NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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November 24, 2024

Kristine Garbarino, P.G.
AECOM USA, Inc.
40 British-American Boulevard
Latham, NY 12110

Re: 'Site Characterization Work Plan'
Former Grand Dry Cleaners, 859033
City of Newark, Wayne County, New York

Kristine,

The New York State Department of Environmental Conservation – Division of Environmental Remediation (NYSDEC-DER) and New York State Department of Health – Bureau of Environmental Exposure Investigation (NYSDOH-BEEI), collectively referred to as the Departments, have completed their review of the draft 'Site Characterization Work Plan' (SCWP) (electronically received on October 21, 2024) as prepared by AECOM USA, Inc. The work plan was prepared on behalf of the NYSDEC in accordance with Engineering Contract No. D009803, Work Assignment No. 52.

The Departments have determined that with the inclusion of the following modifications, the work plan will substantially address the requirements of the State Superfund Program. The Department's **approve as modified below**:

1. During the planned fieldwork, the Departments are requiring an AECOM member conduct a short inspection of the Sub-Slab Depressurization System (SSDS) for both buildings associated with the 131 West Union Street parcel (if access is permitted). The primary goal of the inspection is to determine whether the systems are functional.
2. Existing monitoring wells MW-A, MW-B, and MW-C will only be replaced if field personal determine they are not suitable for low-flow sampling techniques. If MW-A, MW-B and/or MW-C require replacement, the original well will be decommissioned in accordance with Commissioners Policy (CP) No. 43 "Groundwater Monitoring Well Decommissioning Policy".
3. As mentioned in the workplan, an additional existing monitoring well will also be sampled. This well is either designated as "B-9" or "B-1" and was installed by Empire-Geo Services. The coordinates will be used to determine the correct designation of this well. If this well is determined not to be suitable for low-flow sampling by field personnel, it will not be replaced and will be decommissioned in accordance with Commissioners Policy (CP) No. 43 "Groundwater Monitoring Well Decommissioning Policy".

4. Task 7 of the work plan indicates PFAS sampling will be completed in accordance with NYSDEC November 2022 guidance. The latest NYSDEC guidance is April 2023, so PFAS sampling must be completed in accordance with the updated guidelines.

No revisions to the work plan are required. This letter will become the cover page for the work plan and all modifications listed in this letter supersede information presented in the work plan and associated attachments. Please append this letter to the work plan as the cover page, sign the work plan, remove draft designations (if utilized), and submit the final version electronically to the Departments.

Please contact me at Joshuah.Klier@dec.ny.gov or at (585) 226-5357 to discuss any comments, questions, and/or concerns you or your team may have regarding this letter. The Departments appreciate your continued efforts on this project.

Sincerely,

Joshuah J. Klier

Joshuah J. Klier, G.I.T.
Assistant Geologist | Project Manager
New York State Department of Environmental Conservation
Division of Environmental Remediation
Region 8 – Hazardous Waste Remediation

ec: Michael Spera, AECOM USA, Inc.
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AECOM
40 British American Boulevard
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October 16, 2024

Mr. Joshuah J. Klier
Project Manager
New York State Department of
Environmental Conservation
Division of Environmental Remediation
Remedial Bureau E
625 Broadway, 12th Floor
Albany, NY 12233-7016

RE: Contract No. D009803, WA-52

Site Characterization Work Plan

Former Grand Dry Cleaners Site No. 859033

Dear Mr. Klier,

AECOM USA, Inc. (AECOM) is pleased to submit this Site Characterization (SC) Work Plan for the Former Grand Dry Cleaners (Site). The Site is located at 175 West Union Street in the Village of Newark, Wayne County, New York (Tax ID: 68111-18-294053). Figure 1 presents the Site Location Map, Figure 2 presents existing wells and known concentrations of contaminants and Figure 3 presents the Site Characterization Proposed Scope of Work.

The 0.36 acre Site is located in an urban area in the Village of Newark, surrounded by commercial use buildings to the east, west and south. The Erie Canal lines the northern Site boundary. NYSDEC State Superfund Site, NYSEG – Newark MGP- 859021, is north of the Site and its southern border is lined by the Erie Canal. The Site currently contains a gas station and small auto repair business operating as Union Street Automotive. The former building footprint of the Grand Dry Cleaners is now located within the Union Street Automotive parking lot and partially in the current footprint of Newark Mini Mart and Deli located at 105 West Union Street.

The scope of work described in this SC Work Plan includes the following activities:

- Existing well inspection;
- Soil boring advancement;
- Subsurface soil sampling;
- Overburden and bedrock monitoring well installation;
- Water level measurement and non-aqueous phase liquid (NAPL) thickness measurement, if present; and,
- Groundwater sampling.

The locations of the proposed soil borings and monitoring wells are shown on Figure 3 (locations may change based on physical access constraints and soil boring findings). NYSDEC will be notified prior to any changes to the sampling locations.

This SC Work Plan will be used in conjunction with the Site-specific *Health and Safety Plan* (HASP), Site-specific *Field Activity Plan* (FAP) and Site-specific *Quality Assurance Project Plan (QAPP)* for Work Assignments under Standby Engineering Services Contract D009803. Refer to these plans, included in the Appendices of this WP for descriptions of routine field procedures, field forms, and quality assurance procedures.

GEOLOGY/HYDROGEOLOGY

Surficial geology of the Site is anticipated to be approximately 15 feet of fill overlaying glacial till deposits to approximately twenty-five (25) feet below ground surface (bgs). Beneath the till, bedrock geology is anticipated to be from the Camillus and Syracuse Formations. Provisionally, the general groundwater flow direction is to be to the northeast, additional groundwater measurements collected during this Site Characterization may refine or confirm this presumed groundwater flow direction as new data becomes available. Previous investigative work performed by Day Environmental (2016) in the vicinity of the Site indicates depth to groundwater is approximately 10 feet bgs.

SITE HISTORY

The Site operated as a dry cleaner in the 1940's and 1950's. Currently, very little is known about the operation history. Environmental site assessments have been performed in the vicinity of the Site by Empire GEO Services Inc. (Empire), Ravi Engineering & Land Surveying P.C. (Ravi) and Day Environmental (Day) at the eastern adjoining properties, 101-107 & 131 West Union Ave. NYSDEC Spills investigations 1301301 (closed, 2013) of 101-107 West Union Street and 1503519 (closed, 2017) of 131 West Union Street have also occurred in the vicinity of the Site. These investigations and assessments have detected evidence of chlorinated solvent contamination in soils and groundwater near the former building footprint of the dry cleaner. Previous investigations generally terminated their test borings at depths less than twenty (20) feet bgs, and there is potential for chlorinated solvents to exist at greater depths. At this time, the Site is a suspected source area of a tetrachloroethylene (PCE) plume observed at the eastern adjacent property during the NYSDEC Spills Division petroleum cleanup of Spill 1503519.

One (1) overburden monitoring well (B-4) is presumed to remain at 101-103 West Union Street from the investigation performed by Empire in 2013. Five (5) overburden monitoring wells (BH-01, BH-02, BH-04, BH-05 and BH-09) are presumed to remain at 101-105 & 131 West Union Street from the investigation performed by Ravi in 2015. Three (3) overburden monitoring wells (MW-A, MW-B and MW-C) are presumed to remain at 101-105 & 131 West Union Street from the investigation performed by Day in 2015. The exact location and/or integrity of the wells are unconfirmed. MW-A, MW-B, MW-C, BH-09 (Ravi) and B-9 or B-1 (Empire) will be further investigated as part of the SC.

REMAINING CONTAMINATION

Based upon prior assessments, contamination in the vicinity of the Site consists of primarily Chlorinated Volatile Organic Compounds (CVOCs) and petroleum products within subsurface soils and the local groundwater aquifer; contaminants at the Site are expected to consist of the same. The highest detected level of total CVOCs recorded in the vicinity of the Site was during an investigation in 2015, by Day Environmental; MW-C, located at 105 West Union Street, produced a groundwater sample at 407.3 parts per billion (ppb). Further characterization of the Site is necessary to determine the presence and locations of all total contaminants, with their concentrations.

Soil

Historical data from the spill investigation of 131 West Union Road (neighboring property to the east) by Day indicates contaminant concentrations have exceeded CP-51 Soil Cleanup Levels for toluene (3640 ppb) and n-propylbenzene (5650 ppb). It is anticipated that contamination within the soil at the Site may reflect similar or higher concentrations of these contaminants in addition to contaminants encountered in groundwater discussed below.

Groundwater

Historical data from the investigation of 131 West Union Road (neighboring property to the east) by Day indicates VOC concentrations have exceeded groundwater standards for benzene (8.8 ppb), n-butylbenzene (22.9 ppb), sec-butylbenzene (15.4 ppb), isopropylbenzene (55 ppb), n-propylbenzene (282 ppb), tetrachloroethene (387 ppb), trichloroethene (13.5 ppb). Metals concentrations have surpassed New York State Class GA groundwater standards for arsenic (125 ppb), barium (1430 ppb), chromium (232 ppb), and lead (547 ppb). It is anticipated that contamination within the groundwater at the Site may reflect similar or higher concentrations of these contaminants, which are likely from multiple sources.

Surface Water

No body of water or surface water is present within the boundaries of the Site. No prior environmental site assessments or spill investigations completed by Day, Ravi or Empire (see Site History, above) in the vicinity of the Site have sampled surface water.. The Erie Canal lines the northern Site boundary. NYSDEC State Superfund Site, NYSEG – Newark MGP- 859021, is north of the Site and its southern border is lined by the Erie Canal.

SITE CHARACTERIZATION

Purpose

The purpose of this Site Characterization includes, but is not limited to, the following:

- Assess the lateral and vertical extents of soil and groundwater contamination within overburden soils and bedrock;
- Re-evaluate the surface and subsurface characteristics of the Site, including topography, stratigraphy, hydrogeology, and depth to groundwater; and
- Identify the source(s) of contamination in environmental media within overburden and bedrock, assess and evaluate the potential migration pathways, and identify actual or potential receptors of contaminants.

Scope of Work

The scope of work for the field investigation consists of the following tasks:

- Task 1 – Underground Utility Clearance
- Task 2 – Inspection of Existing Monitoring Wells
- Task 3 – Advancement of Soil Borings and Subsurface Soil Sampling
- Task 4 – Installation of Monitoring Wells
- Task 5 – Monitoring Well Development
- Task 6 – Water Level Measurement and NAPL Thickness Measurement (if present)
- Task 7 – Groundwater Sample Collection
- Task 8 – Site Survey

- Task 9 – Investigation Derived Waste (IDW) Handling

The field investigation tasks are further described below.

Task 1 –Underground Utility Clearance

Prior to intrusive work described in Task 2, geophysical screening will be conducted by Advanced Geological Services to identify the presence of underground utilities or any anomalies (e.g., underground storage tanks) within the work areas where hollow stem auger (HSA) drilling will be conducted. This will be done using geophysical methods (i.e., ground penetrating radar, electromagnetic conductivity etc.).

Prior to mobilization, the drilling subcontractor, Atlantic Testing Laboratories (WBE), shall have the required utility clearance mark-outs necessary for commencing drilling activities at the site.

In addition, at each proposed soil boring location, the drilling subcontractor will hand clear/soft dig with a bucket auger down to 5-feet bgs. If necessary, air knifing or Vac-Tron® will be used to clear the first 5-feet.

The procedures for this task are described in Sections 2.4, 2.3 and 2.5 of the Contract D009803-52 Site-specific Field Activities Plan (FAP), included as Appendix B.

Task 2 –Inspection of Existing Monitoring Wells

Existing monitoring wells at the Site, MW-1, MW-2, MW-3 installed by Day Environmental in 2015, will be inspected to determine integrity of the wells. Existing well locations can be found on Figure 2.

This will include the redevelopment of the wells, gauging of groundwater using an oil/water interface meter and the wells determined to be intact will be sampled (further information provided in Task 7).

If the well integrity is determined to have been compromised, the affected well(s) will be replaced within the vicinity of the original well (within a few feet), as field conditions will allow (further information provided in Task 4).

The procedures for this task are described in Section 4.1 of the FAP.

Task 3 –Advancement of Soil Borings and Subsurface Sampling

Soil Borings and Subsurface Soil Sampling

Soil borings will be advanced and sampled at up to eight (8) locations at the Site (Figure 3), contingent on total number of existing wells which may require replacement (0 to 3), using a hollow stem auger (HSA) equipped drill rig. HSA soil borings will be advanced to the bedrock surface, which is anticipated to be approximately 25 feet below ground surface (bgs).

Soil sampling will be conducted continuously to classify subsurface material. All soil samples will be visually described and classified, inspected for signs of contamination, and screened with a photoionization detector (PID) for the presence of organic vapors by a qualified geologist. Soil boring logs will classify soils in accordance with the Unified Soil Classification System (USCS) and display PID reads for each foot.

One soil sample from each soil boring will be collected and submitted for analysis of Target Compound List (TCL) VOCs, TCL Semi-volatile Organic Compounds (SVOCs) including 1,4-dioxane, Total Analyte List (TAL) Metals including Mercury and Cyanide; the soil samples collected from the five (5) new borings will also include soil analysis of TCL polychlorinated biphenyls (PCBs), Pesticides/Herbicides and per- and polyfluoroalkyl substances (PFAS). The sample analytical program is summarized in Table 1. Samples for laboratory analysis will be collected from the interval with the greatest observed potential Site-related impacts as indicated by a PID; if no potential impacts are observed, the soil sample will be collected from the interval directly above groundwater.

Three (3) to five (5) of the boreholes will then be converted into overburden monitoring wells; two (2) of the boreholes will be drilled further into bedrock (approximately 15 feet) and converted into bedrock monitoring wells (see Task 4).

The procedures for Task 3 are described in Sections 3.0 and 5.0 of the FAP (Appendix B). Soils will be logged following the procedures described in Section 8.0 of the FAP. Community air monitoring will be performed as described in Section 2.6 of the FAP. Additionally, PFAS procedures will follow guidance from *Sampling, Analysis, and Assessment of Per- and Polyfluoroalkyl Substances (PFAS) Under NYSDEC's Part 375 Remedial Programs* (NYSDEC, November 2022).

Task 4 – Installation of Overburden Monitoring Wells and Bedrock Monitoring Wells

Three (3) to five (5) overburden monitoring wells and two (2) bedrock monitoring wells will be installed at the Site (Figure 3).

As described in Task 3, overburden soil will be visually described and classified, inspected for signs of contamination, and screened with a PID for the presence of organic vapors by a qualified geologist. The bedrock cores will be visually described and photographed by the qualified geologist and include a calculation of rock quality designation (RQD). Rock cores will be stored on Site in core boxes. All soil cuttings and drilling water will be contained in DOT approved 55-gallon drums; no grossly contaminated materials will be returned to the subsurface. All monitoring wells, and soil borings (if not converted to a well) will be surveyed for horizontal and vertical control.

The procedures for Task 4 are described in Sections 4.3.1 and 4.3.2 of the FAP. Soils will be logged following the procedures described in Section 5.1 of the FAP.

Overburden Monitoring Wells

Three (3) to five (5) overburden monitoring wells will be installed at the HSA soil boring locations discussed under Task 3 (Figure 3). The total number of wells to be installed is contingent on whether existing monitoring wells (MW-A, MW-B and MW-C) previously installed in 2015 by Day Environmental require replacement; inspection details for these wells are discussed under Task 2. Further information about these wells can be found in the Site History and Remaining Contamination sections, above.

Each monitoring well will be constructed with 5-foot of 2-inch inner diameter (ID) #10 slot polyvinyl chloride (PVC) screen attached to a 2-inch ID, Schedule 40 PVC riser to the ground surface. Wells will be screened at the depth were PID readings indicate the highest concentrations of VOCs present; if readings indicate petroleum is not present, the well will be screened at the base of the boring.

Each overburden monitoring well shall be finished with a flush mount curb box with locking covers.

Bedrock Monitoring Wells

The borings for the two (2) bedrock wells will be advanced to the bedrock surface using 4¼-inch ID hollow stem augers (HSA) (Figure 3), while continuously collecting soil samples using a split-spoon sampler to classify subsurface material.

Upon reaching the bedrock surface, the augers will be removed, and a temporary 4-inch diameter casing will be installed. After the temporary casing is set, bedrock will be continuously cored using an NX core bit up to a target depth of approximately 40-45 feet bgs (i.e., approximately fifteen feet into bedrock). The supervising geologist will note and record observations of drill cuttings and recirculation water.

The monitoring wells will be constructed with 5-foot of 2-inch ID #10 slot PVC screen attached to a 2-inch ID, Schedule 40 PVC riser to the ground surface. A #2 size sand pack will be installed from the bottom of the well screen up to 2 feet above the top of the well screens. A minimum 2-feet thick bentonite seal will be installed above the sand pack, hydrated and allowed to sit for 30 minutes prior to the placement of the cement/bentonite grout (neat cement). The grout will be placed from above the bentonite seal to an

elevation of 1-foot below grade via a tremie pipe. Wells will be screened at the depth were PID readings indicate the highest concentrations of VOCs present; if readings indicate petroleum is not present, the well will be screened at the base of the boring. All bedrock wells will be completed with a flush mount curb box with locking covers.

Task 5 – Monitoring Well Development

All monitoring wells to be sampled will be developed following the procedures described in Section 4.4 of the FAP.

Task 6 – Water Level Measurement

A comprehensive round of water levels will be measured from the two new bedrock monitoring wells, three new overburden monitoring wells, and the sampled existing monitoring wells (Figures 2 and 3). Existing wells installed by Ravi and Empire will not be included in the water level measurement data collection effort as details of their construction are unknown. If present, NAPL thickness will be measured. The procedures for Task 6 water level and NAPL thickness measurement are described in Sections 4.2 of the FAP.

Task 7 – Groundwater Sample Collection

Groundwater samples collected from existing overburden monitoring wells installed by Day (2015), MW-A, MW-B and MW-C, will be collected using low-flow sampling procedures and will be analyzed for TCL VOCs, TCL SVOCs (including 1,4-dioxane) and TAL Metals (including Mercury and Cyanide).

Groundwater samples collected from existing wells BH-09 (Ravi) and B-9 or B-1 (Empire) will be collected using low-flow sampling procedures and will be analyzed for TCL VOCs, and TCL SVOCs. Existing well locations can be found in Figure 2.

Groundwater samples collected from newly installed bedrock and overburden monitoring wells will be collected using low-flow sampling procedures and will be analyzed for TCL VOCs, TCL SVOCs (including 1,4-dioxane), TAL Metals (including Mercury and Cyanide), PCBs, Pesticides/Herbicides, and PFAS.

New and replacement well locations can be found on Figure 3. Groundwater samples will be collected using the procedures described in Section 4.5.1 and 4.5.2 of the FAP. Additionally, PFAS procedures will follow guidance from *Sampling, Analysis, and Assessment of Per- and Polyfluoroalkyl Substances (PFAS) Under NYSDEC's Part 375 Remedial Programs* (NYSDEC, November 2022).

Task 8 – Site Survey

AECOM's site survey subcontractor, Ravi Engineering and Land Surveying, PC (MBE), will create a survey of the data collected at the Site. This will include monitoring well locations, soil borings (that were not converted to monitoring wells, if applicable), other relevant Site features, ground surface locations, and top of casing (TOC) elevations.

Task 9 – Investigation Derived Waste Handling

Investigation-derived waste (IDW) generated during the field activities will be handled using the procedures described in Section 6.2 of the FAP.

One soil and one aqueous sample from IDW will be collected and submitted for laboratory analysis of waste characterization parameters as indicated on Table 1.

Following waste characterization, IDW will be transported off-Site under manifest by Frank's Vacuum Truck Service, for proper disposal.

Site Characterization Report Preparation

The Site Characterization Report will be submitted as a draft report within 90 days after all fieldwork has been completed and data have been received and validated. Data will be validated in accordance with *Division of Environmental Remediation (DER)-10, Technical Guidance for Site Investigation and Remediation, Appendix 2B - Guidance for Data Deliverables and the Development of Data Usability Summary Reports* (NYSDEC, 2010).

A final version of the report will be submitted within two weeks after NYSDEC's comments on the draft report are received by AECOM.

The report for this task will include the following:

a. A description of all field activities conducted by AECOM on the Site;

b. A summary of previous investigations;

c. A site location map;

d. Figure(s) depicting the site layout soil borings, monitoring wells, and key site features;

e. Figures depicting sample locations and NYS standards, criteria, guidance (SCG) non-compliance values from the soil and groundwater analytical data collected during site work;

f. A discussion of analytical results;

g. Tables and Figures depicting groundwater elevation and NAPL contours, and NAPL thickness (as applicable);

h. Data summary tables of detected compounds with NYS SCGs listed, and non-compliance values highlighted;

i. Field notes and/or daily activity logs;

j. Photographs taken at the site during field activities;

k. Soil boring logs;

l. Monitoring well construction logs;

m. Monitoring well development logs with water quality measurements;

n. Monitoring well purge logs with water quality measurements;

o. Manifests and/or bills of lading signed by the disposal facility documenting the proper disposal of IDW;

p. Survey field notes and site sketches;

q. DUSR (including Form 1s) containing only data from the current field work; and

r. Site Characterization Assessment.

This task includes EQuIS™ submittals to the NYSDEC for all analytical data collected during the investigation.

Green & Sustainable Remediation Initiative Efforts

Development of this work plan was completed with the goal of implementing sustainable practices where possible in accordance with the goals of the DER-31 Green Remediation Policy (January 2011 and

November 2023 Memorandum). A summary of green remediation best management practices by the Environmental Protection Agency (EPA) for site investigations can found in Appendix D. Pursuant to the NYSDEC DER-31 Green and Sustainable Remediation (GSR) initiative, GSR principles and techniques shall be implemented to the extent feasible during site investigation, remedial and site management stages of projects under NYSDEC programs. The major GSR components are as follows:

- Considering the environmental impacts of investigative technologies over the long term;
- Reducing direct and indirect greenhouse gas and other emissions;
- Increasing energy efficiency and minimizing use of non-renewable energy;
- Conserving and efficiently managing resources and materials;
- Reducing waste, increase in recycling, and increasing reuse of materials which would otherwise be considered a waste; and
- Incorporating GSR principles and techniques to the extent feasible in the future development at this site.

During implementation of this work plan, the following GSR efforts will be incorporated into field activities:

- Vehicle idling will be reduced wherever practicable.
- GPR will be used as a non-invasive method, in lieu of excavating, to clear for utilities as well as identify any potential previously unidentified underground structures. This field task is described above in Task 1.
- Using low-flow groundwater sampling technology to reduce IDW in the form of purge water gallons and disposable sampling equipment.
- IDW drums will be grouped and stored in a secure location throughout field activities and removed from the Site in a single event at the end of each field mobilization as applicable, rather than daily pickups.
- When applicable, visits to stores to purchase field supplies, etc., and trips to the laboratory to drop off sample coolers will be limited or combined to save energy, reduce emissions, reduce localized noise, vibration, and wear and tear on roads.

Additional information on GSR best practices is found in Section 2.8 of the FAP.

General Notes

All samples will be analyzed by an NYSDEC call-out laboratory, which will be an ELAP certified lab. Proper QA/QC will be collected in accordance with the Site-specific QAPP (Appendix C) and the Sample Analytical Program, (Table 1). Category B deliverables are required for all soil and groundwater analytical data. Data validation and DUSRS will be completed by Laboratory Data Consultants, Inc. (AECOM's data validation MBE subcontractor).

Anticipated Schedule

This WA will be performed according to the following anticipated time frames:

Activity	Date
Task 1: Drafting of WP, FAP, QAPP & HASP	Drafts will be submitted to NYSDEC for review by 10/25/24
Task 2: Field Work/Field Investigation Start	Nov 18, 2024
Task 2: Field Work/Field Investigation End	Nov 27, 2024
Task 3: Site Characterization Report - Draft	90 days after all DUSRs received from Validator
Task 3: Site Characterization Report - Final	15 days after comments received from NYSDEC

Figures

Figure 1 – Site Location Map

Figure 2 – Apparent Subsurface Conditions

Figure 3 – Proposed Boring Location Plan

Tables

Table 1 – Sample Analytical Program

Appendices

Appendix A – HASP

Appendix B – Field Activities Plan

Appendix C – Quality Assurance Project Plan

Appendix D – Green Remediation Best Management Practices: Site Investigation

DER-10 Certification

"*I Kristine Garbarino, P.G. certify that I am currently a Qualified Environmental Professional as defined in 6 NYCRR Part 375 and that this Work Plan was prepared in accordance with all applicable statutes and regulations and in substantial conformance with the DER Technical Guidance for Site Investigation and Remediation (DER-10) and DER Green Remediation (DER-31).*"

Closing

AECOM appreciates serving NYSDEC with this challenging and interesting project. If you have any questions or comments, please call me at (845) 309-9606.

Sincerely,

AECOM USA, Inc.

Kristine Garbarino, PG Project Manager

Enc. Table (1), Figures (3), Appendices (3).

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

AECOM	AECOM USA, Inc.
Bgs	below ground surface
CVOC	chlorinated volatile compound
DER	Division of Environmental Remediation
DUSR	Data Usability Summary Reports
EPA	Environmental Protection Agency
FAP	Generic Field Activity Plan
GSR	Green and Sustainable Remediation
HASP	Health and Safety Plan
HSA	hollow stem augers
ID	inner diameter
IDW	investigation derived waste
MBE	Minority business enterprise
NAPL	non-aqueous phase liquid
NYSDEC	New York State Department of Environmental Conservation
NYSDOT	New York State Department of Transportation
PCBs	polychlorinated biphenyls
PCE	tetrachloroethylene
PFAS	per- and polyfluoroalkyl substances
PID	photoionization detector
ppb	parts per billion
ppm	parts per million
PVC	polyvinyl chloride
RQD	rock quality designation
Site	Former Grand Dry Cleaners
SCG	Standards, Criteria, or Guidance
SCO	soil cleanup objectives
SVOC	semivolatile organic compounds
TCL	Target Compound List
VOC	volatile organic compound
WBE	Women business enterprise

REFERNCES

Day Environmental, Inc., 2016. Data Summary Report/ *131 West Union Road Newark, New York NYSDEC Spill No. 1053519*, January 14, 2016.

Empire GEO Services, Inc. 2013. Phase II Environmental Subsurface Investigation*/ NYSDEC Spill Number 1301301*. May 20, 1013.

New York State Department of Environmental Conservation (NYSDEC), 2010. DER-10 / Technical Guidance for Site Investigation and Remediation, Issued May 3, 2010.

NYSDEC, 2011. DER-31 / *Green Remediation*, Issued August 11, 2010.

NYSDEC, 2010b. CP-51 / *Soil Cleanup Guidance*. October.

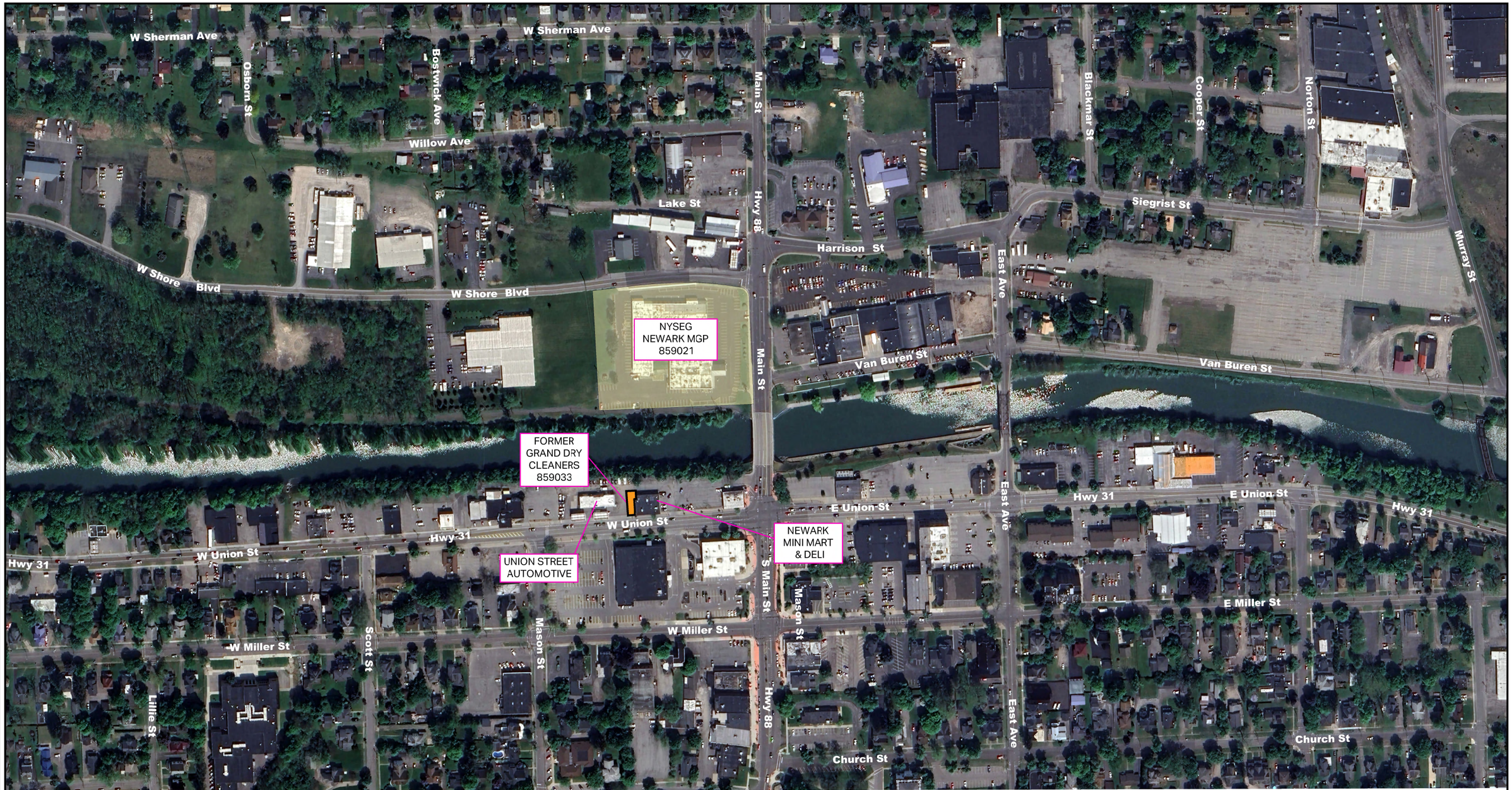
NYSDEC, 2022. Sampling, Analysis, and Assessment of Per- and Polyfluoroalkyl Substances (PFAS) Under NYSDEC's Part 375 Remedial Programs, Issued November 2022.

NYSDEC and AECOM USA Inc. (AECOM), 2019. Standby Contract No. D009803 between the State of New York Department of Environmental Conservation and AECOM for Engineering Services. October.

Ravi Engineering & Land Surveying, P.C., 2015. Limited Phase II Environmental Site Assessment (ESA) Report, July 13, 2015.

United States Environmental Protection Agency (USEPA), 2016. *Green Remediation Best Management Practices: Site Investigation and Environmental Monitoring.* Office of Land and Emergency Management EPA 542-F-16-002. September.

FIGURES



VICINITY MAP
(NOT TO SCALE)

LEGEND

APPROXIMATE FOOTPRINT OF HISTORIC FORMER GRAND DRY CLEANERS

OTHER NYSDEC CLEANUP SITES

NOTES

LOCATIONS AND SCALE ARE APPROXIMATE.

REFERENCE

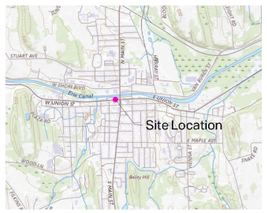
GOOGLE EARTH PRO MAY 2023

N

0 300' 600'

AECOM	Former Grand Dry Cleaners Site Number 859033 Newark, New York Wayne County	Site Location Map	FIGURE 1

VICINITY MAP
(NOT TO SCALE)



LEGEND

- APPROXIMATE FOOTPRINT OF HISTORIC FORMER GRAND DRY CLEANERS
- TAX PARCELS
- EMPIREGEO 2013 TEST BORING AND MONITORING WELL
- RAVI 2015, TEST BORING AND MONITORING WELL
- DAY 2015, TEST BORING AND MONITORING WELL

TOTAL CVOCs IN GROUNDWATER ppb

- 0.00 -0.50
- 0.51 -5.00
- 5.01 - 10.00
- 10.01 -50.01
- 50.01 -100.00
- 100.01 -400.00

REFERENCES

1. GOOGLE EARTH PRO MAY 2023
2. LOCATIONS OF HISTORICAL TEST LOCATIONS OBTAINED FROM DAY ENVIRONMENTAL DATA SUMMARY REPORT DATED JANUARY 14, 2016

NOTES

1. LOCATIONS ard SCALE ARE APPROXIMATE.
2. TOTAL CVOCs IN GROUNDWATER RASTER HAS BEEN GENERATED FROM DAY ENVIRONMENTAL DATA SUMMARY REPORT DATE JANJARY 14, 2016. RASTER IS INTENDED TO SHOW APPARENT PLUME BASED ON CONCENTRATIONS OF TOTAL CVOCs IN THE SUBSURFACE. THE APPARENT PLUME PROJECTION WAS GENERATED USING THE NATURAL NEIGHBOR TOOL. THE APPARENT PLUME RASTER DID NOT ACCOUNT FOR GEOLOGIC INFLUENCES AND OTHER RELEVANT SUBSURFACE INFORMATION. IT IS FOR VISUALIZATION PURPOSES ONLY.

N

0 60' 120'

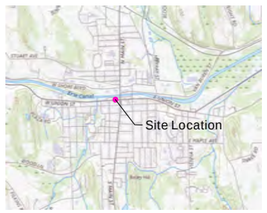
AECOM

Former Grand Dry Cleaners
Site Number 859033
Newark, New York
Wayne County

Site Plan
Apparent Subsurface Conditions

FIGURE
2

VICINITY MAP
(NOT TO SCALE)



LEGEND

- APPROXIMATE FOOTPRINT OF HISTORIC FORMER GRAND DRY CLEANERS
- TAX PARCELS
- PROPOSED TEST BORING AND OVERBURDEN MONITORING WELLS
- PROPOSED TEST BORING AND BEDROCK MONITORING WELLS

NOTES

1. LOCATIONS and SCALE ARE APPROXIMATE.
2. PROPOSED TEST LOCATIONS ARE APPROXIMATE and SUBJECT TO CHANGE BASED ON FIELD CONDITIONS and OBSERVATIONS IN THE FIELD.

REFERENCES

1. GOOGLE EARTH PRO MAY 2023
2. LOCATIONS OF HISTORICAL TEST LOCATIONS OBTAINED FROM DAY ENVIRONMENTAL DATA SUMMARY REPORT DATED JANUARY 14, 2016

N

0 60' 120'

AECOM

Former Grand Dry Cleaners
Site Number 859033
Newark, New York
Wayne County

Proposed Boring Location Plan

FIGURE
3

TABLE

TABLE 1
FORMER GRAND DRY CLEANERS SITE – SITE CHARACTERIZATION – SITE NO. 859033
NYSDEC WA D009803-52
SAMPLE ANALYTICAL PROGRAM

Analytical Methods	Samples	QC						Total Number of Samples
		Field Dupe	MS	MSD	Equipment/ Rinse Blank	Field Blank	Trip Blank	
Soil Samples								
VOCs via 8260	8	1	1	1	1	0	1	13
SVOCs (including 1,4-Dioxane) via 8270	8	1	1	1	1	0	0	12
TAL Metals via 6010	8	1	1	1	1	0	0	12
Cyanide via 9010	8	1	1	1	1	0	0	12
Mercury via 7471	8	1	1	1	1	0	0	12
PCBs via 8082	5	1	1	1	1	0	0	9
Herbicides via 8081	5	1	1	1	1	0	0	9
Pesticides via 8081	5	1	1	1	1	0	0	9
PFAS via 1633	5	1	1	1	1	1	0	9
Groundwater Samples								
VOCs via 8260	10	1	1	1	0	0	1	14
SVOCs via 8270	10	1	1	1	0	0	0	13
1,4-Dioxane via 8270 SIM	10	1	1	1	0	0	0	13
TAL Metals via 6010	8	1	1	1	0	0	0	11
Cyanide via 9010	8	1	1	1	0	0	0	11
Mercury via 7470	8	1	1	1	0	0	0	11
PCBs via 8082	5	1	1	1	0	0	0	8
Herbicides via 8081	5	1	1	1	0	0	0	8
Pesticides via 8081	5	1	1	1	0	0	0	8
PFAS via 1633	5	1	1	1	1	1	0	10
Waste Characterization (IDW)								
Full TCLP	4	0	0	0	0	0	0	4
Ignitability	4	0	0	0	0	0	0	4
Corrosivity	4	0	0	0	0	0	0	4
Reactivity	4	0	0	0	0	0	0	4

APPENDIX A – Site-Specific HASP

Site Specific Health & Safety Plan

Former Grand Dry Cleaners

175 West Union Street
Newark, NY 14513
U.S.A.

Prepared For:

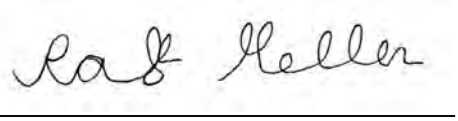
Client Name:	NYSDEC
Client Address:	625 Broadway Albany, NY 12233
Project #:	60735136

Prepared By:

AECOM
AECOM USA, Inc.
40 British American Boulevard
Latham, NY 12110

Preparer:

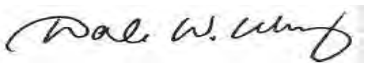
Name: Ray Heller
Title: Junior Environmental Engineer
Date Prepared: October 11, 2024



Signature

Reviewer *(Office SHER; Area/Regional SHEM, or Business Line SHEM)*

Name: Dale "Pete" Wray, CSP, CHMM, STS
Title: SH&E Manager, AME ENV U.S. East
Date Reviewed: October 16, 2024



Signature

Approver: *(Project Manager, Project Director, or BL Lead)*

Name: Kristine Garbarino, P.G.
Title: Senior Project Manager
Date Approved: October 18, 2024

Signature

Expiration:	**October 18, 2025**	Valid for one (1) year maximum or until the scope of work, subcontractor(s), methods and/or equipment change.

Table of Contents

Attachments

1. HASP Summary Contact Information

SH&E Incident Reporting	**SH&E Incident Hotline: 1-800-348-5046** TOLL-FREE | 24 HOURS PER DAY | 7 DAYS PER WEEK | Immediately report all incidents including any potential work-related injuries, illnesses, discomfort/pain, property damage, security issues, regulatory inspections, and environmental impacts/spills.

	Nearest Resource	Name and Address	Hours of Operation	Phone #
Medical Treatment Resources	**Clinic**	WellNow Urgent Care 1 White Springs Rd Geneva, NY 14456	8AM-5PM	(315) 230-4074
	Hospital	RRH Newark-Wayne Community Hospital 1200 Driving Park Ave, Newark, NY 14513	24 Hours	(315) 332-2022
	First Aid Providers	TBD		TBD
		TBD		TBD
	Nurse	**1-512-419-5016** – 24 HOURS PER DAY | 7 DAYS PER WEEK The hotline Operator will transfer injured/ill EE to nurse. If the transfer fails or EE's condition worsens following initial consultation, call direct.		
	Site Emergency Response	**911**		

	Level	Title	Name	Phone #
Key Personnel	**Project Level**	**Project Manager (PM):**	Kristine Garbarino, P.G.	(845) 309-9606
		Site Supervisor (SS):	Keith Stahle	(607) 398-4284
		Site Safety Officer (SSO):	Keith Stahle	(607) 398-4284
		Client Contact Person:	Josh J. Klier	(585) 226-5357
		Area/Business Line SH&E Manager:	Pete Wray	(302) 660-9178
		Regional SH&E Director:	Tony Indorato	(757) 298-1563

	List ALL Short-Service Employees (<6 Months with AECOM or in Current Area/Job Description):			
	SSE's Name	SSE's Phone Number	Mentor's Name	Mentor's Phone #
SSEs	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A

Other Important Numbers	**Poison Control**	American Association of Poison Control Centers	800-222-1222
	D&A Testing	AECOM Occupational Nurse **AECOM D&A Program Administrator**	512-419-5016
	INFOR TRAC	AECOM Account Number: 74984	800-535-5053
	HOLMAN	AECOM Fleet Management	800-227-2273

Contractual Requirements for Safety, Health, and the Environment

☒ I have reviewed the AECOM Contract with our client and described our contractual duties for SH&E Below.

Kristine Garbarino, P.G.		October 18, 2024
Project Manager Name	Project Manager Signature	Date

☒ AECOM is responsible for our own safety and that of our subcontractors.

☒ AECOM will be on-site with a General Contractor or other party who is responsible for their own safety. AECOM must comply with their safety plan in addition to our own plan; AECOM remains responsible for our safety and that of our subcontractors.

☐ AECOM has some level of safety responsibility for a General Contractor or other party (includes responsibility for reporting safety hazards, reviewing site controls etc.; describe below).

☐ Other/Additional Details: N/A

2. Introduction

This written Health and Safety Plan (HASP) is designed to identify, evaluate, and control safety and health hazards, and to outline emergency response actions for AECOM-managed activities. This HASP must be kept on site during work activities and made available to all workers including subcontractors and other site occupants for informational purposes. AECOM subcontractors are expected to independently characterize, assess, and control site hazards created by their specific scope of work.

This section of the HASP summarizes important AECOM SH&E Procedures that apply to all DCS Americas jobs. See **Attachment A** for the project Task Hazard Assessment (THA) forms and **Attachment B** for a list of applicable field SH&E Procedures. These field SH&E procedures must be readily available to the field employees (i.e. PDF, electronically, etc.).

2.1 Applicable References

This HASP conforms to the regulatory requirements and guidelines established in the following documents:

- Federal Occupational Safety and Health Administration (OSHA) Code of Federal Regulation Title 29, Part 1910 (29 CFR Part 1910), Safety and Health Regulations for General Industry and 29 CFR 1926, Safety and Health Regulations for Construction.
- Scope of Work, WA D009803-52 Schedule 2.11 Submittal (AECOM, 2024)
- National Institute for Occupational Safety and Health/Occupational Safety and Hazards Administration/U.S. Coast Guard/U.S. Environmental Protection Agency, Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, Publication No. 85-115, 1985.
- The requirements in this HASP also conform to AECOM's Safety for Life Program requirements as specified in the AECOM Global Safety, Health, and Environment (SH&E) System Management Manual.

3. Verbal Incident Notifications

NOTE! In the event of a life-threatening emergency, call 911 FIRST. A life-threatening emergency can include:

- Loss of consciousness
- Head or spinal cord injury
- Cardiac arrest
- Seizures
- Severe allergic reaction
- Broken bones
- Uncontrolled loss of blood
- Abdominal trauma
- Heat Stroke
- Difficulty breathing

3.1 Incidents

Once immediate actions have been taken, if safe to do so, notifications (verbal) must be completed immediately and the involved employee, site supervisor or site safety officer must call the **AECOM Incident Reporting Hotline** at **1-800-348-5046**. Notifications serve to engage additional resources in the management of the emergency and initiate additional processes such as medical case management, spill response, incident investigation, etc. Reporting initiates the formal documentation process and supports the development of key learnings to prevent a reoccurrence. No employee is authorized to report incidents to regulatory agencies. Only Senior members of the Health & Safety team are authorized to conduct regulatory reporting (i.e. Vice President).

Any incident for which assistance by SHE is required, including any injury – *even if no first aid is required* – must be immediately communicated to their manager or supervisor and the Incident Hotline at 1-800-348-5046. All incidents are also to be reported to IndustrySafe within 4 hours for significant incidents, or 24 hours for all other incidents.

Significant Incident:

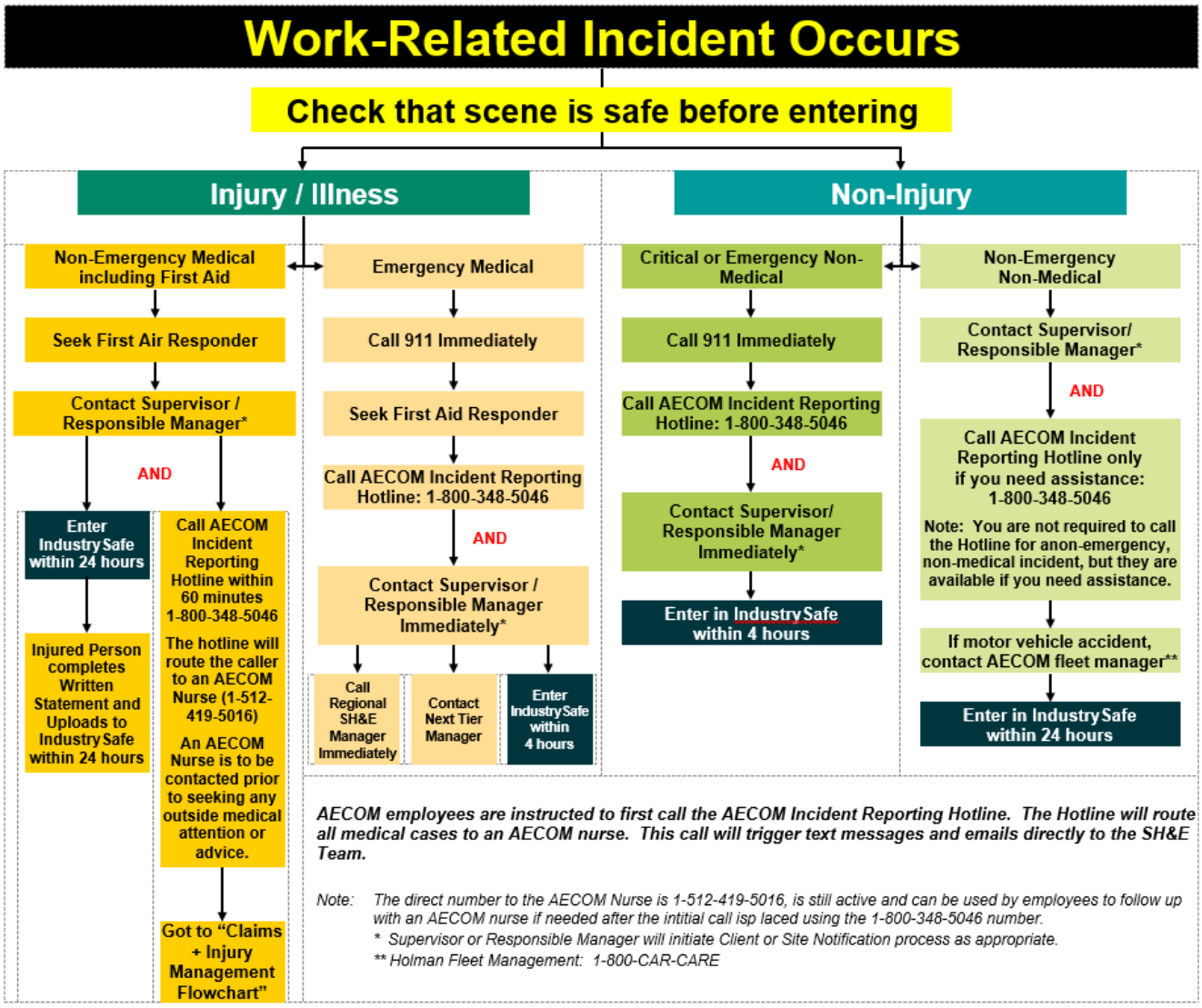
- Fatality;
- Amputation;
- Hospitalization for treatment for more than 24 hours (admission);
- Any single event resulting in more than one employee requiring medical treatment or being away from work more than 3 days;
- Any SHE-related Consent Agreement/Order/Lawsuit or enforcement action seeking more than $10,000 or alleging criminal activity;
- Any spill or release of a hazardous material that is reportable to a regulatory agency;
- Any Notices of Violation resulting from not operating within a regulatory agency permit/license or consent;
- Any incident resulting in property damage expected to exceed $10,000 United States (US) dollars;
- Any security-related incident that could have caused significant harm to an AECOM employee; and/or
- Any Near Miss that may have resulted in any of the above, but because of “luck” did not happen.

All Other Incidents:

- Any injury or illness to an AECOM employee or subcontractor, even if it does not require medical attention, including work-related injuries/illnesses that have become significantly aggravated by the work environment;
- An injury to a member of the public, or clients, occurring on an AECOM-controlled work site;
- Re-occurring conditions such as back pain or cumulative trauma disorders (e.g., carpal tunnel syndrome);
- Fire, explosion, or flash that is not an intended result of a planned event (e.g., remediation process, laboratory procedure);
- Any incident involving company-owned, rented, or leased vehicles (including personal vehicles used for company business); and/or

- Any failure to comply with the requirements of a regulatory permit issued to AECOM.

Table 3-1: Incident Notification & Reporting Flow Chart



3.2 AECOM Internal Notifications

For any incident or near miss, the involved employee must notify their site supervisor or site safety office. The site supervisor or site safety officer must notify their Project Manager. Depending on the severity of the incident, the Project Manager may need to notify the following individuals:

- Regional, area, business line, practice group or account SH&E manager.
- Program Manager or Client Account Manager
- Senior Leaders

3.3 Client Specific Notifications

Project Manager and or Client Account Manager complete client specific notifications of incidents in accordance with client's incident notification requirements. See client contact information in the Key Personnel table at the bottom of the **Section 1** on Page 1.

4. Emergency Response Plan

AECOM requires that all projects, plan for reasonably foreseeable emergencies. Prior to the start of site mobilization, all AECOM personnel shall review the site-specific information regarding evacuations, muster points, communication, emergency equipment and its location, and other site-specific emergency procedures.

Subcontractors will not use AECOM Hotline # and may use a different clinic based on their own Emergency Protocols. They will provide their own Project Emergency Plan to AECOM for review and acceptance. Any alterations to this plan must be communicated to all parties. Both AECOM and the subcontractor shall perform mock drills periodically in accordance with the length of the project.

4.1 Directions and Maps to Nearest Medical Treatment Resources

See following pages for directions and maps.

NEAREST HOSPITAL

RRH Newark-Wayne Community Hospital			**315-332-2022**
Address:	1200 Driving Park Ave, Newark, NY 14513		
Hours of Operation:	24 Hours		
Travel Time:	5 Minutes	**Travel Distance:**	1.4 Miles

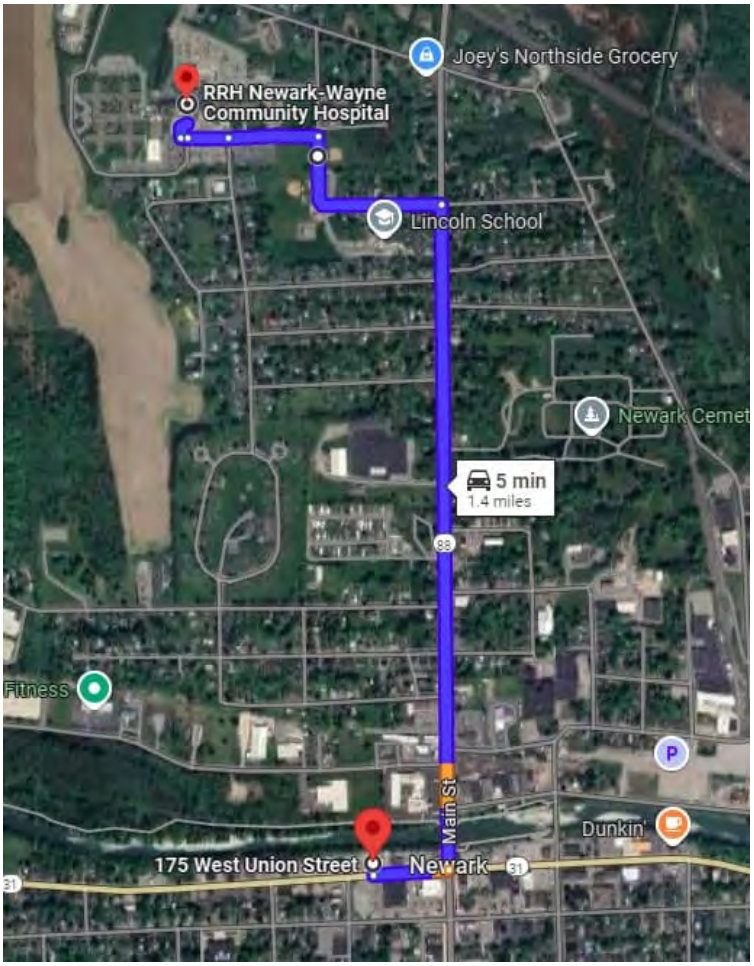
DRIVING DIRECTIONS TO HOSPITAL

From: 175 West Union Street
Newark, NY 14513
New Start Address

To: 1200 Driving Park Ave
Newark, NY 14513

1. Head **east** on **W Union St**	499 ft
2. Turn **left** onto **Main St**	0.7 mi
Pass by NAPA Auto Parts - Light's Auto Parts, Inc. (on the right)	
3. Turn **left** onto **Stuerwald Ave**	0.2 mi
4. Turn **right** at the 1st cross street onto **Driving Park Ave**	0.2 mi
5. Turn **left** onto **Sunset Dr**	272 ft
6. Continue straight	207 ft
Destination will be on the left	
Estimated driving time: 4 minutes	1.4 mi

ROUTE MAP TO HOSPITAL



NEAREST OCCUPATIONAL CLINIC

WellNow Urgent Care			**315-230-4074**
Address:	1 White Springs Rd Geneva, NY 14456		
Hours of Operation:	8AM-5PM		
Travel Time:	26 Minutes	**Travel Distance:**	15.9 Miles

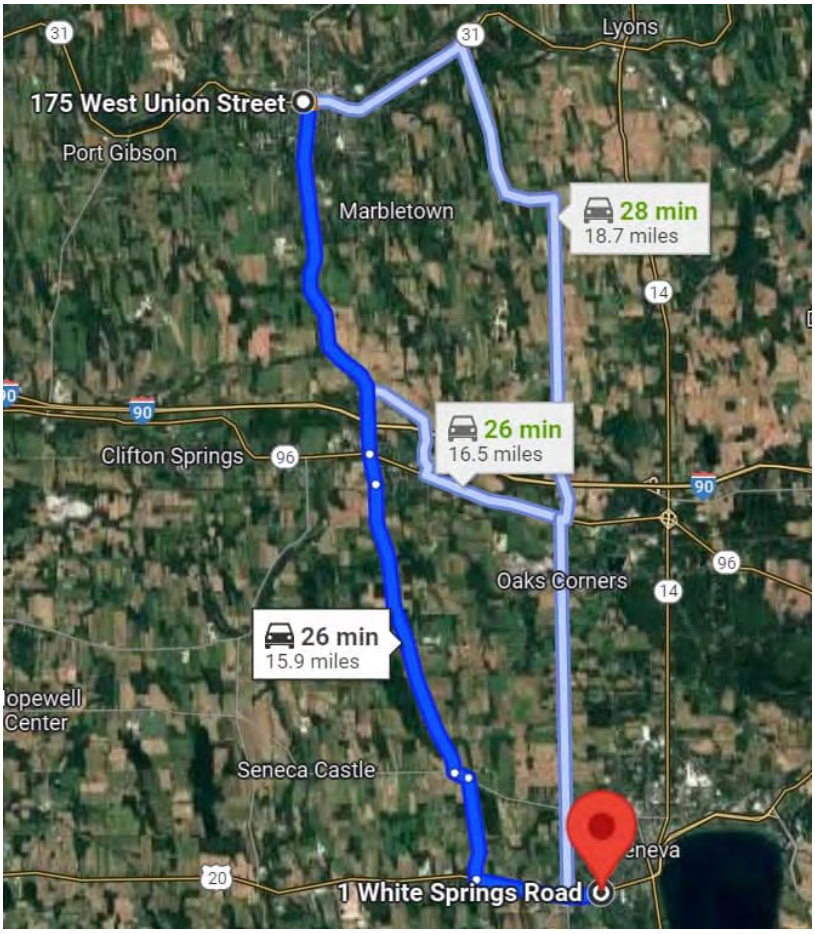
DRIVING DIRECTIONS TO OCCUPATIONAL CLINIC

From: 175 West Union Street
Newark, NY 14513
New Start Address

To: 1 White Springs Rd
Geneva, NY 14456

1. Head **east** on **W Union St**	499 ft
2. Turn **right** onto **NY-88 S/Main St**	6.2 mi
Continue to follow NY-88 S	
3. Continue onto **S Newark St**	0.5 mi
4. Continue onto **Melvin Hill Rd**	5.0 mi
5. Turn **left** onto **Co Rd 4**	0.2 mi
6. Turn **right** at the 1st cross street onto **Sutton Rd**	1.7 mi
7. Turn **left** onto **US-20 E**	2.1 mi
Pass by Denny's (on the right in 1.4 mi)	
8. Turn **right** onto **White Springs Rd**	390 ft
9. Turn **left**	112 ft
10. Turn **left**	174 ft
Destination will be on the right	

ROUTE MAP TO OCCUPATIONAL CLINIC



4.2 Emergency Planning

AECOM requires that all projects plan for reasonably foreseeable emergencies (see Emergency Response Planning Procedure S3AM-010-PR1). Prior to the start of site operations, all personnel shall review Table 8-1 for site-specific information regarding evacuations, muster points, communication, and other site-specific emergency procedures.

Table 4-1: Method(s) of Alerting Personnel of an Emergency

☒ **Cell Phone**	☐ Hand Signal	☐ Radio (Channel No. _____)		☐ Satellite Phone
☐ **Host Facility Alarm** (specify):		[Insert Description]	=	[Insert Meaning]
		[Insert Description]	=	[Insert Meaning]
		[Insert Description]	=	[Insert Meaning]
		[Insert Description]	=	[Insert Meaning]

Table 4-2: Muster Locations and Evacuation Route(s)

Muster Location Type	Location Description
Primary:	■ Site Entrance
Alternate:	● Nearest Cross Street
Shelter-In-Place:	♦ Site Building
Muster Locations and Evacuation Route Map	

Table 4-2: Muster Locations and Evacuation Route(s)

Table 4-3: Site Emergency Equipment and Its Location

ITEM(S)	ITEM DESCRIPTION	LOCATION(S)
First Aid Kit(s)	■ ANSI Z308.1 Class A, Type III; Qty=1	■ AECOM Field Vehicle
Automated External Defibrillator(s) (AEDs)	■ Standard AED	■ N/A
Fire Extinguisher(s)	■ 2A:10: B:C (5 lb. ABC) ■ 4A:80B:C (10 lb. ABC)	■ AECOM Fleet Vehicle(s) ■ Drill Rig/Geoprobe
Spill Kit(s)	■ Universal Absorbents/Pads	■ Drill Rig/Geoprobe
Cold/Heat Stress Aids	■ Climate-Controlled Environment	■ Field Vehicle(s)

4.3 Potential Emergency Scenarios

This section covers emergency scenarios that could reasonably occur on the site or during work.

4.3.1 Evacuation

- If a situation requires an evacuation or emergency muster/assembly, the pre-determined alarm will be initiated.
- All personnel (e.g., workers, contractors, visitors) of the area requiring evacuation or muster/assembly will immediately assemble at the designated Muster Point, Assembly Point or Shelter-in-Place as determined by the alarm or communication.
- The Site Supervisor, Site Safety Officer, or designate will take action to account for all personnel, including visitors (i.e., head count, roll call).
- The Site Supervisor, Site Safety Officer, or designate shall ensure the appropriate emergency response is activated.
- Should it be determined that an individual is still within the hazard zone, establish whether a rescue can be safely attempted. Follow the 'Emergency Rescue Procedure' if properly trained and a rescue attempt will not put another individual in jeopardy.
- Personnel shall await further instruction from the Site Supervisor, Site Safety Officer, or designate (e.g., all clear and re-entry or further evacuation)

4.3.2 Medical Emergency

1. Stop the work activity.
2. Assess the cause of the injury to avoid injury to yourself (i.e. live wires, gases, hazardous materials).
3. Do not move the casualty unless they remain in danger.
4. First Aid Provider will designate an individual to call for medical assistance (e.g., ambulance, site medic).
5. First Aid Provider will designate an individual to retrieve the first aid kit and blankets.
6. Request assistance from other First Aid Providers as necessary. Administer first aid:
    a) Assess responsiveness: ask permission.
    b) Send for medical help.

c) Place casualty/victim face up.
d) Check Airway, Breathing and Circulation ABC's
e) Control severe bleeding.

7. If CPR is deemed necessary:
   a) Begin chest compressions at a rate of at least 100 compressions per minute.
   b) CPR shall be continued until:
      i. until an AED is applied,
      ii. casualty begins to respond,
      iii. another first aid provider takes over,
      iv. medical help takes over, or
      v. physically unable to continue.
8. If the casualty begins to breathe on their own, place them in the recovery position, monitor and treat for shock as appropriate.
9. Individual in communication with the designated medical assistance shall attempt to answer any questions, stay on the line until information is verified and follow instruction.
10. Arrange for medical transport as needed. A designated individual should be positioned to direct medical transport to the casualty.
11. Personnel shall await further instruction from the Site Supervisor, Site Safety Officer, or designate (e.g., resume activity).

4.3.3 Lightning/Weather-Related Emergencies

Be Aware: Check the weather forecast before participating in outdoor activities. If the forecast calls for thunderstorms, postpone your trip or activity, or make sure adequate safe shelter is readily available. Many applications available for smart phones and devices have lightning alert capabilities or display lightning strikes on radar maps; download one for your smart phone and enable location services to receive alerts.

Go Indoors: Remember the phrase, "**When thunder roars, go indoors"**. If you see lightning and cannot count to 30 before hearing thunder, the lightning is too close for comfort. Find a safe, enclosed shelter when you hear thunder. Safe shelters include homes, offices, shopping centers, and hard-top vehicles with the windows rolled up.

Crouch Close to the Ground and Separate: If you are caught in an open area, crouch down in a ball-like position (**feet and knees together**) with your head tucked and hands over your ears so that you are down low with minimal contact with the ground. **Do NOT lie down**. Lightning causes electric currents along the top of the ground that can be deadly over 100 feet away. Crouching down is the best combination of being low and touching the ground as little as possible.

Separate: If you are in a group during a thunderstorm, separate from each other. This separation will reduce the number of injuries if lightning strikes the ground.

If a person is struck by lightning:

- Call 911 or other Emergency Services Contact.
- Assess the scene to ensure that continuing risk to rescuers does not exist if lightning strikes. For other electrical-related emergencies (non-lightning), ensure the source of electricity has been de-energized.
- Check to see if the victim is breathing and proceed with CPR if victim is not breathing.

4.3.4 Vehicle Incidents

All vehicles should be rented through Navan Travel (accessible via Ecosystem) to ensure that AECOM insurance is included in the rental rate. All other insurances should be declined. AECOM has negotiated contracts with Enterprise and National which are preferred vendors. If Enterprise or National are not available, Avis or Budget shall be used.

In the event of a vehicle incident (including collisions as well as mechanical difficulties such as breakdowns and flat tires) the following response is recommended. For breakdowns and flat tires, contact an emergency provider. For rental vehicles, contact the rental company. To the extent possible, AECOM personnel should not change flat tires or perform similar repairs.

If a collision has occurred, assess the situation, and move all occupants (except the injured) out of further harm's way. If safe to do so, remove the car from the traveled way. Call 911 if necessary and report the incident to the Incident Hotline at 1-**800-348-5046** as soon as practical. If in an AECOM leased vehicle, contact our fleet manager, *Holman*, at 1-800-227-2273.If appropriate, wait for police to arrive. Provide insurance information to other drivers if necessary or requested, and collect the same (AECOM's rental vehicle insurance policy for Enterprise or Avis can be found on the DCS Americas United States or Canada travel pages). If possible, obtain names and phone numbers of witnesses. Take photographs of the scene. DO NOT ADMIT LIABILITY, AGREE TO PAY FOR DAMAGE, OR SIGN A DOCUMENT RELATED TO AN INCIDENT EXCEPT AS REQUIRED BY LAW.

For personal vehicles used on AECOM business, contact an emergency provider.

4.3.5 Fire

AECOM employees are not expected to attempt to put out fires. Stop work; notify all AECOM personnel, move upwind and contact 911 and/or emergency response at the site. If employees have been properly trained in the operation of a fire extinguisher, they may attempt to put out a small fire, if the following conditions are met:

- The fire must be small (i.e., smaller than a trash can) and in its early stages.
- The employee must have an escape route.
- The employee must be trained and know they have the right type of extinguisher.
- The employee must be safe from toxic gases.
- There must be no hazardous conditions that could quickly accelerate the fire (e.g., presence of chemicals and/or combustibles, especially dry grass, etc.).
- Above all, if in doubt, the employee must not attempt to fight the fire.

4.3.6 Other

The following additional emergency scenarios could potentially occur based on the site and/or planned scope of work:

☐ Avalanche	☐ Emergency Rescue	☐ Severe Winter Storm	☐ Tornado
☐ Bear Attacks / Charges	☐ Explosion	☒ Spill or Release	☐ Wildfire
☐ Earthquake	☐ Floods/Heavy Rain	☐ No Other Credible Scenarios	
☐ Electrical Live Line Contact	☐ Gas Leak		

NYSDEC Petroleum Spill Requirements

All petroleum spills that occur at the site must be reported to the **NYSDEC Spill Hotline (1-800-457-7362**) within 2 hours of discovery, except spills which meet all of the following criteria:

- The quantity is known to be less than 5 gallons; and
- The spill is contained and under the control of the spiller; and
- The spill has not and will not reach the State's water or any land; and
- The spill is cleaned up within 2 hours of discovery.

4.4 Fitness for Duty and Illness Reporting

AECOM employees should always live our life-preserving principle of “Fitness for Duty”, which requires employees to stay home from work when they are sick, as they are not “Fit for Duty” when ill, whether with the flu, Coronavirus, or other illness, especially contagious illnesses.

5. Site Description

The Site, , is located at 175 West Union Street, Newark, NY 14513. The site was formerly occupied by Grand Dry Cleaners and is approximately 0.36 acres in size. The footprint of the former drycleaner is now occupied by the parking lot for Union Street Automative repair shop and Gulf brand gasoline station (175 West Union Street) as well as a small portion of the Newark Mini Mart & Deli building footprint (105 West Union Street). The site is surrounded by commercial use buildings to the east, west, and south with the Erie Canal lining the northern border. NYSDEC State Superfund Site, NYSEG-Newark MGP-859021, is north of the site and its southern border is also lined by the Erie Canal.

5.1 Site Background/History

This facility was historically used as a drycleaner, a flour/feed mill, and commercial businesses including one identified as “Paints and Oils”, and another identified as “Radiator Repair” prior to operation as a former dry cleaner. Additionally, historic documents indicate the presence of gasoline tanks in the eastern and western portions of the Site. Previous investigations generally terminated test borings at depths less than 20 feet below the existing ground surface.

Prior investigations at the Site indicate that subsurface primary contaminants of concern include petroleum products and chlorinated volatile organic compounds (VOCs). Historical data indicates contaminant concentrations have exceeded CP-51 Soil Cleanup Levels for toluene (3640 ppb) and n-propylbenzene (5650 ppb). VOC concentrations have exceeded groundwater standards for benzene (8.8 ppb), n-butylbenzene (22.9 ppb), sec-butylbenzene (15.4 ppb), isopropylbenzene (55 ppb), n-propylbenzene (282 ppb), tetrachloroethene (387 ppb), trichloroethene (13.5 ppb). Metals concentrations have surpassed groundwater standards for arsenic (125 ppb), barium (1430 ppb), chromium (232 ppb), and lead (547 ppb).

5.2 Client and/or Third-Party Operations at Site

The Site is currently being used as a parking lot for the Union Street Automative Repair Shop and a Gulf brand gasoline station. A small portion of the site is being used by Newark Mini Mart & Deli as a convenience store.

5.3 Scope of Work

AECOM prepared subcontractor scopes of work for drilling activities to install two bedrock monitoring wells and at least three and up to six overburden monitoring wells (if any of the existing three wells installed during previous investigations are damaged beyond repair) as part of the site characterization work. This task also includes a geophysical utility clearance, soil and groundwater sampling, transportation and off-site disposal of investigation-derived waste (IDW), and a site survey. The field work includes the following elements:

- Geophysical utility location services will be performed by an AECOM subcontractor.
- Existing monitoring wells will be inspected, redeveloped, gauged (using an oil/water interface meter) and sampled using low-flow sampling procedures for VOC analysis by EPA Method 8260C
- Soil borings will be advanced to bedrock utilizing a truck mounted drill rig by an AECOM subcontractor. The drill rig shall be capable of advancing a hollow stem auger with a 4¼ -inch inside diameter (I.D.) and capable of advancing 4-inch temporary spun casing into the top of bedrock as to create a seal to allow for the circulation of water for coring at two (2) of the boring locations. Bedrock wells will be installed approximately 15 feet into bedrock. Rock cores will be collected to obtain additional stratigraphic data. After the AECOM geologist completes logging and takes photographs, the rock cores will be drummed for off-site disposal. Drilling and soil sampling will be conducted continuously to classify subsurface material and select soil samples for laboratory analyses.

- One soil sample will be collected from each of the five soil boring locations for a total of five soil samples (if the wells previously installed by Day Environmental in 2015 are not functional and need to be re-installed, one soil sample will also be collected from each of the reinstalled wells and be subjected to Volatile Organic Compound, Semi-Volatile Organic Compound, and Metals [including Mercury and Cyanide] Analysis).
- All soil borings will be converted to monitoring wells (overburden and bedrock).
- Each new monitoring well will be developed by pumping until the discharged water is relatively sediment free and the indicator parameters (pH, temperature, and specific conductivity) have reached steady state.
- Prior to collecting groundwater samples, a comprehensive round of water levels will be collected from the two new bedrock monitoring wells, three new overburden monitoring wells, and three existing monitoring wells.
- Groundwater samples will be collected from the two new bedrock, three new overburden monitoring wells and the five existing groundwater wells using low-flow sampling procedures.
- All soil spoils, rock cores, decontamination fluids, and well development and purge water will be drummed for off-site disposal.
- One solid and one aqueous sample will be collected for disposal parameters as required by the disposal facility to complete the waste profiles for the IDW transportation and off-site disposal.
- Location and elevation survey of the borings and monitoring wells will be performed by an AECOM subcontractor.

What means of transportation will be used to get to the jobsite?

☒ Rental or personal vehicle (include Driving Task Hazard Assessment)

☐ I will use other means of transportation*

*While AECOM always encourages the use of public transportation - in those instances where an employee is unfamiliar with a city, area, or transportation system, or the employee is apprehensive about using public transportation please use Uber or some other form of prearranged transportation. When using Uber or something similar never share the ride with anyone you don't know.

A Task Hazard Assessment (THA) for each operation being performed by AECOM and each operation performed by an AECOM subcontractor working under the AECOM HASP must be included in **Attachment A**, while those performed by the managed subcontractors should be prepared by the subcontractor.

Table 5-1: Task List

Task Name	Permit(s) Required		Primary Task Performed By		
			AECOM	SUB	Third-Party
Driving To and From the Site	☐ Yes	☒ No	☒	☒	☐
Load and Unload Vehicle	☐ Yes	☒ No	☒	☒	☐
Drilling, Grouting, Monitoring Wells	☐ Yes	☒ No	☐	☒	☐
Geoprobe Drilling Oversight	☐ Yes	☒ No	☐	☒	☐
Gauging Groundwater Monitoring Wells	☐ Yes	☒ No	☒	☐	☐
Groundwater Sampling – Low Flow	☐ Yes	☒ No	☒	☐	☐
Hand and Power Tools	☐ Yes	☒ No	☒	☒	☐
Hollow Stem Auger Drilling Oversight	☐ Yes	☒ No	☐	☒	☐
IDW Management	☐ Yes	☒ No	☐	☒	☐
Monitoring Well Construction	☐ Yes	☒ No	☐	☒	☐
Oversight of Utility Clearance	☐ Yes	☒ No	☐	☒	☐
Portable Generator Operation	☐ Yes	☒ No	☒	☒	☐
Site Walk – Construction/Demolition Site	☐ Yes	☒ No	☒	☒	☐

5.4 Key Dates

Project Start Date:	July 15, 2024
Field Work Start Date:	November 4, 2024
Project Completion Date:	March 11, 2025

5.5 Physical and Biological Hazards

Physical and biological hazards are hazards that threaten the physical safety of an individual; contact with the hazard typically results in an incident or injury. The following table summarizes the physical and biological hazards present at the site and the associated procedures that address protection and prevention of harm.

- **If a there is a potential of physical or biological hazard when performing a specific task, it must be addressed in the THA.**

Some tasks are considered High Potential (HiPo) Hazard Activities as identified in S3AM-209-PR1, Risk Assessment, based on the factors contributing to the severity and probability of credible outcomes resulting from ineffective mitigation of their hazards and are designated with "**HH**" in the table below. High potential hazard activities typically require additional documents such as a Safe Work Permit (S3AM-218-FM1), activity-specific permit, site specific plans, task/equipment-specific training, pre-use inspections, a competent person, etc.

All checked procedures MUST be included in **Attachment B** for implementation and reference. The following hazards and their site-specific description are anticipated based on the scope of work and project site:

Table 5-2: Anticipated Activities, Situations and Physical & Biological Hazards

Activity / Situation / Physical or Biological Hazard		Applicable SH&E Procedure(s)	Related Activity-Specific Permit or Plan (Typically Required)
☒ **Bloodborne Pathogens**		S3AM-111-PR1	n/a
☒ **Cold Stress**		S3AM-112-PR1	n/a
☒ **Corrosive Reactive Materials**		S3AM-125-PR1	n/a
☒ **Drilling, Boring & Direct Push Probing**	HH	S3AM-321-PR1	n/a
☒ **Driving**		S3AM-005-PR1	S3AM-005-FM1
☒ **Flammable and Combustible Liquids**		S3AM-126-PR1	n/a
☒ **Hand and Power Tools (drill, chainsaw, grinder, power saw, pressure washer, etc.)**	HH	S3AM-305-PR1	n/a
☒ **Hand Hazards**		S3AM-317-PR1	n/a
☒ **Hazardous Waste Operations**	HH	S3AM-117-PR1	n/a
☒ **Heat Stress**		S3AM-113-PR1	S4DCS-AM-113-FM1
☒ **Heavy Equipment**		S3AM-309-PR1	S3AM-218-FM1
☒ **Manual Lifting**		S3AM-014-PR1	n/a
☒ **Material Storage**		S3AM-316-PR1	n/a
☒ **Non-Ionizing Radiation**		S3AM-121-PR1	n/a
☒ **Overhead Lines and Obstructions**	HH	S3AM-322-PR1	S3AM-218-FM1
☒ **Underground Utilities**	HH	S3AM-331-PR1	S3AM-331-FM1
☒ **Wildlife, Plants, and Insects**		S3AM-313-PR1	n/a
☒ **Working Alone**	HH	S3AM-314-PR1	Lone Worker Management Plan (Section 9.5)

Note: **HH –** High-Hazard Activity or Situation

5.5.1 Competent Persons

A competent person is an employee who, through education, training, and experience, has knowledge of applicable regulatory requirements, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. AECOM's Competent Person Designation Procedure, S3AM-202-PR1, explains the roles, responsibilities and procedures of naming a competent person.

Table 5-3: Competent Person Log

☒ Scope of Work requires one or more competent persons (see table below)
☐ None, Scope of Work does not require competent persons(s).

