Northeast, Inc.

SCOTT ANDREW UNDERHILL
075332

Scott Underhill

Scott Underhill, PE

November 17, 2015
Date

1 INTRODUCTION

This Remedial Design Investigation Work Plan (RDIWP) describes the sampling and other field activities that will be completed as part of the design activities for the Defense National Stockpile Center Scotia Depot site (the site) located adjacent to the north side of New York State (NYS) Route 5 (Amsterdam Road) in the Town of Glenville, Schenectady County, New York (see Figure 1-1).

1.1 Background

The Defense National Stockpile Center Scotia Depot is adjacent to the north side of New York State (NYS) Route 5 (Amsterdam Road) in the Town of Glenville, Schenectady County, New York (Figure 1-1). The site and adjacent properties are zoned for commercial use. Residential properties are located to the south between Amsterdam Road and the Mohawk River. The Mohawk River is located approximately 1,500 feet west-southwest of the site and represents the major drainage feature in Schenectady County. The water table beneath the site is approximately 65 feet below ground surface (bgs) and groundwater beneath the site flows from northeast to southwest toward the Mohawk River.

The site overlies a United States Environmental Protection Agency (EPA) designated Sole Source Aquifer referred to as the Schenectady or Great Flats Aquifer system, which is adjacent to and extends beneath the Mohawk River over a distance of approximately 12 miles in Schenectady County. Relative to a series of four aquifer protection zones established to protect five municipal water supplies relying on the aquifer system, the site lies in Zone III, or the General Aquifer Recharge Area. The Defense National Stockpile Center Scotia Depot site is located approximately 1,500 feet southwest of the Village of Scotia well field and approximately 1.25 miles north of the Town of Rotterdam and City of Schenectady well fields.

Portions of the original Scotia Naval Depot have been subdivided and sold since 1972 by the United States Government. The site now consists of several large privately held parcels in addition to a portion of land still administered by the United States General Services Administration (GSA). The private parcels contain a variety of industrial tenants; while the GSA leases its remaining portion to the Defense Logistics Agency/Defense National Stockpile Center and the Navy.

1.2 Site History

The Scotia Depot was built in 1942 and 1943 and was commissioned as a United States Navy facility on March 30, 1943. It served as a storage and supply depot for naval forces along the Atlantic coast and Europe, and as a storage and distribution point for National Stockpile materials. The parcel originally consisted of approximately 337 acres. The facility mostly stored large items such as boilers, turbines and reduction gears and was the home of the Navy's Landing Craft Maintenance and Battle Damage Program and the Navy's Automotive and Handling Equipment Spare Parts Program. Employment peaked in 1945 at 2,342 personnel. On January 1, 1960 the Navy turned the facility over to the GSA.

During the period between early 1966 and approximately 1973, the U.S. Army Corps of Engineers (USACE)/Army Material Command (AMC) leased buildings from the Navy for the fabrication and storage of vehicles as well as other military equipment. GSA records indicate that these included the LARC V Amphibious Lighter. These operations were predominantly conducted in buildings 404, 405 and 406 (see Figure 1-2) by the AMC contractor, Consolidated Diesel Electric Company, who conducted open surface dip tank operations. Additionally, between 1967 and 1969, the GSA and the Navy leased to the United States Army/Defense Supply Agency, Buildings 202 and 203. The agreement indicates these buildings were used for the "preservation and rail loading of trucks; storage of trucks and ten 6x6 AIC vehicles."

In the late 1980s, trichloroethene (TCE) was detected at low level concentrations of less than 1 micrograms per liter (µg/L) (the NYS Drinking Water Standard is 5 µg/L) in the Town of Rotterdam and City of Schenectady well fields (Figure 2-1). In an effort to determine the potential source(s) of the TCE, the NYS Department of Health (NYSDOH) performed sampling of private water supply wells in the area during 1991. The private water supply sampling included residences located on NYS Route 5 in the Town of Glenville hydraulically downgradient of the Defense National Stockpile Center Scotia Depot site. Volatile organic compounds (VOCs), including TCE, 1,1,1-trichloroethane (1,1,1-TCA), and tetrachloroethene (PCE), were detected in groundwater collected in some of these residential wells. The sampling results were consistent with the known groundwater contamination concentrations at the Defense National Stockpile Center Scotia Depot site, including TCE which was detected in the NYS Route 5 residential well water samples at concentrations up to 320 µg/L. Following a recommendation by the NYSDOH to connect to public water, the homes on NYS Route 5 were subsequently connected to public water provided by the Town of Glenville. Although the drinking water standard was never exceeded in the City of Schenectady and the Town of Rotterdam municipal water supply wells, increased groundwater quality monitoring was initiated following the identification of the contamination.

Subsequent to the NYSDOH residential groundwater sampling, six subsurface investigations were completed to identify the possible source of TCE in the residential wells and possibly the Town of Rotterdam and City of Schenectady municipal well fields and to delineate the extent of the TCE groundwater plume. The investigations were completed between 1995 and 2007 and focused on the assemblage of properties comprising the former 337-acre Defense National Stockpile Center Scotia Depot. During the investigations, two areas thought to represent possible TCE source areas, a former burn pit and the Sacandaga Road Landfill, were evaluated. Data suggested that although these areas may be contributing to minor amounts of groundwater contamination, they do not represent TCE source areas. Instead, investigation data indicated that TCE disposal may have also occurred in the northeast corner of the 401 sub-block and the area near the north corner of the 403 sub-block. Based on these investigations, a Record of Decision (ROD) was approved by the NYSDEC in March 2010. A summary of the ROD is discussed in Section 1.3 below.

In addition to the groundwater investigations, soil vapor intrusion evaluations were conducted during the Expanded Site Investigation (ESI). The results of the soil vapor intrusion sampling indicated off-site groundwater containing TCE is not influencing the quality of indoor air at homes that directly overlie or that are along the margins of the TCE groundwater plume. Specifically, a total of 15 vapor intrusion sample sets were collected during the ESI at ten off-site locations and no further action was considered the appropriate outcome for TCE at each of these locations. The presence of low concentrations of carbon tetrachloride in a dissolved phase groundwater plume offset to the north of the TCE plume, however, is potentially influencing both sub-slab and indoor air quality at off- site structures. The following summarizes the evaluation of the vapor intrusion samples:

- No Further Action was considered appropriate at 7 of the 10 properties. At these locations, detected chlorinated volatile organic compound (CVOC) concentrations are considered to be associated with indoor and/or outdoor sources rather than vapor intrusion given the concentration detected in the sub-slab samples.
- Monitoring was the outcome at one residential property to evaluate whether concentrations change over time and if mitigation is necessary at this location.
- Mitigation was the outcome at two residential properties due to the presence of carbon tetrachloride in sub-slab and indoor air samples. Sub-slab depressurization systems were recommended for installation by the NYSDOH for both homes but were declined by each of the two property owners. Follow-up sampling was completed on one occasion for both properties and owners were notified that additional sampling would follow.
- A fourth residence initial outcome was Take Reasonable Action to Reduce Exposures with second round of sampling indicating No Further Action. However, a follow up sampling proposed during the following heating season (2006-2007) was not conducted.

Other VOCs detected in the vapor intrusion samples mainly included petroleum and refrigerant compounds, many of which were detected in each of the sub-slab, basement air, and first floor air samples. The presence and concentrations of these compounds is consistent with typical background levels of VOCs in indoor and outdoor air. During the expanded site investigation, the vapor intrusion pathway was not evaluated for on-site commercial structures.

1.3 Summary of the ROD and the Selected Remedy

The major components of the remedy selected by the NYSDEC described in the March 2010 ROD for site include the following[1]:

- Installation of a zero-valent iron (ZVI) PRB to intercept and reduce the off-site flux of groundwater CVOC contamination. Based on the current understanding of conceptual site model (CSM) and results from the pre-design investigation for the revised lateral and vertical extent of the groundwater CVOC plume, the PRB will be located on the adjacent downgradient property and in the central portion of the 300 Block (Figure 2-2). The PRB will be constructed by placing zero-valent iron into the aquifer across the estimated width of the VOC plume. The ROD estimated 250-foot width of the CVOC plume and ZVI installed from approximately 65 feet bgs (average depth of the water table) to an approximate average depth of 105 feet below ground surface and that a pre-design study would be completed to verify the exact location and dimensions of the permeable reactive barrier.
- The ROD reviewed the indoor air sampling conducted at the downgradient, offsite residential properties and identified a data gap regarding potential soil vapor intrusion for

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[1] See Table 1 (pgs. 27-28) of the ROD for VOCs contaminants of concern (COC) in groundwater and sub-slab vapor

the onsite commercial buildings (Building Nos. 201 through 204) that were over the VOC plumes. Soil vapor intrusion sampling was conducted in these commercial buildings during the pre-design investigations (Stone, 2013 and 2014). Offers for sampling were made by GSA to the potentially impacted four offsite residential properties during the pre-design investigation; however, two property owners refused and two did not respond to the offers.

A summary of the elements of the selected remedy as defined in the March 2010 ROD are as follows:

1. A remedial design program will be implemented to provide the details necessary for the installation, operation, maintenance, and monitoring of the remedial program.
2. Installation of a ZVI PRB across the width of the VOC plume. The location and dimensions of the PRB may change depending on the outcome of the remedial design program. Since this remedy requires no permanent above ground structures, the disturbed treatment area will be restored to pre-existing conditions following ZVI injection.
3. Imposition of an institutional control in the form of an environmental easement (EE).
4. The property owner, or designated representative, will provide a periodic certification of institutional and engineering controls, prepared and submitted by a professional engineer or such other expert acceptable to the NYSDEC, until the NYSDEC notifies the property owner in writing that this certification is no longer needed.
5. The operation of the components of the remedy will continue until the remedial objectives have been achieved, or until the Department determines that continued operation is technically impracticable or not feasible.
6. Since the remedy results in untreated hazardous waste remaining at the site, a site management plan is required, which will include the following institutional and engineering controls.

A pre-design investigation (PDI) was completed in 2013 to verify the location and dimensions of TCE plume to better estimate the appropriate location and depth of the PRB. The pre-design investigation included:

- Baseline groundwater sampling of 24 existing onsite monitoring wells;
- Synoptic measurement of groundwater elevations in 35 on-site and off-site monitoring wells;
- Vertical groundwater profile of VOC plume at 16 locations (WP-01 to WP-16);
- Installation and development of four onsite monitoring wells (MW-24 through MW-27);
- Hydraulic conductivity measurements;
- Geotechnical soil sampling (laboratory sieve, bulk density, and effective porosity analyses);
- ZVI treatability study (bench-scale column test) using site soil and groundwater; and,

- Two rounds of soil vapor intrusion samples (co-located sub-slab and indoor air) in the four on-site commercial buildings over the VOC plumes (Buildings 201 through 204) and one round of sub-slab grab samples only from two vacant GSA buildings (Building 403 and 404).

The results of the PDI indicated that the plume location was actually shifted to the south/southeast from the estimated plume delineation shown in the 2010 ROD (see Figure 3 from the ROD and Figures 6 and 10 from Final PDI Report). The PDI also delineated the vertical (not well defined in previous investigations) and horizontal limits of the plume across a transect of groundwater profile locations. The results of the ZVI treatability study indicated that ZVI would be effective in neutralizing the TCE plume at the detected maximum concentrations and site-specific geochemical conditions. The PDI also evaluated a preliminary PRB design approximately 850-feet long centered on the highest concentration axis of the TCE plume extending to estimated lateral limits of the plume based on the vertical groundwater profile locations. Subsequent evaluation of the data to maximize treatment of the TCE plume estimated that PRB pre-design dimensions of approximately 700 feet PRB centered on the TCE plume with shallower 250 feet extension to treat lower TCE concentrations.

The SVI sampling of the four on-site commercial buildings was coordinated with GSA, USACE and NYSDEC/DOH and conducted during two heating seasons in April 2013 and March 2014. As noted above, offers were made to the potentially impacted four offsite residential properties and were either refused or received no response. The first round of on-site SVI sampling collected 15 sub-slab samples from target locations in Buildings 201 through 204 and vacant Buildings 403 and 404 and 11 co-located indoor air samples (including background ambient air samples). The analytical results of the SVI sampling were evaluated using the air guidelines provided in the NYSDOH Guidance for Evaluating Soil Vapor Intrusion in the State of New York (dated October 2006) and indicated areas of mitigation were required in each of the four Buildings 201 through 204 (see Figure 8 from Final SVI Report (Stone, 2014). The second round of on-site SVI sampling was conducted using the same locations sub-slab and indoor air collected during the first round. The analytical results were similar to the first round of SVI samples and indicated similar areas of mitigation for Buildings 201 through 204 (see Figure 8 from Final SVI Letter Report).

1.4 Objectives

The main objectives of this RDIWP are to collect data and information needed in order to complete the design of the PRB wall and SVI mitigation system and to make necessary preparations for the remedial actions at the site. The critical components of the PRB design include orientation, length, depth, and thickness. While most of these design parameters were determined when working with the USACE during the proposal phase of this project, the required wall thickness, which will influence the effectiveness of the PRB, is still uncertain. In order to ensure an effective design, additional data collection efforts are proposed to be completed as part of this RDIWP to confirm key design parameters.

The specific objectives of this RDIWP include:

- Collecting baseline groundwater samples in order to establish current site conditions that can be compared to future groundwater samples to evaluate PRB performance for the contaminants of concern (COCs);
- Performing a bench scale ZVI test in order to determine the most effective type and amount of ZVI to use at the site to treat the COCs;
- Performing hydraulic pulse testing to determine hydraulic conductivities in the aquifer through which the PRB will be installed; and
- Performing communication testing in the buildings to determine effective radius of influence for the SVI mitigation systems.

The RDIWP activities used to support the objectives include:

- Installing eight compliance monitoring wells upgradient and downgradient of the PRB;
- Installing one upgradient monitoring well along the GSA property boundary;
- Baseline groundwater sampling of new and existing wells for COCs and geochemical parameters used to indicate monitored natural attenuation (MNA);
- Hydraulic pulse interference testing of newly installed and existing wells to determine hydraulic conductivity and variability;
- Performing an expanded bench scale test to evaluate multiple ZVI products at varying flow rates for treatment effectiveness;
- Communication testing of at least two locations per building; and
- Sealing of the cracks within the areas of the communication testing.

This data will be evaluated in conjunction with the data collected as part of Stone Environmental' s PDI and SVI reports (Stone, 2013 and Stone, 2014) and will form the basis for inputs to a multi-component probability analysis of all major parameters to develop the final design. Existing site conditions and proposed areas of work are provided in Figure 1-2. All work completed under this RDIWP will be in compliance with the approved site-specific Accident Prevention Plan (APP) (AECOM, 2015a) and Quality Assurance Project Plan (QAPP) (AECOM, 2015b).

2 FIELD TASKS

2.1 Design Investigation for Permeable Reactive Barrier

2.1.1 Installation of Compliance Monitoring Wells

The primary method of demonstrating PRB performance will be to measure concentrations of COCs travelling through the PRB at multiple locations along the length of the PRB. Groundwater compliance monitoring wells will be installed on both the upgradient and down gradient sides of the PRB installation location in order to ensure effectiveness of the design. An as-built survey will be performed upon final installation of the monitoring wells and PRB and will be included in the Final Engineering Report. The compliance monitoring wells will be installed by sonic drilling methods and will be developed prior to the installation of the wall so that they can be included in the baseline groundwater sampling event and hydraulic interference pulse testing (Sections 2.1.3 and 2.1.7).

In order to measure the PRB effectiveness most accurately, compliance monitoring wells will be installed in close proximity to the PRB to eliminate/reduce the effects of matrix diffusion (MW-28 through MW-35). There will be four couplets of wells installed for a total of eight wells. For each of the couplets, one well upgradient and one well downgradient, approximately 10 feet from the PRB on either side, will be installed. The 10-foot spacing was determined to be close enough to the PRB to diminish potential effects from matrix diffusion while at the same time far enough from the PRB to reduce the potential for short circuiting of injected iron material during installation. To further reduce the potential for short circuiting, each compliance wells will have a packer placed above the screen to maintain a positive pressure within the well during injections of iron materials. The proposed PRB is 950 feet long and will consist of two segments: a 700 foot long section extending from 65 feet below ground surface (bgs) to 110 feet bgs and a 250 foot long section extending from 65 feet bgs to 75 feet bgs. More information on the PRB design and construction will be included in the forthcoming Remedial Action Work Plan (RAWP).

The 700 foot, 45 foot high, PRB will have three well couplets installed. One couplet will be located 125 feet from the edge on either side of the PRB and the third will be installed in the center, 350 feet from the edge on either side. The 250 foot, 10 foot high, PRB will have a single well couplets installed in the middle of the wall. Figure 2-1 shows the proposed locations of these wells. These spacing distances are based on prior experience with PRB compliance monitoring and industry standards and are sufficient to account for spatial heterogeneity and adequate PRB performance monitoring. A summary of the groundwater compliance well installation details for each PRB wall are presented in Table 2-1 below and Figure 2-2.

Drilling locations will be pre-cleared by calling Dig Safe NY at least 72-hours prior to the start of drilling. Each location will be hand cleared to 5 feet below ground surface.

Table 2-1 Groundwater Compliance Monitoring Well Installation Details

Compliance Well Couplets[1]	PRB Wall Segment to Monitor	PRB Depth (ft bgs)	Well Screen Length (ft)	Well Screen Interval (ft bgs)
MW-28/29	Shallow Wall	65-75	5	67-72
MW-30/31	Deep Wall	65-110	10	82-92
MW-32/33	Deep Wall	65-110	10	82-92
MW-34/35	Deep Wall	65-110	10	82-92

[1] Odd numbered wells downgradient/even number wells upgradient of PRB

The monitoring wells will be installed by sonic drilling methods. A 4-inch inside diameter casing will be used with either drilling method. Continuous samples will be collected during the well installation either with 10 ft sleeves with sonic drilling. A geologist will log the soils on the well/boring log provided in Appendix A. The boring will be advanced to the final depth as prescribed in Table 2-1. Monitoring wells will be constructed of Schedule 40 PVC with a 0.010-inch well screen. The filter pack will be constructed with #0-sand and will extend 1-ft above the well screen. A 2-ft thick bentonite chip seal will be placed above the sand pack. The remaining annulus will be filled with a bentonite/portland grout mix to within 2-feet of the ground surface. Each well will be completed with a flush mount well cover and concrete pad. A locking well cap and pad lock will be used to secure the wells. A Standard Operating Procedure (SOP) for monitoring well installation is included in Appendix B.

The compliance monitoring wells will be developed no sooner than 24-hours after installation. A Waterra pump fitted with a foot valve and a 1-7/8 inch surge block will be used for well development. Non-disposable development equipment will be decontaminated between wells. All drilling fluids used during well installation will be removed during development. The wells will be developed until:

- The turbidity remains within a 10 nephelometric turbidity unit (NTU) range for at least 3 readings.
- The stabilization criteria outlined in Section 2.1.3.1 (Low Flow Groundwater Sampling) are met.

Development fluids will be contained in 55-gallon drums and managed as described in Section 2.1.6. The well development will be documented on the well development form provided in Appendix A. A SOP for monitoring well development is included in Appendix B.

2.1.2 Installation of Upgradient Monitoring Well

An additional monitoring well will be installed along the GSA property boundary between existing well MW-22 and the pumping well located between Buildings 501 and 601. The purpose of this monitoring well will be to determine if groundwater along the upgradient portion of GSA's property has been impacted by VOCs. Figure 2-1 shows the proposed locations of the upgradient monitoring well (MW-36). MW-22 is screened at a depth of 63 to 78 feet bgs while the pumping well is screened at a depth of 79 to 89 feet bgs. The proposed screen interval at MW-36 is 70-80 ft bgs that overlaps both intervals between the existing monitoring and pumping wells. A summary of the groundwater compliance well installation details for each PRB wall are presented in Table 2-2 below and Figure 2-2. This upgradient monitoring well will be installed in the same manner as the well couplets discussed in Section 2.1.1.

Table 2-2 Upgradient Monitoring Well Installation Details

Upgradient Well	Groundwater to Monitor	Well Screen Length (ft)	Well Screen Interval (ft bgs)
MW-36	Deep Groundwater along GSA Property	10	70-80

2.1.3 Baseline Groundwater Sampling

In order to ensure that the PRB design is based on current groundwater and plume conditions, a round of baseline groundwater samples will be collected. Groundwater samples will be collected from the existing onsite wells and the newly installed compliance monitoring wells, for a total of 32 groundwater samples, listed below in Table 2-2 and shown on Figure 2-1. All samples will be analyzed for the following parameters by ALS Environmental in Middletown, Pennsylvania:

- VOCs using USEPA Method 8260C;
- Total organic carbon (TOC) using method EPA SM 5310B;
- Alkalinity using EPA SM 2320B;
- Chloride, nitrate, and sulfate using EPA Method 300.0; and
- Dissolved gases (methane, ethane, and ethene) using Method RSK 175

Field quality assurance/quality control (QA/QC) samples including field duplicates, matrix spike/matrix spike duplicates (MS/MSDs), and equipment rinsate blanks will be collected. Field duplicates and MS/MSDs will be collected at a rate of one for every ten samples collected. Since equipment rinsate blanks are used to confirm the decontamination procedure, the collection rate for these will be determined in the field, with at least one collected as part of this sampling event.

Table 2-3 Existing and Proposed Groundwater Monitoring Well Details

Well IDs	Screened Interval (ft bgs)	Upgradient or Downgradient from PRB
B-1	48-68	Upgradient
B-3	47.5-67.5	Upgradient
MW-5	62.5-72.5	Downgradient
MW-6	58.5-68.5	Downgradient
MW-7	61-71	Downgradient
MW-9	110-120	Downgradient
MW-13	65-80	Downgradient
MW-14	65-80	Upgradient
MW-16	55-70	Downgradient

Well IDs	Screened Interval (ft bgs)	Upgradient or Downgradient from PRB
MW-17	60-75	Upgradient
MW-18	60-75	Upgradient
MW-19	62-77	Upgradient
MW-20	63-78	Upgradient
MW-22	63-78	Upgradient
MW-23	63-78	Upgradient
MW-24	100-100	Downgradient
MW-25	65-75	Upgradient
MW-26	100-110	Downgradient
MW-27	100-110	Downgradient
MW-28*	67-72	Upgradient
MW-29*	67-72	Downgradient
MW-30*	82-92	Upgradient
MW-31*	82-92	Downgradient
MW-32*	82-92	Upgradient
MW-33*	82-92	Downgradient
MW-34*	82-92	Upgradient
MW-35*	82-92	Downgradient
MW-36+	70-80	Upgradient
GEP-1	59.6-74.6	Downgradient
GEP-2	60.6-75.6	Upgradient
GEP-3	59.6-74.6	Upgradient
GEP-4	60.15-75.15	Upgradient

*Newly installed compliance wells proposed under this work plan

+Newly installed well on the upgradient property boundary

2.1.3.1 Low-Flow Sampling Techniques

Depth to water measurements will be collected with an electronic water level meter from each of the sampled wells. Prior to measuring, the wells will be opened and allowed to equilibrate to atmospheric pressure. After equilibration, depth to water measurements will be taken to the hundredth of an inch. Following water level measurements, low-flow sampling techniques will be used in accordance with Groundwater Sampling Guidelines for Superfund and RCRA Project Managers (USEPA OSWER 542-S-02-001). The default groundwater sampling method will be in accordance with EPA's low stress, often referred to as low flow, sampling technique (Low-Flow (Minimal Drawdown) Ground-Water Sampling Procedures, EPA/540/S-95/504) (EPA, 2010) and is discussed below. A SOP for ground-water sampling is included in Appendix B.

A bladder pump (or similar submersible pump) will be used to purge the wells. The pump intake will be set at the midpoint of the saturated screened interval. The pump will be operated at a flow rate of approximately 100 to 500 milliliters per minute (mL/m) and water levels will be monitored to ensure that the pumping rate causes minimal/no drawdown. Dedicated tubing will be used for groundwater sample collection. Field parameters will be recorded on the Well Sampling Form (see Appendix A) every five minutes during purging and will include:

- Purge rate (mL/min)
- Depth to water (0.01 ft)
- Temperature (degrees Celsius)
- pH
- Specific conductance (millisiemens per centimeter [ms/cm])
- Dissolved Oxygen (DO) (milligrams per liter [mg/L])
- Oxidation-Reduction Potential (ORP) (millivolts [mV])
- Turbidity (NTU)

A flow-through cell will be used to obtain temperature, pH, specific conductance, DO, ORP. Turbidity will be measured using a separate instrument. Purging will be considered complete when the indicator parameters have stabilized over three consecutive readings. Stabilization parameters are:

- Drawdown: less than 0.3 ft drawdown during purging;
- pH: ± 0.1 standard unit
- Specific Conductivity: ± 3%
- DO: ± 10 % (mg/L) for values greater than 0.5 mg/L or 3 readings < 0.5 mg/L
- ORP: ±10 mV
- Turbidity: < 5 NTU or ± 10% for readings >5 NTU

During sample collection, the flow-through cell will be disconnected, and the sample tubing discharge will be directed into the laboratory supplied sample containers. The target flow rate approximately 100 mL/m and one bladder pulse during sample collection for VOC analysis.