	Activity / Area of Competency	Name of Person (Affiliation) Note: Subcontractors may provide this person
☒	**Geophysical Survey**	■ Keith Stahle - (607) 398-4284
☒	**Heavy Equipment**	■ Greg T. Genco - (716) 649-8110

5.6 Chemical & Airborne Hazards/ Constituents of Concern

Airborne and chemical hazards are types of occupational hazards caused by workplace exposures. Exposure to airborne materials and chemicals in the workplace can cause acute or long-term detrimental health effects. Potential exposure to these hazards on AECOM projects can come from several sources including materials brought on site to perform work, constituents of concern found in environmental media under investigation, and simultaneous operations being performed at the site by the property owner/third parties.

Based on information obtained from historical investigations and other sources, the chemicals in the table below are known or suspected to be present at the site.

Table 5-4: Summary of Hazardous Properties of Chemical and Airborne Hazards

***Notes: PEL** = Permissible Exposure Limit | **TLV** = Threshold Limit Value | **IP** = Ionization Potential | **eV** = Electron Volt*

Chemical Name	Media	Primary Routes of Exposure	PEL	TLV	IP (eV)
Metals					
Arsenic	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Dermal	0.5 mg/m^3	0.2 mg/m^3	n/a
Barium	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Dermal	0.5 mg/m^3	0.5 mg/m^3	n/a
Chromium	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Dermal	0.5 mg/m^3	0.5 mg/m^3	n/a
Lead	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Dermal	0.05 mg/m^3	0.05 mg/m^3	n/a
Other Common Site COCs					
Benzene	☒ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	1 ppm	0.5 ppm	9.24
N-Propylbenzene	☒ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	N/A	N/A	N/A

Table 5-4: Summary of Hazardous Properties of Chemical and Airborne Hazards

***Notes: PEL** = Permissible Exposure Limit | **TLV** = Threshold Limit Value | **IP** = Ionization Potential | **eV** = Electron Volt*

Chemical Name	Media	Primary Routes of Exposure	PEL	TLV	IP (eV)
N-Butylbenzene	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	N/A	N/A	N/A
Sec-Butylbenzene	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	N/A	N/A	N/A
Isopropylbenzene	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	50 ppm	N/A	8.75
Cis-1,2-Dichloroethylene	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	200 ppm	50 ppm	10.0
Petroleum	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	500 ppm	N/A	N/A
Tetrachloroethylene (PCE)	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	100 ppm	25 ppm	9.32
Trichloroethylene (TCE)	☐ Soil ☒ Groundwater ☐ Vapor ☐ N/A	Inhalation	100 ppm	50 ppm	9.45
Toluene	☒ Soil ☐ Groundwater ☐ Vapor ☐ N/A	Inhalation	200 ppm	20 ppm	8.82

5.7 Decontamination

All possible and necessary steps shall be taken to reduce or minimize contact with chemicals and contaminated/impacted materials while performing field activities. Decontamination steps are outlined in the Hazardous Waste Operations procedure S3AM-117-PR1. All decontaminated equipment shall be visually inspected for contamination prior to leaving the Contaminant Reduction Zone (CRZ).

Table 5-5: Decontamination Procedures & Equipment

Procedure	Equipment Needed
Remove all equipment, sample containers, and notes to the CRZ. Obtain decontamination solutions and decontaminate the tools (shovels, auger flights, etc.) by brushing them under a water rinse. A high-pressure steam cleaner also may be used for decontamination. All waste and spent decontamination solutions will be properly contained.	Alconox solution, deionized water, brushes
Remove disposable booties, or scrub boots with a stiff bristle brush and water, when necessary. Wash tubs and chairs will be provided.	Deionized water and brushes
Remove outer chemical resistant gloves (and boot covers, if used).	
Remove Tyvek coverall; discard in provided container.	
Remove hardhat and eye protection.	
Remove respirator.	
Remove inner gloves.	
Wash hands and face.	Deionized water
The decontamination area will be covered with plastic sheeting that will be replaced when torn or heavily soiled and at the end of each shift.	Plastic sheeting

Table 5-6: Equipment Decontamination Procedures

Type Equipment	Decontamination Solution	Procedure
Respirator	Alconox Solution and deionized water	**Washing**: Disassemble and wash with an Alconox solution in deionized water. A stiff bristle (not wire) brush may be used. **Rinsing**:Rinse in deionized water to remove all traces of detergent. This is important to prevent dermatitis. **Disinfecting**: Thoroughly rinse or immerse in a sanitizer provided by the manufacturer. **Final Rinsing**: Rinse thoroughly in clean water to remove all traces of disinfectant. **Drying**: Drain and dry by hanging by the straps from racks or by towel drying with clean, soft cloths or paper towels.
Water quality meter, oil/water interface probe, down-hole water sampling pumps, reusable sampling tools/ equipment	Alconox Solution and deionized water	**Washing**: Disassemble and wash with an Alconox solution in deionized water. **Rinsing**:Rinse in deionized water to remove all traces of detergent.
Drilling Equipment/ Tools	High-pressure steam cleaner	Apply steam cleaner to used equipment/ tools

6. Air Monitoring

Potential exposure to chemical hazards from sources including materials brought on site to perform work, constituents of concern found in environmental media under investigation, and/or simultaneous operations being performed at the site by the property owner/third parties are reasonably anticipated to have the potential to result in vapors, fumes, aerosols, mists, and/or airborne particulates/dusts at or near permissible exposure limits. Therefore, air monitoring that will be implemented is described below.

6.1 Real Time Exposure Measurements/Equipment

Monitoring shall be performed within the work area on site to detect the presence and relative levels of toxic substances. The data collected throughout monitoring shall be used to determine the appropriate levels of PPE. Monitoring shall be conducted as specified in the work permit and THA as work is performed. All instrumentation needs to be rated intrinsically safe to prevent fire or explosion.

Table 6-1: Air Monitoring Instrumentation Needed

Instrument		Manufacturer/Model	Substances Detected
☒	**Photo Ionization Detector (PID)**	■ RAE Systems mini-RAE ■ Photovac Microtip ■ Hnu Model Hnu (min. 10.6 eV bulb)	■ Petroleum hydrocarbons ■ Organic Solvents
☒	**Particulate Monitor**	■ MIE Model PDM-3 mini-RAM ■ TSI Dustrak	■ Aerosols, mist, dust, and fumes

6.2 Monitoring Procedures

The monitoring procedures shown below are general guidelines for sampling activities. In general, readings are considered actionable if sustained readings are observed for 5 minutes or more or if intermittent peaks are seen more than 1 time the action level. A reading more than action level outlined below will require additional ventilation (natural or mechanical) for 30 minutes, followed by re-monitoring.

Table 6-2: Monitoring Procedures and Action Levels

	Parameter	Zone Location and Monitoring Interval	Action Level	Response Activity
☒	**Volatile Organic Compounds (VOCs) and Volatile Hydrocarbons** (total by PID)	Breathing zone, continuously during tasks where exposure to VOCs and volatile hydrocarbons is possible	< 5 ppm	■ Continue monitoring, may continue work in required PPE
			5- 25 ppm (sustained for 5 minutes)	■ **STOP WORK** and notify PM. Investigate the cause of elevated VOC measurements and identify measures to reduce concentrations (cover impacted soils, ventilation, etc.). Work activities shall only continue once levels have decreased to or below 5 units above background. If levels continue above 5 units, only individuals who are medically qualified to wear respiratory protection are permitted to continue work activities with Project Manager approval. Don Level C PPE

Table 6-2: Monitoring Procedures and Action Levels

	Parameter	Zone Location and Monitoring Interval	Action Level	Response Activity
				(organic vapor respirator cartridges), continue monitoring, and initiate continuous air monitoring for benzene.
			> 25 ppm (sustained for 5 minutes)	■ Cease work, exit, and contact the Site Safety Officer, Site Supervisor, and Project Manager.
☒	**Volatile Organic Compounds (VOCs) and Volatile Hydrocarbons** (total by PID)	Edge of Exclusion Zone. See guidance in NYSDOH's Generic Community Air Monitoring Plan (**Attachment E**).	■ See guidance in NYSDOH's Generic Community Air Monitoring Plan (**Attachment E**).	
☒	**Dust not otherwise classified** (total by aerosol monitor)	Breathing zone every 30 minutes during field activities where exposure to excessive dusts are possible	< 5 mg/m^3	■ Continue work in Level D and continue monitoring
			> 5 mg/m^3	■ Upgrade to Level C (P100 respirator cartridges), implement dust suppression measures; contact the Site Safety Officer & Site Supervisor.
			> 10 mg/m^3	■ Cease activities, implement more effective dust suppression measures; contact the Site Safety Officer & Site Supervisor.
☒	**Dust not otherwise classified** (total by aerosol monitor)	Edge of Exclusion Zone. See guidance in NYSDOH's Generic Community Air Monitoring Plan (**Attachment E**).	■ See guidance in NYSDOH's Generic Community Air Monitoring Plan (**Attachment E**).	

7. Subcontractor Selection

7.1 Subcontractor Pre-Qualification

Ensure all subcontractors including lower tier subcontractors are prequalified to perform work for AECOM. Coupa is the preferred method for pre-qualifying subcontractors. If a subcontractor is conditionally approved, ensure the subcontractor meets all conditions of approval. If a subcontractor requires a variance, complete the Subcontractor Variance form, S3AM-213-FM2.

Subcontractor 1:	**Atlantic Testing Laboratories, Inc. (WBE)**

Scope of Work:

ASSIGNED TASK(S)	HIGH RISK TASK	CONTRACTOR SITE SUPERVISOR
■ Drilling Services	■ Yes	Greg T. Genco: (716) 649-8110

Required Subcontractor Documents:
PM must verify that the following documents are in-place for each subcontractor; check to verify.

Select One:	
☒ Subcontractor's Project/Site-specific Health and Safety Plan **OR** ☐ Subcontractor will work under AECOM's Health and Safety Plan and field personnel will sign the AECOM HASP Acknowledge Form	■ Copy of task specific THAs/JHAs and inspection/tailgate forms
	☐ Competent Person Documentation
	☐ Copy of their business license and training certificates (task specific)
	☐ Copy of their Corporate Safety Management Manual
	☐ Copy of the signed contract

Prequalification Status

Supplier Status		Action(s)
☒ Approved		None, skip to next subcontractor
☐ Conditionally Approved		List condition(s) of approval below and describe how condition(s) will be met.
☐ Pending Approval		Subcontractor is **NOT** approved for use

Safety Conditions of Approval that Apply to Subcontractor *(check all that apply)*

☐	AECOM PM will prepare and obtain AECOM SH&E approval of a variance to use this subcontractor. AECOM PM will ensure the control measures listed in the variance are implemented.
☒	Subcontractor will work under the AECOM HASP. AECOM PM will verify that the AECOM HASP covers the subcontractor's scope of work. Subcontractor's field personnel will review the AECOM HASP and sign the HASP Acknowledgement Form (Section19).
☒	Subcontractor has prepared a Site-Specific HASP for their activities that has been reviewed and accepted by AECOM SH&E.
☒	AECOM Site Supervisor and/or Site Safety Officer will supervise the subcontractor's field activities at the Site.
☐	Other: N/A

Subcontractor 2:	**Advanced Geological Services**

Scope of Work:

ASSIGNED TASK(S)	HIGH RISK TASK	CONTRACTOR SITE SUPERVISOR
■ Geophysical Survey Services	■ No	Robert J. Mundt: (610) 722-5500

Required Subcontractor Documents:
PM must verify that the following documents are in-place for each subcontractor; check to verify.

Select One:	
☒ Subcontractor's Project/Site-specific Health and Safety Plan **OR** ☐ Subcontractor will work under AECOM's Health and Safety Plan and field personnel will sign the AECOM HASP Acknowledge Form	■ Copy of task specific THAs/JHAs and inspection/tailgate forms
	☐ Competent Person Documentation
	☒ Copy of their business license and training certificates (task specific)
	☐ Copy of their Corporate Safety Management Manual
	☒ Copy of the signed contract

Prequalification Status

Supplier Status		Action(s)
☐ Approved		None, skip to next subcontractor
☒ Conditionally Approved		List condition(s) of approval below and describe how condition(s) will be met.
☐ Pending Approval		Subcontractor is **NOT** approved for use

Safety Conditions of Approval that Apply to Subcontractor *(check all that apply)*

☐	AECOM PM will prepare and obtain AECOM SH&E approval of a variance to use this subcontractor. AECOM PM will ensure the control measures listed in the variance are implemented.
☒	Subcontractor will work under the AECOM HASP. AECOM PM will verify that the AECOM HASP covers the subcontractor's scope of work. Subcontractor's field personnel will review the AECOM HASP and sign the HASP Acknowledgement Form (Section19).
☒	Subcontractor has prepared a Site-Specific HASP for their activities that has been reviewed and accepted by AECOM SH&E.
☒	AECOM Site Supervisor and/or Site Safety Officer will supervise the subcontractor's field activities at the Site.
☐	Other: N/A

Subcontractor 3:	**Franks Vacuum Truck Service**

Scope of Work:

ASSIGNED TASK(S)	HIGH RISK TASK	CONTRACTOR SITE SUPERVISOR
■ IDW T&D Services	■ Yes	Pu Murell: (716) 284-2132

Required Subcontractor Documents:
PM must verify that the following documents are in-place for each subcontractor; check to verify.

Select One:	
☒ Subcontractor's Project/Site-specific Health and Safety Plan **OR** ☐ Subcontractor will work under AECOM's Health and Safety Plan and field personnel will sign the AECOM HASP Acknowledge Form	■ Copy of task specific THAs/JHAs and inspection/tailgate forms
	☐ Competent Person Documentation
	☐ Copy of their business license and training certificates (task specific)
	☐ Copy of their Corporate Safety Management Manual
	☐ Copy of the signed contract

Prequalification Status

Supplier Status		Action(s)
☐ Approved		None, skip to next subcontractor
☐ Conditionally Approved		List condition(s) of approval below and describe how condition(s) will be met.
☒ Pending Approval		Subcontractor is **NOT** approved for use

Safety Conditions of Approval that Apply to Subcontractor *(check all that apply)*

☐	AECOM PM will prepare and obtain AECOM SH&E approval of a variance to use this subcontractor. AECOM PM will ensure the control measures listed in the variance are implemented.
☒	Subcontractor will work under the AECOM HASP. AECOM PM will verify that the AECOM HASP covers the subcontractor's scope of work. Subcontractor's field personnel will review the AECOM HASP and sign the HASP Acknowledgement Form (Section19).
☒	Subcontractor has prepared a Site-Specific HASP for their activities that has been reviewed and accepted by AECOM SH&E.
☒	AECOM Site Supervisor and/or Site Safety Officer will supervise the subcontractor's field activities at the Site.
☐	Other: N/A

Subcontractor 4:	**Ravi Engineering & Land Surveying (MBE)**

Scope of Work:

ASSIGNED TASK(S)	HIGH RISK TASK	CONTRACTOR SITE SUPERVISOR
■ Site Survey Services	■ No	Sean J. Baldwin: (585) 697-2823

Required Subcontractor Documents:
PM must verify that the following documents are in-place for each subcontractor; check to verify.

Select One:	
☒ Subcontractor's Project/Site-specific Health and Safety Plan **OR** ☐ Subcontractor will work under AECOM's Health and Safety Plan and field personnel will sign the AECOM HASP Acknowledge Form	■ Copy of task specific THAs/JHAs and inspection/tailgate forms
	☐ Competent Person Documentation
	☐ Copy of their business license and training certificates (task specific)
	☐ Copy of their Corporate Safety Management Manual
	☐ Copy of the signed contract

Prequalification Status

Supplier Status		Action(s)
☐ Approved		None, skip to next subcontractor
☐ Conditionally Approved		List condition(s) of approval below and describe how condition(s) will be met.
☒ Pending Approval		Subcontractor is **NOT** approved for use

Safety Conditions of Approval that Apply to Subcontractor *(check all that apply)*

☐	AECOM PM will prepare and obtain AECOM SH&E approval of a variance to use this subcontractor. AECOM PM will ensure the control measures listed in the variance are implemented.
☐	Subcontractor will work under the AECOM HASP. AECOM PM will verify that the AECOM HASP covers the subcontractor's scope of work. Subcontractor's field personnel will review the AECOM HASP and sign the HASP Acknowledgement Form (Section19).
☒	Subcontractor has prepared a Site-Specific HASP for their activities that has been reviewed and accepted by AECOM SH&E.
☒	AECOM Site Supervisor and/or Site Safety Officer will supervise the subcontractor's field activities at the Site.
☐	Other: N/A

8. Training and Documentation

All personnel at this site must be qualified and experienced in the tasks they are assigned. SH&E Training Procedure S3AM-003-PR1 establishes the general training requirements for AECOM employees.

8.1 Site-Specific Training Requirements

The following training is applicable to the site and/or scope of work:

Table 8-1: Site Specific Training Requirements

Training		Applies to
☒	**ERP/HASP and Site Orientation**	All Employees and Subcontractors
☒	**Vehicle/Driver Safety & Defensive Driving**	All Employees who drive on behalf of AECOM
☒	**Field Safety**	Employees visiting the field that does not require HAZWOPER
☒	**Speak Up/Listen Up (SULU)**	All AECOM field employees and supervisors
☒	**First Aid / CPR**	Designated employees or employees performing high risk activities and medical attention is more than 4 minutes away
☒	**OSHA 10-Hr. Construction Safety (or CSTS 2020 in Canada)**	All employees working on jobsites with construction type hazards
☒	**OSHA 30-Hr. Construction Safety**	All employees supervising/overseeing jobsites with construction type hazards
☒	**HAZWOPER 40-Hour and 8-Hr. Annual Refresher**	On HAZWOPER sites, in EZ, exposed to hazardous contamination
☒	**HAZWOPER Supervisor**	Employees managing others in HAZWOPER activities or at HAZWOPER Sites

9. Site Control

9.1 Site Work Zones

Site layout and site control need to be coordinated to achieve a productive work environment and efficient work process while minimizing exposure of employees and the public to hazards associated with the work. Consider the following items when planning the site layout and controls. Check the description of the site controls **already** in place:

Table 9-1: Site Controls Already in Place

- ☐ Work area is within a facility/property with secure and restricted access provided by client or third party
- ☐ Work area is enclosed within a facility/property, but access is not restricted via locks, guards, or gates
- ☐ Work area is on a property that is open, but access by the public is unlikely
- ☒ Work area is on a property that is open and access by the public is likely
- ☐ Work area is in a roadway or right of way of a roadway (Traffic Control/Protection Plan required S3AM-306-PR1)
- ☒ Work area is in a parking lot or driveway
- ☐ Work area is on or near railroad, including right of way, active lines and crossings
- ☐ Other: N/A

Consider the following items when planning the site layout and controls:

- "Line of Fire" hazards- overhead utilities, falling/ tipping equipment, release of energy/ pressure, flying debris
- Noise, dust, odor suppression
- Contamination containment and decontamination area layout
- Traffic control for site vehicles/ equipment (public traffic control requires Traffic Control Plan)
- Restricted access for areas requiring special training, skills, or certifications
- Restriction of work near railroads
- Presence or creation of excavations
- Loading/unloading areas
- Portable restrooms
- Dumpsters and bins
- Equipment lay down
- Heavy equipment parking
- Overnight safety and security needs

The following additional site controls will be implemented in work area(s) to protect the public and AECOM work team:

Table 9-2: Additional Site Controls to be Implemented

Control Item	Description of Type and Application
☐ **Fence**	N/A
☒ **Locks**	Locks up monitoring wells to prevent access by public.
☐ **Barricades**	N/A
☐ **Cones**	N/A

☐ **Tape**	N/A
☐ **Hole Covers**	N/A
☐ **Other:**	N/A

9.2 Simultaneous Operations

Simultaneous and neighboring operations, including activities performed by the general public, our clients, and other workers or contractors working near our employees, often present a need for added co-ordination and communication to address hazards that are presented by multiple operations.

Table 9-3: Simultaneous Operations Within the Site

☒ Yes, see table below for details ☐ None, not applicable

Activity	Company	Contact Person (Activity Lead)	Contact's Phone Number	Addressed in THA(s)	
Repair Shop	Union Auto Street Repair Shop	TBD	TBD	☐ Yes	☒ No
Gas Station	Gulf	TBD	TBD	☐ Yes	☒ No
Convenience Store	Newark Mini Mart & Deli	TBD	TBD	☐ Yes	☒ No

Table 9-4: Simultaneous Operations on Neighboring Sites

☒ Yes, see table below for details ☐ None, not applicable

Activity	Company	Contact Person (Activity Lead)	Contact's Phone Number	Addressed in THA(s)	
NYSDEC State Superfund Site	NYSEG – Newark MGP	TBD	TBD	☐ Yes	☒ No
				☐ Yes	☐ No
				☐ Yes	☐ No

9.3 Site Control Maps/Diagrams

Work Area Layout

9.4 Situational Awareness – Personal Security

The ability to observe, identify, process, and understand critical elements of information within changing environments. If you see something, say something. Know what is going on around you, anticipate what might happen next. Have a plan of what you will do next, including where you are going, alternate routes and a plan of action. Evaluate what is happening around you as you move through daily activities, noting if something looks out of place or unusual. Be aware of barriers that may change your critical thinking such as distractions, being in a hurry, fatigue, focus lock and past experiences. Listen to your instinct – if something doesn't look or feel right, do something about it. All employees need to review the Situational Awareness Guidance for Employees. In event of a Security Issue please contact **Global Security & Resilience at GSR@aecom.com.**

9.5 Lone Worker

AECOM discourages employees from working alone (i.e., where AECOM personnel are out of visual and audio range of others) when performing field tasks (see Working Alone SHE Procedure S3AM-314-PR1). If lone work is to be performed, a communications/check-in plan must be developed and implemented using the table below.

Table 9-5: Lone Worker Management Plan

Justification:	Field activities do not warrant the need for two people.
Lone Worker:	TBD
Check-In Requirement:	Check in with project manager by text or phone within 1 hour of end of shift.
Check-In Contact:	Project Manager – Kristine Garbarino: (845)-309-9606
Hazard Summary:	Potential hazards include slip/trip/fall by tools of the job, vehicle hazards, injury by people, etc.
Response Plan:	Dispatch an available backup employee if required, call police/911

10. Personal Protective Equipment

The use of Personal Protective Equipment (PPE) forms the final barrier of protection between the employee and the hazard and applies to all employees at the work site, including Subcontractors, visitors and client or customer representatives. For additional information on PPE, please review the Personal Protective Equipment, S3AM-208-PR1.

The minimum PPE required on an AECOM project is as follows:

- Hard Hat or Helmet
- Safety Glasses with side shields
- High Visibility Safety Vest
- Shirt with sleeves that cover the shoulders.
- Long Pants
- Safety-toe Boots
- Gloves (on person) – Required to be worn if handling materials, equipment, etc.

Specific PPE shall also be specified in Task Hazard Analyses (THAs) such as glove type (i.e. material, level of protection, etc.). Where possible, hazards will be eliminated or controlled to reduce the risk associated with a specific task.

These controls include:

- Elimination of the hazard
- Isolation of the hazard
- Engineering Controls
- Administrative Controls

With the exception of prescription safety eyewear and safety toed boots (there may be allowances for the purchase of these items), AECOM will make available all required PPE for its employees. All employees will receive training in the use, care, maintenance, and storage of the PPE issued to them.

All personal protective equipment will meet the requirements of local, state, federal, client and AECOM SH&E regulations and procedures. Where site-specific PPE requirements exist, all AECOM employees, subcontractors, and visitors, who work on the Project, will follow those requirements.

- PPE will **not** be modified or changed.
- All PPE that is damaged or in need of service or repair will be removed from service immediately.
- All PPE that has been removed from service will be tagged “OUT OF SERVICE” and will not be returned until repaired and inspected by a qualified person. Defective PPE must be removed from site to prevent it from being used.

11. SH&E Technology

At AECOM, we encourage the use of new technology to eliminate or reduce the risk our employees are exposed to. Mark the technology you will be using in this project (if any):

Table 11-1: SH&E Technology Being Used on Site/Project

- ☐ **Wearable Technology/Smart PPEs** (e.g. clothes, helmets, glasses, harness)
- ☐ **Site Sensors** (e.g. Movement, angle, noise, carbon monoxide, Dust)
- ☐ **Fatigue Monitoring**
- ☑ **Phone/Tablet Applications** or software: Google Earth/Maps
- ☐ **Connected Worksites** (i.e., connection between employees or project elements to be successful)
- ☐ **Drones**
- ☐ **Virtual Reality (VR) or Augmented Reality (AR)**
- ☐ **GPS** – Location devices: N/A
- ☐ **Radio Frequency Identification** (RFID)
- ☐ **Other:** N/A
- ☐ **None of these:** We will not use any technology in this project to reduce hazards

Find available tools and/or share the tools you will be using in the AECOM Technology Toolbox or let us know what would be interesting to assess by **clicking here** or explore in the NSC Technology site for new available safety technology.

12. Safety, Health, and Environment Program

12.1 AECOM SH&E Policy

AECOM's Safety, Health and Environment Policy, which establishes the framework to attain best-in-class Safety, Health and Environmental (SH&E) performance in the interest of benefitting AECOM's employees and stakeholder in the global marketplace, is available on AECOM's Ecosystem (intranet).

12.2 Safety for Life

"Safety for Life" is a comprehensive integrated AECOM Safety Management System that drives our employees toward AECOM's commitment to achieving zero work-related injuries and/or illnesses; preventing damage to property and the environment; and maintaining an environmentally friendly and sustainable workplace. Our Safety for Life program is supported by nine Life Preserving Principles that apply to all AECOM activities.

12.3 Life Preserving Principles

AECOM has adopted these "Life-Preserving Principles" to help demonstrate the commitment of our Safety for Life program. We firmly believe these "Life-Preserving Principles" will enable AECOM to achieve its goal of zero employee injuries, property damage and an environmentally friendly and sustainable workplace. The nine Life-Preserving Principles (S2-001-WI1), along with their descriptions, can be found on AECOM's Ecosystem (intranet).

Commitment:
Managers will lead on safety, continuously demonstrating commitment to the highest standards.

Participation:
All employees are encouraged to engage in helping to control the risks we face.

Budgeting and Staffing for Safety:
The costs of managing SH&E are budgeted into every project. Our safety staff are fully trained to provide expert guidance.

Pre-planning:
We assess risks and produce detailed plans to control them during design, planning, and execution of work.

Contractor Management:
We carefully select and collaborate with all our partners to create a safe working environment.

Recognition and Rewards:
Employees are rewarded for safety excellence, and we share best practices.

Orientation and Training:
Our employees will be provided with effective safety training in order to identify and mitigate hazards in the workplace to prevent injuries to themselves and others who may be affected by their actions.

Incident Investigation:
We investigate recordable incidents and serious near misses to understand the causes and take action to prevent recurrence.

Fit for Duty:
All staff come to work each day fit and well, so they do not pose a hazard to themselves or others.

12.4 Fitness for Duty

One of AECOM's nine Life-Preserving Principles is Fitness for Duty (see Fitness for Duty procedure (S3AM-008-PR1). Fitness for Duty means that individuals are in a state (physical, mental, and emotional) that enables them to perform assignments competently and in a manner that does not threaten the health and safety of themselves or others. On certain projects or for specific tasks, fit for duty certifications may be requested of medical providers by SH&E Managers or Human Resources (HR). Employees should ensure they are fit for duty prior to leaving home and unimpaired by substances or fatigue, and if necessary, contact your supervisor rather than attempting to report to work in unfit condition. Supervisors must observe their employees

and work with the employee, SH&E staff, and HR to address deficiencies. AECOM will **NOT** tolerate retaliation against any employee for filing a complaint or concern regarding their fitness for duty or participating in any way in an investigation.

12.5 Proactive Health

AECOM is committed to promoting proactive health activities in addition to the planning for prevention of safety and environmental incidents. Proactive health activities will be completed on an on-going basis at AECOM on a corporate-wide basis (i.e., the wellness program associated with employee benefits), at offices, and at this project site. Management will be actively involved in providing and encouraging opportunities for health and wellness education and improvement. Health initiatives and education will be discussed periodically during office-based meetings as the safety moment or during the daily tailgate meeting as a toolbox talk. Topics may be related to, but are not limited to, the following:

- ✓ Heart health
- ✓ Stress management
- ✓ Smoking cessation
- ✓ Diabetes prevention
- ✓ Diet
- ✓ Exercise benefits

Topics and educational materials can be located on the AECOM Wellness page, National Institutes of Health website, Centers for Disease Control and Prevention website, and other reputable sources online.

In addition, the field team will be encouraged to participate in a daily stretch and flex routine (a standardized way to avoid soft tissue damage from work activities) to the best of their abilities, given their own personal limits. It is particularly beneficial to warm and loosen muscles before repetitive work, manual handling of loads, and when working in cold temperatures or with static postures. The Stretch and Flex manual and poster (**Attachment C**) serve as guidance for the leader to follow.

12.6 Fatigue

One aspect of fit for duty is fatigue management. AECOM has developed procedures that limit work periods or requires additional rest under certain circumstances, including during long-distance travel or when working at high altitudes. These procedures also set limits on extended work periods of 14 hours per day or 60 hours per week. A fatigue management plan is required if longer working hours are necessary (see Fatigue Management Procedure S3AM-009-PR1).

12.7 Driving and Vehicle Safety

The proper operation of vehicles is critical to protecting the safety of AECOM employees and subcontractors. Drivers face numerous hazards while operating vehicles. Some of the hazards include collision with another vehicle, collision with a fixed object, vehicle break down or failure, or falling asleep or becoming otherwise incapacitated while driving. All employees will adhere to Driving procedure S3AM-005-PR1, which includes the following key practices:

1. **Authorized Drivers**
   Managers must authorize drivers following evaluation of driver criteria to drive and maintain an AECOM-owned, leased or rented vehicle, a client or customer-owned vehicle, or a personal vehicle operated in the course of conducting AECOM business.

2. Electronic Devices Prohibited
   AECOM prohibits use of all portable electronic devices while operating a motor vehicle/ equipment, which includes being stopped at a traffic light or stop sign. Electronic devices include, but are not limited to, all mobile phones, two-way radios, pagers, iPods, MP3s, GPS, DVD players, tablets laptops, and other portable electronic devices that can cause driver distraction. Hands-free device use is **NOT** allowed.

   - GPS units and devices used for navigation may only be used if factory installed or secured to the vehicle with a bracket that allows the driver to view the image without having to take their eyes off the road. Electronic devices shall be setup for operation prior to commencing driving activities and shall NOT be changed by the driver while driving.

3. **Vehicle Inspections**
   The driver shall conduct pre-trip vehicle inspections prior to each trip. A vehicle inspection checklist, S3AM-005-FM2, can be used to guide and document the inspection process. Vehicle inspection is to include a 360-degree walk around and visual inspection under the vehicle for leaks and obstructions prior to moving the vehicle.

4. **Training**
   All drivers shall complete defensive driver training. Additional training (i.e., hands-on defensive driver training) may apply for medium and high-risk drivers; see Driving procedure S3AM-005-PR1 and SHE Training procedure S3AM-003-PR1 for more details.

5. **Journey Management Plan**
   Drivers who undertake trips in excess of 250 miles (400 kilometers) one way, drive in remote or hazardous areas, or when otherwise deemed necessary, shall develop and document a Journey Management Plan using S3AM-005-FM1 or equivalent.

6. **Secure Loads**
   Cargo is only to be carried within the passenger compartment of a vehicle when segregated and restrained to prevent objects from becoming distractions, obstructions, or projectiles to occupants should emergency vehicle maneuvers be required (e.g., harsh braking or crash). All goods transported on flatbed trucks or in pickup beds must be securely fastened to prevent them from becoming hazards. All applicable laws and regulations regarding securing of loads must be met. It is prudent to check the load after a few miles to ensure that load has not shifted or loosened prior to completing the remainder of the trip.

12.8 Fatigue and Driving Safety

The effect of fatigue is both physiological and psychological and can severely impair a driver's judgement. Fatigue can cause lapses in concentration which could prove fatal. Fatigue is not just a problem for drivers on long trips, as drivers can also suffer from fatigue on short trips.

- ✓ After strenuous fieldwork, consider overnight accommodation or vehicle sharing for staff who are not acclimatized to the type of work.
- ✓ Microsleep can occur with a limited warning, and may be linked to several factors, for example:
  - Microsleep is most likely to occur during times when the circadian rhythm dictates the body should be asleep, such as at dawn, late at night, or in the mid-afternoon (e.g., 1 and 4 am and 1 and 4 pm.).
  - Potential to feel drowsy after a meal.
  - Driving long distances (considered potentially monotonous) even with sufficient sleep.
  - Prolonged sitting and warm ambient temperature may also increase the feeling of sleepiness.
- ✓ If safe to do so, consider undertaking actions to disrupt the microsleep event while identifying a safe place to stop, e.g., open a vehicle window, listen to upbeat music/change music source, or ask the passenger (if present) to engage in conversation.
- ✓ Ensure field staff are familiar with the signs of fatigue and mitigation factors.

The most common visible signs of microsleep include the following:

- Eyelid drooping
- Eyelid closure
- Head nodding
- Brief periods of snoring
- Wandering thoughts

If any of the above become apparent, immediately pull over to a safe location and contact your PM or SH&E representative.

12.9 Hand Safety

The hands are exposed to hazards more than any body part. SH&E Hand Safety Procedure S3AM-317-PR1 describes requirements and best practices including these notable practices:

- **All personnel shall have gloves in their immediate possession 100%** of the time when in a shop or on a work site. Gloves that address the hazard shall be worn when employees work with or near any materials or equipment that present the potential for hand injury due to sharp edges, corrosives, flammable and irritating materials, extreme temperatures, splinters, etc. Use the Gloves Needs Assessment (S3AM-317-FM1) to help determine the appropriate glove for the hazard(s).
- **Fixed open-blade knives are prohibited** from use during the course of AECOM work. Examples of fixed open-blade knives include pocket-knives, multi-tools, hunting knives, and standard utility knives. For more information about cutting tools, see S3AM-317-ATT1 Safe Alternative Tools.

12.10 Substance Abuse

Drug and alcohol abuse pose a serious threat to the health and safety of employees, clients, and the general public as well as the security of our job sites, equipment, and facilities. AECOM is committed to the elimination of illegal drug use and alcohol abuse in its workplace and regards any misuse of drugs or alcohol by employees to be unacceptable. AECOM Substance Abuse Prevention Procedure (S3AM-019-PR1) prohibits the use, possession, presence in the body, manufacture, concealment, transportation, promotion or sale of the following items or substances on company premises. Company premises refer to all property, offices, facilities, land, buildings, structures, fixtures, installations, aircraft, automobiles, vessels, trucks and all other vehicles and equipment - whether owned, leased, or used.

- Illegal drugs (or their metabolites), designer and synthetic drugs, mood- or mind-altering substances, and drug use related paraphernalia unless authorized for administering currently prescribed medication;
- Controlled substances that are not used in accordance with physician instructions or non-prescribed controlled substances; and
- Alcoholic beverages while at work or while on any customer- or AECOM-controlled property.

This policy does not prohibit lawful use and possession of current medication prescribed in the employee's name or over-the-counter medications. Employees must consult with their health care provider about any prescribed medication's effect on their ability to perform work safely and disclose any restrictions to their supervisor.

Although some states may pass laws legalizing medical or recreational marijuana use, the use, sale, distribution, and possession of marijuana are violations of federal law and AECOM policy and will subject an employee to disciplinary action up to and including termination in accordance with controlling law. In Canada, where medical and recreational marijuana use is legal, employees must still follow Federal and Provincial laws, and AECOM policy with regards to use and possession. Employees found to be in contravention of legal requirements or AECOM policy will be subject to disciplinary action up to and including termination.

12.11 Rewards and Recognition

One of AECOM's Life Preserving Principles is Recognition and Rewards for proactive safety, health, and environmentally focused behaviors. All projects are expected to participate in the rewards and recognition programs available on the Corporate and DCS Americas SH&E ecosystem pages. Large, long term projects are encouraged to establish a project specific rewards and recognition program which incorporates project specific goals and activities (template available S3AM-020-FM1). ***All rewards and recognition programs must emphasize the 9 Life Preserving Principles and proactive SH&E activities NOT solely the achievement of lagging metrics ("injury/incident-free" hours, etc.) as those may discourage incident reporting.***

12.12 Stop Work Authority

AECOM empowers and expects all employees to exercise their Stop Work Authority (see Stop Work Authority Procedure (S3AM-002-PR1) if an incident appears imminent, or when hazardous behaviors or conditions are observed. A stop work request can be informal if the situation can be easily corrected or may require shutting down operations if revised procedures are necessary to mitigate the hazard. If an AECOM employee observes an imminently hazardous situation on a site controlled by others (i.e., a client-managed contractor), the employee can always stop work for themselves by removing themselves from the situation. Employees also may attempt to stop work to avoid allowing the contractor to come to harm by immediately notifying the contractor foreman or site engineer, or if necessary, the client or party managing the contractor.

No employee should object to the issuance of a stop-work request, nor can any disciplinary action be levied against the employee. All employees must agree that the situation has been mitigated before resuming work. No employee will be disciplined for refusing to work if they feel it is unsafe.

13. Roles and Responsibilities

13.1 AECOM Project Manager

The AECOM Project Manager (PM) may delegate responsibilities to an AECOM Deputy PM or AECOM Task Manager (TM) with equivalent competencies. The AECOM PM is responsible to:

- Understand the scope, performance standards, objectives, and applicable AECOM and bp requirements and expectations,
- Ensure the workforce, including subcontractors, is aware of the project scope and objectives, and the associated performance standards, requirements, and expectations,
- Verify that the full scope of work has been risk assessed with Task Hazard Assessment (THA) prepared, reviewed, and approved for each task,
- Authorize the start of all work tasks/activities within area of responsibility,
- Assign competent Crew Leaders, Permit Issuers/Approvers, and Persons in Charge as appropriate for the project scope of work,
- Be knowledgeable of and participate, where needed, in permit development and verification of the necessary work permits, and
- Verify that work activities are consistent with the policies and procedures.

13.2 AECOM Site Supervisor

The Site Supervisor has the overall responsibility and authority to direct work operations at the job site according to the provided work plans and HASP. The Project Manager may act as the Site Supervisor while on site. The Site Supervisor's responsibilities include:

- Verify the personnel, equipment/machinery and instruments anticipated to mobilize to site.
- Communicate project roles and responsibilities.
- Discuss planned activities for the day and any potential simultaneous operations (SIMOPs).
- Establish staging and work areas for planned activities.
- Confirm crews have reviewed and updated, as necessary, task hazard assessments prior to beginning the task.
- Coordinate and document project activities.
- Monitor for deviations and changes in scope, personnel, methods, materials, equipment/machinery, instrumentation, and site conditions.
- Notify the AECOM project manager of changes and coordinate change management.
- Escort or delegate the escorting of site visitors.
- Serve as AECOM's point of contact with the host facility and person-in-charge for simultaneous operations (SIMOPs).
- Delegate stop work authority to all project employees and report all unsafe acts/behaviors and conditions, near misses and incidents to the AECOM project manager.
- Lead by example – walk the talk.

13.3 AECOM Site Safety Officer

The Site Safety Officer supports the Site Supervisor in providing a safe work environment. Not all sites will have a designated Site Safety Officer; the decision should be made by the Project Manager and SH&E Manager taking into consideration the complexity and risks of the scope of work. The Site Supervisor may act as the Site Safety Officer on sites without one. The Site Safety Officer's responsibilities include:

- Conduct the site safety orientation for the entire field team, including subcontractors, and site visitors.
- Lead the tailgate safety meeting.
- Discuss hazards present at the site and/or within environmental media and their control measures.
- Communicate air monitoring methods and action levels.
- Explain emergency response and reporting procedures, including emergency contacts and muster and shelter-in-place locations.
- Establish exclusion and contamination reduction zones, as needed.
- Verify SWP/HASP, THA and safety requirements and expectations are being met.
- Confirm hazard control measures are in-place and effective.
- Perform housekeeping and site inspections to ensure a safe working environment.
- Engage outside safety, health & environment resources, as needed, to allow for the safe performance of the work.
- Assist in incident investigations and identification and implementation of corrective actions.
- Lead by example – walk the talk.

13.4 AECOM SH&E Manager

Responsibilities of the SH&E manager is to:

- Promote the AECOM Safety for Life Program and our Nine Life Preserving Principles.
- Understand the application of SH&E regulatory requirements relevant to SH&E in the company's operations and be aware of changes in regulations which may affect the company.
- Be formally trained, licensed, or certified where the regulations require.
- Assist with the budgeting and staffing process to ensure project teams have the knowledge and resources needed to perform their work safely.
- Be aware of all incidents, near misses, observations, unsafe acts, and unsafe conditions that are reported and participate in the investigation process where required.
- Verify incidents are reported to regulatory bodies in accordance with local legislation.
- Review investigation findings to confirm identified corrective actions are appropriate and subsequently implemented.
- Review and accept site-specific SH&E Plans and Task Hazard Analyses (THAs).
- Assist in the preparation of risk assessments.
- Assist in the review of SH&E training needs.
- Verify necessary training as required by AECOM policies and procedures and/or the regulations.
- Assist in the setting of SH&E expectations at project level and review them periodically.
- Perform project SH&E audits on a periodic basis.
- Monitor the corrective actions taken, where audits identify non-conformance or opportunities for improvement, for confirmation of their completion and effectiveness.
- Lead by example, walk the talk.

13.5 AECOM Workforce

The workforce members play an important role in safety. Each workforce member shall:

- Comply with the host facility, client, and AECOM requirements for their assigned tasks and the site.
- Have the appropriate training/competencies to complete their assigned task(s) safely and efficiently.
- Participate in risk reviews and/or THAs and provide input to ensure that the full scope of work, associated hazard, and their control measures have been adequately addressed to allow for the work to proceed safely and efficiently.
- Conduct appropriate work area and equipment inspections prior to work activities.
- Assist in identification of work process deficiencies and recommend possible improvements if applicable.
- Remain focused and aware of surroundings while on the jobsite to changes that may impact ability to perform job task or affect the safety of other team members.
- Understand the Emergency Response Plan (ERP) and be able to respond as it directs per the assigned role.
- Stop work, intervene (Speak Up, Listen Up), and report all observed unsafe work activities, unsafe site conditions, and any incidents with or without (near miss) consequences.
- Upon request, participate in incident investigations and/or re-enactments.

13.6 Visitors

Authorized visitors (e.g., client representatives, regulators, AECOM management staff, etc.) requiring entry to any work location on the site will be briefed by the Project Manager, Site Supervisor, or Site Safety Officer on the hazards present at that location. Visitors will be escorted at all times at the work location and will be responsible for compliance with their employer's health and safety policies. In addition, this HASP specifies the minimum acceptable qualifications, training and PPE that are required for entry to any controlled work area; visitors must comply with these requirements at all times.

If the site visitor requires entry to any exclusion zone (EZ), but does not comply with the above requirements, the visitor will be denied access to the EZ. If the visitor disregards instructions to remain outside the EZ, work activities will be immediately suspended, and the situation reported and documented.

Unauthorized visitors, and visitors not meeting the specified qualifications, will **NOT** be permitted within established controlled work areas. If unauthorized visitors and/or visitors not meeting the specified qualifications enter a controlled work area and/or EZ, work activities will be immediately suspended, and the situation reported and documented.

14. Subcontractor Management

14.1 AECOM Roles/Responsibilities for Sub Management

When managing an AECOM Subcontractor of any tier, AECOM management and supervision will follow the requirements in S3AM-213-PR1 and are responsible for the following:

- Direct all activities of the facility, site, or project location.
- Ensure appropriate training and experience of AECOM personnel responsible for overseeing subcontractor work.
- Verify subcontractors have the appropriate trained and competent personnel to perform their activities in a safe, healthful, and environmentally responsible manner.
- Pre-qualification of Subcontractor – Prior to performing work on an AECOM project, management and supervision must verify the Subcontractor has been pre-qualified. AECOM's preferred method of prequalification in Coupa, but there are other ways to prequalify a subcontractor.
- Ensure all subcontractor employees attend the AECOM daily tailgate safety meeting.
- If you have any questions about subcontractor pre-qualification, reach out to an AECOM SH&E professional.

14.2 Subcontractor Roles/Responsibilities for Safety

Subcontractors must provide AECOM with a designated Subcontractor Safety Representative (SSR). Their responsibilities are as follows:

- Direct employees' means and methods of work and how to work safely.
- Be knowledgeable of and understand the safety requirements of the subcontractor's activities.
- Staff the project with employees that are trained and knowledgeable of the tasks they will be performing.
- Have the ability to recognize hazards and the authority to take prompt corrective actions.
- Implement the subcontractor safety program.
- Serve as the direct contact with AECOM regarding resolution of SH&E issues.
- Immediately report all work-related injuries/illnesses/incidents, environmental incidents, and regulatory inspections/violations to AECOM according to AECOM procedures and/or client requirements.

14.3 Subcontractor HASP/THAs

If the subcontractor's scope of work includes hazards that are not covered by the AECOM Health and Safety Plan (HASP), the subcontractor will need to provide AECOM with their site-specific HASP and task-specific Task Hazard Analyses (THAs). All subcontractor procedures must at a minimum comply with client and AECOM requirements to ensure that hazards associated with the performance of their work activities are properly controlled. Copies of any required safety documentation for a subcontractor's work activities will be provided to AECOM for review prior mobilization to the site.

15. Training and Documentation

The following sections describe the standard practices or programs that AECOM will establish to prepare employees to perform work safely and consistent with AECOM policy and Procedures. For additional information on SH&E Training, review the Safety, Health and Environment Training, S3AM-003-PR1.

15.1 HASP/Site Safety Orientation

The Project Manager shall conduct a project/site-specific HASP orientation prior to the start of field operations, with support as needed by the SH&E Manager, Site Safety Officer, or Site Supervisor. This meeting will involve representatives from all organizations with a direct contractual relationship with AECOM on the job site. Minimum items to be covered are listed in **Attachment D**. Participants will then sign the HASP Personnel Acknowledgement register at the end of the HASP.

15.2 Worker Training and Qualifications

All personnel at this site must be qualified and experienced in the tasks they are assigned. SH&E Training Procedure S3AM-003-PR1 establishes the general training requirements for AECOM employees.

See **Section 8.1** of this HASP for site-specific required safety training and documentation.

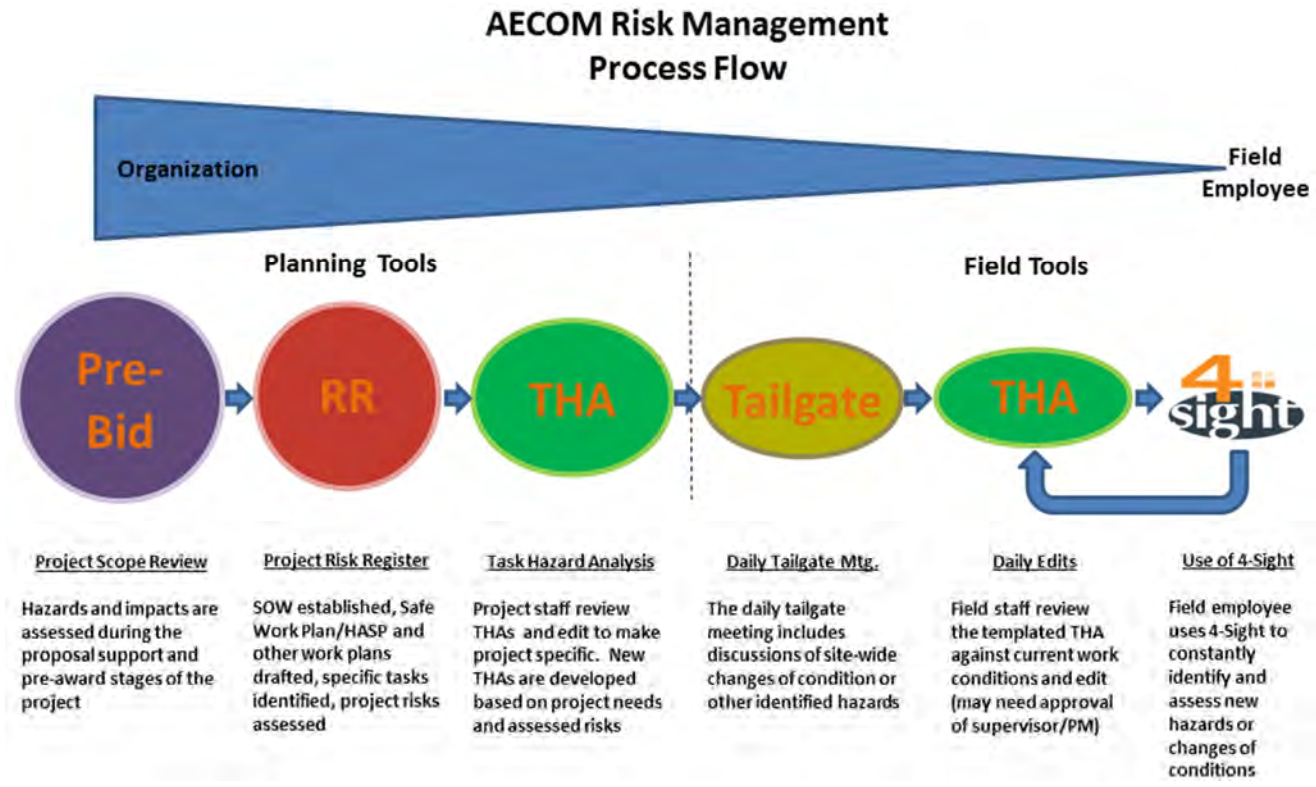
15.3 Competent Person(s)

A competent person is an employee who, through education, training, and experience, has knowledge of applicable regulatory requirements, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

AECOM's Competent Person Designation Procedure, S3AM-202-PR1, explains the roles, responsibilities and procedures of naming a competent person. Review Error! Reference source not found. of this HASP for a list of site-specific competent p erson(s) required for this scope of work.

16. Hazard Assessment and Control

AECOM has adopted an approach to hazard assessment and control that incorporates both qualitative and quantitative methods to identify hazards and the degree to which they may impact employees and AECOM operations. See S3AM-209-PR1, Risk Assessment and Management, for details regarding AECOM's process. This approach is illustrated below and described in the following section.



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16.1 SH&E Procedures

All AECOM SH&E procedures, in their controlled copy version, are available on the internal SH&E Policy and Procedures ecosystem page. Programmatic procedures referenced in this document (for example SH&E Training) do no need to be printed for inclusion in this HASP. The applicable field procedures checklist is in the Physical Hazards section below and procedures are included in **Attachment B**.

16.2 Task Hazard Assessments and Daily Tailgate Meetings

THA forms (a blank version is located in S3AM-209-PR1) shall be prepared for each task to be performed as part of the scope of work. This includes driving to the site, parking, and walking as well as the hazards, associated risk, and appropriate controls for all other work activities. The DCS Americas Templated THA Library may also be used to find previously approved THAs, though these should be modified to be project and site-specific. The preparer shall have one THA form for each task in the Scope of Work found in this work plan (**Attachment A**) and shall also include blank copies.

In the field, all employees and visitors shall review the daily THAs and conduct and attend the daily tailgate meeting. When employees arrive on site, conditions may be different than originally planned or additional job steps may be required. The THA requires workers to update or 'dirty up' the THA in the 'On-Site Edits' rows to assess the risks presented by the changed condition(s) and requires the worker to describe steps to reduce the risk. If the hazard(s) cannot be successfully mitigated, the work will **NOT** proceed.

A Site Safety Officer (SSO) or field supervisor shall conduct a daily tailgate meeting to review the specific requirements of this HASP prior to the commencement of daily project activities. Attendance at the daily tailgate meeting is mandatory for all employees and subcontractors at the site covered by this HASP. Simultaneous operations are encouraged to attend each other's tailgate meetings or at the very least the supervisors shall discuss the coordination of activities and associated hazards of each other's tasks. The tailgate meeting must be documented by the field Supervisor or SSO, using the New Daily Tailgate Meeting App. Use the appropriate QR code to download the App and/or go to the Daily Tailgate Meeting App Ecosystem page for details, guides, training sessions and/or other information:

iOS

Android

As an alternative you can also use or the Daily Tailgate Meeting form (S3AM-209-FM5), a blank copy of which is included in **Attachment A**.

16.3 Hazard Categories

THAs should include consideration of the following hazard categories when identifying hazards and task specific controls:

Table 16-1: AECOM Hazard Categories

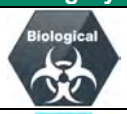
Category	Definition
	A biological hazard is any living organism that could cause irritation, allergic reaction, bites, stings, illness, infection, or other injury.
	A chemical hazard is any chemical substance that could potentially cause harm to humans, equipment, or the environment either through contact, ingestion, absorption, inhalation, or reaction.
	Electrical hazards are present whenever there is potential for contact with an electric charge.

Table 16-1: AECOM Hazard Categories

Category	Definition
	Gravitational force can cause tools, equipment, materials, and people to fall either to the same level or from heights to the earth or a lower surface.
	A mechanical hazard when there is energy within the components of a mechanical system within an otherwise stationary piece of equipment/machinery.
	Objects or substances that can move or are moving not due to gravity create a motion hazard. Motion hazards also include body motions and positioning such as bending, stretching, kneeling, etc.
	Noise hazards are sounds that may prevent effective communication or cause hearing loss.
	Any physical matter such as gases, liquids, and springs that is compressed or under a vacuum creates a pressure hazard.
	Radiation hazards include both ionizing and non-ionizing energy emitted from radioactive elements or sources.
	Thermal hazards can cause injury or damage due to their temperature.

16.4 4-Sight

When preparing hazard assessments and throughout the day workers should use 4-Sight. This is a mental process through which workers ask themselves (and each other) four questions designed to effectively assess hazards. Using these questions during each task, especially those without established THAs, will help workers identify hazards and condition changes so that they can control them or stop work to seek assistance.

- What am I about to do?
- What could go wrong?
- What could be done to make it safer?
- What have I done to communicate the hazard?

16.5 Speak Up/Listen Up

All AECOM employees have a responsibility to help create the environment where the expectation is Safety for Life. Speak Up/Listen Up (SULU) is a technique to steward jobsite safety by utilizing 4-Sight as a basis for safety feedback conversations. SULU has two main parts:

- **Speak Up** where employees use three simple steps when providing feedback to others about unsafe acts:
  - Ask to discuss their hazard assessment or 4-Sight for the task;
  - Get a commitment from the employee to apply the hazard controls and perform the task according to the accepted procedures; and

  - Follow up to ensure the employee is working safely.
- **Listen Up** where employees use two simple steps when responding to safety feedback:
  - Listen – Focus on the message, not the messenger; and
  - Commit to performing the task the safer way.

SULU conversations should happen consistently throughout the workday to create clear expectations of how work should be performed. All employees should recognize safe work behaviors in order to reinforce them and keep them going. An occasional correction is much more effective when employees are frequently encouraged and positively recognized for their safe actions. Managers and supervisors should be having SULU conversations during site visits and ensure peer to peer and site supervisor to crew SULU conversations are being held.

17. SH&E Event Reporting & Investigation

17.1 Incidents and Near Misses

All incidents and near misses (i.e., incidents without consequences), regardless of type and perceived severity, must be reported in accordance with the Incident Reporting, Notifications and Investigation, S3AM-004-PR1 and entered into **IndustrySafe** (AECOM's SH&E Database) within the timeframes listed below:

Table 17-1: Incident Reporting Timeframes

Incident Type	IndustrySafe Reporting Timeframe
Significant Incident, including any injury to an AECOM employee or Subcontractor	Within **4 hours**
All Other Incidents	Within **24 Hours**

17.2 Investigation

All incidents and near misses will be investigated and documented to determine the contributing and root causes. The investigation will verify the need for corrective actions and identify opportunities for Lessons Learned and continuous improvement. For more information in incident investigations, please review the Incident reporting, Notifications and Investigation procedure, S3AM-004-PR1.

As soon as it is safe to do so after an incident occurs, the following information will be gathered:

- An incident timeline;
- Witness statements;
- Photos of the incident;
- Police reports, if applicable;
- Any additional information that will assist in the investigation; and
- Copies of daily safety documentation and/or field notes.

Note: Only the basic facts, who, what, when, where and how, are needed to complete the initial IndustrySafe report. SH&E Managers will assist you in updating the report as additional information becomes available.

17.3 Audits & Inspections

Safety audits and inspections at the project level can occur at any stage in the project lifecycle. Audits and inspections can focus on AECOM, subcontractors, or both. Audits and inspections may be performed by Project Managers, Operations Management and SH&E Managers. Virtual or in-person (field) audits and inspections may be performed. Several checklists are available to guide the evidence-based audit and inspections. Audits and inspections will be documented in one of AECOM's SH&E databases along with any corrective actions. The database will be used to track corrective actions to completion. For more information on audits and inspections, please review the Compliance Assurance procedure, S3AM-216-PR1. The following checklists are available to guide audits and inspections:

- **Project Manager Self-Assessment**
- **Senior Management Activities (SMAs)**
- **Project Safety Reviews (PSRs)**
- **Site Safety Inspections (OSHA Type**
- **Healthy Starts / Project Risk Reviews**

- **Subcontractor SH&E Performance Assessment (S3AM-213-FM3)**
- **Environmental Compliance Assessment Checklist (S3AM-204-FM1)**

External Regulatory Inspections – If a regulatory inspector shows up on site. **STOP WORK** and contact your Project Manager and SH&E Manager. AECOM will follow the requirements in our Regulatory Inspections procedure S3AM-211-PR1.

17.4 Safety Observations

All safety observations must be entered into **IndustrySafe™ or Lifeguard™** (AECOM's SH&E Databases).

17.5 SH&E Database Access

Incidents, near misses, and audits/inspections must be entered into **IndustrySafe™**, which is one of AECOM's SH&E Databases. Safety observations may also be entered into **IndustrySafe™** at the AECOM Project Manager's discretion. **IndustrySafe™** can be accessed via the SH&E Page on Ecosystem when you are in the office or connected to the AECOM network via VPN. IndustrySafe may also be accessed from your smartphone/device, if equipped with a QR Code Reader App, using the QR Code to the right.

Incidents, Near Misses, Audits/Inspections and Safety Observations

Safety observations may also be entered into **Lifeguard™**, which is one of AECOM's SH&E Databases, at the AECOM Project Manager's discretion. **Lifeguard™** can be accessed via the SH&E Page on Ecosystem when you are in the office or connected to the AECOM network via VPN. **Lifeguard™** may also be accessed from your smartphone/device, if equipped with a QR Code Reader App, using the QR Code to the right.

17.6 Reporting Assistance

If your field schedule, access to internet, and/or limited cellular phone coverage have the potential to impact timely incident, near miss, and/or safety observation reporting, please contact your AECOM Project Manager and/or SH&E Manager for assistance.

18. Environmental Management

18.1 Scope

AECOM implements policies and procedures to reduce risk of land and/or water pollution and other environmental concerns during the life of the project. The AECOM Project Manager will ensure compliance with all local, state, federal and client environmental laws and/or regulations. For additional information on Environmental Management, please review the Environmental Compliance procedure, S3AM-204-PR1.

18.2 Roles and Responsibilities

All AECOM staff through the leadership of the AECOM Project Manager are responsible for reducing or eliminating environmental impacts by AECOM personnel. The site supervisor and/or the site safety officer will be immediately notified of any spills, leaks, or other impacts to the ground and/or water, or other environmental emergencies, after emergency respondents have been called, if necessary. The Project Manager will be responsible for making any further notifications as required.

18.3 Staffing and Awareness

AECOM staff will receive relevant awareness training to ensure proper knowledge and training when performing activities with the potential to impact the environment, as well as the requirement of this plan for proper preparedness and response.

18.4 Pollution Prevention

Pollution/impact to the environment could be caused by the following sources:

- Air emissions
- Wastewater
- Hazardous materials
- Solid waste
- Hydrocarbons
- Storm water and sediment/erosion

AECOM will employ prevention and control measures to prevent impacts to the environment. In addition, a spill kit consisting of sorbent socks, pads, shovels, and personal protective equipment (PPE) will be maintained on site by AECOM and each subcontractor. Solid waste will be collected, segregated (recyclable, non-flammable, and flammable) and removed on a regular basis.

19. Project Closeout

Completing a project requires procedures to close out Project Contractual and Administrative activities. The closeout process ensures all documentation is finalized and any Contractual Obligations are met. The Project is ready for close-out once it has been accepted by the end user organization. Project close-out is complete after all physical, regulatory, contractual, and financial close-out activities are complete.

19.1 Health and Safety File

The Health and Safety File will normally include:

- Brief description of the work carried out.
- Residual hazards which remain and how they have been dealt with (e.g. surveys, or information on asbestos, contaminated land, water bearing strata, buried services etc.).
- Key structural principles incorporated in the design (e.g. bracing) safe working loads etc.
- Any hazards associated with the materials used.
- Nature, location, and markings of significant services including underground cables, gas supplies, firefighting etc.
- Information and ‘as built’ drawings including safe access to and from confined spaces etc.
- Daily Tailgate Meeting Forms
- Lessons Learned

20. Personal Acknowledgement

By signing below, the undersigned acknowledges that he/she has reviewed the AECOM Health and Safety Plan for the site. The undersigned also acknowledges that he/she has been instructed in the contents of this document and understands the information pertaining to the specified work and will comply with the provisions contained therein. The employee understands that they are **NOT** to perform any work that they have not been adequately trained for and that they are to stop work if it is unsafe to proceed. Finally, the employee understands to notify the Site Supervisor and the **Incident Hotline at 800-348-5046** for any incident, ***including ANY injury even if no first aid or medical treatment is required.***

Print Name Clearly	Signature	Organization	Date

20.1 Disclaimer

This HASP, and each of its provisions, is applicable only to, and for use only by, AECOM, its affiliates, and its subcontractors. Any use of this Plan by other parties, including, without limitation, third-party contractors on industrial sites or projects where AECOM is providing engineering, construction management, or similar services, without the express written permission of AECOM, will be at that party's sole risk, and AECOM Corporation shall have no responsibility. The existence and use of this Plan by AECOM shall not be deemed an admission or evidence of any acceptance of any safety responsibility by AECOM for other parties unless such responsibility is expressly assumed in writing by AECOM in a specific project contract.

AECOM

Attachment A

THA Forms, and Tailgate Safety Meeting Form

Attachment A: THA Forms, and Tailgate Safety Meeting Form

Task Hazard Assessment Instructions:

Each unique task or work group should have their own THAs. If workers have a THA for their task(s) in hand, they should simply review it and document the site-specific edits in the appropriate section. If workers do ***not*** have a THA for all tasks to be performed, a THA must be obtained or drafted *prior to starting work* on that task. Use additional pages as needed.

- Identify the basic steps of the task that must be performed in order and their associated hazards. Identify controls or barriers to mitigate each identified hazard.
- Clearly identify any **STOP WORK** triggers.
- Document stop work and change management if conditions/ scope changes.
- Use 4-Sight to identify and mitigate site-specific hazards throughout the day. Modify the THA as needed. Contact site supervisors or the PM for any significant scope changes or changes of expected conditions.
- All THAs shall be 3 pages (maximum) or less (preferred). If they are longer, the task is too broad.
- All hazards will use standardized nomenclature (Hazard Wheel), should be specific, detail how someone could be hurt and what the outcome could be.
- All actions to mitigate hazards must be specific, clearly aligned with its respective hazard and not generic. Avoid words such as "*proper", "correct*", or "*appropriate*"). Use specifics and numerical values (i.e., wear disposable nitrile gloves, stand back 6 feet/1.8 meters, take a 10-minute break every hour).
- PPE cannot be the only line of defense - PPE is always the last line of defense, so think through what other controls (engineering, administrative, etc.) could mitigate hazards.

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	Driving to and From Site	**Control #:**	01-01-12-02

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☐ Hard Hat ☐ Safety Glasses ☐ HiVis Vest ☐ Safety Toe Boots ☐ Gloves: Leather / Nitrile ☐ Hearing Protection ☐ Other:
Tools & Equipment:	Emergency kit Communication device (cell phone) Navigation system

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Trip Planning	1a. Unauthorized driving	9	1a. You must be an AECOM authorized driver to drive for AECOM business purposes. Consult the requirements of S3AM-005-PR1. Authorized Drivers shall maintain a current driver's license with full privileges applicable to the vehicle to be operated. Develop a Journey Management Plan if applicable.	4
	1b. Inclement weather	6	1b. Evaluate weather conditions prior to beginning the travel to determine if travel should proceed. Verify your vehicle is equipped to travel in poor weather. Have supplies on hand in the event that you become stranded, including a communication device to call for help.	4
	1c. Getting Lost	6	1c. Review route in advance and program GPS prior to leaving	3
	1d. Inadequate vehicle for the site/trip	7	1d. Understand what type of vehicle is necessary to transport tools & equipment to the site. Know site conditions before departure and obtain proper vehicle, 4-Wheel drive if necessary	4
	1e. Vehicle malfunction	8	1e. Inspect vehicle prior to leaving. Verify that maintenance records are current.	4
On-Site Edits:				
2. Driving	2a. Fatigue	**15**	2a. Start trip well rested & take breaks when needed. Share driving responsibilities where possible. **STOP DRIVING AND PULL OVER** in a safe place if you begin nodding off or showing other signs of fatigue.	4

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Driving to and From Site	Control #:	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	Potential Hazards *How could you be hurt? What would the injury be?*	Risk *(initial)*	Critical Actions To Mitigate Hazards *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	Risk *(final)*
	2b. Risky driving practices	15	2b. Practice defensive driving techniques and avoid bad driving habits • Allow for adequate time to make the trip • Do not speed or attempt to multi-task • Do not use cell phone or text or attempt to program GPS while driving	4
On-Site Edits:				
3. Stops/breaks during transit	3a. Theft of equipment/materials	6	3a. Place any likely theft items out of sight and lock vehicle when leaving it. Do not leave vehicle unattended for longer than necessary. If at all possible, avoid leaving packed vehicles in public parking areas overnight, unload if possible. Park in well lighted areas.	4
	3b. Personal security risk	10	3b. Be alert and aware of surroundings when making stops. Stop at areas which are well lit and have security if possible.	3
On-Site Edits:				
4.	4a.		4a.	
On-Site Edits:				

Additional Notes:

Task Hazard Assessment

AECOM Imagine it. Delivered.

All Employees:

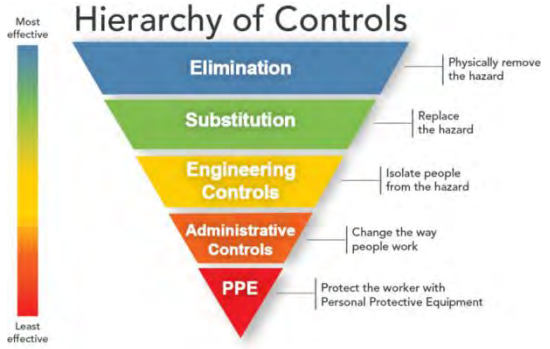
STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
- ***What have I done to communicate the hazards?***

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Visitor Acknowledgement
Visitors review task hazards and acknowledge understanding
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Submit a new THA for addition to the DCSA THA Library or send THA improvement suggestions to DCSA.THA.Library@AECOM.com
Include a copy of the new THA or a photo of the THA modifications as appropriate.

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	Load and Unload Vehicle	**Control #:**	01-01-12-04

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☐ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: High vis mechanix style gloves ☐ Hearing Protection ☐ Other:
Tools & Equipment:	Hand truck or dolly

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Load & Unload Vehicle	1a. Sprains/strains/ overexertion	8	1a. To minimize the risk: • Use dollies, carts, come-alongs, or rollers whenever possible rather than the employee physically moving materials. • Use proper lifting techniques by bending and lifting with legs and not back, and do not over extend or twist. Do not lift over 49 lbs. without assistance. Seek assistance when needed and know your lifting limit • Minimize distance needed to move materials and stage loading and unloading areas as close as possible.	4
	1b. Pinch points between load and vehicle or between load items	10	1b. Know where your hands and other people's hands are at all times. Wear high vis gloves as a reminder. Avoid placing fingers under load while positioning. Use caution with tailgates and vehicle doors, especially under windy conditions.	4
	1c. Slips/trips/falls	10	1c. Inspect and clear walking path prior to beginning loading. Do not stack loads that impair visibility.	4
	1d. Nicks and cuts from equipment edges	6	1d. Inspect materials and equipment for rough edges and burrs. Wear cut resistant gloves.	4
On-Site Edits:				

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Load and Unload Vehicle	Control #:	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	Potential Hazards *How could you be hurt? What would the injury be?*	Risk *(initial)*	Critical Actions To Mitigate Hazards *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	Risk *(final)*
2. Secure & cover exposed loads	2a. Line of fire hazards from straps/bungee cords	15	2a. Do not throw straps toward other personnel. Using extreme caution when stretching the bungee cord over a load. ALWAYS use safety glasses when handling bungee cords. Securing hook ends carefully and never extend the cord beyond its capacity of length or load. Keep your face and other parts away from the cord's rebound path just in case of failure or recoil.	4
	2b. Load shift in transit	10	2b. Use straps or bungee cords to properly secure load. Use a bulkhead to prevent heavy loads from shifting upon sudden stops.	4
	2c. Theft of tools & equipment	8	2c. Place any likely theft items out of sight and lock vehicle when leaving it. Do not leave vehicle unattended for longer than necessary. If at all possible, avoid leaving packed vehicles in public parking areas overnight, unload if possible. Park in well lighted areas.	4
On-Site Edits:				
3.	3a.		3a.	
On-Site Edits				
4.	4a.		4a.	

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Load and Unload Vehicle	Control #:	Error! Reference source not found.

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Load and Unload Vehicle	Control #:	Error! Reference source not found.

All Employees:

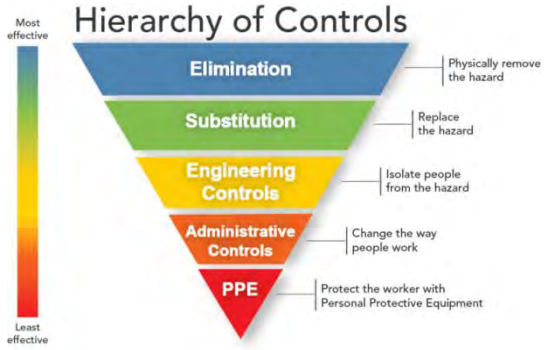
STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
- ***What have I done to communicate the hazards?***

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
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Visitor Acknowledgement
Visitors review task hazards and acknowledge understanding
1.
2.
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Submit a new THA for addition to the DCSA THA Library or send THA improvement suggestions to DCSA.THA.Library@AECOM.com
Include a copy of the new THA or a photo of the THA modifications as appropriate.

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**DRILLING, GROUTING, MONITORING WELLS**	**Control #:**	**01-01-03-07**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather, nitrile ☒ Hearing Protection ☐ Other:
Tools & Equipment:	Cutting tools, Hot Work Permit

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Pre-mobilization, Equipment Inspection. Contact One-Call, private utility contractor, and/or site personnel to locate and mark underground utilities.	1a. Injury from equipment malfunction 1b. Failure to have underground utilities identified could result in explosion, electrocution, injury, death, property damage.	5 **10**	1a. Ensure that PM or person responsible for scheduling rental equipment requests that the vendor inspects the equipment prior to site delivery to ensure all appliances are in working order and fit for use. 1b. Call public utility locating service prior to initiating work activities. Use private locating service to mark out areas on private property. Verify location of utility marks; do not perform intrusive work if utility location marks cannot be found or if marks are destroyed. Preserve utility marks as much as possible. Call to have utilities remarked if unsure as to their location. Complete utility checklist form.	4 4
On-Site Edits:				
2. Setup Drill Rig and work zone	**2a**. Struck by vehicle or equipment traffic **2b**. Sprain or broken bones due to slip, trip or fall **2c**. Struck-by, crushed-by, caught-by drill rig.	8 6 **10**	**2a**. Verify that drilling contractor inspects equipment daily using S3AM-321-FM1 Daily Drilling, Boring & Direct-Push Equipment Inspection or equivalent. Verify that kill switch on rig is tested and operational. Establish work zone using traffic control devices, signs, cones, etc. in advance of initiating monitoring well abandonment activities. Restrict access to observers and passersby. **2b**. Maintain required housekeeping in work area, do not carry equipment where visibility of ground is impaired, remove or mark all trip hazards in work area. **2c**. Communicate path of movement to all project personnel. Establish and use agreed upon hand signals during spotting activities. Always use a spotter(s) to direct movement of drill rig and watch for vehicle and pedestrian traffic. Additional spotter(s) will be used in	4 2 4

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.**01-01-03-07**

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!				
Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
			high traffic areas and in areas with blind spots where traffic is difficult to observe. Chock wheels ensure outriggers/jacks are used.	
	2d. Contact with overhead utilities.	**10**	**2d**. Keep a minimum of 15 feet from overhead power lines (20 ft. if 230-285 KV, 25 ft. if 285-345 KV, 35 ft. if 345-500 KV) Check HASP to ensure client/site does not have stricter requirements. Mast shall be down when rig is in motion.	4
	2f. Hydraulic failure causing release to the environment.	**10**	**2f**. Place secondary containment on ground under rig. Ensure that secondary containment is setup with 'berms/barriers' or containment is securely clipped onto the rig tracks/wheels to protect from any fluid leaking off the plastic.	3
On-Site Edits:				
3. Commence drilling	**3a.** Cuts, contusions or broken fingers due to contact with moving parts	6	**3a**. Never place hands, fingers, feet under the bottom of an auger flight, or other location where these heavy items could be set down or could fall suddenly.	2
	3b. Entanglement	**10**	**3b**. Ensure rotating parts are properly guarded. Remove loose clothing and jewelry that could become entangled in moving parts. Use a long handled shovel to remove cuttings from the auger/rods.	4
	3c. Noise	6	**3c.** Wear hearing protection while equipment is in use.	2
	3d. Back strain/ overexertion when unloading equipment	8	**3d.** Stretch before working. Bend and lift with legs and arms, not back. Team-lift any items that are awkward or over 50 pounds.	4
	3e. Contusions to face or eyes due to flying/shattering objects	8	**3e.** Have bystanders maintain a 5 foot distance from the operation at all times. Set up work area the mast plus 5 feet and no less than 30 feet. Wear all required PPE.	4
	3f. Hand positioning/pinch points	8	**3f.** Wear leather or thick puncture-resistant gloves, communication between driller, helpers, and logger. All pinch point hazards should be labeled on rig with warnings.	4

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.**01-01-03-07**

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On-Site Edits:				
4. Inspect grout mixer/pump	**4a.** Personnel, property, and/or equipment damage due to failure to inspect mixer/pump properly	6	**4a.** Read start-up and shutdown procedures shown on grout mixer/pump or read operating manual that accompanies unit. Check all fluid levels if equipped with gas engine. Be familiar with how to shut off mixer/pump in case of an emergency. Check that unit has adequate amount of fuel in the tank. Check all hydraulic hoses and fittings for leaks, wear, and proper connection. Ensure all guards are in place.	2
	4b. Skin irritations or labored breathing due to contact with with fuel	3	**4b.** Never overfill tank due to fuels expanding when heated. Make certain that fuel cap is fastened tight. Wear nitrile gloves underneath leather gloves during inspection	1
On-Site Edits:				
5. Grouting, Installing Well Pad	5a. Exposure to cement dust and mixed cement, skin, eye, and inhalation	6	5a. Wear a dust mask to protect against airborne particles. Wear leather gloves when adding materials to mixing tank. Open bags of dry materials in a controlled manner to minimize dust. Try to stay upwind from grout mixing.	2
	5b. Injury from entanglement in drive shaft or mixing paddles	6	5b. Do not reach into the mixing tank during operation. Do not wear loose clothing or use tools that could become entangled in drive shaft or mixing paddles. Turn the unit off before attempting to service the mixer or clear debris.	2
	5c. Splashes and spills	4	5c. Wear face shield to guard against splashes. Add water or other liquid additives in a controlled manner to avoid splashes. Do not exceed the capacity of the mixing tank	1
	5d. Muscle strain	9	5d. Stage bags of dry materials as close to mixer as possible. Use a buddy to help move heavy bags. If possible, lower the height of mixer to minimize lifting.	3
	5e. Hand injury from opening bags		5e. Wear leather gloves when placing bags of dry materials onto bag breakers. Do not	2

Task Hazard Analysis

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	on breakers. Pinch points.	6	place hands between heavy bags and the bag breakers.	
	5f. Cuts or contusions to hands, fingers from assembling well frame	8	5f. Wear cut resistant gloves at all times and watch hand placement to avoid sharp edges and pinch points. Keep face, hands, fingers, and feet out of the line of fire of moving parts and tools	4
On-Site Edits:				
6. Debris handling and disposal	6a. Cuts and abrasions and pinch points during debris handling	6	6a. Note pinch points and sharp edges on concrete, well vaults, protective casings, metal skirts, and bollard debris and avoid. Don leather gloves	4
On-Site Edits:				
7. Environmental Concerns while on site	7a. Inclement weather	**10**	7a. Check weather forecast daily, have appropriate clothing and gear for weather conditions	6
	7b. Hypothermia	**10**	7b. Discuss symptoms of hypothermia before deployment. Have a means of warming (hot liquids, hand warmers, etc., and a set of dry clothing, etc. available on the vessel. Change into dry clothing if you become wet at cold temperatures.	5
	7c. Heat stress/heat illness	6	7c. Provide drinking water and electrolytes. Have a heat stress control plan (including shelters, work rotation, methods of cooling). Review prevention, symptoms and treatment guidance before deployment.	4
	7d. Sunburn	8	7d. Wear sunscreen and hat, prevent as much solar exposure as possible	5
	7e. Biological Hazards	6	7e. Assess work area for poisonous plants and communicate observations to avoid them. All field clothing and equipment should be thoroughly cleaned, removed and/or segregated from clean clothing, equipment and supplies to avoid transfer of hazardous plants oils and inspects. If contact with poisonous plants or ticks are unavoidable, use controls including the use of disposable (Tyvek) coveralls, insect repellent (23.8% DEET or similar), light colored clothing, barrier creams, and frequent	4

Task Hazard Analysis

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Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.**01-01-03-07**

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Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
			tick checks. All employees should bath immediately following fieldwork and use soaps/ cleansers designed to remove oils associated with poison oak, and conduct a full body tick check using a mirror. If any crew member has a bee allergy, they must have at least one EpiPen properly stored on site.	
On-Site Edits:				

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	Control #:	Error! Reference source not found.**01-01-03-07**

All Employees:

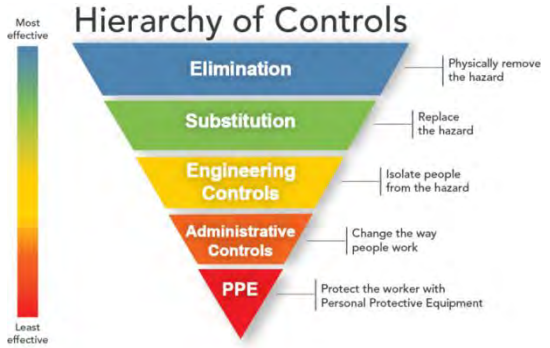
STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
- ***What have I done to communicate the hazards?***

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
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Visitors review task hazards and acknowledge understanding
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Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	Control #:	Error! Reference source not found.**01-01-03-07**

Include a copy of the new THA or a photo of the THA modifications as appropriate.

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**Geoprobe Drilling Oversight**	**Control #:**	**01-01-03-01**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather, nitrile ☒ Hearing Protection ☐ Other:
Tools & Equipment:	

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Mobilization	1a. Striking unidentified underground utilities	15	1a. Call public utility locating service prior to initiating work activities. Use private locating service to mark out areas on private property. Verify location of utility marks; do not perform intrusive work if utility location marks cannot be found or if marks are destroyed. Preserve utility marks as much as possible. Call to have utilities remarked if unsure as to their location.	4
	1b. Striking overhead utilities	15	1b. Follow the requirements of S3AM-322-PR1 Overhead Lines. Verify adequate clearance of all drilling locations prior to setting up at drilling location.	4
On-Site Edits:				
2. Setting up at drilling location	2a. Biological hazards causing bites, stings or other injury	8	2a. Examine ground surface for biological hazards prior to setting up equipment. If biological hazards exist, move equipment to a different area for set up if possible. Machetes, or other fixed open blade tools, are not permitted for clearing vegetation. Use insect repellent and check clothing for ticks periodically when applicable.	4
	2b. Struck by traffic	10	2b. Be alert to other vehicles or pedestrians if work area is in an area with public access. Communicate with any heavy equipment operators in the area to ensure they know where you and the equipment are located. Don high visibility vest.	4
	2c. Unstable Rig platform	10	2c. Verify with contractor that rig is set up level and properly chocked and blocked.	2
On-Site Edits:				

Task Hazard Analysis

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3. Oversight of rig inspection	3a. Mechanical failure of equipment	**10**	3a. Verify that drilling contractor inspects equipment daily using S3AM-321-FM1 Daily Drilling, Boring & Direct-Push Equipment Inspection or equivalent.	4
	3b. Emergency shut off disabled	6	3b. Verify that kill switch on rig is tested and operational	3
On-Site Edits:				
4. Drilling Oversight	4a. Flying debris, caught by/ struck by injuries	8	4a. Keep a safe distance away during rig operation. Do not talk on cell phone or be distracted by paperwork when in immediate proximity to rig. Wear PPE including hard hats, steel-toe safety boots, safety glasses, and hearing protection.	4
	4b. Caught in/by equipment	**10**	4b. Keep hands, feet and other body parts shall be kept away from moving parts. Do not approach operator without making eye contact and getting approval.	4
	4c. Exposure to contaminants	8	4c. Position yourself upwind of the borehole whenever possible. Perform air monitoring using a PID as described in the HASP. **STOP WORK** if the action level is exceeded.	4
	4d. Noise-induced hearing loss	5	4d. Setup away from noisy operations. Don't be near the rig when hammering. Wear hearing protection.	3
On-Site Edits:				
5.	5a.		5a.	
On-Site Edits:				
6.	6a.		6a.	
On-Site Edits:				

Task Hazard Analysis

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7.	7a.		7a.	
On-Site Edits:				

Additional Notes:

Task Hazard Analysis

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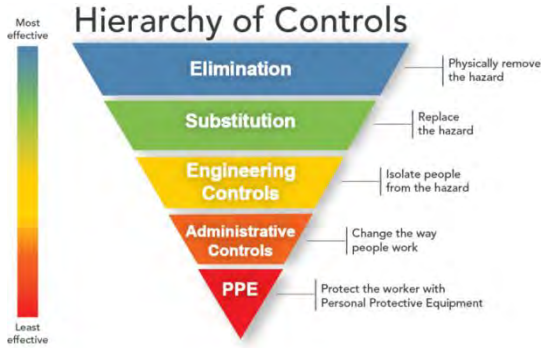

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Task Hazard Analysis

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Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	Gauging Liquid Levels in Groundwater Monitoring Wells	**Control #:**	01-01-05-07

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather, nitrile ☐ Hearing Protection ☐ Other:
Tools & Equipment:	Hand Tools Liquid level/Interface probe Decon materials

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Visually clear proposed gauging locations	1a. Exposure to biologic hazards: insects, poisonous plants and animals. Injuries could include anaphylactic shock, allergic reaction, rabies	6	1a. Identify and avoid hazardous plants and animals on site. Look for signs (spider webs, droppings, etc.). Wear cut resistant gloves, insect repellant; use a broom or a rake to move vegetation, not your hand or foot; move slowly	4
	1b. Damage to equipment or vehicles due to surface / subsurface obstructions	6	1b. Investigate travel path. Look for surface obstructions such as rubble, debris, old foundations or rebar. Use spotter is available or park in such a manner as to not have to back-up.	4
	1c. Slips / trips / falls due to uneven terrain resulting in broken bones or torn ligaments.	6	1c. Identify, mark and avoid slip, trip and fall hazards (holes, obstructions protruding from the ground, or debris). Contact PM immediately and do not proceed if any conditions are observed that cannot be controlled to make well gauging in the area safe.	4
	1d. Struck by vehicle resulting in severe trauma or death	10	1d. Visually inspect roadway for moving equipment if walking and set up vehicle as a barrier if driving. Set up exclusion zone around each well. Don reflective vest	4
On-Site Edits:				
2. Opening well casings / flush-mount covers and well plug lock	2a. Cuts / lacerations / crushing, bruises	6	2a. Avoid touching sharp materials/ edges. Wear cut resistant ANSI 2 gloves. Keep face, hands, fingers, and feet clear when opening and closing well cover. Inspect ground before kneeling, d on knee pads.	2
	2b. Back strain	4	2b. Stretch before working. DO NOT use awkward positioning. Keep back straight. Take regular rest/stretch breaks. Change position regularly.	2
	2c. Vapor exposure resulting	4	2c. Stand upwind from the well opening to avoid vapor exposure. Loosen well	2

Task Hazard Analysis

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Task Name:	Gauging Liquid Levels in Groundwater Monitoring Wells	**Control #:**	Error! Reference source not found.

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	in inhalation hazards or illness		cap slowly, keeping control if pressure is released due to vapors. Keep face out of line-of-fire.	
	2d. Biologic hazards: insects, poisonous plants, and animals	6	2d. Slowly lift the well cover away from person and look for insects underneath the well. Use long handle tool to remove or kill any insects (i.e. screwdriver).	4
On-Site Edits:				
3. Lowering fluid meter probe and measuring tape to detect fluid level and total depth	3a. Cuts / lacerations / bruises to knees (flush mount)	4	3a. Inspect ground before kneeling. Remove any objects. Don knee pads	2
	3b. Aches and strains from repetitive motion	4	3b. Do not use awkward positioning. Keep back straight, take regular rest/stretch breaks. Change position regularly.	2
	3c. Exposure to chemical hazards in groundwater resulting in skin irritation or illness	3	3c. Use smooth movements to avoid splashes. Don nitrile gloves over cut resistant gloves and safety glasses with side shields. Check gloves for damages/ rips.	2
On-Site Edits:				
4. Removing fluid meter measuring tape and probe from well	4a. Exposure to chemical hazards in groundwater resulting in inhalation hazard or illness	4	4a. Stay upwind to avoid vapor exposure.	2
	4b. Cross contamination of equipment	4	4b. Clean the tape and probe using non-phosphate soap and distilled water. Wipe with clean paper towel. Collect decontamination materials for waste disposal. Wear disposable nitrile gloves.	2
	4c. Cuts / lacerations / bruises to knees (flush mount)	4	4c. Don knee pads and inspect ground before kneeling down and take frequent breaks to stand and stretch.	2
	4d. Aches and strains from repetitive motion	4	4d. See Step 3b.	2
	4e. Trips / falls from entanglement in measuring tape	3	4e. Check for location of measuring tape before walking or moving around.	2
On-Site Edits:				

Task Hazard Analysis

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Task Name:	Gauging Liquid Levels in Groundwater Monitoring Wells	**Control #:**	Error! Reference source not found.

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5. Closing well casings / flush-mount covers	5a. Cuts / lacerations / crushing / bruises	4	5a. Avoid touching sharp materials/ edges. Keep face, hands, fingers, and feet clear when opening and closing well cover. Don knee pads and inspect ground before kneeling down.	2
	5b. Back strain from heavy / awkward materials handling	4	5b. Keep back straight. Take regular rest/stretch breaks. Change position regularly. * Verify that well covers are secure upon departure.	2
On-Site Edits:				
6. Gather gauging equipment and tools, place in work vehicle	6a. Cuts / lacerations / crushing / bruises from gathering or dropping equipment	3	6a. Maintain a secure grip on equipment and only carry manageable amount of equipment when demobilizing.	2
	6b. Aches and strains from improper lifting	4	6b. Bend and lift with legs. Keep back straight. Take regular rest/ stretch breaks. Change position regularly. Team lift is required for items over 50 lbs. (or awkward items). * Verify all tools and equipment are removed from the site.	2
On-Site Edits:				

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Gauging Liquid Levels in Groundwater Monitoring Wells	Control #:	Error! Reference source not found.

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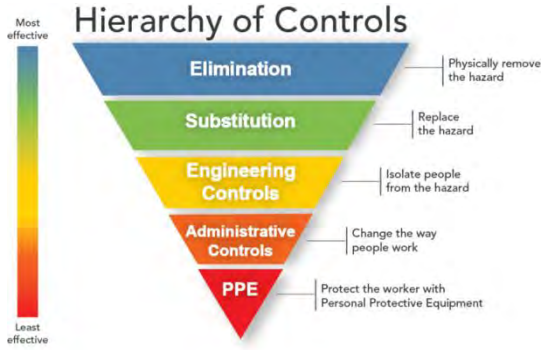

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Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**Groundwater Sampling – Low Flow**	**Control #:**	**01-01-05-12**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather, nitrile, cut resistant ☐ Hearing Protection ☐ Other:
Tools & Equipment:	Hand tools YSI Pump

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Visually clear proposed sampling locations	1a. Exposure to biological hazards: insects, poisonous plants and animals. Injuries could include anaphylactic shock, allergic reactions, rabies.	6	1a. Identify and avoid hazardous plants and animals on site. Look for signs (spider webs, droppings, etc.). Wear cut resistant gloves, insect repellant, use a broom or a rake to move vegetation, not your hand or foot, move slowly	4
	1b. Slip/trips, falls due to uneven terrain resulting in broken bones or torn ligaments.	6	1b. Identify, mark and avoid slip, trip and fall hazards (holes, obstructions protruding from ground, or debris). Contact PM immediately and do not proceed if any conditions are observed that cannot be controlled to make well sampling in the area safe.	4
	1c. Struck by vehicle resulting in severe trauma or death	**10**	1c. Visually inspect roadway for moving equipment if walking and set up vehicle as a barrier if driving. Set up exclusion zone around each well. Don reflective vest.	4
On-Site Edits:				
2. Open well casing/flush-mount covers and well plug lock.	2a. Cuts/lacerations/crushing, bruises	6	2a. Avoid touching sharp material/edges. Wear cut resistant ANSI 2 gloves. Keep face, hands, fingers, and feet clear when opening and closing well cover. Inspect ground before kneeling. Don knee pads.	2
	2b. Back strain from improper lifting	4	2b. Stretch before working. DO NOT use awkward positioning. Keep back straight. Take regular rest/stretch breaks. Change position regularly.	2
	2c. Vapor exposure resulting in inhalation hazards or illness	4	2c. Stand upwind from the well opening to avoid vapor exposure. Loosen well cap slowly, keeping control if pressure is released due to vapors. Keep face out of line-of-fire.	2

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!				
Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
	2d. Biologic hazards; insects, poisonous plants, and animals	6	2d. Slowly lift the well cover away from person and look for insects underneath the well. Use long handle tool to remove or kill any insects (i.e. screwdriver).	4
On-Site Edits:				
3. Installing tubing in well and setting up equipment.	3a. Cuts/lacerations/crushing, bruises	6	3a. Avoid touching sharp material/edges. Keep face, hands, fingers feet clear when cutting tubing and setting up equipment. Wear cut resistant ANSI 2 gloves with disposable nitrile over gloves	2
On-Site Edits:				
4. Removing tubing from well	4a. Exposure to chemical hazards in groundwater resulting in inhalation hazard or illness	4	4a. Stay upwind to avoid vapor exposure	2
	4b. Cuts/lacerations/bruises to knee (flush mount)	4	4b. Don knee pads and inspect ground before kneeling down and take frequent breaks to stand and stretch	2
On-Site Edits:				
5. Closing well casings/flush mount covers	5a. Cuts/ lacerations/crushing, bruises	4	5a. Avoid touching sharp material/edges. Wear cut resistant ANSI 2 gloves. Keep face, hands, fingers feet clear when closing well cover. Don knee pads and inspect ground before kneeling down.	2
	5b. Back strain from heavy/awkward material handling	4	5b. Keep back straight. Take regular rest/stretch breaks. Change position regularly.	
On-Site Edits:				

Task Hazard Analysis

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Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!				
Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
6. Gather sampling equipment and tools, place in work vehicle	6a. Cuts/lacerations/crushing/bruises from gathering or dropping equipment 6b. Aches and strains from improper lifting	3 4	6a. Maintain a secure grip on equipment and only carry manageable amount of equipment when demobilizing. 6b. Bend and lift with legs. Keep back straight. Take regular rest/stretch breaks. Change position regularly. Team lift is required for items over 50 lbs (or awkward items)	2 2
On-Site Edits:				
7.	7a.		7a.	
On-Site Edits:				

Additional Notes:

Task Hazard Analysis

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- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
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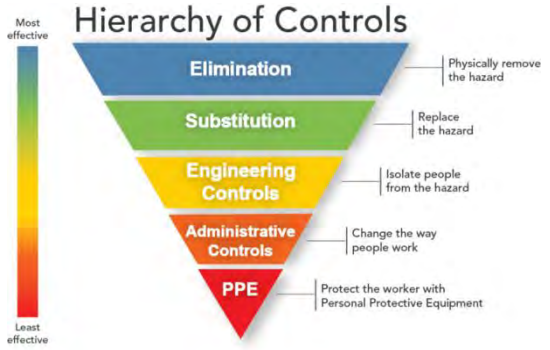
For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
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Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**Hand and Power Tools**	**Control #:**	**01-01-08-01**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☐ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Boots ☒ Gloves: cut/impact resistant based on Glove Needs Assessment ☐ Hearing Protection: based on hearing protection ☐ Other: needs assessment
Tools & Equipment:	Hand and Powered Tools, e.g., drills, sledgehammers, shovels, digging bars, sanders, hammers

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Using Hand or Power Tools	1a. Broken bones or cuts due to improper tools for task	8	1a. Inspect tools prior to use. Broken or worn tools should be repaired or replaced. Use tools for their intended purpose to avoid unexpected failure. Don leather gloves and safety glasses when inspecting tools.	3
	1b. Cuts, contusions or sprains to various body parts due to tool use	8	1b. Look around and behind you before starting. • Inspect tools prior to use. Broken or worn tools should be repaired or replaced. Use tools for their intended purpose to avoid unexpected failure. • Ensure work area is free of clutter or other workers which may interfere with ability to handle tools safely. • Do not swing or apply tool (sledge hammer, shovel, digging bar) until area is free of bystanders. • Do not use extreme force. Use controlled motions and avoid having prying tool "break free". • Ensure limbs such as hands, and digits such as fingers and toes, are out of the "line of fire" prior to undertaking the task. • Review and understand manufacturer's instructions and ensure they are followed. • Use tools only for tasks they were designed/intended, not as stand-in for tools unavailable. • Don safety glasses, leather gloves.	8

Task Hazard Analysis

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Task Name:	Hand and Power Tools	Control #:	Error! Reference source not found.**01-01-08-01**

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	1c. Slips, trips, and fall injuries	8	1c. Practice required housekeeping and frequently clear debris if created by the use of the hand or power tools. Keep unused tools off the ground. Do not carry debris long distances for disposal; if possible, park support vehicles in close proximity to well.	3
	1d. Eye or body injury from flying debris	8	1d. Observers should maintain a 2' distance from the area of work, have donned protective PPE, and are outside of the "line of fire". Remain vigilant as a support to the worker handling the tools, and do not distract or interfere abruptly with that worker.	3
On-Site Edits:				
2.	2a.		2a.	
On-Site Edits				

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Hand and Power Tools	Control #:	Error! Reference source not found.**01-01-08-01**

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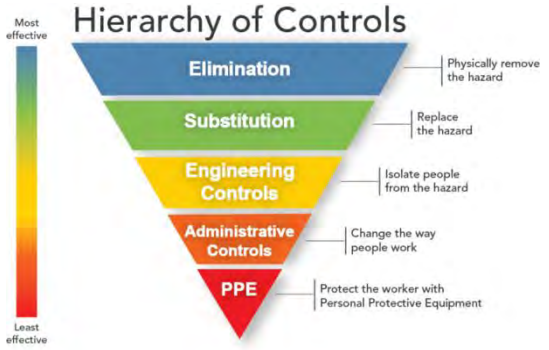

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Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**Hollow Stem Auger Drilling Oversight**	**Control #:**	**01-01-03-05**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather, nitrile ☒ Hearing Protection ☐ Other:
Tools & Equipment:	PID Noise/Sound Meter or app

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Mobilization	1a. Striking unidentified underground utilities	15	1a. Call public utility locating service prior to initiating work activities. Use private locating service to mark out areas on private property. Verify location of utility marks; do not perform intrusive work if utility location marks cannot be found or if marks are destroyed. Preserve utility marks as much as possible. Call to have utilities remarked if unsure as to their location.	4
	1b. Striking overhead utilities	15	1b. Follow the requirements of S3AM-322-PR1 Overhead Lines. Verify adequate clearance of all drilling locations prior to setting up at drilling location.	4
On-Site Edits:				
2. Setting up at drilling location	2a. Biological hazards causing bites, stings or other injury	8	2a. Examine ground surface for biological hazards prior to setting up equipment. If biological hazards exist, move equipment to a different area for set up if possible. Machetes, or other fixed open blade tools, are not permitted for clearing vegetation. Use insect repellent and check clothing for ticks periodically when applicable.	4
	2b. Struck by traffic causing serious bodily injury	10	2b. Be alert to other vehicles or pedestrians if work area is in an area with public access. Communicate with any heavy equipment operators in the area to ensure they know where you and the equipment are located. Don high visibility vest.	4
	2c. Unstable Rig platform causing tip/fall with cruching injuries	10	2c. Verify with contractor that rig is set up level and properly chocked and blocked.	2

Task Hazard Analysis

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REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
On-Site Edits:				
3. Oversight of rig inspection	3a. Mechanical failure of equipment	**10**	3a. Verify that drilling contractor inspects equipment daily using S3AM-321-FM1 Daily Drilling, Boring & Direct-Push Equipment Inspection or equivalent.	4
	3b. Emergency shut off disabled	6	3b. Verify that kill switch on rig is tested and operational	3
On-Site Edits:				
4. Drilling Oversight	4a. Flying debris, caught by/ struck by injuries	8	4a. Keep a safe distance away during rig operation. Always stand outside of the tip/fall radius of the mast, recommended safe distance is to be no less than 30 feet away from the rig, or the mast height plus 5 feet. Do not talk on cell phone or be distracted by paperwork when in immediate proximity to rig. Stay a safe distance (minimum 5') from outriggers. Do not place or store any equipment on the rig. Verify that all personnel follow S3NA_321_PR1 Drilling, Boring, Direct Push Probing. Wear PPE including hard hats, steel-toe safety boots, safety glasses, and hearing protection.	4
	4b. Caught in/by equipment	**10**	4b. Keep hands, feet and other body parts shall be kept a minimum of 5' away from moving parts. When augers are rotating, stay clear of the rotating auger and other rotating/moving components of the drill rig, i.e. outriggers. Do not approach operator without making eye contact and getting approval. Watch for loose clothing (hooded sweatshirts, baggy clothing, loose shoelaces).	4
	4c. Exposure to contaminants causing injury or illness	8	4c. Position yourself upwind of the borehole whenever possible. Perform air monitoring using a PID as described in the HASP. **STOP WORK** if the action level is exceeded.	4
	4d. Noise-induced hearing loss from loud drilling operations	5	4d. Setup at least 30' away from noisy operations. Don't be near the rig when hammering. Measure dB levels with a noise meter. Wear hearing protection.	3
On-Site Edits:				

Task Hazard Analysis

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5.		5a.		5a.	
On-Site Edits:					
6.		6a.		6a.	
On-Site Edits:					
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On-Site Edits:					

Additional Notes:

Task Hazard Analysis

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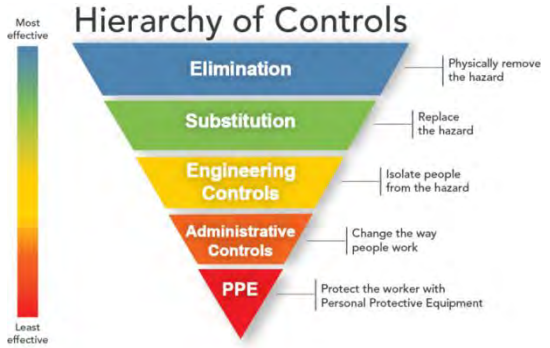

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Task Hazard Analysis

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Task Hazard Assessment

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Task Name:	**Investigation Derived Waste Management**	**Control #:**	**01-01-14-02**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☐ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather or work gloves with Nitrile undergloves	☐ Hearing Protection	☒ Other: Tyvek as needed to protect skin and clothing	
Tools & Equipment:	Socket set	55-gallon open top drum	Emergency eyewash and rinse water	Spill kit Photoionization detector with 11.7 eV lamp

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Secure work area from traffic	1a. Struck by traffic	**10**	1a. Establish work area so that each site vehicle used for activity are in close proximity of each other; this would prevent unnecessary trips outside of work zone and into potential traffic area. Establish barricaded area using cones and barricade tape. Wear required highly visible clothing.	**4**
On-Site Edits:				
2. Prepare work area	2a. Trips & falls 2b. Tools and emergency equipment not present	6 8	2a. Clear any trip/fall hazards from work area. Scan ground prior to moving or walking 2b. Obtain tools and emergency equipment and stage adjacent to work area	4 4
On-Site Edits:				
3. Remove drum lid	3a. Pinch points at drum ring 3b. Sharp edges on drum ring or rim	6 7	3a. Use socket set to loosen drum ring, avoid placing fingers in to pinch points. Make sure cut-resistant gloves fit properly (not too big so fingertips get caught) 3b. Evaluate rim and ring for sharp edges, avoid handling as much as possible. Wear cut resistant gloves	4 4

Task Hazard Analysis

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Task Name:	Error! Reference source not found. **Investigation Derived Waste Management**	**Control #:**	Error! Reference source not found.

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On-Site Edits:				
4. Load soil into drums	4a. Exertion/sprains/strains	8	4a. Exertion/sprains/strains • Use proper lifting techniques; this consists of bending your knees and lifting with your back straight. • Shovel loads heavier than 50 lbs or awkward to handle use a mechanical loading device or ask for help. • Grasp shovel handle properly: Position one hand at base of shovel handle and your other hand near the top of the handle. • Rotate task with others if needed and take breaks.	7
	4b. Exposure to contaminants	6	4b. Exposure • Set up upwind of drum. • Wear PPE (e.g., eye protection-goggles, long pants, Nitrile exam gloves, Nitrile over-gloves (11-mil), long wrist) Tyvek coveralls, shirt with sleeves, steel-toed shoes with boot covers, half-face air purifying respirator fitted with an organic vapor, acid, HEPA filter combination cartridge). • Perform air monitoring as per HASP. **STOP WORK** if action level is exceeded.	4
	4c. Slips/trips/falls	6	4c. Be alert for uneven and slippery terrain. Keep tools and equipment away from walking paths.	4
	4d. Sharp edges on drum rim	6	4d. Inspect rim for sharp and rough edges, avoid leaning into drum or placing hands onto rim edge Wear cut-resistant gloves	2
On-Site Edits:				
5. Replacing drum ring	5a. Pinch points	7	5a. Use socket set to tighten drum ring, avoid placing fingers in to pinch points. Make sure gloves fit properly (not too big so fingertips get caught)	5

Task Hazard Analysis

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On-Site Edits:				
6. Moving/relocating drums	6a. Exertion 6b. Trips and Falls	**15** **6**	6a. Exertion • If drums must be moved utilize a drum dolly. • DO NOT ATTEMPT TO "WALK" or "ROCK" DRUMS TO MOVE THEM. • Drums can become unstable and easily tip-over causing possible damage and personal injury as well as releasing the material contained. 6b. See 2a above	4 5
On-Site Edits:				
7.	7a.		7a.	
On-Site Edits:				

Additional Notes:

Task Hazard Analysis

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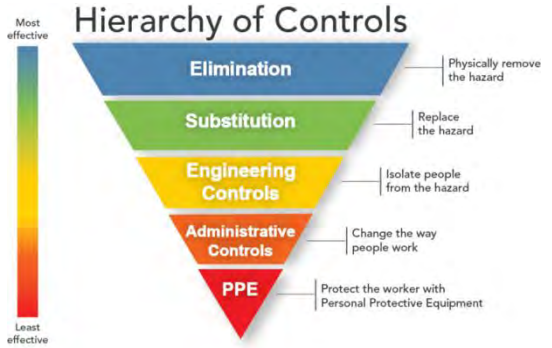

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Task Hazard Analysis

Task Name:	Error! Reference source not found. **Investigation Derived Waste Management**	Control #:	Error! Reference source not found.

Include a copy of the new THA or a photo of the THA modifications as appropriate.

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**Monitoring Well Construction**	**Control #:**	**01-01-05-05**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	X Hard Hat X Safety Glasses X HiVis Vest X Safety Toe Boots X Gloves: _____ ☐ Hearing Protection ☐ Other: _____
Tools & Equipment:	First Aid Kit Fire Extinguisher Decon Supplies 4-gas multi-meter Hand tools

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Contact One-Call, private utility contractor, and/or site personnel to locate and mark underground utilities.	1a. Failure to have underground utilities identified could result in explosion, electrocution, injury, death, property damage.	10	1a. Call public utility locating service prior to initiating work activities. Use private locating service to mark out areas on private property. Verify location of utility marks; do not perform intrusive work if utility location marks cannot be found or if marks are destroyed. Preserve utility marks as much as possible. Call to have utilities remarked if unsure as to their location.	4
On-Site Edits:				
2. Unload equipment	2a. Cuts or hand injuries from pinch points	6	2a. Inspect equipment for damage and sharp edges, replace all broken or damaged equipment. Wear cut resistant gloves at all times and watch hand placement to avoid sharp edges and pinch points. Keep face, hands, fingers, and feet out of the line of fire of moving parts and tools	2
	2b. Back strain/ overexertion when unloading equipment	6	2b. Stretch before working. Bend and lift with legs and arms, not back. Team-lift any items that are awkward or over 50 pounds. If removing from the back of a truck, slide the case to the tailgate and lift from tailgate and not from the side of the truck bed.	2
On-Site Edits:				

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
3. Set up work zone	3a. Struck by vehicle or equipment traffic	8	3a. Establish work zone using traffic control devices, signs, cones, etc. in advance of initiating monitoring well abandonment activities. Restrict access to observers and passersby.	4
	3b. Slip, Trip or Fall	6	3b. Maintain good housekeeping in work area, do not carry equipment where visibility of ground is impaired, remove or mark all trip hazards in work area.	2
On-Site Edits:				
4. Position drill rig over pre-cleared borehole in position to tower up mast	4a. Struck-by, crushed-by, caught-by drill rig.	**10**	4a. Communicate path of movement to all project personnel. Establish and use agreed upon hand signals during spotting activities. Always use a spotter(s) to direct movement of drill rig and watch for vehicle and pedestrian traffic. Additional spotter(s) will be used in high traffic areas and in areas with blind spots where traffic is difficult to observe.	4
	4b. Contact with overhead utilities.	**10**	4b. Keep a minimum of 15 feet from overhead power lines (20 ft. if 230-285 KV, 25 ft. if 285-345 KV, 35 ft. if 345-500 KV) Check HASP to ensure client/site does not have stricter requirements.	4
	4c. Slip, trip, and fall (STF) hazards from uneven	8	4c. Check walking/movement path for STF obstructions. Conduct pre-site walk with crew prior to drilling and remove or isolate STF hazards.	4
	4d. Hydraulic failure causing release to the environment.	**10**	4d. Place secondary containment on ground under rig. Ensure that secondary containment is setup with 'berms/barriers' or containment is securely clipped onto the rig tracks/wheels to protect from any fluid leaking off the plastic.	3
On-Site Edits:				
5. Commence drilling	5a. Pinch points	6	5a. Never place hands, fingers, feet under the bottom of an auger flight, or other location where these heavy items could be set down or could fall suddenly.	2
	5b. Entanglement	**10**	5b. Ensure rotating parts are properly guarded. Remove loose clothing and jewelry that could become entangled in moving parts. Use a long handled shovel to remove cuttings from the auger.	4
	5c. Noise	6	5c. Wear hearing protection while equipment is in use.	2
			5d. Stretch before working. Bend and lift with legs and arms, not back. Team-lift	4

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
	5d. Back strain/ overexertion when unloading equipment	8	any items that are awkward or over 50 pounds.	
On-Site Edits:				
6. Well Casing Assembly and Installation	6a. Muscle strain. 6b. Slip, trip, and fall (STF) hazards from uneven 6c. Injury from improper tool use. 6d. Dust inhalation. 6e. Cutting PVC, cuts, lacerations 6f. Exposure to airborne chemicals or explosive atmosphere 6g. Crushed by, pinch point on drill rig	8 8 8 6 8 8 **10**	6a. Stretch before working. Bend and lift with legs and arms, not back. Team-lift any items that are awkward or over 50 pounds. 6b. Check walking/movement path for STF obstructions. Conduct pre-site walk with crew prior to work and remove or isolate STF hazards. 6c. Do not use tools for unintended purposes (such as a saw to open bags of bentonite instead of an approved cutting tool). 6d. Wear a dust mask and minimize dust when pouring powdered bentonite, concrete, or cement. 6e. Use PVC cutter for cutting PVC. Wear cut-resistant gloves (Level 2), keep fingers and other body parts away from cutting tool blade. 6f. Conduct air monitoring with PID and 4-gas in background areas and breathing zone of all workers, Stop work if PID or LEL indicates action level, Wear respirator with organic vapor cartridge if VOCs cannot be controlled. 6g. Keep body parts away from moving parts on drill rig.	4 4 3 2 3 4 4
On-Site Edits:				
7. Installation of sand filter pack/bentonite	7a. Injury form cutting bags open 7b. Eye and respiratory injury due to dust and other airborne particles 7c. Back or muscle strain due to improper load or lifting techniques	8 6 8	7a. Use a safety knife. No fixed-blade knifes allowed on site. Wear minimum Level 2 cut-resistant gloves. Cut away from the body 7b. Refer to the SDS for use information. Wear long sleeved shirt, long pants, gloves, and safety glasses. Wear a P, N, or R-95 dust respirator when dealing with quartz sand (moving bags, pouring, mixing, and putting bags in trash). 7c. Do not lift anything over 50 lbs. without assistance (partner or appropriate mechanical device). Use proper lifting techniques, lift with legs, keep back straight, and carry object close to body.	4 2 4

Task Hazard Analysis

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Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!				
Job Steps *List all steps required to perform a task in the sequence they are performed*		**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
On-Site Edits:					

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	Control #:	Error! Reference source not found.

All Employees:

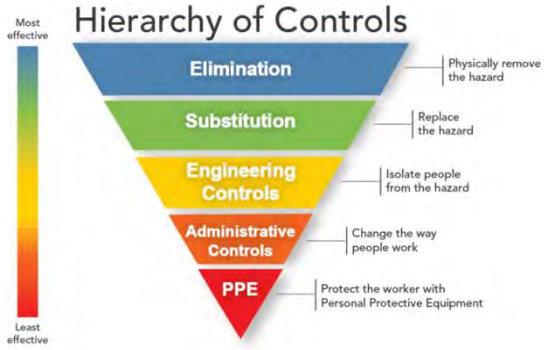
STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
- ***What have I done to communicate the hazards?***

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
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Visitor Acknowledgement
Visitors review task hazards and acknowledge understanding
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Submit a new THA for addition to the DCSA THA Library or send THA improvement suggestions to DCSA.THA.Library@AECOM.com
Include a copy of the new THA or a photo of the THA modifications as appropriate.

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name: Oversight of Utility Clearance

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):	None	**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☐ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: Leather ☐ Hearing Protection ☐ Other:
Tools & Equipment:	Utility clearing equipment, hand tools, marker flags for utility locations.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Mobilize equipment and personnel to site.	• Driving hazards • Distracted driving • Parking hazards – Striking objects • Fire	12	• Inspect vehicles for defects and complete inspection form. • Implement safe driving practices to prevent transportation incidents. • Secure all loads, including equipment, within the cab. • Do not operate vehicles in unsafe conditions (e.g., on steep slopes, in deep mud). • Use of handheld devices while driving is prohibited. Use devices when vehicle is parked. • When reversing, use caution and a spotter, if available. • Use care when parking off pavement, and do not park over tall grass as the grass may catch fire from the hot vehicle exhaust.	4
On-Site Edits:				
2. Evaluate area for hazards (continuous for entire duration of task).	• Struck by hazards – Vehicle movement • Contact with utilities • Overhead hazards • Slips, trips, and falls, • Heat/cold stress • Biological hazards	12	• Ensure all site personnel have received the necessary site-specific safety and awareness training. Familiarize yourself with site entrances and exits. • Complete AECOM's checklist S3NA-331-FM1, *Underground Utilities & Subsurface Installation Clearance Checklist*, if applicable. • Utilities in the work area should be cleared by completing the appropriate survey prior to drilling operations. • Utilize the "buddy system" when working on-site. • Always use caution when on-site and don Level D PPE minimum.	4

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name: Oversight of Utility Clearance

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	Potential Hazards *How could you be hurt? What would the injury be?*	Risk *(initial)*	Critical Actions To Mitigate Hazards *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	Risk *(final)*
	• UV exposure • Extreme weather • Fire		• Check the area for potential overhead utility/power lines and obstructions such as trees. Before moving a rig onto a location, confirm the height of the equipment with the driller/Competent Person. Make sure that the equipment is a minimum safe approach distance from power lines as outlined in AECOM's SH&E SOP S3AM-322-PR1, *Overhead Lines*. Use caution and wear a high-visibility reflective safety vest when working near active roads or around heavy equipment. • Observe and identify area for hazards; Ensure that pathways are clear and free of obstruction prior to initiating work; practice good housekeeping. • Assess weather conditions and begin heat and cold stress monitoring, if applicable. Apply and reapply sunscreen as necessary. • Avoid contact with insects, poisonous plants, and other animals. Conduct frequent checks for bites and other signs of insect or plant exposure. • In the case of severe weather, conditions should be monitored, and precautions taken to protect personnel. In storms, seek immediate shelter and lightning within 10 miles. Do not resume work until 30 minutes have passed since last strike. • Provide portable fire extinguishers in all field vehicles and inspect monthly.	
On-Site Edits:				
3. Mark locations of utilities and other locations, as necessary	• Slips, trips, and falls • Ergonomics • Heat/cold stress • Cuts/abrasions – Improper use of hand tools • Compressed gases • UV exposure • Biological hazards • Chemical exposure	8	• Make sure you have good, solid footing and that walking/working surfaces are as clean and dry as possible. • Always use caution when on-site and don Level D PPE minimum. • Keep work areas free of debris. • Be cautious in wet and muddy conditions. Take the time to find a safe route. • When possible, alternate hands to avoid repetitive use. Do not strain when collecting point measurements. Use arms and shoulders; do not twist your back. • Stay well hydrated, taking water breaks as necessary. • Work/rest regimens shall be adjusted during hot weather. • Assess weather conditions and begin heat and cold stress monitoring, if applicable. Apply and reapply sunscreen as necessary. • Inspect equipment prior to use. Use tools for their intended use only.	4

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name: Oversight of Utility Clearance

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	Potential Hazards *How could you be hurt? What would the injury be?*	Risk *(initial)*	Critical Actions To Mitigate Hazards *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	Risk *(final)*
			• Use repellents and proper clothing for protection against insects including mosquitoes and ticks. • Use appropriate lifting techniques when handling heavy tools or instruments. • Avoid walking through dense foliage. • Position body upwind when applying spray marking paint. • Use biodegradable, non-hazardous spray marking paint. • Store spray marking paint in an area away from any other equipment that may crush or puncture the cans.	
On-Site Edits:				
4.				
On-Site Edits:				
5.				
On-Site Edits:				

Additional Notes:

Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name: Oversight of Utility Clearance

All Employees:

STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

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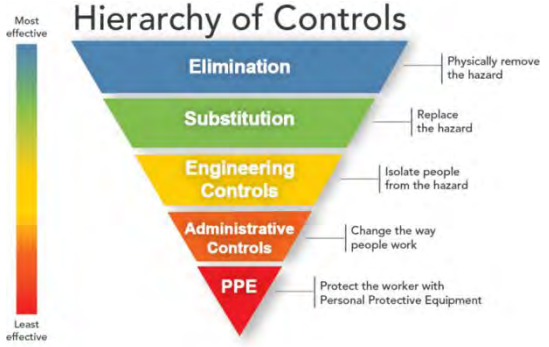

- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Activity Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
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Visitor Acknowledgement
Visitors review hazards and acknowledge understanding.
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Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	**Portable Generator Operation**	**Control #:**	**01-01-08-03**

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☐ Hard Hat ☒ Safety Glasses ☐ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: _____ ☐ Hearing Protection ☒ Other: _____
Tools & Equipment:	Spill kit Fire extinguisher Eye wash and rinse water

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Selecting proper generator and electrical connections	1a. Inadequate power for needs	6	1a. Verify that the generator will provide sufficient wattage to safely operate the equipment you need.	2
	1b. Overheating/fire of electrical cords	6	1b. Select a UL rated 3 pronged heavy- duty outdoor construction rated extension cord with proper wire gauge to handle the load.	2
	1c. Lack of sustainability causing fire hazards	8	1c. When long term power is needed, evaluate alternative sources for sustainability.	4
On-Site Edits:				
2. Familiarize yourself with generator hazards and prevention measures	2a. Not recognizing the potential hazards associated with a generator (fires, sprains/strains, electric shock, etc.)	**12**	2a. Read Owners Manual!	2
On-Site Edits:				
3. Load and unload generator	3a. Sprains, strains, exertion, pinch points	**10**	3a. Stretch and flex before attempting to load or unload. Know the weight of the generator and your personal ability. Use assistance. Be aware of hand placement.	6
	3b. Burns to hands from hot parts	6	3b. Always allow a generator to cool completely before attempting to load/unload.	2

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

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Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
On-Site Edits:				
4. Position & setting up generator	4a. Carbon monoxide poisoning & entrainment of Carbon monoxide gas into adjacent buildings/structures	**15**	4a. NEVER OPERATE A GENERATOR INDOORS. Direct generator exhaust away from personnel and work area. Know the symptoms of Carbon Monoxide poisoning including headache, nausea, dizziness, fatigue and shortness of breath. Leave area immediate if symptoms are experienced. Set generator away from doors, windows, and potential entrainments sources such as air intakes, HVAC systems, etc.	4
	4b. Electric shock	**12**	4b. Verify that generator is grounded using a grounding rod and that it is equipped with a Ground Fault Circuit Interrupter.	4
	4c. Nearby materials catching fire	8	4c. Position generators away from flammable/combustible materials. Routinely inspect all areas where generators are positioned to verify that area is kept clear of combustible materials.	4
	4d. Noise-related hearing loss	6	4d. Position generator as far away as possible from workers. Use barriers to deflect noise where possible.	2
On-Site Edits:				
5. Inspect generator and check fluids	5a. Fires from malfunction	9	5a. Inspect the generator for any signs of damage, fuel or oil leaks, etc.	3
	5b. Mechanical failure from low oil	8	5b. Verify that oil is at appropriate level and appears clean	4
On-Site Edits:				
6. Fuel generator	6a. Fires from fueling	**12**	6a. Allow generator to cool for a minimum of 30 minutes after operation before refueling. Keep a portable ABC fire extinguisher in the fueling area. No open flames allowed within 50' of fueling operations.	4
	6b. Fuel spills	8	6b. Store fuel in an ANSI approved container of no more than 5 gallons Have a spill kit available in case of spills. Fuel and store fuel in a secondary containment.	8
	6c. Splash of fuel to eyes/face	6	6c. Wear safety glasses when fueling. Have eyewash and clean rinse water available in case of splash.	6

Task Hazard Analysis

AECOM Imagine it. Delivered.

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REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!				
Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
On-Site Edits:				
7. Starting and operating generator	7a. Electric shock from improper use	**12**	7a. Do not start a generator when it is raining or when you are wet. Verify that generator is equipped with a GFCI. Inspect all equipment to be attached to the generator including tools & electrical cords prior to attaching to the generator.	4
	7b. Exertion/strain/sprain from pull starting	4	7b. Pull cord start generators can be difficult to start, especially if cord is old or gummy. Make sure pull cord is in good condition upon inspection. Get an electric – start generator if possible.	2
On-Site Edits:				
8. Periodic maintenance	8a. Fires and mechanical failure from inadequate maintenance	6	8a. Verify ongoing inspection and scheduled maintenance for owned and leased equipment. The maintenance schedule should be presented in the Owner's Manual but routinely should include oil and spark plug change, air filter replacement, ensuring the battery is properly charged and that battery connections are cleaned, the equipment is started every 30 days or so, and that it is drained of fuel when not in use.	4
On-Site Edits:				

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	Control #:	Error! Reference source not found.

All Employees:

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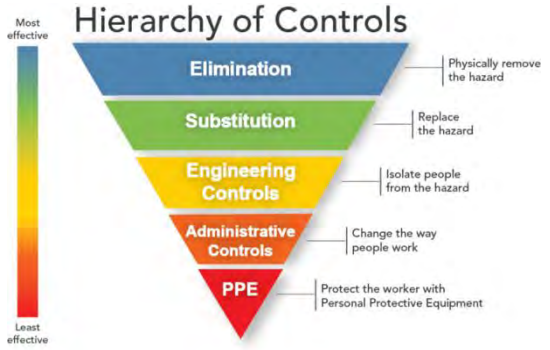

- ***Most hazards need more than one control***
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- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
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Visitor Acknowledgement
Visitors review task hazards and acknowledge understanding
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Task Hazard Assessment

AECOM Imagine it. Delivered.

Task Name:	Site Walk – Construction/Demolition Site	**Control #:**	01-01-10-01

Project Name:	**Former Grand Dry Cleaners Site**	**Client:**	NYSDEC	**Date:**	10/15/2024
Permits Required? (list):		**Work Location:**	175 West Union Street, Newark, NY 14513		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: leather ☒ Hearing Protection ☐ Other:
Tools & Equipment:	

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1. Plan the site walk	1a. Not having proper PPE	4	1a. Determine what the basic PPE requirements are in advance and have available or know that they will be available to you to borrow once on site.	4
	1b. Inappropriate vehicle for site	4	1b. Determine what type of vehicle is needed for site conditions (4-wheel drive, truck or car).	4
	1c. Inadequate materials/supplies	4	1c. Determine what materials and supplies you must bring versus what is available on site such as insect spray, sunscreen, drinking water, food, etc.	4
	1d. Lack of site escort if needed	4	1d. Prearrange trip in advance where possible, determine who will be meeting you on site and when.	4
	1e. Inclement weather	6	1e. Plan for the anticipated weather conditions. Check the predicted weather for the worksite prior to departing. Reschedule site visit if severe weather such as lightning storms, sleet/ice storms, blizzards, etc., are predicted.	6
On-Site Edits:				
2. Arriving at site	2a. Parking in inappropriate areas subjecting you and/or vehicle to construction hazards	6	2a. Know where you are supposed to park prior to arrival or check in at site so that you do not subject yourself or your vehicle to site hazards such as construction vehicle traffic, wet/muddy conditions, poor walking surfaces, etc.	2
On-Site Edits:				

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
3. Walking Site/Observing Work	3a. Biological hazards	4	3a. There are many different types of biological hazards that can be encountered on a work site. These include ticks, spiders, mosquitoes, chiggers, poisonous or other noxious plants, alligators, bears, small mammals, bird droppings, small mammals, snakes, etc. Consult S3AM-313-PR1 and the multiple attachments to determine the biological hazards that may be present and the mitigation measures for each.	2
	3b. Feral & wild animals	4	3b. Do not attempt to pick up, handle, or otherwise handle stray or wild animals such as dogs, cats, raccoons, squirrels, etc., no matter how tame they may appear.	2
	3c. Heat stress	6	3c. Know the signs and symptoms of heat stress (refer to the procedure S3AM-113-PR1 for information. Have adequate drinking water available and drink frequently. Arrive at the site well hydrated and physically fit.	3
	3d. Cold stress	6	3d. Know the health concerns associated with working in cold weather including hypothermia, frost bite, etc. (see S3AM-112-PR1). Dress in layers and take warming breaks.	4
	3e. Sunburn	6	3e. Have sunblock available and apply and reapply as per directions. Avoid direct solar exposure when possible. Seek breaks in shaded areas.	3
	3f. Slips/trips/falls	6	3f. Be aware of walking surfaces at all times, wear footwear with good tread and ankle support, use handrails where available, avoid walking in muddy or wet areas when possible, identify and mark or have removed any obstructions that may be present in predicted walking paths.	4
On-Site Edits:				
4. Leaving the site	4a. Transporting biological hazards into vehicle	4	4a. Inspect self for ticks before entering vehicle. If it possible that clothing and personal items such as jackets, backpacks, lunch bags, and so on have been exposed to poisonous plant oils or may harbor ticks or other insects, bag such items until they can be appropriately treated.	2
	4b. Hitting object when leaving	6	4b. Before moving the vehicle, perform a 360° walk around of the vehicle to verify that no changes have been made that may impact exit.	4
On-Site Edits:				

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	**Control #:**	Error! Reference source not found.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!				
Job Steps *List all steps required to perform a task in the sequence they are performed*		**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
5.		5a.		5a.	
On-Site Edits:					
6.		6a.		6a.	
On-Site Edits:					
7.		7a.		7a.	
On-Site Edits:					

Additional Notes:

Task Hazard Analysis

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.	Control #:	Error! Reference source not found.

All Employees:

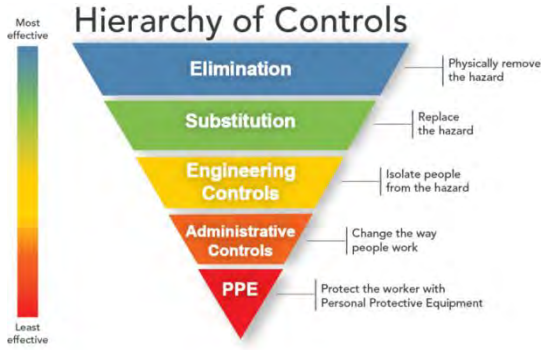
STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
- ***What have I done to communicate the hazards?***

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Visitor Acknowledgement
Visitors review task hazards and acknowledge understanding
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Submit a new THA for addition to the DCSA THA Library or send THA improvement suggestions to DCSA.THA.Library@AECOM.com
Include a copy of the new THA or a photo of the THA modifications as appropriate.

Task Hazard Assessment – DCSA

Task Name:	Error! Reference source not found.Click here to enter text.	**Control #:**	Error! Reference source not found.Click here to enter text.

Project Name:	Northeast Alloys and Metals, Inc.	Client:	NYSDEC	**Date:**	10/10/2024
Permits Required? (list):		**Work Location:**	2145 Dwyer Avenue, Utica, NY 13501		

This THA must be fully reviewed with all staff members. All job steps, hazards, work practices, and PPE are clearly understood and have been implemented. All necessary revisions have been written on the THA.

Required PPE:	☒ Hard Hat ☒ Safety Glasses ☒ HiVis Vest ☒ Safety Toe Boots ☒ Gloves: _____ ☐ Hearing Protection ☐ Other: _____
Tools & Equipment:	

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
1.	1a.		1a.	
On-Site Edits:				
2.	2a.		2a.	
On-Site Edits:				
3.	3a.		3a.	

Task Hazard Assessment – DCSA

AECOM Imagine it. Delivered.

Task Name:	Error! Reference source not found.Click here to enter text.	**Control #:**	Error! Reference source not found.Click here to enter text.

REMINDER: Use 4-Sight at the start of, and continuously throughout the job/task to identify additional and/or hazards to act on!

Job Steps *List all steps required to perform a task in the sequence they are performed*	**Potential Hazards** *How could you be hurt? What would the injury be?*	**Risk** *(initial)*	**Critical Actions To Mitigate Hazards** *List control measures required to eliminate, control or protect against the potential hazards associated with each job step to minimize the risk of injury or environmental impact.* ***Identify any 'Stop Work' triggers.***	**Risk** *(final)*
On-Site Edits:				
4.	4a.		4a.	
On-Site Edits:				
5.	5a.		5a.	
On-Site Edits:				
6.	6a.		6a.	
On-Site Edits:				
7.	7a.		7a.	
On-Site Edits:				

Task Hazard Assessment – DCSA

Task Name:	Error! Reference source not found.Click here to enter text.	Control #:	Error! Reference source not found.Click here to enter text.

Additional Notes:

Task Hazard Assessment – DCSA

Task Name:	Error! Reference source not found.Click here to enter text.	Control #:	Error! Reference source not found.Click here to enter text.

All Employees:

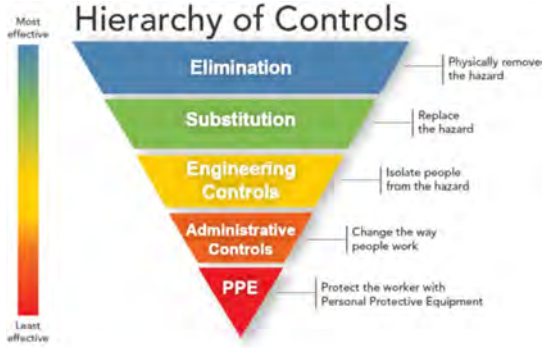
STOP WORK if uncertain about safety or if a hazard or additional precaution is not recorded on the THA.

Be alert, recognize and communicate any changes in scope, personnel or conditions at the worksite to the supervisor.

Use **4-Sight**, AECOM's last minute risk assessment process continuously throughout the day by asking yourself and your co-workers to assess your task, hazards, and mitigations. Amend the THA when needed.

- ***What am I about to do?***
- ***What can go wrong?***
- ***What can be done to make it safer?***
- ***What have I done to communicate the hazards?***

For a more thorough identification of hazards, ask "What else could go wrong?" using the Hazard Categories



- ***Most hazards need more than one control***
- ***What should you do? Stack your controls***
- ***PPE can NEVER be your only means of protection***

Worker Sign On	
I participated in the on-site review and fully understand the content of this Task Hazard Assessment.	
Printed Name	**Signature**
1. Supervisor:	
2.	
3.	
4.	
5.	
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9.	
10.	

Visitor Acknowledgement
Visitors review task hazards and acknowledge understanding
1.
2.
3.
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10.

Submit a new THA for addition to the DCSA THA Library or send THA improvement suggestions to DCSA.THA.Library@AECOM.com

Task Hazard Assessment – DCSA

Task Name:	Error! Reference source not found.Click here to enter text.	Control #:	Error! Reference source not found.Click here to enter text.

Include a copy of the new THA or a photo of the THA modifications as appropriate.

AECOM

Americas

Daily Tailgate Meeting

S3AM-209-FM5

Instructions: Conduct meeting prior to sending crews to individual tasks. Require attendance of all AECOM employees and subcontractors. Invite personnel from simultaneous operations for coordination purposes. Review scope of work and briefly discuss required and applicable topics**. This meeting is a daily refresher, not a full orientation**. Task-specific discussions associated with Task Hazard Assessment (THA) follow this meeting at the task location immediately before individual task is started.

AECOM Supervisor Name: **Phone Number:**	
AECOM SH&E Rep. Name: **Phone Number:**	
Meeting Leader:	

Date:	**Project Name/Location:**	**Project Number:**

Today's Scope of Work:

Muster Point Location:	**First Aid Kit Location:**	**Fire Extinguisher Location:**	**Spill Kit Location:**
	In Vehicle	NA	NA

1. Required Topics

- ☑ Fitness for Duty requirements, all sign in / sign out
- ☑ Required training (incl. task specific) completed and current
- ☑ SH&E Plan onsite - understood, reviewed, signed by all (incl. scope, preplanning hazard assessments / risk registers, controls, procedures, requirements, etc.)
- ☑ Task Hazard Assessments (THAs) are to be reviewed and completed for each task immediately prior to conducting
- ☑ STOP WORK Right & Responsibility- all task changes/changed conditions re-assess with THA
- ☑ Requirement to report to supervisor any injury, illness, damage, near miss, unsafe act / condition
- ☑ Emergency Response Plan – including muster point, first aid kit, fire extinguisher, clinic/hospital location
- ☑ Personal Protective Equipment (PPE) - Required items per hazard assessments in good condition / in use by all
- ☑ Equipment/machinery inspected (documented as required) and in good condition - operators properly trained/certified
- ☑ Work area set up and demarcation/ barricades in place to protect workers, site staff, and the public
- ☑ Required checklists/records available, understood (describe):
- ☑ Lessons Learned / SH&E improvements (describe):

2. Discuss if Applicable to Today's Work

☑ ■ **Check ☑ as reviewed or mark ■ as not applicable**

- ☐ ☐ Biological/ Chemical / Electrical Hazards
- ☐ ☐ Ergonomics - Lifting, Body Position
- ☐ ☐ Lock Out/ Tag Out
- Short Service Employees - visual identifier and mentor/ oversight assignment
- ☐ ☐ Simultaneous/ Neighbouring Operations
- ☐ ☐ Slip/ Trip/ Fall Hazards
- ☐ ☐ Specialized PPE Needs
- ☐ ☐ Traffic Control
- ☐ ☐ Waste Management/ Decontamination
- ☐ ☐ Weather Hazards / Heat Stress / Cold Stress
- ☐ ☐ Subcontractor Requirements (e.g., JHAs, THAs, procedures, reporting, etc.)
- ☐ ☐ Work Permits / Plans required (e.g., Fall Protection, Confined Space, Hot Work, Critical Lifts, etc.); in place, understood (identify/attach):
- ☐ ☐ Other Topics (describe/attach):
- ☐ ☐ Client specific requirements (describe):

3. Daily Check Out by Site Supervisor

Describe incidents, near misses, observations or Stop Work interventions from today:	Describe Lessons Learned/ Improvement Areas from today:

The site is being left in a safe condition and work crew checked out as fit unless otherwise specified as above.

Site Supervisor Name	**Signature**	**Date** **Time** **(at end of day / shift)**

Worker Acknowledgement / Sign In Sign Out sheets applicable to this meeting are on reverse and, if applicable, attached.

All employees:

- **STOP WORK if concerned / uncertain about safety / hazard or additional precaution is not recorded on the THA.**
- **Be alert and communicate any changes in personnel or conditions at the worksite to the supervisor.**
- **Reassess task, hazards, & mitigations on an ongoing basis; amend the THA if needed.**

SITE WORKERS (including AECOM Contractors and Subcontractors): Your signature below means that you understand:

* The requirement to participate in creating, reviewing, & updating hazard assessments (THA) applicable to your task(s).
* The hazards & control measures associated with each task you are about to perform.
* The permit to work requirements applicable to the work you are about to perform (if it includes permitted activities).
* That no tasks or work is to be performed without a hazard assessment.
* Your authority & obligation to "Stop Work" intervene, speak up/ listen up.

Your initials (right columns) certify that you arrived & departed fit for duty, & have reported all incidents/near misses; meaning:

* You are physically and mentally fit for duty and have inspected your required PPE to ensure satisfactory condition.
* You are not under the influence of any type of medication, drugs, or alcohol that could affect your ability to work safely.
* You are aware of your responsibility to immediately report any illness, injury (regardless of where or when it occurred), or impairment/fatigue issue to the AECOM Supervisor.
* You signed out as fit / uninjured unless you have otherwise informed the AECOM Supervisor.

Print Name & Company	Signature	Initials & Sign In Time	Initials & Sign Out Time
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit
		In & Fit	Out & Fit

(Attach additional Site Worker sign-in/out sheets if needed) Identify number of attached sheets: _____

SITE VISITOR / SITE REPRESENTATIVE

Name	Company Name	Arrival Time	Departure Time	Signature

Discuss as Applicable and Modify THA as Needed

Check ☑ if reviewed or mark N/A

- ☐ *Biological / Chemical / Electrical Hazards*
- ☐ *Decontamination Procedures*
- ☐ *Ergonomics – Lifting, Body Position*
- ☐ *Lock Out / Tag Out*
- ☐ *Short Service Employees – visual identifier and mentor / oversight assignment*
- ☐ *Simultaneous / Neighboring Operations*
- ☐ *Slip / Trip / Fall Hazards*
- ☐ *Specialized PPE Needs*
- ☐ *Traffic Control*
- ☐ *Waste Management / Decontamination*
- ☐ *Weather Hazards / Heat Stress / Cold Stress*
- ☐ *Work Permit Requirements:* Click here to Identify OR type N/A
- ☐ *Other:* Click here to Describe OR type N/A

Probability	Severity				
	5 - Catastrophic	4 – Critical	3 – Major	2 – Moderate	1 - Minor
5 – Frequent	25	20	15	10	5
4 – Probable	20	16	12	8	4
3 – Occasional	15	12	9	6	3
2 – Remote	10	8	6	4	2
1 - Improbable	5	4	3	2	1

Risk Rating (Probability x Severity)	Risk Acceptance Authority
1 to 4 (Low)	Risk is tolerable, manage at local level
5 to 9 (Medium)	Risk requires approval by Operations Lead/Supervisor & Safety Manager
10 to 25 (High)	Risk requires the approval of the Operations Manager & Safety Director

Severity – Potential Consequences				
	People	Property Damage	Environmental Impact	Public Image/Reputation
Catastrophic	Fatality, Multiple Major Incidents	>$1M USD, Structural collapse	Offsite impact requiring remediation	Government intervention
Critical	Permanent impairment, Long term injury/illness	>$250K to $1M USD	Onsite impact requiring remediation	Media intervention
Major	Lost/Restricted Work	> $10K to $250K USD	Release at/above reportable limit	Owner intervention
Moderate	Medical Treatment	> $1K to $10K USD	Release below reportable limit	Community or local attention
Minor	First Aid	</=$1K USD	Small chemical release contained onsite	Individual complaint

Probability		
Frequent	Expected to occur during task/activity	9/10
Probable	Likely to occur during task/activity	1/10
Occasional	May occur during the task/activity	1/100
Remote	Unlikely to occur during task/activity	1/1,000
Improbable	Highly unlikely to occur, but possible during task/activity	1/10,000

Using the Matrix:

1. Identify basic steps of the task and associated hazards.
2. Calculate the initial risk rating.
3. Identify control measure to eliminate or reduce the hazard's risk and calculate the residual risk rating.
4. If the risk rating (after controls are implemented) cannot be reduced to 4 or lower, additional approvals are needed before the activity can begin.

AECOM

Attachment B

Applicable AECOM SHE Procedures

Attachment B: Applicable AECOM SHE Procedures

	Hazard/ Activity (Note: Text in this column links to procedure)	Applicable Procedure		Hazard / Activity (Note: Text in this column links to procedure)	Applicable Procedure
☐	Abrasive Blasting	S3AM-335-PR1	☐	Highway and Road Work	S3AM-306-PR1
☐	Aerial Work Platforms	S3AM-323-PR1	☐	Hoists Elevators and Conveyors	S3AM-343-PR1
☐	All-Terrain Vehicles	S3AM-319-PR1	☐	Hot Work	S3AM-332-PR1
☐	Blasting and Explosives	S3AM-336-PR1	☐	Ladders	S3AM-312-PR1
☒	Bloodborne Pathogens	S3AM-111-PR1	☐	Lockout Tagout	S3AM-325-PR1
☐	Cofferdams	S3AM-344-PR1	☐	Machine Guarding Safe Work Practice	S3AM-326-PR1
☒	Cold Stress	S3AM-112-PR1	☐	Marine Safety and Vessel Operations	S3AM-333-PR1
☐	Compressed Air Systems & Testing	S3AM-337-PR1	☒	Material Storage	S3AM-316-PR1
☐	Compressed Gases	S3AM-114-PR1	☐	Mine Site Activities	S3AM-341-PR1
☐	Concrete Work	S3AM-338-PR1	☐	Mining Operations	S3AM-345-PR1
☐	Confined Spaces	S3AM-301-PR1	☒	Non-Ionizing Radiation	S3AM-121-PR1
☒	Corrosive Reactive Materials	S3AM-125-PR1	☒	Overhead Lines	S3AM-322-PR1
☐	Cranes and Lifting Devices	S3AM-310-PR1	☐	Powder-Actuated Tools	S3AM-327-PR1
☐	Demolition	S3AM-339-PR1	☐	Powered Industrial Trucks	S3AM-324-PR1
☐	Diving (scientific and commercial)	S3AM-334-PR1	☐	Radiation	S3AM-120-PR1
☒	Drilling, Boring & Direct Push Probing	S3AM-321-PR1	☐	Railroad Safety	S3AM-329-PR1
☐	Electrical Safety	S3AM-302-PR1	☐	Respiratory Protection	S3AM-123-PR1
☐	Excavation	S3AM-303-PR1	☐	Scaffolding	S3AM-311-PR1
☐	Fall Protection	S3AM-304-PR1	☐	Steel Erection	S3AM-340-PR1
☒	Flammable and Combustible Liquids	S3AM-126-PR1	☐	Temp. Floors, Stairs, Railings, Toe-boards	S3AM-342-PR1
☐	Gauge Source Radiation	S3AM-122-PR1	☒	Underground Utilities	S3AM-331-PR1
☒	Hand and Power Tools	S3AM-305-PR1	☐	Underground Work	S3AM-330-PR1
☒	Hazardous Waste Operations	S3AM-117-PR1	☒	Wildlife, Plants and Insects	S3AM-313-PR1
☒	Heat Stress	S3AM-113-PR1	☒	Working Alone	S3AM-314-PR1
☒	Heavy Equipment	S3AM-309-PR1	☐	Working On and Near Water	S3AM-315-PR1
☐	High Altitude	S3AM-124-PR1			

Americas

Driving

S3AM-005-PR1

1.0 Purpose and Scope

1.1 The purpose of this document is to establish policies and procedures for operation of AECOM-owned, rented, or leased vehicles, client or customer-owned vehicles, and personal vehicles used by AECOM employees.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content. Policies and procedures related to the operation of commercial motor vehicles are in addition to this procedure; refer to *S3AM-320-PR1 Commercial Motor Vehicles.*

2.0 Terms and Definitions

2.1 **AECOM Business** – Any activity that is performed in the name of AECOM. This includes, but is not limited to, vehicle travel between work locations, client sites, meeting locations as well as driving performed as a part of work-related travel (e.g., driving to and from airports, hotels, train stations). AECOM business does not include driving that is a part of a daily routine commute from home to an AECOM location.

2.2 **Authorized Driver** – AECOM employees who receive manager approval following evaluation of driver criteria to drive and maintain an AECOM-owned, leased or rented vehicle, a client or customer-owned vehicle, or a personal vehicle operated in the course of conducting AECOM business. Authorized Drivers shall maintain a current driver's license with full privileges applicable to the vehicle to be operated. There are three categories of Authorized Drivers;

- Professional (AECOM employee who operates a commercial motor vehicle. Please refer to *S3AM-320-PR1 Commercial Motor Vehicles*).
- Hired (Employee's specific AECOM role is to drive employees in a normal street vehicle, which may or may not require commercial licensing by the applicable authorities. This category does not include busses or vans with a capacity of more than 12 people.).
- General (Driving is required as a part of the employee's job duties. This includes driving AECOM-owned, leased, or rented vehicles, client or customer-owned vehicles, or personal vehicles on AECOM business).

2.3 **Collision** – Any incident in which a motor vehicle that (whether in motion, temporarily stopped, or parked) makes contact with another vehicle or pedestrian, or results in property damage and/or bodily injury, regardless of who was injured, what property was damaged, or who was responsible.

2.4 **Commercial Motor Vehicle (CMV)** – Any self-propelled or towed motor vehicle used for AECOM business (e.g., to transport passengers or property) when the vehicle is one of the following:

- Has a gross vehicle weight rating (GVWR) or gross combination weight rating equal to or greater than the weight specified by the applicable jurisdiction (e.g.,U.S. ≥ 10,001 pounds [4,536 kilograms]); or
- Is designed or used to transport more than the number of passengers specified by the applicable jurisdiction, including the driver, for compensation; or
- Is designed or used to transport more than the number of passengers specified by the applicable jurisdiction, including the driver, and is not used to transport passengers for compensation; or
- Is used in transporting hazardous material in quantities ≥ 1,001 pounds (454 kilograms) combined total weight at any time.
- Refer to *S3AM-320-PR1 Commercial Motor Vehicles* for additional information.

2.5 **Distracted Driving** – An activity that takes the driver's attention away from the primary task of driving.

2.6 **Driving Under the Influence (DUI)/Driving While Intoxicated (DWI)** – The operation of a vehicle while under the influence of alcohol, drugs, medications, or other substances capable of inducing an altered mental state and/or impairing physical and mental judgments, such that the influence of the substances produces impairment in violation of the applicable governmental laws.

2.7 **Fatigue** – A general term used to describe the experience of being "sleepy", "tired" or "exhausted". The effect of fatigue is both physiological and psychological and can severely impair a driver's judgement. Fatigue can cause lapses in concentration which could prove fatal. Fatigue is not just a problem for drivers on long trips, as drivers can also suffer from fatigue on short trips.

2.8 **Incident** – For the purposes of this procedure, a vehicle collision or other event where personal injury or property damage occurs, or where a citation is issued while the employee is on AECOM business. This may also include acts of theft, vandalism, and criminal mischief.

2.9 **Journey Management** – A process for planning and executing necessary journeys safely.

2.10 **Local Laws** – Signs, postings, laws, regulations, ordinances and codes applicable for the jurisdiction in which the motor vehicle is being operated.

2.11 **Motor Vehicle Report (MVR) / Driver's Abstract** – A listing of the tickets (violations), incidents collision for an individual driver over a period of time (e.g., 3 years, 5 years) provided by a state or provincial authority such as the Department of Motor Vehicles.

2.12 **Personal Vehicle** – A motorized vehicle owned or leased by an employee.

2.13 **Portable Electronic Device** – A mobile electronic device that is used to receive or communicate voice, email, internet, and/or public media. The device requires user interaction (typing, dialing, reading, keying, etc.) that distracts the motor vehicle operator. Example devices include, but are not limited to:

- Mobile Communication Devices (MCD)
  - Mobile/Cellular phones
  - Two-way Radios
- Personal Data Assistant (PDA)
- iPads, iPods, or other tablet models
- Computers
- Global Positioning System (GPS) receivers

2.14 **Spotters –** Extra personnel that may provide guidance when maneuvering in close and/or complex situations in order to avoid the occurrence of an incident.

2.15 **Task Hazard Analysis (THA)** – A tool for evaluating work activities for the purpose of:

- Identifying the SH&E hazards and risks associated with the activity being performed;
- Identifying and implementing control measures to eliminate or reduce hazards and risks; and,
- Evaluating the effectiveness of control measures and making modifications as needed.

3.0 References

3.1 AECOM Global Travel Policy

3.2 RS2-001-PR Firearms Standard

3.3 S3AM-003-PR1 SH&E Training

3.4 S3AM-004-PR1 Incident Reporting, Notifications & Investigation

3.5 S3AM-009-PR1 Fatigue Management

3.6 S3AM-010-PR1 Emergency Response Planning

3.7 S3AM-209-PR1 Risk Assessment & Management

3.8 S3AM-314-PR1 Working Alone

3.9 S3AM-319-PR1 All-Terrain Vehicles

3.10 S3AM-320-PR1 Commercial Motor Vehicles

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager / Supervisor**

- Confirming employees are informed of the provisions of this procedure and related vehicle procedures.
- Providing a copy of this procedure to an employee who will be driving an AECOM-owned, leased or personal vehicle for AECOM business.
- Allowing employees to designate time to complete required driving safety training, vehicle inspections and related activities.
- Assigning driving tasks to authorized employees only.
- Selecting and providing vehicles for use by authorized employees that are appropriate for the planned working conditions and environment.
- Supporting employees in the reporting of vehicle incidents per *S3AM-004-PR1 Incident Reporting, Notifications & Investigations,* including the entry of the incident into the on-line incident management system (e.g., IndustrySafe).
- Confirm notification of AECOM Human Resources and Counsel upon receipt by an employee of a legal summons associated with a moving violation related to the use of a company vehicle.

4.1.2 **Employee**

- Follow this procedure and applicable laws while operating a vehicle.
- Complete assigned driver safety training based on the training matrix and any additional training assessments developed at the business group. Refer to *S3AM-003-PR1 SH&E Training, including S3AM-003-FM1 SH&E Training Matrix.*
- Report to the Manager / Supervisor if the vehicle selected is not appropriate for the working conditions and environment.
- Report to the Manager / Supervisor if the employee is inexperienced in operating the type of vehicle assigned.
- Report to the Manager / Supervisor if the employee is inexperienced in driving in the type of working conditions and environment assigned.
- Review the completed Task Hazard Assessment and complete journey management. If required, document the Journey Management Plan using *S3AM-005-FM1 Journey Management Plan* or equivalent.
- Immediately report vehicle incidents per *S3AM-004-PR1 Incident Reporting, Notifications & Investigations*, including the entry of the incident into the on-line incident management system (e.g., IndustrySafe).
- Notify the appropriate Manager / Supervisor and SH&E Manager upon receipt of a legal summons associated with a moving violation related to the use of a company vehicle.
- Immediately report a change or limitation(s) to his/her Driver's License to the appropriate AECOM Human Resources representative or his/her Manager / Supervisor.

- Conducting a pre-operational inspection of the vehicle for damage or deficiencies and reporting discovered deficiencies affecting the safe operation of the motor vehicle to the appropriate authority (e.g., supervisor, rental car agency, etc.).

4.1.3 **SH&E Manager**

- Maintaining and updating training resources for vehicle and driver safety.
- Providing guidance.
- Assisting operational leaders with determining the risk incurred by the use of motor vehicles.
- Assist in the incident investigation and review process.

4.2 General Procedures and Practices

4.2.1 Only Authorized Drivers are to operate a motor vehicle (rental, personal, client or customer-owned, or AECOM-owned/leased) while on AECOM business.

4.2.2 Drivers must comply with *AECOM's Global Travel Policy* and applicable laws, and employ safe driving practices. (NOTE: *Individual state, provincial, and local laws vary*.) Refer to *S3AM-005-ATT1 Authorized Driver Safety Practices*.

4.2.3 Authorized Drivers shall confirm their operating license is on their person, and valid registration and insurance is maintained with the respective vehicle prior to operation.

4.2.4 All local laws including, signs, postings, regulations, ordinances, and codes applicable for the jurisdiction in which the motor vehicle is being operated shall be adhered to.

4.2.5 At-risk driving behavior by AECOM employees shall be identified and managed accordingly.

4.2.6 Authorized Drivers must be at least 18 years of age (noncommercial license) or 21 years of age (commercial license) and have a current driver's license for the appropriate class of vehicle (unless more stringent requirements are established by the leasing/renting agency). Employees with conditional licenses are prohibited from operating vehicles on AECOM business.