2.1.3.2 Sample Packaging and Shipping

Samples collected for laboratory analysis will be transported to the ALS Environmental Albany Service Center or delivered via FedEx to ALS laboratory on the day of collection if possible; otherwise samples will be delivered on the day after collection, following proper identification, chain-of-custody, preservation, and packaging procedures. The ALS laboratory is accredited under Department of Defense (DoD) Environmental Laboratory Approval Program (ELAP) for DoD Quality System Manual (QSM) methods. A SOP for Sample Handling, Storage, and Shipping is included in Appendix B.

A properly completed chain-of-custody form will accompany each sample shipment. The sample identifiers will be listed on the chain-of-custody form. When transferring the possession of samples, the individuals relinquishing and receiving will sign, date, and note the time on the record. This record documents transfer of custody of samples from the sampler to another person, to the laboratory, or to/from a secure storage area.

Samples will be properly packaged to avoid breakage, stored on ice at 4° C for shipment and dispatched to the laboratory for analysis. In the event that samples must be held overnight prior to shipment, the temperature of the cooler and presence of sufficient ice will be checked and new ice added prior to shipment. A signed chain-of-custody form will be enclosed and secured to the inside top of each sample box or cooler. The chain-of-custody (white copy), a cooler receipt form (if applicable), and any additional documentation will be placed in a plastic bag to prevent them from getting wet, and one copy will be retained by the field team leader.

Shipping containers will be secured with strapping tape and custody seals for shipment to the laboratory. Signed custody seals will be covered with clear plastic tape. The cooler will be taped shut with strapping tape in at least two locations. Sample shipments will follow Department of Transportation (DOT) and International Air Transport Association (IATA) regulations and documentation.

2.1.4 Field Records and Documentation

The objective of this subsection is to provide consistent procedures and formats by which field records will be kept and activities documented. Field records and documentation to be used during field activities include field log books and standard forms. Standard forms include chain-of-custody forms, Drilling Logs, Well Installation Diagrams, Well Development Forms, and Well Sampling Forms. Example forms are provided in Appendix A.

Log book entries will be recorded in indelible, waterproof ink. If errors are made in any field log book, field record (form), chain-of-custody, or any other field record document, corrections will be made by crossing a single line through the error, entering the correct information, and initialing and dating the correction. Appendix B includes a SOP for log book entries.

2.1.5 Decontamination Procedures

To avoid cross contamination, sampling equipment (defined as any piece of equipment which may contact a sample) will be decontaminated according to the procedures discussed below. Field equipment rinsate blanks will be generated and analyzed to monitor the effectiveness of field decontamination procedures. At a minimum, will be collected at a frequency of approximately 1 in 10 monitoring well field samples collected with a decontaminated non-dedicated pump. This rate may be adjusted in the field as appropriate.

Cross contamination is minimized by the use of vendor-decontaminated, dedicated, disposable equipment to the extent practical. Personnel decontamination is discussed in the APP. A SOP for decontamination is provided in Appendix B.

2.1.5.1 Small Equipment Decontamination

Small equipment decontamination for non-disposable equipment such as water level meters and submersible pumps will be accomplished using the following procedures:

- Alconox (or equivalent) and potable water wash;
- Potable water rinse; and
- Distilled/deionized water rinse.

Solvents will not be used in the field decontamination of such equipment. Decontamination will include scrubbing/washing with a laboratory grade detergent (e.g. Alconox) to remove visible contamination, followed by potable (tap) water and analyte-free water rinses. Tap water may be used from any treated municipal water system; the use of an untreated potable water supply is not an acceptable substitute.

Equipment should be allowed to dry prior to use. Steam cleaning or high pressure hot water cleaning may be used in the initial removal of gross, visible contamination.

Electric submersible pumps (such as a Grundfos Redi-Flow II) will be decontaminated using the above steps followed by running a large volume (several gallons) of potable water through the pump, followed by an analyte-free water rinse. Tubing will not be re-used (new tubing will be used for each well). Submersible pumps and supporting lines and cables will be placed in a plastic bucket filled with Liquinox and potable water and then run for several minutes (to decontaminate both exterior and interior parts). The process will be repeated with potable water. Submersible pumps will also be given a final analyte-free water rinse of both interior and exterior parts.

If bladder pumps are used, the pump will be disassembled and cleaned after each used. A new bladder will be used for each sample. Small parts, such as screens and gaskets will be replaced after each use. Dedicated airline tubing and Teflon sample tubing will be used at each monitoring well. The pump will be cleaned using the following steps:

- Alconox (or equivalent) and potable water wash;
- Potable water rinse; and
- Distilled/deionized water rinse, air dry.

2.1.5.2 Heavy Equipment Decontamination

Drilling equipment will be decontaminated before the first use, between boreholes and prior to demobilization. An 15 foot by 15 foot decontamination pad will be installed near proposed wells MW-34/35 near building 405 for this purpose. The decontamination pad will be equipped with proper containment so that fluids can be captured. Decontamination fluids will be containerized (drummed) for subsequent characterization or disposal.

2.1.6 Management of Investigation Derived Waste

Investigation Derived Waste (IDW) management will be in accordance with section 3.3(3e) of NYSDEC's DER-10. The sampling methods and equipment will be selected to limit both the need for decontamination and the volume of IDW. Personal protective equipment and disposable sampling equipment will be placed in plastic garbage bags for disposal as a solid waste. Types of IDW typically generated include: soil cuttings from soil borings and monitoring well installation; development and purge water from the wells; and decontamination water from the drill rigs, Geoprobe rigs, and equipment. Monitoring well purge water and decontamination water will be containerized for characterization and subsequent disposal. Drums containing water will be left with sufficient headspace in order to prevent rupturing due to freezing of the water.

Drill cuttings and other soil generated on-site during the proposed work discussed herein will be considered contaminated. All soils will be containerized in either new or reconditioned drums and stored within the designated IDW lined and bermed staging area. Drummed material will be characterized and disposed of in accordance with all applicable State and Federal regulations.

A SOP for IDW management is included in Appendix B.

2.1.7 Hydraulic Pulse Interference Testing

Hydraulic pulse interference tests will be conducted using compliance monitoring wells MW-28 through MW-35. The hydraulic pulse interference tests prior to and following the installation of the PRB to evaluate the baseline hydrogeologic conditions between wells, serve as a baseline for final comparison of any PRB impacts to the natural groundwater flow following installation, as well as to assess the hydraulic effectiveness of the PRB. The pulse test is highly sensitive and defines the degrees of hydraulic continuity between the source and the receiver wells. The pulse interference test is a transient test and hydraulic properties such as transmissivity and storativity of the formation can be quantified.

Prior to the mobilization to the site, calibration procedures will be performed on the highly sensitive and precise pressure transducers used to monitor the pressure differential across the well pair. The calibrations will be completed utilizing newly calibrated gauges to develop the appropriate calibration coefficients for data logging by the data acquisition system. Following calibration, all equipment will then be tested against known pressures to ensure accuracy and dependability. By calibrating the equipment and using up to date well transducer coefficients, the accuracy of the monitoring equipment can be confirmed prior to mobilization to the site.

The source well injection system consists of an inflatable packer to isolate the injection horizon, and a pressure transducer that is placed in the source well to monitor injection pressures. The receiver well system also consists of an inflatable packer isolating the high precision pressure transducer from well bore storage effects by sealing the screen interval from the atmosphere within the well seal. The test consists of cyclic injection of fluid (e.g., hydrant water or other available potable water tap via spigot) into the source well with the pressure pulses measured in the receiver well. During testing, the injection flow rate is controlled by a constant flow rate direct drive pump with solenoid adjustable time interval switching values to precisely modulate the periodic time injection and shut-in of the source well. Approximately 10 gallons of water will be injected over a short time period (i.e., less than 2 minutes).

During the pulse interference test, the source well's flow rate and pressure are monitored along with all of the receiver pressure transducers. The receiver well pressure transducers are of high precision and can detect changes in pressure as low as 1/10,000 psi. The flow rate and pressures are continuously monitored and recorded at high data acquisition rates. To ensure the tests are repeatable, the pulse switching mechanism is automatically controlled by a timed relay switch and recorded by the data acquisition system as increases and decreases in pressure within the source well. To optimize the resolution of the test, the injection/shut-in time interval and/or injection flow rates are typically varied depending on site conditions, source and receiver well responses and the distances between source and receiver wells.

Based on the results from the compliance wells, additional monitoring wells may be tested at varying distances from the wall. Tentative wells to be tested include GEP-1, GEP-3, MW-13, MW-15, MW-24, MW-25, and/or MW-26.

2.1.8 ZVI Bench Scale Test

A bench-scale treatability test using ground water from the site will be used to determine the reactivity of the granular ZVI considered for the PRB at the site at varying flow rates. Two ZVI sources suitable for use with proposed installation methodology will be tested with the potential for a third source. Data from these bench-scale tests will be used to estimate the effectiveness of the PRB on treating site ground water and to confirm the iron source and finalized PRB design thickness.

Groundwater for the treatability test will be collected from one of the following sources: GEP-1, GEP-2, GEP-3, MW-24, MW-31 or MW-34. The selection of the source will be dependent on groundwater sampling parameters.

2.2 Design Investigation for Soil Vapor Intrusion

2.2.1 Communication Testing for SVI

Pilot testing will be performed at each the four buildings (i.e., Buildings 201 through 204 as shown in Figure 1-2) with two tests per building. The purpose of the pilot testing is to determine the radius of influence (ROI) that will be used for the SVI system. In the event the ROI between these two tests varies by more than 20 percent, then two additional tests will be performed, one for each half of the building, giving a total of four for that building. The vacuum extraction point spacing for each half of the building will be based on the average of those two points on that half of each building. This will ensure the adequate coverage of the SVI system for each building.

Each pilot test will include the installation of a vacuum extraction point and six vacuum monitoring points spaced 20, 30, 40, 50, 60, and 70 feet from the vacuum extraction point. A core drill will be used to install each vacuum extraction point. Water will be used during the installation to reduce dust. One cubic foot (cf) of the sub-slab material will be removed at each point and clean, washed pea gravel will be installed. A vacuum will be placed on the extraction vacuum extraction point and vacuum readings will be taken at each of the monitoring points. The ROI of the extraction point will be based where vacuums of 0.04 inches of water column are measured. In the event that the vacuum at the furthest point is significantly higher than 0.04 inches of water additional vacuum extraction points may need to be installed. If this is the case, the maximum radius of influence that will be used for installation is 100 ft. An example of the communication testing layout is shown of Figure 2-3.

During the pilot test, a modular sub-slab depressurization system consisting of a single RadonAway GP501 vacuum fan, or equivalent fan, capable of extracting 10 to 30 cubic feet per minute (cfm) at vacuums of 3.5 to 4 inches of water column, will be used to remove sub-slab vapors from each building. The vacuum at each suction point will be confirmed using a digital micro-manometer capable of detecting down to a 0.001-inch water column. Vacuum measurements will be taken from each point at 10 minute intervals. The pilot test will be run until all vacuum readings do not change by +/- 10% or by 0.002-inches of water column.

The air flow rate from each extraction point will be confirmed using a digital manometer. During the pilot tests, each vacuum extraction point and work area will be screened with a photoionization detector. Cracks within the communication testing area will be tested with smoke to determine if any connection with the sub-slab vapor exists.

Upon completion of the communication testing, all extraction and monitoring points will be maintained until after the full SVI mitigation system has been installed. In the event that maintaining the monitoring points between communication testing and the full system installation will interfere with business operations of building tenants, the monitoring points will be abandoned and mark so that they can bet reinstalled when needed. More information on the design and installation of the SVI mitigation system will be provided in the RAWP.

2.2.2 SVI Building Crack Sealing

Most vapor-phase intrusion occurs via cracks in masonry foundations or building slabs. Each of the four building slabs will be inspected for cracks prior to the start of the communication testing. Cracks at least ¼-inch wide and ¼-inch deep will be sealed using a non-shrink urethane sealant to eliminate the vapor pathway between the indoor air and the sub-slab vapor. All cracks will be cleaned with a vacuum prior to sealing. The non-shrink urethane sealant must comply with federal specification TT-S-00230C, and has a life expectance of 10-20 years. The following manufacturers of non-shrink urethane caulking sealants may be used:

- Pecora Corp. (Dynatrol)
- Mameco Inc. (Vulkem or CR Lawrence)
- Geocel

Cracks will be monitored during the communication testing and with additional sealant applied as necessary. Cracks less than ¼ inch wide will be monitored during the communication testing using smoke.

3 SCHEDULE

The proposed schedule for the field activities are summarized in Table 3-1.

Table 3-1 Proposed Field Work Schedule

Task	Estimated Start Date	Estimated Duration
Compliance Well Installation & Development	11/9/15	12 days
Well Sampling	11/9/15	10 days
Hydraulic Pulse Interference Testing	11/30/15	5 days
ZVI Bench Scale Test	12/7/15	45 days
SVI Communication Testing	11/16/15	20 days
Crack Sealing	11/16/15	20 days

4 DELIVERABLES

The information derived from these field efforts will be used to design the PRB wall and SVI mitigation systems. The design of the PRB wall and SVI mitigation system will be outlined in a combined RAWP following the guidelines of DER-10. The design of the PRB wall installation injection point spacing will be based on information gathered from the hydraulic pulse interference tests. The PRB wall thickness design will be based on results from the hydraulic pulse interference tests, ZVI bench-scale tests and baseline groundwater sampling event to size the thickness of the PRB. The SVI mitigation system design will be based on the results of the communication testing in each building.

The RAWP will be submitted to all project stakeholders in December for review so installation of the PRB injection wells in January 2016. Some of the test results of the bench-scale testing and baseline groundwater sampling data will not be available at that time, so an amendment to the RAWP will submitted to all project stakeholders in February 2016 for review in order to begin the PRB injections in April 2016.

5 REFERENCES

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Stone Environmental, 2013. Final Pre-Design Investigation Report, Defense Nation Stockpile Center Scotia Depot Site, Town of Glenville, NY, December.

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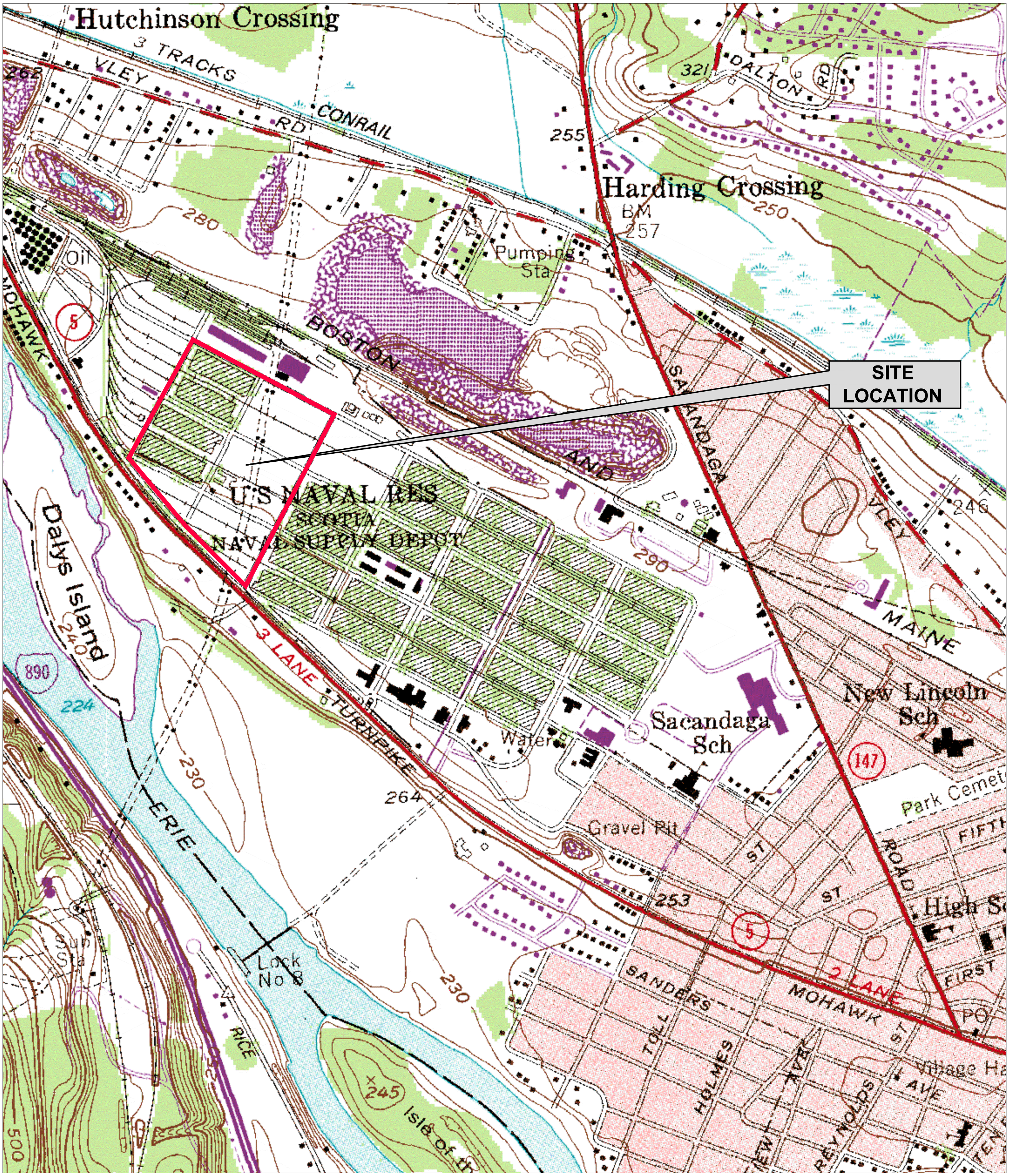
USACE, 2015. W912DY-09-D-0059 – TO 0010, Design and Install a PRB for Groundwater Contamination Remediation and Specification for Vapor Intrusion Mitigation System at Scotia Depot, New York, Former Scotia Navy Depot, Town of Glenville, NY, August.

FIGURES



MAP REFERENCE:
IMAGE SHOWN FROM U.S.G.S.7.5 MINUTE
QUADRANGLE, SCHENECTADY SERIES

0 2000' 4000'

Issue Status: DRAFT

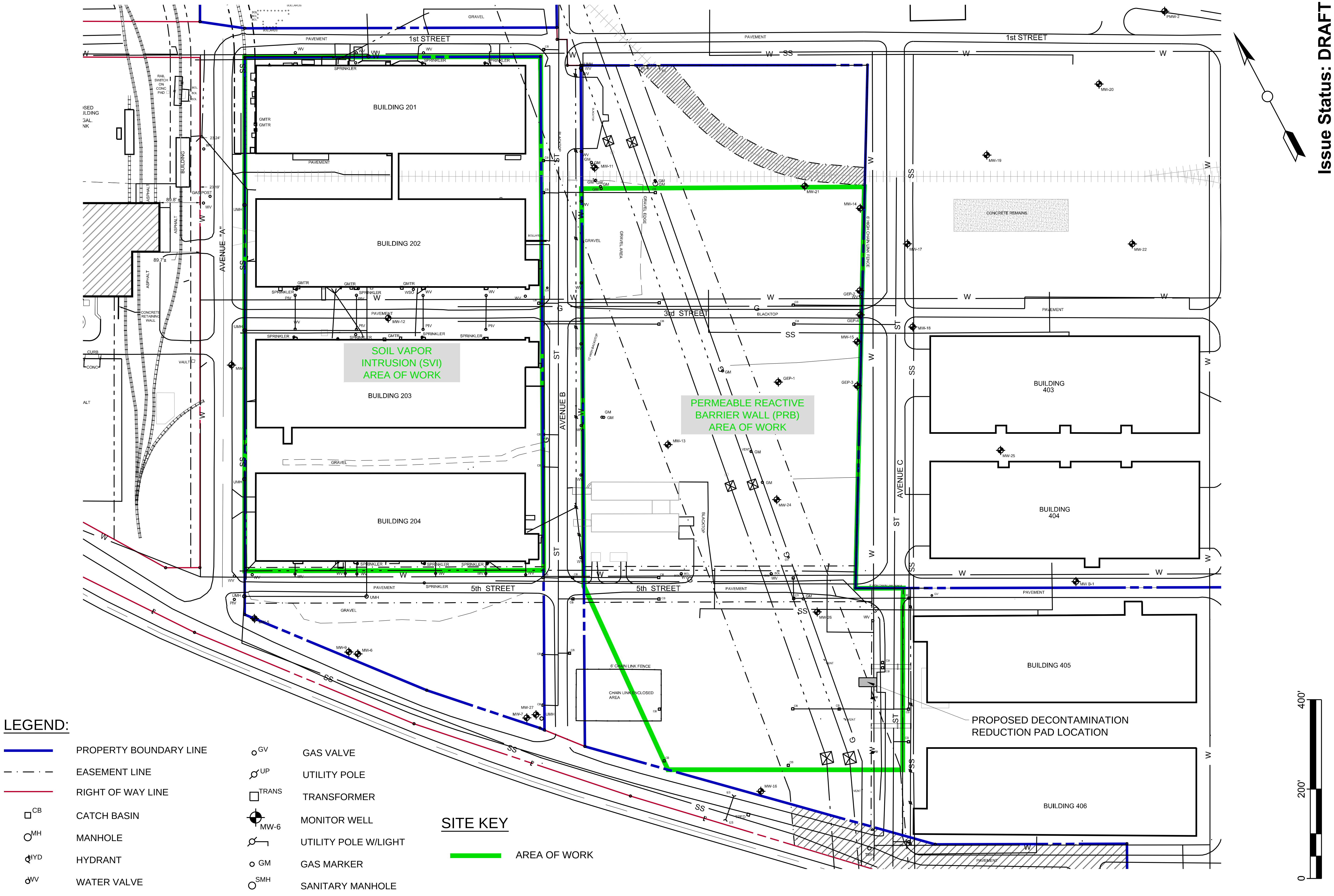
REMEDIAL DESIGN FOR:
DEFENSE NATIONAL STOCKPILE
SCOTIA DEPOT SITE - SCOTIA, NY
Project No.: 60440641 Date: October, 2015

US ARMY Corps
of Engineers

SITE LOCATION
PLAN

AECOM

Figure: 1-1



LEGEND:

PROPERTY BOUNDARY LINE	
EASEMENT LINE	
RIGHT OF WAY LINE	
CB	CATCH BASIN
MH	MANHOLE
HYD	HYDRANT
WV	WATER VALVE
GV	GAS VALVE
UP	UTILITY POLE
TRANS	TRANSFORMER
MW-6	MONITOR WELL
	UTILITY POLE W/LIGHT
GM	GAS MARKER
SMH	SANITARY MANHOLE

SITE KEY

🟩 AREA OF WORK

Issue Status: DRAFT

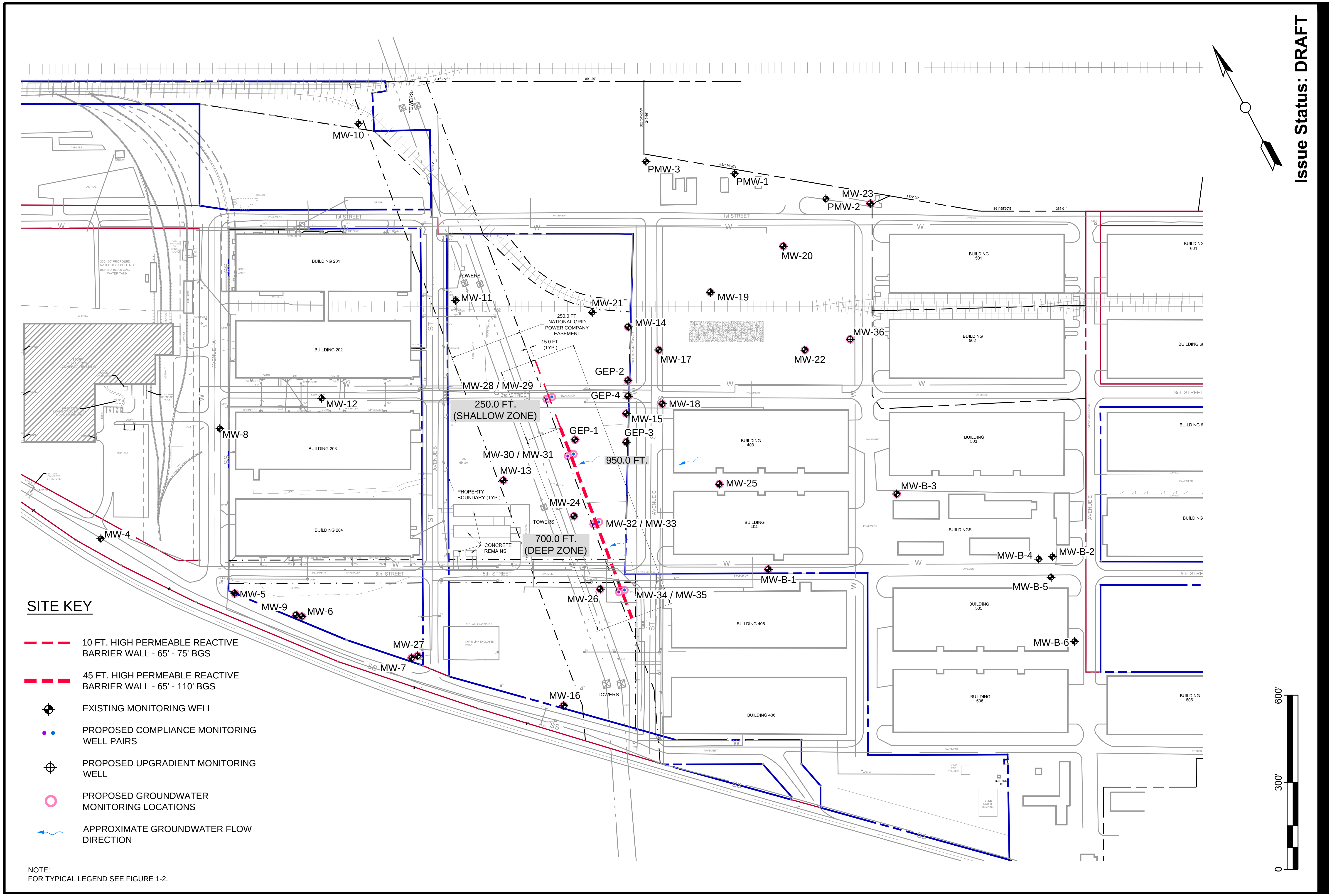
AECOM

Figure: 1-2

DESIGN INVESTIGATION WORK PLAN
EXISTING CONDITIONS AND
PROPOSED AREAS OF WORK

US ARMY Corps
of Engineers

REMEDIAL DESIGN FOR:
DEFENCE NATIONAL STOCKPILE CENTER
SCOTIA DEPOT SITE - SCOTIA, NY
Project No.: 60440641 Date: October, 2015



SITE KEY

▬ ▬ 10 FT. HIGH PERMEABLE REACTIVE BARRIER WALL - 65' - 75' BGS

▬ ▬ 45 FT. HIGH PERMEABLE REACTIVE BARRIER WALL - 65' - 110' BGS

⌖ EXISTING MONITORING WELL

● ● PROPOSED COMPLIANCE MONITORING WELL PAIRS

⌖ PROPOSED UPGRADIENT MONITORING WELL

○ PROPOSED GROUNDWATER MONITORING LOCATIONS

〜 APPROXIMATE GROUNDWATER FLOW DIRECTION

NOTE:
FOR TYPICAL LEGEND SEE FIGURE 1-2.

Issue Status: DRAFT

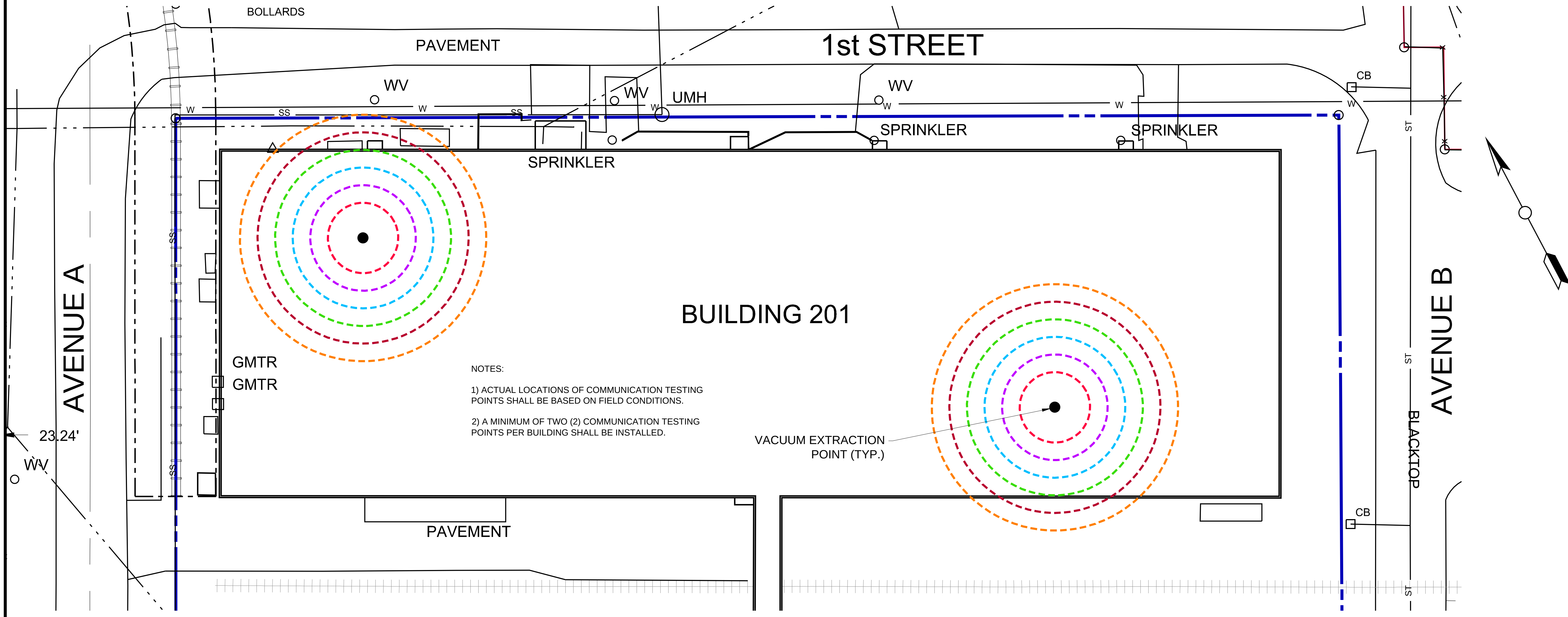
AECOM

Figure: 2-1

DESIGN INVESTIGATION WORK PLAN
PERMEABLE REACTIVE BARRIER
WALL LAYOUT AND MONITORING
LOCATIONS

US ARMY Corps
of Engineers

REMEDIAL DESIGN FOR:
DEFENCE NATIONAL STOCKPILE CENTER
SCOTIA DEPOT SITE - SCOTIA, NY
Project No.: 60440641 Date: October, 2015



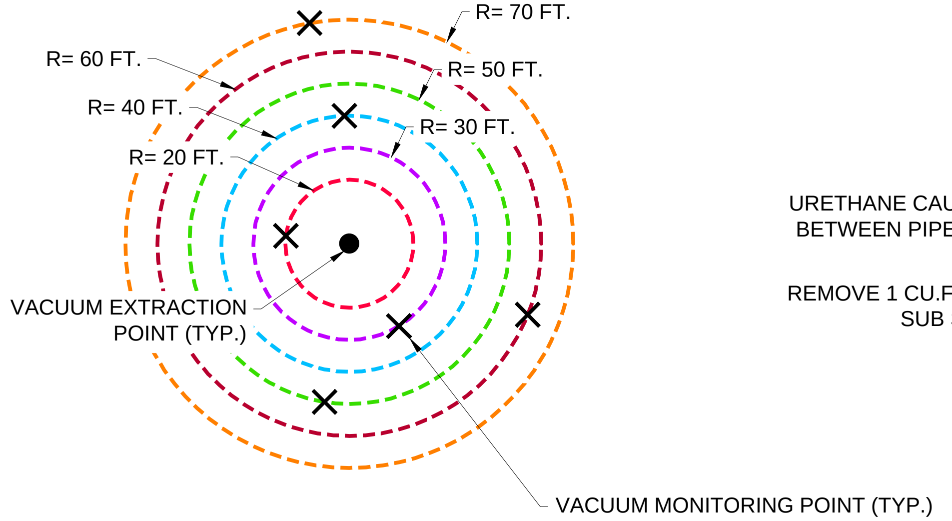
NOTES:

1) ACTUAL LOCATIONS OF COMMUNICATION TESTING POINTS SHALL BE BASED ON FIELD CONDITIONS.

2) A MINIMUM OF TWO (2) COMMUNICATION TESTING POINTS PER BUILDING SHALL BE INSTALLED.

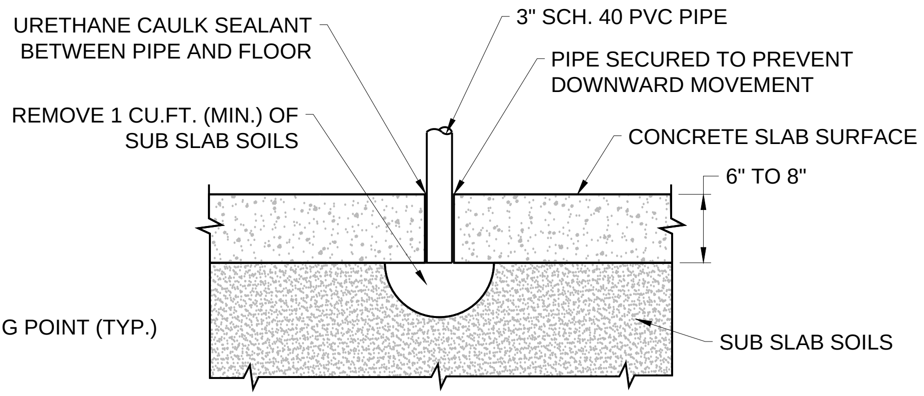
PLAN

0 60' 120'



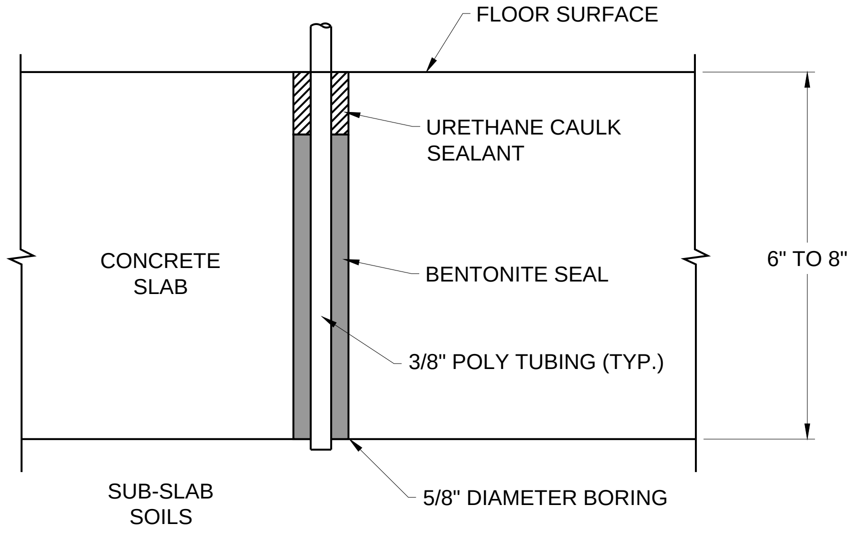
VACUUM MONITORING DETAIL

0 60' 120'



VACUUM EXTRACTION POINT DETAIL

NTS



VACUUM MONITORING POINT DETAIL

NTS

NOTE:
FOR TYPICAL LEGEND SEE FIGURE 1-2.

Issue Status: DRAFT

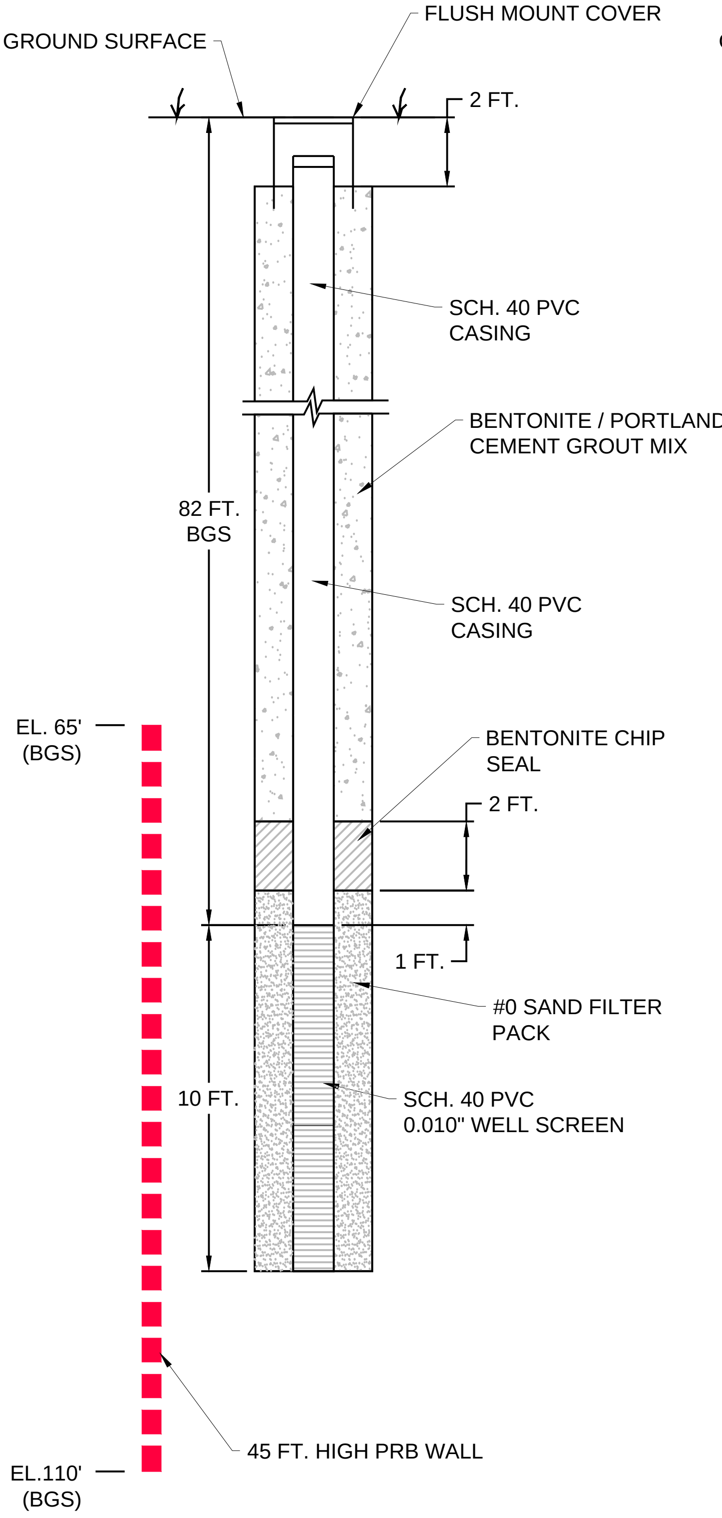
AECOM

Figure: 2-3

DESIGN INVESTIGATION WORK PLAN
TYPICAL SOIL VAPOR INTRUSION
COMMUNICATION TESTING
LAYOUT AND DETAILS

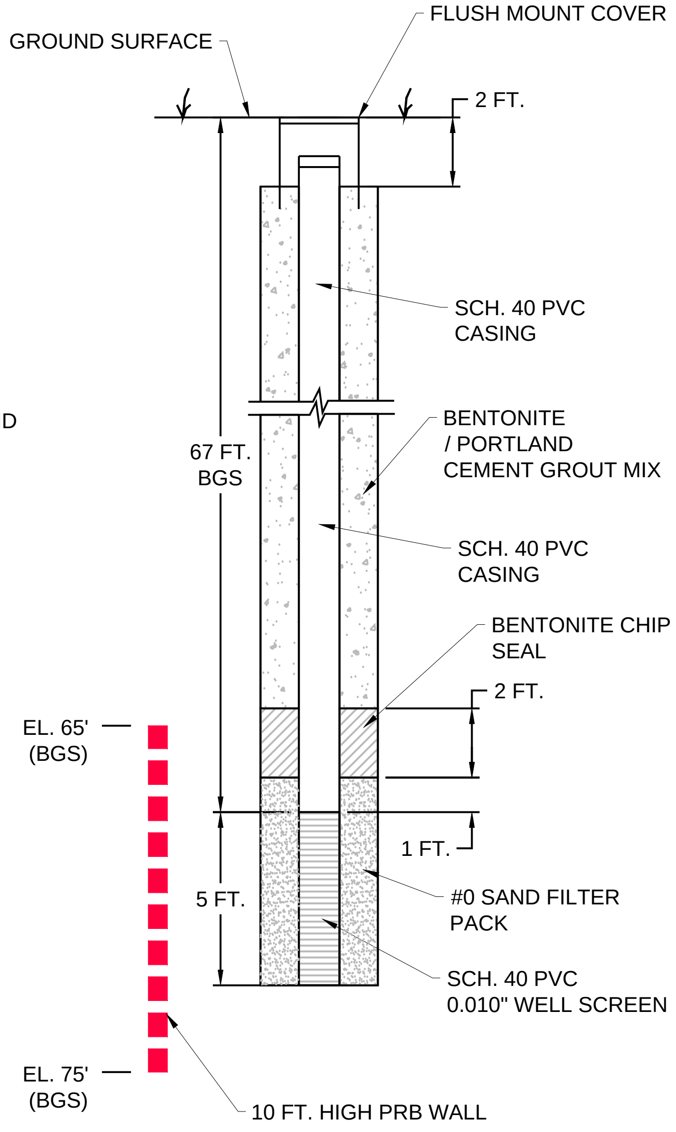
US ARMY Corps
of Engineers

REMEDIAL DESIGN FOR:
DEFENCE NATIONAL STOCKPILE CENTER
SCOTIA DEPOT SITE - SCOTIA, NY
Project No.: 60440641 Date: October, 2015



45 FT. HIGH PRB WALL COMPLIANCE WELL DETAIL

(MW-31 THROUGH MW-35)



10 FT. HIGH PRB WALL COMPLIANCE WELL DETAIL

(MW-29 AND MW-30)

Issue Status: DRAFT

REMEDIAL DESIGN FOR:
DEFENSE NATIONAL STOCKPILE
SCOTIA DEPOT SITE - SCOTIA, NY
Project No.: 60440641 Date: October, 2015

US ARMY Corps
of Engineers

DESIGN INVESTIGATION
WORK PLAN
COMPLIANCE WELL
INSTALLATION DETAILS

AECOM

Figure: 2-2

APPENDIX A

BLANK FIELD DATA COLLECTION FORMS

Monitoring Well Purging/Sampling Form

Project Name and Number: ______________________

Monitoring Well Number: __________ Date: __________

Samplers: ______________________

Sample Number: __________ QA/QC Collected? __________

Purging / Sampling Method: ______________________

1. L = Total Well Depth: ________ feet
2. D = Riser Diameter (I.D.): ________ feet
3. W = Static Depth to Water (TOC): ________ feet
4. C = Column of Water in Casing: ________ feet
5. V = Volume of Water in Well = C(3.14159)(0.5D)^2(7.48) ________ gal
6. D2 = Pump Setting Depth (ft): ________ feet
7. C2 = Column of water in Pump/Tubing (ft): ________ feet
8. Tubing Volume = C2(0.005737088) ________ gal

D (inches)	D (feet)
1-inch	0.08
2-inch	0.17
3-inch	0.25
4-inch	0.33
6-inch	0.50

Conversion factors to determine V given C

D (inches)	1-inch	2-inch	3-inch	4-inch	6-inch
V (gal / ft)	0.041	0.163	0.37	0.65	1.5

Water Quality Readings Collected Using ______________________

Parameter	**Units**				**Readings**			
Time	24 hr							
Water Level (0.33)	feet							
Volume Purged	gal							
Flow Rate	mL / min							
Turbidity (+/- 10%)	NTU							
Dissolved Oxygen (+/- 10%)	%							
Dissolved Oxygen (+/- 10%)	mg/L							
Eh / ORP (+/- 10)	MeV							
Specific Conductivity (+/- 3%)	mS/cm^c							
Conductivity (+/- 3%)	mS/cm							
pH (+/- 0.1)	pH unit							
Temp (+/- 0.5)	C							
Color	Visual							
Odor	Olfactory							

Comments:

* Three consecutive readings within range indicates stabilization of that parameter.

AECOM

BORING LOG

Boring No.: (MW-)

PROJECT:	CONTRACTOR:	PAGE 1 OF 4
PROJECT No.:	LOCATION:	DATE:
SURFACE ELEVATION:	DATUM: DRILLER:	AECOM REP.:

WATER LEVELS			DRILLING AND SAMPLING				
DATE	TIME	DEPTH		CASING	SAMPLER	CORE	TUBE
			TYPE	Steel	split spoon		
			I.D.	6-inch	1 3/8 inch		
			WT./Fall	--	140 lbs.		

Depth (ft)	Sample Number & Time	Blows per/6"	Rec. (feet)	PID Readings (ppm)	SAMPLE DESCRIPTION, REMARKS, AND STRATUM CHANGES
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

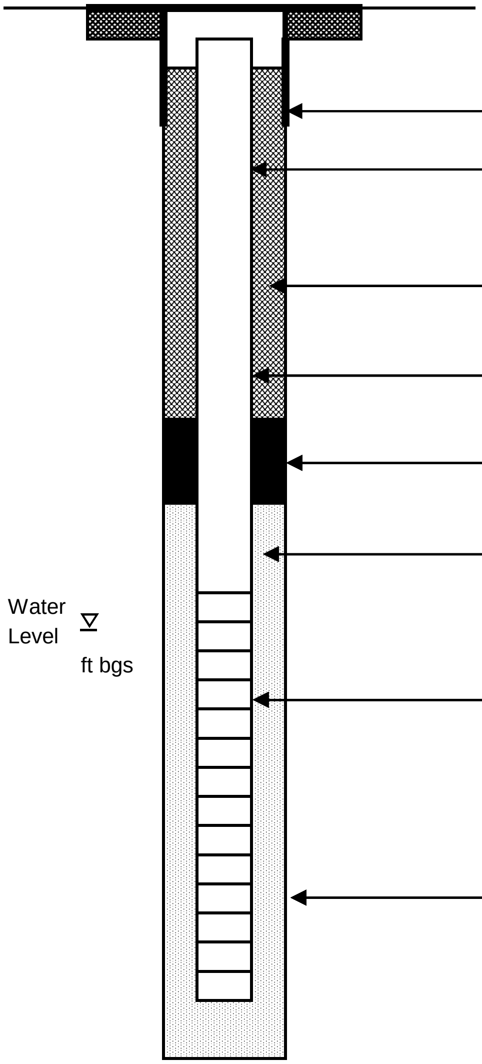
UNIFIED SOIL CLASSIFICATION SYSTEM
SOIL CLASSIFICATION CHART

MAJOR DIVISIONS			SYM	TYPICAL DESCRIPTIONS
COARSE GRAINED SOILS MORE THAN 50% OF MATERIAL IS LARGER THAN No. 200 SIEVE SIZE	GRAVEL AND GRAVELLY SOILS MORE THAN 50% OF COARSE FRACTION RETAINED ON No.4 SIEVE	CLEAN GRAVELS (LITTLE OR NO FINES)	**GW**	WELL-GRADED GRAVELS, GRAVEL - SAND MIXTURES, LITTLE OR NO FINES
			GP	POORLY-GRADED GRAVELS, GRAVEL - SAND MIXTURES, LITTLE OR NO FINES
		GRAVELS WITH FINES (APPRECIABLE AMOUNT OF FINES)	**GM**	SILTY GRAVELS, GRAVEL-SAND-SILT MIXTURES
			GC	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES
	SAND AND SANDY SOILS MORE THAN 50% OF COARSE FRACTION PASSING No.4 SIEVE	CLEAN SAND (LITTLE OR NO FINES)	**SW**	WELL-GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES
			SP	POORLY-GRADED SANDS GRAVELLY SANDS, LITTLE OR NO FINES
		SANDS WITH FINES (APPRECIABLE AMOUNT OF FINES)	**SM**	SILTY SANDS, SAND-SILT MIXTURES
			SC	CLAYEY SANDS SAND-CLAY MIXTURES
FINE GRAINED SOILS MORE THAN 50% OF MATERIAL IS SMALLER THAN No. 200 SIEVE SIZE	SILTS AND CLAYS	LIQUID LIMIT LESS THAN 50	**ML**	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY OR CLAYEY FINE SANDS OR CLAYEY SILTS, SILTS WITH SLIGHT PLASTICITY
			CL	INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS
			OL	ORGANIC SILTS AND ORGANIC CLAYS OF LOW PLASTICITY
	SILTS AND CLAYS	LIQUID LIMIT GREATER THAN 50	**MH**	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SAND OR SILTY SOILS
			CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS
			OH	ORGANIC CLAYS OF MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS
HIGHLY ORGANIC SOILS			**PT**	PEAT, HUMUS, SWAMP SOILS WITH HIGH ORGANIC CONTENTS

Well No.