4.2.7 If an Authorized Driver receives a citation resulting in their license being suspended, has his/her driver's license revoked, or is otherwise unauthorized to drive, he/she shall notify the appropriate AECOM Human Resources representative or his/her Manager prior to start of the following work day. Failure to do this may result in disciplinary action up to and including termination.

4.2.8 The office to which the vehicles are registered is liable for any damages to the vehicle being operated by an Authorized Driver.

4.2.9 Seat belts are to be worn by the occupants. The number of passengers shall not exceed the manufacturer's specifications for the vehicle.

4.2.10 The vehicle may not move until all passengers have fastened their restraints in the proper manner (e.g., lap belt secured and shoulder harness placed over the shoulder). Vehicles are not to be operated or used by AECOM employees if seatbelts are not included as part of the vehicle's safety equipment.

4.2.11 The vehicle's engine is to be turned off during refueling. Smoking or cellular phone use is not allowed while refueling.

4.2.12 Motorcycles may not be operated on AECOM business unless the following requirements are met:

- Specific approval is provided by the Supervisor with concurrence from the SH&E Manager.
- A hazard analysis is completed.
- Required training and license is in place.
- Headlights or daytime running lights will be used when the vehicle is in operation.
- A Class 2 or 3 safety vest and appropriate helmet shall be worn while operating a motorcycle.

4.2.13 When practical, drivers should travel during daylight hours and avoid driving during adverse weather conditions. Drivers should also inform colleagues of their travel itinerary including destination and anticipated departure and arrival times.

4.2.14 Fire arms and weapons are not permitted in AECOM-owned, leased or rented vehicles insured by AECOM. Firearms and weapons in personal vehicles are subject to the laws and regulations of the respective local, provincial, state, territory, federal and region and/or country. Refer to the *RS2-001-PR1 Firearms Standard*.

- Exceptions to this standard may exist where there is a credible and demonstrated risk to AECOM employees or assets, or when knives or weapons are required as part of the work activity. Under such circumstances, the exception must be approved by the Chief Resilience Officer, and must strictly adhere to the procedures set forth by the Global Resilience Group.

4.2.15 Vehicles are to be selected based on the nature of planned use. In some working conditions, specialized vehicles, such as four-wheel drive and higher clearance vehicle, may be required to confirm safe travel. These specialized vehicle requirements/specifications shall be identified in the project specific SH&E Plan and/or THA.

4.2.16 Vehicles are to be maintained according to manufacturer's specifications and the applicable environmental and operating factors (e.g. winterized with appropriate fluids, winter tires installed, appropriate coolant for hot climates, etc.).

4.2.17 Vehicles are to be outfitted with the appropriate support equipment based on the THA or client vehicle specifications. Support equipment may include, but is not limited to, cones, rotating warning lights, warning flags, vehicle identification (magnetic door signs or similar), wheel chocks, cargo nets, and rollover protection.

4.2.18 Drivers are to operate vehicles in a manner that avoids situations where backing is necessary. Whenever possible and as permitted, reverse parking of all vehicles while on business is required. A spotter shall be used when backing of trucks and heavy equipment presents a risk of collision.

4.2.19 Non-AECOM drivers (those other than AECOM employees [e.g., subcontractors, joint venture partners, clients, etc.]) are prohibited from operating an AECOM company owned, leased or rented vehicle unless the activity is specifically agreed to in the applicable contract and only if the use of the vehicle is consistent with the terms of the contract.

4.2.20 Authorized drivers required to operate vehicles with special hazards (e.g., trucks carrying fuel cells, vehicles used to tow trailers, vehicles with limited visibility, etc.) will be thoroughly briefed on the hazards and control measures necessary for safe operation of the vehicle. The local AECOM operation will maintain documentation of the briefing.

4.2.21 Define specific vehicle travel routes and parking areas at field sites through the use of fencing, cones, or other markings.

4.2.22 When a vehicle will be left unattended without an authorized driver in the driver's seat, the vehicle must be turned off, placed into park (or gear for manual transmissions), and the emergency brake set. When parked on a grade, the wheels or tracks of mobile equipment shall be either chocked or turned into a bank.

4.3 Distracted Driving

4.3.1 Distractions while driving are a major cause of incidents. Distractions include the use of cellular phones (including texting), eating, drinking, smoking, and engaging in intense conversations. AECOM Authorized Drivers must exercise proper control of the vehicle at all times, including the management of possibly distracting actions and behaviors.

4.3.2 The use of portable electronic devices that may distract the driver while driving is prohibited. This includes cell phones, two-way radios and other items whether hand-held or hands-free. Electronic devices include, but are not limited to, all mobile phones pagers, iPods, MP3s, GPS units, DVD players, tablets laptops and other portable electronic devices that can cause driver distraction.

- Employees shall not use a personal or company mobile communication devices (MCD) while driving any vehicle on AECOM business.
- Employees shall not use a company MCD while driving a personal vehicle.
- Driving includes the time spent in traffic or while stopped at red lights or stop signs.

4.3.3 GPS units and devices (e.g., smart phones, tablets) used for navigation may only be used if factory installed or secured to the vehicle with a bracket that allows the driver to view the image without having to take their eyes off the road. Note: windshield mounting brackets are not permitted in many jurisdictions, with dashboard mounts being acceptable. Consult jurisdictional requirements.

4.3.4 Electronic devices shall be setup for operation prior to commencing driving activities and shall not be changed by the driver while driving.

4.4 Impairment

4.4.1 Impairment can take many forms ranging from fatigue, to the use of prescription medication or alcohol (even small amounts), to the abuse use of illegal and legal drugs and alcohol. AECOM employees shall not drive in an impaired condition.

4.4.2 AECOM employees are prohibited from being under the influence of alcohol or drugs or improperly using medication in a way that could diminish, or raise questions concerning, an employee's ability to perform at his or her best while performing services for or on behalf of AECOM. Operation of vehicles while under the influence may void insurance coverage.

4.4.3 Drivers/operators will not drive or operate vehicles while under the influence of medications when told by a physician, another healthcare provider, or the manufacturer (e.g., instructions on the label) the medication could render the activity unsafe.

4.4.4 AECOM employees are prohibited from operating a vehicle if they are experiencing signs and symptoms of fatigue. Employees should stop work and rest before driving. No employee should operate a vehicle if they have worked 14 consecutive hours within a 24 hour period. Refer to *S3AM-009-PR1 Fatigue Management*.

4.5 Journey Management

4.5.1 When practical, alternatives to road travel should be evaluated including teleconferencing/video conferencing, the use of public transportation or carpooling.

4.5.2 Journey management is a process for planning and executing necessary journeys safely and may or may not be documented. Review the completed THA and complete the journey management process. If required, document a Journey Management Plan (JMP) using *S3AM-005-FM1 Journey Management Plan* or equivalent. The journey management process includes the following steps:

- Determining if the trip is necessary.
- Evaluating alternative safer modes of transport.
- Evaluating the potential to combine journeys with others.
- Planning the trip.
- Select the safest and most efficient route. Confirm compliance with any site specific specified routes, route rules, or restrictions.
- Confirm route planning factors in fatigue management. Refer to *S3AM-009-PR1 Fatigue Management*.
- Review road conditions and potential hazards associated with the route.
- Review weather conditions and forecast.
- If applicable, review *S3AM-314-PR1 Working Alone*.
- Confirm Emergency Response Plan includes procedures to be taken in the event of a collision or vehicle incident.
- Allow for adequate travel time.
- Inform others of destination, estimated time of arrival and routing.

4.5.3 Drivers who are to undertake trips in excess of 250 miles (400 km) each way, drive in remote or hazardous areas, or when otherwise deemed necessary, shall develop and document a JMP. This plan typically includes the route, location of route hazards, timing, rest periods and locations, communications, emergency response and security arrangements.

4.5.4 Drivers are responsible for developing the JMP and coordinating with the applicable parties identified in the plan.

4.6 Driver Safety Training

Authorized drivers shall have a current driver's license for the appropriate class of vehicle (unless more stringent requirements are established by the leasing/renting agency).

Driver safety training is to be assigned based on the risks posed with the work environment, driver type and vehicle type, using the training matrix and any additional training assessments developed at the business group level. Refer to *S3AM-003-PR1 SH&E Training, including S3AM-003-FM1 SH&E Training Matrix*. A determination of training type is at the discretion of the Manager / Supervisor, with the following guidance applied.

4.6.1 All Authorized Drivers (Professional, Hired, and General Drivers) shall be trained in this procedure; *S3AM-005-PR1 Driving*.

4.6.2 All Authorized Professional Drivers shall be trained in *S3AM-320-PR1 Commercial Motor Vehicles.*

4.6.3 Vehicle / Driver Safety Training

- Recommended for all employees who drive on behalf of AECOM (Professional, Hired and General Drivers).
- This may be completed online (e.g., AECOM University – Driver Safety).
- Recommended to be completed within 1 month of the Authorized Driver’s hire date.

4.6.4 Defensive Driver (online) Training

- Recommended for all Authorized Drivers (Professional, Hired, and General Drivers) who are assigned an AECOM company owned, leased or rented vehicle for a significant period of time with the expectation that the employee utilizes the vehicle on a regular basis for AECOM business.
- It is recommended that authorized drivers who have completed web-based defensive driver training or equivalent also complete a refresher every three years.
- Defensive Driver training is available online through AECOM University (e.g., Alert Driving Basic, Alert Driving Skills) or one of the following AECOM-approved training resources:
  - The National Safety Council
  - Alert Driving

4.6.5 Defensive Driver (hands-on) Training

- Recommended for all Authorized Professional Drivers and Authorized Hired Drivers.
- Recommended for Authorized General Drivers who drive in remote locations, hazardous environments (such as refineries, ports, terminals etc.), at-risk drivers, and when required by clients.
- Defensive Driver hands-on training is provided through an AECOM-approved training resource, such as Smith Systems.
- Hands on defensive driver training may be required as a result of an incident or negative Motor Vehicle Report.

4.6.6 Driver Retraining

- Drivers involved in repeated motor vehicle incidents, incidents of sufficient severity or concern, or drivers identified as at-risk through review of their Motor Vehicle Report/Driver Abstract may

be retrained or, as applicable, subject to disciplinary action and refused the right to drive on behalf of AECOM.

- Retraining programs will be implemented at the discretion of the Supervisor and SH&E Manager.
- Employees eligible to continue driving shall be subject to a driver retraining program that may include any of the above programs or other training programs appropriate for the type of driving the employees performs.

4.6.7 Special Vehicles and Driving Conditions

- Vehicles such as All-Terrain Vehicles (ATVs), four wheel drive vehicles, motorized carts, snowmobiles, box vans and trailers (towing) require specialized training and supervision. For ATVs, Refer to *S3AM-319-PR1 All-Terrain Vehicles* for additional information.
- Use of these types of vehicles is limited to AECOM projects, therefore training and qualification programs for drivers will be project specific. The Manager / Supervisor shall work with the SH&E Manager to tailor training to the specific needs of the project.

4.7 Personal Vehicles (additional requirements)

4.7.1 The requirements of this procedure apply to the use of a personal vehicle for AECOM business. Additional requirements are set forth in the *AECOM Global Travel Policy*.

4.7.2 Personal vehicles driven by Authorized Drivers for business use must satisfy the jurisdiction's registration and inspection requirements and may not be modified beyond manufacturer's specifications.

4.8 Rental Vehicles (additional requirements)

4.8.1 The requirements of this procedure apply to the use of a rental vehicle for AECOM business. Additional requirements are set forth in the *AECOM Global Travel Policy*.

4.9 Requirements for Authorized Drivers

4.9.1 Review the *S3AM-005-ATT1 Authorized Driver Safety Practices* for specifics.

4.9.2 Drivers are not to permit unauthorized persons to operate an AECOM-owned/leased/rented vehicle.

4.9.3 All Authorized Drivers shall perform a walk-around inspection of the vehicle prior to operation.

4.9.4 Pre-operation vehicle inspections shall be performed and documented by all Authorized Professional Drivers and all Authorized Hired Drivers. A sample vehicle inspection checklist is provided in *S3AM-005-FM2 Vehicle Inspection Checklist*.

4.9.5 Vehicles with deficiencies that affect or could potentially affect the safe operation of the vehicle shall be removed from service and promptly repaired as necessary to permit safe vehicle operation.

4.9.6 As applicable, arrange for and/or coordinate with appropriate AECOM personnel to facilitate preventive maintenance services for the vehicle. Maintain it in sound mechanical condition, as per the manufacturer's recommendations provided in the owner's manual.

4.9.7 Do not operate the vehicle if unsafe maintenance conditions exist that would likely result in vehicle damage or personal injury. This applies to vehicles owned or leased by AECOM and to personally-owned vehicles used for AECOM business. Escalate other maintenance issues for correction to appropriate authority (e.g., manager, rental car agency, supervisor, etc.).

4.9.8 Transport only persons on AECOM related business or those persons receiving transportation as a prescribed service. Only drive vehicles in conditions for which the driver has the appropriate training and experience.

4.9.9 AECOM-owned, rented, or leased vehicles are for official business use only and are not to be used for personal activities. Exceptions to this requirement can be made only with the specific written approval of the Manager of the office or location the vehicle is registered to.

4.9.10 Smoking (including the use of e-cigarettes) and chewing tobacco is not permitted in AECOM-owned, leased or rented vehicles.

4.9.11 Drivers are responsible for damage caused by abuse of the vehicle.

4.9.12 Secure the vehicle when left unattended.

4.9.13 Securing loads in the inside and outside compartments of the vehicle.

- Do not rely on weight/shape of load alone. Always use a cargo net, straps, containers or other mechanical device when necessary to confirm load is secure.
- Mark loads that extend the beyond the end of truck, trailer or similar edge with a red warning flag of at least 16 square inches.
- Red lights will be utilized at night to mark loads that extend the beyond the end of truck, trailer or similar edge.

4.9.14 Do not modify existing equipment (warning sounds, backing alarms etc.) or install aftermarket equipment including toolboxes, truck caps, specialty lights, or towing equipment) without approval from the Manager of the office or location the vehicle is registered to and AECOM Procurement Department.

4.10 Emergency Preparedness

4.10.1 AECOM-owned or leased vehicles are to have a “Safety Kit” that contains a first-aid kit, portable fire extinguisher, safety triangle, and two reflective safety vests. If not available, contact the Manager / Supervisor or SH&E Manager to determine how to obtain a kit.

4.10.2 The following suggested items should be kept in vehicles used for AECOM business in remote project locations:

- First aid kit, appropriate to the work and crew size, or per regulations.
- Fire extinguisher, safety triangle, and safety vest.
- Emergency equipment (e.g., flares, flashlight, blanket, drinking water, etc.) based on conditions.
- Means of communication (cell phone, radio or satellite phone), extra batteries or a charger.

4.10.3 To the extent possible, employees should refrain from changing tires or making repairs to vehicles in the field.

- A road side assistance service should be identified for vehicles used for AECOM business in advance travel.
- If changing tires or making repairs to vehicles is necessary in the field, assessment of hazards shall be completed and all applicable safe procedures and manufacturer’s specifications shall be followed.

4.10.4 Specific emergency procedures are to be identified in the applicable Emergency Response Plan, JMP or the THA. Refer to *S3AM-010-PR1 Emergency Response Planning*.

4.11 Vehicle Incidents

4.11.1 Vehicle incidents are to be reported and managed in accordance with *S3AM-004-PR1 Incident Reporting, Notifications and Investigation* regardless of how minor the incident might be.

4.11.2 The Employee(s) involved in a collision shall follow the below guidelines:

- Assess the situation to confirm everyone is safe, and remove any vehicle occupants from harm’s way. Call, or have someone else call 911 immediately, if necessary.
- As appropriate, remain at the scene of a collision to contact the police. Ask another motorist to call the police if necessary; never leave the scene of a collision.

- As applicable, provide (if requested) to police and the other driver(s) the liability insurance information. Obtain the officer's jurisdiction, name, and badge number and a copy of the police report.
- As applicable, consider moving the vehicle out of the traffic flow if it is safe to do so, the vehicle is operational, and/or no further damage to the vehicle can occur.
- Do not operate a damaged vehicle if its safety is questionable, its operating condition is illegal by applicable laws or its condition is such that further damage would likely result from its operation.
- Turn on the vehicle's flashers to warn other motorists.
- Obtain:
  - Names, phone numbers, and addresses of owner(s), driver(s), and occupants of the other car(s) involved.
  - Other party's insurance company's name, address, phone number, policy number, and insurance agent.
  - Names, phone numbers, and addresses of all witnesses.
  - Photographs of the accident scene when safe to do so.
- Cooperate with AECOM Counsel if the incident results in unresolved risks or third party claims, or if the employee receives a summons, complaint or other legal documents relating to a traffic incident.
- DO NOT ADMIT LIABILITY, AGREE TO PAY FOR DAMAGE OR SIGN A DOCUMENT RELATED TO AN INCIDENT EXCEPT AS REQUIRED BY LAW.
  - Statements made in haste or anger may be legally damaging.
  - If contacted by a third party, do not answer any questions. Immediately report this contact to the Manager / Supervisor and/or Legal Counsel
- Employees shall report the incident to AECOM's Global Travel Department. If the incident involved a third party, the driver is responsible for obtaining a copy of the police report and providing to global travel

4.11.3 Employees must cooperate with the incident investigation team during any investigation of an incident meeting the investigation protocol.

4.11.4 Vehicle repairs shall be conducted at the authorization of the Manager / Supervisor.

4.12 Drug and Alcohol Testing

4.12.1 Testing for Alcohol and/or Drugs procedures shall be administered in accordance with the applicable policy and procedures. Refer to *S3AM-019-PR1 Substance Abuse Prevention.*

4.12.2 In the event that a police/regulatory officer responding to a vehicle incident administers field and/or laboratory impairment testing AECOM reserves the right, as permitted, to obtain copies of such testing results for inclusion in the incident report and consideration in a subsequent incident investigation.

4.13 Driving Privileges, Citations and Violations

4.13.1 A violation of this vehicle safety standard is subject review by the appropriate AECOM Human Resources representative and may be subject to disciplinary action, up to and including termination. The applicable Manager / Supervisor will review all incidents involving AECOM-owned, rented, or leased vehicles.

4.13.2 Citations and violations which occur while driving for AECOM business are to be reported as a vehicle incident in accordance with *S3AM-004-PR1 Incident Reporting, Notification & Investigation* within 24-hours. Incidents will be investigated as appropriate.

4.13.3 The AECOM Manager responsible for the employee, in consultation with the appropriate AECOM Human Resources representative, may suspend the privilege to operate vehicles on AECOM business due to noncompliance with the AECOM Vehicle and Driver Safety Program, involvement

in a motor vehicle incident, or resulting citations or other legal actions associated with motor vehicle violations.

4.13.4 The employee's driving privileges will be suspended for any of the following:

- Accidents or legal action involving alcohol or drug use (e.g., driving under the influence).
- Driving without a license.
- Hit-and-run driving or leaving the scene of an accident.
- Unauthorized use of AECOM vehicles (e.g., using an AECOM vehicle for moving personal items, carrying passengers who are not associated with work activities, etc.).

4.13.5 The employee's driving privileges may be suspended for any of the following:

- Two or more at-fault accidents involving the same Authorized Driver within a 12-month period.
- Multiple complaints from other employees or members of the public about driving performance.
- Any accident caused by an AECOM Authorized Driver where damages exceed $2,500.
- Failure to comply with the distracted driving requirements.
- Gross misconduct or violation of policy.

4.13.6 An Authorized Driver's driving privileges may be reinstated as follows:

- For any suspension resulting from law enforcement agency legal action involving drugs and alcohol on the part of the former Authorized Driver, driving privileges may be reinstated only by concurrent agreement of the Vice President of SH&E for the applicable Business Group and Human Resources Manager.
- For those Authorized Driver's privilege suspensions that are not related to driving under the influence of drugs or alcohol, privileges may be reinstated with concurrent agreement by the AECOM Manager, the SH&E Manager, and Human Resources Manager upon completion of required remedial training.

4.13.7 Disciplinary action may include the following:

- Loss of AECOM driving privileges.
- Disciplinary warning.
- Termination.

4.13.8 The employee is personally responsible for payment of fines for moving violations and parking citations incurred while driving a vehicle on AECOM business and for reporting such incidents to his/her Manager / Supervisor. The Manager is responsible for notifying Counsel.

4.13.9 If an Authorized Driver receives a citation resulting in the license being suspended from driving or has his/her driver's license revoked, he/she is required to notify his/her Manager / Supervisor prior to start of the following work day. Failure to do so may result in disciplinary action up to and including termination.

5.0 Records

5.1 Documentation of employee training completed shall be retained in accordance with *S3AM-003-PR1 SH&E Training*.

5.2 As applicable, completed *S3AM-005-FM2 Vehicle Inspection Checklists* and/or *S3AM-005-FM1 Journey Management Plans* shall be retained in project files.

6.0 Attachments

6.1 S3AM-005-ATT1 Authorized Driver Safety

6.2 S3AM-005-FM1 Journey Management Plan

6.3 S3AM-005-FM2 Vehicle Inspection Checklist

Americas

Authorized Driver Safety

S3AM-005-ATT1

1.0 Before Vehicle Operation

1.1 Learning and practicing good driving habits will help reduce the chance of a traffic collision. Learning to properly scan surroundings will improve hazard awareness and avoidance. With correct driving habits, errors can be significantly reduced and incident response time can be decreased.

1.2 All Authorized Drivers shall perform a walk-around inspection of the vehicle prior to operation.

1.2.1 Authorized Drivers should use the “Get Out And Look” (GOAL) method before placing a vehicle in motion. Drivers are to make a 360-degree (360°) walk around of the vehicle immediately before placing vehicle into motion in order to determine whether there are hazards or possible obstructions in the proposed path of travel. Drivers are to clear the area of people and objects before placing the vehicle in motion. A check will also be performed to confirm overhead and side clearances are adequate. The following are recommended best practices:

- Placement of cones on the right side of the front and rear of vehicle upon parking and retrieved during the 360° GOAL walk-around.
- In lieu of cones, place GOAL magnets on the right side of the hood and truck/tailgate of the vehicle upon parking. The GOAL magnets should then be retrieved during the 360° GOAL walk around just prior to moving the vehicle again.
- Place a GOAL sticker on the driver side door window as a reminder to get out and look.

1.2.2 Pre-operation vehicle inspections shall be performed and documented by all Authorized Professional Drivers and all Authorized Hired Drivers. A sample vehicle inspection checklist is provided in *S3AM-005-FM2 Vehicle Inspection Checklist*.

1.3 Drivers shall be familiar with applicable client rules and regulations when on the client’s sites. The employee may, for example, be required to leave their keys in the ignition with the vehicle turned off or to display a vehicle pass. When parking, it is recommended that employees back the vehicle into the parking space.

1.4 Drivers must be trained, competent and in possession of a current driver’s license that is valid to the jurisdiction and the vehicle driven. Any additional certification required given the particular vehicle and equipment transported must also be current (e.g. air brake certificate).

1.5 Execute proper travel planning to avoid being in a rush, traveling during peak traffic hours, and traveling through high traffic volume areas. Utilize the *S3AM-005-FM1 Journey Management Plan* as appropriate.

1.6 All drivers must be involved in a task hazard assessment applicable to the task(s) undertaken (may exclusively be the driving task or may include the driving task).

1.7 Confirm current insurance and registration is maintained with the vehicle and any equipment being towed. License plates must be clean.

1.8 As applicable, check all safety equipment (e.g. First Aid Kit, Fire Extinguisher, Flares, Triangles, Reflective Vest, etc.).

1.9 As applicable, check for survival gear and equipment. Emergency kits should include blankets, food, water, flashlight, extra batteries, a method of communication and a heat source such as a candle.

1.10 When accessing any pickup truck box, staff will: step up into the box to avoid excess reaching and strain and; use three point contact getting in and out of the truck box (i.e., avoid jumping off the tailgate).

1.11 Confirm no items are hanging from the rear view mirror that could obstruct vision.

1.12 Adjust mirrors to confirm optimal visibility.

2.0 Vehicle Operation – General

2.1 Be vigilant of differences between trucks and small cars related to blind spots, turning radius, and required overhead and undercarriage clearances.

2.2 It is a personal responsibility of the driver to operate a vehicle safely and in compliance with regulations (e.g. Cargo Securement, Traffic, Dangerous Goods, etc.).

2.3 Confirm compliance with applicable traffic legislation, driver regulations, and rules (e.g. commercial driver hours of service, state / provincial highway acts, municipal bylaws, private road/property owner rules, site specific rules, etc.).

2.4 All vehicle occupants shall wear seatbelts at all times.

2.5 Keep reflectors, lights and windows (inside and out) clean.

2.6 Window cleaner should be on hand for cleaning the interior of the windows as well as headlights that have become obscured due to road spray or slush.

2.7 A shovel and a supply of sand or gravel can help to extract a stuck vehicle that does not have traction.

2.8 Maintain good housekeeping practices and confirm items and loaded materials are secured from movement on both the interior (e.g. cab, glove box, etc.) and exterior (e.g. box, flat deck, etc.) of the vehicle.

2.9 Conduct en-route inspections as required to check cargo securement.

2.10 Pulling Over

2.10.1 Pull the vehicle off the road to a safe location as required by the applicable jurisdiction (e.g. rest stops, a side road, an unused approach):

- If, in the ongoing assessment of road and weather conditions, it has been concluded that travel is no longer safe (i.e. heavy rain, sleet), and wait until conditions allow for safe travel.
- To review or adjust navigation equipment and check cargo securement.
- To check telephone messages, text messages or to take notes.
- For interval breaks, to stretch and if fatigued (try to take a break every two hours).
- To manage and eliminate driver distractions.

2.10.2 If it is necessary to park a vehicle on the shoulder of an active roadway, park as far off the road as possible, and turn on the four-way indicators (hazard lights) prior to leaving the vehicle. Use cones or other warning devices, and wear a high visibility traffic vest.

2.10.3 Observe extra caution in and around emergency and construction zones.

2.10.4 Avoid unattended rest areas, when possible, and especially at night.

2.10.5 If the vehicle breaks down, attempt to get to a secured location. Call police or roadside assistance as appropriate.

2.10.6 Contact the police to help those with car trouble instead of stopping to assist.

2.10.7 When possible, employees should have a car mechanic or roadside assistance change or repair a flat tire. If the Driver or passenger must change a tire, the Driver and passenger must adhere to the manufacturer's specifications and observe the proper lifting technique and safety procedures. Proper lifting is addressed in *S3AM-104-PR1 Manual Material Handling*.

2.10.8 When parking or leaving a vehicle, the following procedures must be followed:

- Engage the transmission in park (automatic transmission) or first gear (standard transmission).
- Shut off the engine.

- Set the parking brake.
- Remove the ignition keys, and lock the vehicle.

2.10.9 If work (e.g., surveying) is required alongside an active road, park the vehicle behind the area of work to provide a barrier against out-of-control vehicles.

2.11 Backing Up

2.11.1 Keep reverse motion to a minimum as the most common incidents involve backing up.

2.11.2 Whenever possible, vehicles should be parked in a manner that prevents the driver from backing (reversing) upon departure. For example, the vehicle should be backed into a parking spot or drivers should select a parking spot that allows them to “pull” through” so that the vehicle is facing the direction of departure.

2.11.3 Confirm the area behind the vehicle is clear prior to and while reversing a vehicle.

2.11.4 All vehicles with limited visibility operated around workers or on a construction site:

- Should have an audible back-up alarm installed that functions automatically when the vehicle is put into rear motion; or
- Shall be backed up only when a signaler communicates that it is safe to do so.
- If a vehicle is not equipped with an audible back-up alarm, the operator shall sound the vehicle horn twice to indicate intention to back vehicle up.

2.11.5 Confirm compliance with applicable traffic legislation regarding backing up (i.e. Texas – An operator may not back the vehicle on a shoulder or roadway of a limited-access or controlled-access highway; Ontario – No driver of a vehicle shall back the vehicle upon the roadway or shoulder of any highway divided by a median strip on which the speed limit is in excess of 80 km/h; etc.).

2.11.6 Take the time to become acquainted with the area the vehicle is to be backed into.

2.11.7 Inspect the area to be backed into (i.e. walk around it by foot, identify obstructions and possible hazards).

2.11.8 Line up as straight as possible with intended final position prior to backing equipment or vehicle up.

2.11.9 If the area is congested with people or equipment a signaler SHALL be used.

2.11.10 Before putting the vehicle into motion, decide:

- The method of communication (hand signals, two-way radios or other means).
- If hand signals are going to be used, confirm both the driver and signaler agree on signals to be used.
- If two-way radios are being used confirm there is continuous voice contact between the signaler and driver. If there is nothing being transmitted on the two-way radio the driver shall STOP the vehicle.

2.11.11 While backing up:

- Confirm there is constant visual contact with the signaler when the vehicle is in motion if using hand signals.
- If driver loses eye contact with the signaler at ANY time, the driver shall STOP the vehicle until eye contact is regained. The exception is where the communication between the signaler and driver is conducted by two-way radio.
- When possible, the signaler shall stand on the driver’s side of the vehicle during motion.

- The signaler must always keep a safe distance from the vehicle or equipment and never stand directly in the path of motion. Refer to Safe Work Practice – Red Zone.
- While backing up using a signaler, the driver must confirm that the vehicle radio (not to be confused with two-way radio) is off and the windows are down (if possible) to avoid distraction and to be able to hear outside of the vehicle.
- If the driver notices anything out of the ordinary (despite what the signaler is directing) the driver will STOP the vehicle or equipment and assess the situation.
- If at any time the safety of any person or property is at risk, including that of the signaler, the signaler shall signal the driver to STOP the vehicle IMMEDIATELY.
- Any person (other than the signaler) can direct the driver to STOP the vehicle or equipment and the driver must take that as a valid direction to STOP.

3.0 If Vehicle is to be Left Unattended

3.1 Turn the ignition off, remove the key and set the emergency brake (if parked on an incline).

3.2 Lock and secure the vehicle.

3.3 Secure equipment and property in a locked trunk or tool chest.

3.4 Do not leave keys in an unattended vehicle.

4.0 Defensive Driving

4.1 Demonstrate an effective and positive driving attitude.

4.2 Use road courtesy, expect the unexpected and be patient. Do not rush or drive aggressively.

4.3 Follow and obey regulations.

4.4 Do not make sudden lane changes and always use signal lights.

4.5 Be Visible – Be seen by all other drivers, pedestrians, cyclists and others using or crossing the road:

4.5.1 Avoid driving in blind spots of other vehicles.

4.5.2 Confirm vehicle lights are on, working and clean before and during travel.

4.5.3 Confirm the vehicle's horn works and use it as necessary to warn others.

4.5.4 Tapping the vehicle brakes may provide a visible alert for following vehicles.

4.5.5 Confirm adequate distance to enable passing of other motorists safely.

4.6 If it is necessary to turn a vehicle around, confirm that the operation is conducted safely and according the applicable traffic legislation and rules.

4.7 Always operate a vehicle within operator driving limitations. Do not be enticed by others to exceed driving capability for any reason. When behind the wheel, drivers must be in control of all driving related situations.

4.8 Maintain awareness of all objects in the immediate circle of influence. Whenever possible, stay well clear of other vehicles, machinery, equipment and pedestrians.

4.9 Scan Ahead – Check the path of travel for obstacles and other vehicles:

4.9.1 Utilize three driving monitoring zones (should not be confused with safe following distances):

- Action Zone (approximately 4 to 6 seconds in front of the vehicle) – activity in this zone generally requires immediate reaction by the driver.

- Planning Zone (at least 15 seconds in front of the vehicle) – look ahead to visually identify if there is slowing traffic or another type of road hazard ahead or to the side. Do not drive behind vehicles that block visibility.
- These zones may require enlarging based on speed and driving environment (e.g. traffic congestion, weather, etc.).

4.9.2 Get the big picture and look for hazards (other motorists, pedestrians, cyclists, road debris, etc.).

4.9.3 Moving eyes every 2 seconds can help to avoid fixating on any one object. Check rear view mirror every 5 to 8 seconds and any time braking.

4.9.4 Read and obey traffic signage and controls.

4.9.5 Use high beam head lights when possible.

- Use low bean headlights when following closely behind other vehicles or when approaching and meeting oncoming traffic.
- Use low beam headlights in fog or heavy snow.

4.9.6 Wear appropriately tinted sunglasses to improve visibility in sunny conditions. Do not wear sunglasses at night and, if wearing at dusk or dawn, confirm the tint is of the type that improves and does not hinder visibility.

4.10 Keep a Space Cushion:

4.10.1 Maintain a space cushion around the vehicle to improve the potential of avoiding a collision. Create an out by monitoring the space in front, behind and to each side of the vehicle, leaving enough area as a cushion to enable evasive action if needed.

4.10.2 Maintain a minimum of 2 seconds plus 1 second for every 10 feet (3m) of vehicle length between the vehicle driven and the vehicle ahead:

- Pick a marker on the road ahead, such as a road sign or pole.
- Count "one thousand one, one thousand two”.
- When the front of the driven vehicle reaches the marker, stop counting.
- If the marker is reached before "one thousand two," increase the space cushion.
- Add more time (space) in poor driving conditions.
- Add more time (space) if the vehicle operated is heavily loaded.
- Add more time (space) if the vehicle ahead is smaller and lighter and may stop more quickly than the vehicle operated.

4.10.3 When stopped behind another vehicle leave 1 vehicle length between the vehicle driven and the vehicle ahead.

4.10.4 Do not travel in a traffic cluster. Manage the space to the front, left and right of the vehicle driven.

4.10.5 Fog, heavy rain, snow, slush or wind require speed and distance between vehicles to be adjusted accordingly.

4.11 Recognize and Anticipate Hazards:

4.11.1 Exercise increased caution at night, dawn and dusk.

4.11.2 When driving at night look to the right of the on-coming headlights and not directly head-on.

4.11.3 Identify changing road hazards or conditions.

4.11.4 Identify changing weather or driving conditions:

4.11.5 Light rain and heat can draw oil to the surface of asphalt creating slippery driving conditions.

4.11.6 Heavily rain soaked roads can result in a vehicle hydroplaning / aquaplaning.

4.11.7 Fluctuating cold temperatures may produce ice.

- Open hilltops may become icy due to blowing snow accumulating and freezing on the road.
- Shaded areas, such as overpasses and bridges, will freeze first and dry out last. These locations are prone to black ice.
- Be aware that black ice may be very difficult to spot. Darker, glossy spots may indicate black ice.

4.11.8 At dawn or dusk, the low sun can create a significant visibility hazard.

4.11.9 Be aware of changing conditions (i.e. traffic patterns, accidents, traffic lights, other vehicles).

4.11.10 Watch for large loads or slow moving agricultural equipment:

- Exercise extreme caution, provide extra room and pass only if it is safe to do so.
- Be aware that large loads or heavy equipment cannot stop as quickly as smaller vehicles and require a longer stopping distance.
- Never pull directly in front of these vehicles after passing or merging, but leave adequate space to confirm safe operation.
- Signal well in advance of any intended maneuver to give large vehicles additional time to react.

4.11.11 Avoid travelling in the blind spots of other vehicles or mobile equipment.

4.11.12 Scan road and shoulders for wildlife and pedestrians:

- Animals may travel in groups. Maintain heightened awareness when spotting one.
- Leave plenty of room when driving around an animal on or near the road – a frightened animal may run in any direction.
- Honk in a series of short bursts to make animals move out of the way.
- Avoid *swerving* for wildlife as this could result in veering into oncoming traffic.

4.12 Reduce Speed:

4.12.1 Adjust speed to accommodate traffic flow and patterns.

4.12.2 Adjust speed to all weather pattern changes (Rain/Hydroplaning, Ice & Frost/Traction Loss, and Restricted Visibility).

4.12.3 Adjust speed in response to inconsistent road surfaces.

4.12.4 Reduce speed when required by law, in construction zones and school and playgrounds.

4.12.5 Safely and appropriately reduce speed upon observing any hazard to increase reaction time.

4.12.6 Always be prepared to brake at an intersection.

4.12.7 Always come to a full stop at uncontrolled railway intersections and verify it is safe to proceed.

4.12.8 Make eye contact with other motorists at intersections (particularly uncontrolled intersections) before proceeding.

4.12.9 Never assume other motorists are following and obeying road rules.

4.12.10 Keep to the right of the road or in the right-hand lane on multi-lane roads unless turning left or passing another vehicle.

4.12.11 Confirm driving practice and vehicle position allow for a defensive or avoidance maneuver.

4.13 Eliminate Distractions

4.13.1 Confirm appropriate time is taken to become acquainted with an unfamiliar vehicle prior to driving.

4.13.2 Do not operate a vehicle if preoccupied, agitated or have existing health issues that could potentially pose a safety issue.

4.13.3 Do not operate a vehicle if under any form of impairment (i.e. fatigue, alcohol, drugs, etc.).

4.13.4 Remain engaged. Do not succumb to boredom, complacency, or allow the focus to drift from the driving task.

4.13.5 Remain focused on driving defensively and follow any given direction when passing an accident scene.

4.13.6 Avoid any activity that requires moving a hand from the steering wheel (e.g. changing radio stations, handing articles to passengers, etc.).

4.13.7 Do not engage in activities that may distract from the driving task (e.g. operating navigation systems, ridding the cab of an insect, etc.).

4.13.8 Do not engage in eating or drinking that may distract from the driving task.

4.13.9 The use of electronic devices that may distract the driver while driving is prohibited. This includes cell phones, two-way radios and other items whether hand-held or hands-free (a simple text message sent while travelling at highway speed results in an operator's eyes being off the road for the length of a football field).

5.0 Road Rage

5.1 Road rage is a dangerous driving situation that can occur and should be avoided whenever possible, but NEVER instigated. Do not get drawn into a confrontation. Avoid any confrontational eye contact or gestures.

5.2 The driver should be aware of the vehicles around them, paying frequent attention to the vehicle's mirrors.

5.3 Get out of the way if safely possible, even if the other motorist is speeding. The other driver may be dealing with an emergency situation.

5.4 Unless it is necessary to use the horn as an alert, do so sparingly.

5.5 If followed after an on-the-road encounter, drive to a public place or to the nearest police station and seek assistance.

5.6 Attempt to note the offender's license plate number and write it down as soon as it is safe to do so and the vehicle is not in motion.

5.7 Report any aggressive driving to the police immediately. This action may aid in preventing further occurrences by the same driver.

6.0 Winter Driving

6.1 Clear snow from exterior vehicle surfaces.

6.2 Do not cruise control on icy roads.

6.3 Accelerate and brake gently to reduce skids or spinouts.

6.4 Wear winter clothing that does not restrict movement, vision or hearing.

6.5 Where required, have snow chains for the vehicle and be familiar with their installation.

6.6 Use extra caution while driving during hazardous winter conditions.

6.7 Avoid sudden changes of speed or direction to reduce possibility of skidding.

6.8 Drivers should leave extra distance between their vehicle and the vehicle ahead of them. Stopping on ice takes approximately eight times the distance that it takes on dry pavement.

6.9 Carry suitable warm clothing and emergency equipment during the winter months. Temperatures can plunge rapidly.

6.10 Be aware of icy patches on the road bridges and intersections that are especially prone to icing.

6.11 Be familiar with the skid control procedures for the type of vehicle being driven (e.g., front, rear or four-wheel drive).

7.0 Gravel Roads and Remote Locations

7.1 Prior to driving on a road with an assigned radio frequency, the passenger will test the two-way radio to confirm that the proper radio frequency is set, and that the transmission is being received clearly by other traffic. The passenger will operate the two-way radio.

7.2 Drivers will maintain appropriate speed for the road conditions.

7.3 Headlights will be used when operating the vehicle.

7.4 Drivers will respect the understood road protocol, drive defensively and respect intersections.

7.5 4WD options will be utilized at the discretion and comfort level of the driver. If road conditions are questionable even for 4WD use, the road will not be traveled and either another route found or the job postponed until road conditions improve.

8.0 Off-road

8.1 If inexperienced, seek supervisory advice and training.

8.2 Vehicles should only be driven off roads after other available options (e.g., use of ATV's, etc.) have been considered.

8.3 Prior to driving off-road, check to see that the vehicle is in good operating condition and tires are properly inflated.

8.4 Realize the limitations of the vehicle and do not become over confident.

8.5 Seat belts should be kept fastened and loose objects in the vehicle securely fastened to prevent them from becoming projectiles in the event of a sudden stop.

8.6 Drive according to the ground conditions.

8.7 Speed and power are normally not required in rough off-road driving.

8.8 Learn to read the surrounding terrain. Monitor the ground conditions ahead of the vehicle -- it is essential to know what to expect in light of the road conditions.

8.9 When slowly traversing difficult areas of soft ground, try to keep the vehicle in motion.

8.9.1 Once stopped it is far more difficult to get the vehicle going again.

8.9.2 If the vehicle becomes stuck, do not spin the wheels, as they will only dig in further or deeper until the vehicle chassis rests on the ground.

8.9.3 Try to slowly back the vehicle in its own tracks, as these have been previously compressed by the vehicle. In most cases this will be successful. If not, place appropriate material (e.g., wooden planks, mats, branches, etc.) under the wheel to improve traction.

8.10 Before driving over rough terrain, the terrain should be inspected on foot first.

8.11 When climbing hills in the vehicle travel straight up or down.

8.11.1 Be aware of what is on the other side of the hill prior to climbing.

8.11.2 At the base of the hill the driver should apply more power. Ease up on the power while approaching the top and before going over the crest.

8.11.3 If the vehicle stalls on the ascent, back straight down the hill in reverse.

8.11.4 For downhill travel in a vehicle with manual transmission, always use the lowest appropriate gear, and do not disengage the clutch to allow the vehicle to coast. If the vehicle is equipped with an automatic transmission, use low range and the lowest drive setting.

8.11.5 DO NOT drive a hill at an angle this increases the risk for a roll-over incident.

8.11.6 DO NOT attempt to climb a very steep hill if there is doubt the vehicle can successfully climb the hill.

8.12 When driving through water, consider the maximum wading depth of the vehicle.

8.12.1 The air intake must always be kept clear of water.

8.12.2 Driving through water should always be done slowly to keep the bow wave low.

8.12.3 In addition, slow speed prevents a hot engine from suffering tension cracks by sudden contact with cold water.

8.12.4 Check the brakes after leaving the water.

8.13 Prior to returning to the road, do a vehicle inspection to confirm the vehicle is road worthy.

9.0 Towing

9.1 Conduct a pre-start inspection of the equipment to be towed.

9.2 Only hook-up equipment, using a signaler to do so, that has been verified as safe for transport.

9.3 Confirm the hitching equipment of the vehicle and that of the equipment to be towed are compatible.

9.4 Always inspect the hitch for defects and to confirm it is securely closed (e.g. safety pin in place, safety chains hooked up using the “crossed” or “cradle” method, locking devices on hooks).

9.5 Confirm light cord is plugged in and any emergency braking devices are hooked up. Verify all lights are in working order.

9.6 Conduct a brake test prior to travelling.

9.7 Confirm speed of travel does not exceed the manufacturer’s specification for the equipment towed.

9.8 Maintain awareness of total dimensions of the vehicle plus the equipment towed. Adjust driving accordingly (i.e. widen turning radius, increase distance between vehicles).

Americas

Journey Management Plan

S3AM-005-FM1

Project:	**Journey Management Plan Identifier # (optional):**
Project Specific Requirements:	
Journey Management Plan – Minimum – required for trips > 250 miles / 400 kilometers (one way) and as identified in the project specific requirements.	
1. Driver and Passenger Information	
Driver Name:	Driver Training Completed:
Passengers:	
2. Vehicle Information	
Company Owned ☐ / Rental / Leased ☐ / Personal ☐	
Vehicle Type/Description/Registration No.:	
3. Trip Information	
What is the purpose of the trip?	Estimated distance:
Single Trip: ☐ Reoccurring Trip: ☐ / / to / /	
This Journey Management Plan is to be assessed and reviewed prior to each trip.	
Have alternate modes of travel (telepresence, public transportation, air, train) been evaluated? ☐ Yes ☐ No	
Has a Safe Work Plan or Task Hazard Assessment been completed and attached? ☐ Yes ☐ No ☐ NA	

Destination 1:			
Departure Date:	Time:	Arrival Date:	Time (ETA):
Destination 2:			
Departure Date:	Time:	Arrival Date:	Time (ETA):
Destination 3:			
Departure Date:	Time:	Arrival Date:	Time (ETA):
Destination 4:			
Departure Date:	Time:	Arrival Date:	Time (ETA):

4. Special Conditions / Hazards (Check all that may apply)	
☐ Night Driving ☐ Weather ☐ Road Conditions (e.g., construction, ice, snow) ☐ Rush Hour/Heavy Traffic ☐ Long Driving / Fatig ☐ Potential for distraction	☐ Rugged Terrain (4 x 4 ☐ Large Vehicles ☐ Animals ☐ Towing (e.g., trailer) Other
Additional Conditions / Hazards Details:	
Weather forecast:	
5. Contact Information	
Traveler No. 1 (Driver) - Name:	Phone No:
Traveler No. 1 (Driver) - Personal Contact Name:	Phone No:
Traveler No. 2 - Name:	Phone No:
Traveler No. 2 - Personal Contact Name:	Phone No:
Traveler No. 3 - Name:	Phone No:

Traveler No. 3 - Personal Contact Name:		Phone No:
Manager - Name:		Phone No:
Check-In Contact - Name:		Phone No:
Alternate Check-In Contact - Name:		Phone No:
Destination Contact (if applicable) - Name:		Phone No:
Other (description)	Name:	Phone No:
Other (description)	Name:	Phone No:

6. Route of Travel

Route of travel (insert map or give detailed route directions):

Is the return route of travel the same? ☐ Yes ☐ No

7. Check-In Procedure

- Check-In Interval -
- Advise Manager and any other applicable personnel of travel plans and supply with a copy of this form (including attachments)
- Confirm availability of Manager or Check-In Contact. Confirm check-in interval with Manager or Check-In Contact.
- Discuss with contacts the possibility of travel within a cell phone "dead zone".
- Advise Manager or Check-In Contact of departure.
- Call Manager or Check-In Contact upon arrival at destination (e.g. worksite, office, home).
- If multiple destinations, the process is repeated.

7.A Missed Check-In Procedure for Manager

- Attempt to call traveler(s) using contact number(s) listed above.
- Contact traveler's personal contact listed above.
- If unsuccessful, discuss options with Manager, Check-In Contact (is anyone nearby who can be sent out along the route to destination, how much daylight remains, etc.?).
- Call 911 or local police.

8. Emergency Planning

AECOM Supervisor	Name:	Phone Number:
AECOM Manager	Name:	Phone Number:
Roadside Service:		
Emergency: 911 or equivalent	Incident Reporting:	

9. Approvals: All Journey Management Plans shall be reviewed and acknowledged by the driver and the driver's manager / supervisor. Copies of the form shall remain with the driver and the manager / supervisor for the duration of the journey. (Electronic copies are acceptable).

Driver's Signature:

Manager or Supervisor	Name:	Signature:

Americas

Housekeeping

S3AM-013-PR1

1.0 Purpose and Scope

1.1 This procedure provides AECOM's basic housekeeping requirements for offices and work sites, as well as establishes personal hygiene and sanitation standards for housekeeping.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 None

3.0 References

3.1 S3AM-208-PR1 Personal Protective Equipment

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Managers / Supervisors**

- Implementation of this procedure at all AECOM sites and offices.
- Confirm inspections are performed at appropriate intervals.
- Confirm the building Property Manager maintains leased facilities effectively.

4.1.2 **SH&E Managers**

- Monitor, assess, and report on housekeeping when visiting AECOM sites.

4.1.3 **Employees**

- Report any areas of concern to their Manager / Supervisor for prompt resolution.
- Maintain office locations that are free from debris, clutter, and slipping or tripping hazards.

4.2 General Housekeeping

4.2.1 All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet / 0.9 meters of either side) of material storage (temporary and permanent) at all times.

4.2.2 Areas in front of electrical panels will be kept clear and free of debris and materials storage for a minimum distance of 36 inches, or approximately 0.9 meters.

4.2.3 All work areas shall be kept clean to the extent that the nature of the work allows.

4.2.4 Spills shall be promptly cleaned up and resulting waste will be disposed of properly.

4.2.5 Storage areas will be maintained in an orderly manner at all times. When supplies are received, the supplies will be stored properly.

4.2.6 At all times, work areas will be kept free of debris and unused materials, tools and equipment that may affect the safety of employees and visitors.

4.2.7 All sharps, and sharp objects, shall be stored and/or guarded in a manner that prevents injury.

4.2.8 Recyclable material, debris and trash will be collected and stored in appropriate containers (e.g., recycle bins, plastic trash bags, garbage cans, roll-off bins) prior to disposal or recycling.

4.2.9 Containers maintained outdoors shall be provided with lids that are kept closed. Contents shall be removed at appropriate intervals (e.g. garbage weekly, garbage daily in areas with wildlife, monthly recyclable cardboard, etc.).

4.2.10 Take positive control measures for protection against vermin, insects, and rodents.

4.3 Smoking, Eating, and Drinking

4.3.1 Eating and drinking will be permitted in designated areas. These areas shall be located away from the work zone.

4.3.2 Operate and maintain food dispensing facilities established by AECOM in compliance with applicable health and sanitation regulations.

4.3.3 Buildings housing food dispensing facilities shall be floored completely, painted, well lighted, heated, ventilated, fly proof, and sanitary. Equip doors and windows with screens.

4.3.4 Microwave ovens shall be used for food only.

4.3.5 Use refrigerators designated for food storage for food only (i.e., no chemical or samples storage).

4.3.6 Hand washing stations shall be available nearby for employees entering the eating and smoking areas.

4.3.7 Smoking will be permitted only in areas:

- Designated in compliance with applicable local laws, regulations, legislation and ordinances;
- Not in the immediate vicinity of work-related activities or designated eating and drinking areas.
- Free of fire hazard;
- That will not contaminate indoor areas and HVAC systems. Specifically, there shall be no smoking within 5 metres (16 feet) around doorways, windows, air vents, and HVAC intakes and equipment; and
- Supervisors will designate each smoking area giving primary consideration to those employees who do not smoke.

4.3.8 Employees involved in the performance of certain activities will not be permitted to smoke, eat, drink, or use smokeless tobacco, except during breaks (e.g., HAZWOPER-controlled work areas).

4.3.9 Site employees will first wash hands and face after completing work activities which involve potential exposure or contact with hazardous substances and prior to eating or drinking.

4.4 Water Supply

4.4.1 Water will be available for use on all AECOM sites and will comply with the following requirements:

- Potable Water:
  - An adequate supply of drinking water will be available for site staff consumption.
  - Potable water can be provided in the form of approved well or city water, bottled water, or drinking fountains.
  - Water coolers and water dispensers shall be maintained in a sanitary condition and filled only with potable water.
  - Where drinking fountains are not available, individual use cups will be provided as well as adequate disposal containers. Do not use common drinking cups.
  - Potable water containers will be properly identified in order to distinguish them from non-potable water sources.
  - Laboratory-test drinking water obtained from streams, wells, or other temporary sources in accordance with applicable regulations, or often enough to ensure it is suitable for consumption. Maintain records of testing reports and results.

- Non-potable Water:
  - Non-potable water will not be used for drinking purposes.
  - Non-potable water may not be used for hand washing or other personal hygiene activities but may be used for other types of cleaning activities.
  - All containers/supplies of non-potable water used will be properly identified and labelled as such.

4.5 Toilet Facilities

4.5.1 Clean and sanitary toilet facilities in good repair will be available for site and office staff and visitors. For locations without flush toilets readily available, one of the following shall be provided:

- Chemical toilets.
- Combustion toilets.
- Recirculation toilets.

4.5.2 A minimum of one toilet will be provided for every 20 site staff, with separate toilets maintained for each sex, except where there are less than five total staff on site or in an office.

4.5.3 Where toilet facilities will not be used by women, urinals may be provided instead of water closets in accordance with jurisdictional regulations.

4.5.4 Provisions for toilet facilities shall be considered as being met when mobile crews or employees working at normally unattended work locations have transportation immediately available (within 4 minutes travel time) to nearby toilet facilities.

4.5.5 Toilets shall be constructed so that the interior is lighted, by artificial or natural light, adequate ventilation is provided, and all windows and vents are screened.

4.5.6 A means for washing hands shall be provided next to or near toilet areas.

4.5.7 Release sanitary sewage into sanitary sewer lines or to other proper disposal channels.

4.6 Washing Facilities

4.6.1 Hand and Face: As applicable to the individual's potential exposure or contact with hazardous substances, site staff will wash hands and face after completing work activities and prior to breaks, lunch, or completion of workday.

4.6.2 Personal Cleaning Supplies: Cleaning supplies at all AECOM sites will consist of soap, water, and disposable paper towels or items of equal use/application (e.g., anti-bacterial gels, wipes, etc.).

4.7 Work Areas

4.7.1 Worksites which store chemical or environmental samples in refrigerators will clearly label the refrigerators that no food or beverages permitted and will locate refrigerators and sample coolers used for temporary sample storage, away from any food areas.

4.7.2 Every work area shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained and platforms, mats, or other dry standing places shall be provided, where practicable, or appropriate waterproof footgear shall be provided.

4.7.3 Protruding objects or placement of materials on paths or foot traffic areas creates the risk of slips, trips, falls, and puncture wounds. Employees shall eliminate slip, trip, and fall hazards where reasonably practicable.

4.7.4 At no time will debris or trash be intermingled with waste PPE or contaminated materials.

4.8 Break Areas and Lunchrooms

Site staff will observe the following requirements when using break areas and lunchrooms at AECOM sites:

4.8.1 All food and drink items will be properly stored when not in use.

4.8.2 Food items will not be stored in personal lockers for extended periods in order to prevent the potential for vermin infestation.

4.8.3 Perishable foods will be refrigerated whenever possible.

4.8.4 All waste food containers will be discarded in trash receptacles.

4.8.5 All tables, chairs, counters, sinks, and similar surfaces will be kept clean and free of dirt, waste food, and food containers at all times.

4.8.6 All ice dispensing machines for beverages shall be hands free/touchless design to prevent bacterial contamination (no ice scoops or ice bins permitted, closed beverage containers can be stored in portable ice coolers but the ice may not be used in the beverage).

4.8.7 Refrigerators used to store food items will be maintained at 40 degrees Fahrenheit (4 degrees Celsius) and emptied of all unclaimed food items weekly. Refrigerators used to store food will be labelled as such so that only food and drinks are stored within the refrigerator.

4.8.8 Routine cleaning of refrigerators will also be performed on a regular basis.

4.9 Change Rooms and Sleeping Facilities

4.9.1 Heated and ventilated change rooms shall be provided for changing, hanging, and/or drying clothing for operations subjecting employees to prolonged wetting or contact with hazardous materials.

4.9.2 Temporary sleeping quarters shall be heated, ventilated, lighted, and clean with all doors and windows screened.

4.9.3 Keep clean and sanitary, and periodically disinfect bunkhouses, bedding, and furniture.

4.10 Office Areas

Office areas are to be kept neat and orderly. The following general rules apply to prevent injuries and to maintain a professional workplace appearance.

4.10.1 All waste receptacles shall be lined with a plastic trash bag to avoid direct contact with waste during disposal. Employees shall use gloves when handling waste and may use a compaction bar to compress waste when necessary.

4.10.2 Keep file and desk drawers closed when not in use to avoid injuries. Open only one file drawer at a time to prevent tipping of file cabinets. Nothing should be stored on top of high filing cabinets without adequate support.

4.10.3 Telephone cords, electrical cords, wastebaskets, open file cabinets, and other ground-level hazards shall be managed in a manner that protects employees from tripping and obstruction hazards.

- Electrical cords and computer/phone cables will be bundled and stored.
- Cord covers should be used to protect temporary extension cords (used for presentations etc.) where they could be a tripping hazard.
- Small electrical appliances shall not be plugged into portable extension cords.
- Multiple appliances amperage should not exceed the circuit load limits.

4.10.4 Electrical appliances shall not be used in wet areas unless the circuit is equipped with ground fault circuit interrupters (GFCI).

4.10.5 File cabinets, desk drawers, safes, and other doors shall be fitted with handles or other hardware to protect employees from pinch points.

4.10.6 All materials shall be stored in a manner that prevents tipping of storage furniture (e.g. book shelves, file cabinets) and inadvertent falling of overhead material.

4.10.7 Do not stack excessive amounts of papers or other material on shelves to reduce possibility of shelf overload or falling items.

4.10.8 Workstations should be tidied, as a minimum, at the end of each day.

- Paperwork that is not currently needed should be filed appropriately
- Refrain from storing items on the floor as they may become falling or tripping hazards.

4.10.9 In public areas of the office:

- Maintain chairs in good repair.
- Keep rugs clean, in good repair, and free of tripping hazards.
- Clean up spills immediately.
- Pick up objects that may have been left on the floor by others.
- Report loose carpeting, damaged flooring, or other obstructions that are present in walkways.

4.10.10 Broken or damaged office furniture and equipment shall be removed from service. Office equipment shall be repaired and serviced by qualified personnel or contractors.

5.0 Records

5.1 None

6.0 Attachments

6.1 S3AM-013-FM1 Housekeeping Inspection

Americas

Housekeeping Inspection

S3AM-013-FM1

Building or Location: _____

Inspection Conducted by: _____ **Date:** _____

Check Yes, No, or NA for Not Applicable.

General Site Housekeeping

1.	Exits, emergency equipment, and electrical panels unblocked?	☐ Yes	☐ No	☐ NA
2.	Equipment, materials, supplies properly stored and, as applicable, secured (e.g. chocked)?	☐ Yes	☐ No	☐ NA
3.	Drawers closed when not in use?	☐ Yes	☐ No	☐ NA
4.	Equipment, including desks and chairs, in good repair?	☐ Yes	☐ No	☐ NA
5.	Storage areas free from the accumulation of materials that constitute trip hazards?	☐ Yes	☐ No	☐ NA
6.	Recyclable material, debris and trash collected and stored in appropriate containers?	☐ Yes	☐ No	☐ NA
7.	Scrap materials and other debris from removed from work area?	☐ Yes	☐ No	☐ NA
8.	Combustible scrap and debris removed by safe means at regular intervals?	☐ Yes	☐ No	☐ NA
9.	Oily rags removed at the end of the day and stored in metal cans with tight fitting lids?	☐ Yes	☐ No	☐ NA

Visibility

10.	Worksite and, as applicable, halls, stairways and walkways are well lit?	☐ Yes	☐ No	☐ NA
11.	Well-designed light switches are present in areas where walkways are not always lighted?	☐ Yes	☐ No	☐ NA
12.	Dust, smoke or steam does not create poor visibility?	☐ Yes	☐ No	☐ NA
13.	Glare from floodlights or windows does not create poor visibility in work areas?	☐ Yes	☐ No	☐ NA

Stairs

14.	Handrails are tight and at the proper level?	☐ Yes	☐ No	☐ NA
15.	Handrails extend past the top and bottom step?	☐ Yes	☐ No	☐ NA
16.	White or yellow strips are painted on the first and last step for better visibility? (recommendation only).	☐ Yes	☐ No	☐ NA
17.	Steps are not rough or defective?	☐ Yes	☐ No	☐ NA
18.	Stair treads are wide enough and risers consistently spaced?	☐ Yes	☐ No	☐ NA
19.	Stairs are free of obstructions?	☐ Yes	☐ No	☐ NA

Floor Conditions

20.	Floors of every workroom are clean, and so far as possible, in a dry condition?	☐ Yes	☐ No	☐ NA
21.	Floors are not oily, overly waxed, or polished.	☐ Yes	☐ No	☐ NA
22.	Where wet floors or processes are present, proper drainage and false floors, mats, or other dry standing places are provided?	☐ Yes	☐ No	☐ NA
23.	Floor surfaces finished with non-slip coatings where spills are likely?	☐ Yes	☐ No	☐ NA
24.	Floors and passageways are free from protruding nails, splinters, holes, or loose boards?	☐ Yes	☐ No	☐ NA
25.	Floors are free of holes and depressions?	☐ Yes	☐ No	☐ NA
26.	Aisles or pathways are wide enough for easy passage and for carrying objects (48 inches is recommended)?	☐ Yes	☐ No	☐ NA
27.	Ramps are covered with non-slip surfaces or matting?	☐ Yes	☐ No	☐ NA

28.	Carpets or rugs free from loose or frayed edges that may catch boots or shoes?	☐ Yes	☐ No	☐ NA
29.	Extension cords, air hoses and cables removed from walkways, or otherwise managed to prevent trip hazards?	☐ Yes	☐ No	☐ NA
30.	Pathways free from boxes, containers, machine parts, or other tripping hazards?	☐ Yes	☐ No	☐ NA
	Ground Conditions			
31.	Trip hazards are not present?	☐ Yes	☐ No	☐ NA
32.	Fall hazards are not present?	☐ Yes	☐ No	☐ NA
33.	Holes or changes in ground elevation are either filled or guarded?	☐ Yes	☐ No	☐ NA
34.	Muddy or icy walkways are provided with traction material (e.g. sand, gravel) to reduce slipping?	☐ Yes	☐ No	☐ NA
	Equipment			
35.	Vehicle steps are free from debris or obstructions and of adequate size, and surface placement for safe dismounting?	☐ Yes	☐ No	☐ NA
36.	Hand grips or ladders are free from debris or obstructions and adequate for getting into and out of equipment?	☐ Yes	☐ No	☐ NA
37.	Ladders have been checked for damage and removed from service if found unsafe?	☐ Yes	☐ No	☐ NA
	Chemicals			
38.	Chemicals are properly stored to minimize a potential spill?	☐ Yes	☐ No	☐ NA
39.	Spill cleanup materials are available and appropriate for the type of potential spill?	☐ Yes	☐ No	☐ NA
	Smoking, Eating and Drinking			
40.	Smoking permitted in designated areas only?	☐ Yes	☐ No	☐ NA
41.	Designated smoking area appropriately placed?	☐ Yes	☐ No	☐ NA
42.	Appropriate and clean eating and drinking areas designated away from work areas?	☐ Yes	☐ No	☐ NA
43.	Food and drink items properly stored?			
44.	Potable water identified and readily available?	☐ Yes	☐ No	☐ NA
	Sanitation			
45.	Appropriate cleaning supplies available and properly stored?	☐ Yes	☐ No	☐ NA
46.	Hand and face washing facilities available and maintained with adequate supplies?	☐ Yes	☐ No	☐ NA
47.	Adequate toilet facilities available and maintained with sufficient supplies?	☐ Yes	☐ No	☐ NA

Identify areas that need attention and describe the corrective actions to be implemented:

_____

_____

_____

_____

_____

I certify that the above inspection was performed to the best of my knowledge and ability, based on the conditions present.

_____ _____

Signature Date

Americas

Manual Lifting

S3AM-014-PR1

1.0 Purpose and Scope

1.1 This procedure provides the requirements for AECOM employees to use when performing manual materials handling activities (e.g., lifting/handling of items or materials).

1.2 This procedure applies to all staff for AECOM Americas-based operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **Manual Materials Handling (MMH)** – Moving or handling things by lifting, lowering, pushing, pulling, carrying, holding, or restraining.

2.2 **Team Handling** – Team handling occurs when more than one person is involved during the lift.

3.0 References

3.1 None

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager**

- Administer the procedure, provide resources as required and provide direction on proper lifting/handling techniques.
- Ensure material handling activities are monitored and facilities assessed to ensure compliance with the procedure and proactively identify and correct hazardous conditions.
- Ensure the proper reporting and investigations of any incidents, including those associated with manual material handling.
- Ensure this procedure and any associated or applicable documents are reviewed as part of an investigation and revised as required to prevent future incidents.

4.1.2 **SH&E Manager**

- Ensure material handling activities are monitored and facilities assessed to ensure compliance with the procedure and proactively identify and correct hazardous conditions.
- Assist in identifying activities with a high potential for lifting/handling strains and injuries as well as the associated mitigation strategies.
- Ensure employee training on proper lifting/manual materials handling techniques.
- Assist in any investigations of incidents, including those associated with manual material handling.

4.1.3 **Employees**

- Complete training appropriate to their anticipated manual material handling tasks.
- Review and follow any additional procedures or instructions applicable to the task at hand.

4.2 Mechanical / Engineered Controls

4.2.1 Whenever possible, new operations should be evaluated to engineer out hazards before work processes are implemented.

4.2.2 Mechanical equipment or assistance such as hand carts, dollies, carts, come-alongs, conveyors, rollers, or if appropriate, pallet jacks, skid steers, or telehandlers, are preferable to be used whenever possible rather than the employee physically moving materials.

4.2.3 Mechanical assistance will be of proper size and height, have wheels sized for the terrain, and be designed to prevent pinching or undue stress on joints.

4.2.4 Mechanical equipment or assistance shall be inspected and appropriately maintained. Defective equipment shall be tagged, removed from service, and repaired or replaced.

4.2.5 Objects to be moved will be secured to prevent falling and properly balanced to prevent tipping.

4.2.6 Material handling tasks should be designed to minimize the weight, range of motion, and frequency of the activity.

4.2.7 Alter the task to eliminate the hazardous motion and/or change the position of the object in relation to the employee's body—such as adjusting the height of a pallet or shelf.

4.2.8 Work methods and stations should be designed to minimize the distance between the person and the object being handled.

4.2.9 Confirm well-lit and clear paths of travel.

4.2.10 High-strength push-pull requirements are undesirable, but pushing is better than pulling. Material handling equipment should be easy to move, with handles that can be easily grasped in an upright posture.

4.2.11 Workbench or workstation configurations can force people to bend over. Corrections should emphasize adjustments necessary for the employee to remain in a relaxed upright stance or fully supported seated posture. Bending the upper body and spine to reach into a bin or container is highly undesirable. The bins should be elevated, tilted, or equipped with collapsible sides to improve access.

4.2.12 Repetitive or sustained twisting, stretching, or leaning to one side are undesirable. Corrections could include repositioning bins and moving employees closer to parts and conveyors

4.3 Administrative Controls

4.3.1 Task hazard assessment (THA) must include manual material handling, its associated hazards and the appropriate actions to take to eliminate or reduce the identified risks.

4.3.2 Stage materials close to the applicable work area to minimize carrying distances.

4.3.3 When significant, sustained lifting work is required, it is desirable to rotate employees to spread the work load among several people and thereby avoid fatigue.

4.3.4 Rotation is not simply performing a different job, but is performing a job that utilizes a completely different muscle group from the ones that have been overexerted.

4.3.5 All employees exposed to manual handling hazards shall be trained by competent persons on the hazards associated with manual material handling, and the safe lifting and handling of loads applicable to their anticipated manual handling tasks.

4.3.6 Employees shall not manually handle materials in excess of their personal lifting limit, with no personal lifting limit exceeding 50 pounds (22.7kg).

- Manual handling weight limits may decrease from 50 pounds (22.7kg) depending upon several variables. Refer to *S3AM-014-ATT1 Recommended Weight Limit Calculations.*
- This restriction should also be applied to a team handling or a buddy lift (item lifted by the team should be no more than 50 pounds [22.7kg]). Should one lifter fail, the remaining worker would bear 100% of the load weight.

4.4 Training

4.4.1 Employees who may have MMH as part of their duties are required to receive training that includes the following topics:

- Methods to avoid unnecessary physical stress and strain during MMH operations.
- Signs and symptoms of musculoskeletal injuries and reporting requirements.
- Methods to maintain personal awareness of what the individual can comfortably handle without undue strain.
- Instruction on the proper use of lifting equipment.
- Recognition of potential hazards and how to prevent or correct them.

4.4.2 This training must be completed prior to an employee being assigned to a task that involves MMH activities.

4.4.3 Assistance with training or training materials is available through the Safety, Health and Environment staff.

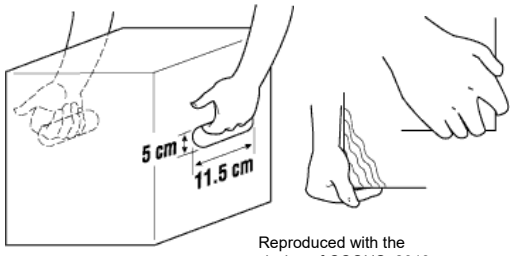
4.5 General Handling

4.5.1 Before Performing a Lift:

- Check to see if mechanical aids such as hoists, lift trucks/dollies, or wheelbarrows are available.
- Confirm that, based on personal physical capabilities and medical limitations, that the load can be lifted without overexertion. Get help with heavy or awkward loads.
- Confirm that the load is “free” to move.
- Do not lift loads if personal health issues or doctors recommendations prevent it.
- Manual handling weight limits may decrease depending upon several variables. Refer to *S3AM-014-ATT1 Recommended Weight Limit Calculations*.
- Do not manually handle loads if unsure of personal limitations on what load can be handled safely.
- Check that the planned destination and travel path of the load is free of obstacles, personnel and debris.
- Confirm that the travel path and the planned destination of the load are clear of obstacles and debris. Grease, oil, water, litter, and debris can cause slips and falls.
- Particular handling and lifting techniques are needed for different kinds of loads or materials being handled (for example, compact loads, small bags, large sacks, drums, barrels, cylinders, and sheet materials like metal or glass). See additional guidance in this procedure.

4.5.2 Gripping the Load

- Whenever possible, utilize hand holds or other lifting attachments on objects being handled.
- Use the “hook grip” on loads with cut-out handholds.
- Curl fingers around the edge.



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- Do not hold the load with fingertips. The palm grip is much more secure; grip the load with the palm of the hand and fingers.
- Use containers with handles located more than halfway up the side of the container.
- Use the “ledge grip” to handle regularly shaped objects without handles.

- Use vacuum lifters to handle sheet materials or plates.
- Hold the object with hands placed diagonally.

4.5.3 General Lifting Guidelines

- Prepare for the lift by warming up muscles. Frequently re-energize muscles throughout the course of the work.
- Avoid lifting immediately after prolonged sitting or inactivity.
- Confirm personal protective equipment is appropriate to the hazards (e.g. safety toed boots, appropriate gloves, etc.).
- Stand close to the load and face the intended direction of travel.
- Ensure good body balance. Feet should be shoulder width apart, with one foot beside and the other foot behind the object that is to be lifted.
- Bend the knees; do not stoop. Keep the back straight, but not vertical. There is a difference. The neck should be in a natural position with eyes forward.
- Engage (tighten/flex) abdominal muscles. Use legs to start the load moving and continue pushing up with the legs. This makes full use of the strongest set of muscles.
- Keep the arms and elbows close to the body while lifting smoothly without jerking.
- To lower the object, bend the knees. Do not stoop. To deposit the load on a bench or shelf, place it on the edge and push it into position. Confirm that your hands and feet are clear when placing the load.

4.5.4 Carrying/Holding Guidelines

- Manual carrying is an inefficient way of transporting materials in the work place. Where possible, reduce or eliminate manual carrying tasks.
- Never carry a load above the shoulders.
- Do not twist the body while carrying the load. To change direction, shift foot position and turn the entire body.
- Watch direction of travel!
- Carry an object close to the body using both hands. The optimal carry zone should have the elbows at a 90 degree angle with elbows tight to the body. One-handed carries are awkward and tend to unbalance the body.
- Do not carry objects that are so large they will obstruct visibility.
- Do not change grips on an object while carrying or holding an object. Rest the object on a secure surface prior to changing grip.
- If an object is of a size, shape, or mass that it requires two people to carry, use two people of similar size and physique.
    - Ensure the item lifted and carried by the team weighs no more than 50 pounds (22.7kg). Remember manual handling weight limits may decrease from 50 pounds (22.7kg) depending upon several variables. Refer to *S3AM--014-ATT1 Recommended Weight Limit Calculations.*
    - Two-person lifts should be planned and coordinated before performing the lift.
    - Lift the item in unison.
- Avoid carrying objects on stairs, particularly where the line of sight may be obstructed or the object can interfere with leg movement. All travel on stairs requires use of a handrail at all

times, so only carry objects that can be safely handled with one hand. Always maintain handrail contact when carrying an object up or down stairs.

4.6 Specific Handling - Pushing/Pulling Guidelines

4.6.1 Check the condition of the floor, ground, or other surface prior to pushing or pulling an object across it.

4.6.2 Be aware of the “break out” force of the object; this is the force at which a push or pull overcomes the frictional force between the surface and object. Adjust lower body posture to have a solid base in order to avoid losing balance when this point is reached.

4.6.3 Get assistance when moving or guiding a large load.

4.6.4 Where possible, always push rather than pull a load.

4.6.5 When possible push at waist height not shoulder height. The force capability at shoulder height is 50% less than at waist level.

4.6.6 Casters or wheels on carts should be at least 6 inches (15.24 centimeters) diameter for heavier loads in order to exercise adequate control on rough or inclined surfaces. Tire materials should be suitable for the surface of travel.

4.6.7 Never load the cart or load-carrying device in such a manner that visibility is obstructed in the path of travel.

4.6.8 When pushing or pulling an object on an inclined surface, ensure control of the load and direction of travel before proceeding. Obtain additional support to control the load if necessary.

4.6.9 Never leave carts or loads in an area that will present a hazard to other workers. Make sure carts or transport devices are secured in position before leaving them unattended.

4.7 Specific Handling – Square or Rectangular Objects

4.7.1 Place one foot slightly in front of the other.

4.7.2 Squat as close to the object as possible.

4.7.3 Grasp one of the top corners away from the body and the opposite bottom corner closest to the body.

4.7.4 Tilt the object slightly away from the body, tilt forward at the hips, keep the back straight.

4.7.5 Test to confirm that the object is loose from floor and will lift without snagging.

4.7.6 Straighten the legs, keeping the spine straight, pull the object into the body, and stand up slowly and evenly without jerking or twisting.

4.7.7 If turning or change of direction is required, turn with feet without twisting the torso and step in the direction of travel.

4.7.8 To set an object down, reverse the sequence, being sure not to trap the bottom hand between the object and the surface on which the object is set.

4.8 Specific Handling – Cylindrical Objects

4.8.1 When lifting/moving round or cylindrical objects, the objects should be rolled wherever possible.

- Check the integrity of drums of gas cylinders before handling. Confirm lids or caps are secured prior to moving.
- Rolling must be controlled by chute, tagline, or other means of limiting acceleration.

- Workers must not be positioned downhill from rolled objects.
- Use of the legs for pushing and tagline control of rolled objects must be stressed.

4.8.2 Cylindrical objects, such as drums that must remain upright, are to be handled manually by slightly tilting the object, using the legs for control, and balancing the object on the bottom edge. The handler then walks besides the object, with the object tilted toward the body, positioning the hands on the top edge away from the body and moving so they do not cross, thus maintaining balance and a steady, controlled, forward motion. Motion must be controlled so that ceasing to walk and moving the hands will stop forward motion.

4.8.3 Use carts or trucks to transport cylinders. Never attach a lifting or moving device to the cap or lid.

4.8.4 Use two people to transport a cylinder if carts cannot be used. Use lifting straps to improve grip.

4.9 Specific Handling – Bags and Sacks

4.9.1 The best way to handle a bag depends on its size, weight, and how far it is to be carried. When lifting, remember to:

- Straddle the end of the bag.
- Bend the hips and knees.
- Keep the back straight.
- Grasp the bag with both hands under the closer end. Keep elbows inside the thighs.