Project:	Location:	Page 1 of 1		
AECOM Project No.:	Subcontractor:	Water Levels		
Surface Elevation: Ft	Driller:	Date	Time	Depth
Top of PVC Casing Elevation: Ft	Well Permit No.:			
	AECOM Rep.:			
Datum: NGVD 1988	Date of Completion:			

Locking protective flushmount with concrete pad



Ground Surface ________ ft

Well casing ________ ft bgs

Borehole diameter ________ inches

Riser Pipe from ________ ft to ________ ft
Diameter ________ inches
Type ________

Cement-bentonite grout from ________ ft to ________ ft

Riser Pipe from ________ ft to ________ ft

Bentonite seal from ________ ft to ________ ft

Filter pack from ________ ft to ________ ft

Sand Size ________

Well screen from ________ ft to ________ ft

Diameter ________ inches
Slot size ________ inches
Type ________

Borehole diameter ________ inches

Bottom Cap at ________ ft

Bottom of Borehole at ________ ft

Note: All measurements based on ground surface at 0.0 feet. (+) above grade. (-) below grade.

(NOT TO SCALE)

VAPOR INTRUSION SURVEY

SUB-SLAB VAPOR SAMPLING LOG SHEET

Sampled by:

						Inches	PPB [1]	Inches of Mercury		
Sample ID	Sample Date	Canister Number	Regulator Number	Sample Start Time	Sample Stop Time	Sample Depth	PID Reading	Vacuum Before	Vacuum at Start	Vacuum After

Notes:

1 - Parts per billion (PPB) isobutylene equivalent

2 - Regulators were pre-set by laboratory to 0.0042 Liters/minute sampling rate

3 - All sub-slab (SS) samples were collected in 6-liter SUMMA ® canisters after purging the sample tubing of its contents

VAPOR INTRUSION SURVEY
INDOOR VAPOR SAMPLING LOG SHEET

Sampled by:

						PPB [1]	Inches of Mercury		
Sample ID	Sample Date	Canister Number	Regulator Number	Sample Start Time	Sample Stop Time	PID Reading	Vacuum Before	Vacuum at Start	Vacuum After

Notes:
1 - Parts per billion (PPB) isobutylene equivalent
2 - Regulators were pre-set by laboratory to 0.0042 Liters/minute sampling rate
3 - All Indoor Air (IA) samples were collected in 6-liter SUMMA ® canisters from a height of 4-6 feet above ground surface
4 - *Indicates Sample that has been duplicated

VAPOR INTRUSION SURVEY

OUTDOOR VAPOR SAMPLING LOG SHEET

Sampled by:

						PPB [1]	Inches of Mercury		
Sample ID	Sample Date	Canister Number	Regulator Number	Sample Start Time	Sample Stop Time	PID Reading	Vacuum Before	Vacuum at Start	Vacuum After

Notes:

1 - Parts per billion (PPB) isobutylene equivalent

2 - Regulators were pre-set by laboratory to 0.0042 Liters/minute sampling rate

3 - All Outdoor Air (OA) samples were collected in 6-liter SUMMA ® canisters from a height of 4-6 feet above ground surface

APPENDIX B

FIELD STANDARD OPERATING PROCEDURES

Logbooks

Procedure 3-02

1.0 Purpose and Scope

1.1 This standard operating procedure (SOP) describes the activities and responsibilities pertaining to the identification, use, and control of logbooks and associated field data records.

1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

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

3.0 Terms and Definitions

3.1 Logbook

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

3.2 Data Form

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

4.0 Training and Qualifications

4.1 The **Project Manager** or **designee** is responsible for determining which team members shall record information in field logbooks and for obtaining and maintaining control of the required logbooks. The **Project Manager** shall review the field logbook on at least a monthly basis. The **Project Manager** or **designee** is responsible for reviewing logbook entries to determine compliance with this procedure and to ensure that the entries meet the project requirements.

4.2 A knowledgeable individual such as the **Field Manager**, **Project Manager**, or **Program Quality Manager** shall perform a technical review of each logbook at a frequency commensurate with the level of activity (weekly is suggested, or, at a minimum, monthly). Document these reviews by the dated signature of the reviewer on the last page or page immediately following the material reviewed.

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

4.4 The **Field Manager** is responsible for ensuring that all **field personnel** follow these procedures and that the logbook is completed properly and daily. The **Field Manager** is also responsible for submitting copies to the **Project Manager**, who is responsible for filing them and submitting a copy (if required by the project's Statement of Work).

4.5 The **logbook user** is responsible for recording pertinent data into the logbook to satisfy project requirements and for attesting to the accuracy of the entries by dated signature. The **logbook user** is also responsible for safeguarding the logbook while having custody of it.

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

5.0 Equipment and Supplies

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

5.2 Pens shall have indelible black ink.

6.0 Procedure

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

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

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

6.4 Typical information to be entered includes the following:

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

- Sample naming convention;
- Field quality control (QC) sample information;
- Site observations, field descriptions, equipment used, and field activities accomplished to reconstruct field operations;
- Meeting information;
- Important times and dates of telephone conversations, correspondence, or deliverables;
- Field calculations;
- PPE level;
- Calibration records;
- Contractor and subcontractor information (address, names of personnel, job functions, organizational affiliations, contract number, contract name, and work assignment number);
- Equipment decontamination procedures and effectiveness;
- Laboratories receiving samples and shipping information, such as carrier, shipment time, number of sample containers shipped, and analyses requested; and
- User signatures.

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

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

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

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

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

7.0 Quality Control and Assurance

7.1 Review per Section 4.2 shall be recorded.

8.0 Records, Data Analysis, Calculations

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

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

9.0 Attachments or References

9.1 Attachment 1 – Description of Logbook Entries

9.2 Department of Defense, United States (DoD). 2005. *Uniform Federal Policy for Quality Assurance Project Plans, Part 1: UFP-QAPP Manual*. Final Version 1. DoD: DTIC ADA 427785, EPA-505-B-04-900A. In conjunction with the U. S. Environmental Protection Agency

and the Department of Energy. Washington: Intergovernmental Data Quality Task Force. March. On-line updates available at: http://www.epa.gov/fedfac/pdf/ufp_qapp_v1_0305.pdf.

Attachment 1
Description of Logbook Entries

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

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

Recordkeeping, Sample Labeling, and Chain-of-Custody

Procedure 3-03

1.0 Purpose and Scope

1.1 The purpose of this standard operating procedure is to establish standard protocols for all field personnel for use in maintaining field and sampling activity records, writing sample logs, labeling samples, ensuring that proper sample custody procedures are utilized, and completing chain-of-custody/analytical request forms.

1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

Not applicable.

3.0 Terms and Definitions

3.1 Logbook

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

3.2 Chain-of-Custody

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

4.0 Training and Qualifications

4.1 The **Project Manager** is responsible for determining which team members shall record information in the field logbook and for checking sample logbooks and COC forms to ensure compliance with these procedures. The **Project Manager** shall review COC forms on a monthly basis at a minimum.

4.2 The **Project Manager** and **Program Quality Manager** are responsible for evaluating project compliance with the Project Procedures Manual.

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

4.4 The **Laboratory Project Manager** or **Sample Control Department Manager** is responsible for reporting any sample documentation or COC problems to the **Project Manager** or **Project Laboratory Coordinator** within 24 hours of sample receipt.

4.5 The **Field Manager** is responsible for ensuring that all **field personnel** follow these procedures. The **Project Laboratory Coordinator** is responsible for verifying that the COC/analytical request forms have been completed properly and match the sampling and analysis plan. The **Project Manager** or **Project Laboratory Coordinator** is responsible for notifying the **laboratory**, **data managers**, and **data validators** in writing if analytical request changes are required as a corrective action. These small changes are different from change orders, which involve changes to the scope of the subcontract with the laboratory and must be made in accordance with a respective contract (e.g., CLEAN remedial action contract).

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

5.0 Procedure

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

5.1 Recordkeeping

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

5.2 Sample Labeling

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

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

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

5.3 Custody Procedures

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

Quality Assessment Test (SWAT) Proposals and Reports; and *Test Methods for Evaluating Solid Waste* (EPA SW-846)

A description of sample custody procedures is provided below.

5.3.1 Sample Collection Custody Procedures

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

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

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

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

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

Field personnel shall also log individual samples onto COC forms (carbon copy or computer generated) when a sample is collected. These forms may also serve as the request for analyses. Procedures for completing these forms are discussed in Section 5.4, indicating sample identification number, matrix, date and time of collection, number of containers, analytical methods to be performed on the sample, and preservatives added (if any). The **samplers** will also sign the COC form signifying that they were the personnel who collected the samples. The COC form shall accompany the samples from the field to the laboratory. When a cooler is ready for shipment to the analytical laboratory, the **person delivering the samples for transport** will sign and indicate the date and time on the accompanying COC form. One copy of the COC form will be retained by the **sampler** and the remaining copies of the COC form shall be placed inside a self-sealing bag and taped to the inside of the cooler. Each cooler must be associated with a unique COC form. Whenever a transfer of custody takes place, **both parties** shall sign and date the accompanying carbon copy COC forms, and the **individual relinquishing the samples** shall retain a copy of each form. One exception is when the samples are shipped; the **delivery service personnel** will not sign or receive a copy because they do not open the coolers. The **laboratory** shall attach copies of the completed COC forms to the reports containing the results of the analytical tests. An example COC form is provided in Attachment 2.

5.3.2 Laboratory Custody Procedures

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

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

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

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

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

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

5.4 Completing COC/Analytical Request Forms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Lab ID: This is for laboratory use only.

Box 7 **Matrix/QC:** Identify the matrix (e.g., water, soil, air, tissue, fresh water sediment, marine sediment, or product). If a sample is expected to contain high analyte concentrations (e.g., a tank bottom sludge or distinct product layer), notify the laboratory in the comment section. Mark an "X" for the sample(s) that have extra volume for laboratory QC matrix spike/matrix spike duplicate (MS/MSD) purposes. The sample provided for MS/MSD purposes is usually a field duplicate.

Box 8 **Analytical Parameters:** Enter the parameter by descriptor and the method number desired (e.g., BTEX 8260B, PAHs 8270C, etc.). Whenever practicable, list the parameters as they appear in the laboratory subcontract to maintain consistency and avoid confusion.

If the COC does not have a specific box for number of sample containers, use the boxes below the analytical parameter, to indicate the number of containers collected for each parameter.

Box 9 **Sampler's Signature:** The person who collected samples must sign here.

Relinquished By: The person who turned over the custody of the samples to a second party other than an express mail carrier, such as FedEx or DHL, must sign and date here.

Received By: Typically, a representative of the receiving laboratory signs and dates here. Or, a field crew member who delivered the samples in person from the field to the laboratory might sign here. A courier, such as FedEx or DHL, does not sign here because they do not open the coolers. It must also be used by the prime contracting laboratory when samples are to be sent to a subcontractor.

Relinquished By: In the case of subcontracting, the primary laboratory will sign and date the Relinquished By space and fill out an additional COC to accompany the samples being subcontracted.

Received By (Laboratory): This space is for the final destination (e.g., at a subcontracted laboratory). A representative of the final destination (e.g., subcontracted laboratory) must sign and date here.

Box 10 **Lab No. and Questions:** This box is to be filled in by the laboratory only.

Box 11 **Control Number:** This number is the "COC" followed by the first contractor identification number in that cooler, or contained on that COC. This control number must be unique (i.e., never used twice). Record the date the COC is completed. It should be the same date the samples are collected.

Box 12 **Total # of Containers:** Sum the number of containers in that row.

Box 13 **Totals:** Sum the number of containers in each column. Because COC forms contain different formats depending on who produced the form, not all of the information listed in items 1 to 13 may be recorded; however, as much of this information as possible shall be included.

6.0 Quality Control and Assurance

6.1 Recordkeeping, sample labeling, and chain-of-custody activities must incorporate quality control measures to ensure accuracy and completeness.

6.2 Deviations from this procedure or the project-specific project work plan shall be documented in field records. Significant changes shall be approved by the **Program Quality Manager**.

7.0 Records, Data Analysis, Calculations

7.1 The COC/analytical request form shall be faxed approximately daily to the **Project Laboratory Coordinator** for verification of accuracy. Following the completion of sampling activities, the sample logbook and COC forms will be transmitted to the **Project Manager** for storage in project files. The **data validators** shall receive a copy also. The original COC/analytical request form shall be submitted by the **laboratory** along with the data delivered. Any changes to the analytical requests that are required shall be made in writing to the laboratory. A copy of this written change shall be sent to the data validators and placed in the project files. The reason for the change shall be included in the project files so that recurring problems can be easily identified.

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

8.0 Attachments or References

8.1 Attachment 1 – Chain-of-Custody Seal

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

8.3 Attachment 3 – Sample Completed Chain-of-Custody

8.4 Attachment 4 – Sample Out-of-Control Form

8.5 Environmental Protection Agency, United States (EPA). 1988. *Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA.* Interim Final. EPA/540/G-89/004. Office of Emergency and Remedial Response. October.

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

8.7 EPA. 1997. Test Methods for Evaluating Solid Waste, Physical/Chemical Methods, SW-846. 3rd ed., Final Update IIIA. Office of Solid Waste.

8.8 Water Resources Control Board, State of California. 1988. *Technical Guidance Manual for Solid Waste Water Quality Assessment Test (SWAT) Proposals and Reports*. August.

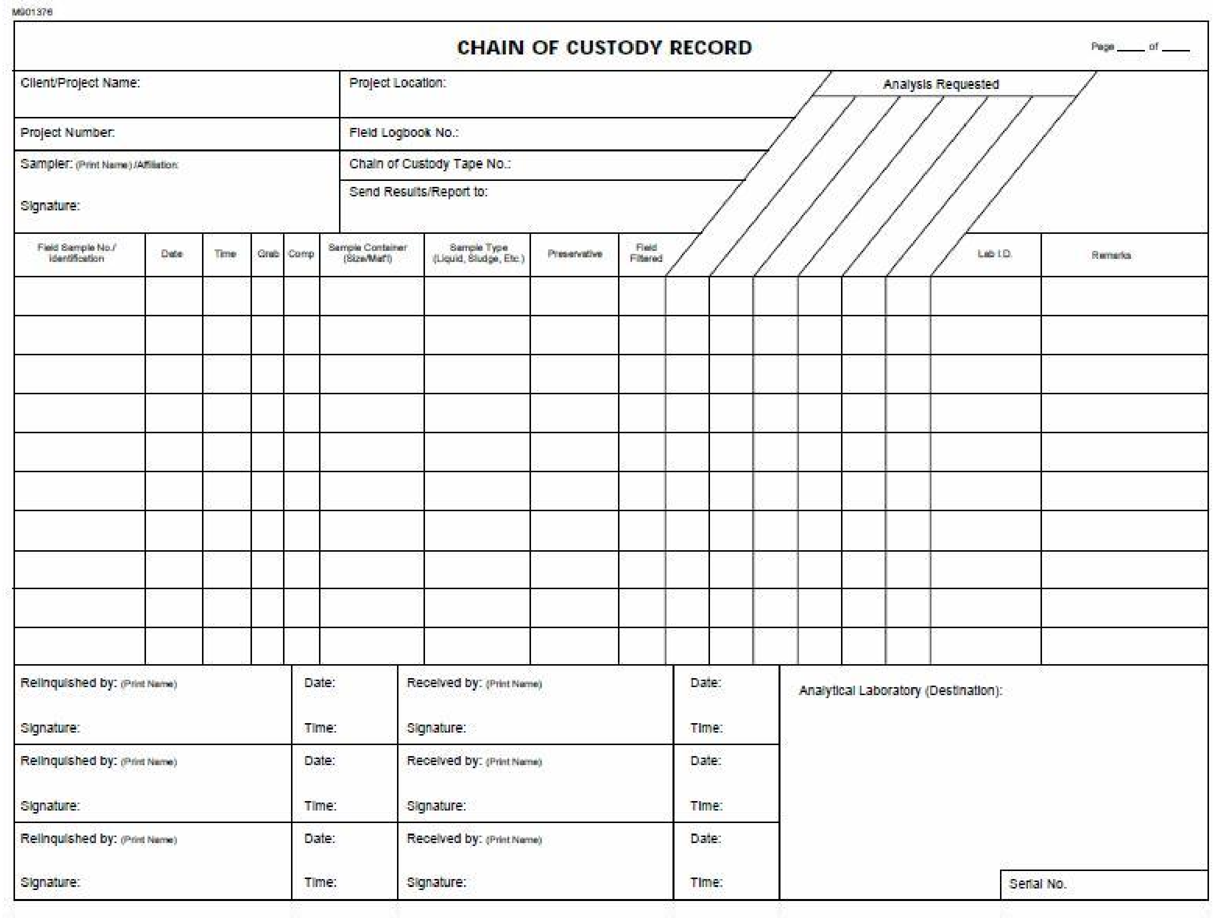
8.9 Procedure 3-02, *Logbooks.*

Attachment 1
Chain-of-Custody Seal

CHAIN-OF-CUSTODY SEAL

<table>
<tr><td rowspan="3"><i>[LABORATORY]</i></td><td>SAMPLE NO.</td><td>DATE</td><td>SEAL BROKEN BY</td></tr>
<tr><td colspan="2">SIGNATURE</td><td>DATE</td></tr>
<tr><td colspan="3">PRINT NAME AND TITLE <i>(Inspector, Analyst or Technician</i></td></tr>
</table>

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



M901376

CHAIN OF COUSTODY RECORD

Page ____ of ____

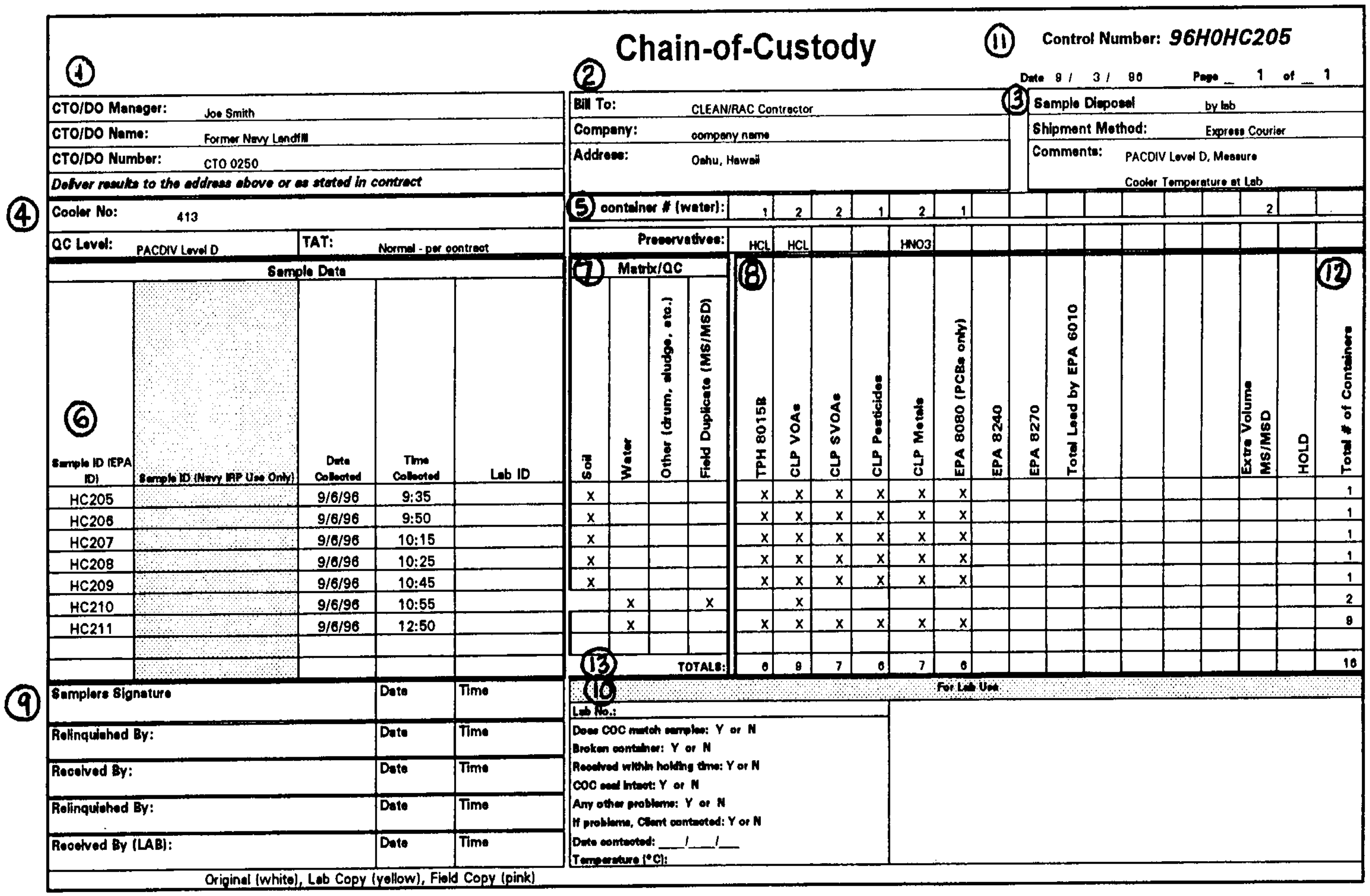
Client/Project Name:	Project Location:
Project Number:	Field Logbook No.:
Sampler: (Print Name) /Affiliation: Signature:	Chain of Custody Tape No.: Send Results/Report to:

Analysis Requested

Field Sample No./ Identification	Date	Time	Grab	Comp	Sample Container (Size/Mat'l)	Sample Type (Liquid, Sludge, Etc.)	Preservative	Field Filtered							Lab I.D.	Remarks

Relinquished by: (Print Name) Signature:	Date: Time:	Received by: (Print Name) Signature:	Date: Time:	Analytical Laboratory (Destination):
Relinquished by: (Print Name) Signature:	Date: Time:	Received by: (Print Name) Signature:	Date: Time:	
Relinquished by: (Print Name) Signature:	Date: Time:	Received by: (Print Name) Signature:	Date: Time:	Serial No.

Attachment 3
Sample Completed Chain-of-Custody



Chain-of-Custody

⑪ Control Number: *96H0HC205*

Date 9 / 3 / 96 Page 1 of 1

①

CTO/DO Manager: Joe Smith
CTO/DO Name: Former Navy Landfill
CTO/DO Number: CTO 0250
Deliver results to the address above or as stated in contract

④ Cooler No: 413
QC Level: PACDIV Level D TAT: Normal - per contract

②

Bill To: CLEAN/RAC Contractor
Company: company name
Address: Oahu, Hawaii

③

Sample Disposal by lab
Shipment Method: Express Courier
Comments: PACDIV Level D, Measure Cooler Temperature at Lab

Sample Data ⑥ | ⑦ Matrix/QC | ⑧ | ⑫

Sample ID (EPA ID)	Sample ID (Navy IRP Use Only)	Date Collected	Time Collected	Lab ID	Soil	Water	Other (drum, sludge, etc.)	Field Duplicate (MS/MSD)	TPH 8015B	CLP VOAs	CLP SVOAs	CLP Pesticides	CLP Metals	EPA 8080 (PCBs only)	EPA 8240	EPA 8270	Total Lead by EPA 6010					Extra Volume MS/MSD	HOLD	Total # of Containers
⑤ container # (water):									1	2	2	1	2	1								2		
Preservatives:									HCL	HCL			HNO3											
HC205		9/6/96	9:35		X				X	X	X	X	X	X										1
HC206		9/6/96	9:50		X				X	X	X	X	X	X										1
HC207		9/6/96	10:15		X				X	X	X	X	X	X										1
HC208		9/6/96	10:25		X				X	X	X	X	X	X										1
HC209		9/6/96	10:45		X				X	X	X	X	X	X										1
HC210		9/6/96	10:55			X		X		X														2
HC211		9/6/96	12:50			X			X	X	X	X	X	X										9
					⑬			TOTALS:	6	9	7	6	7	6										16

⑨		
Samplers Signature	Date	Time
Relinquished By:	Date	Time
Received By:	Date	Time
Relinquished By:	Date	Time
Received By (LAB):	Date	Time

⑩ For Lab Use

Lab No.:
Does COC match samples: Y or N
Broken container: Y or N
Received within holding time: Y or N
COC seal intact: Y or N
Any other problems: Y or N
If problems, Client contacted: Y or N
Date contacted: ___/___/___
Temperature (°C):

Original (white), Lab Copy (yellow), Field Copy (pink)

Attachment 4
Sample Out-of-Control Form

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

Date Recognized:	By:
Dated Occurred:	Matrix
Parameter (Test Code):	Method:
Analyst:	Supervisor:

Samples Affected (List by Accession AND Sample No.)

1. Type of Event (Check all that apply)		2. Corrective Action (CA)* (Check all that apply)	
☐	Calibration Corr. Coefficient <0.995	☐	Repeat calibration
☐	%RSD>20%	☐	Made new standards
☐	Blank >MDL	☐	Reran analysis
☐	Does not meet criteria:	☐	Sample(s) redigested and rerun
☐	Spike	☐	Sample(s) reextracted and rerun
☐	Duplicate	☐	Recalculated
☐	LCS	☐	Cleaned system
☐	Calibration Verification	☐	Ran standard additions
☐	Standard Additions	☐	Notified
☐	MS/MSD	☐	Other (please explain)
☐	BS/BSD		
☐	Surrogate Recovery		
☐	Calculations Error		
☐	Holding Times Missed		
☐	Other (Please explain	Comments:	

3. Results of Corrective Action
☐ Return to Control (indicated with)
☐ Corrective Actions Not Successful - DATA IS TO BE FLAGGED with _____________.

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

Sample Handling, Storage, and Shipping

Procedure 3-04

1.0 Purpose and Scope

1.1 This standard operating procedure describes the actions to be used by personnel engaged in handling, storing, and transporting samples. The objective is to obtain samples of actual conditions with as little alteration as possible.

1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

2.1 Avoid lifting heavy coolers with back muscles; instead, use leg muscles or dollies.

2.2 Wear proper gloves, such as blue nitrile and latex, as defined in the project-specific health and safety plan, when handling sample containers to avoid contacting any materials that may have spilled out of the sample containers.

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

4.1 The **Project Manager** is responsible for identifying instances of non-compliance with this procedure and ensuring that future sample transport activities comply with this procedure.

4.2 The **Field Manager** is responsible for ensuring that all samples are shipped according to this procedure.

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

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

5.0 Procedure

5.1 Handling and Storage

Immediately following collection, label all samples according to Procedure 3-03, *Recordkeeping, Sample Labeling, and Chain-of-Custody*. The lids of the containers shall not be sealed with duct tape, but may be covered with custody seals or placed directly into self-sealing bags. Place the sample containers in an insulated cooler with frozen gel packs (e.g., “blue ice”) or ice in double, sealed self-sealing bags. Samples should occupy the lower portion of the cooler, while the ice should occupy the upper portion. Place an absorbent material (e.g., proper absorbent cloth material) on the bottom of the cooler to contain liquids in case of spillage. Fill all empty space between sample containers with Styrofoam® “peanuts” or other appropriate material. Prior to shipping, wrap glass sample containers on the sides, tops, and bottoms with bubble wrap or other appropriate padding and/or surround them in Styrofoam to prevent breakage during transport. Pack all glass containers for water samples in an upright position, never stacked or on their sides. Prior to shipment, replace the ice or cold packs in the coolers so that samples will be maintained as close to 4 degrees Celsius (°C) as possible from the time of collection through transport to the analytical laboratory. Ship samples within 24 hours or on a schedule allowing the laboratory to meet holding times for analyses. The procedures for maintaining sample temperatures at 4°C pertain to all field samples.

5.2 Shipping

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

5.2.1 Hazardous Materials Shipment

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

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

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

When shipping hazardous materials, including bulk chemicals or samples suspected of being hazardous, the proper shipping papers (49 CFR 172 Subpart C), package marking (49 CFR 172 Subpart D), labeling (49 CFR 172 Subpart E), placarding (49 CFR 172 Subpart F, generally for carriers), and packaging must be used.

Attachment 1 shows an example of proper package markings. Refer to a copy of 49 CFR each time hazardous materials/potentially hazardous samples are shipped.

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

As stated in item 4 of Attachment 4, the Hazardous Materials Regulations do not apply to hydrochloric acid (HCl), nitric acid (HNO_3), sulfuric acid (H_2SO_4), and sodium hydroxide (NaOH) added to water samples if their pH or percentage by weight criteria is met. These samples may be shipped as non-hazardous materials as discussed below.

5.2.2 Non-Hazardous Materials Shipment

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

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

5.2.3 Shipments from Outside the Continental United States

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

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

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

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

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

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

   The USDA does not control water samples, so the requirements for soil listed above do not apply.
3. **Chain-of-Custody Seals:** The **laboratory** should supply the seals. **Field personnel** must sign and date these. At least two seals should be placed in such a manner that they

stick to both the cooler lid and body. Placing the seals over the tape (as shown in Attachment 5), then covering it with clear packing tape is suggested. This prevents the seal from coming loose and enables detection of tampering.

4. **Address Label:** Affix a label stating the destination (laboratory address) to each cooler.
5. **Special Requirements for Hazardous Materials:** See Section 5.2.1.

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

6.0 Quality Control and Assurance

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

7.0 Records, Data Analysis, Calculations

7.1 Maintain records as required by implementing these procedures.

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

8.0 Attachments or Reference

8.1

8.2 Attachment 1 – Example Hazardous Material Package Marking

8.3 Attachment 2 – Packing Groups

8.4 Attachment 3 – Label for Dangerous Goods in Excepted Quantities

8.5 Attachment 4 – SW-846 Preservative Exception

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

8.7 Attachment 6 – Commercial Invoice – Soil

8.8 Attachment 7 – Commercial Invoice – Water

8.9 Attachment 8 – Soil Import Permit

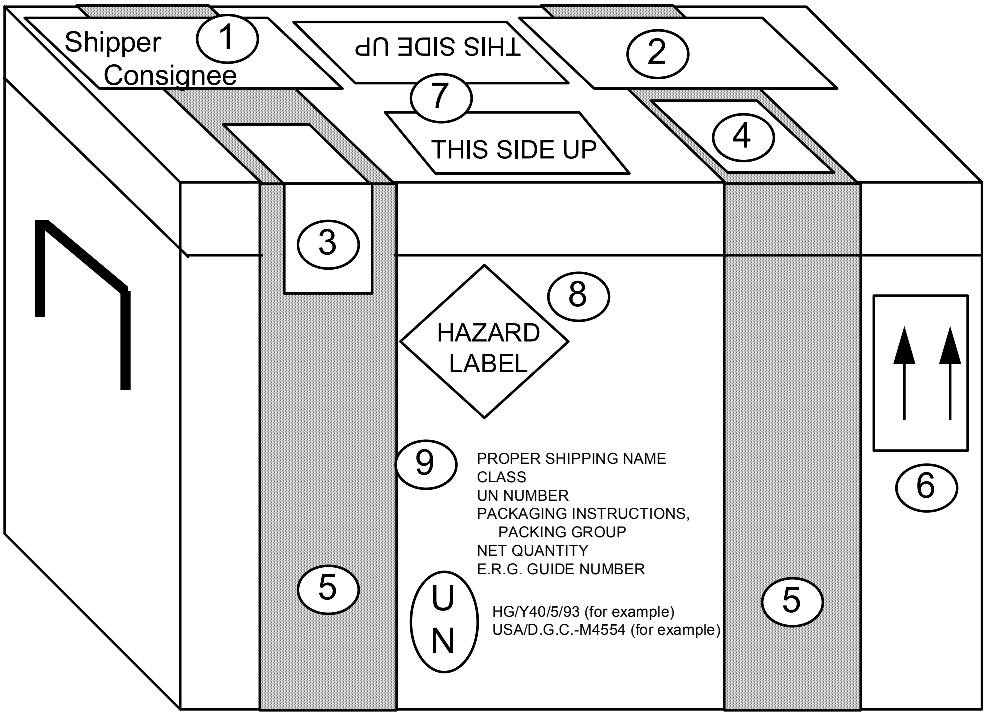
8.10 Attachment 9 – Soil Samples Restricted Entry Labels

8.11 EM 200-1-6, *Chemical Quality Assurance for HTRW Projects,* October 1997.

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

8.13 Procedure 3-03, *Recordkeeping, Sample Labeling, and Chain-of-Custody*.

Attachment 1
Example Hazardous Material Package Marking



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

Attachment 2
Packing Groups

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

Note A: *Packing groups are not used for this class or division.*
Note B: *For inner packagings, the quantity contained in receptacle with a water capacity of 30 mL. For outer packagings, the sum of the water capacities of all the inner packagings contained must not exceed 1 L.*
Note C: *Applies only to Organic Peroxides when contained in a chemical kit, first aid kit or polyester resin kit.*
Note D: *See 6.1.4.1, 6.1.4.2, and 6.2.1.1 through 6.2.1.7, radioactive material in excepted packages.*
Note E: *For substances in Class 9 for which no packing group is indicated in the List of Dangerous Goods, Packing Group II quantities must be used.*

Attachment 3
Dangerous Goods in Excepted Quantities

DANGEROUS GOODS IN EXCEPTED QUANTITIES

This package contains dangerous goods in excepted small quantities and is in all respects in compliance with the applicable international and national government regulations and the IATA Dangerous Goods Regulations.

____
Signature of Shipper

______________________ ____________________
Title Date

____

____
Name and address of Shipper

This package contains substance(s) in Class(es)
(check applicable box(es))

Class:	2	3	4	5	6	8	9
	☐	☐	☐	☐	☐	☐	☐

and the applicable UN Numbers are:

Attachment 4
SW-846 Preservative Exception

Measurement	Vol. Req. (mL)	Container[2]	Preservative[3,4]	Holding Time[5]
MBAS	250	P, G	Cool, 4ºC	48 Hours
NTA	50	P, G	Cool, 4ºC	24 Hours

1. More specific instructions for preservation and sampling are found with each procedure as detailed in this manual. A general discussion on sampling water and industrial wastewater may be found in ASTM, Part 31, p. 72-82 (1976) Method D-3370.

2. Plastic (P) or Glass (G). For metals, polyethylene with a polypropylene cap (no liner) is preferred.

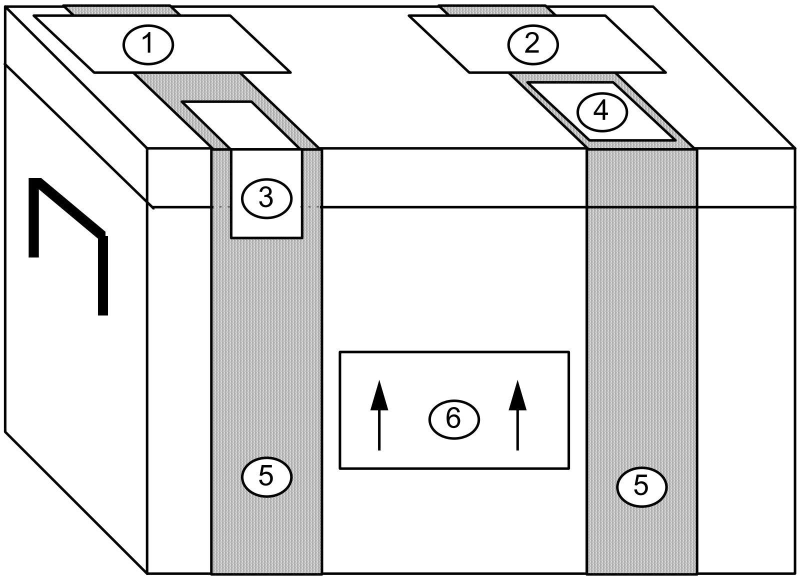
3. Sample preservation should be performed immediately upon sample collection. For composite samples each aliquot should be preserved at the time of collection. When use of an automated sampler makes it impossible to preserve each aliquot, then samples may be preserved by maintaining at 4ºC until compositing and sample splitting is completed.

4. When any sample is to be shipped by common carrier or sent through the United States Mail, it must comply with the Department of Transportation Hazardous Materials Regulations (49 CFR Part 172). The person offering such material for transportation is responsible for ensuring such compliance. for the preservation requirements of Table 1, the Office of Hazardous Materials, Materials Transportation Bureau, Department of Transportation has determined that the Hazardous Materials regulations do not apply to the following materials: Hydrochloric acid (HCl) in water solutions at concentration of 0.04% by weight or less (pH about 1.96 or greater); Nitric acid (HNO_3) in water solutions at concentrations of 0.15% by weight or less (pH about 1.62 or greater); Sulfuric acid (H_2SO_4) in water solutions at concentrations of 0.35% by weight or less (pH about 1.15 or greater); Sodium hydroxide (NaOH) in water solutions at concentrations of 0.080% by weight or less (pH about 12.30 or less).

5. Samples should be analyzed as soon as possible after collection. The times listed are the maximum times that samples may be held before analysis and still considered valid. Samples may be held for longer periods only if the permittee, or monitoring laboratory, has data on file to show that the specific types of sample under study are stable for the longer time, and has received a variance from the Regional Administrator. Some samples may not be stable for the maximum time period given in the table. A permittee, or monitoring laboratory, is obligated to hold the sample for a shorter time if knowledge exists to show this is necessary to maintain sample stability.

6. Should only be used in the presence of residual chlorine.

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



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

Attachment 6
Commercial Invoice – Soil

DATE OF EXPORTATION **1/1/94**	EXPORT REFERENCES (i.e., order no., invoice no., etc.) **<CTO #>**
SHIPPER/EXPORTER (complete name and address) **Joe Smith** **Ogden** **c/o<hotel name>** **<hotel address>**	CONSIGNEE **Sample Receipt** **<Lab Name>** **<Lab Address>**
COUNTRY OF EXPORT **Guam, USA** COUNTRY OF ORIGIN OF GOODS **Guam, USA** COUNTRY OF ULTIMATE DESTINATION **USA**	IMPORTER - IF OTHER THAN CONSIGNEE

INTERNATIONAL AIR WAYBILL NO.		(NOTE: All shipments must be accompanied by a Federal Express International Air Waybill)

MARKS/NOS	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS	QTY	UNIT OF MEASURE	WEIGHT	UNIT VALUE	TOTAL VALUE
	3	**coolers**	**Soil samples for laboratory analysis only**				**$1.00**	**$3.00**
	TOTAL NO. OF PKGS.					TOTAL WEIGHT		TOTAL INVOICE VALUE
	3							**$3.00**
								Check one ☐ F.O.B. ☐ C&F ☐ C.I.F.

THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION SHOWN.

DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

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

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

Joe Smith, Ogden	**Joe Smith**	**1/1/94**
Name/Title	Signature	Date

Attachment 7
Commercial Invoice – Water

DATE OF EXPORTATION
1/1/94

EXPORT REFERENCES (i.e., order no., invoice no., etc.)
<CTO #>

SHIPPER/EXPORTER (complete name and address)
Joe Smith
Ogden
c/o<hotel name>
<hotel address>

CONSIGNEE
Sample Receipt
<Lab Name>
<Lab Address>

COUNTRY OF EXPORT
Guam, USA

IMPORTER - IF OTHER THAN CONSIGNEE

COUNTRY OF ORIGIN OF GOODS
Guam, USA

COUNTRY OF ULTIMATE DESTINATION
USA

INTERNATIONAL AIR WAYBILL NO.

(NOTE: All shipments must be accompanied by a Federal Express International Air Waybill)

MARKS/NOS	NO. OF PKGS	TYPE OF PACKAGING	FULL DESCRIPTION OF GOODS	QTY	UNIT OF MEASURE	WEIGHT	UNIT VALUE	TOTAL VALUE
	3	**coolers**	**Water samples for laboratory analysis only**				**$1.00**	**$3.00**

TOTAL NO. OF PKGS.	TOTAL WEIGHT	TOTAL INVOICE VALUE
3		**$3.00**

Check one
☐ F.O.B.
☐ C&F
☐ C.I.F.

THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION SHOWN.

DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

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

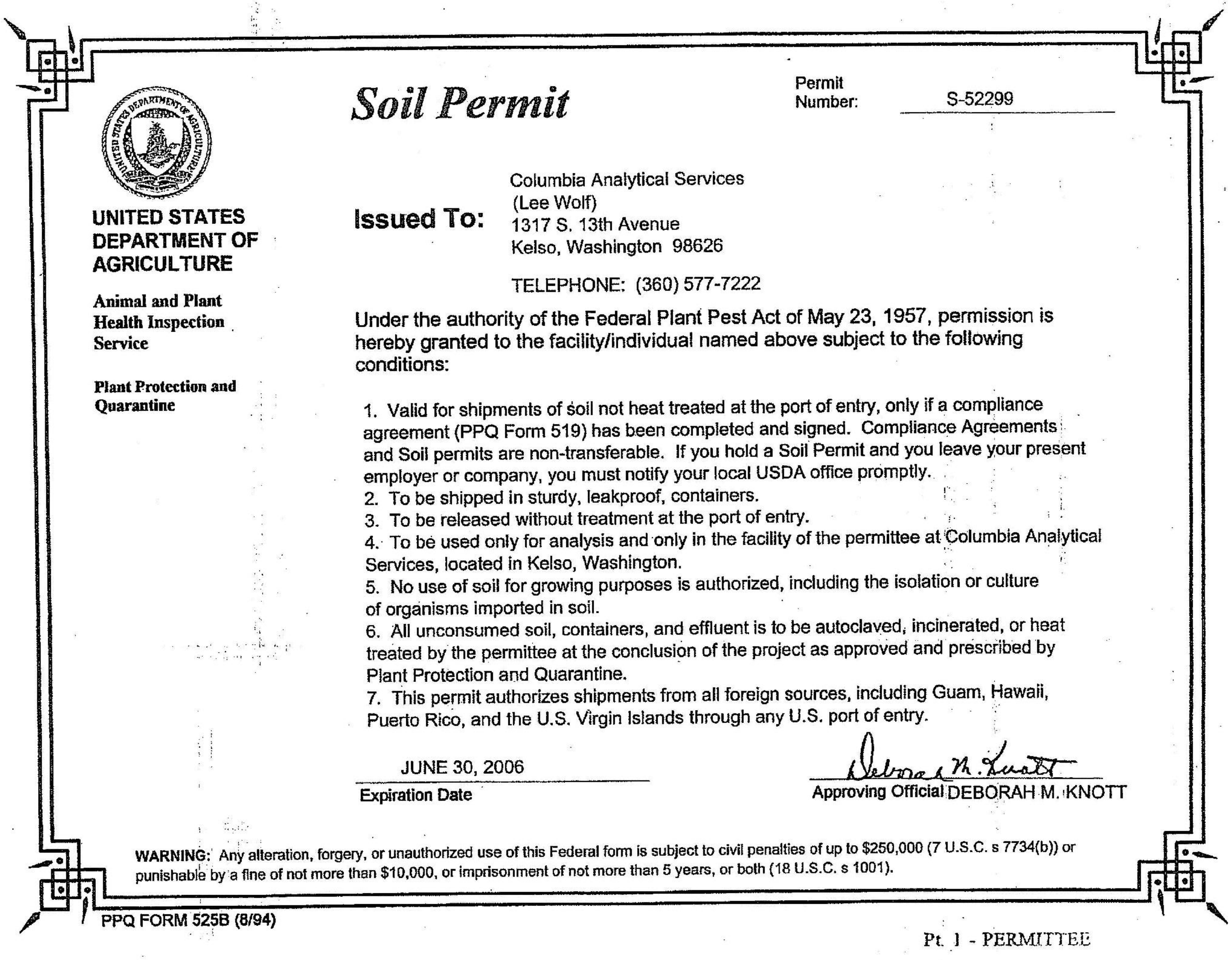
SIGNATURE OF SHIPPER/EXPORTER (Type name and title and sign)

Joe Smith, Ogden

Joe Smith

1/1/94

Attachment 8
Soil Import Permit



UNITED STATES DEPARTMENT OF AGRICULTURE

Animal and Plant Health Inspection Service

Plant Protection and Quarantine

Soil Permit

Permit Number: S-52299

Issued To:
Columbia Analytical Services
(Lee Wolf)
1317 S. 13th Avenue
Kelso, Washington 98626

TELEPHONE: (360) 577-7222

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

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

JUNE 30, 2006
Expiration Date

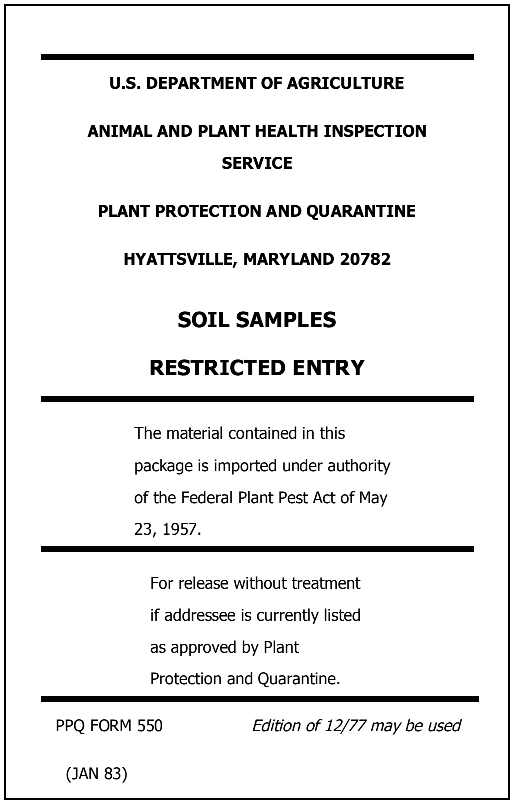
Deborah M. Knott
Approving Official DEBORAH M. KNOTT

WARNING: Any alteration, forgery, or unauthorized use of this Federal form is subject to civil penalties of up to $250,000 (7 U.S.C. s 7734(b)) or punishable by a fine of not more than $10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. s 1001).

PPQ FORM 525B (8/94)

Pt. 1 - PERMITTEE

Attachment 9
Soil Samples Restricted Entry Labels



U.S. DEPARTMENT OF AGRICULTURE

ANIMAL AND PLANT HEALTH INSPECTION SERVICE

PLANT PROTECTION AND QUARANTINE

HYATTSVILLE, MARYLAND 20782

SOIL SAMPLES

RESTRICTED ENTRY

The material contained in this package is imported under authority of the Federal Plant Pest Act of May 23, 1957.

For release without treatment if addressee is currently listed as approved by Plant Protection and Quarantine.

PPQ FORM 550 *Edition of 12/77 may be used*

(JAN 83)

Investigation Derived Waste Management

Procedure 3-05

1.0 Purpose and Scope

This standard operating procedure (SOP) describes activities and responsibilities of AECOM personnel responsible for the management of investigation-derived waste (IDW). The purpose of this procedure is to provide guidance for the minimization, handling, labelling, temporary storage, inventory, classification, and disposal of IDW generated during field activities. This procedure will also apply to personal protective equipment (PPE), sampling equipment, decontamination fluids, non-IDW trash, non-indigenous IDW, and hazardous waste generated during implementation of remedial investigations or remedial actions.

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

2.0 Safety

The health and safety considerations for the work associated with this SOP, including both potential physical and chemical hazards, will be addressed in the project Accident Prevention Plan/Site-specific Safety and Health Plan (APP/SSHP).

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

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

4.1 The **Project Manager** is responsible for ensuring that IDW management activities comply with this procedure. The **Project Manager** is responsible for ensuring that all personnel involved in IDW management shall have the appropriate education, experience, and training to perform their assigned tasks.

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

4.3 The **Field Manager** is responsible for ensuring that all IDW is managed according to this procedure.

4.4 All **Field Personnel** are responsible for the implementation of this procedure.

5.0 Equipment and Supplies

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

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

6.0 Procedure

The following procedures are used to handle the IDW.

6.1 Drum Handling

6.1.1 IDW shall be containerized using DOT approved drums. The drums shall be made of steel or plastic, have a 55-gallon capacity, be completely painted or opaque, and have removable lids (i.e., United Nations Code 1A2 or 1H2). Typically 55-gallon drums are used, however small drums may be used depending on the amount of waste generated. New steel drums are preferred over recycled drums.

6.1.2 Recycled drums should not be used for hazardous waste, PCBs or other regulated shipments. For short-term storage of liquid IDW prior to discharge, double-walled bulk steel or plastic storage tanks may be used. For this scenario, consider the scheduling and cost-effectiveness of this type of bulk storage, treatment, and discharge system versus longer-term drum storage.

6.1.3 For long-term IDW storage at other project locations, the DOT approved drums with removable lids are recommended. Verify the integrity of the foam or rubber sealing ring located on the underside of some drum lids prior to sealing drums containing IDW liquids.

6.1.4 If the ring is only partially attached to the drum lid, or if a portion of the ring is missing, select another drum lid with a sealing ring that is in sound condition.

6.1.5 To prepare IDW drums for labeling, wipe clean the outer wall surfaces and drum lids of all material that might prevent legible and permanent labeling. If potentially contaminated material adheres to the outer surface of a drum, wipe that material from the drum, and segregate the paper towel or rag used to remove the material with visibly soiled PPE and disposable sampling equipment. Label all IDW drums and place them on pallets prior to storage.

6.2 Labelling

6.2.1 Containers used to store IDW must be properly labelled. Two general conditions exist: 1) from previous studies or on-site data, waste characteristics are known to be either hazardous or nonhazardous; or 2) waste characteristics are unknown until additional data are obtained.

6.2.2 For situations where the waste characteristics are known, the waste containers should be packaged and labelled in accordance with state regulations and any federal regulations that may govern the labelling of waste.

6.2.3 The following information shall be placed on all non-hazardous waste labels:

- Description of waste (i.e., purge water, soil cuttings);
- Contact information (i.e., contact name and telephone number);
- Date when the waste was first accumulated.

6.2.4 The following information shall be placed on all hazardous waste labels:

- Description of waste (i.e., purge water, soil cuttings);
- Generator information (i.e., name, address, contact telephone number);
- EPA identification number (supplied by on-site client representative);
- Date when the waste was first accumulated.

6.2.5 When the final characterization of a waste is unknown, a notification label should be placed on the drum with the words "waste characterization pending analysis" and the following information included on the label:

- Description of waste (i.e., purge water, soil cuttings);
- Contact information (i.e., contact name and telephone number);
- Date when the waste was first accumulated.