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- Lean forward, straightening the knees to set the bag upright.
- Readjust the straddle position moving feet closer to the bag.
- Readjust the grasp, with one hand clasping the bag against the body and the other hand under the bag.
- Stand up by thrusting off with the back leg and continuing in an upward and forward direction.
- Thrust the bag up with the knee while straightening the body. If possible place the bag on an intermediate platform to enable the grip / grasp to be readjusted.
- Put the bag on the shoulder opposite the knee used to thrust the bag up.
- Stabilize the bag on the shoulder.
- Move off without bending sideways.

4.9.2 Avoid unloading a bag from the shoulder directly to floor level. Use an intermediate platform or get help from a co-worker, remember to:

- Stand close to the platform.
- Place one foot in front of the platform.
- Bend hips and knees.
- Keep the back straight.
- Ease the bag off the shoulder and put it upright on the platform.
- Pull the bag slightly over the edge of the platform.
- Stand close to the platform with the bag touching the chest.
- Clasp the bag against the body with one hand, the other hand holding bottom of the bag.
- Step back.
- Bend hips and knees, keeping back straight.

- Ease the bag onto the floor.

4.9.3 Bulkier sacks are easier to carry on a worker's back. The worker is to lift the sack to his/her back from a platform:

- Move the sack to the edge of the platform.
- Put back against the sack.
- Grasp with both hands on the upper corners of the sack.
- Ease the sack onto the back, bending hips and knees before taking the weight.
- Keeping the back straight, stand up, straighten hips and knees and stabilize the sack.
- Move away without bending sideways.

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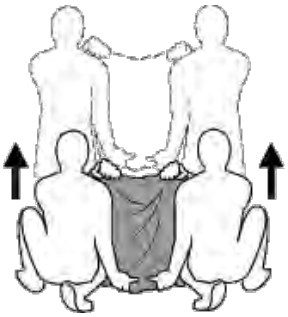
4.9.4 Two-person handling of a sack:

- Position one person on either side of the sack.
- Squat with one foot balancing behind the sack.
- Keeping the back straight, grasp with the outer hand on the upper corner of the sack and the other hand holding the bottom of the sack.
- On one person's command:
  - Stand up and straighten the hips and knees.
  - Move toward the intended location.
  - Put the sack in its intended location.



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4.10 Specific Handling – Sheet Materials

4.10.1 When lifting sheet materials:

- Stand close to the pile of sheets in a walking stance.
- Grasp sheet firmly at the midpoint of its long side with the closer hand.
- Pull sheet up and toward the body.
- Change grip using the other hand and put fingers on top of the sheet.
- Pull sheet up to the vertical position and to the side until one half is off the pile.
- Grasp the lower edge of the sheet with the free hand and support the hand by placing it on your knee.
- Stand up without bending or twisting body.

4.10.2 Whenever moving sheet materials, be cognizant of wind conditions.

4.10.3 To carry sheets (drywall, glass, metal, etc.):

- Use drywall carts or sheet hand trucks to carry sheet materials.
- Get help from another person where carts are not available.
- Apply carrying handles for manual carrying.
- Always use gloves and carrying handle for glass and other materials with sharp edges.

4.10.4 Use team lifting and carrying where other solutions are inappropriate.

- Remember that the combined strength of the team is less than the sum of individual strength. The item lifted by the team should be no more than 50 pounds (22.7kg).

- Select team members of similar height and strength and assign a leader to the team.
- Determine a set of commands to be used such as "lift," "walk," "stop," and "down." Make sure that everyone knows what to do when they hear the command.
- Follow the commands given by the team leader.
- Practice team lifting and carrying together before attempting the task.

4.11 Material Storage

4.11.1 Store materials at a convenient height.

4.11.2 Leave the lowest shelf unused if necessary.

4.11.3 Use vertically mobile shelves or elevating platforms to avoid bending and overhead reaching.

4.11.4 Use bin racks for storing small items.

4.11.5 Store heavy and frequently used materials between knee and shoulder height; preferably waist height.

4.11.6 Do not store materials at floor level.

4.11.7 Use hand trucks with elevating devices in storage and loading areas.

4.11.8 Use trucks with a tilting device to avoid bending.

5.0 Records

5.1 None

6.0 Attachments

6.1 S3AM-014-ATT1 Recommended Weight Limit (RWL) Calculations

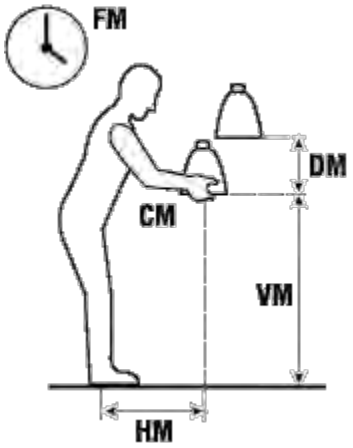
Americas

Recommended Weight Limit (RWL) Calculations

S3AM-014-ATT1

This lifting equation, developed by the National Institute for Occupational Safety and Health (NIOSH), takes into account the weight of an object plus several other variables in lifting tasks that contribute to the risk of injury. For example, if the situation requires frequent lifts or lifting loads far away from the body, there is an increased risk of injury. Under these conditions, the weight limit would be reduced from a baseline weight or "load constant" (LC) to a recommended weight limit (RWL). A "load constant" (LC) of 23 kg (about 51 pounds) has been established by NIOSH as a load that, under ideal conditions, is safe for 75% of females and 90% of males. More information on the NIOSH Lifting Equation can be found on the Centers for Disease Control and Prevention website.

To calculate the RWL, you must first measure or assess several variables related to the lifting task. The six variables that are considered in determining the RWL are:

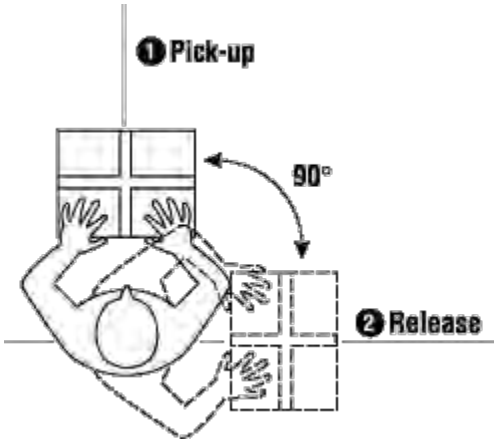


- The horizontal distance (H) the load is lifted (distance of hands from midpoint between ankles),
- The starting height of the hands from the ground (V),
- The vertical distance of lifting (D),
- The time between lifts or frequency of lifting (F),
- The angle of the load in relation to the body (e.g., straight in front of you or off to the side, A), and
- The quality of the grasp or handhold based on the type of handles available (hand-to-load coupling, C).

Each of these variables is then assigned a numerical value (multiplier factor) from look-up charts. The equation includes six multiplier factors to calculate the RWL:

RWL = LC x HM x VM x DM x FM x AM x CM

Where LC is the load constant (23 kg) and other factors in the equation are:



- HM, the "Horizontal Multiplier" factor,
- VM, the "Vertical Multiplier" factor,
- DM, the "Distance Multiplier" factor,
- FM, the "Frequency Multiplier" factor,
- AM, the "Asymmetric Multiplier" factor, and
- CM, the "Coupling Multiplier" factor.

Horizontal Multiplier is the distance the object is from the body. Measure (in centimeters) the distance from in between the person's ankles to their hands when holding the object. Write down this number. Next, look up the number on the accompanying chart and find the matching "multiplier factor". Use this factor in the lifting equation.

Vertical Multiplier is measured as the starting point of the lift and is the distance in centimeters of the hands up from the ground. Measure this distance and use the number to determine which value to use on the chart.

Distance Multiplier is the number of centimeters the load travels up (or down) from the starting position. Measure this distance and use the number to determine which value to use on the chart.

Frequency Multiplier is how often the lift is repeated within a certain time period. You need to determine if the lift is done while standing or stooping, for more or less than one hour (in total time for the shift), and how much time there is for rest between lifts.

Asymmetric Multiplier measures if the body must twist or turn during the lift. This measurement is done in degrees (with 360° being one complete circle).

Coupling Multiplier determines the "coupling" or type of grasp the person has on the container. It rates the type of handles as good (handles), fair (make-shift cut outs in cardboard boxes) or poor. You also need to know if the lift is done in a standing or stooping position.

When these multipliers are placed into the equation, determine the RWL. If the weight of the object to be lifted exceeds the RWL, the task is considered to be dangerous. Assess the relevant factors which contribute most to the risk (the lower the factor, the more it contributes to the risk) and redesign the handling task.

The lifting equation only applies in certain situations. It does not apply in situations where a person is lifting (or lowering):

- With one hand,
- For over 8 hours,
- While seated or kneeling,
- In a restricted work space,
- Objects that are unstable (such as buckets or containers of liquids),
- While pushing or pulling,
- With wheelbarrows or shovels,
- With high speed motion (faster than about 30 inches/second or 76 centimeters/second),
- Extremely hot or cold objects or in extreme temperatures, or
- With poor foot/floor coupling (high risk of a slip or fall).

This equation applies to most workers for:

- Two-handed lifting,
- Comfortable lifting postures, and
- Comfortable environments and non-slip floorings.

FACTORS USED IN RWL CALCULATIONS

Horizontal Multiplier (HM): Horizontal distance (H, in cm) from the midpoint between the ankles to the hands while holding the object.

H = Horizontal Distance (cm)	HM Factor
25 or less	1.00
30	0.83
40	0.63
50	0.50
60	0.42

Vertical Multiplier (VM): The vertical distance (V, in cm) of the hands from the ground at the start of the lift.

V = Starting Height (cm)	VM Factor
0	0.78
30	0.87
50	0.93
70	0.99
100	0.93
150	0.78
175	0.70
>175	0.00

Distance Multiplier (DM): The vertical distance (D, in cm) that the load travels.

D = Lifting Distance (cm)	DM Factor
25 or less	1.00
40	0.97
55	0.90
100	0.87
145	0.85
175	0.85
>175	0.00

Asymmetric Multiplier (AM): The twisting angle (A) of the body while lifting, measured in degrees.

A = Angle (degrees)	AM Factor
90°	0.71
60°	0.81
45°	0.86
30°	0.90
0°	1.00

Frequency Multiplier (FM): The frequency (F) of lifts and the duration of lifting (in minutes or seconds) over a work shift.

F = Time Between Lifts	FM Factor			
	Lifting While Standing		Lifting While Stooping	
	One Hour or Less	Over One Hour	One Hour or Less	Over One Hour
5 min	1.00	0.85	1.00	0.85
1 min	0.94	0.75	0.94	0.75
30 sec	0.91	0.65	0.91	0.65
15 sec	0.84	0.45	0.84	0.45
10 sec	0.75	0.27	0.75	0.27
6 sec	0.45	0.13	0.45	-
5 sec	0.37	-	0.37	-

Coupling Multiplier (CM): The quality of grasp (or coupling, C) classified as good, fair or poor and depends on the body position (either standing or stooping).

C = Grasp	CM Factor	
	Standing	Stooping
Good (handles)	1.00	1.00
Fair	1.00	0.95
Poor	0.90	0.90

Americas

Bloodborne Pathogens

S3AM-111-PR1

1.0 Purpose and Scope

1.1 Define the AECOM procedures for eliminating and/or controlling occupational exposure to Bloodborne Pathogens on AECOM projects and activities.

1.2 A written Exposure Control Plan shall be developed and implemented during all AECOM operations where there is a reasonable potential for occupational exposure of AECOM employees and/or subcontractors to bloodborne pathogens as a regulated waste.

1.3 This procedure's requirements apply to all AECOM Americas employees and operations and any other entity and its personnel contractually required to comply with this document's content. Any jurisdictional requirements exceeding those identified in this procedure shall be met when conduction work in the given jurisdiction.

2.0 Terms and Definitions

2.1 **Blood** – Human whole blood; human blood components such as plasma or platelets; and human blood products such as clotting factors.

2.2 **Bloodborne Pathogens (BBP)** – Pathogenic microorganisms that are present in human blood and that can infect and cause disease in persons who are exposed to blood containing these pathogens including but not limited to hepatitis B virus (HBV), human immunodeficiency virus (HIV), hepatitis C, malaria, syphilis, babesiosis, brucellosis, leptospirosis, arboviral infections, relapsing fever, human T-lymphotropic virus Type I, and viral haemorrhagic fever (Ebola).

2.3 **Exposure Control Plan** *(S3AM-111-ATT1)* – A plan that addresses the requirements applicable to specific AECOM projects and activities designed to eliminate or minimize employee exposure. The Exposure Control Plan shall be incorporated into the location specific SH&E Plan and shall be accessible to all employees. The Exposure Control Plan shall include:

- Exposure determination.
- The schedule and method of implementation for:
  - Methods of compliance;
  - Hepatitis B Vaccination;
  - Post exposure Evaluation;
  - Communications of Hazards to employees; and
  - Record Keeping.
- Documentation methods for exposure incidents, to include:
  - Routes of exposure; and
  - The circumstances for which and exposure incident occurred.

Note: In the State of California this plan shall also address exposures to airborne pathogens.

2.4 **SH&E Plan** – A document prepared for a specific project or program that details the hazards, precautions, emergency planning, medical, and training requirements for that project or program.

2.5 **Occupational Exposure (Exposed) –** Reasonably anticipated skin, eye mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Employees will be considered to be potentially exposed, even though they are using the universal precautions specified for the project or program.

2.6 **Other Potentially Infectious Materials (OPIM)** – Body fluids and tissues including: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, saliva, and any other body fluid that is visibly contaminated with blood. When it is difficult or impossible to differentiate between body fluids, all body fluids should be treated as if they are potentially infectious.

Note: In the State of California airborne pathogens are also considered infectious materials.

2.7 **Regulated Waste** – (1) liquid or semi-liquid blood or other potentially infectious materials; (2) contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; (3) items that are caked with dried blood or other potentially infectious materials and are capable of being released during handling; (4) objects contaminated with blood that can pierce the skin; and (5) pathological and microbiological wastes containing blood or other potentially infectious materials.

2.8 **Source Individual** – An individual, typically one who has been injured, whose blood or saliva has come in contact with another individual, typically one who has rendered first aid or Cardio Pulmonary Resuscitation (CPR) to the injured party.

2.9 **Universal Precautions** – All body fluids and materials potentially contaminated by body fluids will be considered to be infectious unless the fluids were from the person performing the clean up or decontamination activities. All employees coming in contact with another person's body fluids shall assume that the fluids are infectious and shall wear prescribed Personal Protective Equipment.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-004-PR1 Incident Reporting, Notifications & Investigation

3.3 S3AM-017-PR1 Injury & Illness Recordkeeping

3.4 S3AM-128-PR1 Medical Screening & Surveillance

3.5 S3AM-208-PR1 Personal Protective Equipment

3.6 S3AM-209-PR1 Risk Assessment & Management

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Occupational Health Manager**

- Will review and maintain all medical records generated as a result of post-exposure follow-up and maintain all medical records related to the follow-up.
- Will, where appropriate, consult with AECOM's local medical providers about follow-up recommendations.

4.1.2 **SH&E Manager**

- Will review project / program-specific Exposure Control Plans (normally part of the SH&E Plan) prior to the initial mobilization, at least annually for continuing projects or programs, and whenever necessary to reflect modified tasks or procedures that affect occupational exposure to bloodborne pathogens.
- Will consult with the Occupational Health Manager regarding all bloodborne pathogens exposure incidents.
- Will maintain training records and post-exposure follow-up information.
- Will confirm that site-specific training is conducted for all employees working at sites where regulated wastes were disposed or for employees who may be occupationally exposed while working at a facility that handles regulated wastes.

- Will confirm the Hepatitis B vaccine is made available to all employees with a potential occupational exposure (e.g. paramedic, medical laboratory employee, etc.).
- Will review all incident reports and arrange for post-exposure follow-up with AECOM's local medical provider.
- Will offer recommendations on how to prevent an incident from recurring.

4.1.3 **Manager**

- See that all recommendations made by the SH&E Manager are implemented.
- Support the SH&E Manager in their efforts to prevent occupational and non-occupational exposures to bloodborne pathogens.

4.1.4 **Employee**

- Use all PPE and universal precautions required to prevent exposure to infectious materials.
- Follow the exposure control methods outlined in their Exposure Control Plan.
- Report potential exposure incidents to their Supervisor or Manager immediately.

4.2 Potential Exposure Situations

4.2.1 There are a few activities within AECOM where potential occupational exposures to blood or other potentially infectious materials are of concern. These activities may include:

- Investigations of properties that received regulated wastes.
- Site visits or audits at Treatment Storage and Disposal facilities where medical waste is handled.
- Site visits or audits at medical or health care facilities.
- The provision of first-aid or cardiopulmonary resuscitation (CPR) to AECOM, subcontractor, or client personnel (if the action is part of the employee's occupations duties [e.g. paramedic] and not provided as a voluntary action).

4.2.2 Although AECOM does offer first-aid and CPR training to its employees on a regular basis, providing such aid is often on a voluntary basis and not directed by AECOM. As such, potential exposures may not be considered occupational exposures within the context of the OSHA Bloodborne Pathogens Standard. Site-specific Exposure Control Plans shall differentiate voluntary first-aid duties from occupational exposures as a component of the exposure determination. Refer to *S3AM-209-PR1 Risk Assessment & Management.*

4.3 Unforeseen Exposure Situations

4.3.1 Occasionally, potentially infectious material is encountered during a activity where none was expected; when this happens, the work shall be stopped, employee training conducted, and an exposure control plan prepared prior to resuming activities with potential exposures.

4.4 Employee Training

4.4.1 All personnel who will work on projects or programs which involve potential contact with regulated wastes will be required to attend a training class prior to the start of the project or program and annually for continuing projects or programs. Refer to *S3AM-003-PR1 SH&E Training.* The specific requirements and provisions of the written Exposure Control Plan shall be provided to each AECOM Employee and subcontractor assigned to work at the program / project.

4.4.2 Either of the following two sources of employee training will be used by AECOM to educate Employees on the hazards of exposure to bloodborne pathogens:

- The local chapter of the American Red Cross or other recognized training provider.
- AECOM's in-house training program.

4.4.3 Training sessions will review the following:

- Requirements of OSHA's Bloodborne Pathogens Standard or equivalent, applicable jurisdictional requirements.
- Review of AECOM's Bloodborne Pathogen Procedure (this document).
- Situations within AECOM that may involve exposure to bloodborne pathogens.
- Bloodborne diseases and symptoms of disease.
- Means of transmission.
- Work practice controls to reduce risk.
- Use of personal protective equipment to reduce risk.
- Incident reporting.
- AECOM's Post-Exposure Medical Follow-Up Procedures:

4.4.4 When contracting for CPR and first-aid training sessions, AECOM will request that each session include a section on the hazards associated with exposure to bloodborne pathogens and protective measures that shall be followed when administering first aid, CPR, or other emergency medical care. At the end of the session, Employees will be provided with a copy of this procedure. This procedure will be reviewed and a question-and-answer session will be conducted at the end of the presentation.

4.4.5 If the training provider cannot provide such training, AECOM will conduct a Blood Borne Pathogen training session prior to the start of the first aid or CPR class.

4.4.6 AECOM has and will have little control over employees who have not received AECOM provided first aid or CPR training, but who choose to perform Good Samaritan acts. Any Employee who does perform a Good Samaritan act that results in exposure to blood or other potentially infectious materials will, however, be provided with post-exposure medical follow-up as described in this procedure.

4.5 Personal Protective Equipment

4.5.1 All body fluids and materials potentially contaminated by body fluids will be considered to be infectious. All Employees coming in contact with another person’s body fluids shall assume that the fluids are infectious and shall wear prescribed personal protective equipment (PPE), refer to *S3AM-208-PR1 Personal Protective Equipment*.

4.5.2 The use of PPE to prevent exposure is more appropriate for the types of occupational and non-occupational exposures Employees might encounter than is the use of engineering or work practice controls that are more effectively instituted in medical care or laboratory facilities where employees are actually handling blood and other potentially infectious materials.

4.5.3 PPE such as Tyvek coveralls, shoe covers, and gloves will be provided to all field team members involved in site activities where regulated wastes may be present. Site-specific PPE requirements will be identified in the written Exposure Control Plan. The same type of PPE will also be available, if it is deemed necessary, for Employees involved with activities at TSD facilities that handle regulated wastes.

4.5.4 PPE will be provided to affected Employees at no cost.

4.6 Universal Precautions Kits

4.6.1 In those work areas where there is the potential for exposure to infectious materials, a universal precaution kit shall be readily available. The kit shall permit the clean-up, neutralization, transportation, and disposal of up to 1 litre of blood or body fluids. The kit shall contain the following items at a minimum:

- Safety shield/mask combination
- Liquid proof apron
- Medical-grade vinyl/nitrile gloves
- Liquid solidifier/deodorizer
- Pickup scoop with scraper
- Red biohazard waste bag with tie
- Germicidal solution with dry wipe
- Antimicrobial hand wipe
- ID tag
- Instructions for use

4.7 Personal Hygiene

4.7.1 Special provisions will be made so that hand washing facilities are available on-site for sites that are known to be contaminated with regulated wastes. Alcohol wipes will be available in the event that hand washing facilities are not immediately available.

4.7.2 To reduce the potential for infection, if skin contact with blood or other potentially infectious materials occurs, the exposed area should be washed with non-abrasive soap and water as soon as possible. Hand washing will also help to prevent the transfer of contamination from the hands to other areas of the body or other surfaces that may be contacted later. Even when protective gloves are worn, hands should be washed with non-abrasive soap and running water as soon as possible after the gloves are removed.

4.7.3 The use of an alcohol wipes should not be relied upon as the primary means of personal hygiene. Hands should be thoroughly washed with soap and running water as soon as possible.

4.7.4 If mucous membranes, such as the eyes, come in direct contact with blood or other potentially infectious materials, the area should be washed or flushed with water as soon as possible and reported immediately.

4.8 Reporting Exposure Incidents

4.8.1 All incidents in which an employee has been exposed to blood or other potentially infectious materials shall be reported to the employee's Supervisor and to the SH&E Manager immediately. An IndustrySafe on-line report shall be completed in accordance with *S3AM-004-PR1 Incident Reporting, Notifications & Investigation*. After reviewing the report, the SH&E Manager will provide recommendations, when appropriate, for preventing recurrence of the incident.

4.9 Medical Follow-Up to Exposure Incidents

4.9.1 Once notified, the SH&E Manager will in turn discuss the incident with AECOM's Occupational Health Manager and/or medical provider and make arrangements for an evaluation, refer to *S3AM-128-PR1 Medical Screening & Surveillance*. Prompt medical attention is important in the event of an exposure incident. If the incident occurs in the field, the Employee will either be asked to visit the local hospital or, if he/she chooses, return immediately to the office to visit AECOM's local medical provider.

4.9.2 An attempt will be made to test the affected employee, and if applicable, the source individual's blood, for bloodborne pathogens. No testing will be performed without the written consent of the exposed Employee or the source individual. If initially, the exposed Employee or the source individual does not consent to HIV serological testing, but does consent to HBV serological testing, AECOM will make provisions with the local medical provider to preserve the blood sample for at least 90 days in the event that after counselling efforts, the Employee voluntarily consents to HIV testing.

4.9.3 AECOM will rely on the professional judgment of its Occupational Health Manager and/or local medical providers in the event of an exposure incident. Evaluations and follow-up procedures will be provided according to the recommendations of the United States Public Health Service (USPHS), World Health Organization, or other Public Health organization in Canada and other countries in the Americas current at the time these evaluations and procedures take place. Minimally, a post-exposure evaluation and follow-up will include the following elements:

- Documentation of the route(s) of exposure
- Circumstances under which the exposure incident occurred
- Identification and documentation of the source individual in the case of first aid or emergency medical treatments
- Collection and testing of source individuals and exposed employee's blood for HBV and HIV serological status as soon as feasible and upon consent
- Post-exposure vaccination when medically indicated, as recommended by the USPHS
- Counselling, if necessary
- Evaluation of reported illnesses

4.9.4 Any and all follow-up recommendations offered by the physician will be immediately instituted by the SH&E Manager with the guidance of the Occupational Health Manager and/or the local medical provider and at no cost to the affected Employee. Repeat testing, counselling, and follow-up, if recommended, will also be provided at no cost to the Employee. AECOM will rely on the Occupational Health Manager and/or the local medical provider to provide counselling to Employees concerning infection status, including results of and interpretation of medical tests and advising the Employee about the protection of personal contacts.

4.9.5 All medical providers shall submit to AECOM's Occupational Health Manager and the affected Employee a written opinion of the post-exposure evaluation within 15 days of the completion of the evaluation.

4.9.6 All medical records generated as a result of the post-exposure evaluation will be retained in the office of the Occupational Health Manager, and as applicable AECOM’s medical services provider, under lock and key and will be maintained with the strictest confidentiality. Refer to *S3AM-017-PR1 Injury & Illness Recordkeeping.*

4.10 Hepatitis Vaccination

4.10.1 Prior to performing site visits or field investigations where regulated wastes are stored, processed, or known to have been disposed of, AECOM will consult with the Occupational Health Manager and/or the local medical providers to determine if a hepatitis A or B vaccination is appropriate given the site conditions and the proposed scope of work. Where possible the first Hepatitis B vaccinations will be given prior to working at sites with known, potential occupational exposures.

4.10.2 Although AECOM does offer first-aid and CPR training to its Employees on a regular basis, providing such aid is often voluntary and not as a specified job duty of an Employee. As such, potential exposures may not be considered occupational within the context of the government Bloodborne Pathogens Standard. Pre-exposure hepatitis vaccinations will not typically be offered for voluntary roles.

4.10.3 Post-exposure hepatitis vaccination will be offered to Employees involved in an exposure incident within 24 hours of possible exposure.

4.10.4 The vaccinations discussed above shall be provided to Employees at no cost if required by the exposure determination.

4.11 Housekeeping

4.11.1 Other than through the provision of first aid or CPR, there is no potential for occupational exposure to blood or other potentially infectious materials within any of the AECOM offices. Therefore, the housekeeping requirements and requirements for warning signs and labels contained in the OSHA Bloodborne Pathogens standard are not applicable to our office operations.

4.11.2 When working at a site where regulated wastes have been disposed of, the specific housekeeping and warning sign requirements will be prescribed by the client and/or in the site-specific HASP.

4.11.3 When working at a client's facility, AECOM will review the facilities plan for compliance with all the requirements of the Bloodborne Pathogens Standard and will observe all housekeeping requirements, wear required PPE, and acknowledge all warning signs and labels as specified in the client's plan. If the client does not have an effective plan, AECOM will prepare a plan as part of the written Exposure Control Plan.

4.12 Regulated Waste Generated by AECOM

4.12.1 Any regulated waste generated by AECOM as a result of first aid activities or clean-up of potentially infectious material will be collected in sealed, watertight containers and disposed of according to the Host Employer's BBP program or disposed of through a permitted regulated waste facility.

4.12.2 Disposal manifests shall be maintained in accordance with local or governmental regulations.

4.13 Material Decontamination

4.13.1 Any areas or equipment that are contaminated by potentially infectious material will be decontaminated using a 10% solution of household bleach. Utilize appropriate personal protective equipment to control exposure to the bleach (e.g. safety goggles, gloves, etc.). Refer to *S3AM-208-PR1 Personal Protective Equipment*.

4.14 Procedure and Plan Review

4.14.1 All Exposure Control Plans for projects or programs extending over one year shall be reviewed annually by the SH&E Manager and affected Employees.

5.0 Records

5.1 Each SH&E Manager will maintain records and provide copies of the records to the Occupational Health Manager, related to bloodborne pathogens in accordance with the provisions of the standard and *S3AM-017-PR1 Injury & Illness Recordkeeping.*

5.2 Records maintained in accordance will include bloodborne pathogens exposure incidents, post-exposure follow-up, vaccination status, and training for all Employees with potential occupational exposure.

5.3 Employee medical and training records required by this procedure shall be provided upon request for examination and copying to the Employee, to anyone having written consent of the subject employee, or to State, Province, or Federal Occupational Safety and Health regulatory agencies.

6.0 Attachments

6.1 S3AM-111-ATT1 Bloodborne Pathogens Exposure Control Plan

6.2 S3AM-111-FM1 Hepatitis B Vaccination Declination

Americas

Bloodborne Pathogens Exposure Control Plan

S3AM-111-ATT1

1.0 Introduction

Employees are at risk for exposure to and possible transmission of infectious diseases each time they are in contact with blood or body fluids. Bloodborne pathogens are microorganisms present in human blood and other body fluids that can cause serious disease in humans and include, but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). Therefore, this exposure control plan (ECP) has been established to ensure that employees are effectively informed concerning potential workplace health hazards, and that protective measures necessary to eliminate or minimize bloodborne exposure incidents are used whenever possible.

2.0 Exposure Determination

2.1 The Medical Screening Evaluation form will be used to evaluate which employees may incur occupational exposure to blood or other potentially infectious materials when performing routine tasks and procedures. Refer to *S3AM- 128-PR1 Medical Screening & Surveillance*. These exposure determinations will be made without regard to the use of personal protective equipment, and regardless of exposure frequency.

2.1.1 The employees in the following job classifications may have occupational exposure to bloodborne pathogens, and are covered by this program:

- Occupational health nurse
- Paramedics
- Registered nurses
- Designated first aid providers (providing first aid identified as part of the employee's occupational duties and not a voluntary action)
- Medical laboratory employees
- Janitorial workers in medical facilities and clinics.

2.1.2 Tasks and procedures that may expose the above employees to bloodborne pathogens include:

- Treating cuts, abrasions, and burns
- Cleaning contaminated environmental surfaces
- Administering cardiopulmonary resuscitation (CPR).

3.0 Exposure Control

3.1 "Universal precautions" are a required method of control to prevent exposure to blood and body fluids. This term refers to the concept that all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens, regardless of the perceived risk status of another individual. Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal fluids. Universal precautions do not apply to feces, nasal secretions, saliva, sweat, tears, sputum, urine, and vomitus unless they contain visible blood. Although these fluids have an extremely low or nonexistent risk for bloodborne pathogens, they are a potential source for other infectious diseases, and precautions shall also be followed when these body fluids are present.

3.2 Engineering and Work Practice Controls

3.2.1 The following engineering controls will be in place in all areas of occupational exposure:

- Containers for disposable contaminated sharps shall be puncture-resistant, labeled a biohazard, leak-proof, and have a closable top.

- Containers for storage, transport, or shipment of blood or other potentially infectious materials, regulated waste, and contaminated laundry will be labeled with the biohazard symbol and site address, and have a securely closing lid.
- Engineering controls will be reviewed and maintained on a regular basis to ensure effectiveness.

3.2.2 The following work practice controls (administrative and personal protective equipment) shall be strictly followed to minimize exposure, and isolate or remove bloodborne pathogens from the workplace:

- Accessible handwashing facilities. If soap and running water are not available, an antiseptic hand cleaner in conjunction with clean paper towels or antiseptic towelettes are acceptable temporary alternatives to running water. When this alternative method is used, employees shall wash their hands with soap and running water as soon as feasible.
- Personal protective equipment (PPE) will be provided at no cost to the employee, and will be chosen based on the anticipated exposure to blood. PPE is considered appropriate if it does not permit blood or other potentially infectious materials to reach or pass through clothes, skin, or mucous membranes of the eyes or mouth under normal conditions of use, and for the duration of time the equipment will be used. PPE shall be readily accessible and will be removed prior to leaving the work area.
- Disposable single-use gloves shall be used as a protective barrier in all situations in which contact with body fluids is anticipated. Gloves of the correct size will be provided. Disposable gloves will not be washed or disinfected for reuse, and will be replaced between employees, and if they become torn or punctured. Gloves are especially important if the employee has cuts, abraded skin, chapped hands, or dermatitis.
- Liquid-impermeable gowns, boots, and masks, in combination with eye-protective devices such as goggles and shatterproof glasses with solid-side shields or chin-length face shields, shall be worn whenever splashing, spraying, or spattering of blood droplets or body fluids can be reasonably anticipated.
- Disposable pocket mask ventilation devices shall be provided in all first aid kits and used to avoid mouth-to-mouth contact during emergency cardiopulmonary resuscitation.
- Examples of Recommended PPE (depending on task, more PPE may be needed).

Task	Gloves	Gown	Mask	Goggles
Bleeding control w/ minimal bleeding	Yes	No	No	No
Bleeding control w /spurting blood	Yes	Yes	Yes	Yes
Cardiopulmonary resuscitation	No	No	Yes	No
Decontamination/clean-up	Yes	No	No	No
Medical laboratory activities	Yes	Yes	Yes	Yes

3.2.3 Eating, drinking, smoking, applying cosmetics, and handling of contact lenses is prohibited in work areas where there is a reasonable likelihood of occupational exposure. Food and drink cannot be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where blood or body fluids are present.

3.2.4 Contaminated needles and other sharps shall not be bent or recapped unless a one-handed technique is used. They shall be disposed of in an appropriate sharps container.

3.2.5 All regulated biohazardous waste will be placed in a waste receptacle that has designated red biohazard bags and a closable top controlled by a foot peddle. When full, the bags shall be removed with gloved hands, tied off, and placed in a biohazard shipping carton, to be held for pick-

up. If any biohazard bag appears to be leaking, it shall be double-bagged. The waste will be incinerated per federal, provincial/territorial/state regulations.

3.3 Housekeeping

3.3.1 Universal precautions shall be used when cleaning or decontaminating any surface or equipment that may be contaminated. Appropriate PPE shall be used for protection during decontamination.

3.3.2 All contaminated environmental work surfaces such as countertops or floors will be cleaned according to regulatory requirements or with a household bleach solution diluted 1:10 with water directly following contamination with blood or body fluids.

3.3.3 Instruments such as tweezers, bandage scissors, and thermometers shall be disposable rather than reusable equipment, and shall be disposed of in an appropriate manner.

3.3.4 Broken, contaminated glassware shall not be picked up directly with the hands. It shall be cleaned up using a mechanical means such as a brush and dustpan or tongs.

4.0 Hepatitis B Vaccination

4.1 Within 10 working days of placement, all employees assigned to tasks with potential occupational exposure to bloodborne pathogens shall be offered the Hepatitis B vaccination at no cost to the employee, unless the employee has had a previous Hepatitis B vaccination series, antibody testing reveals the employee is immune, or the vaccine is contraindicated for medical reasons. Further, this vaccination series shall be made immediately available to employees who have an occupational exposure, whether as a result of their assigned tasks, or occurring from an incidental contact.

4.2 The local occupational medical facility used for routine medical surveillance will administer the vaccinations.

4.3 Employees who decline the Hepatitis B vaccine shall sign a copy of the waiver form located at the end of this Work Instruction. The signed waiver will be stored in the employee's medical record with the Occupational Health Manager. Employees may initially decline the vaccination, but may decide to take them at a later date, while still covered under this plan. The vaccinations will be made available to the employee at that time.

4.4 Employees choosing to take the vaccination series will sign a consent form at the occupational clinic prior to receiving the injections, and are advised to read the package insert regarding the efficacy, safety, method of administration, and benefits of the vaccine. Employees may also ask questions directly of the Medical Service Provider or local occupational physician. Employees are not required to participate in a prescreening program (to determine immunity) before receiving the vaccinations. If a routine booster of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) will be made available to affected employees.

5.0 Post-Exposure Incident Evaluation And Follow-Up

5.1 All occupational bloodborne pathogen exposures shall be reported to the HSE representative and Occupational Health Manager immediately after initial decontamination first aid is accomplished. Following the report of an exposure incident, a confidential medical evaluation with an occupational physician will be arranged as soon as possible, ideally no later than 1 to 2 hours after the incident has occurred. In some jurisdictions, depending on applicable workers' compensation law, employees may choose treatment from their personal physician. A copy of the OSHA Bloodborne Pathogen Standard, if applicable to the jurisdiction, will be provided if the physician does not have a copy. A written incident report shall be completed as soon as possible, fully describing the incident.

5.2 First aid protocol for treatment immediately after an exposure incident:

5.2.1 Lacerations, punctures, and abrasions should be washed under cool running water for at least 5 minutes, allowing free bleeding. Cleanse area well with soap or iodine solution. Apply sterile dressing as needed. Give tetanus booster if indicated (7 to10 years since last booster).

5.2.2 Ocular exposure requires irrigation of the eye with water or sterile normal saline solution for 15 minutes.

5.2.3 Mucous membrane exposure requires rinsing mouth with ½ strength 3 percent hydrogen peroxide for 30 seconds, four separate and consecutive times.

5.3 Confidential Medical Evaluation

5.3.1 The treating occupational physician will receive documentation of the routes of exposure, the circumstances surrounding the incident, and identification of the source individual (the individual the employee was exposed to). The blood of the source individual will be tested if possible, and after consent is obtained. When legally permissible, results of the source individual's tests will be made available to the exposed employee, with the exposed employee informed about the applicable laws and regulations concerning the disclosure of the identity and infectivity of the source individual.

5.3.2 Testing of the exposed employee's blood, if consented to (the employee may consent to baseline blood collection, but may request that the sample not be tested for HIV for up to 90 days, if at all), is recommended.

5.3.3 Post-exposure medical treatment will be offered in accordance with the current recommendations of the U.S. Public Health Services. This may include, but is not limited to:

- A series of HIV post-exposure blood tests
- Hepatitis B vaccination and/or Hepatitis B immune globulin
- HIV post-exposure prophylactic medications
- Evaluation of acute febrile illnesses following exposure
- Employee counseling concerning precautions to take during the period after the exposure incident, and information on signs and symptoms of potential illnesses.

5.4 Healthcare Professional's Written Opinion

5.4.1 The Occupational Health Manager shall obtain and provide the employee with a copy of the evaluating physician's written opinion within 15 days of the completion of the medical evaluation. A copy will be maintained in the employee's confidential medical record. The written opinion shall be in accordance with the requirements of the OSHA Bloodborne Pathogens Standard indicating that the employee has been informed of any medical conditions resulting from exposure that require further evaluation or treatment. All other findings or diagnoses shall remain confidential and will not be included in the report.

6.0 Hazard Communication

6.1 Fluorescent red or orange-red warning labels bearing the universal biohazard symbol and the legend BIOHAZARD shall be firmly affixed to all containers (e.g., waste cans, sharps containers, and refrigerators) used for the storage or shipment of blood or other potentially infectious materials.

6.2 All employees designated to perform tasks involving occupational exposure shall receive bloodborne pathogens training at the time of initial assignment to the job. This training will be given during working hours and at no cost to employees. Refresher courses will be provided annually (within 1 year of previous training), and if new tasks or procedures are implemented. Material appropriate in content and vocabulary to education level, literacy, and language of the employees shall be used for all required training.

6.3 Training will include: making accessible a copy of the regulatory text of the standard and explanation of its contents, general discussion on bloodborne diseases and their transmission, exposure control plan, engineering and work practice controls, personal protective equipment, Hepatitis B vaccine, response to emergencies involving blood, how to handle exposure incidents, the post-exposure evaluation and follow-up program, signs/labels/color-coding, and question and answer time with the trainer.

7.0 Exposure Incident Investigation

7.1 The SH&E Manager will review the circumstances of any exposure incident to determine corrective actions. The incident report will include:

7.1.1 Engineering controls in use at the time

7.1.2 Work practices followed

7.1.3 A description of any equipment being used

7.1.4 A description of the work being performed

7.1.5 PPE that was used at the time of the incident

7.1.6 Date, time, and location of the incident

7.1.7 Employee's training.

7.2 An incident report shall be completed within four hours of the incident and entered into AECOM's on-line incident reporting system (e.g., IndustrySafe) in accordance with *S3AM-004-PR1 Incident Reporting, Notifications & Investigations*. A copy of this incident report will be forwarded to the Occupational Health Manager, who will evaluate what follow-up actions should be addressed, including if revisions need to be made to the Exposure Control Plan.

8.0 Recordkeeping

8.1 The Occupational Health Manager will be responsible for establishing and maintaining accurate, confidential workers' compensation medical records for each employee with occupational exposure for the duration of employment plus 30 years, in accordance with OSHA 29 CFR 1910.1020 – Access to Employee Exposure and Medical Records.

8.2 The SH&E Manager will be responsible for maintaining the bloodborne pathogens training class records for at least 3 years from the date of training. The records will include the date of the training class, a summary of the class contents, the names of the qualified instructors, and the names and job titles of personnel attending the training.

8.3 Employee medical records shall be made available to employees (or their designated representative) with written consent by the employee within 15 working days of request.

8.4 An exposure incident will be evaluated by the Occupational Health Manager and SH&E Manager to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904).

Americas

Hepatitis B Vaccination Declination

S3AM-111-FM1

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection.

I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself; however, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccine series at no cost to me.

Name: _____

Date: _____

Witness: _____

Date: _____

Americas

Cold Stress

S3AM-112-PR1

1.0 Purpose and Scope

1.1 To protect employees from the severest effects of cold stress (hypothermia) and cold injury and to identify exposures to cold working conditions under which it is believed nearly all employees can be repeatedly exposed without adverse health effects.

1.2 This procedure applies to all AECOM Americas based employees and operations, and any other entity and its personnel contractually required to comply with this document's content, working outdoors in damp and cool (below 50 degrees Fahrenheit [°F] or 10 degrees Celsius [°C]) conditions or anytime temperatures are below 32°F or 0°C.

2.0 Terms and Definitions

2.1 **Cold Stress** – The production of physiological effects due to cold temperatures and\or wind chill.

2.2 **Equivalent Chill Temperature (ECT)** – Also known as Wind Chill (see below).

2.3 **Frostnip** – Superficial cooling of tissues without cellular destruction.

2.4 **Frostbite –** Freezing of tissue, resulting in tissue destruction.

2.5 **Hypothermia –** Condition of reduced core body temperature to 95ºF (35ºC) resulting in loss of dexterity, loss of mental alertness, collapse, and possible death.

2.6 **Wind Chill –** The combined effect of air temperature and wind. Also expressed as "equivalent chill temperature" (ECT), wind chill is defined as heat loss resulting from the effects of air temperature and wind velocity upon exposed skin.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-128-PR1 Medical Screening & Surveillance Program

3.3 S3AM-208-PR1 Personal Protective Equipment

3.4 S3AM-314-PR1 Working Alone

3.5 S3AM-315-PR1 Working On or Near Water

3.6 S3AM-333-PR1 Marine Safety & Vessel Operations

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager**

- Ensuring the safety of employees on their project sites, consistent with regulatory standards.
- Implement cold stress prevention measures as applicable at each work site.
- Develop/coordinate a work-warning regimen, as applicable.
- Confirm cold stress hazard assessments/evaluations were completed for the planned activities.
- Assign employees physically capable of performing the assigned tasks. Consider acclimation to cold weather when evaluating employee capability.

- Confirm employees are properly trained to recognize the symptoms of cold stress.

4.1.2 **Safety, Health and Environment (SH&E) Manager**

- Conduct/support cold stress assessments/evaluations.
- Conduct/support incident investigations related to potential cold stress-related illnesses.
- Assist project teams develop appropriate work-warming regimens.
- Provide cold stress awareness training.

4.1.3 **Supervisor**

- Identify the tasks that may be most impacted by cold stress and communicate the hazard to the assigned employees.
- Confirm that employees have been trained on the recognition of cold stress-related illnesses.
- Confirm that adequate supplies of warm fluids/drinks are readily available to employees.
- Confirm that a warm/sheltered rest area is available, as applicable.
- Conduct cold stress monitoring, as applicable.
- Implement the work-warming regimen.
- Confirm that first aid measures are implemented once cold stress symptoms are identified.
- Confirm that employees are physically capable of performing the assigned tasks and are not in a physically compromised condition.

4.1.4 **Employee**

- Observe each other for the early symptoms of cold stress-related illnesses.
- Maintain an adequate intake of available fluids.
- Report to work in a properly rested condition.
- Report all suspected cold stress-related illnesses.

4.2 Requirements

4.2.1 Carefully plan work anticipated to be performed in cool or cold conditions. If possible, heavy work should be scheduled during the warmer parts of the day or when the wind is most calm. Include costs in project budgets for specialized equipment and supplies needed to complete the field activities.

4.2.2 Staff working in extreme cold (wind chill or ECT below 10ºF or -12ºC) shall not work alone. The Buddy System shall be utilized to keep an eye on each other and to watch for signs of cold stress. Refer to *S3AM-314-PR1 Working Alone*. Watch for symptoms and signs of hypothermia

4.2.3 Monitor weather forecasts and weather conditions such as ambient temperature, wind speed, and precipitation. Use observations prior to entering and while in the field to ensure appropriate protections are in place:

- If possible, move the work to a warm location.
- If possible and as applicable, erect shelters or screens around the work area.
- If possible, heat the work area.
- If possible, adjust schedule according to the cold conditions, work level and worker acclimatization.
- Implement a work-warming regimen by taking breaks out of the cold. As applicable, consult *S3AM-112 ATT1 Temperature Thresholds* to determine wind chill and work-warming schedule.
- Take frequent short breaks in warm dry shelters to allow your body to warm up. Limit time of exposure to the cold. If shelter is not readily available, consider supplying temporary shelters.

- Provide assistance to prevent body heat loss, such as:
  - Providing appropriate sources of heat (e.g. warm packs, portable heaters, etc.).
  - Use of insulating materials on equipment handles when temperatures drop below 30°F (-1°C).

4.2.4 All staff working in extreme cold or snow conditions should understand the following guidelines for preventing and detecting hypothermia and frostbite; refer to *S3AM-112-ATT2 Symptoms & Treatment*:

- Ensure appropriate PPE requirements are established and adhered to.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- Because prolonged exposure to cold air or to immersion in cold water at temperatures even well above freezing can lead to dangerous hypothermia, whole-body protection shall be used.
- Eat high calorie snacks to help maintain body metabolism.
- Confirm extra blankets or sleeping bags are on-site.
- Drink plenty of warm liquids. It is easy to become dehydrated in cold weather.
- Avoid caffeine and alcohol, which can act as diuretics. Alcohol consumption, depending upon quantity, can dilate blood vessels enhancing body heat loss or constrict blood vessels decreasing heat delivery to extremities.
- NEVER IGNORE SHIVERING. Persistent or violent shivering is a clear warning that you are on the verge of hypothermia.
- If you experience frost bite or hypothermia, find shelter and warmth and contact a medical practitioner if symptoms persist, refer to *S3AM-128-PR1 Medical Screening & Surveillance*.

4.3 Training

Before they begin work in a cold environment, employees that might be exposed to cold stress will be informed of the potential for cold stress and how to prevent cold stress. Employees that have not had the training within the twelve prior months shall repeat the training before exposure to cold stress, refer to *S3AM-003-PR1 SH&E Training*. Employees potentially exposed to cold stress will receive training including, but not limited to:

4.3.1 Sources of cold stress, the influence of protective clothing, and the importance of acclimatization.

4.3.2 How the body loses heat.

4.3.3 Recognition of cold-related illness symptoms.

4.3.4 Cold stress preventative/corrective measures including, but not limited to:

- Weather monitoring.
- Proper eating and drinking practices.
- Work-warming schedules and proper re-warming techniques.
- Buddy system.
- Safe cold work practices appropriate to the work that is to be performed.
- Proper use of cold environment personal protective clothing.

4.3.5 The harmful effects of excessive alcohol consumption in a cold stress environment.

4.3.6 The hazards associated with unstable snow or ice build ups.

4.3.7 First aid procedures for symptoms related to cold stress.

4.4 Personal Protective Equipment (PPE)

Wearing the right clothing is crucial to avoiding cold stress. The type of fabric also makes a difference. Cotton loses its insulation value when it becomes wet. Wool, on the other hand, retains its insulation even when wet. Adequate insulating dry clothing will be required in air or wind chill temperatures below 40 °F (4.4°C)

All PPE will comply with the requirements of *S3AM-208-PR1 Personal Protective Equipment* and consider the following requirements:

4.4.1 Wear at least 3 layers of clothing to help prevent cold stress. It is important to preserve the air space between the body and the outer layer of clothing to retain body heat.

- Wear a middle layer of down, wool, or similar materials to provide insulation.
- Avoid cotton, especially blue jeans.
- Wear an outer layer to break the wind and allow some ventilation (e.g., Gortex® or nylon)
- Do not wear tight clothing. Loose clothing allows better ventilation.

4.4.2 Wear proper clothing, including head coverings and gloves or mittens for cold, wet, and windy conditions.

4.4.3 Wear a hat or hardhat liner. Up to 40 percent of body heat can be lost when the head is left exposed.

4.4.4 Use insulated footwear with adequate traction to prevent slips and falls.

4.4.5 Wear insulated boots or other insulated footwear, and insulated gloves to help reduce the chance of frostbite.

4.4.6 Keep a change of dry clothing available in case work clothes become wet.

4.4.7 Eye and face protection for employees employed outdoors in a snow and/or ice-covered terrain should be supplied.

- Sunglasses (with UVA and UVB protection) and sunscreen should be used when there is a persistent combination of snow and direct sun.
- Special safety goggles to protect against blowing ice crystals and ultraviolet light and glare (which can produce temporary conjunctivitis and/or temporary loss of vision) should be required when there is an expanse of snow coverage causing a potential eye exposure hazard.
- Ensure face guards are used to protect skin in cold, windy conditions, including riding on an unshielded vehicle.

4.5 General Cold Stress Prevention Measures

4.5.1 In order to prevent hypothermia:

- Wear appropriate clothing and PPE as determined by the weather conditions.
- When active, ventilate excess heat by opening or removing outer layers of clothing to avoid sweating.
    - Start with the mitten or gloves, unless protection from ice, snow, or cold metal surfaces is needed.
    - Next remove head gear and neck wrappings.
    - Then coats/parkas should be opened at the waist and sleeves.
    - Finally, layers of clothing should be taken off.
    - When resting or tired, or colder conditions are encountered, add additional layers of clothing/ close outer layers in the reverse of the above order, or get out of the cold. Have a sweet drink but do not indulge in heavy eating.

- Garments worn to keep out rain and spray should also allow water vapor to escape.
- Take advantage of heat from the sun and stay out of the wind as much as possible.
- Have available emergency shelter providing protection from wind and rain and insulation from the ground.
- Replace wet clothing. If wet clothing cannot be replaced, then cover it with a layer of non-breathing material to prevent evaporation. Place an insulation layer over this non-breathing material.
- Get adequate rest; conserve energy.
- Get adequate nutrition to replenish energy stores; rest after meals.
- Drink adequate fluids to avoid dehydration.
- If any project / location staff member shows signs of hypothermia, stop and treat him/her.

4.5.2 In order to prevent frost bite:

- Dress to prevent hypothermia and protect the feet and hands.
- Avoid obstruction of circulation by, for example, tight boots or tightly fitting clothing.
- Avoid nicotine (particularly cigarettes) and do not consume alcohol.
- Keep ears and nose covered and out of the wind.
- Frostbite of the corneas of the eyes can be prevented by protective goggles.
- Adopt a “buddy system” of constantly watching the faces of others in the party for white skin tissue, which is evidence of frostbite (frostnip).
- Practice constant personal vigilance for signs of trouble in one’s own fingers and toes; when in doubt, investigate thoroughly before it is too late.

4.5.3 Adequate, insulating dry clothing that will help maintain core temperatures above 96.8°F (37°C) shall be provided to employees if work is performed in air temperatures below 40°F (4.4°C). Wind chill cooling rate and the cooling power of air are critical factors. The higher the wind speed and the lower the temperature in the work area, the greater the insulation value of the protective clothing required.

4.5.4 An Equivalent Chill Temperature (ECT) chart relating the actual dry bulb air temperature and the wind velocity is presented in *S3AM-112-ATT1 Temperature Thresholds*. Unless unusual or extenuating circumstances exist, cold injury to other than hands, feet, and head is not likely to occur without the development of the initial signs of hypothermia. Superficial or deep local tissue freezing will occur only at temperatures below 32°F (0°C) regardless of wind speed. However, older employees, those with circulatory problems and those with previous cold injuries require special precautionary protection against cold injury. The use of extra insulating clothing and/or a reduction in the duration of the exposure period are among the special precautions that should be considered.

4.5.5 Continuous exposure of skin should not be permitted when the air speed and temperature results in an ECT of –25°F (-32°C) or below.

4.5.6 At air temperatures of 40°F (4.4°C) or less, it is imperative that employees who become immersed in water or whose clothing becomes wet be immediately removed from the cold environment, provided a change of clothing, and be treated for hypothermia.

4.5.7 If the air velocity at the job site is increased by wind, draft, or artificial ventilating equipment, the cooling effect of the wind should be reduced by shielding the work area or by wearing an easily removable windbreak garment.

4.5.8 Adequate protection, such as general ventilation, shall be incorporated into any warming shelter design to prevent carbon monoxide poisoning.

4.5.9 Operation of internal combustion or similar devices within warming shelters is prohibited.

4.5.10 If the available clothing does not give adequate protection to prevent hypothermia or frostbite, work should be modified or suspended until adequate clothing is made available or until weather conditions improve.

4.5.11 Walking and working surfaces shall be cleared of ice and snow to prevent slips and falls.

4.5.12 Confirm that employees carry fire starter materials if working in remote areas.

4.5.13 Supplies such as PPE, fuels, enclosures, de-icing, traction aids, warm drinks, and batteries will be specified by the SH&E Manager and/or the Manager and made available. These supplies will be inspected at least weekly during cold weather projects and replaced when necessary.

4.6 Cold Stress Prevention Measures for the Hands

4.6.1 Special protection of the hands is required to maintain manual dexterity for the prevention of accidents including, but not limited to the following:

- If fine work is to be performed with bare hands for more than 10 to 20 minutes in an environment below 60ºF (15ºC), special provisions should be established for keeping the employees' hands warm. For this purpose, warm air jets, radiant heaters (fuel burner or electric radiator), or contact warm plates may be utilized. Metal handles of tools and control bars should be covered by thermal insulating material at temperatures below 30ºF (-1º C).
- If the air temperature falls below 60ºF (15ºC) for sedentary work, 40ºF (4.4º C) for light work, or 20ºF (-6ºC) for moderate work, and fine manual dexterity is not required, employees should use gloves.

4.6.2 To prevent contact frostbite, employees should wear anti-contact gloves:

- When cold surfaces below 20°F (-6°C) are within reach, each employee should be warned to prevent inadvertent contact by bare skin.
- If the air temperature is 0°F (-18°C) or less, employees should protect their hands with mittens or appropriate gloves. Machine controls and tools for use in cold conditions should be designed so that they can be handled without removing the mittens or gloves.
- Ensure an adequate supply of dry gloves is available to replace wet gloves.

4.6.3 Provisions for additional total body protection are required if work is performed in an environment at or below 40ºF (4.4ºC). The employees should wear cold protective clothing appropriate for the level of cold and physical activity.

4.6.4 Additional Cold Stress Prevention Measures:

For work practices at or below 10ºF (-12ºC) ECT, the following will apply:

- The employee should be under constant protective observation (buddy system or supervision).
- The work rate should not be so high as to cause heavy sweating that will result in wet clothing. If heavy work is being performed, rest periods should be taken in heated shelters and opportunities to change into dry clothing should be provided.
- New employees should not be required to work full time in the cold during the first days of employment until they become acclimated to the working conditions and required protective clothing. Refer to *S3AM-112-ATT1 Temperature Thresholds* for guidance.
- The weight and bulkiness of clothing should be included in estimating the required work performance and weights to be lifted by the employee.
- The work should be arranged in such a way that sitting still or standing still for long periods is minimized. Unprotected metal chair seats should not be used. The employee should be protected from drafts to the greatest extent possible.

4.6.5 Employees handling evaporative liquid (gasoline, alcohol, or cleaning fluids) at air temperatures below 40ºF should take special precautions to avoid soaking of clothing or gloves with the liquids because of the added danger of cold injury due to evaporative cooling. Special note should be taken of the particularly acute effects of splashes of “cryogenic fluids” or those liquids with a boiling point that is just above ambient temperature.

4.6.6 Trauma sustained in freezing or subzero conditions requires special attention, because an injured employee is predisposed to cold injury. Special provisions should be made to prevent hypothermia and freezing of damaged tissue in addition to providing for first aid treatment.

4.7 Hypothermia in Water

4.7.1 Loss of body heat heat to the water is a major cause of deaths in boating and working near water incidents. Often the cause of death is listed as drowning; however, the primary cause is often hypothermia. It should also be noted that alcohol lowers the body temperature around 2 to 3 degrees by dilating the blood vessels. Do not drink alcohol around cold water. The following table shows the effects of hypothermia in water:

WATER TEMPERATURE		EXHAUSTION	SURVIVAL TIME
32.5°F	(0°C)	Under 15 minutes	Under 15 to 45 minutes
32.5 to 40°F	(0 to 4°C)	15 to 30 minutes	30 to 90 minutes
40 to 50°F	(4 to 10°C)	30 to 60 minutes	1 to 3 hours
50 to 60°F	(10 to 16°C)	1 to 2 hours	1 to 6 hours
60 to 70°F	(16 to 21°C)	2 to 7 hours	2 to 40 hours
70 to 80°F	(21 to 27°C)	3 to 12 hours	3 hours to indefinite
Over 80°F	(27°C)	Indefinite	Indefinite

4.7.2 Some points to remember when water is a potential hazard:

- Wear a personal flotation device when drowning is a potential hazard. Refer to *S3AM-315-PR1 Working On or Near Water*, and *S3AM-333-PR1 Marine Safety & Vessel Operations*.
- If the water is less than 50°F (10°C), wear a wet suit or dry suit for work in water (e.g., wading, or if a significant potential to fall in water exists).
- While in the water, do not attempt to swim unless to reach nearby safety. Unnecessary swimming increases the rate of body heat loss. Keep the head out of the water. This will increase survival time.
- Keep a positive attitude about rescue. This will increase chances of survival.
- If there is more than one person in the water, huddling is recommended to conserve body heat.

4.7.3 If an employee or equipment is to work on ice and the water beneath the ice is or may be more than 3¼ feet (1m) deep at any point:

- Test the ice prior to commencing to ensure it will support the load to be placed on it. Ongoing testing may be necessary.
- If there is any risk of falling through the ice employees must wear personal protective equipment that will ensure buoyancy and protect against hypothermia at all times while on the ice.

4.8 Work-Warming Regimen

4.8.1 If work is performed continuously in the cold at an equivalent chill temperature (ECT) at or below 19ºF (–7ºC), heated warming shelters (tents, cabins, rest rooms, etc.) should be made available nearby. The employees should be encouraged to use these shelters at regular intervals; the frequency will depend on the severity of the environmental exposure. Refer to *S3AM-112-ATT1 Temperature Thresholds* for guidance.

4.8.2 The onset of heavy shivering, minor frostbite (frostnip), the feeling of excessive fatigue, drowsiness, irritability, or euphoria are indications for immediate return to the shelter.

4.8.3 When entering the heated shelter, the outer layer of clothing should be removed and the remainder of the clothing should be loosened to permit sweat evaporation or a change of dry work clothing provided.

4.8.4 A change of dry work clothing should be provided as necessary to prevent employees from returning to the cold environment with wet clothing.

5.0 Records

5.1 Exposure assessments will be documented in the location's files.

6.0 Attachments

6.1 S3AM-112-ATT1 Temperature Thresholds

6.2 S3AM-112-ATT2 Symptoms & Treatment

Temperature Thresholds

S3AM-112-ATT1

1.0 Purpose and Scope

1.1 The following Tables 1 and 2 give apparent temperatures (wind chill of equivalent chill temperature [ECT]) for various combinations of wind and air temperature, as well as guidelines to the danger of skin exposure.

Table 1. Wind Chill Chart (C)

Actual Temp (°C)	Wind Speed in km/hour									
	8	16	24	32	40	48	56	64	72	80
	Ambient Temperature (°C)									
0	-2	-8	-11	-14	-16	-17	-18	-19	-19	-20
-5	-7	-14	-18	-21	-23	-25	-26	-27	-28	-28
-10	-12	-20	-25	-28	-31	-33	-34	-35	-36	-36
-15	-18	-26	-32	-35	-38	-40	-42	-43	-43	-44
-20	-23	-32	-38	-43	-46	-48	-50	-51	-52	-52
-25	-28	-38	-45	-50	-53	-56	-57	-59	-59	-60
-30	-33	-45	-52	-57	-61	-63	-65	-67	-67	-68
-35	-39	-51	-59	-64	-68	-71	-73	-75	-75	-76
-40	-44	-57	-65	-71	-75	-79	-81	-83	-83	-84
-45	-49	-63	-72	-78	-83	-86	-89	-90	-91	-92
-50	-54	-69	-79	-85	-90	-94	-96	-98	-99	-100

Note: A. Little Danger: if less than one hour of exposure to dry skin.
B. Danger: Exposed flesh freezes within one minute.
C. Great Danger: Flesh may freeze within 30 seconds.

*Source: *2014 Threshold Limit Values (TLV™) and Biological Exposure Indices (BEI™) booklet; published by ACGIH, Cincinnati, Ohio.*

Table 2. Equivalent Chill Temperature Chart (F)

Estimated Wind Speed (mph)	Actual Temperature Reading (°F)									
	50	40	30	20	10	0	-10	-20	-30	-40
	Equivalent Chill Temperature (°F)									
Calm	50	40	30	20	10	0	-10	-20	-30	-20
5	48	37	27	16	6	-5	-15	-26	-36	-47
10	40	28	16	4	-9	-24	-33	-46	-58	-70
15	36	22	9	-5	18	-32	-45	-58	-72	-85
20	32	18	4	-10	-25	-39	-53	-67	-82	-96
25	30	16	0	-15	-29	-44	-59	-75	-88	-104
30	28	13	-2	-18	-33	-48	-63	-79	-94	-109
35	27	11	-4	-20	35	-51	-67	-82	-98	-113
40	26	10	-6	-21	-37	-53	-69	-85	-100	-116
Wind speeds >40 mph have little additional effect	LITTLE DANGER				INCREASING DANGER			GREAT DANGER		
	Trenchfoot and immersion foot may occur at any point on this chart.									

1.2 How fast a person's body cools in cold weather depends on: air temperature, wind speed, heat of the sun, and work being done.

1.2.1 The following Table 3 provides guidelines for establishing periods of work to warming break periods based on ambient temperature and wind speed for workers wearing dry clothing.

1.2.2 Notes following the Table take into account additional factor such as physical exertion, whether workers are acclimatized, etc.

Table 3. Work-Warming Schedule Guidelines

<table>
<tr><th rowspan="2">Air Temp. (Sunny Sky) °F</th><th colspan="2">No Noticeable Wind</th><th colspan="2">5 mph Wind (8 km/h)</th><th colspan="2">10 mph Wind (16 km/h)</th><th colspan="2">15 mph Wind (24 km/h)</th><th colspan="2">20 mph Wind (32 km/h)</th><th colspan="2">25 mph Wind (40 km/h)</th><th rowspan="2">Air Temp. (Sunny Sky) °C</th></tr>
<tr><th>Max. Work Period</th><th>Breaks</th><th>Max. Work Period</th><th>Breaks</th><th>Max. Work Period</th><th>Breaks</th><th>Max. Work Period</th><th>Breaks</th><th>Max. Work Period</th><th>Breaks</th><th>Max. Work Period</th><th>Breaks</th></tr>
<tr><td>above 5°</td><td colspan="2" rowspan="5">Normal Work Schedule</td><td colspan="2" rowspan="4">Normal Work Schedule</td><td colspan="2" rowspan="3">Normal Work Schedule</td><td colspan="2" rowspan="2">Normal Work Schedule</td><td colspan="2" rowspan="2">Normal Work Schedule</td><td colspan="2">Normal Work Schedule</td><td>above -15°</td></tr>
<tr><td>5° to -1°</td><td colspan="2">100 min</td><td>2</td><td>-15° to -17°</td></tr>
<tr><td>0° to -4°</td><td colspan="2">100 min</td><td>2</td><td>75 min</td><td>2</td><td>-18° to -20°</td></tr>
<tr><td>-5° to -9°</td><td colspan="2">100 min</td><td>2</td><td>75 min</td><td>2</td><td>55 min</td><td>3</td><td>-21° to -22°</td></tr>
<tr><td>-10° to -14°</td><td colspan="2">100 min</td><td>2</td><td>75 min</td><td>2</td><td>55 min</td><td>3</td><td>40 min</td><td>4</td><td>-23° to -25°</td></tr>
<tr><td>-15° to -19°</td><td>100 min</td><td>2</td><td>75 min</td><td>2</td><td>55 min</td><td>3</td><td>40 min</td><td>4</td><td>30 min</td><td>5</td><td>-26° to -28°</td></tr>
<tr><td>-20° to -24°</td><td>100 min</td><td>2</td><td>75 min</td><td>2</td><td>55 min</td><td>3</td><td>40 min</td><td>4</td><td>30 min</td><td>5</td><td colspan="2" rowspan="6">Cease Work</td><td>-29° to -31°</td></tr>
<tr><td>-25° to -29°</td><td>75 min</td><td>2</td><td>55 min</td><td>3</td><td>40 min</td><td>4</td><td>30 min</td><td>5</td><td colspan="2" rowspan="5">Cease Work</td><td>-32° to -34°</td></tr>
<tr><td>-30° to -34°</td><td>55 min</td><td>3</td><td>40 min</td><td>4</td><td>30 min</td><td>5</td><td colspan="2" rowspan="4">Cease Work</td><td>-35° to -37°</td></tr>
<tr><td>-35° to -39°</td><td>40 min</td><td>4</td><td>30 min</td><td>5</td><td colspan="2" rowspan="3">Cease Work</td><td>-38° to -39°</td></tr>
<tr><td>-40° to -44°</td><td>30 min</td><td>5</td><td colspan="2" rowspan="2">Cease Work</td><td>-40° to -42°</td></tr>
<tr><td>-44° & below</td><td colspan="2">Cease Work</td><td>-43° & below</td></tr>
</table>

Modified from ACGIH 2014 Threshold Limit Values for Chemical Substances and Physical Agents.

Note 1: Schedule describes the maximum continuous duration of work and number of 10-15 minute breaks to be observed during any 4-hour work period and assumes that period will be followed by an extended warm-up period (e.g., lunch). Allowed breaks should be taken in a warm environment.

Note 2: Schedule applies to moderate to heavy work performed by acclimated workers wearing appropriate layered clothing. For light to moderate work apply the schedule for conditions one step lower. For unacclimated workers apply the schedule for conditions two steps lower. These modifications are additive.

Note 3: For work under 25%–50% overcast/clouds, apply the schedule for conditions one step lower. For work at night or under greater than 50% overcast/clouds, apply the schedule for conditions two steps lower. These modifications are additive with any applicable modifications from Note 2.

Note 4: For wind speeds in excess of 25 mph (40 km/h), cease all nonemergency work when temperatures fall below 5°F (-21°C).

Note 5: When the work involves riding on an unshielded vehicle or some other activity that generates wind, the number of breaks should be increases appropriately.

Note 6: If effective protection against the wind can be provided by shields or screens, work modifications or measures, then the work warm-up schedule for “No Noticeable Wind” would apply.

Note 7: If reliable weather reports are not available, use the following as a guide to estimate wind velocity:

- A 5 mph (8 km/h) wind will move a light flag
- A 10 mph (16 km/h) wind will fully extend the flag
- A 15 mph (24 km/h) wind will raise a newspaper sheet
- A 20 mph (32 km/h) wind will produce blowing and drifting snow.

Symptoms & Treatment

1.0 Cold Stress-related Illnesses

1.1 Frostbite

1.1.1 Frostbite is a localized cold injury characterized by freezing of the tissues with ice crystal formation. There are several degrees of damage. Frostbite can be categorized into:

- **Frost Nip or Initial Frostbite**: (1st degree frostbite) Characterized by blanching or whitening of skin.
- **Superficial Frostbite**: (2nd degree frostbite) Skin has a waxy or white appearance and is firm to the touch, but tissue beneath is resilient. Blistering and peeling of the frozen skin will follow exposure.
- **Deep Frostbite**: (3rd degree frostbite) Tissues are cold, pale, and solid; extremely serious injury with possible amputation of affected area.

1.1.2 Frostbite injury is almost always limited to the upper and lower extremities (finger and toes) or to such appendages as the ears, nose or cheeks.

1.1.3 Conditions conducive to frostbite include sub-zero temperatures, hypothermia, dehydration, obstruction of the blood supply to the extremities (by constricting clothing, especially on the feet or at the wrists or ankles), contact with cold metal, contact with organic liquids (such as gasoline or solvents that have been left outdoors in sub-zero temperatures), use of substances that cause vasoconstriction (such as smoking tobacco), or other injury or shock.

1.1.4 Frostbite can occur without hypothermia when the extremities do not receive sufficient heat. Frostbite occurs when there is freezing of the fluids around the cells of the affected tissues.

1.1.5 Contact by the skin with tools or other metal objects below 20°F (-7°C) may result in contact frostbite.

1.1.6 The first symptom of frostbite is an uncomfortable sensation of coldness and pain, followed by numbness. There may be tingling, stinging, or cramping. Ongoing symptoms of frostbite include:

- Sudden and complete cessation of cold or discomfort in affected fingers or toes, often followed by a pleasant feeling of warmth;
- Subsequently the only symptom may be the absence of any sensation in the frozen part;
- Paleness in the affected tissues;
- Firm or hard tissues; and
- Purple tissue, if a large area, such as an entire hand or food, is frostbitten.

1.1.7 If exposure occurs in temperatures that are below freezing (32ºF or below), frostbite or trench foot (immersion foot) may accompany or complicate the symptoms of hypothermia. Frostbite is the freezing of living tissues with a resultant breakdown of cell structure. Symptoms due to frostbite may include, but is not limited to:

- Superficial redness of the skin;
- Slight numbness;
- Blisters;
- Obstruction of blood flow (ischemia);
- Blood clots (thrombosis); and
- Skin discoloration due to insufficient oxygen in the blood (cyanosis).

1.1.8 Frostbite may occur if the skin comes into contact with objects with a surface temperature below freezing, such as metal tool handles. Trench foot is caused by continuous exposure to cold combined with persistent dampness or immersion in water. Injuries in this case include permanent tissue damage due to oxygen deficiency, damage to capillary walls, severe pain, blistering, tissue death, and ulceration.

1.1.9 Additionally, cold exposures may either induce or intensify vascular abnormalities. These include chilblain (a swelling or sore), Raynaud's disease, acrocyanosis (blueness of hands and feet) and thromboangiitis (inflammation of the innermost walls of blood vessels with accompanying clot formation). Workers suffering from these ailments should take particular precautions to avoid chilling.

1.2 Hypothermia

1.2.1 Hypothermia is a lower than normal body temperature that occurs when outer cold cools the body faster than the body can produce heat to stay warm. When this situation first occurs, blood vessels in the skin constrict in an attempt to conserve vital internal heat. Hands and feet are the first affected.

- If the body continues to lose heat, involuntary shivers begin. This is the body's way of attempting to produce more heat, and it is usually the first real warning sign of hypothermia.
- Further heat loss produces speech difficulty, confusion, loss of manual dexterity, collapse, and finally death.

1.2.2 Hypothermia can be caused by exposure to wind, cold, and/or moisture. The combination of wind, cold, and moisture can be deadly. Wet clothes or immersion in cold water greatly increases the hypothermia risk. The progressive clinical presentation of hypothermia is described in the table below.

Condition	Core Body Temp.	Signs/Symptoms	Treatment
Mild Hypothermia	99 – 97 F 37 – 36 C	Normal, shivering may begin	Seek dry shelter; replace wet clothing, insulate whole body and head, avoid sweating, use external warmth (bath, fire) only if core above 95 degrees F, give warm sweet drinks and food.
	97 – 95 F 36 – 35 C	Cold sensation, goose bumps, unable to perform complex tasks with hands, shiver can be mild to severe, hands numb.	
Moderate Hypothermia	95 – 93 F 35 – 34 C	Intense shivering, muscle in-coordination becomes apparent, movements slow and labored, stumbling pace, mild confusion may appear alert.	Avoid exercise and external warmth, gently rest; give warm sweet drinks and calories, internal warming via warm moist air, monitor pulse and breathing.
	93 – 90 F 34 – 32 C	Violent shivering persist, difficulty speaking, sluggish thinking, amnesia starts to appear, gross muscle movements sluggish, unable to use hands, stumbles frequently, signs of depression, withdrawn.	
Severe Hypothermia	90 – 86 F 32 – 30 C	Shivering stops, exposed skin blue or puffy, muscle coordination very poor, inability to walk, confusion, incoherent/irrational behavior, but may be able to maintain posture and appearance of awareness.	Medical emergency, give nothing by mouth, wrap in an insulated blanket, avoid rapid rewarming, transfer to hospital immediately.
	86 – 82 F 30 – 28 C	Muscle rigidity, semiconscious, stupor, loss of awareness of others, pulse and respiration rate decrease, possible heart fibrillation.	
	82 – 78 F 28 – 25.5 C	Unconscious, heart beat and respiration erratic, pulse may not be palpable.	
	78 – 75 F 25.5 – 24 C	Pulmonary edema, cardiac and respiratory failure, death. Death may occur before this temperature is reached.	

1.2.3 Early warning signs of hypothermia:

- Feeling of being cold and tired;
- Heavier breathing and increased pulse rate;
- Tendency to keep moving (e.g., stamping feet, rubbing hands, continued walking/pacing);
- Goose bumps, holding arms tightly wrapped around the body, hunching of shoulders, and
- Shivering.

1.2.4 Hypothermia damages both the body's internal temperature mechanisms (hypothalamus) and the peripheral mechanisms to prevent heat loss (vasoconstriction and perspiration.) These effects may last up to three years after the initial hypothermia episode. Symptoms of hypothermia may include, but are not limited to:

- Pain in the extremities;
- Severe shivering and numbness;
- Low core body temperature;
- Drowsiness and muscular weakness;
- Apathy;
- Mental confusion;
- Loss of consciousness;
- Shock, and
- Decreasing pulse and breathing rate.

2.0 Recommended Treatment for Cold Stress-related Illnesses

2.1 Frostbite

2.1.1 Wrap the victim in woollen blanket and keep dry until he or she can be brought inside.

2.1.2 Remove the victim from the cold environment.

2.1.3 Do not rub, chafe, or manipulate frozen parts.

2.1.4 Place the victim in warm water (102ºF to 105ºF) and make sure the water remains warm. Test the water by pouring it on the inner surface of your forearm. Never thaw affected body parts if the victim has to go back out into the cold; refreezing can cause significant tissue damage.

2.1.5 Do not use hot water bottles or a heat lamp, and do not place the victim near a hot stove.

2.1.6 Do not allow the victim to walk if his or her feet are affected.

2.1.7 Have the victim gently exercise the affected parts once they are thawed.

2.1.8 Seek immediate medical attention for thawing of serious frostbite.

2.2 Hypothermia

2.2.1 Bring the victim into a warm room or shelter as quickly as possible.

2.2.2 Give artificial respiration and stop any bleeding, if necessary.

2.2.3 If the victim cannot be moved (spinal injury, etc.), carefully place newspapers, blankets, or some other insulation between the victim and the ground.

2.2.4 Remove all wet clothing.

2.2.5 Provide an external heat source, because the body cannot generate its own heat. Wrap the victim in prewarmed blankets, place him or her in the liner of a portable hypothermia treatment unit, put the torso (not the extremities) into a tub of warm water, or use body-to-body contact to rewarm the body core. These measures will slowly reopen the peripheral circulation, minimizing the possibility

of after-shock or after-drop (the flowing of cooled, stagnated blood from the limbs to the heart), which may cause ventricular fibrillation, cardiac arrest, or death.