6.2.6 Once the waste has been characterized, the label should be changed as appropriate for a nonhazardous or hazardous waste.

6.2.7 Waste labels should be constructed of a weatherproof material and filled out with a permanent marker to prevent being washed off or becoming faded by sunlight. It is recommended that waste labels be placed on the side of the container, since the top is more subject to weathering. However, when multiple containers are accumulated together, it also may be helpful to include labels on the top of the containers to facilitate organization and disposal.

6.2.8 Each container of waste generated shall be recorded in the field notebook used by the person responsible for labelling the waste. After the waste is disposed of, either by transportation off-site or disposal on-site in an approved disposal area, an appropriate record shall be made in the same field notebook to document proper disposition of IDW.

6.3 Types of Site Investigation Waste

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

Solid Waste

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

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

Liquid Waste

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

Personal Protective Equipment

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

6.4 Waste Accumulation On-Site

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

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

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

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

6.5 Waste Disposal

6.5.1 Solid, liquid, and PPE waste will be characterized for disposal through the use of client knowledge, laboratory analytical data created from soil or groundwater samples gathered during the field activities, and/or composite samples from individual containers.

6.5.2 All waste generated during field activities will be stored, transported, and disposed of according to applicable state, federal, and local regulations. All wastes classified as hazardous will be disposed of at a licensed treatment storage and disposal facility or managed in other approved manners.

6.5.3 In general, waste disposal should be carefully coordinated with the facility receiving the waste. Facilities receiving waste have specific requirements that vary even for non-hazardous waste, so characterization should be conducted to support both applicable regulations and facility requirements.

6.6 Regulatory Requirements

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

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

6.7 Waste Transport

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

7.0 Quality Control and Assurance

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

8.0 Records, Data Analysis, Calculations

8.1 Maintain records as required by implanting the procedures in this SOP.

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

9.0 Attachments or References

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1992b. *Guide to Management of Investigative-Derived Wastes*. Quick reference fact sheet. OSWER Dir. 9345.3-03FS. Office of Solid Waste and Emergency Response. January.

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1998. *Management of Remediation Waste under RCRA*. EPA/530-F-98-026. Office of Solid Waste and Emergency Response. October.

(No Date). *Compliance with the Off-Site Rule During Removal Actions.* Office of Regional Counsel (Region 3). Hendershot, Michael.

Equipment Decontamination

Procedure 3-06

1.0 Purpose and Scope

1.1 This standard operating procedure (SOP) describes methods of equipment decontamination, to be used for activities where samples for chemical analysis are collected or where equipment will need to be cleaned before leaving the site or before use in subsequent activities.

1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

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

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

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

2.1 Chemical Hazards associated with Equipment Decontamination

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

2.2 Physical Hazards associated with Equipment Decontamination

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

3.0 Terms and Definitions

None.

4.0 Training and Qualifications

4.1 The **Project Manager** is responsible for ensuring that decontamination activities comply with this procedure. The **Project Manager** is responsible for ensuring that all personnel involved in equipment decontamination shall have the appropriate education, experience, and training to perform their assigned tasks.

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

4.3 The **Field Manager** is responsible for ensuring that all field equipment is decontaminated according to this procedure.

4.4 All **Field Personnel** are responsible for the implementation of this procedure.

5.0 Procedure

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

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

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

5.1 Decontamination Area

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

5.2 Types of Equipment

Drilling equipment that must be decontaminated includes drill bits, auger sections, drill-string tools, drill rods, split barrel samplers, tremie pipes, clamps, hand tools, and steel cable. Decontamination of monitoring well development and groundwater sampling equipment includes submersible pumps, bailers, interface probes, water level meters, bladder pumps, airlift pumps, peristaltic pumps, and lysimeters. Other sampling equipment that requires decontamination includes, but is not limited to, hand trowels, hand augers, slide hammer samplers, shovels, stainless-steel spoons and bowls, soil sample liners and caps, wipe sampling templates, composite liquid waste samplers, and dippers. Equipment with a porous surface, such as rope, cloth hoses, and wooden blocks, cannot be thoroughly decontaminated and shall be properly disposed of after one use.

5.3 Frequency of Equipment Decontamination

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

5.4 Cleaning Solutions and Techniques

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

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

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

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

Rinse equipment used for measuring field parameters, such as pH (indicates the hydrogen ion concentration – acidity or basicity), temperature, specific conductivity, and turbidity with deionized or distilled water after each measurement. Also wash new, unused soil sample liners and caps with a fresh detergent solution and rinse them with potable water followed by distilled or deionized water to remove any dirt or cutting oils that might be on them prior to use.

5.5 Containment of Residual Contaminants and Cleaning Solutions

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

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

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

6.0 Quality Control and Assurance

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

7.0 Records, Data Analysis, Calculations

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

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

8.0 Attachments or References

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

8.1 EM 200-1-6, *Chemical Quality Assurance for HTRW Projects,* October 1997.

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

8.3 Procedure 3-05, *IDW Management*.

Monitoring Well Installation

Procedure 3-12

1.0 Purpose and Scope

1.1 This standard operating procedure (SOP) describes the methods to be used during the installation of groundwater monitoring wells. It describes the components of monitoring well design and installation and sets forth the rationale for use of various well installation techniques in specific situations.

1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

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

2.2 Before well installation commences, appropriate entities (e.g. DigSafe, local public works departments, company facilities) must be contacted to assure the anticipated well locations are marked for utilities, including electrical, telecommunications, water, sewer, and gas.

2.3 Physical Hazards Associated with Well Installation

- Stay clear of all moving equipment and avoid wearing loose fitting clothing.
- When using an approved retractable-blade knife, always cut away from one self and make sure there are no other people in the cutting path or the retractable-blade knife.
- To avoid slip/trip/fall conditions during drilling activities, keep the area clear of excess soil cuttings and groundwater. Use textured boots/boot cover bottoms in muddy areas.
- To avoid heat/cold stress as a result of exposure to extreme temperatures and personal protective equipment (PPE), drink electrolyte replacement fluids (1 to 2 cups per hour is recommended) and, in cases of extreme cold, wear fitted insulating clothing.
- To avoid hazards associated with subsurface utilities, ensure all sampling locations have been properly surveyed as described in SOP 3-01, Utility Clearance.
- Be aware of restricted mobility caused by PPE.

3.0 Terms and Definitions

3.1 **Annulus:** The annulus is the down-hole space between the borehole wall and the well casing and screen.

3.2 **Bridge:** A bridge is an obstruction in the drill hole or annulus. A bridge is usually formed by caving of the wall of the well bore, by the intrusion of a large boulder, or by the placement of filter pack materials during well completion. Bridging can also occur in the formation during well development.

3.3 **Filter Pack:** Filter pack is sand or gravel that is smooth, uniform, clean, well-rounded, and siliceous. It is placed in the annulus of the well between the borehole wall and the well screen to prevent formation materials from entering the well and to stabilize the adjacent formation.

3.4 **Grout:** Grout is a fluid mixture of cement and water that can be forced through a tremie pipe and emplaced in the annular space between the borehole and casing to form an impermeable seal. Various additives, such as sand, bentonite, and polymers, may be included in the mixture to meet certain requirements.

3.5 **Heaving (Running) Sands:** Loose sands in a confined water-bearing zone or aquifer which tend to rise up into the drill stem when the confining unit is breached by the drill bit. Heaving sands occur when the water in the aquifer has a pressure head great enough to cause upward flow into the drill stem with enough velocity to overcome the weight of the sand.

3.6 **Sieve Analysis:** Sieve analysis is the evaluation of the particle-size distribution of a soil, sediment, or rock by measuring the percentage of the particles that will pass through standard sieves of various sizes.

4.0 Interferences

4.1 Heaving sands may be problematic in unconsolidated sands encountered below the water table.

4.2 Rotary drilling methods requiring bentonite-based drilling fluids should be used with caution to drill boreholes that will be used for monitoring well installation. The bentonite mud builds up on the borehole walls as a filter cake and permeates the adjacent formation, potentially reducing the permeability of the material adjacent to the well screen.

4.3 If water or other drilling fluids have been introduced into the boring during drilling or well installation, samples of these fluids should be obtained and analyzed for chemical constituents that may be of interest at the site. In addition, an attempt should be made to recover the quantity of fluid or water that was introduced, either by flushing the borehole prior to well installation and/or by overpumping the well during development.

4.4 Track-mounted drill rigs are suitable for travelling on many types of landscapes that truck-mounted units cannot access, but may have limitations on extremely uneven or soft terrain.

4.5 Care should be taken to prevent cross-contamination between well locations. All drilling equipment coming in contact with potentially contaminated soil and/or groundwater will be decontaminated by the drilling subcontractor prior to initial drilling activities and between drilling locations in accordance with SOP 3-06, Equipment Decontamination.

5.0 Training and Qualifications

5.1 Qualifications and Training

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

5.2 Responsibilities

5.2.1 **Contract Task Order (CTO) Managers** are responsible for issuing sampling and analysis plans (SAPs) that reflect the procedures and specifications presented in this procedure. Individual municipalities, county agencies, and possibly state regulatory agencies enforce regulations that may include well construction and installation requirements. The **CTO Manager** shall be familiar with current local and state regulations, and ensure that these regulations are followed. The **CTO Manager** is responsible for ensuring that all personnel involved in monitoring well installation shall have the appropriate education, experience, and training to perform their assigned tasks.

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

5.2.3 The **Field Manager** is responsible for direct supervision of the installation of monitoring wells and ensuring that procedures and specifications are implemented in the field in accordance with the approved SAP and well installation permits. The qualifications for the **Field Manager** must be in accordance with local jurisdictions with authority over the operations conducted.

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

5.2.5 The on-site hydrogeologist/engineer is expected to obtain a description of the lithologic samples obtained during the excavation and construction of a monitoring well. These data are often required to provide guidance regarding the installation of specific components of the monitoring well. Guidance for lithologic sample collection and sample description is contained within SOP 3-16, Soil and Rock Classification.

6.0 Equipment and Supplies

6.1 Materials provided by the drilling contractor may include:

- Drill rig, drill rods, hollow stem augers, etc.
- Decontamination equipment (e.g., steam cleaner, high-pressure washer, brushes, etc.)
- Decontamination pad materials
- Well screen/riser pipe with flush-threaded couplings including riser and bottom caps
- Clean, filter sand
- Bentonite chips or pellets
- Cement grout and tremie pipe
- Portland cement for well pad completion
- Steel protective riser covers and locking caps

- Weighted calibrated tape
- Split-spoon samplers
- 55-gallon drums or containers for drill cuttings, decontamination fluids, etc.

6.2 In addition to those materials provided by the drilling contractor, equipment and materials required by the project geologist/engineer may include, but is not limited to, the following:

- Photoionization Detector (PID)
- Spill kit, including at a minimum sorbent pads and shovel (if not provided by subcontractor)
- Plastic sheeting
- Teaspoon or spatula
- Resealable plastic bags
- Boring Log Records
- Decontamination materials (per SOP No. 3-06 - Equipment Decontamination)
- Weighted measuring tape for depth measurement
- Soil logging materials (e.g. USCS classification field card, millimeter rule, hand lens, etc.)
- Survey lathes or pin flags
- Digital camera
- PPE as required by the HASP
- Planning documents including the site-specific HASP and SAP
- Large indelible ink or paint pen
- Field logbook/field forms/site maps (water proof)

7.0 Procedure

7.1 General Procedures

- Specific drilling, sampling, and installation equipment and methodology will be dictated by the type of well to be installed (e.g., single case (Type II), double case (Type III), bedrock, etc.), geologic characteristics of the site, the type of contaminants being monitored, and local and state regulations.
- For access to locations when travelling over difficult terrain, an appropriate line should be chosen before mobilizing the drill rig or other support vehicles. If clearing of trees or ground cover is required, perform these activities in advance to avoid down time. Avoid wet or soft areas where possible or use ground mats and/or timbers to aid in supporting the rig as it travels. If drilling on soft material, place geomatting and ground mats under the rig tracks or stabilizers prior to drilling.
- A utility locate must be conducted to identify all underground utilities at the site prior to drilling (refer to SOP 3-01, Utility Clearance*)*. Proper clearance procedures for aboveground/overhead utilities must also be followed as specified in the HASP.
- Although new well materials (well screen and riser pipe) generally arrive at the site boxed and sealed within plastic bags, it is sometimes necessary to decontaminate the materials prior to their use. Well materials should be inspected by the project geologist/engineer upon delivery

to check for cleanliness. If the well materials appear dirty, or if local or regional regulatory guidance requires decontamination, then well material decontamination should be performed by the drilling subcontractor in accordance with SOP 3-06, Equipment Decontamination.

- The diameter of the borehole must be a minimum of 2 inches greater than the outside diameter of the well screen or riser pipe used to construct the well. This is necessary so that sufficient annular space is available to install filter packs, bentonite seals, and grout seals, and allow the passage of tremie pipe where grouting at depth is required. Bedrock wells may require reaming after coring in order to provide a large enough borehole diameter for well installation.
- When soil sampling is required (refer to the SAP), soil samples will be collected for visual logging by advancing split-spoon samplers through the augers. The soil will be visually logged by a field geologist and include lithologic characteristics (i.e., soil type, color, density, moisture content, etc.) using the the methods described in SOP 3-16, Soil and Rock Classification. This information will be recorded on a boring/well log form, along with well construction details.

7.2 Drilling Techniques

Drilling of monitoring well boreholes may be accomplished by a variety of methods as described below. Preferred methods include those that temporarily case the borehole during drilling (i.e., hollow stem auger and sonic methods) using an override system. Other methods can be used where specific subsurface conditions or well design criteria dictate.

- <u>Hollow stem auger (HSA)</u> – Borings are advanced by rotating steel hollow stem augers with an attached cutting head. Soil cuttings are displaced by the cutting head and transported to the surface via continuous spiral flights attached to each auger stem. This method is widely used for unconsolidated soils that have a tendency to collapse within the boring. A bottom plug can be placed in the bottom auger to prevent soils from entering and clogging the auger, especially in the case of heaving sands. However, a bottom plug cannot be used when soil samples are to be collected through the augers. Soil plugs that accumulate in the bottom of the auger must be removed or knocked out prior to sampling or well installation.
- <u>Solid stem auger</u> – This type of drilling method is similar to HSA drilling using a solid stem or sealed hollow stem auger flights to advance the boring. Solid stem, continuous flight auger use is limited to semi-consolidated sediments or to cohesive or semi-cohesive unconsolidated sediments that don’t have a tendency to collapse when disturbed.
- <u>Sonic methods</u> – Sonic drilling consists of advancing concentric hollow drill casings (inner and outer) using rotation in conjunction with axial vibration of the drill casing. Once the casings are advanced to the appropriate depth, the inner string is removed with a core of drill cuttings while the outer casing remains in place to keep the borehole open. Cuttings are removed from the inner casing relatively intact for logging or sampling purposes. This drilling method is used for a variety of soil types, from heaving sands to consolidated or indurated formations. Smearing of the formation along the borehole walls is minimal since moderate vibration and rotation techniques are used to advance the casings. Since the total borehole diameter in sonic drilling is only incrementally larger than the inner casing diameter, care should be taken during installation of the monitoring well to ensure the well is centered and adequate space is available for annular materials.
- <u>Rotary methods (water or mud)</u> – Rotary drilling methods consist of drill rods coupled to a drill bit that rotates and cuts through the soils to advance the borehole. Water or drilling fluid (“mud”) is forced through the hollow drill rods and drill bit as the rods are rotated. The soil cuttings are forced up the borehole with the drilling fluids to the surface and the fluids recirculated. The drilling fluid provides a hydrostatic pressure that reduces or prevents the

borehole from collapsing. Clean, potable water must be used for water-rotary drilling to prevent introducing trace contaminants. A sample of the potable water should be collected during the course of well installation for analysis of the same parameters defined for the groundwater samples. If mud-rotary is used to advance boreholes, potable water and bentonite drilling mud should only be used. No chemical additives shall be mixed in the drilling fluid to alter viscosity or lubricating properties. Adequate well development is essential for removal of drilling mud and fluids from the formation materials and ensure collection of representative groundwater samples.

- Rotary methods (Air) – Air rotary methods are similar to water rotary but use high air velocities in place of drilling fluids to rotate the drill bit and carry the soil cuttings up the borehole to the surface. Care must be taken to ensure that contaminants are not introduced into the air stream from compressor oils, etc. Most compressor systems are compatible with a coalescing filter system. Cuttings exiting the borehole under pressure must be controlled, especially when drilling in a zone of potential contamination. This can be accomplished by using an air diverter with hose or pipe to carry the cuttings to a waste container. Letting the cuttings blow uncontrolled from the borehole is not acceptable.

7.3 Well Construction and Installation

- If rotary drilling techniques are used, the borehole should be flushed or blown free of material prior to well installation. If hollow stem augers are used, the soil or bottom plug should be removed and the augers raised approximately six inches above the bottom of the borehole, while slowly rotating the augers to remove cuttings from the bottom of the boring. The depth of the borehole should be confirmed with a weighted, calibrated tape.
- The riser pipe and screen should be connected with flush-threaded joints and assembled wearing clean, disposable gloves. No solvent or anti-seize compound should be used on the connections. The full length of the slotted portion of the well screen and unslotted riser pipe should be measured and these measurements recorded on a well construction form (Attachment 1).
- If placed in an open borehole, the assembled well should be carefully lowered and centered in the borehole so that the well is true, straight, and vertical throughout. Centering can also be accomplished with the use of centralizers, if necessary. However, centralizers should be placed so that they do not inhibit the installation of filter sand, bentonite seal, and annular grout. Wells less than 50 deep generally do not require centralizers.
- If hollow stem augers are used, the well should be lowered through the augers and each auger flight removed incrementally as the filter sand, bentonite seal, and grout are tremmied or poured into the annular space of the well. The well should be temporarily capped before filter sand and other annular materials are installed.
- Clean, silica sand should be placed around the well screen to at least 1 foot above the top of the screen. The filter sand should be appropriately graded and compatible with the selected screen size and surrounding formation materials. In general, the filter pack should not extend more than 3 feet above the top of the screen to limit the thickness of the monitoring zone. As the filter pack is placed, a weighted tape should be lowered in the annular space to verify the depth to the top of the layer. This measurement will be recorded on the well construction form (Attachment 1). If necessary, to eliminate possible bridging or creation of voids, placement of the sand pack may require the use of a tremie pipe. Tremie pipe sandpack installations are generally suggested for deeper wells and for wells which are screened some distance beneath the water table.
- A minimum 2-foot thick layer of bentonite pellets or slurry seal will be installed immediately above the filter sand to prevent vertical flow within the boring from affecting the screened

interval. Bentonite chips/pellets must be hydrated if place above the water table prior to grouting. If bridging is of concern as in the case of deep wells, powdered bentonite may be mixed with water into a very thick slurry and a tremie pipe used to place the seal to the desired depth. Placement of the bentonite seal in the borehole will be recorded on the well construction form (Attachment 1).

- The remaining annular space around the well will be grouted from the top of the bentonite seal to the surface with a grout composed of neat cement, a bentonite cement mixture, or high solids sodium bentonite grout.
- Each well riser will be secured with an expandable, locking cap (vented if possible). Optionally, a hole can be drilled in the upper portion of the riser to allow venting of the well.
- The well will be completed within a concrete well pad consisting of a Portland cement/sand mixture. Well pads are generally 3 feet by 3 feet square but may be larger or smaller depending on site conditions and state-specific well construction standards. Round concrete well pads are also acceptable. A minimum of 1 inch of the finished pad should be below grade to prevent washing and undermining by soil erosion.
- If completed as a flush-mount well, the well riser will be cut off approximately 4 to 6 inches below ground surface and an expandable, locking cap placed on the well riser. The area around the riser is dug out and a steel well vault or manhole cover placed over the riser and set almost flush to the ground to protect the well. The manhole cover should be water-tight and secured with bolts to prevent casual access. The well pad will then be constructed around the well vault and slightly mounded at the center and sloping away to prevent surface water from accumulating in the well vault.
- If completed as a stick-up well, the well riser is cut approximately 2.5 to 3 feet above the ground surface and an expandable, locking cap placed on the well riser. A steel guard pipe with hinged, locking cap is placed over the well riser as a protective casing. The bottom of the guard pipe will be set approximately 2 feet below ground surface and sealed by pouring concrete from the top of the annular grout around the pipe to grade. The concrete well pad should be completed at the same time. Weep holes will be drilled in the base of the guard pipe to facilitate draining of rainwater or purge water from inside the guard pipe.
- Bumper posts or bollards may be necessary for additional well protection, especially in high traffic areas. The bumper posts should be placed around the well pad in a configuration that provides maximum protection to the well and extend a minimum of 3 feet above the ground.

7.4 Double Cased Wells

Under certain site conditions, the use of a double-cased or telescoping (Type III) well may be necessary. Installation of double-cased wells may be required to prevent the interconnection of two separate aquifers, seal off a perched aquifer without creating a vertical hydraulic conduit, prevent cross-contamination during construction of wells in deeper aquifers hydro-stratigraphically below impacted aquifers, or case off highly impacted soils present above the aquifer to prevent potential “dragging down” of contaminants.

Similar to conventional wells, construction of double-cased wells can be accomplished using a varety of drilling methods. Well construction is initiated by “keying” a large diameter, outer casing into a stratigraphic zone of low permeability (clay layer or bedrock). The size of the outer casing should be a minimum of 2 inches greater than the outside diameter of the inner casing to allow installation of annular seal materials during well completion. A pilot borehole should be drilled through the overburden soil and/or contaminated zone into a clay confining layer or bedrock. The borehole for the outer casing should be of sufficient size to contain the outer casing with a minimum of 2 inches around the outside diameter to allow sufficient annular space for tremie or pressure grouting. The boring should extend a minimum of 2 feet into a clay layer and a minimum of 1 foot into bedrock, if possible, to ensure an adequate seal. The boring should never breach a confining layer or keyed zone under any circumstances.

Once the boring is completed, the outer casing can be set in the borehole and sealed with grout. The outer casing can be set two ways, with or without a bottom cap. If no bottom cap is applied, the casing is usually driven approximately 6 inches into the clay confining unit. A grout plug is generally placed in the bottom of the casing and once set, standing water in the casing is evacuated prior to drilling below the casing. As an alternative, a cap can be placed on the bottom of the casing and if set below the water table, the casing can be filled with clean, potable water to hold down the casing in the boring. Grouting should be conducted using tremie-grouting or pressure-grouting methods by pumping grout into the annular space between the outer casing and the borehole wall from the bottom of the casing to the ground surface. Grout around the casing should be allowed to cure at least 24 hours before attempting to drill through the bottom.

Once the grout is cured, a smaller diameter drill pipe/bit is used to bore through the grout plug or bottom cap to the desired well depth. The well is then constructed as described in Section 7.3 above.

7.5 Post Installation Procedures

- Wells should be permanently labelled or marked for identification. Well tags can be used to record the site name, well number, total depth, installation date, etc. At a minimum, the well number will be written in indelible marker or paint on both the outside of the protective casing and inside beneath the casing lid, as well as on the riser pipe.
- A measuring point will be marked on the top of the riser pipe for taking water level measurements. The measuring point can be notched using a knife or saw or can be marked with a waterproof marker or paint. The measuring point will also be the point which will be surveyed for vertical elevation data.
- Upon completion, the following measurements will be taken by the field geologist/engineer and recorded on the well construction diagram.
  - Depth to static water level
  - Depth of non-aqueous phase liquid (NAPL), if present
  - Total depth of well measured from top of casing (TOC)
  - Height of well casing above ground surface
  - Height of protective casing above ground surface
- All monitoring wells will be surveyed for horizontal and vertical control by a licensed surveyor.
- Investigation-derived waste (IDW) including drill cuttings, spent materials (e.g., PPE), and decontamination water should be properly managed in accordance with SOP 3-05, IDW Management.

8.0 Quality Control and Assurance

8.1 Field personnel will follow specific quality assurance (QA) guidelines as outlined in the SAP. Certain quality control (QC) measures should be taken to ensure proper well installation and construction in accordance with this SOP, project specific SAP, and applicable well standards.

8.2 The borehole will be checked for total open depth, and extended by further drilling or shortened by backfilling, as required before installation of the well materials.

8.3 Water level and NAPL presence will be checked during well installation to ensure that the positions of well screen, filter sand, and seals relative to water level conform to project requirements

8.4 The depth to top of each layer of annular materials (i.e., filter sand, bentonite, grout) will be verified and adjusted as necessary for proper placement.

9.0 Records, Data Analysis, Calculations

All field information will be recorded in the field logbook and/or standardized field forms by field personnel. Field data recorded will include drilling contractor information, drilling methods, well material and construction information provided on the boring logs and well construction forms, observations or problems encountered during drilling, fluid level data, and any deviations from the procedures in this SOP and other project plans. Well Construction Forms (Attachment 1) will provide visual and descriptive information the monitoring well and are often the most critical form of documentation generated during the installation of a monitoring well. The field logbook is kept as a general log of activities and should not be used in place of the boring log.