2.2.6 Do not allow the victim to sleep.

2.2.7 Give warm, sweet drinks. Do not give alcohol or pain relievers.

2.2.8 Keep the victim still. Do not try to walk.

2.2.9 Do not rub numb skin.

2.2.10 Get medical attention as soon as possible.

Americas

Heat Stress

S3AM-113-PR1

1.0 Purpose and Scope

1.1 Establishes a Heat Illness Prevention Program to guide employees in preventing heat illness, recognition of the symptoms of heat stress-related illnesses and in taking the appropriate corrective action.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **Acclimated –** Employees who have developed physiological adaptation to hot environments characterized by increased sweating efficiency, circulation stability, and tolerance of high temperatures without stress. Acclimatization occurs after 7 to 10 consecutive days of exposure to heat and much of its benefit may be lost if exposure to hot environments is discontinued for a week.

2.2 **Chemical Protective Clothing (CPC)** – Apparel that is constructed of relatively impermeable materials intended to act as a barrier to physical contact of the Employee with potentially hazardous materials in the workplace. Such materials include Tyvek® coveralls (all types) and polyvinyl chloride coveralls and rain suits.

2.3 **Heat Cramps** – A form of heat stress brought on by profuse sweating and the resultant loss of salt from the body.

2.4 **Heat Exhaustion** – A form of heat stress brought about by the pooling of blood in the vessels of the skin and in the extremities.

2.5 **Heat Rash** – A heat-induced condition characterized by a red, bumpy rash with severe itching.

2.6 **Heat Stress** – The combination of environmental and physical work factors that constitute the total heat load imposed on the body.

2.7 **Heat Stroke** – The most serious form of heat stress, which involves a profound disturbance of the body's heat-regulating mechanism.

2.8 **Sunburn** – Caused by unprotected exposure to ultraviolet radiation present in sunlight that is damaging to the skin (Refer to *S3AM-121-PR1 Non-Ionizing Radiation*). The injury is characterized by red painful skin, blisters, and/or peeling.

2.9 **Unacclimated** – Employees who have not been exposed to hot work conditions for one week or more or who have become heat-intolerant due to illness or other reasons.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-004-PR1 Incident Reporting, Notifications & Investigation

3.3 S3AM-010-PR1 Emergency Response Planning

3.4 S3AM-121-PR1 Non-Ionizing Radiation

3.5 S3AM-208-PR1 Personal Protective Equipment

3.6 S3AM-209-PR1 Risk Assessment & Management

4.0 Procedures

4.1 Roles and Responsibilities

4.1.1 Managers

- Evaluate the need for heat illness prevention measures and incorporate as appropriate into the Safe Work Plan or Task Hazard Analysis.
- Allocate sufficient resources for the management of heat illness in the field including the provision of water, a shaded break area, and sufficient schedule to allow for breaks.

4.1.2 Safety, Health and Environment (SH&E) Manager

- Provide heat illness awareness training.
- Assist in developing appropriate work-rest schedules.
- Conduct/support incident investigations related to potential heat stress-related illnesses.

4.1.3 Supervisor

- Identify those tasks that may be most impacted by heat stress and communicate the hazard to the assigned Employees.
- Confirm that Employees have been trained on the recognition of heat illness.
- Confirm that this procedure, along with any applicable Safe Work Plan and/or Task Hazard Analysis (and heat exposure control plan that may be contained therein) are made available to affected Employees.
- Confirm that adequate supplies of appropriate fluids are readily available to Employees.
- Confirm that a proper rest area is available.
- Conduct heat illness monitoring, as applicable.
- Implement the work-rest schedule.
- Confirm that first aid measures are implemented once heat stress symptoms are identified.
- Confirm personnel are physically capable of performing the assigned tasks and are not in a physically compromised condition.
- Report all suspected heat illnesses.

4.1.4 Employee

- Observe each other for the early symptoms of heat illnesses.
- Maintain an adequate intake of available fluids.
- Be familiar with heat stress hazards, predisposing factors, and preventative measures.
- Report to work in a properly vested and hydrated condition.
- Report all suspected heat stress-related illnesses.

4.2 Restrictions

4.2.1 The Buddy System is required when working in high heat conditions; Employees shall not work alone.

4.2.2 Employees shall not be exposed to levels exceeding those specified for the given work level and work-rest regimen as listed in *S3AM-113-ATT1 Heat Stress – Temperature Thresholds*.

4.2.3 Clothing corrections shall be applied in accordance with the tables provided in *S3AM-113-ATT1 Heat Stress – Temperature Thresholds*.

4.3 Exposure Controls

4.3.1 It shall be determined whether Employees are or may be exposed to hazardous heat levels. The Supervisor shall:

- Conduct a heat stress assessment to determine the potential for hazardous exposure of Employees. Assessment shall include, but not limited to:
  - Ambient temperature.
  - Amount of sunshine (cloudy, clear). Refer to *S3AM-121-PR1 Non-Ionizing Radiation* additional direction concerning ultraviolet radiation exposures.
  - Other radiant heat sources (e.g. motor, fire, etc.).
  - Humidity.
  - Air flow.
  - Amount or type of physical labor being performed,
  - Physical condition of the Employees (e.g., acclimated/not)
  - Protective clothing in use.
  - Referral to *S3AM-113-ATT1 Heat Stress – Temperature Thresholds* to assist in determining whether hazardous heat exposures may exist.
- If potential for hazardous exposure is identified, the Supervisor shall develop and implement a heat stress exposure control plan within the Safe Work Plan and/or Task Hazard Analysis. Refer to *S3AM-209-PR1 Risk Assessment & Management.*

4.3.2 If Employees are or may be exposed, the Supervisor shall implement engineering controls (e.g., shelters, cooling devises, etc.) to reduce the exposure of Employees to levels below those specified for the given work level and work-rest regimen as listed in *S3AM-113-ATT1 Heat Stress – Temperature Thresholds*.

4.3.3 If engineering controls are not practicable, the Supervisor shall reduce the exposure of Employees to levels below those listed in *S3AM-113-ATT1 Heat Stress – Temperature Thresholds* by providing administrative controls, including a work-rest cycle or personal protective equipment, if the equipment provides protection equally effective as administrative controls.

4.3.4 If Employees are or may be exposed, the Supervisor shall provide and maintain an adequate supply of cool, fresh, potable water close to the work area for the use of a heat exposed Employee. Water shall be provided (paid) by the project or program; if Employees purchase their own drinking water because water is not otherwise available on site, they shall be reimbursed.

4.3.5 If an Employee shows signs or reports symptoms of heat stress or strain, they shall be removed from the hot environment and treated by an appropriate first aid attendant on site, if available, or by a physician, refer to *S3AM-113-ATT2 Heat Stress – Symptoms & Treatment* for more specifics.

4.4 Heat Stress Planning

4.4.1 Heat stress can be a significant site hazard, especially for Employees wearing CPC. To prepare for emergency response planning, refer to *S3AM-010-PR1 Emergency Response Planning* procedure.

4.4.2 The project and site-specific heat related risks shall be identified. Appropriate prevention and control measures shall be developed and documented in the project's SH&E Plan or included as a supplement to the SH&E Plan (e.g., *S4[DCS]AM-113-FM1 Heat Illness Prevention Plan – DCS Americas*) and the Task Hazard Assessments (THA). Refer to the *S3AM-209-PR1 Risk Assessment & Management* procedure.

4.4.3 The heat a worker is exposed to may be a combination of air temperature, radiant heat, and humidity. The WBGT (wet-bulb globe thermometer) is a useful index of the environmental

contribution to heat stress. Because WBGT is only an index of the environment, the contributions of work demands, clothing, and state of acclimatization shall also be accounted for, as described in the following steps.

- Monitor ambient temperatures and conduct heat stress monitoring in accordance with the location specific SH&E Plan. Revise the heat stress monitoring and controls if there are any reports of discomfort due to heat stress.
- Monitor temperatures in each unique environment in which workers perform work (e.g., take WBGT measurements inside truck cabs for truck drivers, and take separate WBGT measurements in the outdoor area where field employees work, etc.). Follow manufacturer's instructions on proper use of the WBGT.
- Determine if individual workers are acclimatized or un-acclimatized. Full heat acclimatization requires up to 3 weeks of continued physical activity under heat-stress conditions similar to those anticipated for the work. Its loss begins when the activity under those heat-stress conditions is discontinued, or when there is a sustained increase in temperatures of 10 °F (5.6 °C) or more, and a noticeable loss occurs after 4 days. A worker can be considered acclimatized for the purpose of this procedure when they have been exposed to the site conditions (including level of activity) for 5 of the last 7 days.
- Determine the approximate workload of each worker or group of workers. The following examples (Table 1) can be used for comparison:

Table 1
Examples of Activities within Workload Categories

Categories	Example Activities
Resting	Sitting quietly
	Sitting with moderate arm movements
Light	Sitting with moderate arm and leg movements
	Standing with light work at machine or bench while using mostly arms
	Using a table saw
	Standing with light or moderate work at machine or bench and some walking about
Moderate	Scrubbing in a standing position
	Walking about with moderate lifting or pushing
	Walking on level at 3.5 miles/hr (6 km/hr) while carrying 6.6 lbs (3kg) weight load
Heavy	Carpenter sawing by hand
	Shoveling dry sand
	Heavy assembly work on a non-continuous basis
	Intermittent heavy lifting with pushing or pulling (e.g., pick-and-shovel work)
Very Heavy	Shoveling wet sand

- Determine the approximate proportion of work within an hour during a typical shift. Typically, the initial work schedule will be 60 minutes of work per hour (100 percent work) with a small break in the morning and afternoon, as appropriate, and a 30-minute lunch break mid-day.
- For workers wearing cloth coveralls (e.g., Nomex fire resistant clothing), add 3 to the measured WBGT. For impermeable clothing, such as Tyvek or Saranex, the WBGT procedures cannot be used. For these situations, workers should begin physiological monitoring as soon as the temperature in the work area exceeds 70ºF (21°C).
- Use the collected information to develop appropriate work to rest schedules as detailed in *S3AM-113-ATT1 Heat Stress – Temperature Threshold*. Work-rest schedules and water provision shall be documented in the applicable SH&E Plan or supplementary Health Illness Prevention Plan and may be additionally documented using logs such *as S3AM-113-FM2 Daily Heat Illness Prevention Log*.

4.4.4 Given the work demands (light, moderate, heavy or very heavy), heat of the work environment, and such aspects as PPE in use, workload will be adjusted appropriately to allow for proper acclimation.

- This is the process by which the body "gets used to" hot work environments. This is achieved by slowly increasing workloads.
- New and returning Employees (absent one week or more) who have not had time to acclimatize may be more susceptible to heat related illnesses, even in seemingly low risk heat exposures.
- All Employees shall be allowed time to acclimatize in the event of a heat wave. All Employees assigned to a new process with additional heat exposures shall be allowed to acclimatize.
- Minimize workload and gradually increase as tolerance is built up. Allow for more frequent breaks.
- While acclimatization normally takes approximately 5 to 7 days, heightened monitoring of these Employees will be maintained for the first 14 days.

4.4.5 Employees shall be instructed in the recognition of heat stress symptoms, the first aid treatment procedures for severe heat stress, and the prevention of heat stress injuries. Employees shall be encouraged to immediately report any heat stress that they may experience or observe in fellow Employees. Supervisors shall use such information to adjust the work-rest schedule to accommodate such problems.

4.4.6 Wherever possible, a designated break area should be established in an air-conditioned space, or in shaded areas where air conditioning is impractical. The break area should be equipped to allow Employees to loosen or remove protective clothing, and sufficient seating should be available for all Employees. During breaks, Employees shall be encouraged to drink plenty of water or other liquids, even if not thirsty, to replace lost fluids and to help cool off. Cool water should be available at all times in the break area, and in the work area itself unless hygiene/chemical exposure issues prevent it.

4.5 Symptoms and Treatment

4.5.1 Refer to *S3AM-113-ATT2 Heat Stress – Symptoms & Treatment*.

4.5.2 Employees who exhibit ANY signs of significant heat stress (e.g., profuse sweating, confusion and irritability, pale, clammy skin) shall be relieved of all duties at once, made to rest in a cool location, and provided with large amounts of cool water.

4.5.3 Severe heat stress (heat stroke) is a life-threatening condition requiring immediate emergency medical care (e.g., call 911). Anyone exhibiting symptoms of heat stroke (slurred speech, unconsciousness, etc.) shall be taken immediately to the nearest medical facility. Steps shall be taken to cool the person during transportation (clothing removal, wet the skin, air conditioning, etc.).

4.6 Prevention

4.6.1 Requirements for working in extreme heat may be triggered by regulatory established criteria (e.g. CAL/OSHA requires high heat procedures when temperature equals or exceeds 95°F) or as a result of a hazard analysis assessing various contributory factors (refer to *S3AM-113-ATT1 Heat Stress – Temperature Thresholds*). Employees working in extreme heat or sun should understand and apply the following guidelines for preventing and detecting heat exhaustion and heat stroke.

- When possible, begin hydrating at least three days prior to working in high heat conditions.
- Review the heat stress exposure control plan within the SH&E Plan, and/or Task Hazard Analysis.
- If the supervisor is not immediately available confirm a reliable method of communication is in place to allow for contact with supervision. In the absence of cellular reception, a satellite phone or similar device may be required.

- Take frequent short breaks in areas sheltered from direct sunlight; eat and drink small amounts frequently.
- Try to schedule work for the coolest part of the day, early morning and evening.
- Avoid strenuous physical activity outdoors during the hottest part of the day.
- Avoid sudden changes of temperature. Refer *to S3AM-113-ATT1 Heat Stress – Temperature Thresholds*.
- Air out a hot vehicle before getting into it.
- Obtain medical direction if taking diuretics during hot weather (a lower dose may be necessary).
- When working in heat, drink 1 quart of water per hour of work.
- Avoid caffeine and alcohol as they increase dehydration.
- Monitor urine frequency and color to detect dehydration. Refer to the *S3AM-113-ATT3 Dehydration Chart.*
- The Buddy System is required when working in high heat conditions to enable effective communication and cross-observation for indications of heat stress.
- Initiate emergency response procedures when necessary, including contacting emergency medical services as appropriate and in accordance with the Emergency Response Plan.

4.6.2 Personal Protective Equipment

- Review the *S3AM-208-PR1 Personal Protective Equipment* procedure.
- Wear a hat and light-colored, loose-fitting clothing to reflect the sun.
- Apply sunscreen to exposed skin (SPF 30 or greater, follow directions on label).
- Wear sunglasses with UV protection.
- Pack extra water to avoid dehydration (try freezing water in bottles overnight to help keep the water cooler for longer during the day).

4.7 Work-Rest Schedule Practices

4.7.1 Intake of fluid will be increased beyond that which satisfies thirst, and it is important to avoid "fluid debt," which will not be made up as long as the individual is sweating.

- Two 8-ounce glasses of water should be taken prior to beginning work, then up to 32 ounces (1 quart) per hour during the work shift; fluid replacement at frequent intervals is most effective.
- The best fluid to drink is water; liquids like coffee or soda do not provide efficient hydration and may increase loss of water.
- If commercial electrolyte drinks (e.g., Gatorade) are used, the drink should be diluted with water, or 8 ounces of water should be taken with each 8 ounces of electrolyte beverage.

4.7.2 Additional salt is usually not needed and salt tablets should not be taken.

4.7.3 Fluids for drinking should be cool and fresh, but not cold.

4.7.4 Breaks will be taken in a cool, shaded location, and any impermeable clothing should be opened or removed.

- A relatively cool, shaded area shall be provided for breaks when working in hot environments. For hazardous waste sites, the rest area should be located in the support zone adjacent to the contamination reduction zone, situated so that part of it is in the decontamination area so workers can take breaks without going through full decontamination.

- If shade is not available, shaded areas shall be constructed. This same type of canopy can be set up to shade personnel performing various types of work in hot weather.
- Cooling measures other than shade (e.g., misting, air-conditioned break areas, air conditioned vehicles, etc.) can be used in lieu of shade provided it can be demonstrated that they are at least as effective in cooling employees.
- Employees should have access to these rest areas at break times and at any other time when suffering from heat illness or believing a preventive recovery period is needed.

4.7.5 Dry clothing or towels should be available to minimize chills when taking breaks.

4.7.6 Manual labor will not be performed during breaks, other than paperwork or similar light tasks.

4.7.7 Other controls that may be used include:

- Scheduling work at night or during the cooler parts of the day (6 am–10 am, 3 pm–7 pm).
- Erecting a cover or partition to shade the work area.
- Auxiliary cooling - wearing cooling devices beneath protective garments, but over any underclothing.
  - If cooling devices are worn, only physiological monitoring will be used to determine work activity.
  - These vests typically provide cooling via one of two methods: the use of ice or other frozen media, or the use of a vortex cooler. Each method has its advantages and disadvantages.
  - The frozen media vest requires a means for freezing the media, and the media (usually water or "blue ice") will melt, requiring replacement.
  - The vortex cooler tends to cool more uniformly. Instead of frozen media, this vest uses the expansion of compressed air to cool the wearer. The drawback is the compressed air requirement, but this is negated when the wearer is already using an airline respirator supplied by a compressor. A vortex cooler should not be supplied from air cylinders, as this will draw down the cylinders rapidly.
- Auxiliary cooling should be considered when the following conditions exist:
  - Ambient temperature over 80°F (26°C).
  - Workers are wearing impermeable garments (i.e., Tyvek, Saranex, Chemrel, etc.).
  - It is desirable to have long work shifts with minimum interruption.

4.8 Evaluating the Work-Rest Schedule's Effectiveness

4.8.1 Once a work-rest schedule is established, the Supervisor shall continually evaluate its effectiveness through observation of Employees for signs/symptoms of heat stress. Have workers assess themselves and their body's reaction to the heat and work conditions (self-assessment), and report any signs or symptoms of heat illness. These can include nausea or dizziness, heat cramps, extreme thirst, or very dark urine.

4.8.2 Measurement or physiological monitoring of each Employee's vitals (e.g., pulse, blood pressure, and temperature) can provide additional information in determining if the schedule is adequate. Refer to *S3AM-113-ATT1 Heat Stress – Temperature Thresholds* for additional guidance on when physiological monitoring should be conducted.

4.8.3 Frequency of physiological monitoring is increased or decreased depending upon such factors as worker fitness, acclimatization, temperature of the work environment, type of PPE, etc.

Based on the results of the physiological monitoring and on the workers' self-assessments, the work period may be adjusted as follows:

- The work period may be increased (generally, by 5- to 10-minutes intervals, up to a maximum of 4 hours) if the results of the first 2 hours of the physiological monitoring and the workers' self-assessments indicate that workers are recovering adequately (see below), and on the judgment of the SH&E Manager.
- The work period shall be decreased if the results of the physiological monitoring and the workers' self-assessment indicate that workers are NOT recovering adequately (see below).

4.8.4 If physiological monitoring is conducted, the Employee and/or the SH&E Manager (or appropriate designate) shall measure and record body temperature and pulse rate as described below.

4.8.5 Monitor body temperature to determine if Employees are adequately dissipating heat build-up. Ear probe thermometers which are adjusted to oral temperature (aural temperature) are convenient and the preferred method of measurement. Determine work/rest regimen as follows:

- Measure oral body temperature at the end of the work period. Oral body temperatures are to be obtained prior to the employee drinking water or other fluids.
- If temperature exceeds 99.6°F (37.5°C), shorten the following work period by 1/3 without changing the rest period.
- If, at the next rest period, temperature still exceeds 99.6°F (37.5°C), the worker should not be allowed to continue work until repeated temperature measurements are in the acceptable range (i.e., less than 99.6°F). Do not leave the worker alone during the recovery time. Watch for signs of heat illness and be prepared to implement emergency response as necessary.
- Do not allow a worker to wear impermeable PPE when his/her oral temperature exceeds 100.6°F (38.1°C).

4.8.6 At the start of the workday each Employee's baseline pulse rate (in beats per minute [bpm]) is determined by taking a pulse count for 15 seconds and multiplying the result by four or by using an automated pulse count device. Pulse rates can then be measured at the beginning of each break period and two minutes thereafter to determine if the rest period allows for adequate recovery.

- Take the radial (wrist) pulse as early as possible in the rest period and determine the worker's heart rate in beats per minute. The heart rate is determined by counting the pulse for ten seconds and multiplying the number by 6 to get the beats per minute. Record this as P1.
- Wait 2 minutes and repeat the pulse measurement. Record this as P2.
- If P1 is greater than or equal to 110 beats per minute (bpm) and if (P1 – P2) is less than or equal to 10 bpm (indicating that workers are not recovering adequately), shorten the next work cycle by 1/3 without changing the rest period.
- At the next rest period, if P1 is still equal to or greater than 110 bpm, and if (P1 – P2) is still less than or equal to 10 bpm, shorten the following work cycle by 1/3 without changing the rest period.
- At the third rest period, if P1 is still equal to or greater than 110 bpm and (P1 – P2) is still less than or equal to 10 bpm, the worker should not be allowed to continue work until repeated pulse measurements are in the acceptable range (i.e., P1 is less than 110 bpm and (P1 – P2) is greater than 10 bpm). Do not leave the worker alone during the recovery time. Watch for signs of heat illness and be prepared to implement emergency response as necessary.

4.8.7 Use of an automated or similar blood pressure device will be used to assess each Employee's blood pressure at the beginning and end of each break period to determine if the rest period allows adequate cooling by applying the following criteria:

- If the blood pressure of an Employee is outside of 90/60 to 150/90, then the Employee will not be allowed to begin or resume work; extend the break period by at least five minutes, at the end of which blood pressure rates will be re-measured and the end-of-break criteria again applied.

4.8.8 All physiological monitoring of heat stress will be documented using *S3AM-113-FM1 Heat Stress Monitoring Log.*

4.9 Training

4.9.1 Employees and their Supervisors that may be exposed to the hazard will be trained and oriented to the hazard and the controls prior to work commencing.

4.9.2 Those Employees, including Supervisors, potentially exposed to heat stress will receive training, refer to the *S3AM-003-PR1 SH&E Training* procedure. Training will include, but is not limited to:

- Sources of heat stress (environmental and personal), influence of protective clothing, and importance of acclimatization;
- How the body handles heat and acclimatization;
- Recognition of heat-related illness symptoms;
- Preventative/corrective measures including, but not limited to;
  - Employees will be informed of the harmful effects of excessive alcohol consumption in the prevention of heat stress.
  - All Employees will be informed of the importance of adequate rest and proper diet in the prevention of heat stress.
- First aid procedures for heat stress-related illnesses; and
- Immediate reporting of any heat-related incident (injury, illness, near-miss), refer to the *S3AM-004-PR1 Incident Reporting, Notifications & Investigation* procedure.

5.0 Records

5.1 None

6.0 Attachments

6.1 S3AM-113-ATT1 Heat Stress - Temperature Thresholds

6.2 S3AM-113-ATT2 Heat Stress - Symptoms & Treatment

6.3 S3AM-113-ATT3 Dehydration Chart

6.4 S3AM-113-FM1 Heat Stress Monitoring Log

6.5 S3AM-113-FM2 Daily Heat Illness Prevention Log

6.6 S3[DCS]AM-113-FM1 Heat Illness Prevention Plan – DCS Americas

Americas

Heat Stress – Temperature Thresholds

S3AM-113-ATT1

1.0 Work-Rest Schedule

The prevention of heat stress is best performed through Supervisor observation of Employees and routine heat stress awareness training activities. However, it is also necessary to implement a work routine that incorporates adequate rest periods to allow Employees to remove protective clothing, drink fluids (vital when extreme sweating is occurring), rest and recover. The frequency and length of work breaks shall be determined by the Supervisor based upon the ambient temperature, amount of sunshine, humidity, the amount of physical labor being performed, the physical condition of the Employees (e.g., acclimated/not), and protective clothing being used.

1.1 Establishing a Work-Rest Schedule:

1.1.1 AECOM permits the use of either of two techniques to initially determine an appropriate daily work-rest schedule. These methods are:

- Wet Bulb Globe Thermometer (WBGT) Method: This method is preferred if a WBGT meter is available.
- Adjusted Temperature Method: This method should be used only if WBGT data is not available.

1.1.2 Either procedure will provide the Supervisor with a recommended routine; however, adjustments to this routine may be required to accommodate the specific daily conditions at the work site.

1.2 WBGT Work-Rest Schedule Guidelines:

1.2.1 If the measured WBGT is less than the action limit value, there is little risk of excessive exposure to heat stress, and work can continue.

- Continue to monitor ambient conditions with the WBGT. However, if there are reports of the symptoms of heat-related disorders, then the analysis of little risk should be reconsidered.
- If the measured WBGT is greater than the values in the following two tables, institute heat stress controls, including the associated work-rest cycle, and perform physiological monitoring as described in *S3AM-113-PR1 Heat Stress*.
- Because of the physiological strain associated with very heavy work among less fit workers regardless of WBGT, values are not provided in Table 1 or 2 for continuous work or 75% work – 25% rest regimen. Physiological monitoring should always be implemented under these conditions.

1.2.2 Table 1, the Non-CPC Activities WBGT Chart, is intended for use where personnel are not utilizing Chemical Protective Clothing (CPC). Where workers are required to utilize CPC, Table 2, the CPC Activities WBGT Chart, will be used.

1.2.3 WBGT readings are compared directly with the values of the applicable WBGT Chart for the applicable work rate (where light work corresponds to minimal physical activity besides standing/watching; very heavy work corresponds to significant, continuous physical labor) to determine the work-rest frequency.

Table 1. Non-CPC Activities WBGT Chart

Work-Rest Regimen	WBGT			
	Light Work	Moderate Work	Heavy Work	Very Heavy Work
Continuous Work	85°F (29.4°C)	81°F (27.2°C)	78°F (25.6°C)	
75% Work – 25% Rest	86°F (30°C)	83°F (28.3°C)	81°F (27.2°C)	
50% Work – 50% Rest	88°F (31.1°C)	85°F (29.4°C)	83°F (28.3°C)	81°F (27.2°C)
25% Work – 75% Rest	90°F (32.2°C)	87°F (30.6°C)	86°F (30°C)	85°F (29.4°C)

Modified from ACGIH's 2014 *Threshold Limit Values for Chemical Substances and Physical Agents*, for acclimatized workers.

Table 2. CPC Activities WBGT Chart

Work-Rest Regimen	WBGT			
	Light Work	Moderate Work	Heavy Work	Very Heavy Work
Continuous Work	74°F (23.3°C)	70°F (21.1°C)	67°F (19.4°C)	
75% Work – 25% Rest	75°F (23.9°C)	72°F (22.2°C)	70°F (21.1°C)	
50% Work – 50% Rest	77°F (25°C)	74°F (23.3°C)	72°F (22.2°C)	70°F (21.1°C)
25% Work – 75% Rest	79°F (26.1°C)	76°F (24.4°C)	75°F (23.9°C)	74°F (23.3°C)

Modified from ACGIH's 2014 *Threshold Limit Values for Chemical Substances and Physical Agents*, for acclimatized workers.

1.3 Humidex Based Work-Rest Schedule Guidelines

1.3.1 The Humidex method is a simplified way of protecting workers from heat stress. It is an equivalent scale intended to express the combined effects of warm temperatures and humidity. Humidex is used as a measure of perceived heat that results from the combined effect of excessive humidity and high temperature.

1.3.2 This method requires only a local air temperature and relative humidity value. Monitoring shall continue throughout the day for changing conditions. Identify a representative location where measurements can be taken. Measurements should be recorded at least hourly when ambient temperatures and 90°F (32°C) for personnel wearing normal permeable work clothes.

- Step 1: On the Humidex table below, look up the temperature on the left (Celsius is located below RH>) and the relative humidity (RH) on the top. Determine the Humidex value.

F	RH>	100%	95%	90%	85%	80%	75%	70%	65%	60%	55%	50%	45%	40%	35%	30%	25%	20%
108	42													55	52	50	48	46
106	41												55	53	51	48	46	44
104	40											55	53	51	49	47	45	43
102	39										55	53	51	49	47	45	43	41
100	38		Step 1 - Determine HUMIDEX VALUE							54	53	51	49	47	45	43	42	40
99	37								54	52	51	49	47	45	44	42	40	38
97	36					57	55	53	52	50	49	47	45	44	42	40	39	37
95	35				56	54	53	51	50	48	47	45	43	42	40	39	37	36
93	34		56	55	53	52	51	49	48	46	45	43	42	40	39	37	36	34
91	33	55	54	53	51	50	48	47	46	44	43	41	40	39	37	36	34	33
90	32	53	51	50	49	48	46	45	44	42	41	40	38	37	36	34	33	32
88	31	50	49	48	47	45	44	43	42	40	39	38	37	35	34	33	32	30
86	30	48	47	46	44	43	42	41	40	39	37	36	35	34	33	31	30	29
84	29	46	45	43	42	41	40	39	38	37	36	35	33	32	31	30	29	28
82	28	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27
81	27	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25
79	26	39	38	37	36	35	34	33	33	32	31	30	29	28	27	26	25	24
77	25	37	36	35	34	33	33	32	31	30	29	28	27	26	26	25	24	23

- Step 2: Place the Humidex value into the Heat Index Adjustment Table below. Determine the applicable adjustments based on the given work or task.

Heat Index Adjustment Table

	Step 2 - Risk Factor Adjustment	
Write in value	What is the HUMIDEX value from the table in Step 1?	
	Radiant Heat	**Adjustment**
	Working in full-sun	Add 2
	Working in ½ or partial sun or weak radiant heat source	Add 1
	Working near very hot equipment surfaces or processes	Add 2
	Clothing: Pick One Only	
	Short/long sleeve shirt and pants – no overalls	None
	Overalls (e.g., Nomex suit)	Add 3
	Double layer overalls	Add 5
Stop	Impermeable clothing	Perform Physiological Monitoring
	Acclimatization	
	Have been working at least 5 of last 7 days in heat stress conditions.	Subtract 4
	Work Load & Miscellaneous Factors	
	Light Work (Standing, slow walking)	Subtract 2
	Medium Work (Walking about with moderate lifting or pushing)	None
	Heavy Work (Shoveling dry sand, carrying 50 lbs)	Add 2
	Very Heavy Work (Shoveling wet sand)	Add 3
	TOTAL – Compare to Heat Index Response Plan	

- Step 3: Compare adjusted Heat Index Total to the Heat Index Response Plan table to obtain guidance for work/rest.

Heat Index Response Plan*

TOTAL NUMBER	Final Step 3 - HEAT INDEX Response
30-33	alert & information & water
34-37	warning & increase water
38-39	75% work - 25% rest & monitor for signs of heat stress
40-41	50% work - 50% rest & monitor for signs of heat stress
42-44	25% work - 75% rest & monitor for signs of heat stress
45+	Perform Physiological Monitoring

*** Percent work and rest/recovery are on a per hour basis. Adjustments and subsequent work/rest cycle recommendations are rough guidelines only. No heat stress prediction scheme can replace monitoring of symptoms or a health care practitioners advice in the case of individuals with special medical conditions or predisposing circumstances for heat related illness. Always pay attention to the way workers are feeling. Recuperate if fatigued, nauseated, dizzy or thirsty,**

1.4 Adjusted Temperature Work-Rest Schedule Guidelines:

This method can be utilized where WBGT data is not available, and requires only that the ambient temperature be known. Adjustment factors are applied to the ambient temperature to account for departures from ideal conditions (sunny conditions, light winds, moderate humidity and a fully acclimated work force). The adjustments will be made by addition or subtraction to the ambient temperature reading, or changes in table position, as indicated in Table 3. Adjustments are independent and cumulative, all applicable adjustments should be applied. The result is the Adjusted Temperature, which can be compared with the values in Table 4 for the applicable work rate (where light work corresponds to minimal physical activity besides standing/watching; very heavy work corresponds to significant, continuous physical labor) to determine the work-rest schedule.

Table 3. Temperature Adjustment Factors

Time of Day	
Before daily temperature peak[1]	+2°F (+1.11°C)
10 am – 2 pm (peak sunshine)	+2°F (+1.11°C)
Sunshine	
No clouds	+1°F (+0.56°C)
Partly Cloudy (3/8 – 5/8 cloud cover)	-3°F (-1.67°C)
Mostly Cloudy (5/8 – 7/8 cloud cover)	-5°F (-2.78°C)
Cloudy (>7/8 cloud cover)	-7°F (-3.89°C)
Indoor or nighttime work	-7°F (-3.89°C)
Wind (*ignore if indoors or wearing CPC*)	
Gusts greater than 5 miles per hour at least once per minute	-1°F (-0.56°C)
Gusts greater than 10 miles per hour at least once per minute	+2°F (+1.11°C)
Sustained greater than 5 miles per hour	-3°F (-1.67°C)
Sustained greater than 10 miles per hour	-5°F (-2.78°C)
Humidity (*ignore if wearing CPC*)	
Relative Humidity greater than 90%	+5°F (+2.78°C)
Relative Humidity greater than 80%	+2°F (+1.11°C)
Relative Humidity less than 50%	-4°F (-2.23°C)
Chemical Protective Clothing (CPC)	
Modified Level D (coveralls, no respirator)	+5°F (+2.78°C)
Level C (coveralls w/o hood, full-face respirator)	+8°F (+4.45°C)
Level C (coveralls with hood, full-face respirator)	+10°F (+5°C)
Level B with airline system (hooded chemical resistant clothing)	+9°F (+5.56°C)
Level B with SCBA (hooded chemical resistant clothing)	+9°F (+5.56°C) and right one column[2]
Level A (totally encapsulating chemical protective suit)	+14°F (+7.78°C) and right one column
Other	Specified in the HASP
Miscellaneous	
Unacclimated work force	+5°F (+2.78°C)
Partially acclimated work force	+2°F (+1.11°C)
Working in shade	-3°F (-1.67°C)
Breaks taken in air conditioned space	-3°F (-1.67°C)

For complete descriptions of Level A through D Protective Clothing refer to Unites States 29 CFR 1910.120 Appendix B

[1] This adjustment accounts for temperature rise during the day. If the temperature has already reached its daytime peak it can be ignored.

[2] Locate the proper column based on work rate, then move one column to the right (next higher work rate) before locating the corresponding adjusted temperature.

Table 4. Work-Rest Schedule Based on Adjusted Temperature

Work-Rest Regimen	Adjusted Temperature			
	Light Work	**Moderate Work**	**Heavy Work**	**Very Heavy Work**
No specified requirements	< 80°F (26.67°C)	< 75 (23.88°C)	< 70 (21.11°C)	< 65 (18.33°C)
15 minute break every 90 minutes of work	80°F – 90°F (26.67°C) - (32.22°C)	75 – 85 (23.88°C) - (29.44°C)	70 – 80 (21.11°C) - (26.67°C)	65 – 75 (18.33°C) - (23.88°C)
15 minute break every 60 minutes of work	>90 – 100 (32.22°C) - (37.77°C)	> 85 – 95 (29.44°C) - (35°C)	>80 – 85 (26.67°C) - (29.44°C)	>75 – 80 (23.88°C) - (26.67°C)
15 minute break every 45 minutes of work	>100 – 110 (37.77°C) - (43.33°C)	>95 – 100 (35°C) - (37.77°C)	>85 – 90 (29.44°C) - (32.22°C)	>80 – 85 (26.67°C) - (29.44°C)
15 minute break every 30 minutes of work	>110 – 115 (43.33°C) - (46.11°C)	>100 – 105 (37.77°C) – (40.55°C)	>90 – 95 (32.22°C) - (35°C)	>85 – 90 (29.44°C) - (32.22°C)
15 minute break every 15 minutes of work	>115 – 120 (46.11°C) - (48.88°C)	>105 – 110 (40.55°C) - (43.33°C)	>95 -100 (35°C) - (37.77°C)	>90 – 95 (32.22°C) - (35°C)
Stop Work	**>120** (48.88°C)	**>110** (43.33°C)	**>100** (37.77°C)	**>95** (35°C)

Note: Time spent performing decontamination or donning/doffing CPC should not be included in calculating work or break time lengths.

Work-rest schedules and water provisioning may be documented using logs such *as S3AM-113-FM2 Daily Heat Illness Prevention Log*.

Americas

Heat Stress – Symptoms & Treatment

S3AM-113-ATT2

1.0 Heat Illness Symptoms

1.1 The following are four stages of heat-related illness:

1.1.1 Heat Rash

Heat rash (prickly heat) may result from continuous exposure to heat or humid air. It appears as red papules (elevated skin lesion), usually in areas where the clothing is restrictive, and gives rise to a prickly sensation, particularly as sweating increases. It occurs in skin that is persistently wetted by un-evaporated sweat. The papules may become infected unless treated.

1.1.2 Heat Cramps

Heat cramps are painful muscle cramps caused by heavy sweating and inadequate electrolyte replacement due to over-exertion in extreme heat. Symtpoms include:

- Muscle spasms; and
- Pain in the hands, feet, and abdomen.

1.1.3 Heat Exhaustion

Heat exhaustion is the next stage. Heat exhaustion occurs from increased stress on various body organs including inadequate blood circulation due to cardiovascular insufficiency or dehydration. Symptoms include:

- Cool, moist, pale, flushed or red skin;
- Heavy sweating;
- Headache;
- Nausea or vomiting;
- Dizziness;
- Exhaustion;
- Mood changes (irritable, or confused/can't think straight), and
- Fainting

The key here is that the victim is still sweating, so the cooling system is still working; it's just under severe stress. The body core temperature may be elevated, but not higher than 104ºF (40ºC). It is important to recognize and treat these symptoms as soon as possible, as the transition from heat exhaustion to the very hazardous heat stroke can be quite rapid.

1.1.4 Heat Stroke

Heat exhaustion can sometimes lead to heat stroke, the most serious form of heat stress, which can be fatal and requires emergency treatment. Heat stroke happens when body temperature regulation fails and body temperature continues to rise to critical levels, often to 105 degrees Fahrenheit (°F) (40.5 degrees Celsius [° C]) or higher. Immediate action must be taken to cool the body before serious injury and death occurs. Competent medical help must be obtained. Symptoms of heat stroke:

- Vomiting;
- Decreased alertness level or complete loss of consciousness;
- Slurred speech;
- High body temperature (sometimes as high as 105°F [40.5°C]);
- Red, hot, usually dry skin;
- Lack of or reduced perspiration;
- Skin may still be moist or the victim may stop sweating and the skin may be red, hot, and dry;

- Rapid, weak pulse or rapid, strong pulse;
- Rapid, shallow breathing;
- Nausea;
- Dizziness and confusion; and
- Coma.

2.0 Recommended Treatment for Heat Stress-related Illnesses

2.1 Heat Rash

2.1.1 Treatment for heat rash includes:

- Shower after work, dry off thoroughly, and put on clean, dry underwear and clothes;
- Try to stay in a cool place after work;
- If, in spite of this, you develop heat rash, contact WorkCare.

2.2 Heat Cramps

2.2.1 Treatment for heat cramps includes:

- Gently stretch the cramped muscle and hold the stretch for about 20 seconds, then gently massage the muscle. Repeat these steps if necessary;
- Take more frequent breaks and drink more water;
- Move victim to a cool place;
- Administer drinks of cool water;
- Apply manual pressure to cramped muscles;
- Once spasms disappear, you may return to work;
- Seek medical attention if symptoms are not alleviated or if more serious problems are indicated.

2.3 Heat Exhaustion

2.3.1 Treatment of heat exhaustion includes:

- Get out of the sun to a cool location and drink cool water, a little at a time;
- Remove or loosen tight clothing and elevate the feet;
- If you are nauseated or dizzy, lie down;
- Move the victim to a cool place, administer drinks of cool water and fan to cool;
- Seek medical attention immediately.

2.4 Heat Stroke

2.4.1 Treatment of heat stroke, or if a person's temperature exceeds 102°F (38.9 °C) includes:

- Call for immediate medical help and then try to lower the temperature as quickly as possible:
  - Apply cool (not cold) water the person's whole body, then fan the person;
  - Wrap in wet sheet;
  - If available, use cold packs under arms, neck, and ankles;
  - Body temperature is measured frequently, often constantly. To avoid overcooling, cooling is stopped when the body temperature is reduced to about 102°F (38ºC);
- Do not give aspirin or acetaminophen to reduce the temperature;
- Treat as a true medical emergency. Seek medical help immediately;
- Protect from injury during convulsion;
- Ensure that the person's airway is open;
- Transfer to a medical facility immediately.

Americas

Dehydration Chart

S3AM-113-ATT3

GUIDANCE TOOL FOR MONITORING DEHYDRATION

URINE COLORATION CHART

1 2	3 4	5 6
Target	Dehydration	Severe Dehydration
CONTINUE DRINKING WATER TO MAINTAIN CURRENT HYDRATION LEVELS.	INCREASE WATER CONSUMPTION TO IMPROVE HYDRATION LEVELS, INCREASE BREAKS FREQUENCY, TAKE BREAKS IN A COOL SHADED AREA.	STOP WORK! FIND A SHADED AREA AND BEGIN TO DRINK COOL TO ROOM TEMPERATURE WATER SLOWLY AND STEADILY.

PREVENTING DEHYDRATION

- Start hydrating at least 3 days prior to working in high heat conditions
- Always bring enough water to maintain hydration. CalOSHA requires consuming 1 quart per hour of your work shift - more may be needed

Note: This information is guidance only and should not supersede the recommendation or instruction of a personal physician or medical professional. Contact your physician or medical professional if you have a personal medical condition or take medication for a personal condition which may be adversely affected by dehydration. Urine color can be affected by medications, vitamins and or other personal health conditions.

Americas

Heat Stress Monitoring Log

S3AM-113-FM1

The purpose of this form is to monitor employees for heat illness when applicable. It is the responsibility of the Foreman or Supervisor-in-Charge to ensure that each person completes the required information.

Project Name:					**Foreman/Supervisor:**						**Work/Rest Schedule1:**		IN *(min)*		OUT *(min)*	
Date:	**Water Provided[1]**		**Acclimated[2]**		**Initial Vitals[3]**	**Vital Signs and Time In/Out[3]**					**Celcius** ☐ / **Farenheit** ☐ (select one)					
Employee Name	Yes	No	Yes	No	**Vitals**	In (P_1)	Out (P_1)	**Vitals**	In (P_1)	Out (P_1)	**Vitals**	In (P_1)	Out (P_1)	**Vitals**	In (P_1)	Out (P_1)
					P			**P**			**P**			**P**		
					BP			**BP**			**BP**			**BP**		
					Temp			**Temp**			**Temp**			**Temp**		
					P			**P**			**P**			**P**		
					BP			**BP**			**BP**			**BP**		
					Temp			**Temp**			**Temp**			**Temp**		
					P			**P**			**P**			**P**		
					BP			**BP**			**BP**			**BP**		
					Temp			**Temp**			**Temp**			**Temp**		
					P			**P**			**P**			**P**		
					BP			**BP**			**BP**			**BP**		
					Temp			**Temp**			**Temp**			**Temp**		
					P			**P**			**P**			**P**		
					BP			**BP**			**BP**			**BP**		
					Temp			**Temp**			**Temp**			**Temp**		
					P			**P**			**P**			**P**		
					BP			**BP**			**BP**			**BP**		
					Temp			**Temp**			**Temp**			**Temp**		

1. Each Employee should be provided a sufficient amount of water or sports drink before entering the hot zone. Drinks such as coffee and cola should be discouraged.
2. Am Employee is “acclimated” if he/she has worked in a hot environment for at least 5 - 7 consecutive days. If an Employee is acclimated, check “Yes.” If an Employee is not acclimated, check “No” and reduce the “Min In” by 50 percent for that Employee until the 5 – 7 -day period is reached.
3. “Vitals” refers to Employee vital signs (e.g., pulse [P], blood pressure [BP], body temperature [Temp], etc.). Initial vitals must be taken and recorded before the start of work and at each break period, or as specified in the Heat Stress Exposure Control Plan.

Americas

Daily Heat Illness Prevention Log

S3AM-113-FM2

Date: _____ Project: _____ Site Safety Officer: _____

☐ Light Workload ☐ Moderate Workload ☐ Heavy Workload ☐ Very Heavy Workload

ADJ. FORECASTED MORNING HIGH:_____

EXPECTED WORK REST CYCLE:_____
(USE CODE (0-SW) FROM TABLE)

ADJ. FORECASTED AFTERNOON HIGH:_____

EXPECTED WORK REST CYCLE:_____
(USE CODE (0-SW) FROM TABLE)

WORK REST CYCLE, Adjusted Temperature Method (see page 2)*

CODE	Work Rest Cycle
0	No specified requirements
1	15 minute break every 90 minutes of work
2	15 minute break every 60 minutes of work
3	15 minute break every 45 minutes of work
4	15 minute break every 30 minutes of work
5	15 minute break every 15 minutes of work
SW	Stop work

BREAK SCHEDULE

START TIME	END TIME	WATER CONSUMPTION	BREAK LOCATION

*FOR COMPLETION BY SSO FORECASTED TEMP + ADJUSTMENT FACTORS (SEE TABLE BELOW) = ADJUSTED TEMP

Morning High Calculation: _____ +_____ =_____

Afternoon High Calculation: _____ +_____ =_____

Time of Day	
Before daily temperature peak[1]	+2°F (+1.11°C)
10 am – 2 pm (peak sunshine)	+2°F (+1.11°C)
Sunshine	
No clouds	+1°F (+0.56°C)
Partly Cloudy (3/8 – 5/8 cloud cover)	-3°F (-1.67°C)
Mostly Cloudy (5/8 – 7/8 cloud cover)	-5°F (-2.78°C)
Cloudy (>7/8 cloud cover)	-7°F (-3.89°C)
Indoor or nighttime work	-7°F (-3.89°C)
Wind (*ignore if indoors or wearing CPC*)	
Gusts greater than 5 miles per hour at least once per minute	-1°F (-0.56°C)
Gusts greater than 10 miles per hour at least once per minute	+2°F (+1.11°C)
Sustained greater than 5 miles per hour	-3°F (-1.67°C)
Sustained greater than 10 miles per hour	-5°F (-2.78°C)
Humidity (*ignore if wearing CPC*)	
Relative Humidity greater than 90%	+5°F (+2.78°C)
Relative Humidity greater than 80%	+2°F (+1.11°C)
Relative Humidity less than 50%	-4°F (-2.23°C)
Chemical Protective Clothing (CPC)[2]	
Modified Level D (coveralls, no respirator)	+5°F (+2.78°C)
Miscellaneous	
Unacclimated work force	+5°F (+2.78°C)
Partially acclimated work force	+2°F (+1.11°C)
Working in shade	-3°F (-1.67°C)
Breaks taken in air conditioned space	-3°F (-1.67°C)

Apply the adjusted temperature to the below table given the anticipated Workload to determine the appropriate Work-Rest Regimen code.

Code	Work-Rest Regimen	Adjusted Temperature			
		Light Work	Moderate Work	Heavy Work	Very Heavy Work
0	No specified requirements	**< 80°F** (26.67°C)	**< 75°F** (23.88°C)	**< 70°F** (21.11°C)	**< 65°F** (18.33°C)
1	15 minute break every 90 minutes of work	**80°F – 90°F** (26.67 - 32.22°C)	**75 – 85°F** (23.88 - 29.44°C)	**70 – 80°F** (21.11 - 26.67°C)	**65 – 75°F** (18.33 - 23.88°C)
2	15 minute break every 60 minutes of work	**>90 – 100°F** (32.22 - 37.77°C)	**> 85 – 95°F** (29.44 - 35°C)	**>80 – 85°F** (26.67 - 29.44°C)	**>75 – 80°F** (23.88 - 26.67°C)
3	15 minute break every 45 minutes of work	**>100 – 110°F** (37.77 - 43.33°C)	**>95 – 100°F** (35 - 37.77°C)	**>85 – 90°F** (29.44 - 32.22°C)	**>80 – 85°F** (26.67 - 29.44°C)
4	15 minute break every 30 minutes of work	**>110 – 115°F** (43.33 - 46.11°C)	**>100 – 105°F** (37.77 – 40.55°C)	**>90 – 95°F** (32.22 - 35°C)	**>85 – 90°F** (29.44 - 32.22°C)
5	15 minute break every 15 minutes of work	**>115 – 120°F** (46.11 - 48.88°C)	**>105 – 110°F** (40.55 - 43.33°C)	**>95 -100°F** (35 - 37.77°C)	**>90 – 95°F** (32.22 - 35°C)
SW	**Stop Work**	**>120°F** (48.88°C)	**>110°F** (43.33°C)	**>100°F** (37.77°C)	**>95°F** (35°C)

°F = degrees Fahrenheit °C = degrees Celsius

[1] This adjustment accounts for temperature rise during the day. If the temperature has already reached its daytime peak, it can be ignored.

[2] Refer to S3AM-113-ATT1 for addition Chemical Protective Clothing (Type C – A)

****Attach copy of receipts for water purchases**

Heat-Related Illness Prevention

Site/Project Name
Location

Month and Year prepared

DELETE BEFORE FINALIZING: This is a template intended to provide guidance for the development of site specific Heat Illness Prevention Plans required by the 2015 update to 8 CCR 3395) and should be modified to support site specific operations. This plan is intended to work in conjunction with a Health and Safety Plan (HASP), Safe Work Plan (SWP) or Task Hazard Analysis with an Emergency Action Plan.

Risk for a heat-related illness varies based upon work activities, personal protective equipment (PPE)/clothing selection, geographical locations, personal conditions and weather conditions. To reduce the potential of developing a heat-related illness, AECOM has developed a site-specific procedure incorporating:

- AECOM's SH&E Procedure for Heat Illness Preventions (S3AM-113_PR_Heat Stress),
- California Occupational Safety and Health Administration Heat Illness Prevention Standard (Title 8 of the California Code of Regulations, Section 3395), and
- INSERT SWP, HASP, THA or supporting document

1. Planning

This section may be replaced with an actual forecast or historic data related to location/seasonal temperatures.

The Site Safety Officer (SSO) and Field Supervisor shall verify the risk of heat-related illnesses based on:

- Weather forecasts,
- Planned work activities,
- Planned PPE, and
- Personal risk factors.

The SSO and Project Manager shall also ensure the appropriate equipment and resources are available to employees at risk of a heat- related illness. Examples of necessary equipment may include (but are not limited to):

- Potable water with replenishment supply;
- Drinking cups, insulated water bottles or other small sealable container;
- Sun protection (hats, long sleeves, sunscreen, sunglasses);
- Communication method (cell phone or similar);
- Shade;
- Reliable thermometer (a simple thermometer, like those available at hardware stores, can be used to measure the outdoor "dry bulb" temperature); and
- Cooling devices such as cooling vests or misters.

INSERT HISTORICAL WEATHER DATA OR FORECASTED CONDITIONS FOR DURATION OF PROJECT.

2. Water

2.1 Provision of Water

Employees shall have access to potable drinking water. The frequent drinking of water shall be encouraged by supervisors and field team members.

- Each employee shall be provided with a minimum 2 gallons of water per 8-hour shift, free of charge.

- All water shall be fresh, pure, potable, and cool (cooler than ambient temperature).
- Water will be located as close as possible to the work area.
- Water will be stored in an environment that will ensure a cool temperature and prevent contamination.
- Replenishment Procedures:

Update this section with site specific water replenishment procedures.

  - **Fixed Site:** Replenishment water supply shall be located XXXXXXX. Employees will have access to replenishment during working hours and may be/are required to report the date, time and quantity of water taken from the replenishment supply.
  - **Mobile/Remote Work**: Mobile and remote employees may carry water bottles or smaller sealed container of water with them while they are working, and refill containers at the primary source (cooler or other designated source) during breaks or as needed.

    Containers and refill frequency shall provide for a minimum of 1 quart of water to be consumed per hour while working Water bottles or smaller sealed container do not need to be empty prior to refilling; water should always be immediately available to employees.

2.2 Dehydration Prevention

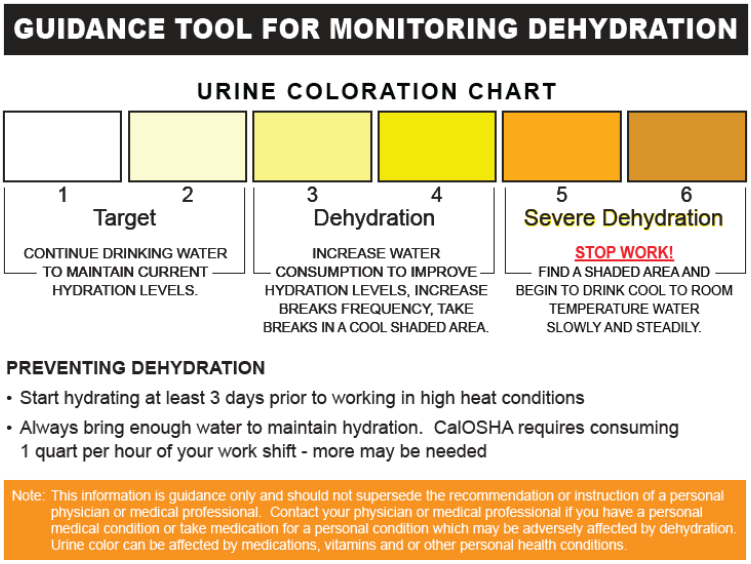
The 2006 Cal/OSHA Heat Illness Case Study showed that, although 90% of the worksites had drinking water at the site, 96% of the employees suffering from heat illnesses were dehydrated.

Dehydration occurs when the body loses too much fluid. This can happen when an employee stops drinking water and can be accelerated by work in hot or dry conditions. Not drinking enough fluids can cause muscle cramps, fainting and shock, which is a life-threatening condition.

Drinking water should increase with activity level. Dehydration can affect the body's ability to recognize thirst, so employees shall drink water on a time schedule.

In hot conditions, it is important that employees drink enough water that urination is required at least every 2 hours. Water is the best hydration fluid. If sports drinks are used, they should be diluted at least 50 percent with water prior to drinking. **Do Not Drink Distilled Water.**

Dehydration can be prevented by monitoring urine color and adjusting water intake accordingly. The following guidance was developed to aid employees in monitoring hydration levels. This tool can be downloaded from: Hydration Chart.



3. Access to Shade

This section may be replaced with a site-specific description of shade structures, locations. A map of these resources can also be included.

When temperatures **do not exceed 80 degrees Fahrenheit (°F) (26°Celsius [°C])**, access to shade for employee will be provided as needed, or as requested by employees. Timely access to shade will be provided upon an employee's request.

Shade is required when the temperature exceeds 80°F (26°C).

One or more shaded areas will be established at all times. Shade may require relocation to accommodate a moving work location.

The shaded area will either open to the air or be provided with ventilation or cooling (such as an air-conditioned vehicle). The amount of shade present shall be at least enough to accommodate the number of employees on a rest/recovery/meal/break period at any given time, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other.

The shaded area shall be located as close as practicable to the areas where employees are working, but no more than a 2.5-minute walk away. Access must be undeterred (free from obstacles or other barriers such as crossing traffic). The shaded area will be away from portable toilets, and in a clean, dry and otherwise hazard-free environment.

Examples of appropriate access to shade:

- Buildings, canopies, lean-tos, or other partial or temporary structures that are either ventilated or open to air movement.
- Trees and dense vines can provide shade that is superior to artificially provided shade and are accepted as compliant sources of shade as long as branches, thorns and the plant itself does not pose added harm to the employee.
- The interior of a vehicle may only be used to provide shade when the vehicle is air conditioned and the air conditioner is operating.

INSERT FIGURE OF SITE MAP WITH LOCATIONS OF SHADED BREAK AREAS.

4. Work-Rest Cycles and Breaks

It is necessary to implement a work routine that incorporates adequate rest periods to allow employees to remove protective clothing, drink fluids (vital when extreme sweating is occurring), rest and recover.

The frequency and length of work breaks will be determined based on the following considerations:

- Employees are allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. The breaks will last for a minimum of 5 minutes and as long as needed to resolve any signs/symptoms of heat illness that are observed.
- The SSO may determine the timing of work breaks based upon the ambient temperature, amount of sunshine, humidity, the amount of physical labor being performed, the physical condition of the employees, and protective clothing being used. The following guidelines shall be used to determine frequency and duration of rest breaks:

4.1 Adjusted Temperature Method

This method requires only that the ambient temperature (in °F [°C]) be known. Adjustment factors are applied to the ambient temperature to account for departures from ideal conditions (sunny conditions, light winds, moderate, humidity and a fully acclimated work force). The adjustments should be made by adding or subtracting the ambient temperature reading, or changes in table position, as indicated in Table 4-1. Adjustments are independent and cumulative; all applicable adjustments should be applied. The result is the *Adjusted Temperature*, which can be compared with the values in Table 4-2 for the applicable work rate (where light work corresponds to minimal physical activity besides standing/watching; very heavy work corresponds to significant, continuous physical labor) to determine the work-rest frequency.

Table 4-1 Temperature Adjustment Factors

Time of Day	
Before daily temperature peak[1]	+2°F (+1.11°C)
10 a.m. – 2 p.m. (peak sunshine)	+2°F (+1.11°C)
Sunshine	
No clouds	+1°F (+0.56°C)
Partly Cloudy (3/8 – 5/8 cloud cover)	-3°F (-1.67°C)
Mostly Cloudy (5/8 – 7/8 cloud cover)	-5°F (-2.78°C)
Cloudy (>7/8 cloud cover)	-7°F (-3.89°C)
Indoor or nighttime work	-7°F (-3.89°C)
Wind	
Gusts greater than 5 miles per hour at least once per minute	-1°F (-0.56°C)
Gusts greater than 10 miles per hour at least once per minute	+2°F (+1.11°C)
Sustained greater than 5 miles per hour	-3°F (-1.67°C)
Sustained greater than 10 miles per hour	-5°F (-2.78°C)
Humidity	
Relative Humidity greater than 90%	+5°F (+2.78°C)
Relative humidity greater than 80%	+2°F (+1.11°C)
Relative Humidity less than 50%	-4°F (-2.23°C)
Chemical Protective Clothing (CPC)	
Modified Level D (coveralls, no respirator)[2]	+5°F (+1.11°C)
Miscellaneous	
Unacclimated work force	+5°F (+2.78°C)
Partially acclimated work force	+2°F (+1.11°C)
Working in shade	-3°F (-1.67°C)
Breaks taken in air conditioned space	-3°F (-1.67°C)

°F = degrees Fahrenheit; °C = degrees Celsius

[1] This adjustment accounts for temperature rise during the day. If the temperature has already reached its daytime peak, it can be ignored.

[2] Refer to S3AM-113-ATT1 for addition Chemical Protective Clothing (Type C – A)

Table 4-2 Work-Rest Schedule Based on Adjusted Temperature

Work-Rest Frequency	Adjusted Temperature – ºF (ºC)			
	Light Work	**Moderate Work**	**Heavy Work**	**Very Heavy Work**
No Specified requirements	< 80ºF (26.67ºC)	< 75ºF (23.88ºC)	< 70ºF (21.11ºC)	< 65ºF (18.33ºC)
15-minute break every 90 minutes of work	80–90ºF (26.67–32.2ºC)	75–85ºF (23.88–29.44ºC)	70–80ºF (21.11–26.67ºC)	65–75ºF (18.33–23.88ºC)
15-minute break every 60 minutes of work	> 90–100ºF (32.22–37.77ºC)	> 85–95ºF (29.44–35ºC)	> 80–85ºF (26.67–29.44ºC)	> 75–80ºF (23.88–26.67ºC)
15-minute break every 45 minutes of work	> 100–110ºF (37.77–43.33ºC)	> 95–100ºF (35–37.77ºC)	> 85–90ºF (29.44–32.22ºC)	> 80–85ºF (26.67–29.44ºC)
15-minute break every 30 minutes of work	> 110–115ºF (43.33–46.11ºC)	> 100–105ºF (37.77–40.55ºC)	> 90–95ºF (32.22–35ºC)	> 85–90ºF (29.44–32.22ºC)
15-minute break every 15 minutes of work	> 115–120ºF (46.11–48.88ºC)	> 105–110ºF (40.55–43.33ºC)	> 95–100ºF (35–37.77ºC)	> 90–95ºF (32.2–35ºC)
STOP WORK	**> 120ºF** (48.88ºC)	**> 110ºF** (43.33ºC)	**> 100ºF** (37.77ºC)	**> 95ºF** (35ºC)

ºF = degrees Fahrenheit; ºC = degrees Centigrade

4.2 Procedures for Taking Breaks

- Breaks will be taken in a cool and/or shaded location, in an air-conditioned environment when possible. A shaded break area is required when temperatures are above 80 ºF (26ºC).
- Employees will be monitored by the supervisor or SSO and asked if he or she is experiencing symptoms of heat illness.
- Each employee should self-assess and assess their co-workers for sign/symptoms of a heat-related illness.
- Employees will be encouraged to remain in the shade.
- All breaks will last a minimum of 5 minutes in addition to the time needed to access the shade.
- Employees will not be ordered back to work until any signs or symptoms of heat illness have abated.
- Pulse rate information should be collected to verify the effectiveness of the break and work-rest cycle.
- Water will be available, and consumption encouraged in the break area.
- Manual labor will not be performed during breaks, other than paperwork or similar light tasks.

4.3 Evaluating the Work-Rest Schedule's Effectiveness

Once a work-rest schedule is established, the SSO must continually evaluate its effectiveness through observation of employees for signs/symptoms of heat stress. Measurement of each employee's pulse can provide additional information in determining if the schedule is adequate and is accomplished as follows:
Within the first minute of each rest period, each employee's heart rate (pulse) can be measured and compared to the following:

- Initial heart rate: 110 beats per minute (bpm) (28 beats every 15 seconds).

Each employee's heart rate must be measured again 3 minutes later and compared to the following:

- Recovery heart rate: 80 bpm (20 beats every 15 seconds).
- If both heart rate criteria are met, the subsequent work period may be increased by one-third, provided the temperature remains constant.
- If the initial heart rate is greater than 110 bpm, or the recovery rate is not less than 80 bpm, the subsequent work shift is decreased by one-third.

If cooling devices (e.g., cooling vest) are worn, only physiological monitoring will be used to determine work activity. Measurements for each employee can be recorded and tracked throughout the workday using the Heat Stress Monitoring Log provided in S3AM-113_PR_Heat Stress.

5. Emergency Services

A minimum of two workers trained in cardio-pulmonary resuscitation (CPR) and First Aid will be present on site for all activities that expose employees to temperatures greater than 80ºF (27ºC). This is ideal, but may need to be adjusted for specific working conditions.
Means of contacting Emergency Services shall be validated in areas where cell phone reception is limited, and alternate reliable means will be selected.
Emergency Services will be activated if severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions) is observed or suspected.
An employee that exhibits signs or symptoms of illness shall not be left alone without first aid or medical treatment to resolve symptoms.
Refer the Site-Specific Emergency Action Plan for specific emergency instructions in the Task Hazard Analysis (THAs), Safe Work Plan or Health and Safety Plan.

5.1 Acclimatization

All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80ºF (27ºC) and at least 10 ºF (5 ºC) higher than the average high daily temperature in the preceding 5 days.
An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

5.2 Training of Employees and Supervisors

All AECOM employees and supervisors shall receive training in the prevention of heat-related illnesses prior to starting work. Training will include:

- Environmental risk factors for heat illness, including added burden of heat load on the body caused by exertion, clothing and PPE;
- Personal Risk Factors for heat illness such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat;
- AECOM's S3AM-113_PR_Heat Stress and a review of the site-specific procedure in this Safe Work Plan, and associated THAs;
- Signs, symptoms and response measures for different types of heat-related illnesses;
- Procedure for stopping work and reporting signs and symptoms of a heat-related illness in themselves or other people on site;
- First aid measure for managing a case of heat illness;
- AECOM's procedure for responding to heat-related illnesses, including use of AECOM's Corporate Medical Provider (Work Care), and seeking emergency medical services (see the site-specific Emergency Action Plan);

- Obtaining accurate weather forecast and ambient temperature data;
- Access to potable water, the minimum recommended consumption rate (1 quart per hour), procedure for drinking (small quantities regularly throughout the day, increase intake for higher heat, increased workload or increased sweating);
- Provision of shade required when temperatures are greater than 80ºF (27ºC);
- Acclimatization;
- How to establish a work-rest cycle per S3AM-113_PR_Heat Stress; and
- Specific high heat (95ºF [35ºC]) procedures.

6. High Heat Procedures (>95° F)

The following procedures shall be implemented when the temperature equals or exceeds 95ºF (35ºC). These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Conduct a pre-shift meeting to review high heat procedures, encourage water consumption, and review the work-rest cycle and supplemental breaks.
- Employees shall be monitored for signs and symptoms through an effective means of observation, which may include:
    - For teams less than 20, monitoring by a supervisor or supervisor designee (SSO).
    - For teams larger than 20, monitoring via the Buddy System.
    - Regular communication through cell phone or radio of a lone worker.

Note: for Lone Worker scenario an alternate means of monitoring the worker must be devised.

- Reminders to drink plenty of water throughout the work shift shall be provided by the SSO or Site Supervisor or from peer to peer.
- Designate an employee that is authorized to call Emergency Services in the event of an emergency

7. Identifying and Responding to Sign and Symptoms

Heat stress can be a significant field site hazard, particularly for non-acclimated personnel working in the desert. Site personnel must be instructed in the identification of heat-stress symptoms of heat-related illnesses. Employees are required to immediately report any signs of symptoms that they may experience or observe in fellow employees. The guidance below in Table 7-1 will be used in identifying and responding to heat-related illness. Any employee exhibiting a sign or symptom of a heat-related illness shall receive appropriate first aid or medical care through the AECOM supervisor, and AECOM's Incident Reporting process.

Table 7-1 Identification and Treatment of Heat-Related Illness

Type of Heat-Related Illness	Description	First Aid
Dehydration	*96% of the employees suffering from heat illnesses were dehydrated.* Dehydration results from in taking less water than your body is using (sweating). Dehydration results in reduced urine output, dark-colored urine, shriveled skin that doesn't "bounce back" when pinched, extreme thirst (not always), sleepiness, lack of sweat, dry skin, headache, constipation.	• Stop work and move employee to shaded rest/break area. • Drink water, slowly and steadily. • Report to SSO, contact Safety Professional/Work Care for guidance on fluid intake and returning to work.
Heat Rash	A heat rash occurs when sweat ducts become clogged and the sweat can't get to the surface of the skin. Instead, it becomes trapped beneath the skin's surface causing a mild inflammation or rash.	Avoid working in hot, humid weather, wear loose clothing made of breathable fabrics like cotton, use air conditioning, and keep the skin clean with frequent baths or showers to prevent sweat glands from becoming clogged. Change clothing that is wet or soiled. Heat rash can be treated by cleaning and cooling the area with cool water and applying an over-the-counter hydrocortisone cream. There is risk of infection from heat rash if sweat glands become infected. The signs of infection include pain, increased swelling, and redness that does not resolve. Pustules may form at the site of the rash. This infection occurs because bacteria have invaded the blocked sweat gland. Antibiotic treatment may be required. Chronic and recurrent heat rash may need to be treated by a health care practitioner or dermatologist (skin specialist).
Mild Heat Strain	The mildest form of heat-related illness. Victims exhibit irritability, lethargy, and significant sweating. The victim may complain of headache or nausea. This is the initial stage of overheating, and prompt action at this point may prevent more severe heat-related illness from occurring.	• Provide the victim with a work break during which he/she may relax, remove any excess protective clothing, and drink cool fluids. • An air-conditioned spot is an ideal break location. • Once the victim shows improvement, he/she may resume working; however, the work pace should be moderated to prevent recurrence of the symptoms.
Heat Exhaustion	Usually begins with muscular weakness and cramping, dizziness, staggering gait, and nausea. The victim will have pale, clammy moist skin and may perspire profusely. The pulse is weak and fast and the victim may faint unless they lie down. The bowels may move involuntarily.	• Immediately remove the victim from the work area to a shady or cool area with good air circulation (*avoid drafts or sudden chilling*). • Remove all protective outerwear. • Call a physician. • Treat the victim for shock. (*Make the victim lie down, raise his or her feet 6–12 inches, and keep him/her cool by loosening all clothing.*) • If the victim is conscious, it may be helpful to give him/her sips of water. • Transport victim to a medical facility as soon as possible.

Type of Heat-Related Illness	Description	First Aid
Heat Stroke	The most serious of heat illness, heat stroke represents the collapse of the body's cooling mechanisms. As a result, body temperature may rise to 104 degrees Fahrenheit or higher. As the victim progresses toward heat stroke, symptoms such as headache, dizziness, and nausea can be noted, and the skin is observed to be dry, red, and hot. Sudden collapse and loss of consciousness follows quickly, and death is imminent if exposure continues. Heat stroke can occur suddenly.	• Immediately evacuate the victim to a cool/shady area. • Remove all protective outerwear and as much personal clothing as decency permits. • Lay the victim on his/her back with the feet slightly elevated. • Apply cold wet towels or ice bags to the head, armpits, and thighs. • Sponge off the bare skin with cool water. • The main objective is to cool without chilling the victim. • Give no stimulants or hot drinks. • Since heat stroke is a severe medical condition requiring professional medical attention, emergency medical help should be summoned immediately to provide on-site treatment of the victim and proper transport to a medical facility.

Americas

Hazardous Materials Communication

S3AM-115-PR1

1.0 Purpose and Scope

1.1 Provides a Hazard Communication Program so that AECOM employees are informed of the hazards of the chemicals to which they may be exposed in the course of their work by way of container labeling and other forms of warning, safety data sheets (SDS), and employee training.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

1.3 The program applies to the use of any hazardous substances which are known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

1.4 The program does not apply to general consumer products, for example, cleaners, printer toner, white out, etc.

2.0 Terms and Definitions

2.1 **Acute Effect** – An adverse effect on the human body with immediate onset of symptoms.

2.2 **Article** – A manufactured item: (1) which is formed to a specific shape or design during manufacture; (2) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and, (3) which does not release or otherwise result in exposure to, a hazardous chemical, under normal conditions of use.

2.3 **Carcinogen –** Those chemicals appearing in any of the following reference sources are established as carcinogens for hazard communication purposes:

- National Toxicology Program (NTP) Annual Report on Carcinogens.
- International Agency for Research on Cancer (IARC) Monographs, Volumes 1-34. Note: The Registry of Toxic Effects of Chemical Substances published by NIOSH indicates whether a substance has been found by NTP or IARC to be a potential carcinogen.

2.4 **Chemical Name –** The scientific designation of a substance in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry or the system developed by the Chemical Abstracts Service.

2.5 **Chronic Effect –** An adverse effect on the human body with symptoms which develop slowly over a long period of time or which frequently recur.

2.6 **Combustible Liquid –** Any liquid having a flash point at or above 100°F (37.8°C) but below 200°F (93.3°C), except any mixture having components with flash points of 200°F (93.3°C), or higher, the total volume of which makes up 99% or more of the total volume of the mixture.

2.7 **Common Name –** Any designation or identification such as code name, code number, trade name or brand name used to identify a substance other than by its chemical name.

2.8 **Container –** Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank or the like that contains a hazardous chemical. For purposes of this procedure, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle are not considered to be containers.

2.9 **Location –** Any separate and distinct AECOM office, laboratory or other company facility.

2.10 **Exposure –** Any situation arising from work operations where an employee may ingest, inhale, absorb through the skin or eyes or otherwise come into contact with a hazardous substance.

2.11 **Flammable –** A substance that falls into one of the following categories:

2.11.1 **Flammable Aerosol** – An aerosol that when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening or flashback (a flame extending back to the valve) at any degree of valve opening.

2.11.2 **Flammable Gas** – A gas that at ambient temperature and pressure:

- Forms a flammable mixture with air at a concentration of 13% of volume or less; or
- Forms a range of flammable mixtures with air wider than 12% by volume, regardless of the lower limit.

2.11.3 **Flammable Liquid** – Any liquid having a flash point below 100°F (37.8°C), except any mixture having components with flash points of 100°F (37.8°C) or higher, the total of which make up 99% or more of the total volume of the mixture**.**

2.11.4 **Flammable Solid** – A solid, including a powdered, granular or pasty mixture of a substance that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change or retained heat from manufacturing or processing or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard**.**

Flammable Solids do not include blasting agents or explosives as defined in 8 CCR 5237(a).

2.12 **Flash Point –** Minimum temperature of a liquid at which it gives off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or within the container used.

2.13 **GHS** – The Globally Harmonized System of Classification and Labelling of Chemicals developed by the United Nations with the goal of an international system to define and classify the hazards of chemical products, and communicate health and safety information on labels and safety data sheets.

2.14 **Hazardous Chemical –** Those chemicals appearing in any of the following reference sources are established as hazardous chemicals for hazard communication purposes.

- 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA.
- Hazardous Products Act, R.C.S. 1985, c. H-3, section 2, Canada.
- For operations within the state of California, the list of hazardous substances prepared by the California Director of Industrial Relations pursuant to Labor Code Section 6382. The concentrations and footnotes, which are applicable to the list, shall be understood to modify the same substance on all other source lists or hazard determinations set forth in § 8 CCR 5194(d)(3)(B) and (d)(5)(D).

2.15 **Hazardous Substance –**A hazardous chemical or carcinogen, or a product or mixture containing a hazardous chemical or carcinogen provided that:

2.15.1 The hazardous chemical is 1% or more of the mixture or product or 2% if the hazardous chemical exists as an impurity in the mixture; or

2.15.2 The carcinogen is 0.1% or more of the mixture or product;

2.15.3 Manufacturers, importers and distributors will be relied upon to perform the appropriate hazard determination for the substances they produce or sell.

2.15.4 The following materials are not covered by the Hazard Communication Standard:

- Any hazardous waste as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 USC 6901 et seq.) when subject to regulations issued under that act by the Environmental Protection Agency.
- Tobacco or tobacco products;
- Wood or wood products. Note: Wood dust is not exempt since the hazards of wood dust are not “self-evident” as are the hazards of wood or wood products;
- Consumer products (including pens, pencils, adhesive tape) used in the work place under typical consumer usage;
- Articles (i.e. plastic chairs);

- Foods, drugs, or cosmetics intended for personal consumption by employees while in the work place;
- Foods, drugs, cosmetics in retail store packaged for retail sale; and
- Any drug in solid form used for direct administration to the patient (i.e., tablets or pills).

Hazardous substance shall be considered the equivalent term to 'controlled substance'.

2.16 **Hazardous Substance Inventory (HSI) / WHMIS Log –** A listing of all chemicals stored or used at an office or project site. Note that the list may be imbedded in a project Health and Safety Plan.

2.17 **Immediate Use –** Means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

2.18 **National Fire Protection Association (NFPA)** – The NFPA is a trade association that issues standards and codes concerning risks associated with fire. A system of categories has been established by NFPA standard 704; colors and numbers, to provide basic hazard information concerning hazardous materials. It enables firefighters and other emergency personnel to easily decide whether or not to evacuate an area or proceed with emergency control operations. The three principal categories of identification are Health, Flammability and Instability. A numerical range of "0 to 4" indicates the severity of the hazard. A "4" indicates the most severe and a "0" indicates a minimal hazard. Refer to *S3AM-115-ATT1 Pictograms &Sample Labels* for an example.

2.19 **Mixture –** Any solution or intimate admixture of two or more substances which do not react chemically with each other.