10.0 Attachments or References

10.1 Attachment 1 – Monitoring Well Construction Form

10.2 Environmental Protection Agency, United States (EPA). 1987*. A Compendium of Superfund Field Operations Methods*. Office of Solid Waste and Emergency Response. EPA/540/P-87/001.

10.3 EPA. 1990. *Handbook of Suggested Practices for the Design and Installation of Groundwater Monitoring Wells*. EPA/600/4-89/034. Office of Research and Development, Washington. March.

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

10.5 EPA, 2008. SESD Operating Procedure SESDGUID-101-R0: *Design and Installation of Monitoring Wells*. USEPA, Science and Ecosystem Support Division (SESD), Athens, Georgia. Effective Date February 18, 2008.

10.6 U.S. Army Corps of Engineers. 2008. Manual No. EM 385-1-1. *Safety and Health Requirements*. 15 November 2008. http://140.194.76.129/publications/eng-manuals/em385-1-1/2008_English/toc.html.

10.7 SOP 3-01, *Utility Clearance*.

10.8 SOP 3-05, *IDW Management*

10.9 SOP 3-06, *Equipment Decontamination*.

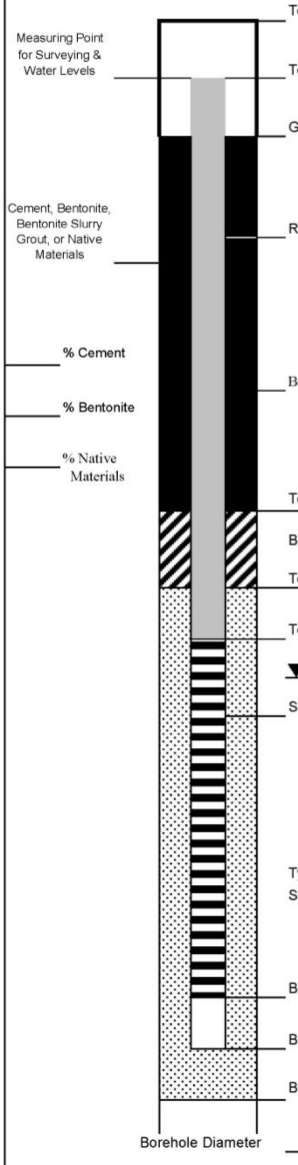
10.10 SOP 3-16, *Soil and Rock Classification.*

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

Attachment 1
Monitoring Well Construction Form

RESOLUTION CONSULTANTS	*Client:*	***WELL ID:***
	Project Number:	
	Site Location:	*Date installed:*
	Well Location: *Coords:*	*Inspector:*
	Method:	*Contractor:*

MONITORING WELL CONSTRUCTION DETAIL



	Depth from G.S. (feet)	Elevation(feet)
		Datum ______
Top of Steel Guard Pipe	______	______
Top of Riser Pipe	______	______
Ground Surface (G.S.)	0.0	______
Top of Bentonite	______	______
Top of Sand	______	______
Top of Screen	______	______
▼ Stabilized Water Level	______	______
Bottom of Screen	______	______
Bottom of Tail Pipe:	______	______
Bottom of Borehole	______	______

Riser Pipe:
Length ______
Inside Diameter (ID) ______
Type of Material ______

______ % Cement
______ % Bentonite
______ % Native Materials

Bottom of Steel Guard Pipe

Bentonite Seal Thickness ______

Screen:
Length ______
Inside Diameter (ID) ______
Slot Size ______
Type of Material ______

Type/Size of sand ______
Sand Pack Thickness ______

Bottom of Tail Pipe:
Length ______

Borehole Diameter ______

Approved:

______ Signature ______ Date

Describe Measuring Point:
______

AECOM

Monitoring Well Development

Procedure 3-13

1.0 Purpose and Scope

1.1 This standard operating procedure (SOP) describes the procedures used for developing newly installed monitoring wells and/or redeveloping existing wells.

1.2 The purpose of well development is to remove interferences from a well to provide better connection between the well and the formation, to improve pumping performance of the well, and to be able to collect more representative information from the well (e.g., samples, test results, etc.). Proper well development will:

- Remove drilling residuals (e.g., water, mud) from the borehole and surrounding formations;
- Improve or restore hydraulic conductivity of the surrounding formations which may have been disturbed during the drilling process;
- Remove residual fines from the well screen and sand pack (filter pack) materials, thus reducing turbidity of groundwater and permitting the collection of more representative groundwater samples.

1.3 There may be circumstances where well development is not desirable, for example, in the presence of non-aqueous phase liquids (NAPL) or other significant contamination if development could worsen the contaminant impact. If NAPL begins to intrude during development, the development process will be halted. This situation will be considered a cause for sample modification requiring approval by the client and other stakeholders, as applicable.

1.4 The applicable well development procedures for a particular site may be subject to State or local regulatory requirements. In all cases, the project team should consult their local regulatory requirements.

1.5 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

2.1 The health and safety considerations for the work associated with this SOP, including both potential physical and chemical hazards, will be addressed in the project Health and Safety Plan (HASP).

2.2 Monitoring well development may involve chemical hazards associated with potential contaminants in the soil or aquifer being characterized and may involve physical hazards associated with use of well development equipment.

3.0 Terms and Definitions

None.

4.0 Interferences

4.1 Equipment/materials used for development may react with the groundwater during development. Appropriate development equipment has been selected for the anticipated condition of the groundwater.

4.2 Appropriate development methods such as using a surge-block to flush suspended fines in the groundwater in and out of the well screen can improve the yield of wells and improve their potential to be developed successfully. However, the effectiveness of development can be significantly reduced in wells that do not yield sufficient water to allow this flushing to take place.

4.3 For formations with a significant content of fine-grained materials (silts and clays), or wells with improperly sized screens, it may not be possible to reduce turbidity to commonly acceptable levels. Possible solutions may include collecting a sample even if excessively turbid, or installing a replacement well.

4.4 Development itself disturbs the surrounding formation and disrupts equilibrium conditions within the well. Groundwater samples will not be collected until a minimum of 24 hours after a well is developed to allow conditions to stabilize. For sites with fine-grained formations (silts and clays) and highly sorptive contamination, a longer time period between development and sampling should be considered.

5.0 Training and Qualifications

5.1 Qualifications and Training

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

5.2 Responsibilities

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

5.2.2 The **Field Manager** is responsible for ensuring that all well development activities are conducted according to the SOP.

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

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

6.0 Equipment and Supplies

6.1 This equipment list was developed to aid in field organization and should be used in planning and preparation. Depending on the site-specific requirements and the development method selected, additional or alternative material and equipment may be necessary. In addition, for sites where groundwater is expected to be contaminated, the materials to be placed down the well and in contact with groundwater should be evaluated so that they are compatible with the chemical conditions expected in the well.

6.2 Equipment and materials used for well development may include, but is not limited to:

Well development equipment

- Surge block
- Disposable Teflon bailers, appropriate to the diameter of the well(s): 1-inch to 1.5-inch for 2-inch inside diameter (ID) monitoring wells.
- Watterra® footvalve
- Electric submersible pump
- 12-volt power source for electric pump
- High density polyethylene (HDPE) tubing appropriately sized for Watterra® footvalve and/or electric submersible pump
- Drums or containers for storage of purge water
- Nephelometer to measure turbidity
- Multi-parameter water quality meter(s) to measure temperature, pH, conductivity, dissolved oxygen (DO), oxidation reduction potential (ORP)
- Instrument calibration solutions
- Water level meter
- Oil/water interface probe

General equipment

- Project-specific plans including the site-specific HASP and SAP
- Field notebook/field forms/site maps
- Indelible markers/pens
- 5-gallon buckets

Equipment decontamination supplies (refer to SOP 3-06, Equipment Decontamination)

- Health and safety supplies, including personal protective equipment (PPE)
- Appropriate hand tools
- Keys or combinations to access monitoring wells
- Distilled/deionized water supply
- Disposable bailer string (polypropylene)
- Plastic trash bags

7.0 Procedure

Development generally consists of removing water and entrained sediment from the well until the water is clear (to the extent feasible) and the turbidity is reduced, which indicates the well is in good hydraulic connection with the surrounding formation. In addition to simply removing water, development can be improved when flushing through the well screen and gravel pack takes place in both directions, that is, both into the well and into the formation. This action breaks down sediment bridges that can occur in the formation or sand pack, which reduce the connection between the well and the formation

7.1 General Preparation

- All down-well equipment should be decontaminated prior to use and between well locations in accordance with SOP 3-06, Equipment Decontamination
- Although equipment is decontaminated between well locations, if wells are known or suspected to be contaminated based on observations during well installation, it is recommended that well development be conducted in order from the least contaminated to the most contaminated well to minimize the chances of cross-contamination.

- Management of investigation-derived waste (IDW), including development purge water and miscellaneous expendable materials generated during the development process, will be conducted in accordance with SOP 3-05, IDW Management.
- Prior to accessing the well, the wellhead should be cleared of debris and/or standing water. Nothing from the ground surface should be allowed to enter the well.
- The depth to water and total well depth should be measured with a water level meter and recorded in the field logbook or on a Well Development Record (Attachment 1). This information will be used to calculate the volume of standing water (i.e., the well volume) within the well, and plan the specific details of the well development. If wells are suspected to contain NAPL, an oil/water interface probe should be used to measure liquid levels and depth to bottom of the well.
- Permanent monitoring wells will be developed no sooner than 24 hours after well installation is completed in order to allow well completion materials to set properly.

7.2 Monitoring Well Development Procedures

Generally, development will begin by gently surging the well with a surge block or bailer as described in Sections 7.2.1 and 7.2.2, respectively. Surging can become more vigorous as development progresses but initially the well must be gently surged to allow material blocking the screen to become suspended without damaging the well. Next, a bailer can be used to remove the sediment settled at the base of the well. A bailer, Watterra® pump, or electric submersible pump will then be used to purge the well, per Sections 7.2.2, 7.2.3, or 7.2.4, respectively. The well will be purged until the removed water becomes less turbid according to State or local requirements. At this point the well will be surged again with a surge block or bailer. The well can be surged more vigorously at this point. After surging, the well will be purged again until the turbidity once again decreases. The surge/purge cycle should be completed at least three times during the development process. After the last surge, the well will be purged until the development completion criteria outlined in 7.3.2.

7.2.1 Surge Block

The default method of well development is the use of a surge block in conjunction with pumping or bailing to remove sediment-laden water.

- The construction of the surge block must be appropriate for the diameter of the well. The surge block must be mounted on rods or other stiff materials to extend it to the appropriate depths and to allow for the surge block to be moved up and down in the well.
- Insert the surge block into the well and lower it slowly to the screened or open interval below the static water level. Start the surge action by slowly and gently moving the surge block up and down in the well. A slow initial surging, using plunger strokes of approximately 1 meter or 3 feet, will allow material which is blocking the screen to separate and become suspended.
- After 5 to 10 plunger strokes, remove water from the well using a separate bailer (Section 7.2.2) or pumping techniques (Sections 7.2.3 or 7.2.4). The returned water should be heavily laden with suspended fines. The water will be discharged to 5-gallon buckets or 55-gallon drums to be managed per the SOP for IDW.
- In some cases, the bailer or Watterra® foot valve can act as a surge block, flushing water in and out of the well screen as groundwater is removed.
- Repeat the process of surging and pumping/bailing. As development continues, slowly increase the depth of surging to the bottom of the well screen. Surging within the riser portion of the well is neither necessary nor effective.
-

7.2.2 Bailer

- Tie a string or other cable securely to the bailer. Lower it to the screened or open interval of the monitoring well below the static water level.
- The bailer may be raised and lowered repeatedly within the screened interval to attempt to simulate the action of a surge block by pulling fines through the well screen, and pushing water out into the formation to break down bridging.
- With the bailer full of water, remove it from the well and discharge the water into 5-gallon buckets or 55-gallon drums to be managed per the requirements presented in the project-specific SAP.
- The Watterra® system (Section 7.2.3) or electric submersible pump (Section 7.2.4) may be used as a complementary development method to the bailer, especially when removal of additional water at a faster rate is beneficial.
- Continue alternately surging and bailing, monitoring the purge water periodically (Section 7.3.1) until development completion criteria are met (Section 7.3.2).

7.2.3 Watterra® system

- Attach high-density polyethylene (HDPE) tubing to the decontaminated Watterra® pump foot valve
- Lower the foot valve and tubing assembly near the bottom of the well.
- Lift and lower the tubing to allow water to enter the Watterra® foot valve and travel up the tubing and discharge the water into 5-gallon buckets or 55-gallon drums to be managed per the requirements presented in the project-specific SAP.
- The lifting and lowering action of the Watterra® sysem will cause some surging action to aid in breaking up fine material in the surrounding formation.
- A bailer (Section 7.2.2) may be used as a complementary development method to the Watterra® system, especially during the initial stages of development when a high volume of sediment may be required to be removed.
- An electric submersible pump (Section 7.2.4) may also be used as a complementary development method to the Watterra® system, especially when more volume of water is desired to be pumped or the turbidity criteria cannot be met due to the surging action of the Watterra® system.
- Continue alternately surging and pumping, monitoring the purge water periodically (Section 7.3.1) until well development completion criteria are met (Section 7.3.2).

7.2.4 Electric Submersible Pump

- Attach HDPE tubing to the decontaminated electric submersible pump.
- Lower the pump and tubing assembly near the bottom of the well, at least a few inches above the well total depth.
- Begin pumping, discharging the water into 5-gallon buckets or 55-gallon drums to be managed per the requirements presented in the project-specific SAP.
- Continue alternately surging and pumping, monitoring the purge water discharge periodically (Section 7.3.1) until well development completion criteria are met (Section 7.3.2).

7.3 Discharge Monitoring

7.3.1 Monitoring the Progress of Development

The progress of the development is evaluated through visual observation of the suspended sediment load and measurement of the turbidity and other parameters in the purged diischarge water. As development progresses, the water should become clearer, measured turbidity should decrease, and specific capacity (pumping rate divided by drawdown) should stabilize. Water quality parameters, including DO, conductivity, ORP, pH, temperature, and turbidity may be measured and recorded periodically to determine the progress of development using the criteria outlined in Section 7.3.2 or per the project-specific SAP. Water quality parameters should be measured on each well volume removed.

7.3.2 Completion of Development

The well will be considered developed when the following criteria are met or per the criteria set forth in the project-specific SAP:

- A minimum of three times the standing water volume in a well (to include the well screen and casing plus saturated annulus, assuming 30 percent porosity) is removed.
- Groundwater parameters for three consecutive standing water volumes are within the following:
  - pH – within ± 0.2 units
  - Specific conductivity – within ± 3%
  - ORP – within ± 10 mV
  - Temperature – within ±1 degree Celsius
  - Turbidity – at or below 10 nephelometric turbidity units (NTU) or within ± 10% if above 10 NTU.
- The sediment thickness remaining within the well is less than 1 percent of the screen length or less than 30 millimeters (0.1 ft) for screens equal to or less than 10 feet long.

Dissolved oxygen (DO) readings may be recorded but DO readings will not be used as development completion criteria because DO may not stabilize.

If the well has slow groundwater recharge and is purged dry, the well will be considered developed when bailed or pumped dry three times in succession and the turbidity has decreased, or per the requirements set forth in the project-specific SAP. Water quality parameters may be recorded if feasible using the flow-through cell.

If any water is added to the well's borehole during development or drilling, three times the volume of water added will also be removed during well development, or per the requirements set forth in the project-specific SAP.

7.4 Development of Wells with Low Yield

Water is the primary mechanism to remove fines and flush water through the gravel pack for effective development. Therefore, development can be a challenge in wells that do not yield sufficient water to recharge when water is removed. However, often these wells are the most in need of development to improve their performance as they are typically installed in low permeability formations with a high content of fines. Development of these wells can improve their yield.

The surging portion of the development can be successfully performed in a well with standing water regardless of its yield. It is the subsequent removal of fine materials that is hindered when insufficient water is recharged to the well. When wells go dry or drawdown significantly during development, development can be performed intermittently, allowing sufficient water to recharge prior conducting the next stage of surging. These intermittent procedures can take place hours or even days apart, depending on project-specific time constraints.

7.5 Wells containing NAPL

Additional care should be taken when planning development of wells that contain NAPL. If the NAPL is flammable, there are health and safety as well as handling issues to consider. If NAPL in excess of a persistent sheen is noted, the recharge rate will be evaluated through hand bailing. In most cases, it is generally preferable to remove NAPL by bailing to the extent practical prior to performing development. Groundwater parameters, excluding turbidity, will not be collected during well development if NAPL or excessive sheen is noticed in the purged water during development to ensure the meter probes are not fouled or destroyed. Well development will be halted.

Development by surging or pumping the well dry can result in the spreading of NAPL vertically in the soil column around the well. These methods can be used, if information exists describing the vertical thickness of the NAPL smear zone around the well, and if the methods do not result in mounding or drawdown that exceeds this thickness. Alternate methods such as bailing may also be used, but any method should not allow the well to be pumped dry or result in significant drawdown that would spread the NAPL vertically.

7.6 Temporary Well Points

For certain projects, temporary well points (TWPs) may be installed to collect groundwater samples at a site. Since no sand pack, bentonite chips, or bentonite grout are generally used in the construction of the TWPs, development can proceed as soon as sufficient water has entered the well to static conditions. Due to the small diameter of these wells, generally ¾-inch to 1-inch ID, development will be performed using either a small diameter (0.5-inch) bailer and/or a peristaltic pump with dedicated tubing. The TWPs will have minimal water column and may purge dry during development. However, attempts will be made to remove fines from the well prior to sampling. Purging and sampling may occur as soon as approximately 80% of the static water has re-entered the TWP, or per the requirements set forth in the project-specific SAP.

8.0 Quality Control and Assurance

8.1 Field personnel will follow specific quality assurance (QA) guidelines as outlined in the project-specific QAPP.

8.2 Quality control (QC) requirements are dependent on project-specific sampling objectives.

9.0 Records, Data Analysis, Calculations

9.1 All data and information (e.g., development method used) must be documented on field data sheets (Attachment 1) or within site logbooks with permanent ink. Data recorded may include the following:

- Well Location
- Weather conditions
- Date and Time
- Purge Method
- Reading/measurements obtained

10.0 Attachments or References

Attachment 1 – Well Development Record

SOP 3-05, *IDW Management*.

SOP 3-06, *Equipment Decontamination*.

Author	*Reviewer*	*Revisions (Technical or Editorial)*
Shawn Dolan Senior Scientist	Chris Barr Program Quality Manager	Rev 0 – Initial Issue (June 2012)

Attachment 1
Well Development Record

Well/Piezometer Development Record

RESOLUTION CONSULTANTS

Well ID:

Client: ____________________

Project No: ____________________ Date: __________ Developer: ____________________________________

Site Location: ____

Well/Piezometer Data

Well ☐ Piezometer ☐ Diameter ____________ Material _______________

Measuring Point Description ________________

Depth to Top of Screen (ft.) ________________

Depth to Bottom of Screen (ft.) ________________

Total Well Depth (ft.) ________________

Depth to Static Water Level (ft.) ________________

Geology at Screen Interval (if known) ____________________

Time of Water Level Measurement __________

Calculate Purge Volume (gal.) __________

Disposal Method ________________________

Headspace ________________________

Original Well Development ☐ Redevelopment ☐ Date of Original Development __________

DEVELOPMENT METHOD ____

PURGE METHOD ____

Time	Total Volume Purged (gal.)	Flow Rate (gpm)	Turbidity (NTU)	Color	pH	Temp	Other

ACCEPTANCE CRITERIA (from workplan)

Minimum Purge Volume Required _____ gallons

Maximum Turbidity Allowed _____ NTUs

Stabilization of parameters _____%

	Yes	No	N/A
Has required volume been removed	☐	☐	☐
Has required turbidity been reached	☐	☐	☐
Has parameters stabilized	☐	☐	☐

If no or N/A explain below:

____

____

____

Signature ____ Date: ______________

Monitoring Well Sampling

Procedure 3-14

1.0 Purpose and Scope

1.1 This standard operating procedure (SOP) describes the actions to be used during monitoring well sampling activities and establishes the method for sampling groundwater monitoring wells for water-borne contaminants and general groundwater chemistry. The objective is to obtain groundwater samples that are representative of aquifer conditions with as little alteration to water chemistry as possible.

1.2 As guidance for specific activities, this procedure does not obviate the need for professional judgment. Deviations from this procedure while planning or executing planned activities must be approved in accordance with Program requirements for technical planning and review.

2.0 Safety

2.1 Depending upon the site-specific contaminants, various protective programs must be implemented prior to sampling the first well. All field sampling personnel responsible for sampling activities must review the project-specific health and safety plan (HASP) paying particular attention to the control measures planned for the well sampling tasks. Conduct preliminary area monitoring of sampling wells to determine the potential hazard to field sampling personnel. If significant contamination is observed, minimize contact with potential contaminants in both the vapor phase and liquid matrix through the use of of appropriate personal protective equipment (PPE).

2.2 Observe standard health and safety practices according to the project-specific HASP. Suggested minimum protection during well sampling activities includes inner disposable vinyl gloves, outer chemical-protective nitrile gloves and rubberized steel-toed boots. Half-face respirators and cartridges and Tyvek® suits may be necessary depending on the contaminant concentrations. Refer to the project-specific HASP for the required PPE.

2.3 Physical Hazards associated with Well Sampling

- To avoid lifting injuries associated with pump and bailers retrieval, use the large muscles of the legs, not the back.
- Stay clear of all moving equipment, and avoid wearing loose fitting clothing.
- When using tools for cutting purposes, cut away from yourself. The use of appropriate, task specific cutting tools is recommended.
- To avoid slip/trip/fall conditions as a result of pump discharge, use textured boots/boot cover bottoms.
- To avoid heat/cold stress as a result of exposure to extreme temperatures and PPE, drink electrolyte replacement fluids (1 to 2 cups per hour is recommended) and, in cases of extreme cold, wear fitted insulating clothing.
- Be aware of restricted mobility due to PPE.

3.0 Terms and Definitions

None.

4.0 Interferences

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

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

5.0 Training and Qualifications

5.1 **Qualifications and Training**

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

5.2 **Responsibilities**

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

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

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

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

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

6.0 Equipment and Supplies

6.1 Purging and Sampling Equipment

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

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

6.2 General Equipment

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

7.0 Calibration or Standardization

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

7.2 If readings are suspected to be inaccurate, the equipment shall be checked with the calibration solutions and/or re-calibrated.

8.0 Procedure

8.1 Preparation

8.1.1 Site Background Information

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

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

8.1.2 Groundwater Analysis Selection

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

8.2 Groundwater Sampling Procedures

Groundwater sampling procedures at a site shall include:

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

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

8.2.1 Well Security and Condition

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

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

8.2.2 Decontamination of Equipment

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

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

8.2.3 Measurement of Static Water Level Elevation

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

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

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

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

8.2.4 Detection of Immiscible Phase Layers

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

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

8.2.5 Purging Equipment and Use

General Requirements

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

According to the U.S. Environmental Protection Agency (EPA) (EPA, 1996), the rate at which groundwater is removed from the well during purging ideally should be less than 0.2 to 0.3 liters/minute. EPA further states that wells should be purged at rates below those used to develop the well to prevent further development of the well, to prevent damage to the well, and to avoid disturbing accumulated corrosion or reaction products in the well. EPA also indicates that wells should be purged at or below their recovery rate so that migration of water in the formation above the well screen does not occur.

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

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

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

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

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

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

<u>Purging Equipment and Methods</u>

Submersible Pump

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

Steam clean or otherwise decontaminate the pump and discharge tubing prior to placing the pump in the well. The submersible pump shall be equipped with an anti-backflow check valve to limit the amount of water that will flow back down the drop pipe into the well. Place the pump in the middle of the saturated screened interval within the well and maintain it in that position during purging.

Bladder Pump

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

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

Centrifugal, Peristaltic, or Diaphragm Pump

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

Air Lift Pump

Airlift pumps are not appropriate for purging or sampling.

Bailer

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

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

8.2.6 Monitoring Well Sampling Methodologies

Sampling Light, Non-Aqueous Phase Liquids (LNAPL)

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

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

Sampling Dense, Non-Aqueous Phase Liquids (DNAPL)

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

Groundwater Sampling Methodology

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

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

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

Submersible Pumps

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

Bladder Pumps

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

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

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

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

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

Peristaltic Pumps:

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

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

Bailers

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

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

8.2.7 Sample Handling and Preservation

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

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

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

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

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

Special Handling Considerations

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

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

Field Sampling Preservation

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

Field Sampling Log

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

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

- Field analysis data
- Field observations on sampling event
- Name of sampler
- Weather conditions

9.0 Quality Control and Assurance

9.1 Field personnel will follow specific quality assurance (QA) guidelines as outlined in the project-specific SAP. The goal of the QA program should be to ensure precision, accuracy, representativeness, completeness, and comparability in the project sampling program.

9.2 Quality control (QC) requirements for sample collection are dependent on project-specific sampling objectives. The project-specific SAP will provide requirements for sample preservation and holding times, container types, sample packaging and shipment, as well as requirements for the collection of various QC samples such as trip blanks, field blanks, equipment rinse blanks, and field duplicate samples.

10.0 Data and records management

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

- Sample Collection Records;
- Field logbook;
- Chain-of-custody forms; and
- Shipping labels.

10.2 Sample collection records (Attachment 1) will provide descriptive information for the purging process and the samples collected at each monitoring well.

10.3 The field logbook is kept as a general log of activities and should not be used in place of the sample collection record.

10.4 Chain-of-custody forms are transmitted with the samples to the laboratory for sample tracking purposes.

10.5 Shipping labels are required is sample coolers are to be transported to a laboratory by a third party (courier service).

11.0 Attachments or References

Attachment 1 – Groundwater Sampling Collection Record

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

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

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

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

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

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

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

SOP 3-05, *IDW Management.*

SOP 3-06, *Equipment Decontamination*.

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

Attachment 1
Groundwater Sample Collection Record

Well ID:

RESOLUTION CONSULTANTS

Groundwater Sample Collection Record

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

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

a. Total Well Length ______ **c.** Length of Water Column ______ (a-b)

Casing Diameter/Material ______

b. Water Table Depth ______ **d.** Calculated Well Volume (see back) ______

2. WELL PURGEABLE DATA

a. Purge Method: ______

b. Acceptance Criteria defined (see SAP or Work Plan)
- Minimum Required Purge Volume (@______ well volumes) ______
- Maximum Allowable Turbidity ______ NTUs
- Stabilization of parameters ______ %

c. Field Testing Equipment used:

Make	Model	Serial Number

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

(continued on back)

d. Acceptance criteria pass/fail	Yes	No	N/A
Has required volume been removed	☐	☐	☐
Has required turbidity been reached	☐	☐	☐
Have parameters stabilized	☐	☐	☐

If no or N/A - Explain below.

______

3. SAMPLE COLLECTION: Method: ______

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

Comments ______

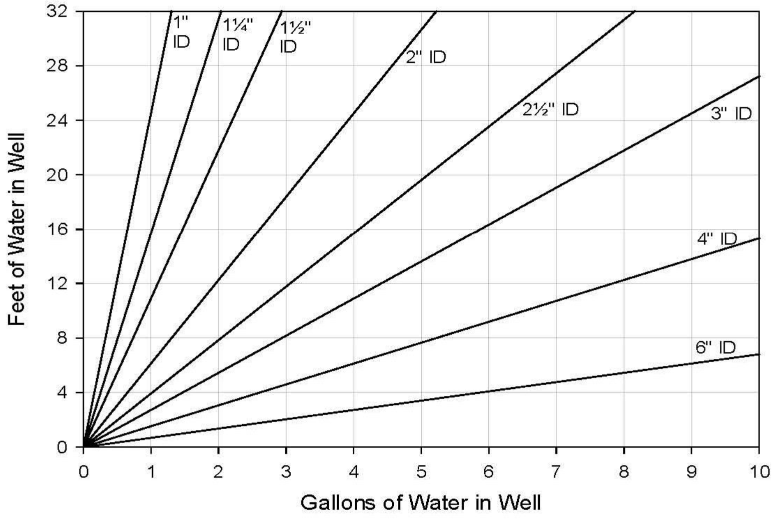
Signature ______ Date ______

Page 1 of 2

RESOLUTION CONSULTANTS

Purge Volume Computation

Well ID:



Volume / Linear Ft. of Pipe		
ID (in)	**Gallon**	**Liter**
¼	0.0025	0.0097
³⁄₈	0.0057	0.0217
½	0.0102	0.0386
¾	0.0229	0.0869
1	0.0408	0.1544
1¼	0.0637	0.2413
1½	0.0918	0.3475
2	0.1632	0.6178
2½	0.2550	0.9653
3	0.3672	1.3900
4	0.6528	2.4711
6	1.4688	5.5600

(continued from front)

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

Signature ______________________________ Date ______________

Operation and Calibration of a Photoionization Detector

Procedure 3-20

1.0 Purpose and Scope

1.1 Purpose and Applicability

1.1.1 This standard operating procedure (SOP) describes the procedures that will be followed by field staff for operation and calibration of a photoionization detector (PID). The PID is primarily used by AECOM personnel for safety and survey monitoring of ambient air, determining the presence of volatiles in soil and water, and detecting leakage of volatiles.

1.1.2 PIDs routinely used by field personnel include the Photovac Microtip, Thermoelectron 580EZ, and MiniRAE 2000. Personnel responsible for using the PID should first read and thoroughly familiarize themselves with the instrument instruction manual.

1.2 Principle of Operation

1.2.1 The PID is a non-specific vapor/gas detector. The unit generally consists of a hand-held probe that houses a PID, consisting of an ultraviolet (UV) lamp, two electrodes, and a small fan which pulls ambient air into the probe inlet tube. The probe is connected to a readout/control box that consists of electronic control circuits, a readout display, and the system battery. Units are available with UV lamps having an energy from 9.5 electron volts (eV) to 11.7 eV.

1.2.2 The PID analyzer measures the concentration of trace gas present in the atmosphere by photoionization. Photoionization occurs when an atom or molecule absorbs a photon of sufficient energy to release an electron and become a positive ion. This will occur when the ionization potential of the molecule (in electron volts (eV)) is less than the energy of the photon. The source of photons is an ultraviolet lamp in the probe unit. Lamps are available with energies ranging from 9.5 eV to 11.7 eV. All organic and inorganic vapor/gas compounds having ionization potentials lower than the energy output of the UV lamp are ionized and the resulting potentiometric change is seen as a positive reading on the unit. The reading is proportional to the concentration of organics and/or inorganics in the vapor.

1.2.3 Sample gases enter the probe through the inlet tube and enter the ion chamber where they are exposed to the photons emanating from the UV lamp. Ionization occurs for those molecules having ionization potentials near to or less than that of the lamp. A positive- biased polarizing electrode causes these positive ions to travel to a collector electrode in the chamber. Thus the ions create an electrical current which is amplified and displayed on the meter. This current is proportional to the concentration of trace gas present in the ion chamber and to the sensitivity of that gas to photoionization.

1.2.4 In service, the analyzer is first calibrated with a gas of known composition equal to, close to, or representative of that to be measured. Gases with ionization potentials near to or less than the energy of the lamp will be ionized. These gases will thus be detected and measured by the analyzer. Gases with ionization potentials greater than the energy of the lamp will not be detected. The ionization potentials of the major components of air, i.e., oxygen, nitrogen, and carbon dioxide, range from about 12.0 eV to 15.6 eV and are not ionized by any of the lamps available. Gases with ionization potentials near to or slightly higher than the lamp are partially ionized, with low sensitivity.

1.3 Specifications

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

2.0 Safety

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

2.2 Only PIDs stamped Division I Class I may be used in explosive atmospheres. Refer to the project HASP for instructions pertaining to instrument use in explosive atmospheres.

3.0 Terms and Definitions

None.

4.0 Interferences

4.1 Regardless of which gas is used for calibration, the instrument will respond to all analytes present in the sample that can be detected by the type of lamp used in the PID.

4.2 Moisture will generate a positive interference in the concentration measured for a PID and is characterized by a slow increase in the reading as the measurement is made. Care must be taken to minimize uptake of moisture to the extent possible. Refer to the manufacturers' instructions for care, cleaning, and maintenance.

4.3 Uptake of soil into the PID must be avoided as it will compromise instrument performance by blocking the probe, causing a positive interference, or dirtying the PID lamp. Refer to the manufacturers' instructions for care, cleaning, and maintenance.

4.4 The user should listen to the pitch of the sampling pump. Any changes in pitch may indicate a blockage and corrective action should be initiated.

5.0 Training and Qualifications

5.1 Qualifications and Training

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

5.2 Responsibilities

5.2.1 The CTO Manager is responsible for ensuring that the operation and calibration activities comply with this procedure. The CTO Manager is responsible for ensuring that all personnel involved in the operation and calibration shall have the appropriate education, experience, and training to perform their assigned tasks.

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

5.2.3 The Field Manager is responsible for ensuring that all operation and calibration activities are conducted according to this procedure.

5.2.4 All Field Personnel are responsible for the implementation of this procedure.

6.0 Equipment and Supplies

- Calibration Gas: Compressed gas cylinder of isobutylene in air or similar stable gas mixture of known concentration. The selected gas should have an ionization potential similar to that of the vapors to be monitored, if known. The concentration should be at 50-75% of the range in which the instrument is to be calibrated;
- Regulator for calibration gas cylinder;
- Approximately 6 inches of Teflon® tubing;
- Tedlar bag (optional);
- Commercially-supplied zero grade air (optional);
- "Magic Marker" or “Sharpie” or other waterproof marker;
- Battery charger;
- Moisture traps;
- Spare lamps;
- Manufacturer’s instructions; and
- Field data sheets or logbook/pen.

7.0 Procedure

7.1 Preliminary Steps

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

7.2 Calibration

7.2.1 The PID must be calibrated in order to display concentrations in units equivalent to ppm. First a supply of zero air (ambient air or from a supplied source), containing no ionizable gases or vapors is used to set the zero point. A span gas, containing a known concentration of a photoionizable gas or vapor, is then used to set the sensitivity.

7.2.2 Calibrate the instrument according to the manufacturer’s instructions. Record the instrument model and identification number, the initial and adjusted meter readings, the calibration gas composition and concentration, and the date and the time in the field records.

7.2.3 If the calibration cannot be achieved or if the span setting resulting from calibration is 0.0, then the lamp must be cleaned (Section 7.4).

7.3 Operation

7.3.1 Turn on the unit and allow it to warm up (minimum of 5 minutes). Check to see if the intake fan is functioning; if so, the probe will vibrate slightly and a distinct sound will be audible when holding the probe casing next to the ear. Also, verify on the readout display that the UV lamp is lit.

7.3.2 Calibrate the instrument as described in Section 7.2, following the manufacturer’s instructions. Record the calibration information in the field records.

7.3.3 The instrument is now operational. Readings should be recorded in the field records.

7.3.4 When the PID is not being used or between monitoring intervals, the unit may be switched off to conserve battery power and UV lamp life; however, a “bump” test should be performed each time the unit is turned on and prior to taking additional measurements. To perform a bump test, connect the outlet tubing from a Tedlar bag containing a small amount of span gas to the inlet tubing on the unit and record the reading. If the reading is not within the tolerance specified in the project plan, the unit must be recalibrated.

7.3.5 At the end of each day, recheck the calibration. The check will follow the same procedures as the initial calibration (Section 7.2) except that no adjustment will be made to the instrument. Record the information in the field records.

7.3.6 Recharge the battery after each use (Section 7.4).

7.3.7 When transporting, ensure that the instrument is packed in its stored condition in order to prevent damage.

7.4 Routine Maintenance

7.4.1 Routine maintenance associated with the use of the PID includes charging the battery, cleaning the lamp window, replacing the detector UV lamp, replacing the inlet filter, and replacing the sample pump. Refer to the manufacturer’s instructions for procedures and frequency.

7.4.2 All routine maintenance should be performed in a non-hazardous environment.

7.5 Troubleshooting Tips

7.5.1 One convenient method for periodically confirming instrument response is to hold the sensor probe next to the tip of a magic marker. A significant reading should readily be observed.

7.5.2 Air currents or drafts in the vicinity of the probe tip may cause fluctuations in readings.

7.5.3 A fogged or dirty lamp, due to operation in a humid or dusty environment, may cause erratic or fluctuating readings. The PID should never be operated without the moisture trap in place.

7.5.4 Moving the instrument from a cool or air-conditioned area to a warmer area may cause moisture to condense on the UV lamp and produce unstable readings.

7.5.5 A zero reading on the meter should not necessarily be interpreted as an absence of air contaminants. The detection capabilities of the PID are limited to those compounds that will be ionized by the particular probe used.

7.5.6 Many volatile compounds have a low odor threshold. A lack of meter response in the presence of odors does not necessarily indicate instrument failure.

7.5.7 When high vapor concentrations enter the ionization chamber in the PID the unit can become saturated or “flooded”. Remove the unit to a fresh air environment to allow the vapors to be completely ionized and purged from the unit.

8.0 Quality Control and Assurance

8.1 The end use of the data will determine the quality assurance requirements that are necessary to produce data of acceptable quality. These quality assurance requirements will be defined in the site-specific workplan or Sampling and Analysis Plan (SAP), hereafter referred to as the project plan.

8.2 Calibration of the PID will be conducted at the frequency specified in the project plan. In the absence of project-specific guidance, calibration will be performed at the beginning of each day of sampling and will be checked at the end of the sampling day or whenever instrument operation is suspect. The PID will sample a calibration gas of known concentration. The instrument must agree with the calibration gas within ±10%. If the instrument responds outside this tolerance, it must be recalibrated.

8.3 Checks of the instrument response (Section 7.5) should be conducted periodically and documented in the field records.

9.0 Records, Data Analysis, Calculations

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

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

10.0 Attachments or References

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

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

Water Quality Parameter Testing for Groundwater Sampling

Procedure 3-24

1.0 PURPOSE

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

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

2.0 SCOPE

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

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

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

3.0 DEFINITIONS

3.1 Barometric Pressure (BP)

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

3.2 Conductivity/Specific Conductance

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

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

3.3 Dissolved Oxygen (DO)

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

3.4 Nephelometric Turbidity Unit (NTU)

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

3.5 pH

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

3.6 Oxidation-Reduction Potential (ORP)

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

3.7 Total Dissolved Solids

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

3.8 Turbidity

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

4.0 RESPONSIBILITIES

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

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

5.0 PROCEDURES

5.1 Purpose

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

5.2 Cautions

Improper use of water quality testing equipment could result in equipment damage or compromised sampling results. Personnel should be trained to operate the test equipment being used for a field operation and should be trained in the proper techniques for collecting and logging water quality parameters. Personnel should also be able to recognize problems with test equipment and have someone available for basic troubleshooting and repair.

5.3 Interferences

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

pH Meters

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

Dissolved Oxygen

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

Turbidity Meter

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

Temperature

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

5.4 Apparatus and Materials

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

Table 1
Water Quality Parameter Testing — Common Equipment

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

Notes:
ORP = Oxidation-Reduction Potential
DO = Dissolved Oxygen

5.5 Instrument or Method Calibration

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

Initial Calibration (IC): Before use, the instrument or meter electronics are adjusted (manually or automatically) to a theoretical value (e.g., DO saturation) or a known value of a calibration standard. An IC is performed in preparation for the first use of an instrument or if a calibration verification does not meet acceptance criteria.

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

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

5.5.1 Calibration Checks

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

Table 2
Calibration Check Acceptance Limits

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

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

5.5.2 Possible and Suspected Ranges

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

Table 3
Minimum and Maximum Result Ranges

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

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

5.5.3 Field Instruments and Calibration Criteria

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

Table 4
Calibration Check Acceptance Limits

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

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

pH Meters

- For the most accurate of pH measurements, pH meters should receive a three-point calibration. However, if a two-point calibration will bracket the groundwater pH of the site, a two-point calibration is acceptable. Three-point calibrations typically include calibrating to solutions of pH 7.00, 4.00, and 10.00. If groundwater pH is outside the calibration range of the solution standards, special buffers must be ordered to bracket the pH. Some meters will report the slope of the calibration and this may be used in checking the meter calibration (refer to the meter’s manual). When performing an ICV, the result must be within +/- 0.2 pH units of the stated buffer value.

- pH meters should be calibrated across the range of values to be measured. The maximum and minimum calibration solutions shall be outside the range of anticipated values. For example, if the expected range is between 7.50 and 9.00, the 7.00 and the 10.00 standard should be used for calibration. Perform the IC using at least two buffers, and always use the pH 7.00 buffer first. A reading that is above the maximum (or below the minimum) calibration standard is an estimate only and is not valid. This condition requires obtaining a new standard that is above (or below) the reported value, depending on the measurement.

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

Specific Conductivity Meters

- For IC, when the sample measurements are expected to be 100 microsiemens per centimeter (µS/cm) or greater, use two standard potassium chloride (KCl) solutions that bracket the range of expected sample conductivities. Calibrate the instrument with the first standard. Verify the calibration of the instrument with the second standard, bracketing the range of expected sample values.

- If the instrument can be calibrated with more than one standard, choose additional calibration standards within the range of expected sample values.

- When the sample measurements are expected to be less than 100 µS/cm, a lower bracket is not required, but one standard (KCl) solution that is within the range of expected measurements must be used for the IC and the ICV.

- Accept the calibration if the meter reads within +/- 5 percent of the value of any calibration standard used to verify the calibration.

- Most field instruments read conductivity directly. Record all readings and calculations in the calibration records.

- For CCV, check the meter with at least one KCl standard with a specific conductance in the range of conductivity measured in environmental samples. The reading for the calibration verification must also be within +/- 5 percent of the standard value.

- If new environmental samples are encountered outside the range of the IC, verify the instrument calibration with two standards bracketing the range of sample values. If these calibration verifications fail, recalibrate the instrument.

Dissolved Oxygen Meters

- Before calibrating, check the probe membrane for bubbles, tears, or wrinkles. These conditions require replacement of the membrane in accordance with the manufacturer's directions.

- If the meter provides readings that are off-scale, will not calibrate, or drift, check the leads, contacts, etc., for corrosion and/or short circuits. These conditions require replacement maintenance in accordance with the manufacturer's directions.
- Most DO meters must be calibrated based on an environment of 100 percent humidity and a known elevation and barometric pressure (BP).

- For 100 percent humidity, place the probe in the calibration container with a moist towel and allow the probe to remain, undisturbed, for 10 to 20 minutes.

- The IC is an air calibration at 100% saturation. Before use, verify the meter calibration in water-saturated air to make sure it is properly calibrated and operating correctly. Make a similar verification at the end of the day or sampling event. Follow the manufacturer's instructions for your specific instrument. Allow an appropriate warm up period before IC. Wet the inside of the calibration chamber with water, pour out the excess water (leave a few drops), wipe any droplets off the membrane/sensor and insert the sensor into the chamber (this ensures 100 percent humidity). Allow adequate time for the DO sensor and the air inside the calibration chamber to equilibrate. Once the probe/calibration chamber is stable at ambient temperature, check the air temperature and determine, from the DO versus temperature table (see Attachment 2) what DO should measure. The acceptance criterion for DO ICV is +/- 0.3 mg/L.

- Use the same procedure as above for CCV.

ORP Meters

- Verify electrode response before use in the field.

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

- Immerse the electrodes and gently stir the standard solution in a beaker (or flow cell). Turn the meter on, placing the function switch in the millivolt (mv) mode.

- Let the electrode equilibrate and record the reading to the nearest millivolt. The reading must be within ±10 mv from the theoretical redox standard value at that temperature. If not, determine the problem and correct it before proceeding. Switch to temperature display and read the value.

- Record the mv reading and temperature in the field notebook or in form. Rinse the electrode with distilled water and proceed with the sample measurement, unless using a flow cell. If a flow cell is used, rinse between sample locations.

Turbidity Meters

- Perform an initial calibration using at least two primary standards.

- If the instrument cannot be calibrated with two standards, calibrate the instrument with one standard and verify with a second standard.

- Perform an ICV by reading at least one primary standard as a sample. The acceptance criterion for the ICV depends on the range of turbidity of the standard value:

    1. Standard Value = 0.1 to 10 NTU: the response must be within 10 percent of the standard;

    2. Standard Value = 11 to 40 NTU: the response must be within 8 percent of the standard;

    3. Standard Value = 41 to 100 NTU: the response must be within 6.5 percent of the standard; and

    4. Standard Value greater than 100 NTU: the response must be within 5 percent of the standard.

- Determining the Values of Secondary Standards: Use only those certified by the manufacturer for a specific instrument. Secondary standards may be used for CCVs.

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

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

5.6 Direct Measurements

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

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

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

5.7 Data Acquisitions, Calculations, and Data Reduction

5.7.1 Specific Conductivity Correction Factions

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

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

Where:

K = Conductivity in μmhos/cm at 25°C
Km = Measured conductivity in μmhos/cm at T degrees Celsius
C = Cell constant
T = Measured temperature of the sample in degrees Celsius;

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

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

5.7.2 Percentage Difference Calculation

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

$$\%\,Difference = \frac{(Highest\ value - Lowest\ value)}{(Highest\ value)}\ x\ 100$$

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

$$mmHG = inHG\ x\ 25.4$$

5.7.4 True Barometric Pressure

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

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

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

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

Convert inHG to mmgHG:

mmHg = 30.49 inHg x 25.4 = 774.4 mmHg

Calculate True BP:

TrueBP = (774.4 mmHg) – [2.5 * (544 /100)] = 774.4-13.6 = 760.8 mmHg

6.0 RECORDS

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

7.0 HEALTH AND SAFETY

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

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

8.0 REFERENCES

None

9.0 ATTACHMENTS

Attachment 1: Example Field Instrument Calibration Form
Attachment 2: Solubility of Oxygen at Given Temperatures
Attachment 3: Example Field Data Form

Attachment 1

Example Field Instrument Calibration Form

Field Instrument Calibration Form

calibrated by: ________________
Date: ________________

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

pH (su) standard: ± 0.2 standard units

	Initial calibration		Initial calibration Verification	
	Hach SL	Reading	Pine SL	Reading
pH 7				
pH 4				

Continuing calibration Verification

	Hach SL	Reading	Deviation	Acceptable Variance (Y/N)
pH 7				
pH 4				

DO (mg/L) Standard: ± 0.3 mg/L of theoretical *

IC (Temp:)		ICV (Temp:)	
Saturation (%)	Reading (%)	Theoretical (mg/L)	Reading (mg/L)
100			

CCV (Temp:)

Saturation (%)	Reading (%)	Deviation	Acceptable Variance (Y/N)
100			
Theoretical (mg/L)	**Reading (mg/L)**	**Deviation**	**Acceptable Variance (Y/N)**

ORP (mV) Standard: NA

IC (Zobell SL: ____ C) ICV (Pine SL: ________)

TCS (Std/Temp)	Reading	TCS (Std/Temp)	Reading

CCV (Zobell SL:)

TCS (Std/Temp)	Reading	Deviation	Acceptable Variance (Y/N)

Turbidity (ntu) Standard: ± 10% of Standard

Initial calibration

Standard	Reading

Continuing calibration Verification

Standard	Reading	Deviation	Acceptable Variance (Y/N)

Conductivity (mS/cm) standard: ± 5% of standard value

IC (YSI SL: ________) ICV (Pine SL: ________)

Standard	Reading	standard	Reading

CCV (YSI SL:)

Standard	Reading	Deviation	Acceptable Variance (Y/N)

Comments:

Notes:

TCS temperature corrected standard
Std standard
Temp temperature

su standard units
mV millivolts
TV
mg/L milligrams per liter

NTU nephelometric turbidity units
°C degrees Celsius
mS/cm millisiemens per centimeter (temperature corrected)
Theoretical value

Attachment 2

Solubility of Oxygen at Given Temperatures

Field Measurement of Dissolved Oxygen

Solubility of Oxygen in Water
at Atmospheric Pressure

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

Notes:

The table provides three decimals to aid interpolation

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

°C = degrees Celsius

mg/L = milligrams per liter

Attachment 3
Example Field Data Form

WELL DEVELOPMENT & GROUNDWATER SAMPLING FORM

DATE:	JOB NUMBER:	EQUIPMENT (Make/Model#/Serial#):
PROJECT:	EVENT:	/ /

WELL ID: LOCATION: / / WEATHER CONDITIONS: AMBIENT TEMP: / / REVIEWED BY: PERSONNEL: / /

WELL DIA:

WELL DEVELOPMENT

TOTAL DEPTH from TOC (ft.): START: FINISH:

DEPTH TO WATER from TOC (ft.): VOLUME PURGED (gal):

LENGTH OF WATER COL. (ft.): GROUNDWATER SAMPLING

1 VOLUME OF WATER (gal): START: FINISH:

3 VOLUMES OF WATER (gal): VOLUME PURGED (gal):

ANALYSIS:

WELL DEVELOPMENT PARAMETERS		GW SAMPLING PARAMETERS	
Temperature:	± 1.o• C	Temperature:	±0.2. C
pH:	± 0.5 standard units	pH:	:t o.2 standard units
Specific Conductance:	± 10% of the past measurement	Specific Conductance:	± 5% of the past measurement
Turbidity:	relatively stable	DO:	s 20% saturation
		ORP:	t 1O millivolts
		Turbidity:	s 10 NTU

IN-SITU TESTING

Circle one: DEVELOPMENT SAMPLING ○ Bailer ○ Pump Description:

Time (hh:mm):												
pH (units):												
Conductivity (mS/cm):												
Turbidity (NTU):												
DO (mg/L): YSI556												
DO (mg/L): YSI 550												
Temperature (C•):												
ORP(mV):												
Volume Purged (gal):												
Depth to Water (ft):												
								Well Goes Dry While Purging ○				

SAMPLE DATA

○ Bailer ○ Pump Description

Sample ID	Date (mld/v)	Time (hh:mml	Bottles (total to lab)	Filtered 10.45nml	Remarks

Purging/Sampling Device Decon Process:

COMMENTS:

Purge water placed in drum#.______________