2.20 **Reactivity** – A measure of the tendency of a substance to undergo chemical reaction with the release of energy.

2.21 **SDS –** A Safety Data Sheet prepared pursuant to state and federal regulations, OSHA Form 174 and Canada regulations (Hazardous Products Act & Regulation).

2.22 **SDS Administrator –** The individual or group designated by the Office Manager (Operations) or Project Manager to maintain the location-specific inventory list or log and the SDS binder required if that location uses or stores hazardous substances.

2.23 **Solubility –** The ability of substance to blend and mix uniformly with another.

2.24 **Specific Gravity (density) –** Ratio of the weight of a substance to the weight of the same volume of another substance. As used in this directive, specific gravity or density refers to the weight of substance as compared to the weight of an equal volume of water.

2.25 **Vapor Density –** The weight of a vapor-air mixture resulting from the vaporization of a volatile liquid at equilibrium temperature and pressure conditions, as compared with the weight of an equal volume of air under the same conditions.

2.26 **WHMIS –** The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are cautionary labeling of containers of WHMIS "controlled products", the provision of safety data sheets (SDSs) and worker education and training programs.

3.0 References

3.1 Additional definitions can be found in the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Hazardous Material Regulations (HMR), the Transportation of Dangerous Goods (TDG) Regulations, and the International Air Transport Association (IATA) Dangerous Goods Regulation (DGR).

3.2 S3AM-003-PR1 SH&E Training

3.3 S3AM-117-PR1 Hazardous Waste Operations

3.4 S3AM-208-PR1 Personal Protective Equipment

3.5 S3AM-209-PR1 Risk Assessment & Management

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **SH&E Manager / SH&E Department**

- Audit their regional offices to confirm that they maintain a location-specific Hazardous Substance Inventory (HSI).
- Audit their regional offices to confirm that if a location-specific HSI is required, that current SDSs are available for each substance listed on the HSI.
- Provide interpretation of SDSs and hazard information for GHS labels/WHMIS labels/NFPA labels and other information to assist in training employees.
- Provide hazard communication training to AECOM employees and file documentation related to this training (e.g. trainer name, date trained, brief description of training, etc.).
- Review SDS for adequacy of completion to meet the OSHA and Canadian standard and returning them to supplier, if necessary.

4.1.2 **Manager / Site Safety Officer (SSO) / Supervisor**

- Have an operations-specific, written hazard communication program which at least describes how the requirements of this Procedure and the US OSHA and Canadian Hazard Communication requirements for labels and other forms of warning, safety data sheets, and employee information and training will be met.
- Appoint an SDS administrator for their location if they store or use hazardous substances.
- Confirm, if required, that the SDS Administrator maintains an HSI for their location.
- Confirm that a copy of this Procedure and the site-specific SDS are available to all employees (and/or their designated representative). Employees shall be instructed in the location of this Procedure and the SDSs.
- Confirm that all employees (including new employees) under their supervision have received the appropriate training required by this procedure prior to assigning employees to tasks involving the use of, or potential exposure to, hazardous substances.
- Notify employees of hazardous substances covered by this procedure that are used in their work area.
- Determine the potential fire, toxic, or reactivity hazards which are likely to be encountered in the handling or utilization of a hazardous substance and will communicate this information to their affected employees, before any are permitted to work with it.
- Confirm that a current SDS (is replaced as new versions are issued) is available for each hazardous substance used, or potentially encountered, in the work areas or on the projects that are under their supervision.
- Confirm hazardous substances are properly labelled.
- Notify subcontractors (working for AECOM) of any hazardous substances that are used or stored by AECOM to which the subcontractor’s employees may be exposed.
- Notify clients or property owner/operators of chemicals brought onto their property by AECOM or AECOM’s subcontractors.
- Request SDSs from all subcontractor organization for the relevant chemicals they bring onto an AECOM controlled site.
- Access or obtain, and maintain copies of SDS from:

- The product manufacturer or supplier;
- All AECOM subcontractors bringing chemicals onto the project site; and
- The client, for all of the client's chemicals to which AECOM or AECOM subcontract employees are potentially exposed.

4.1.3 **Employee**

- Confirm that they have received appropriate hazard communication training prior to working with materials that fall under the procedure.
- Only work with materials for which they have been instructed on how to find an SDS and how to work with that material safely.
- Utilize the appropriate Personal Protective Equipment (PPE) and spill containment materials as per the SDS.
- Provide a copy of all SDSs received to the SDS Administrator at their facility.
- Verify that an SDS is available in their work area for each hazardous substance that they use.

4.2 General Procedure

4.2.1 Confirm that containers of hazardous substances that they use are properly labelled. All employees have a right to, and should, know the properties and potential hazards of substances to which they may be exposed.

4.2.2 Should AECOM assign employees that do not read and speak English to tasks with chemical exposures, communications will be provided in the language understood by that employee.

4.3 Employee Information and Training

4.3.1 Training of employees on hazardous substances in their work area shall be conducted:

- At the time of their initial assignment;
- Whenever a new hazardous substance is introduced into their work area; and
- According to jurisdictional requirements (e.g., GHS, WHMIS, etc.).

4.3.2 As a minimum, the training requirements apply to employees in the following job categories:

- All employees who perform field work that involves the use of, shipping / receiving of, or potential exposure to, hazardous substances covered under the OSHA Hazard Communication Standard and WHMIS; and
- Laboratory Employees.

4.3.3 The Initial Training will provide instruction in the following:

- Methods and observations that may be used to detect the presence or release of a hazardous substance in the work area (such as personal monitoring, visual appearance or odor of hazardous substances being released, etc.);
- The physical and health hazards of substances in the work area and measures and procedures AECOM has implemented to protect employees; and
- The details of this hazard communication program, including an explanation of the labelling system and the SDS, and how he/she can obtain and use appropriate hazard information;
- Any operations in their work area in which hazardous substances are present;
- Location and availability of this written hazard communications program (this procedure);
- Their right to personally receive information regarding hazardous substances to which they may be exposed;

- Their right to have their physician receive information regarding hazardous substances to which they may be exposed; and
- Any relevant jurisdictional regulation, such as an employee's right against discharge or other discrimination (in California) due to the employee's exercise of rights afforded pursuant to provisions of the California Hazardous Substances Information and Training Act.

4.3.4 Periodic Training and Training for Non-Routine Tasks

Additional training will be provided to employees who have received initial training whenever:

- A new hazardous substance is introduced into their work area;
- A new or significantly increased risk has been identified related to an existing hazardous substance (e.g. as identified in an updated SDS); and
- Non-routine tasks are performed, which will potentially result in exposure to hazardous substances, or exposure under circumstances, which were not addressed during initial training.

Supervisors, in coordination with their SH&E Manager, shall provide such training through an explanation of the information on the contents of the SDS for that substance.

When training their employees, supervisors shall explain:

- Any health hazards associated with use of the substance or mixture;
- Proper precautions for handling;
- Necessary personal protective equipment or other safety precautions to prevent or minimize exposure; and
- Emergency procedures for spills, fire, disposal, and first aid.

For most projects involving field work, this periodic training requirement will be facilitated through the implementation of the site specific SH&E Plan that has been developed for the project.

4.3.5 Documentation of Initial and Periodic Training

- All training required shall be documented at the time it is performed by having the employee sign a copy of a training attendance sheet.

4.4 Hazardous Waste Exemption

4.4.1 In the U.S., hazardous wastes are excluded from the state and federal Hazard Communication standards. AECOM employees who handle or are otherwise exposed to hazardous wastes are covered by the requirements of the Resource Conservation and Recovery Act (RCRA) and other local waste related laws and regulations and the OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) standard at 29 CFR 1910.120 and *S3AM-117-PR1 Hazardous Waste Operations.*

4.5 Hazardous Substance Inventory and Chemical Usage

Establishment of a Specific Hazardous Substance Inventory (HSI) or WHMIS Log, as referenced or contained within the safe to work plan, refer *S3AM-209-PR1 Risk Assessment & Management*, shall include:

4.5.1 If an AECOM location uses or stores additional hazardous substances, a location-specific HSI or WHMIS Log shall be maintained at that location.

4.5.2 If it is determined that an office-specific HSI is needed, the Manager shall confirm that one is developed and maintained by someone appointed as the location's SDS Administrator.

4.5.3 The HSI or WHMIS Log may be hard copy or managed through an electronic SDS management system.

4.5.4 The content of the HSI or WHMIS Log shall be updated as new hazardous substances are procured for, or removed from the location, and shall be verified by the SH&E Manager through regular inspections of the location.

4.5.5 In order to meet the 30-years-after-employment-termination record retention requirement, the office or project specific HSIs shall be managed as a permanent record.

Prior to using any chemical, a Task Hazard Analysis (THA) shall be completed by the employees assigned to use the chemical. The analysis will identify the hazards associated with the chemical (e.g. review the SDS to identify carcinogens or extremely hazardous chemicals), the tasks to be performed, and prescribe the Personal Protective Equipment (PPE) to be used, refer to *S3AM-208-PR1 Personal Protective Equipment.*

4.6 Safety Data Sheets (SDS)

4.6.1 Location-Specific SDS Inventory

- If it is determined that an AECOM location is required to maintain a location-specific inventory SDSs for the specific hazardous substances shall be maintained on file at that location.
- The SH&E Manager shall audit the local office or project for SDS request and maintenance and report deficiencies to the appropriate management level, as necessary, to confirm compliance with this procedure.

4.6.2 Field Project Sites and Client Facilities

- The Project Manager and/or the Site Safety Officer shall access or obtain, and maintain copies of SDS from:
  - The product manufacturer or supplier;
  - All AECOM subcontractors bringing chemicals onto the project site; and
  - The client, for all of the client's chemicals to which AECOM or AECOM subcontract employees are potentially exposed.

4.6.3 Employee Access to SDSs

SDSs should be maintained at the local location that uses that hazardous substance. Copies of this program and the SDS should be made available to the employee upon request to the office's SDS Administrator.

4.6.4 Field Access to SDSs

When hazardous substances are brought into the field, the user shall confirm that a copy of the SDS for that substance accompanies it and is available at the field location where it is to be used.

4.6.5 SDSs for AECOM Products

It is unlikely that AECOM activities would create a chemical for which a new SDS were needed. If such a chemical were created, the SH&E Department shall work with the appropriate operations groups to draft, review, and publish the new SDS.

4.6.6 Content of the SDS:

- Safety Data Sheets, previously referred to as Material Safety Data Sheets, will now require a 16-section format that is essentially the same as the ANSI standard for Hazardous Workplace Chemicals-Hazard Evaluation and Safety Data Sheets and Precautionary Labeling Preparation (ANSI Z400.1 & Z129.1 – 2010).
- Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
- Section 2, Hazard(s) identification includes all information regarding the hazards of the chemical and the appropriate warning information associated with the hazards including classification, signal word, hazard statement, pictograms, and precautionary statement.

- Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.
- Section 4, First-aid measures includes important symptoms/ effects, acute, delayed; required treatment.
- Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.
- Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.
- Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.
- Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).
- Section 9, lists the physical and chemical properties of the hazardous substance.
- Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.
- Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
- Section 12, Ecological information
- Section 13, Disposal considerations
- Section 14, Transport information
- Section 15, Regulatory information
- Section 16, Other information, includes the date of preparation or last revision.

SDSs that do not contain this information shall be returned to the distributor or manufacturer to be updated.

4.6.7 Trade Secrets

Some hazardous substance suppliers may claim the information requested on SDSs is proprietary and not provide the information to AECOM.

When SDSs supplied to the SH&E Manager indicate that proprietary information has been withheld, the SH&E Manager will either obtain the necessary information to make a hazard assessment or reject the material for use within AECOM.

4.6.8 For Canadian operations, all relevant SDS shall be current (no more than 3 years old) and readily available (in French and English) for all hazardous materials.

4.7 Labeling

4.7.1 Containers of hazardous substances used or stored in each AECOM location shall be labeled, tagged or marked with the following information:

- Product name or Identifier;
- Hazard Pictogram;
- Signal Word;
- Physical, Health, Environmental Statements;
- Supplemental Information;
- Precautionary Measures and Pictograms;

- First Aid Statements;
- Name and Address of Company; and
- Telephone Number.

4.7.2 Refer to *S3AM-115-ATT1 Pictograms & Sample Labels*.

4.7.3 Labels on containers shall not be removed or defaced. Labels or other forms of warning shall be legible, in English and French (Canada), and prominently displayed on the container.

4.7.4 Formal and informal inspections shall include observing that hazardous materials are properly labeled.

4.7.5 Immediately replace lost or illegible labels provided the product can be conclusively identified. Any failure to have the appropriate labeling information on a container at any time, or illegible or missing labels will be cause to suspend use of the product until the product is conclusively identified and is properly labeled.

4.7.6 Carcinogen Labeling

Chemicals which have been indicated as positive or suspect carcinogens by either OSHA, ACGIH, the International Agency for Research on Cancer (IARC) (World Health Organization), or the National Toxicology Program (NTP) will be considered to be carcinogenic for purpose of the HCS.

4.7.7 Stationary Process Containers

If there is stationary process equipment within a work area (e.g., vessels, piping systems, etc.), signs, placards, pictograms, process sheets, batch tickets, operating procedures, or other such written materials may be used in lieu of fixed labels on the containers, as long as the alternative method conveys the appropriate hazard information. The written materials shall be readily accessible to the employees in the work area.

4.7.8 Portable Containers

Portable containers of hazardous substances need not be labelled when the substance is transferred from labelled containers and will be used immediately by the employee who performs the transfer, however the container shall still contain the product identifier (name). Immediate use means the container will remain in the employee's immediate possession and direct oversight until the container is fully emptied or contents are returned to a labelled container.

Containers of hazardous substances transferred from labelled containers and not intended for the immediate use of the employee performing the transfer shall be labelled with the chemical name and a hazard warning label meeting workplace label requirements in accordance with the OSHA Hazard Communication Standard or WHMIS (as applicable to the given jurisdiction).

4.8 Chemical Storage

4.8.1 Hazardous chemicals are to be stored in labeled containers with the lids securely closed using appropriate undamaged caps or lids. Confirm liners are in place if used.

4.8.2 Flammable and combustible materials shall be stored in fire impervious cabinets in designated stockroom areas. Chemicals shall be stored in compliance with instructions provided on their labels, SDS, or the manufacturer's specifications (e.g. compatibility with other substances, environmental conditions, etc.).

NOTE: Flammable gases or other compressed gases should not be stored in flammable material cabinets as these cabinets are not designed for containment of pressurized gases.

4.8.3 All hazardous chemicals shall be stored in a manner that prevents spillage and leakage from exposing people or the environment to the chemical.

4.8.4 Hazardous chemicals shall not be stored with foods or beverages. Food and beverages shall not be consumed in areas where hazardous chemicals are used or stored.

4.9 Chemical Use in Offices

4.9.1 In general, hazardous substances should not be taken into office areas, conference rooms, or break areas, contact the SH&E Manager for guidance if this general requirement is infeasible.

4.9.2 General exceptions to this rule are the following:

- Liquid paper;
- Toner;
- Cleaners;
- Isobutylene calibration gas; and
- pH calibration solutions for instruments.

4.9.3 Each office or location using or storing hazardous materials will develop a written office/ location-specific Hazard Communication/WHMIS Program.

4.9.4 If the local office decides to implement the requirements of the standard in any way that differs from this procedure, they shall verify the changes with the SH&E Manager, document the changes, and communicate the differences to all affected employees.

4.10 Canada-specific

4.10.1 Consumer products are exempt from supplier labels and SDS requirements. Some cleaning solvents may be packaged as consumer products and these shall be labeled in accordance with the Consumer Product Act requirements.

4.10.2 In addition to the labelling of storage containers in the workplace, the contents of process piping (including valves), process vessels and reaction vessels are required to be identified through the use of colour coding, labels, placards or other modes of identifications that shall be communicated to workers through training programs. It is important for employees to be aware of and understand Client labelling requirements for these types of process systems.

5.0 Records

5.1 HSI or WHMIS Logs shall be retained in project or office files for a minimum of 30 years or according to jurisdictional requirements.

5.2 Training documentation shall be retained in accordance with *S3AM-003-PR SH&E Training*.

6.0 Attachments

6.1 S3AM-115-ATT1 Pictograms & Sample Labels

Americas

Hazardous Waste Operations

S3AM-117-PR1

1.0 Purpose and Scope

1.1 Provides requirements for AECOM operations pertaining to hazardous waste and emergency response (HAZWOPER) services. In Canada and South America, there is no direct counterpart to HAZWOPER; however, as due diligence and in compliance with applicable duty of care/general duty clauses, staff working in Canada and South America will comply with this procedure as far as it aligns with the location's respective legislation.

1.2 Provides a procedure intended to address small incidental spills from work related equipment and supplies. For operations with bulk quantities of fuels, chemicals, oils, and for operations where AECOM is providing emergency response services for spills, the SH&E Manager or designee shall specify spill prevention and preparedness criteria including training, equipment, and proficiency.

1.3 To define appropriate procedures to decontaminate both equipment and personnel when exposure to hazardous chemicals or physical agents has occurred.

1.4 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **Contamination Reduction Zone (CRZ)** – The transition area between the contaminated area and the clean area where decontamination activities occur.

2.2 **Decontamination** – The process of removing or neutralizing contaminants that have accumulated on personnel or equipment.

2.3 **Emergency Response** – A response effort by employees from outside the immediate release area or by other designated responders (e.g.., mutual-aid groups, local fire departments, etc.) to an occurrence that results, or is likely to result, in an uncontrollable release of a hazardous substance or whenever a release requires that a federal, state, territorial or provincial agency be notified, such as:

- A release at or above a reportable quantity (RQ) of a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) hazardous substance (40 CFR 302.8) is required to be reported to the National Response Center (NRC).
- A release at or above provincial reporting thresholds, if any, or alternatively those specified under the Canadian Transportation of Dangerous Goods Act are reportable under the Canadian Environmental Protection to the respective provincial or territorial Environmental Regulatory Agency .
- A hazardous chemical release at or above an RQ under the Emergency Planning and Community Right-to-Know Act (EPCRA) (Title III under the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 350-372) is required to be reported to state and local officials.
- A release in violation of a facilities Spill Prevention, Control, and Countermeasure (SPCC) Plan (40 CFR 112).

Responses to incidental release of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area or by maintenance personnel are not considered to be emergency responses within the scope of the HAZWOPER standard. Responses to releases of hazardous substances where there is no potential safety or health hazard are not considered to be emergency responses.

2.4 **Exclusion Zone (EZ)** – The area where contamination does or could occur.

2.5 **First Responder** – First responders are individuals who are likely to witness or discover a hazardous substance release, injury, fire, or other incident and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond first aid, initial control of the incident, and notifying the authorities and others of the incident.

2.6 **Hazardous Materials** – A hazardous material is any item or agent (biological, chemical, physical) that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Additionally a hazardous material may be defined as any substance or chemical which is a "health hazard" or "physical hazard," including chemicals that are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents that act on the hematopoietic system; agents that damage the lungs, skin, eyes, or mucous membranes; chemicals that are combustible, explosive, flammable, oxidizers, pyrophoric, unstable-reactive, or water-reactive; and chemicals that in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapor, mists, or smoke that may have any of the previously mentioned characteristics. This may be caused when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, disposing into the environment, by being transported or moved, and items or chemicals that are "special nuclear source" or by-product materials or radioactive substances.

2.7 **Hazardous Materials Specialist** – Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician; however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with federal, state, local, and other government authorities in regards to site activities.

2.8 **Hazardous Materials Technician** – Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder in that they will approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

2.9 **Hazardous Waste** – Hazardous waste is waste that is dangerous or potentially harmful to our health or the environment. Hazardous wastes can be liquids, solids, gases, or sludge. They can be discarded commercial products, like cleaning fluids or pesticides, or the by-products of manufacturing processes. Hazardous waste are divided into:

- Listed wastes (http://www.epa.gov/osw/hazard/wastetypes/listed.htm);
- Characteristic wastes (http://www.epa.gov/osw/hazard/wastetypes/characteristic.htm);
- Universal wastes (http://www.epa.gov/osw/hazard/wastetypes/universal/index.htmwastes); and
- Mixed wastes;
- Specific procedures determine how waste is identified (http://www.epa.gov/osw/hazard/wastetypes/wasteid/index.htm), classified, listed, and delisted.

2.10 **Health and Safety Plan (SH&E PLAN)** – A document prepared for each project that contains site-specific information including the Emergency Response Plan for the project.

2.11 **Incidental Releases** - A response to a spill or release of a hazardous substance (in quantities below its RQ) where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area using equipment and materials available to them at the time or the spill or release. Any spill or release that cannot be managed with the personnel, materials, and equipment at the site shall be considered an Emergency Response.

- Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses. Handling of incidental releases shall be in accordance with applicable standard operating procedures.

2.12 **Incident Command System (ICS)** – ICS is a standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries. In the ICS the first person responding to an incident becomes the Incident Commander and turns that title and duties over to more qualified responders as they arrive on scene.

2.13 **Incident Commander** – The Incident Commander (IC) is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. The title and responsibilities are typically assumed by a qualified IC from the client or public sector.

2.14 **Support Zone (SZ)** – An uncontaminated zone where administrative and other support functions (e.g. first aid, equipment supply, emergency information, etc.) are located.

3.0 References

3.1 SR1-003-WI2 Disruptive Event Response Instruction

3.2 S3AM-003-PR1 SH&E Training

3.3 S3AM-004-PR1 Incident Reporting, Notifications & Investigation

3.4 S3AM-010-PR1 Emergency Response Planning

3.5 S3AM-012-PR1 First Aid

3.6 S3AM-017-PR1 Injury & Illness Recordkeeping

3.7 S3AM-127-PR1 Exposure Monitoring

3.8 S3AM-128-PR1 Medical Screening & Surveillance

3.9 S3AM-208-PR1 Personal Protective Equipment

3.10 S3AM-209-PR1 Risk Assessment & Management

3.11 S3AM-213-PR1 Subcontractor Management

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager**

- Enforces and supports the implementation of SH&E Plans, Location Specific Emergency Response Plans, and Spill Response Plans;
- Prepare or request a SH&E Plan for every AECOM project with Hazardous Waste Operations and Emergency Response Activities, refer to *S3AM-209-PR1 Risk Assessment & Management*;
- Verify that all personnel working on the project are qualified to perform the activities they are assigned (see HAZWOPER and Emergency Spill Response Training requirements below);
- Request client's emergency response procedures;
- Appoint a Site Safety Officer (SSO) with appropriate qualifications for the specific hazardous waste project;
- Confirm that the SSO for complex projects, such as those with complicated remediation activities, has no duties other than site safety and health of the field team;
- Confirm the communication of the location-specific emergency response plan details to all employees assigned to a field project;
- Authorize the procurement of the necessary decontamination supplies;

- Verify that the applicable decontamination steps are clearly defined in the approved SH&E Plan;
- Verify staff are appropriately trained to execute the defined decontamination procedures;
- Verify that adequate staffing is available to safely conduct the applicable decontamination steps;
- Confirm that the necessary communications equipment for the project is available;
- Confirm that incident investigations are performed as required and a report is filed. Refer to *S3AM-004-PR1 Incident Reporting, Notifications & Investigation*;
- During spill response, all AECOM emergency responders and their communications shall be coordinated and controlled through the Manager. The individual in charge shall implement the and shall be responsible for the following tasks:
    - Become the individual in charge at the incident until relieved by more qualified personnel;
    - Notify the appropriate agency, the AECOM incident Reporting line, and operations. Refer to *S3AM-117-ATT1 Spill Notification Numbers North America* for US and Canadian required notifications;
    - Designate a safety supervisor who is knowledgeable about the operations being implemented at the emergency response site and who will have specific responsibility to identify and evaluate hazards and to provide direction on the safety of operations for the emergency at hand. If the safety supervisor judges activities to be an Immediately Dangerous to Life or Health (IDLH) and/or to involve an imminent danger condition, the safety supervisor shall have the authority to alter, suspend, or terminate those activities. The safety official shall immediately inform the individual in charge of the ICS of any actions needed to be taken to correct these hazards at the emergency scene;
    - Identify all hazardous substances or conditions present and address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance, and handling procedures;
    - Implement appropriate emergency operations. Refer to *S3AM-010-Emergency Response Planning*;
    - Limit the number of emergency response personnel at the emergency site;
    - Implement the buddy system in groups of two or more;
    - Confirm that the PPE worn is appropriate for the hazards to be encountered;
    - Implement appropriate decontamination procedures after emergency operations have terminated.
- Responsibility for the emergency response shall be transferred upon arrival of a more qualified AECOM Incident Commander or a Public Service Incident Commander.
- Confirm appropriate communications concerning an emergency event are initiated as per *S3AM-010-PR1 Emergency Response Planning* and *SR1-003-WI2 Disruptive Event Response Instruction*.

4.1.2 SH&E Manager or designee

- Provide technical guidance for:
    - The development and implementation of SH&E Plans and Emergency Response Plans;
    - The Incident Commander regarding the correct way to respond to the spill;
    - Project-specific Spill Response Plans when required;

- Prepare emergency action plans as part of project SH&E Plans and emergency reference sheets;
- Interface with the local emergency responders when necessary;
- Interface with clients regarding facility emergency response procedures;
- Decide whether AECOM or an outside emergency response company will clean up the spill;
- Report spills, as necessary, to state/provincial environmental agencies;
- Review the incident report and facilitate the post-response discussion;
- Review and revise this procedure as necessary based on recommendations from post-response discussions;
- Advise Managers and Supervisors on the necessary decontamination procedures for the known or reasonably anticipated chemical hazards and physical agents associated with the planned scope of work;
- Support the project team to verify that adequate protective measures are in-place (e.g. Engineering Controls, Administrative Controls, Personal Protective Equipment, etc.).

4.1.3 **Site Safety Officer (SSO)**

- Verify that a SH&E PLAN is available for the project and is reviewed prior to the commencement of site activities;
- Conduct pre-entry briefing and daily tailgate meetings and review facility, site-specific emergency procedures, and site specific decontamination procedures;
- Communicate the site-specific emergency response details to all employees assigned to a field project;
- Establish the designated site work zones (e.g., EZ, CRZ, SZ, etc.);
- Enforce the applicable decontamination steps as defined in the approved SH&E Plan;
- Initiate Stop Work and emergency response procedures as required;
- Account for all AECOM and subcontractor employees after site evacuation;
- Brief on-site and off-site responders in the event of an emergency;
- Conduct site-specific training on the applicable decontamination steps/procedures;
- Procure the necessary decontamination supplies and establishing the decontamination line;

4.1.4 **Employees**

- Maintain HAZWOPER training, or equivalent training as it relates to the given jurisdiction;
- Follow the SH&E Plan and emergency procedures prepared for the project;
- Initiate Stop Work if necessary;
- Initiate emergency response via verbal communications or the alarm system if first to encounter an emergency;
- Follow the defined decontamination steps as stated in the approved SH&E Plan;
- Follow precautions and safe handling practices to avoid spills;
- Alert Manager to any deteriorating hazardous materials containers within the office or project area;
- Report all spills and leaks to the Manager immediately;
- Secure the spill area as quickly as possible and prevent the migration of exterior spilled materials or substances to drains or other openings; and

4.1.5 **All personnel** (e.g., AECOM employees, general laborers, equipment operators, chemists, supervisors, etc.) performing activities at hazardous waste sites that expose or potentially expose them to hazardous wastes and health hazards are considered HAZWOPER site workers and shall meet the training and medical surveillance requirements specified in 29 CFR 1910.120(e) and (f), respectively. Additional training may be required based on site activities including related exposures and risks (e.g., confined space entry, excavations, fall protection, other materials [lead], etc.). These additional training requirements are to be outlined in the project- or site-specific SH&E Plan.

4.2 Project SH&E Documentation—SH&E Plan

4.2.1 The project SH&E documentation prepared for HAZWOPER activities is referred to as a site-specific SH&E Plan, and shall meet the requirements presented in 29 CFR 1910.120(b)(4).

4.2.2 A safety and health risk or hazard analysis for each on-site task that will be performed.

4.2.3 The required SH&E Plan elements include:

- A description of the work location, the site history, and a summary of any information available concerning site hazards (including both physical hazards and contamination conditions);
- A summary of the work activities to be performed under AECOM's scope of activities;
- Identified risks shall include both chemical and physical hazards to which personnel may be exposed during the conduct of the work task;
- Protective measures for each work task to prevent or mitigate the potential hazards identified in the hazard analyses;
- Personal protective equipment (PPE) requirements for each work task**.** Refer to *S3AM-208-PR1 Personal Protective Equipment*;
- Frequency and types of air monitoring, personal monitoring, and environmental sampling techniques and instrumentation to be used;
- Site control measures;
- Decontamination procedures;
- An emergency response plan, *S3AM-010-PR1 Emergency Response Planning*, addressing actions to be taken in the event of each type of credible incident that might result during the performance of planned work activities, including minor and major injuries, and chemical release and fire. Response plans shall address the means for coordinating the evacuation of all on-site personnel in the event of a catastrophic incident.

4.2.4 Responsibility for development of each AECOM SH&E Plan will be coordinated between the Manager and the SH&E Manager or SH&E Department designee as part of project initiation. Regardless of where the SH&E Plan is developed, it will be reviewed and approved by the SH&E Manager prior to submission to any agency outside of AECOM.

4.2.5 Contractors and Subcontractors

- The health and safety of the employees of any contractor or subcontractor who does not have a contract directly with AECOM, and for whom AECOM does not have contractual safety oversight, is the responsibility of that contractor or subcontractor. The contractor or subcontractor shall evaluate the hazards and potential hazards to their own employees and shall adhere to their own Health and Safety Plan;
- Subcontractors who maintain a contract directly with AECOM shall comply with AECOM SH&E program requirements. Refer to *S3AM-213-PR1 Subcontractor Management*;
- In addition, all AECOM subcontractors' Health and Safety Plans shall, at a minimum conform to the requirements of the AECOM SH&E Plan. The AECOM SH&E Plan does not, nor is it intended to, address procedures of contractors or subcontractors during their site activities.

4.3 Personnel Qualifications— Training and Medical Surveillance

4.3.1 HAZWOPER-qualified employees shall participate in the following medical surveillance and training requirements. Medical surveillance and SH&E training requirements are further described in *S3AM-128-PR1 Medical Screening & Surveillance* and *S3AM-003-PR1 SH&E Training* respectively.

4.3.2 Employees receiving initial and refresher responder training shall be issued a certificate indicating training competency. Copies of all training records shall be maintained in accordance with the *S3AM-003-PR1 SH&E Training*.

4.3.3 Medical Surveillance

- Specific HAZWOPER medical examination protocols have been developed by AECOM's Corporate Medical Provider (CMP) to meet the requirements of 29 CFR 1910.120(f). To be medically qualified to perform HAZWOPER work, employees receive the following medical examinations:
    - Initial (Baseline) Examination — The initial examination is part of pre-employment requirements and shall be completed (with results received) prior to the employee's start of work date;
    - Annual Examination — HAZWOPER-qualified employees will complete a medical examination once each year. Medical qualification expires on the anniversary date of the last examination completed. There will be no "grace period" exemptions beyond this date without the express approval of the Region SH&E Manager. At the recommendation of the SH&E Department, the CMP may approve an alternate examination frequency at periods of up to two years (biennial) in cases in which the worker's exposures to environmental contaminants are infrequent and typically well below any occupational exposure limits (e.g., senior management personnel);
    - Termination Examination — When reassigned to non-HAZWOPER duties or at the conclusion of employment at AECOM, HAZWOPER-qualified personnel will be provided with the opportunity to receive a termination medical examination;
    - Special Examinations — The SH&E Department and the CMP will jointly determine the need for special examinations because of:
        - Unusual exposure conditions; and
        - In response to possible overexposures.
- The CMP will determine the medical protocol elements for each of these examinations based on exposure information provided by the SH&E Department. The CMP will evaluate the results of each Employee's examination and will provide a written statement of medical clearance clearly stating medical compliance with the HAZWOPER regulatory standard (29 CFR 1910.120(f)) and approval of the Employee to perform unrestricted HAZWOPER activities. For initial and annual examinations, the CMP will also evaluate the Employee for the use of air purifying and supplied air respiratory protection. The written evaluation from these examinations will indicate the CMP's approval/limitations on the Employee's use of respiratory protection;
- If an Employee does not wish to participate in part or in the complete medical surveillance program, and is permitted by the given jurisdiction, the employee shall provide a written statement of refusal. Refer to *S3AM-128-PR1 Medical Screening & Surveillance*;

4.3.4 Training - HAZWOPER

All personnel assigned to work at a hazardous waste site, sampling at Treatment, Storage and/or Disposal Facilities (TSDFs), or are performing Remediation and Investigation Activities, shall participate in training meeting the requirements of 29 CFR 1910.120(e), or equivalent training as it relates to the given jurisdiction. All personnel shall have the following training:

- 40-hour initial Training — Before being assigned to a HAZWOPER site, AECOM Employees shall complete 40 hours of off-site training meeting the requirements of 29 CFR 1910.120(e)(3)(i). At the conclusion of training, personnel will receive a written certification of course completion, signed by the instructor, that indicates the course of instruction (40-hour HAZWOPER) and training dates. A copy of this certification shall be provided to the employee's SH&E Manager. Employees are responsible for maintaining their own copy of this certificate and for presenting it to the SSO when working on any HAZWOPER site;
- 3 days of on-the-job training — The Employee shall receive 3 days of actual supervision by a trained experienced supervisor;
- Refresher 8-Hour Training — To remain qualified to perform on-site HAZWOPER work activities, each AECOM Employee will complete 8 hours of HAZWOPER refresher training meeting the requirements of 29 CFR 1910.120(e)(8) at yearly intervals following completion of Initial 40-hour training. At the conclusion of training, personnel will receive a written certification of course completion, signed by the instructor, that indicates the course of instruction (8-hour HAZWOPER Refresher) and the training date. A copy of this certification shall be provided to the employee's SH&E Manager. Employees are responsible for maintaining their own copy of this certificate and for presenting it to the SSO when working on any HAZWOPER site;
- 8-hour Supervisor 8-Hour Training - any AECOM Employee acting in a management capacity for HAZWOPER activities (e.g., project manager, site safety officers, etc.), including oversight of subcontractor HAZWOPER activities, shall complete an additional 8 hours of HAZWOPER Supervisor training meeting the requirements of 29 CFR 1910.120(e)(4). Although this training is required only once, supervisors shall maintain their overall HAZWOPER qualification through annual completion of refresher training. At the conclusion of Supervisor 8-Hour Training personnel will receive a written certification of course completion, signed by the instructor that indicates the course of instruction and the training date. A copy of this certification shall be provided to the SH&E Manager. Employees are responsible for maintaining their own copy of this certificate and for presenting it to the SSO when working on any HAZWOPER site;
- 24-Hour HAZWOPER Training — Site support contractors and site visitors may qualify to substitute 24-hour HAZWOPER training in place of 40-hour training, as specified in 29 CFR 1910.120(e)(3)(ii). Personnel potentially qualifying for this alternative training include:
    - Site support personnel who will not work in any Exclusion Zone areas;
    - Subcontractors and site visitors whose duties will not entail significant exposure to site contaminants defined as not working in any areas where airborne contaminant concentrations exceed one-half of any applicable occupational exposure limit, and no contact or exposure to materials with site contaminant concentrations exceeding natural background levels. The SH&E Manager shall approve the substitution of 24-hour training for initial 40-hour training. Persons qualifying for 24-hour training shall provide written certification of course completion prior to beginning work on site. Persons completing 24-hour training shall complete 8 hours of annual refresher training at the required interval to maintain eligibility for on-site work and shall provide proof of this training (as necessary to demonstrate retraining) prior to beginning work on site.

Available Training Sources:

- On-site training provided by the SH&E Department;
- Outsourced training providers approved by the SH&E Department;

4.3.5 Training – Emergency Response

On an as-needed basis, if a project requires AECOM to provide a HAZMAT emergency response team, the following training requirements shall be met:

- Operations Level – a minimum of 8 hours of initial and refresher training for those responsible for acting defensively in the case of a release, attempting to contain the release from a safe distance;
- HAZMAT Technician – at least 24 hours of initial training and 8 hours of refresher training. They will participate in operations-level training and know how to implement the emergency response plan for the facility/site/project location;
- HAZMAT Specialist – at least 24 hours of initial training and 8 hours of refresher training. They will be trained in the same content as the HAZMAT Technician, as well as in how to develop a site safety and control plan;
- Incident Commander – will have at least 40 hours of training covering the Operations Level training and techniques for implementing the emergency response plan and directing the incident. They will be knowledgeable in relevant regulations. The Incident Commander will become the individual in charge of a site-specific incident command system and will coordinate and control communications with external agencies;

4.3.6 Subcontractor Personnel Training Records

Any subcontractor organization whose employees will support AECOM operations at a HAZWOPER site will:

- Provide the Manager with a copy of their written HAZWOPER medical surveillance and training program requirements. The elements of the program(s) shall be similar to those for AECOM's own program, as detailed above. Refer to *S3AM-213-PR1 Subcontractor Management*;
- Provide the Manager with written certification of a physician's approved medical clearance for each employee who will work on the site. Certification can be demonstrated by:
  - A copy of the physician's signed medical clearance for each employee (preferred); or
  - A letter identifying the medical status and clearance expiration date of every employee, signed by the company's safety director or an officer of the company.
  - A copy of the each employee's training certifications, which will include:
    - The initial 40-hour training certificate (24-hour training may be substituted with SH&E Manager approval);
    - The most current Refresher training certificate (shall be current within the previous one-year period);
    - A copy of the Supervisor training certificate for each person serving in a site supervisory capacity (e.g., project manager, site safety officers, etc.).

4.4 HAZWOPER and Spill Response Equipment

4.4.1 Specific HAZWOPER activity and spill response equipment shall be identified in the site specific SH&E PLAN. All AECOM offices and project sites that store chemicals at their location shall have the appropriate spill response equipment. Such equipment may include the following:

- Over-pack containers of varying capacities;
- Absorbent material such as vermiculite or commercially prepared, absorbent containing pillows, rolls, sheets, or booms;
- Acid and base neutralizing agents;
- Chemically resistant gloves for solvents, alcohols, and acids;
- Poly-coated Tyvek coveralls;
- Safety goggles;
- Respiratory protection;

4.4.2 Spill response equipment shall be placed adjacent to areas where chemicals are routinely handled, stored, and/or where shipments are received. Similar types of spill response equipment shall also be available in any AECOM vehicle or rented vehicle in which chemicals are being transported. Location of spill response equipment shall be selected to permit access outside of likely spill locations.

4.4.3 Spill Response Equipment for Field Programs

- The amount of chemicals being used during a field program will dictate the types and quantity of spill response equipment that is brought to the site;
- If several squirt bottles of decontamination solution are all that is being brought to a site, a few spill pillows and a one-gallon bucket (3.8 liters) may be sufficient to respond to a spill of these materials;
- If gallons of chemicals are being delivered to the site in drums or bulk tanks, a greater variety of spill response equipment will be needed. As indicated previously, during these types of field programs, a separate spill plan will be incorporated into the project or site specific SH&E Plan, and will provide a greater level of detail regarding the specific spill response effort for that field program. Refer to *S3AM-209-PR1 Risk Assessment & Management*;

4.5 Personal Protective Equipment (PPE) Ensembles

4.5.1 Defined HAZWOPER PPE ensembles are specified for general use on all AECOM HAZWOPER operations. The project SH&E Plan may specify modifications to these requirements to meet site-specific conditions. Refer also to *S3AM-208-PR1 Personal Protective Equipment* for additional information concerning PPE requirements.

4.5.2 Level D Ensemble

The Level D ensemble provides a minimal level of skin protection (primarily against physical rather than chemical hazards) and no respiratory protection. Level D PPE is the minimum work uniform to be used on HAZWOPER sites. Its use is appropriate when there is no significant potential for encountering hazardous substances or health hazards while working in controlled work areas.

Level D Equipment List:

- Hard hat;
- Eye protection;
- Safety-toe work boots;
- Shirts with sleeves and long pants (shorts are unacceptable for use); and
- Hearing protection (as required).

4.5.3 Modified Level D Ensemble

The Modified Level D ensemble provides moderate skin protection against contact with hazardous substances, but no respiratory protection. Its use is appropriate where there is a moderate-to-low potential for skin contact with known hazardous substances and health hazards, but no significant inhalation hazard is anticipated. The Modified Level D ensemble will consist of the Level D ensemble, supplemented by the addition of one or more of the following items:

Modified Level D Equipment List:

- Full faceshield;
- Plain (uncoated) disposable coveralls;
- Chemical-resistant disposable outer coveralls;

- Chemical-resistant outer gloves taped to outer coveralls;[1]
- Chemical-resistant inner gloves; and[1]
- Chemical-resistant safety-toe boots (taped to outer coveralls).

4.5.4 Level C Ensemble

The Level C ensemble provides moderate skin protection against contact with hazardous substances and moderate respiratory protection. Its use is appropriate where there is the potential for skin contact with known hazardous substances and health hazards, together with a limited and well-defined potential for exposure via inhalation.

Level C Equipment List:

- Full-face air-purifying respirator (APR) equipped with cartridge types as designated in the project SH&E PLAN;[2]
- Plaind (uncoated) disposable coveralls;
- Chemical-resistant disposable outer coveralls;
- Chemical-resistant outer gloves taped to outer coveralls;[3]
- Chemical-resistant inner gloves;
- Hard hat;
- Safety-toe boots taped to coveralls; the use of boot covers (e.g., booties) or chemical-resistant boots may be specified; and
- Hearing protection (as required).

4.5.5 Level B Ensemble

The Level B ensemble provides both the highest level of inhalation exposure protection and considerable skin contact protection. Its use is appropriate where there are significant known or suspected hazardous substances and health hazards, involving both skin and inhalation exposure (up to and including Immediately Dangerous to Life or Health [IDLH] conditions) or where adverse atmospheric conditions cannot be mitigated by use of air purifying respirators (e.g. oxygen deficient atmospheres or chemicals with poor warning properties). The use of Level B PPE requires prior approval by the SH&E Manager.

Level B Equipment List:

- Supplied air respirator (SCBA or airline system with Grade D or better breathing air);
- Chemical-resistant disposable outer coveralls;
- Chemical-resistant outer glove taped to outer coveralls;[3]
- Chemical-resistant inner gloves;[3]
- Hard hat;
- Chemical resistant safety-toe boots taped to coveralls; and
- Hearing protection (as required).

1 Selection of specific glove types/materials will be provided in the project SH&E Plan based on consideration of the contaminants and the physical conditions of the work.

2 Selection of specific cartridges will be made by the SH&E Department (or Competent Person – Respiratory Protection as designated by the SH&E manager) based on contaminants present. A cartridge change-out frequency will also be specified in the SH&E based on the manufacturer's cartridge performance data.

3 Selection of specific glove types/materials will be provided in the project SH&E based on consideration of the contaminants and the physical conditions of the work.

4.5.6 Level A Ensemble

The Level A ensemble provides the highest level of both respiratory and skin protection, up to and including protection against skin contact with vapor-phase contaminants. The use of Level A PPE requires prior approval by the Americas SH&E Director.

Specific Level A ensemble components will be determined on a case-by-case basis by the SH&E Department.

4.6 Emergency Response Plans

4.6.1 A Location Specific Emergency Response Plan shall be developed and implemented to handle anticipated emergencies prior to performing emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives, and OSHA personnel. The plan shall be reviewed and approved by the SH&E Manager prior to issue.

4.6.2 AECOM'S *S3AM-010-PR1 Emergency Response Planning* shall apply and employees shall evacuate from the danger area whenever an emergency occurs, provided the associated contract does not require AECOM to provide emergency response services

4.6.3 AECOM Employees are not expected to take action or to participate in rescues or responses to chemical releases beyond the initial discovery of the release and immediate mitigation actions such as closing a valve, placing absorbents, and notifying the client and or public emergency response system (911).

- If AECOM Employees are to participate in the response to a chemical release beyond the initial reaction, there shall be a contractual provision for this response and the Employees shall be specifically trained for this response;
- This document is designed to provide guidelines on how to prepare a written plan that will confirm prompt and proper response to an emergency situation that arises during field investigations and to outline the duties of AECOM Employees during a field emergency and the associated training requirements.

4.6.4 Site specific SH&E plans that are prepared to comply with the HAZWOPER standard (29 CFR 1910.120) shall address emergency response. This standard specifically outlines the elements that shall be contained in an emergency response plan. However, the definition of emergency response, as written in 29 CFR 1910.120, focuses on emergencies involving the uncontrolled release of hazardous substances. Under 29 CFR 1910.120, an employer can opt to evacuate employees from the danger area when such an emergency occurs. AECOM does not expect its Employees to actively assist in the handling of uncontrollable chemical releases that may occur during the implementation of field programs. As such, and as provided by the HAZWOPER standard, AECOM is exempt from the emergency response plan requirements of the standard as long as it provides an emergency action plan within the SH&E PLAN that complies with 29 CFR 1910.38 (a). Therefore, all emergency response plans required under 29 CFR 1910.120 will be written to comply with 29 CFR 1910.38 (a).

- There are two types of emergency situations that AECOM personnel shall be prepared for and that shall be addressed in the emergency response plan. These include:
  - Emergencies related to the operations of our clients at the facility where AECOM is working;
  - Emergencies related to our own on-site activities/investigations.
- Employees are not to accept the role of Incident Commander without specific authority from the SH&E Manager and the Manager responsible for the project. Assuming the role of the Incident Commander requires training beyond the scope of this Procedure.

4.6.5 The HAZWOPER standard does not prohibit AECOM Employees from performing limited response activities.

- Appropriately trained AECOM Employees can provide voluntary First Aid services;
- AECOM Employees can provide response assistance by placing absorbent pillows or vermiculite around a small, contained spill that occurs during sampling efforts;
- Refer to Spill Response, Incidental procedures contained herein which describes the specific procedures that AECOM will follow when responding to an incidental chemical spill.

4.6.6 Field Project Preparation

- Every SH&E Plan that is prepared by AECOM will contain a Location Specific Emergency Response Plan in which the required elements of an emergency action plan will be addressed. Refer to *S3AM-010-PR1 Emergency Response Planning*;
- When AECOM is working at an operating facility, the emergency response procedures of the facility will be appended to the SH&E Plan or the Location Specific Emergency Response Plan;
- As a minimum, each emergency response plan shall contain the following topics as required by 29 CFR 1910.38 (a):
    - Procedures and contact information for reporting emergencies to public service responders and on-site (client or host employer) emergency control centers;
    - Pre-emergency planning and coordination with outside parties;
    - Emergency escape procedures and emergency escape route assignments;
    - Procedures to be followed by employees who remain to operate critical site operations before they evacuate;
    - Procedures to account for all employees after emergency evacuation is complete;
    - Rescue and medical duties for those employees who are trained to perform them;
    - Preferred means of reporting fires and other emergencies;
    - PPE to protect employees from expected exposures and potential exposures during an emergency;
    - Names of persons or departments who can be contacted for further information (i.e. emergency reference sheet);
    - Site security and control;
    - Availability of medical surveillance for workers who might have been exposed to chemicals, bloodborne pathogens, or other biological agents as a result of project work or emergency response;
    - Emergency medical treatment and first aid;
    - Emergency alerting and response procedures;
    - Critique of response and follow-up.
- In addition, each plan shall establish the specific alarm system that will be used on site to warn employees of an AECOM emergency. The chosen alarm signals should not conflict with alarm signals already in place at the facility.

4.6.7 Client Facility Emergency Response Procedures

- AECOM implements field programs on active properties, including manufacturing facilities. These facilities have typically developed an emergency response plan that is specific to facility-related emergencies. If AECOM is working at an operating facility, emergency procedures established by the facility shall be followed in the event of a facility catastrophe.

AECOM personnel shall be aware of and familiar with the alarm signals used at the facility to alert personnel to an emergency. AECOM personnel shall also know where to assemble in the event of a facility evacuation as the facility shall be able to account for all personnel, including subcontractors such as AECOM in the event of an evacuation.

- The first priority in AECOM's preparation of a project emergency action plan is to confirm that the responsibilities under the client's emergency response plan are fully understood. Because of the nature of their business, many of our clients have in-house fire brigades, medical staff, and hazardous materials teams that can assist AECOM in the event of an emergency related to our field activities. In many instances, our clients prefer or require that subcontractors seek emergency assistance through their facility first before calling outside responders to the site.
- A copy of the facility's procedures shall be made available to AECOM so that the information can be incorporated into the SH&E Plan or attached to the Location Specific Emergency Response Plan. If this information is not available to AECOM prior to arriving on site, the SSO shall meet with client representatives upon arrival to the facility to review procedures in the event of an emergency related to plant operations.

4.6.8 Escape Routes and Procedures

Although emergency evacuation procedures are included in AECOM's initial 40-hour HAZWOPER training, emergency procedures at each site will be different. Employees shall be instructed about the location specific emergency response plan. Updating training is required anytime escape routes or procedures change. An evacuation drill will be conducted for projects that are scheduled for one month or longer. Visitors and untrained employees shall not be allowed into the project area until they receive a safety briefing including evacuation alarms and procedures.

Prior to the commencement of on-site activities, the SSO shall determine how AECOM employees will evacuate each AECOM work area of the site:

- Two or more routes that are separate or remote from each other for each work area shall be identified. Multiple routes are necessary in case one is blocked by fire or chemical spill. These routes shall not overlap because, if a common point were obstructed, all intersecting routes would be blocked;
- Prominent wind direction should also be considered when designating escape routes and assembly areas. Escape routes and assembly areas should be upwind of the site whenever possible;
- Upon arrival to the site, the SSO shall verify that the selected routes are appropriate for evacuation. During an emergency, the quickest and most direct route should be selected. However, when working at an operating facility, the established escape routes of the facility should be used whenever possible;
- In the event of a facility-related emergency, all AECOM employees shall meet at the facility's assembly area so that the client can verify that AECOM has evacuated the property.

4.6.9 Alarm Signals

An emergency communication system shall be in effect at all sites.

- The most simple and effective emergency communication system in many situations will be direct verbal communications. However, verbal communications shall be supplemented any time voices cannot be clearly perceived above ambient noise levels and any time a clear line of sight cannot be easily maintained among all AECOM personnel because of distance, terrain, or other obstructions;
- Portable two-way radio communications may be used when employees shall work out of the line of sight of other workers;
- When it is necessary to supplement verbal communications, Employees shall be informed of the established emergency signals. The following emergency signals, or other appropriate signals, shall be implemented using handheld portable air horns, whistles, or similar devices.

Signals shall be capable of being perceived above ambient noise by all employees in the affected portions of the workplace:

- One Blast: General Warning—A relatively minor and localized, yet important, on-site event. An example of this type of an event would be a minor chemical spill where there is no immediate danger to life or health yet personnel working on the site should be aware of the situation so that unnecessary problems can be avoided. If one horn blast is sounded, personnel shall stop all activity and equipment on-site and await further instructions from the SSO;
- Three Blasts: Medical Emergency—A medical emergency for which immediate first aid or emergency medical care is required. If three horn blasts are sounded, all First Aid Providers should respond as appropriate. All other activity and equipment should stop and personnel should await further instructions from the SSO;
- Three Blasts Followed by One Continuous Blast: Immediate Threat to Life and Health — A situation that could present an immediate danger to life and health of personnel onsite. Examples include fires, explosions, large hazardous chemical release, severe weather-related emergencies, or security threats. If three horn blasts followed by a continuous blast are sounded, all activity and equipment shall stop. All personnel shall evacuate the site and meet in the designated assembly area where the SSO will account for all employees. The SSO will arrange for other emergency response actions if necessary. Information concerning the need to follow decontamination procedures during an emergency evacuation will be addressed in the Location Specific Emergency Response Plan;

- The SSO or his designate will acknowledge the distress signal with two short blasts on the air-horn or whistle;
- One Continuous Blast Following Any of the Above: All Clear/Return to Work — Personnel who sound the initial alarm are required to send an all clear signal when the emergency is over.

4.6.10 Accounting Method for All Employees after Evacuation

The SSO is responsible for determining that all AECOM employees have been successfully evacuated from the work area(s):

- It is the responsibility of each AECOM subcontractor to verify that all of its employees evacuated the site and to report this information to the SSO. All employees shall meet at the designated assembly area;
- A headcount is an acceptable way to determine complete evacuation when the field team is of a small size. The site log-in book or equivalent should be referenced when attempting to account for more than 10 people. In the event of a facility-related emergency, the SSO shall notify facility representatives that all AECOM employees and AECOM subcontract employees have successfully evacuated the work area(s);
- The SSO shall notify emergency responders if any employee is unaccounted for and where on the site they were last seen;
- In the event of a project-related emergency, the SSO will provide off-site emergency responders or on-site HAZMAT teams or fire brigades (Incident Commander) with all available knowledge about the emergency situation upon their arrival to the scene.

4.6.11 Employees Who Remain to Operate Critical Site Operations Before They Evacuate

All equipment and operations are required to cease in accordance with the established alarm signal procedures. The only exception will be related to health and safety:

- The SSO shall determine at the time of the emergency if health and safety will be jeopardized by immediate stoppage of any particular piece of equipment;

- If such a determination is made, personnel involved in critical operations shall be minimized. Once it is determined that the operation is no longer needed or the threat to the operators is imminent, operations will cease and the operators will immediately evacuate.

4.6.12 Rescue and Medical Response

- Only currently trained individuals will administer first aid, CPR or an AED. Refer to *S3AM-012-PR1 First Aid*.
- In the event of an incident, refer to material's SDS labels to confirm proper first aid is administered for the hazardous material and call the nearest Poison Centre or 911. Refer to *S3AM-012-PR1 First Aid*.
    - The American National Standards Institute (ANSI) Standard for Emergency Eyewash and Shower Equipment (ANSI Z358.1-1998) recommends that the affected body part shall be flushed immediately and thoroughly for at least 15 minutes using a large supply of clean fluid under low pressure. However, other references recommend a minimum 20-minute flushing period if the nature of the contaminant is not known. The flushing or rinsing time can be modified if the identity and properties of the chemical are known. For example, at least:
        - 5 minutes flushing time for mild irritants;
        - 20 minutes for moderate to severe irritants;
        - 20 minutes for non-penetrating corrosives;
        - 60 minutes for penetrating corrosives;
        - If irritation persists, repeat the flushing procedure.
- It is important to note that ingestion of any chemical is not likely to occur in the workplace. If ingestion does occur, evidence indicates that inducing vomiting is not necessary in most situations where there has been an occupational chemical ingestion.
    - Induction of vomiting should only be recommended if the chemical has very high, short-term (acute) toxicity, and medical follow-up is not readily available;
    - In these cases, first aiders should receive special training on how to safely and effectively induce vomiting in the appropriate circumstances.
- If the injury is life threatening, the Emergency Medical System (EMS) should be called (911). Depending on the procedures established for the project, the SSO would contact an emergency responder directly or notify the facility representatives for medical assistance;
- If the employee needs medical attention that cannot be provided on-site, the SSO shall escort the individual to the local hospital identified on the emergency reference sheet and shall remain with the person until release or admittance is determined. The escort will relay all appropriate medical information to the Manager and SH&E Manager.

4.6.13 On-site and Off-site Communications

Regardless of the size or location of AECOM's field projects, it is extremely important that both on-site and off-site communications be maintained so that in the event of an emergency employees can contact each other or place a phone call immediately with the appropriate responder(s).

A reliable and approved form of communication (e.g. two way radio, cell phone, etc.) is required when members of the field team are working in separate areas of the site and verbal communications are no longer effective because of distance. A communication device shall be available for each team that is working in a separate area of the site.

When AECOM is working at an occupied facility, a telephone may be accessible. When AECOM is working on abandoned properties or when there is no access to a phone, as appropriate, a cellular telephone, two-way radio, or satellite telephone shall be brought to the work location.

4.6.14 Preferred Means of Reporting

Employees shall immediately notify the Supervisor of incidents and emergencies, and report in accordance with *S3AM-004-PR1 Incident Reporting, Notification & Investigation*:

- Unless facility representatives specifically indicate that they prefer AECOM personnel to notify them first of an emergency, the SSO will directly contact the appropriate emergency responders listed on the Location Specific Emergency Response Plan;
- Additional communications within AECOM concerning an emergency event may be required as per *S3AM-010-PR1 Emergency Response Planning* and *SR1-003-WI2 Disruptive Event Response Instruction*;
- "Dangerous occurrences" shall be reported immediately to the police, employer, vehicle owner/leaser and the dangerous goods owner. Such events would include spills, bulk container damage, fire, explosion, and transportation accidents involving dangerous goods;
- Confirm and seek direction on external reporting requirements. Each jurisdiction has regulations governing the minimum quantities for reporting based on the type of product spilled or release refer to *S3AM-117-ATT1 Spill Notification Numbers for North America*;

Individuals who have knowledge of a spill, release, or unlawful discharge, shall notify authorities immediately. Reporting does not imply guilt or assign blame. The following details are to be reported:

- Location and time of spill;
- Description of circumstances leading to spill;
- Type and quantity of material or substance spilled;
- Details of any action taken at the site of the spill;
- Description of location of spill and immediately surrounding the area;
- Any additional information in respect of the spill that the Minister, Environmental Protection Officer or person designated by regulations requires.

4.6.15 First Responder

First responders shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- An understanding of what hazardous substances are, and the risks associated with them in an incident;
- An understanding of the potential outcomes associated with an emergency;
- The ability to recognize the presence of hazardous substances and physical hazards in an emergency;
- An understanding of the role of the first responder;
- The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

4.6.16 First Responder HAZWOPER Operations Level

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release:

- They are trained to respond in a defensive fashion without actually trying to stop the release; Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures;

- First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:
    - Knowledge of the basic hazard and risk assessment techniques;
    - Know how to select and use proper personal protective equipment provided to the first responder operational level;
    - An understanding of basic hazardous materials terms;
    - Know how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit;
    - Know how to implement basic decontamination procedures;
    - An understanding of the relevant standard operating procedures and termination procedures;

4.6.17 Hazardous Materials Technician

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- Know how to implement the employer's emergency response plan;
- Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment;
- Be able to function within an assigned role in the Incident Command System, refer to *Federal Emergency Management Agency—FEMA: Incident Command System*;
- Know how to select and use proper specialized chemical PPE provided to the hazardous materials technician;
- Understand hazard and risk assessment techniques;
- Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit;
- Understand and implement decontamination procedures;
- Understand termination procedures;
- Understand basic chemical and toxicological terminology and behavior.

4.6.18 Hazardous Materials Specialist

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- Know how to implement the local emergency response plan;
- Understand classification, identification, and verification of known and unknown materials by using advanced survey instruments and equipment;
- Know the state or applicable jurisdictional emergency response plan;
- Be able to select and use proper specialized chemical PPE provided to the hazardous materials specialist;
- Understand in-depth hazard and risk techniques;
- Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available;

- Be able to determine and implement decontamination procedures;
- Have the ability to develop a site safety and control plan;
- Understand chemical, radiological, and toxicological terminology and behavior.

4.7 Decontamination Procedures

4.7.1 When possible, all necessary steps shall be taken to reduce or minimize contact with chemicals and impacted materials while performing field activities (e.g., avoid sitting or leaning on, walking through, dragging equipment over, tracking, or splashing potential or known impacted materials).

4.7.2 All personal decontamination activities shall be performed with an attendant (buddy) to provide assistance to personnel that are performing decontamination activities. An attendant may not be required for Level D equipment removal and decontamination. Depending on specific site hazards, attendants may be required to wear a level of protection that is equal to the required level in the exclusion zone.

4.7.3 All persons and equipment entering the EZ shall be considered contaminated, and thus, shall be properly decontaminated prior to entering the SZ. No equipment, including personal protective equipment or contaminated clothing shall be taken or worn into the SZ.

4.7.4 Decontamination procedures may vary based on site conditions and nature of the contaminant. If chemicals or decontamination solutions are used, care should be taken to minimize reactions between the solutions and contaminated materials. In addition, personnel shall assess the potential exposures created by the decontamination chemical(s) or solutions. The safety data sheets shall be reviewed, implemented, and filed by personnel contacting the chemicals/solutions.

4.7.5 All contaminated personal protective equipment (PPE) and decontamination materials shall be stored and disposed of in accordance with site-specific requirements identified in the approved work plan.

4.7.6 For all Level A and B ensembles, adequate supplied air shall be available to allow the employee to safely complete all necessary decontamination steps.

4.7.7 Where decontamination procedures involving radioactive materials are required, the removable limits for both personnel and equipment will be specified by a Certified Health Physicist or Certified Industrial Hygienist in the project's approved Radiation Protection Plan or approved safety planning document.

4.7.8 Materials Needed to Decontaminate Personnel and/or Equipment

- The equipment required to perform decontamination may vary based on site-specific conditions and nature of the contaminant(s). The following equipment is commonly used for decontamination purposes:
  - Soft-bristle scrub brushes or long-handled brushes to remove contaminants;
  - Hoses, buckets of water or garden sprayers for rinsing;
  - Large plastic/galvanized wash tubs or children's wading pools for washing and rinsing solutions;
  - Large plastic garbage cans or similar containers lined with plastic bags for the storage of contaminated clothing and equipment;
  - Metal or plastic cans or drums for the temporary storage of contaminated liquids;
  - Paper or cloth towels for drying protective clothing and equipment; and
  - Poly or plastic sheeting to lay down and form the base for the CRZ, as well as to contain contaminants and decontamination fluids.

4.7.9 Personal Decontamination Steps

- The decontamination plan shall be in writing and shall specify the exact steps in either wet or dry decontamination or personnel exiting the EZ to the SZ. The decontamination plan shall also address respirator cartridge change out, SCBA bottle changes and equipment decontamination.

4.7.10 Decontamination Steps during a Medical Emergency

- If decontamination can be done:
  - Wash, rinse and/or cut off protective clothing and equipment.
- If decontamination cannot be done:
  - Wrap the victim in blankets, plastic sheeting, or rubber to reduce contamination of other personnel;
  - Alert emergency and offsite medical personnel to potential contamination;
  - Instruct them about specific decontamination procedures if necessary;

4.7.11 Equipment Decontamination Steps

- All equipment leaving the EZ shall be considered contaminated and shall be properly decontaminated to minimize the potential for exposure and off-site migration of impacted materials. Such equipment may include, but is not limited to: sampling tools, heavy equipment, vehicles, PPE (hoses, cylinders, etc.), and various handheld tools;
- All Employees performing equipment decontamination shall wear the appropriate PPE to protect against exposure to contaminated materials. The level of PPE may be equivalent to the level of protection required in the EZ. Other PPE may include splash protection, such as face-shields and splash suits, and knee protectors. Following equipment decontamination, Employees may be required to follow the proper personal decontamination procedures above;
- For larger equipment, a high-pressure washer may need to be used. Some contaminants require the use of a detergent or chemical solution and scrub brushes to confirm proper decontamination. Personnel operating a high pressure washer will be trained in the operation of the equipment and follow the manufacturer's operational instructions;
- For smaller equipment, use the following steps for decontamination:
  - Remove majority of visible gross contamination in EZ;
  - Wash equipment in decontamination solution with a scrub brush and/or power wash heavy equipment;
  - Rinse equipment;
  - Visually inspect for remaining contamination;
  - Follow appropriate personal decontamination steps outlined above.
- All decontaminated equipment shall be visually inspected for contamination prior to leaving the CRZ. Signs of visible contamination may include an oily sheen, residue or contaminated soils left on the equipment. All equipment with visible signs of contamination shall be discarded or re-decontaminated until clean. Depending on the nature of the contaminant, equipment may have to be analyzed using a wipe method or other means.

4.8 Employee Exposure Monitoring

4.8.1 Explosive levels, oxygen levels, and airborne contaminants may present potential hazards to HAZWOPER personnel working within controlled work areas and to non-HAZWOPER workers and the general public present outside the controlled work areas.

4.8.2 As appropriate, exposure monitoring at HAZWOPER sites will be conducted to determine explosive and oxygen levels, monitor and control employee exposures to airborne contaminants, and to determine and regulate controlled work area boundaries (e.g., support zone, contamination reduction zone, and exclusion zone) for the protection of non-HAZWOPER workers and the general public.

4.8.3 Specific exposure monitoring requirements will be established in individual SH&E Plans. Refer to *S3AM-127-PR1 Exposure Monitoring*. All monitoring efforts using direct reading instruments and will remain part of the project file.

4.8.4 Work Area Exposure Monitoring

- Work area exposure monitoring will include breathing zone readings for the maximum exposed worker(s);
- Results will be used to determine adequacy of PPE (especially respiratory protection). Specific criteria for upgrade/downgrade will be established in the SH&E Plan.

4.8.5 Perimeter Exposure Monitoring

- Perimeter air samples will be collected when the potential exists for airborne contaminants to migrate off-site and will be collected near the work zones when performing work at an active client facility. Refer to *S3AM-127-PR1 Exposure Monitoring*;
- Perimeter exposure monitoring will be conducted at locations downwind from the project activities at a minimum (also upwind if the potential exists for offsite contamination to migrate onto the site).

4.8.6 Exposure results will be posted on site and explained in a safety briefing.

4.8.7 Employees will receive a written statement of results within 15 days of receipt from the laboratory.

4.8.8 Results of all personal exposure monitoring will be provided to the SH&E department for inclusion in the employee medical records, refer to *S3AM-017-PR1 Injury & Illness Recordkeeping*.

5.0 Records

5.1 All forms and documents generated during a HAZWOPER project will be maintained in the project file.

5.2 All medical screening and surveillance documentation shall be retained for 30 years.

6.0 Attachments

6.1 S3AM-117-ATT1 Spill Notification Number for North America

Americas

Spill Notification Numbers for North America

S3AM-117-ATT1

Jurisdiction	Name	Phone
Within the United States		
National Response Center		1-800-424-8802
AECOM Incident Reporting Number		1-800-348-5046
Within Canada		
AECOM Incident Reporting Number		1-800-348-5046
Alberta	Environmental Service Response Centre	1-800-222-6514
British Columbia	Provincial Emergency Program	1-800-663-3456
Manitoba	Conservation Emergency Response Program	1-204-944-4888
New Brunswick	Canadian Coast Guard	1-800-565-1633
Newfoundland & Labrador	Canadian Coast Guard	1-800-563-9089
NWT & Nunavut	Spill Report Line	1-867-920-8130
Nova Scotia	Canadian Coast Guard	1-800-565-1633
Ontario	Spill Action Centre	1-800-268-6060
Prince Edward Island	Canadian Coast Guard	1-800-565-1633
Quebec	National Environmental Emergencies Center	1-866-283-2333
Saskatchewan	Spill Report Centre	1-800-667-7525
Yukon Territory	Spill Report Centre	1-867-667-7244

Americas

Hearing Conservation

S3AM-118-PR1

1.0 Purpose and Scope

1.1 Establishes procedures to confirm that personal noise exposure remains within acceptable limits and establishes the requirements of an acceptable hearing conservation program.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **ABC System** – The system used in Canada to classify hearing protectors on the basis of the attenuation provided by the hearing protection.

2.2 **Action Level** – May also be referred to as **Monitoring Level**. An eight-hour, time-weighted average established by the applicable jurisdiction, measured on the A-scale, slow response. Depending upon jurisdiction, this can vary anywhere from 74dBA to 85dBA, and may additionally be defined as 50% of the allowable noise dose. In the absence of a specified jurisdictional action level, 85dBA shall be used as the default action level.

2.3 **Attenuation –** The reduction of the sound level at the ears of a person wearing hearing protectors.

2.4 **Decibel (dB)** – Logarithmic unit of measurement of sound level.

2.5 **Established Exposure Limit** – The maximum regulatory noise exposure to which an individual may be exposed to for an 8- hour time weighted average (TWA).

- This limit is referred to by different terminology depending upon the given jurisdiction (e.g. Permissible Exposure Limit (PEL), Contamination Limit, Occupational Exposure Limit (OEL), Threshold Limit Value (TLV), etc.).
- Acceptable methods of adjusting this limit to correspond to a different exposure period (e.g. 10 hours) vary by jurisdiction.

2.6 **Standard Threshold Shift (STS)** – When one's hearing threshold has changed (relative to the baseline audiogram) an average of 10 dB or more at 2000, 3000, or 4000 Hz in either ear).

2.7 **Noise Reduction Rating (NRR)** – The measure, in decibels, of how well a hearing protector reduces noise (attenuation), as specified by the United States of America Environmental Protection Agency. It is a requirement in the USA that all hearing protectors have the NRR stamped on their packaging.

2.8 **Time-Weighted Average (TWA) Sound Level** – That sound level, which if constant over an 8-hour exposure, would result in the same noise dose as is measured.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-127-PR1 Exposure Monitoring

3.3 S3AM-128-PR1 Medical Screening & Surveillance

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **SH&E Manager**

- Provide access to initial and refresher hearing conservation training.

- Inform employees of noise monitoring results when full-shift noise exposure is at or above the action level.
- Designate areas and tasks where employees' exposure is at or above the action level.
- Conduct noise monitoring and supervise noise surveys, as applicable, and support hazardous noise assessment/evaluation efforts.

4.1.2 **Manager**

- Implement the hearing conservation program.
- Confirm that a hazardous noise assessment/evaluation has been conducted.
- Confirm that a hazardous noise assessment/evaluation is conducted when a change in equipment, procedures, or personnel may increase employee exposure to noise.
- Implement engineering controls to reduce noise levels when such measures are considered feasible and when required by regulation.
- Purchase, monitor, and replenish for employees' use, a supply of hearing protection devices with a minimum Noise Reduction Rating (NRR) of 26 dBA, or of the appropriate classification for the applicable jurisdiction.
- Confirm that individuals included in the program receive training and that the training meets the criteria outlined in this program.
- Investigate and implement corrective action to all reports of non-conformance with this procedure, including reports of standard threshold shifts or employees' failure to wear hearing protectors in designated areas.
- Maintain an awareness of the noise levels in work areas for which he/she is responsible.
- Place warning signs in areas where sound levels would require the use of hearing protectors.
- Request that a hazardous noise assessment/evaluation be conducted when a change in equipment, procedures, or personnel may increase employee exposure to noise above action levels.
- Confirm that all employees are aware of the requirements for hearing protection for any designated area or task.
- Enforce the use of hearing protection by employees in designated areas and for designated tasks.

4.1.3 **Employee**

- Comply with the requirements of the Hearing Conservation program.
- Wear hearing protection devices in designated areas or for designated tasks.
- Inspect and maintain hearing protection devices.
- Report any suspected change in noise levels of work area to supervisor.
- Report any signs or symptoms experienced that could be the result of overexposure to noise to supervisor.
- Participate in audiometric testing and hearing protection training when required.

4.2 General Requirements

4.2.1 The requirements of this procedure apply to all locations/facilities/projects where employee noise exposure may equal or exceed the action level.

4.2.2 SH&E Plans and Task Hazard Assessments (THA) shall identify applicable hazards related to noise exposure. Identify established exposure limits and action levels specified by the applicable jurisdiction, or in the absence of specifications, an 8-hour TWA of 85 dBA.

- The below chart is intended to provide basic established exposure limits by jurisdiction. Please consult the applicable jurisdictional legislation to obtain further information and to verify accuracy.

	8hr TWA Established Exposure Limit (dBA)	8hr TWA Action Level (dBA)
OSHA	90	85
Canada - Federal	87	74
Alberta	85	85
British Columbia	85	82
Manitoba	85	80
New Brunswick	85	80
Newfoundland	85	85
Northwest Territories	85	80
Nova Scotia	85	85
Nunavut	85	85
Ontario	85	85
Prince Edward Island	85	85
Quebec	90	85
Saskatchewan	85	80
Yukon	85	80

- Acceptable methods of adjusting this limit to correspond to a different exposure period (e.g. 10 hours) vary by jurisdiction.

4.2.3 When processes or areas present noise exposures that are or could be at or above the action level identified for the given jurisdiction, monitoring and interpretation of results shall be undertaken by a trained and competent individual using approved equipment (sound level meters, sound dosimeters) to assess the hazard.

4.2.4 Resulting documentation (e.g. noise maps, results of the sound level survey data, etc.) will be posted at the location.

4.2.5 Noise assessments shall be repeated when there is any change in processes or equipment that could affect the noise level or the exposure duration.

4.2.6 Eliminate noise sources or reduce noise levels to the extent possible prior to implementing hearing protection PPE. Examples of controls that shall be considered include:

- Adding or replacing mufflers on motorized equipment.
- Adding mufflers to air exhausts on pneumatic equipment.
- Following equipment maintenance procedures to lubricate dry bearings and replace worn or broken components.
- Isolating loud equipment with barriers.
- Replacing loud equipment with newer and quieter models.
- Using caution signs and Hearing Protection Required signs to designate noisy work areas.
- Installing hearing protection device-dispensing stations at the entrance to noisy work areas.

4.2.7 Where practicable, a clearly visible warning sign shall be posted at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.

4.3 Hearing Protectors

4.3.1 Hearing protectors will be used in the event that administrative or engineering controls are either not effective or not feasible.

4.3.2 Selection of appropriate hearing protectors shall be based on actual or anticipated exposure levels, the attenuation provided by the device, and the manufacturer's information about the use and limitations of the device.

4.3.3 At a minimum, hearing protectors shall provide a level of protection that brings actual or anticipated exposure below the established exposure limit for the applicable jurisdiction. Additional information relative to hearing protector use is as follows:

- The use of hearing protectors is required in any location where powered or motorized equipment, portable tools or any other noise source could reasonably be expected to exceed noise levels specified by the applicable jurisdiction, or in the absence of specifications, an 8-hour TWA of 85 dBA.
- Hearing protection will be mandatory for all employees working in any area that has not been evaluated for noise exposure and the ambient noise level in the area is such that a raised voice is necessary to have a normal conversation with someone less than three feet (1 meter) away, and/or when within 25 feet (7.6 meters) of an operating piece of heavy equipment.
- Hearing protection will be mandatory for all employees who work on or near heavy equipment unless personal dosimetry or other techniques have been used to document actual exposure.
- Hearing protectors will be made available to all employees at no cost to the employees who may be exposed to noise levels specified by the applicable jurisdiction, or in the absence of specifications, an 8-hour TWA of 85 dBA.
- Hearing protection will be mandatory for all employees exposed to 85 dBA for any period of time and who have experienced an STS.
- Whenever information indicates that any employee's exposure may equal or exceed specified levels (or as applicable, an 8-hour TWA of 85 dBA), the manager will be responsible for enforcing the proper use of hearing protectors.
- At least two types of hearing protectors shall be available to employees free of charge, and the type of hearing protector shall be suitable to the task and approved to the applicable jurisdiction.
- Hearing protectors shall be used in accordance with manufacturer's specifications to effectively protect hearing. Refer to *S3AM-118-ATT1 Hearing Protection Guidelines*.

4.3.4 Evaluate the effectiveness of the hearing protectors chosen.

4.3.5 The manufacturer's assigned noise reduction rating (NRR) or attenuation for hearing protection devices can seldom be achieved in workplace conditions; therefore this rating shall be adjusted for real world conditions and use.

- For devices with an NRR rating, subtract 7 from the NRR of the protector provided by the manufacturer. Divide this result by 2, and then subtract the remained from the observed "A" scale sound level measurement collected in the employee's work area (see Section 4.B). If this number is below 85, the hearing protectors are adequate for use in the work area.

4.3.6 Implement a hearing conservation program as applicable and in accordance with jurisdictional requirements

4.4 Training

4.4.1 All employees with potential exposure above the action levels applicable to their jurisdiction, or who otherwise utilize any type of hearing protector will participate in a hearing conservation training program. Refer to *S3AM-003-PR1 SH&E Training*.

4.4.2 The initial and subsequent annual hearing conservation training will address, at a minimum, the following topics:

- The effects of noise on hearing, recognizing hazardous noise, and symptoms of overexposure to hazardous noise.
- When and/or where hearing protectors are required to be worn.
- The purpose of hearing protectors.
- The advantages, disadvantages, and effectiveness of various types of protectors.
- Instructions on care and use of hearing protectors, including its limitations, proper fitting, inspection and maintenance and, if applicable, the cleaning and disinfection of the protector.
- The purpose of audiometric testing, including an explanation of the test procedures.
- Hearing Conservation Program requirements and responsibilities.

4.4.3 Hearing protection training is conducted annually for all affected employees or more frequently for employees who do not properly use hearing protectors or otherwise fail to comply with this policy.

4.5 Audiometric Testing

4.5.1 All AECOM personnel with exposure greater than the action level shall be enrolled in the medical surveillance program and undergo a baseline audiogram within 6 months of the first exposure (consult local jurisdiction for more stringent timelines).

4.5.2 Thereafter, annual audiograms will be compared with the baseline exam. Testing to establish a baseline audiogram will be preceded by 14 hours without exposure to noise, including noise exposure away from work. Hearing protectors may be used as a substitute for the requirement that a baseline audiogram will be preceded by 14 hours without exposure to noise.

4.5.3 Enrolled employees will receive audiograms during their exit physicals; refer to *S3AM-128-PR1 Medical Screening & Surveillance Program.*

- Audiometric tests will be performed by a person meeting the requirements specified by the applicable jurisdiction.
- The medical surveillance provider will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.
- For multi-year projects, an annual audiogram will be obtained for each employee exposed at or above the level specified by the applicable jurisdiction, or in the absence of specifications, an 8-hour TWA of 85 decibels.

4.5.4 Each employee's annual audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid, and if there is a standard threshold shift (STS).

4.5.5 When a Standard Threshold Shift (STS), as identified by the AECOM Medical Consultant, is noted between the last valid baseline and the annual audiogram, the following steps will be taken:

- A retest will be conducted within 30 days to confirm the STS. The employee will not be exposed to workplace/hobby noise for 14 hours or will be provided with adequate hearing protection prior to testing.
- If the STS persists, ear protection will be evaluated and refitted, and may be upgraded to one with a greater NRR or classification. The hearing protection will have a minimum NRR of 26 dBA, or be of the appropriate classification for the applicable jurisdiction.
- The employee will be counselled and AECOM will obtain information regarding the employee's possible noise exposure away from the workplace or existing ear pathology.
- Qualified medical personnel will review the audiograms. This group will determine the need for a medical referral.

- The employee will be notified in writing by either the **SH&E Manager** or the AECOM Medical Provider of the STS, within 21 days of determination, or as required by the applicable jurisdiction.
- The employee's supervisor will be notified of the shift in hearing threshold.

4.5.6 An employee who has experienced an STS shall comply with any recommendations made by medical personnel as they relate to the employees assigned work duties (e.g. dual hearing protection of earplugs and earmuffs).

4.6 Employee Monitoring

4.6.1 When information indicates that any employee's exposure may equal or exceed the applicable action level, the SH&E Manager shall develop and implement a site-specific monitoring program to identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protectors. Refer to *S3AM-118-FM1 Site-Specific Hearing Conservation Program* and *S3AM-127-PR1 Exposure Monitoring*.

4.6.2 Noise surveys shall be conducted in a manner that reasonably reflects the exposure of the affected employees. Surveys shall be conducted under the supervision of an AECOM SH&E Manager. Refer to *S3AM-118-FM2 Sound Level Survey* and *S3AM-118-FM3 Noise Dosimetry Record*.

4.6.3 Sound-level meters and audio dosimeters used to determine employee exposure to noise sources shall be Type II (accurate to within +/- 2 dBA), operated in “slow” response, on the “A” scale, and be calibrated to factory guidelines (including periodic factory recalibration).

5.0 Records

5.1 Noise exposure measurement records, surveys and Site-Specific Hearing Conservation Plans will be retained at the project/facility for the duration of the project.

5.2 Audiogram records will be retained in the employee’s medical records as per *S3AM-128-PR1 Medical Screening & Surveillance Program*.

5.3 Employee training session documentation will be retained in accordance with *S3AM-003-PR1 SH&E Training*.

6.0 Attachments

6.1 S3AM-118-ATT1 Hearing Protection Guidelines

6.2 S3AM-118-FM1 Site-Specific Hearing Conservation Program

6.3 S3AM-118-FM2 Sound Level Survey

6.4 S3AM-118-FM3 Noise Dosimetry Record

Americas

Hearing Protection Guidelines

S3AM-118-ATT1

Comparison of Hearing Protection	
Ear Plugs	**Ear Muffs**
Advantages: • small and easily carried • convenient to use with other personal protection equipment (can be worn with ear muffs) • more comfortable for long-term wear in hot, humid work areas • convenient for use in confined work areas • may be disposable (cleaning not necessary)	***Advantages:*** • less attenuation variability among users • designed so that one size fits most head sizes • easily seen at a distance to assist in the monitoring of their use • not easily misplaced or lost • may be worn with minor ear infections
Disadvantages: • requires more time to fit • more difficult to insert and remove • require good hygiene practices • may irritate the ear canal • easily misplaced • more difficult to see and monitor usage	***Disadvantages:*** • less portable and heavier • more inconvenient for use with other personal protective equipment • more uncomfortable in hot, humid work area • more inconvenient for use in confined work areas • safety or prescription glasses can reduce hearing protection by breaking the seal between the earmuff and the skin. • must be cleaned/decontaminated as necessary

1.0 Care and Use

1.1 Follow the manufacturer's instructions.

1.2 Inspect the earplugs prior to use. Dirty earplugs and insertion with dirty hands can result in ear infections. Moldable or foam earplugs should be discarded if dirty or the pliability has been lost

1.3 To correctly insert earplugs pull the ear up and back with the opposite hand in order to widen and straighten the ear canal. Foam earplugs should be compressed to insert deeply into the canal. Hold the plug in place until the foam expands to ensure optimal blockage. Confirm hair or clothing does not impede the fit.

1.4 Ensure the earmuff ear cushion seal around the ear is complete and is not compromised by hair, clothing or glasses. If equipped with a headband, the fit should be snug, but not so tight as to produce discomfort.

1.5 Check hearing protection regularly for wear and tear.

1.6 Replace ear cushions or plugs that are no longer pliable or cracked.

1.7 Hearing protection using head bands shall be replaced when the ear cushions are not kept snugly against the head, or semi-insert earplugs are not adequately held in place.

1.8 Disassemble ear muffs to clean.

1.9 Wash ear muffs with a mild liquid detergent in warm water, and then rinse in clear warm water. Sound-attenuating material inside the ear cushions must not get wet.

1.10 Use a soft brush to remove skin oil and dirt that can harden ear cushions.

1.11 Squeeze excess moisture from the plugs or cushions and then place them on a clean surface to air dry.

1.12 Store earplugs and earmuffs in a cool, dry and clean place.

Americas

Site-Specific Hearing Conservation Program

S3AM-118-FM1

Site (Project): _____ **Location :** _____

This program developed by:	Date:
Description of noise monitoring to be conducted (refer to *S3AM-118-FM2 Sound Level Survey* and *S3AM-118-FM3 Noise Dosimetry Report*) :	
Such monitoring will consist of (*check those that apply*): ☐ Noise Dosimetry ☐ Sound Level Meter Survey	

Monitoring

Specific instrumentation to be used is (make/model):

Make	Model
and will be calibrated at a frequency of _____ and documented in the _____.	

Monitoring strategy is as follows (*list all equipment and activities on site that may involve sound pressure levels above 80 dBA and an explanation of the strategy to document actual exposures*):

Area/Equipment	Monitoring Strategy

Where areas or equipment are not clearly identified, all monitoring will be documented utilizing an illustrated layout (*attach illustration developed for the specific site*). Monitoring frequency will be in accordance with the strategy outlined above and when the following changes in site conditions/activities occur:

1.
2.
3.
4.
5.

Employee Notification

All site employees exposed above the regulated action level of _____ dBA will be notified of the monitoring results by (*insert name/title*) _____ at an interval not to exceed _____ after completion of monitoring.

Notification shall be written, with a copy to the SH&E Department. Documentation of employee notifications and corresponding signatures of notified employees will be kept in the site health and safety logbook/files.

Observation of Monitoring

All employees affected by the monitoring, or a designated employee representative, shall be given the opportunity to observe noise monitoring procedures. This will be achieved by:

Audiometric Testing Program and Requirements

AECOM employees who perform field activities where noise exposure above action levels is expected are required to participate in an audiometric testing program. Additionally, any subcontractors performing work on AECOM projects where noise levels exceeding action level will be required to provide documentation that they participate in an audiometric testing program that meets the applicable regulations. Documentation of participation in the testing program will be maintained by _____ and will be located at _____.

Hearing Protectors and Estimating Attenuation

A selection of suitable hearing protectors will be made available to all employees who are expected to have 8-hour TWA noise exposures above dBA. The types anticipated to be available include:

Protection Type	Attenuation

Hearing protector attenuation will be evaluated by (*insert name/title*) for specific noise environments according to the following method prior to determining their suitability for use:

1.
2.
3.

The following employees will be required to wear hearing protectors during specific activities according to the results of site-specific monitoring conducted in accordance with this procedure. (This section can be completed after monitoring, if necessary).

Employee Name	Activity Type	Type of Protection

As applicable, hearing protectors will be properly fitted by _____ upon initial distribution to site workers.

Training in the use and care of hearing protectors shall be conducted by _____ during the initial site-specific health and safety training. Training contents shall meet the requirements set forth in this procedure and the applicable regulations.

Hearing protectors will be distributed by _____ from the storage location at the _____ _____.

Access to Information and Training Materials

All information required by regulation to be made available to the employees will be posted by *(insert name / title)* _____ _____ at the _____.

Local Occupational Health and Safety Regulations will also be kept on site.

Recordkeeping

Records required by AECOM's Hearing Conservation Program and Regulations shall be completed by _____ and shall be maintained at the _____ and placed on permanent file at the _____ for the minimum duration required by the standard. Employees can access their individual records by contacting _____.

All records required by this section will be transferred to any employee's successive employer if AECOM ceases to do business.

Approvals

Manager (print):

Signature: _____ Date: _____

SH&E Manager (print): _____

Signature: _____ Date: _____

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Sound Level Survey

S3AM-118-FM2

Location: _____ **Date:** _____

Conducted By: _____

Sound Level Meter: _____ **Serial #:** _____

Calibrator Model: _____ **Serial #:** _____ **Class:** ☐ 1 ☐ 2

Battery Check Completed: ☐ **Date of Factory Calibration:** _____

Test No.	Description Location/Equipment	Distance	dBA	Hearing Protection Required?		Comments
				Yes	No	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	

Drawing of Equipment or Work Layout

Reference Numbers refer to the Test Numbers on Page 1

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Noise Dosimetry Record

S3AM-118-FM3

Sample Identification

Sample #: _____ Date: _____

Employee Monitored: _____ Employee #: _____

Job: _____ Location: _____

Dosimeter Information

Model: _____ Serial # _____

Criterion Level (in dBA): _____ Threshold (in dBA): _____ Exchange Rate (in dBA): _____

Calibration (in dBA): Initial _____ Final _____

Weighting: Fast ☐ Slow ☐

Calibrator Information

Model: _____ Serial #: _____ Class ☐ 1 ☐ 2

Battery Check Completed: ☐ Date of Factory Calibration: _____

Sample Information

Time On: _____ Time Off: _____ Total Run Time (in min): _____

Time Weighted Average (in dBA): _____ %Dose: _____ Est. %Dose: _____

Average Sound Level (L_{avg}): _____ Peak Sound Level (L_{pk}): _____

Maximum Sound Level (L_{max}): _____ Minimum Sound Level (L_{min}): _____

Workplace Conditions

Scheduled Hours per Shift: _____ Operations: Normal? ☐ Abnormal? ☐

Explain: _____

Hearing Protection: Type _____ % of Time Worn _____

Work Description/Comments

_____

_____

_____

Sampled By: _____

Americas

Non-Ionizing Radiation

S3AM-121-PR1

1.0 Purpose and Scope

1.1 Provides the requirements and guidelines to control occupational and public exposure to non-ionizing radiation, including lasers and radiofrequency (RF), infrared (IR), and ultraviolet (UV) radiation.

1.2 This procedure applies to all AECOM Americas employees and operations, and any other entity and its personnel contractually required to comply with this document's content, except where local or governmental regulations are more stringent.

2.0 Terms and Definitions

2.1 **Controlled Environment** – An area where the occupancy and activity of those within is subject to control and supervision for the purpose of protection from radiation hazards.

2.2 **Hazard Distance** – Distance from a radiofrequency emitter at which the power density equals the Uncontrolled Environment Maximum Permissible Exposure Limit power density level as established by the latest edition of the ANSI C95.1.

2.3 **ANSI Z136.1 Safe Use of Lasers**– American National standard issued applicable to the safe use of lasers and laser systems emitting laser radiation in the wavelength range 180 nanometres to 1 millimetre. The standard defines the classification of lasers (Class 1, 1M, 2, 2M, 3R, 3B and 4) based on Accessible Emission Limit (AEL) and viewing conditions.

2.4 **Infrared (IR)** – Electromagnetic radiation having a wavelength just greater than that of the red end of the visible light spectrum but less than that of microwaves. Infrared radiation has a wavelength from about 800 nm to 1 mm, and is emitted particularly by heated objects

2.5 **Laser –** An acronym for Light Amplification by Stimulated Emission of Radiation.

2.6 **Maximum Permissible Exposure (MPE) Limits** – The level of exposure which is considered as the limit between safe and potentially harmful.

2.7 **Non-ionizing Radiation** – Any type of electromagnetic radiation that does not carry enough energy to ionize atoms or molecules. Examples include radiofrequency radiation, microwave radiation, ultraviolet radiation, visible light, infrared radiation, lasers, static electric and magnetic fields, etc.

2.8 **Radio frequency (RF)** – Any of the electromagnetic wave frequencies that lie in the range extending from around 3 kHz to 300 GHz, and includes frequencies used for communication signals (e.g. radio, cell-phone, etc.) or radar signals.

2.9 **Ultraviolet (UV)** – Electromagnetic radiation having wavelengths between that of ordinary, visible violet light that of x-rays. Ultraviolet radiation is made up of three types of rays; A (UVA), B (UVB), and C (UVC). UV radiation is present in sunlight, and also produced by electric arcs and specialized lights (e.g. mercury-vapor lamps, black lights).

2.10 **Uncontrolled Environment** – Locations where there is the exposure of individuals who have no knowledge or control of their exposure.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-120-PR1 Radiation

3.3 S3AM-128-PR1 Medical Screening & Surveillance

3.4 S3AM-208-PR1 Personal Protective Equipment

3.5 S3AM-209-PR1 Risk Assessment & Management

3.6 S3AM-325-PR1 Lockout Tagout

3.7 S3AM-332-PR1 Hot Work

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Corporate SH&E Management System & Prequalification Manager**

The SH&E Department will maintain this procedure and include it in the annual review of the AECOM Americas SH&E procedures.

4.1.2 **SH&E Manager (or designee)**

The SH&E Manager will provide technical guidance to projects that involve the use/survey of non-ionizing sources as well as identifying the proper controls to mitigate employee exposure to non-ionizing radiation sources, including UV radiation. In addition, SH&E Managers will:

- Review and approve all exposure plans, such as Non-Ionizing Radiation Protection Plans (NIRPP);
- Conduct non-ionizing radiation hazard assessments;
- Confirm applicable awareness training on non-ionizing radiation hazards is available to project teams. Refer to *S3AM-003-PR1 SH&E Training*;
- Authorize the use of a Class 3B and 4 lasers.

4.1.3 **Manager**

Managers are responsible for the overall safety and planning for a project. Managers are also responsible for:

- Verifying that the presence of non-ionizing radiation sources at project work sites are identified in the applicable SH&E Plan and Task Hazard Assessment (THA) prior to commencing field activities;
- Addressing and controlling potential non-ionizing radiation hazards through consultation with the SH&E Manager, subject matter experts (as appropriate), and/or development of a NIRPP;
- Verifying incident and injury reporting procedures are followed when a suspected overexposure to non-ionizing radiation, an incident of sunburn, or other excessive non-ionizing radiation exposure occurs in the workplace;
- Monitoring employee compliance with the requirements of this policy;
- Confirming employees complete non-ionizing radiation awareness training as directed by the SH&E Manager.

4.1.4 **Employee**

- Will not disturb or handle any non-ionizing radiation sources or work in any identified non-ionizing radiation hazard area (e.g.., Controlled Environment) without appropriate training and safety procedures;
- Will work in accordance with all established manufacturer, client, and NIRPP requirements;
- Will identify both known and suspected non-ionizing radiation sources on the THA and report any change in site conditions related to non-ionizing radiation sources to the Manager;
- Will immediately notify the Manager of the presence or suspected presence of previously unidentified non-ionizing radiation sources in the workplace, and cease all work activities involving potential exposure to non-ionizing radiation until further direction is received;
- Will use suitable personal protective equipment to the non-ionizing radiation hazards.

4.2 Hazard Assessment

4.2.1 AECOM will identify and assess the hazards associated with work where the potential exists for employees to be exposed to laser radiation or other non-ionizing radiation sources, develop appropriate elimination and control measures, and document this in the location or project specific SH&E Plan.

- If routine exposures to laser radiation or other non-ionizing radiation sources are expected, an appropriate plan, such as a Non-Ionizing Radiation Protection Plan (NIRPP) should be developed. The plan (e.g. NIRPP) may be included in the location or project specific SH&E Plan;
- Consultation with subject matter experts may be necessary depending upon the extent, number, and type of non-ionizing radiation (e.g., Laser Safety Officer);
- Task specific hazards and associated controls shall also be identified in the respective THA;
- Refer to *S3AM-209-PR1 Risk Assessment & Management*.

4.2.2 In addition to the SH&E Plan, appropriate personal protective equipment will be identified and documented in the THA or other relevant hazard assessment documentation.

4.2.3 AECOM will develop and implement an appropriate NIRPP to control identified hazards where the potential to exceed the applicable Maximum Permissible Exposure (MPE) limits exist.

4.3 Laser Protection Requirements

4.3.1 Only qualified and trained employees will be assigned to install, adjust, and operate laser equipment for surveys, alignment/grade-checks, tunnel work, etc.

4.3.2 Laser equipment will bear a label to indicate maximum power output, ANSI class, and beam spread.

4.3.3 Looking into the primary beam is prohibited, and care will be taken to avoid looking at specular reflections of the beam, including those from lens surface work.

4.3.4 Where direct or reflected laser light greater than 0.005 watts (5 milliwatts) for ≥ ¼ second exists, employees will be provided with laser safety goggles that will protect them for the specific wavelength of the laser and be of an optical density (OD) adequate for the energy involved. The laser safety goggles will be selected in accordance with the requirements of ANSI Z136.1-2014 (or the most current edition).

4.3.5 Operation of an ANSI Class 3B or 4 laser should be assessed for exposure hazards and whether medical surveillance is appropriate. Refer to *S3AM-128-PR1 Medical Screening & Surveillance*.

4.3.6 Use of an ANSI Class 4 laser requires the approval of the SH&E Manager.

4.3.7 All protective goggles will bear a label identifying the following data:

- The laser wavelength for which use is intended;
- The optical density of that wavelength;
- The visible light transmission.

4.3.8 Class 1 Lasers

- Safe for the unprotected eye and through optical instruments (prescription lenses, telescopes, beam reducers, etc.);
- Very low power lasers or enclosed lasers;
- MPE is never exceeded, even for very long exposure (hours), or with the use of optical instruments;
- Nominal Hazard Zone: none.

4.3.9 Class 1M Lasers

- Safe for the unprotected eye only, but potentially hazardous when optical instruments are used;
- Medium power lasers either collimated with a large beam or highly divergent;
- MPE can be exceeded when using optical instruments;
- Nominal Hazard Zone: none for the unprotected eye.

4.3.10 Class 2 Lasers

- Safe for unintended exposure, (less than 0.25 seconds) but hazardous when looking at for more than 0.25 seconds;
- Visible (wavelength of 400–700 nanometers) low power lasers;
- MPE is not exceeded provided the viewings are accidental only. MPE calculation assumes the blink reflex will stop the light after 0.25 second;
- Nominal Hazard Zone: none for accidental exposure.

4.3.11 Class 2M Lasers

- Safe for the unprotected eye when the exposure is unintended, (less than 0.25 seconds) but hazardous when looking at for more than 0.25 seconds or when optical instruments are used;
- Visible (wavelength of 400–700 nanometers) medium power lasers either collimated with a large beam or highly divergent;
- MPE is not exceeded provided the viewings are accidental only and only with unprotected eyes. MPE calculation assumes the blink reflex will stop the light after 0.25 seconds. Using optical instruments might bring the exposure above the MPE as well;
- Nominal Hazard Zone: none for accidental exposure to the unprotected eye.

4.3.12 Class 2M Lasers and Greater

- Areas where a Class 2M or higher, non-enclosed path laser beam is in use will be posted with standard laser-warning placards;
- Beam shutters or caps will be used, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended for a period of time (e.g., >5 minutes), such as during the lunch hour, overnight, or at change of shifts, the laser will be turned off;
- Only mechanical or electronic means will be used as a detector for guiding the internal alignment of the laser. Aligning the laser with the unprotected eye is prohibited;
- The laser beam will not be directed at employees. Laser units will be set above or below the heads of employees;
- Employee exposure will be controlled to stay within the MPE limits specified in ANSI Z136.1-2014 (or the most current edition).

4.3.13 Class 3R Lasers

- Unsafe, except when handled carefully by experienced users. Accidental short exposure is considered as a small hazard;
- Low power lasers;
- MPE can be exceeded up to 5 times;
- Nominal Hazard Zone: hazard area for the eye, none for the skin.

4.3.14 Class 3B Lasers

- Unsafe without exception, laser safety goggles shall be worn within the nominal hazard zone. Focused lasers of this class are a potential fire hazard;

- Medium power lasers;
- MPE is exceeded more than 5 times. Skin MPE is not generally exceeded, except at focus;
- Nominal Hazard Zone: hazard area for the eye, none for the skin.

4.3.15 Class 4 Lasers

- Dangerous, Personal Protective Equipment (PPE) for eyes and skin shall be worn within the nominal hazard zone. Class 4 lasers are fire hazards as well. Diffuse reflections may be hazardous;
- High power lasers;
- Ocular and skin MPE are exceeded. Diffuse reflections exceed the MPE;
- Nominal Hazard Zone: hazard area for the eye and for the skin.

4.4 Radiofrequency Radiation Protection

4.4.1 Reduction in radiofrequency (RF) exposures can be accomplished through the implementation of appropriate administrative, work practice and engineering controls. Should routine occupational RF exposures be part of a project, a suitable plan shall be developed such as an NIRPP.

4.4.2 Generally, where RF emitters are identified, employees will:

- Remain outside any demarcated area where an RF hazard exists;
- Remain within the General Public exposure region;
- If the preceding requirements cannot be met or determined, AECOM will obtain a hazard assessment from the emitter's operator for controlling entity and provide it to the SH&E Manager for evaluation and determination of the relevant hazard mitigation measures.

4.4.3 If the above information is not available, an RF emitter survey will be required to assess the potential exposure hazards. An RF emitter survey shall be performed by an individual trained to effectively assess RF exposures.

4.4.4 Unless using an RF meter under the direction of an individual trained to effectively assess RF exposures, employees will not enter any area which is located within the RF hazard distance identified by the RF emitter survey. AECOM personal may enter a controlled area if the emitter has been de-energized and locked-out using standard Lockout/Tagout procedures in accordance with *S3AM-325-PR1 Lockout Tagout.*

4.5 Infrared Radiation Protection

4.5.1 Infrared (IR) radiation may be encountered during furnace operations, pouring, casting, hot dipping, laser and high-intensity light sources, curing, annealing and plastic welding.

4.5.2 Performance of welding and oxygen/acetylene cutting operations (torch cutting, brazing, welding) involves the use of an exposed high-temperature flame. This flame produces infrared (IR) radiation and UV radiation at the welding location which can cause cataracts, skin cancer, and thermal burns to the welder or other persons located nearby.

4.5.3 Skin Protection

- Long sleeve, flame-resistant shirts and/or forearm length Nomex gloves will be worn;
- Leather welder's apron or equivalent protection;
- Long pants shall be worn during any hot work task;
- Welding screens shall be utilized where feasible to protect the general public or other unprotected employees.

4.5.4 Eye Protection

- A welder's helmet or goggles with the appropriate lens shade will be worn. Refer to

S3AM-208-PR1 Personal Protective Equipment.

4.6 Ultraviolet Radiation Protection

4.6.1 Broad-spectrum UV radiation is classified as a known human carcinogen. UV radiation can cause harmful effects from both chronic and acute exposures including reddening of the skin (regardless of skin tone), accelerated skin aging, and damage to the eyes (e.g., cataracts, retinal burns, or welder's flash), and sunburn. Employees may be exposed to UV radiation from natural sunlight or manmade sources such as germicidal lamps (e.g., UV groundwater treatment systems) and welding.

4.6.2 While not required, the completion of an exposure or UV risk assessment will assess the risk posed by UV at the site. Such an assessment can be included in the SH&E plan and as part of a Task Hazard Assessment (THA). Special consideration should be given to work activities at higher elevations as the intensity of UV exposures are significantly higher than at lower elevations. Typically, UV exposure can increase 4-5% for every 1000 feet ascended. Also, some medications (e.g., Tetracycline) can increase sensitivity to UV exposure.

4.6.3 Control measures will be implemented at a worksite according to the conditions and work performed.

4.6.4 Engineering Controls

- Operations producing IR or UV radiation may be segregated or separated from other operations (e.g. use of automated systems, walls, screens, etc.);
- Employees will be encouraged to maximize use of the shade provided by trees, buildings, and other structures;
- Where there is limited access to natural shade, fixed or portable shade structures will be provided where practical;
- It is acknowledged that the provision of shade does not provide total protection from UV; therefore, it is recommended that outdoor workers adopt personal protection strategies such as protective clothing, sunscreen, and the wearing of hats in addition to using shade.

4.6.5 Administrative Controls

Consideration will be given to the reorganization of outdoor work programs to reduce UV exposure including, but not limited to:

- Use of the UV Index to assess UV hazards;
- Rescheduling work hours to enable workers to start earlier during May-September;

The UV Index, shown in Table 1, can help employees be aware of the expected level of UV radiation exposure on any given day.

Table 1. UV Index

Exposure Category	Index Number	Sun Protection Messages
Low	< 2	Wear sunglasses on bright days. In winter, reflections off of snow can nearly double UV strength. If you burn easily, cover up and use sunscreen.
Moderate	3-5	Take precautions, such as covering up and using sunscreen.
High	6-7	Protection against sunburn is needed.
Very High	8-10	Take extra precautions. Unprotected skin will be damaged and can burn quickly.
Extreme	11+	Take all precautions. Unprotected skin can burn in minutes.

4.6.6 Personal Protective Equipment

Employees who work outdoors shall provide and utilize personal outer clothing (e.g. shirt and trousers) that meets the established general clothing requirements per *S3AM-208-PR1 Personal Protective Equipment*. For those circumstances where the outer clothing requirements exceed the general clothing requirements, AECOM will provide the necessary clothing. The selection of appropriate protective clothing will take into account both the need to block UV and the need to reduce the effects of heat.

- Protective Clothing
  - Full length trouser pants and shirts that cover shoulders at a minimum (where practical, the fabric will have a close weave);
  - Where possible, clothing will be lightweight, loose fitting and have a collar;
  - Clothing and head wear with a sun (UV) protection factor (SFP) is encouraged but not required.
- Secondary hazards such as fire resistance will be considered.
- Head, Face, and Neck Protection
  - Hats provide shade and the larger the brim the greater the amount of shade that is provided;
  - Full brim hard hats are recommended (for additional protection, neck flaps are recommended);
  - In circumstances where the wearing of a broad-brimmed hard hat causes difficulties due to its size, sunscreen and other protective measures will be used.
- Eye Protection
  - Wrap-around, close-fitting, large safety glasses will reduce the amount of UV and glare that may pass around the edges of the glasses (the color or darkness of the lenses does not indicate the level of UV protection; therefore, verification with the manufacturer should be performed);
  - Safety glasses shall provide the level of protection appropriate to the potential non-ionizing radiation hazard exposures;
  - For hot work activities that may produce ultraviolet radiation, eye protection shall utilize the proper welding shade.
- Sunscreen
  - Sunscreen does not offer complete protection against the sun and should always be used in conjunction with other protective measures;
  - A broad spectrum and water-resistant sunscreen with a SPF of 30+, or a rating of no less than three stars, will be provided;
  - Expiration dates on the sunscreen will be regularly checked to confirm it has not expired per the manufacturer's instructions;
  - Sunscreen should be placed in an easily accessible location and employees instructed on the correct application and use;
  - Sunscreen should be generously applied to all areas of exposed skin at least 20 minutes before going outside and reapplied every two hours, or as needed by the work conditions.

4.7 Non-ionizing Radiation Training Program

4.7.1 Employees will receive training where the need for non-ionizing radiation control measures has been identified in the SH&E Plan and if developed, the Non-Ionizing Radiation Protection Plan.

4.7.2 Awareness training on the applicable non-ionizing radiation source will be provided to employees prior to the start of work in the area where the hazard exists as well as when employees are required to enter non-ionizing radiation Controlled Environments. Training curricula will be determined by the SH&E Department.

5.0 Records

5.1 Training records shall be maintained in accordance with *S3AM-003-PR1 SH&E Training.* RF emitter surveys will be maintained in applicable project files.

6.0 Attachments

6.1 None

Americas

Corrosive & Reactive Materials

S3AM-125-PR1

1.0 Purpose and Scope

1.1 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content where corrosive and/or reactive materials are used or stored.

1.2 The purpose of this procedure is to protect employees from the hazards of corrosive and reactive materials. This procedure considers a corrosive material as one that has a pH less than 2.0 (acid), or greater than 12.5 (base). A reactive material is a chemical that may be sensitive to shock, or may react with air or water depending upon its makeup.

2.0 Terms and Definitions

2.1 None

3.0 References

3.1 S3AM-115-PR1 Hazardous Materials Communication

3.2 S3AM-116-PR1 Hazardous Materials Shipping

3.3 S3AM-123-PR1 Respiratory Protection

3.4 S3AM-208-PR1 Personal Protective Equipment

4.0 Procedure

4.1 Implementation of this procedure is the responsibility of the Manager directing activities of the facility, site, or project location.

4.2 Appoint a responsible person who will:

4.2.1 Inspect storage areas periodically.

4.2.2 Monitor the quantity of corrosive and reactive materials on site, as well as that of incoming materials.

4.2.3 Review work practices that involve corrosive and reactive materials.

4.3 Require that all employees working with corrosive or reactive materials, or who may be exposed to such materials, are trained in accordance with *S3AM-115-PR1 – Hazardous Materials Communication*.

4.4 Control the use of corrosive and reactive materials by AECOM personnel.

4.4.1 Order only those materials and quantities that are needed to complete a job.

4.4.2 Check incoming corrosive and reactive materials for proper labeling in accordance with *S3AM-115-PR1 Hazardous Materials Communication*.

- Label materials, if needed, as they arrive on site.
- Mark reactive materials containers with the date of receipt of the chemical.

4.4.3 Check incoming corrosive and reactive materials for safety data sheets (SDS). If SDSs are not provided or are already on file, order them from the manufacturer, distributor, or vendor.

4.4.4 Add incoming corrosive and reactive chemicals to the hazardous materials inventory, if not already present, following procedures set forth in *S3AM-115-PR1 Hazardous Materials Communication.*

4.4.5 Do not store any quantity of corrosive or reactive materials in an office (with the exception of limited quantities of consumer products). These materials are to be stored off site, or at an on-site laboratory or storage area.

4.5 Store corrosive and reactive materials as indicted in the MSDS:

4.5.1 In a cool, dry environment, free from extremes of temperature and humidity.

4.5.2 In a manner that separates them from other materials (including flammables and oxidizers) and from each other.

- Separate acids and bases.
- Separate reactive materials from acids and bases, and protect from contact with water.

4.5.3 On materials that are acid-resistant (Teflon-coated, plastic, etc.) for small containers.

4.5.4 Covered, not stacked on one another, on acid-resistant material for carboys (approximately 5 gallons/22 liters).

4.5.5 On individual racks or securely blocked on skids, with closure (plug) facing upward to prevent leakage from drums.

4.6 Require that labeling and signage are in place.

4.6.1 Label containers with the appropriate warning word to indicate the hazard, such as: DANGER; WARNING; CAUTION; CORROSIVE; OXIDIZER.

4.7 Use corrosive and reactive materials appropriately.

4.7.1 Prior to use and in accordance with MSDS, safe-handling procedures shall be developed for each operation, and type and concentration of the chemical. In all cases, review the MSDS and product information before use.

4.7.2 Follow *S3AM-208-PR1 Personal Protective Equipment* when working with or around corrosive and reactive materials. Review the MSDS for the chemical used to determine the specific type of PPE needed, to include at a minimum:

- Chemical-splash goggles
- Chemical-resistant gloves
- Chemical-resistant apron

4.7.3 Obtain medical care immediately in the event of:

- Skin or eye exposure (e.g., splash) to corrosive liquids
- Inhalation of vapors of corrosive liquids that cause respiratory discomfort.

4.7.4 Require an eyewash station to be located in all areas where acids or bases are used. Safety showers shall be nearby if significant acid or base quantities are involved.

- Place emergency eyewashes and showers in accessible locations that require no more than 10 seconds to reach, and are in a travel distance no greater than 25 feet (7.5 meters) from the hazard.
- Keep the areas surrounding eyewashes and safety showers free of stored materials or debris at all times.
- Mark emergency eyewashes and showers with a highly visible sign.
- Require the area around emergency eyewashes and showers to be well lighted and visible.
- Where portable eyewash units are used, a process shall be in place to change the water and clean the unit, as required by the manufacturer's instructions.
- Require emergency showers and shower/eyewash combinations connected to a self-contained water supply to deliver a minimum 20 gallons (85 liters) per minute for 15 minutes.

- Require emergency showers and shower/eyewash combinations permanently connected to a potable water supply to deliver at least 30 gallons (127.5 liters) per minute continuously.
- Require emergency eyewashes to be capable of delivering to the eyes not less than 0.4 gallon (1.5 liters) per minute for 15 minutes.

4.8 Be prepared to clean up spills of corrosive and reactive materials.

4.8.1 Have a written spill response plan in place before materials are stored on site.

4.8.2 Have commercial spill kits available for cleanup of small quantities of materials. At a minimum, kits should contain appropriate protective clothing (including full-body suits, gloves, and boots) and spill control equipment (including absorbents, pillows, shovels, containers, etc.).

4.8.3 Where necessary, confirm that appropriate respiratory protection equipment is provided to spill responders. For additional information, see *S3AM-123-PR1 Respiratory Protection*.

4.8.4 Clean up or respond to spills promptly.

4.8.5 Confirm that personnel responding to a spill have been trained in the hazards associated with the spilled material, as well as use of the spill control equipment, including PPE required for the task.

4.8.6 Do not use combustible organic materials such as sawdust, excelsior, wood chips and shavings, paper, rags, or burlap bags to absorb or clean up spills.

4.9 Develop a waste management plan and procedures, including procedures for collection, storage, labeling, pick-up and transport, and final disposal.

4.10 Dispose of corrosive and reactive materials appropriately.

4.10.1 Segregate organic acids, inorganic acids, and basic wastes.

4.10.2 Contract hazardous waste disposal services should be obtained, as necessary, to dispose of waste materials. All waste shall be appropriately packaged for off-site transportation, if applicable.

4.10.3 Wastes shall be marked, labeled, and shipped in accordance with regulatory requirements. For additional information, see *S3AM-116-PR1 Hazardous Materials Shipping*.

4.11 Inspect corrosive and reactive storage and use areas periodically.

4.11.1 Inspect office, laboratory, and project settings quarterly.

4.11.2 Use the inspection sheet provided as *S3AM-125-FM1 Corrosive & Reactive Materials Inspection* or equivalent, to inspect sites.

5.0 Records

The following information will be maintained in the location or project file:

5.1 Completed Corrosive and Reactive Material Inspection Sheets.

5.2 Worker Right-to-Know training documentation.

5.3 Written Spill Response Plan.

5.4 Waste Management Plan.

5.5 Documentation of training for spill response personnel.

5.6 Documentation of hazard communication training for personnel exposed to corrosive and/or reactive materials.

6.0 Attachments

6.1 S3AM-125-FM1 Corrosive & Reactive Materials Inspection

AECOM

Americas

Corrosive & Reactive Materials Inspection

S3NA-125-FM1

Location: _____

Name of Inspector: _____ **Date Inspected:** _____

Labeling

1.	Original containers are labeled with: • Name of chemical • Signal word (e.g., DANGER; WARNING; CAUTION, etc.) • Manufacturer	☐ Yes	☐ No	☐ NA

Pre-Job Activities

2.	Corrosives and reactives are stored in a cool, dry environment, free from temperature extremes	☐ Yes	☐ No	☐ NA
3.	Corrosives and reactives are stored in their properly labeled original containers, cushioned against shock, and stored to prevent leaks	☐ Yes	☐ No	☐ NA
4.	Corrosives are not stored in the vicinity of oxidizers	☐ Yes	☐ No	☐ NA
5.	Hydrofluoric acid is stored only in acid-proof polyethylene- or ceresin-lined containers	☐ Yes	☐ No	☐ NA
6.	Corrosives are stored on acid-resistant material	☐ Yes	☐ No	☐ NA
7.	Chromic acid, nitric acid, perchloric acid, and potassium permanganate (all oxidizers) are stored separately from other corrosives and flammables	☐ Yes	☐ No	☐ NA

Handling

8.	The following minimum required PPE is used when working with corrosives: • Chemical splash goggles • Chemical resistant gloves • Chemical resistant apron	☐ Yes	☐ No	☐ NA
9.	Bottles or carboys are opened slowly to guard from splashes.	☐ Yes	☐ No	☐ NA
10.	The outside of the container is washed off with water after use to clean off any droplets of material.	☐ Yes	☐ No	☐ NA
11.	An eyewash is located in all areas where corrosives are used.	☐ Yes	☐ No	☐ NA
12.	An eyewash is:			
	• Within 25 feet (7.62 meters) or 10 seconds of travel	☐ Yes	☐ No	☐ NA
	• Marked with a highly visible sign	☐ Yes	☐ No	☐ NA
	• Well lit and visible	☐ Yes	☐ No	☐ NA
	• Working and delivering a minimum of 1.5 liters of water per minute for 15 minutes	☐ Yes	☐ No	☐ NA
13.	Where substantial quantities of corrosives and/or reactives are stored, access to an emergency shower is available.	☐ Yes	☐ No	☐ NA
14.	Spill control materials compatible with chemicals are available for emergency use.	☐ Yes	☐ No	☐ NA

Waste Disposal

15.	Organic acid, inorganic acid, and basic waste are kept segregated.	☐ Yes	☐ No	☐ NA
16.	Corrosive waste is disposed in accordance with regulatory and client requirements.	☐ Yes	☐ No	☐ NA
17.	A waste management plan or procedure is in place.	☐ Yes	☐ No	☐ NA
18.	Arrangements for waste collection, transport, and disposal are in place.	☐ Yes	☐ No	☐ NA

Comments:

Americas

Flammable & Combustible Liquids

S3AM-126-PR1

1.0 Purpose and Scope

1.1 This procedure applies to all AECOM Americas based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

1.2 The purpose of this procedure is to provide information regarding the proper storage, handling, and work practices associated with flammable and combustible liquids.

2.0 Terms and Definitions

2.1 **Flashpoint** – The minimum temperature at which a liquid gives off vapor within a test vessel in sufficient concentration to form an ignitable mixture with air near the surface of the liquid. The flash point is normally an indication of susceptibility to ignition.

2.2 **Safety can** – Safety can: an approved container, of not more than 5 gallons (18.9 liters) capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure

3.0 References

3.1 S3AM-011-PR1 Fire Protection

3.2 S3AM-115-PR1 Hazardous Material Communication

3.3 S3AM-208-PR1 Personal Protective Equipment

3.4 S3AM-332-PR1 Hot Work

4.0 Procedure

4.1 Implementation of this standard is the responsibility of the AECOM manager directing activities of the facility, site, or project location.

4.2 Appoint a Responsible Person who will:

4.2.1 Determine if flammable or combustible liquids are stored on-site. Flammable liquids and combustible liquids are classified or categorized differently by jurisdiction. As a general definition that aligns the different classifications or categories, flammable and combustible liquids are any liquid that has a flashpoint at or below 199.4°F (93°C). Refer to *S3AM-126-ATT1 Flammable & Combustible Liquid Classifications.*

4.2.2 Inspect storage areas monthly.

4.2.3 Monitor the quantity of flammable and combustible liquids on the site.

4.2.4 Review work practices involving flammable and combustible liquids.

4.2.5 Safety data sheets (SDS) for all hazardous substances, including flammable and combustible liquids, must be provided by vendors or subcontractors, and maintained on site. For more information, see *S3AM-115-PR1 Hazardous Material Communication*.

4.2.6 Furnish portable fire extinguishers in such quantities, sizes, and types as needed for the special hazards of operation and storage. For more information, see *S3AM-011-PR1 Fire Protection*.

4.3 Control flammable and combustible liquids entering the site by ordering only those materials and quantities needed to complete a job.

4.4 Cylinders – General Use & Transport

4.4.1 Open and close cylinder valves using the appropriate tools provided by the cylinder supplier.

4.4.2 Remove regulators and replace caps before transporting cylinders.

4.4.3 Do not roll or drop cylinders. Transport cylinders in a vertical and secured positing using a cylinder basket, cylinder cart or other secure equipment.

4.4.4 Do not use cylinders if the cap cannot be removed by hand. Do not use tools (e.g., hammer) to loosen caps. Tag the cylinder “Do Not Use” and return the cylinder to a designated storage area to be returned to the cylinder supplier.

4.5 General Storage

4.5.1 Use only approved containers, tanks, and pumping equipment for storage and handling of flammable and combustible liquids. Use approved (UL or FM) metal safety cans (with spring-closing lid and spout cover, and optional flash-arresting screen) for the handling and use of flammable liquids in 1- to 5-gallon (3.8- to 18.9-liter) quantities. For additional information, see *S3AM-126-ATT1 Flammable & Combustible Liquid Classifications.*

4.5.2 Place all rags, waste, etc., soiled by combustible or flammable materials in tightly closed metal containers for daily disposal.

4.5.3 Take precautions, including proper ventilation, to prevent the ignition of flammable vapors. Sources of ignition include, but are not limited to: open flames; lightning; smoking; cutting and welding; hot surfaces; frictional heat; static, electrical, and mechanical sparks; spontaneous ignition; chemical reactions; and radiant heat.

4.5.4 Require approved personal protective equipment for all persons handling flammable or combustible liquids, as outlined by the appropriate SDS.

4.5.5 Train employees exposed to flammable or combustible liquids in the hazards of these materials; in their safe handling, use and disposal; in their protection from ignition sources; in the type, use, and placement of containers and cabinets; in the location of fire extinguishers; in the protection against toxic vapors; and in the procedures to follow in case of spill or fire.

4.6 Indoor Storage

4.6.1 Keep indoor storage of flammable liquids to a minimum. Do not store more than 25 gallons (95 liters) of flammable or combustible liquids outside of an approved storage cabinet.

4.6.2 Do not store flammable or combustible liquids in areas used for exits, stairways, or normally used for the safe passage of people.

4.6.3 Do not store more than of flammable and combustible liquids in a single flammable storage cabinet in excess of that specified by the applicable jurisdiction. Refer to *S3AM-126-ATT1 Flammable & Combustible Liquid Classifications*.

4.6.4 Do not store oxidizers and other reactive chemicals in flammable cabinets.

4.6.5 Up to three cabinets may be grouped together. Groups of cabinets must be separated by at least 100 feet (30.5 meters).

4.6.6 Conspicuously label all cabinets “Flammable — Keep Fire Away.”

4.6.7 Indoor flammable liquid storage rooms must conform to NFPA codes, including requirements regarding fire ratings, spill containment, maximum capacity, electrical classifications, and ventilation requirements.

4.7 Outside Storage

4.7.1 Maintain a minimum of 20 feet (6.1 meters) between flammable and combustible storage areas and any building.

4.7.2 Maintain a minimum distance of 50 feet (15.2 meters) between flammable and combustible storage areas and hot work activities. Refer to *S3AM-332-PR1 Hot Work*.

4.7.3 Grade the storage area in a manner to divert possible spills away from buildings, and curb or dike so as to contain entire volume of liquids and prevent spills from impacting soil or groundwater.

4.7.4 Keep the entire storage site free from accumulation of unnecessary combustible materials. Closely cut weeds and grass, and establish a regularly scheduled cleanup procedure for the whole area.

4.7.5 Maintain adequate access-ways to open-yard storage to allow access by fire-fighting equipment. Equipment that is blocking access must be manned at all times so that it may be readily moved if necessary.

4.8 Labeling and Signage

4.8.1 Post a "NO SMOKING OR OPEN FLAME" sign in all areas where flammable and combustible materials are stored, handled, and processed.

4.8.2 Require all containers and cylinders to be labeled with the contents and adequate hazard warnings per *S3AM-115-PR1 Hazardous Materials Communication.*

4.9 Use of Materials on Site

4.9.1 Use flammable and combustible liquids in a manner that is consistent with the label and SDS for the product.

4.9.2 Use only those amounts of materials needed for the job. Transfer of these materials to ready-to-use containers is encouraged.

4.9.3 Use personal protective equipment stated on the product label and SDS. For additional information, consult *S3AM-208-PR1 Personal Protective Equipment*.

4.9.4 For dispensing and/or fueling operations, ensure:

- Signs are posted with instructions on the dispensing or fueling process.
- Operators have been trained in the dispensing or fueling process.
- Equipment being refueled has the engine shut off prior to fueling.
- Smoking is prohibited in vehicle and equipment refueling areas.
- Adequate protection is provided to safeguard dispensing pumps from physical damage from vehicles.
- Dispensing nozzles have auto shut-off or self-closing valves and provisions for containing or controlling over-spillage.
- Heating equipment installed in lubrication or service areas, where flammable liquids are dispensed, is of an approved type, and where feasible, is installed at least 8 feet (2.4 meters) above the floor.
- Tank cars and trucks being loaded or unloaded and flammable storage tanks and systems are properly bonded and grounded.
- Transfer of flammable liquids from one container to another is done only when containers are electrically interconnected (bonded).
- Proper PPE is required during the dispensing or fueling process. For additional information, see *S3AM-208-PR1 Personal Protective Equipment*; and *S3AM-126-FM1 Flammable and Combustibles Inspection.*

4.10 Spill Control

4.10.1 Have a written spill response plan in place before materials are stored or used on site.

4.10.2 Have spill clean-up materials in the vicinity of the materials being stored.

4.10.3 Clean up or respond to spills promptly according to applicable local, state, and federal regulations. This may require notification of authorities if a Reportable Quantity (RQ) is exceeded.

4.10.4 Move leaking cylinder to a ventilated area away from ignition sources. Do not attempt to repair a leaking cylinder. Contact the cylinder supplier to determine proper response methods.

4.11 Disposal

4.11.1 Keep solvent waste and flammable liquids in fire-resistant, covered containers until they are removed from the worksite.

4.11.2 Do not place flammable or combustible waste in municipal garbage.

4.11.3 Do not pour flammable or combustible liquids down drains or onto the ground.

4.11.4 Dispose of flammable or combustible hazardous materials with a licensed and approved hazardous material disposal company.

4.12 Inspection

4.12.1 Inspect flammable and combustible storage and use areas on a monthly basis.

4.12.2 Use *S3AM-126-FM1 Flammable & Combustibles Inspection* or equivalent to inspect the storage areas.

4.12.3 Inspect cylinder regulators, gauges, valves, hoses and connections before use. Any damaged equipment shall be tagged out-of-service.

4.13 Training

4.13.1 Require that hazard communication training includes specific hazard information for the flammables and combustibles used.

4.14 Compliance

4.14.1 Review and comply with country and client/customer-specific requirements.

5.0 Records

5.1 The following information will be maintained in the project file.

5.1.1 Location of the SDS inventory.

5.1.2 Completed *S3AM-126-FM1 Flammable & Combustibles Inspection* or equivalent.

6.0 Attachments

6.1 S3AM-126-ATT1 Flammable & Combustible Liquid Classifications

6.2 S3AM-126-FM1 Flammable & Combustibles Inspection

Americas

Flammable & Combustible Liquid Classifications

S3AM-126-ATT1

NFPA 30, WHMIS Canada

Flammable Liquid	Flash Point	Boiling Point
Class 1A	< 73° F (22.8°C)	< 100° F (37.8°C)
Class 1B	< 73° F (22.8°C)	> 100° F (37.8°C)
Class 1C	> 73° F (22.8°C) < 100° F (37.8°C)	
Combustible Liquid		
Class 2	> 100° F (37.8°C) < 140° F (60°C)	
Class 3A	≥ 140° F (60°C) <200°F (93.3°C)	
Class 3B	>200°F (93.3°C)	

Do not store more than 25 gallons (95 liters) of Class IA liquids in containers of" flammable or combustible liquids outside of an approved storage cabinet.

Do not store more than 120 gallons (454 liters) of Class IB, IC, II, or III liquids in containers of flammable and combustible liquids in a single flammable storage cabinet.

Maximum Allowable Size of Containers and Portable Tanks

Container Type	Flammable Liquids			Combustible Liquids	
	Class 1A	Class 1B	Class 1C	Class II	Class III
Glass or approved plastic	1 pint (0.5 liter)	1 quart (1 liter)	1.3 gallons (5 liters)	1.3 gallons (5 liters)	1.3 gallons (5 liters)
Metal (other than drums) or approved plastic	1.3 gallons (5 liters)	5.3 gallons (20 liters)	5.3 gallons (20 liters)	5.3 gallons (20 liters)	5.3 gallons (20 liters)
Safety cans	2.6 gallons (10 liters)	5.3 gallons (20 liters)	5.3 gallons (20 liters)	5.3 gallons (20 liters)	5.3 gallons (20 liters)
Metal drums (DOT specifications)	119 gallons (450 liters)	119 gallons (450 liters)	119 gallons (450 liters)	119 gallons (450 liters))	119 gallons (450 liters)
Approved metal portable tanks	793 gallons (3,002 liters)	793 gallons (3,002 liters)	793 gallons (3,002 liters)	793 gallons (3,002 liters)	793 gallons (3,00 liters)

OSHA 29 CFR 1910.106

Flammable Liquid	Flash Point	Boiling Point
Category 1	< 73.4° F (23°C)	< 95° F (35°C)
Category 2	< 73.4° F (23°C)	> 95° F (35°C)
Category 3*	> 73.4° F (23°C) < 140° F (60°C)	
Category 4**	>140°F (60°C) ≤199.4°F (37.8°C)	

* When a Category 3 liquid with a flashpoint at or above 100 °F (37.8 °C) is heated for use to within 30 °F (16.7 °C) of its flashpoint, it shall be handled in accordance with the requirements for a Category 3 liquid with a flashpoint below 100 °F (37.8 °C).

** When a Category 4 flammable liquid is heated for use to within 30 °F (16.7 °C) of its flashpoint, it shall be handled in accordance with the requirements for a Category 3 liquid with a flashpoint at or above 100 °F (37.8 °C).

Maximum Allowable Size of Containers and Portable Tanks

Container Type	Flammable Liquids			
	Category 1	Category 2	Category 3	Category 4
Glass or approved plastic	1 pint (0.5 liter)	1 quart (1 liter)	1 gallons (3.8 liters)	1 gallons (3.8 liters)
Metal (other than drums) or approved plastic	1 gallons (3.8 liters)	5 gallons (18.9 liters)	5 gallons (18.9 liters)	5 gallons (18.9 liters)
Safety cans	2 gallons (7.6 liters)	5 gallons (18.9 liters)	5 gallons (18.9 liters)	5 gallons (18.9 liters)
Metal drums (DOT specifications)	60 gallons (227 liters)	60 gallons (227 liters)	60 gallons (227 liters)	60 gallons (227 liters)
Approved metal portable tanks	660 gallons (2498 liters)	660 gallons (2498 liters)	660 gallons (2498 liters)	660 gallons (2498liters)

Not more than 60 gallons (227 liters) of Category 1, 2 and/or 3 flammable liquids or 120 gallons (454 liters) of Category 4 flammable liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area. Quantities in excess of this shall be stored in an inside storage room.

Storage of containers (not more than 60 gallons [227 liters] each) shall not exceed 1,100 gallons (4164 liters) in any one pile or area. Piles or groups of containers shall be separated by a 5-foot clearance. Piles or groups of containers shall not be nearer than 20 feet (6.1 meters) to a building.

Americas

Flammable & Combustibles Inspection

S3AM-126-FM1

Location Inspected: _____ **Job No.:** _____ **Date:** _____

Inspector Name: _____ **Inspector Signature:** _____

Fillable fields in the item description shall be completed with the applicable jurisdictional requirement.

Storage Cabinets				
1.	Flammable cabinets do not obstruct room exits.	☐ Yes	☐ No	☐ NA
2.	No more than gallons (liters) of flammable or gallons (liters) of combustible liquid are stored in a cabinet.	☐ Yes	☐ No	☐ NA
3.	No more than three cabinets are located in a storage area.	☐ Yes	☐ No	☐ NA
4.	Metal storage cabinets have self-closing doors.	☐ Yes	☐ No	☐ NA
5.	Cabinets are labeled “FLAMMABLE – KEEP FIRE AWAY”	☐ Yes	☐ No	☐ NA
Safety Cans				
6.	Safety cans are constructed of stainless steel, Monel, or tin.	☐ Yes	☐ No	☐ NA
7.	Safety cans have a flame arrestor and spring-loaded cap on both the filling and pouring spouts.	☐ Yes	☐ No	☐ NA
8.	Safety cans have a flame arrestor and spring-loaded cap on both the filling and pouring spouts.	☐ Yes	☐ No	☐ NA
Drum & Drum Storage Areas				
9.	Drums are stored in a vertical position.	☐ Yes	☐ No	☐ NA
10.	Bungs are closed when liquid is not being transferred.	☐ Yes	☐ No	☐ NA
11.	Drums are shielded from the sun.	☐ Yes	☐ No	☐ NA
12.	Funnels with installed flash arrestor are used when transferring flammable liquids into drums.	☐ Yes	☐ No	☐ NA
13.	A minimum distance of 25 feet (7.6 meters) between a drum storage area and buildings is present.	☐ Yes	☐ No	☐ NA
14.	A “NO SMOKING” sign is posted in the area.	☐ Yes	☐ No	☐ NA
15.	An emergency spill kit is located near the drum storage area.	☐ Yes	☐ No	☐ NA
16.	A 20-pound dry-chemical fire extinguisher is located no less than 10 feet (3 meters) or more than 50 feet (15 meters) from the storage area.	☐ Yes	☐ No	☐ NA
Waste Cans				
17.	Combustible scrap, debris, and waste materials (oily rags, etc.) are stored in covered metal cans.	☐ Yes	☐ No	☐ NA
18.	Waste cans are removed from the work area daily.	☐ Yes	☐ No	☐ NA
19.	Waste cans have spring-loaded self-closing lids.	☐ Yes	☐ No	☐ NA

Storage Rooms Designed Specifically For Flammable Materials			
20. Room construction meets NFPA fire-resistance requirements.	☐ Yes	☐ No	☐ NA
21. A NO SMOKING sign is posted in the room.	☐ Yes	☐ No	☐ NA
22. An emergency spill kit is located in the room.	☐ Yes	☐ No	☐ NA
23. Rooms with automatic extinguishing systems have the following:			
• Noncombustible liquid-tight raised sills or ramps at least 4 inches (0.36 meters) in height.	☐ Yes	☐ No	☐ NA
• Flooring at least 4 inches (0.36 meters) below the surrounding floor, or an open-grated trench that drains to a safe location.	☐ Yes	☐ No	☐ NA
• Openings with approved self-closing fire doors.	☐ Yes	☐ No	☐ NA
• Liquid-tight construction where the walls join the floors.	☐ Yes	☐ No	☐ NA
• Shelving, racks, dunnage floor overlay, and other interiors with 1-inch wood.	☐ Yes	☐ No	☐ NA
24. Rooms are ventilated by a gravity or mechanical exhaust system that:			
• Commences not more than 1 foot (0.3 meter) above the floor.	☐ Yes	☐ No	☐ NA
• Is designed to provide for a complete change of air within the room at least six times per hour.	☐ Yes	☐ No	☐ NA
• Is controlled by a switch located outside the door, with ventilating equipment and any light fixtures operated from the same switch.	☐ Yes	☐ No	☐ NA
Flammable & Combustible Storage Areas Within Buildings			
25. At least one portable fire extinguisher rated not less than 20-B is located outside of but not more than 10 feet (3 meters) from the door opening into any room used for the storage of more than gallons (liters) of flammable or combustible liquids.	☐ Yes	☐ No	☐ NA
26. Buildings or rooms are locked when not occupied.	☐ Yes	☐ No	☐ NA
27. Exits, stairways, or passageways are not used for storing flammables and combustibles.	☐ Yes	☐ No	☐ NA
28. No more than gallons (liters) of liquids or gallons (liters) of liquids are located in a room outside of a flammable storage locker or flammable storeroom.	☐ Yes	☐ No	☐ NA
29. An aisle at least 3 feet (0.91meters) wide is maintained in storage areas.	☐ Yes	☐ No	☐ NA
30. No more than those amounts needed for one day's use are stored in buildings under construction.	☐ Yes	☐ No	☐ NA
Outside Storage of Flammable and Combustible Liquids			
31. At least one portable fire extinguisher having a rating of not less than 20-B is located not less than 25 feet (7.6 meters) or more than 75 feet (22.8 meters) from any outside flammable liquid storage area.	☐ Yes	☐ No	☐ NA
32. For containers not more than gallons each (liters), no more than gallons (liters) in any one group are stored.	☐ Yes	☐ No	☐ NA
33. Groups of containers are separated by 5-foot (1.52 meters) clearances.	☐ Yes	☐ No	☐ NA
34. Groups of containers are more than 50 feet (15 meters) from buildings.	☐ Yes	☐ No	☐ NA
35. Portable tanks (not exceeding gallons [liters] in capacity) are provided with emergency venting devices as specified by NFPA 30.	☐ Yes	☐ No	☐ NA

36. Storage areas are free of accumulation of weeds, debris, and other combustible materials not necessary to the storage.	☐ Yes	☐ No	☐ NA
Storage Tanks			
37. Tanks have relief vents.	☐ Yes	☐ No	☐ NA
38. Tank vents are not close to open flames, stacks, heating apparatus, or any other source of ignition.	☐ Yes	☐ No	☐ NA
39. Tanks are double-walled or a dike, curb, or other suitable means is present to prevent the spread of leakage from tanks.	☐ Yes	☐ No	☐ NA
40. Diked areas have a capacity equal in volume to at least that of the largest tank plus 10 percent of all other tanks in the enclosure.	☐ Yes	☐ No	☐ NA
41. Provisions to drain off accumulations of ground- or rainwater or spills in diked areas.	☐ Yes	☐ No	☐ NA
42. Tanks are vented outdoors and away from air intakes and windows.	☐ Yes	☐ No	☐ NA
43. Impact protection, such as bollards are guard rails, is present for tanks located in areas susceptible to impacts from vehicles or other moving equipment.	☐ Yes	☐ No	☐ NA
Dispensing of Flammable and Combustible Liquids			
44. Dispensing outlets for above-ground tanks with nationally listed automatic-closing valve, without a latch-open device.	☐ Yes	☐ No	☐ NA
45. Dispensing systems are electrically bonded and grounded.	☐ Yes	☐ No	☐ NA
46. Tanks, hoses, and containers of 5 gallons (19 liters) or less in metallic contact while transferring flammable liquids (grounding).	☐ Yes	☐ No	☐ NA
47. Electrically bonded systems are used for transferring flammable liquids in containers in excess of 5 gallons (19 liters).	☐ Yes	☐ No	☐ NA
48. Closed piping systems are used for drawing flammable liquids during transfer.	☐ Yes	☐ No	☐ NA
49. Flammables and combustibles are drawn from a container or portable tank by use of gravity or through a pump using an approved self-closing valve.	☐ Yes	☐ No	☐ NA
Liquefied Petroleum Gas – Refueling			
50. Equipment is shut down during refueling operations.	☐ Yes	☐ No	☐ NA
51. Leather gloves and safety glasses are worn during refueling operations.	☐ Yes	☐ No	☐ NA
52. Smoking and hot work is prohibited during refueling.	☐ Yes	☐ No	☐ NA
53. Refueling occurs at least 25 feet (7.6 meters) from buildings.	☐ Yes	☐ No	☐ NA
Oxidizers			
54. Oxidizers are stored separately from flammables.	☐ Yes	☐ No	☐ NA
55. When oxidizers are shifted to a second container, the container is labeled with the appropriate warning labels.	☐ Yes	☐ No	☐ NA
56. Secondary containers are compatible with oxidizers.	☐ Yes	☐ No	☐ NA
57. Oxidizers are stored away from heat sources where the maximum temperature exceeds 100º F (37.8º C).	☐ Yes	☐ No	☐ NA
58. Chromic acid, nitric acid, perchloric acid, and potassium permanganate (all oxidizers) are stored separately from other corrosives and flammables.	☐ Yes	☐ No	☐ NA

Americas

Hand & Power Tools

S3AM-305-PR1

1.0 Purpose and Scope

1.1 This procedure provides the AECOM requirements for all manually operated hand and power tools and associated use, handling and storage. These requirements apply to tools provided by AECOM for employee use as well as tools provided by employees for use on AECOM work sites.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 None

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-118-PR1 Hearing Conservation

3.3 S3AM-208-PR1 Personal Protective Equipment

3.4 S3AM-302-PR1 Electrical Safety

3.5 S3AM-325-PR1 Lockout Tagout

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Managers/Supervisors**

- Ensure that all aspects of this procedure are followed and adhered to on all AECOM projects, sites and locations.
- If a specific tool is not included in the work instructions related to this procedure, appropriate guidelines shall be established prior to work associated with that tool, including following manufacturer's recommendations.
- Ensure compliance with applicable client requirements and restrictions regarding hand or power tools.

4.1.2 **Safety, Health and Environment (SH&E) Manager**

- Provide technical guidance and support as to this procedure and associated work instructions.

4.1.3 **Employees**

- Work only with tools for which they are appropriately trained and familiar with.
- Follow manufacturer's recommendations for its use and never modify the equipment without first obtaining authorization from the manufacturer.
- Comply with applicable client requirements and restrictions regarding hand or power tools.

4.2 Requirements

4.2.1 Always conduct a task hazard assessment (THA) prior to work commencing and include the identified hazards associated with the anticipated tool use.

4.2.2 No employee shall use any hand or power tool, unless they are familiar with the use and operation of the equipment or have received specific instruction on its use and operation.

4.2.3 All tools will be used for which they were designed and in accordance with manufacturer's specifications. Do not use tools for jobs they are not intended for. For example, do not use a slot screw driver as a chisel, pry bar, wedge or punch or wrenches as hammers.

4.2.4 Use approved tools only. Never modify or use makeshift tools.

4.2.5 Do not apply excessive force or pressure on tools unless permitted by the manufacturer's specifications. This includes additional force by hammering with body weight, foot or other tools.

4.2.6 Keep surfaces and handles clean and free of excess oil and grease to prevent slipping.

4.2.7 Do not carry sharp tools (e.g. knife, chisel, screwdriver, etc.) in pockets; this practice may cause puncture wounds.

4.2.8 All tools shall be properly maintained. Clean, dry, lubricate and repair tools as applicable, and return to a suitable toolbox, room, rack, or other storage area upon completion of a job.

4.2.9 Ensure proper ergonomics principles are observed when using hand and power tools, such as but not limited to:

- Avoid static and awkward positions when possible.
    - Move at intervals to reduce muscle fatigue.
    - Consider tools with a trigger strip, rather than a trigger button. This strip will allow the exertion of more force over a greater area of the hand that, in turn, will reduce muscle fatigue
- Do not apply excessive force or pressure on tools.
- If possible use tools with comfortable grips that are designed to allow the wrist to stay straight. Avoid using a bent wrist.
- Choose hand tools that have a centre of gravity within or close to the handle.
- Frequently used tools that weigh more than 1 pound (0.45 kilograms) should be counter-balanced.
- Ensure proper body positioning when using a tool to prevent slips or falls in the event of unanticipated tool behaviour (slip, kickback, etc.). Avoid over-reaching.
- Pull on tools such as a wrench or pliers whenever possible. Loss of balance is more likely when pushing if the tool slips. If pushing is necessary, hold the tool with an open palm.
- Hand-arm vibration exposure is associated with the use of hand tools.
    - Reduce power to the lowest setting that can complete the job safely. This action reduces tool vibration at the source.
    - Consider the need for controls such as limiting time of use.
    - If safe to do so, adjust to a looser but stable grip, and use anti-vibration gloves.
- Use of heavy tools such as jackhammers can cause fatigue and strains. Heavy rubber grips can reduce these effects by providing a secure handhold.
- Do not increase a tool's leverage by adding sleeved additions (e.g. a pipe or snipe) to increase tool handle length.

4.2.10 Avoid placing fingers and hands in danger zones:

- Ensure hands and fingers have sufficient clearance in the event the tool slips.
- Ensure stability of the work-piece. Use work-piece holders (e.g. vise, chisel holder, etc.) whenever possible to prevent injury to hands or deflection of tool or work-piece.

- Use push sticks or guides when cutting or machining smaller material.

4.2.11 Secure tools when working from heights to prevent them from falling. Never leave tools on ladders, scaffolds, or overhead work areas when they are not in use.

4.2.12 Utilize good housekeeping practices to ensure tools do not present a tripping hazard.

4.2.13 Ensure no part of a tool extends over the edge of the bench top. Place sharp tools (e.g., saws, chisels, knives) on benches so that sharp points or edges face away from the edge.

4.2.14 When using saw blades, knives, or other tools, if possible direct the tools away from aisle areas and away from other employees working in close proximity.

4.2.15 Do not throw tools from place to place or from person to person, or drop tools from heights. Hand them, handle first, directly to other workers.

4.2.16 Use non-sparking and intrinsically safe tools in atmospheres with flammable or explosive characteristics and where highly volatile liquids, and other explosive substances are stored or used.

- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances. Where this hazard exists, spark-resistant tools made of non-ferrous materials shall be used.
- Electrical tools shall be identified as intrinsically safe.

4.2.17 If the task presents electrical hazards, worker must be competent and use the appropriate insulated tools to perform work that includes the risk of electrical shock. Cushioned grip handles do not protect against electrical shock.

4.2.18 The fluid used in hydraulic power tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The exception to fire-resistant fluid involves all hydraulic fluids used for the insulated sections of derrick trucks, aerial lifts, and hydraulic tools that are used on or around energized lines. This hydraulic fluid shall be of the insulating type.

4.2.19 All tools designed to accommodate guards must have the guard(s) in place when the tool is in use. Do not modify, remove, or disable any machine guards.

4.2.20 Do not allow loose clothing, long hair, loose jewelry, rings, and chains to be worn while working with power tools.

4.2.21 Make provisions to prevent tools from automatically restarting upon restoration of power. Refer to *S3AM-325-PR Lockout Tagout*.

4.3 Training

4.3.1 Instruction in the proper use, safe handling, and maintenance of tools will be provided to employees unfamiliar with the tool.

- Assess the employee's training needs as per *S3AM-003-PR1 SH&E Training* procedure.
- Refer to the applicable work instructions associated with this procedure for any additional training specifics.
- Training shall include applicable manufacturer's recommendations and guidelines.

4.3.2 Employees shall demonstrate knowledge and competency in the use, safe handling and maintenance of the applicable tool prior to operation.

4.4 Personal Protective Equipment (PPE)

4.4.1 Utilize basic PPE appropriate to the task; gloves, safety-toed boots, hard hats and safety glasses with side shields. Refer to *S3AM-208-PR1 Personal Protective Equipment*.

4.4.2 Ensure lockout devices (padlocks, multiple lock hasps, tags) are utilized as necessary. Refer to *S3AM-325-PR Lockout Tagout*.

4.4.3 Ensure PPE is appropriate to the work and use additional PPE as required (e.g. mono-goggles, hearing protection, respiratory protection, etc.).

- Dual eye protection is required to be worn by any employee undertaking or within 3 ½ feet (1 meter) of a task that produces projected particles or material.
- Head and face protection is recommended for employees working with pneumatic tools.
- Noise hazard is associated with pneumatic and many other tools. Working with noisy tools such as jackhammers requires proper, effective use of appropriate hearing protection.

4.4.4 Screens shall also be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.

4.4.5 Refer to the applicable work instructions associated with this procedure for any additional specialized PPE.

4.5 Inspections

4.5.1 All tools must be inspected prior to each use.

- Any tool that is defective or has missing parts must not be used.
- Every broken or defective tool must be tagged 'out of service' or 'do not use' and immediately removed from service.
- Tagged tools will be returned to the supervisor for repair or replacement.

4.5.2 All tools must be inspected to manufacture's specifications and according to tool rests and guard adjustment tolerances. All tools will be inspected to ascertain that all safety devices are present and functioning properly. Refer to *S3AM-305-FM1 Hand & Power Tool Maintenance Inventory* and *S3AM-305-FM2 Hand & Power Tool Inspection Report*.

5.0 Records

5.1 None

6.0 Attachments

6.1 S3AM-305-ATT1 Chainsaw

6.2 S3AM-305-ATT2 Circular Saw

6.3 S3AM-305-ATT3 Cut Off Saw

6.4 S3AM-305-ATT4 Handheld Grinder

6.5 S3AM-305-ATT5 Impact Wrench

6.6 S3AM-305-ATT6 Nail Gun

6.7 S3AM-305-ATT7 Dustless Vacuum

6.8 S3AM-305-ATT8 Power Drill

6.9 S3AM-305-ATT9 Pressure Washer

6.10 S3AM-305-ATT10 Reciprocating Saw

6.11 S3AM-305-ATT11 Sander

6.12 S3AM-305-ATT12 Knives

6.13 S3AM-305-ATT13 Clearing & Grubbing Equipment

6.14 S3AM-305-ATT14 Pneumatic Tools

6.15 S3AM-305-ATT15 Manual Hand Tools

6.16 S3AM-305-ATT16 Small Engines

6.17 S3AM-305-ATT17 Electric & Battery Hand Tools

6.18 S3AM-305-FM1 Hand & Power Tool Maintenance Inventory

6.19 S3AM-305-FM2 Hand & Power Tool Inspection Report

Americas

Chainsaw

S3AM-305-ATT1

1.0 Objective / Overview

1.1 Available in a variety of types and capacities, chainsaws are one of the most powerful, yet dangerous cutting tools available.

1.2 Working safely with a chain saw includes proper training, good body mechanics and felling technique, well-maintained equipment, and protective clothing.

2.0 Hazards

2.1 Improper operation (kickback – sudden and violent reverse movement of the saw)

2.2 Hand/arm vibration

2.3 Noise

2.4 Flying/falling debris

2.5 Sharp, moving blade

2.6 Defective tool

3.0 Safe Operating Guidelines

3.1 Only approved operators are permitted to operate a chainsaw.

3.2 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT16 Small Engines* for additional guidelines.

3.3 Inspect saws prior to use and periodically during use:

- 3.3.1 A sharp chainsaw is safer than a dull one. Worn chains shall be replaced immediately.
- 3.3.2 Keep the saw clean, lubricated, and adjusted.
- 3.3.3 Inspect and test the chain brake, chain catch, throttle lock, handles and guards, all nuts and bolts, spark arrestor, and muffler and air filter.
- 3.3.4 The chain tension should be properly adjusted and the carburetor tuned. The idle must be correctly adjusted; the chain should not move when the saw is in the idle mode.
- 3.3.5 Ensure the saw is fitted with an inertia break and hand guard.
- 3.3.6 Ensure the saw is fueled with the appropriate fuel type.
- 3.3.7 Do not operate a chain saw that is damaged or improperly adjusted, or is not completely and securely assembled**.** If a chainsaw is defective, remove it from service, and tag it clearly "Out of service for repair" or "Do Not Use". Replace damaged equipment immediately – do not use defective tools "temporarily." DO NOT ATTEMPT FIELD REPAIRS.

3.4 Never "drop start" the saw (the saw is held in the air with one hand on the handlebar and the other on the pull cord) as no control is provided to prevent rotation of the saw back toward the user.

3.5 Ensure an appropriately sized fire extinguisher or fire-fighting equipment is readily available.

3.6 A chainsaw is not only dangerous to the operator but also to surrounding persons. Do not allow others in the area when chainsaws are operated.

3.7 Never operate a chain saw when fatigued.

3.8 Make sure there are no nails, wire, or other imbedded material in the material to be cut that can cause flying particles or kickback.

3.9 Keep all parts of the body away from the saw chain when the engine is running.

3.9.1 Keep the saw close to the body.

3.9.2 Bend from the knees, not the waist. Improper lifting techniques and poor posture contribute to injuries.

3.9.3 Always avoid standing on the log and making cuts with the saw between your legs; always cut with the saw to the outside of your legs.

3.9.4 Always stand to one side of the limb to be cut, never straddle it.

3.9.5 Never cut above chest height.

3.10 Determine where the tree/limb will fall prior to cutting.

3.10.1 Start cutting only after a clear escape path has been made.

3.10.2 Always ensure that personnel and equipment are not in the path of the falling tree/log, and that you have time to move away.

3.10.3 If necessary, flag/or fence off the area to prevent entry.

Blade nose strikes another object

Improper starting of bore

Top or blade nose touches bottom or side of kerf during reinsertion

3.11 Always keep in mind where the chain will go if it breaks; never position body or allow others in line with the chain.

3.12 Avoid operations that could result in kickback of the saw towards the operator.

3.13 Keep the chain out of the dirt, debris will fly, the teeth will be dulled and the chain life shortened.

3.14 Shut the saw off when carrying through brush or on slippery surfaces. The saw may be carried no more than 50 feet (15 meters) while idling.

4.0 Personal Protective Equipment

4.1 Dual eye protection – safety glasses with side shields and a face shield

4.2 Chainsaw Chaps

4.3 Wear appropriate apparel. Long hair, loose or baggy clothing, ties, or jewellery can become caught in moving parts.

4.4 Safety toe work boots

4.5 Hardhat with lateral impact protection

4.6 Gloves providing impact, abrasion, cut, tear, & puncture resistance

4.7 Hearing Protection

Americas

Circular Saw

S3AM-305-ATT2

1.0 Objective / Overview

1.1 The circular saw is used in cutting wood products (e.g. plywood, construction lumber, etc.).

1.2 Safe measures for use include proper training, good body mechanics and operating technique, well-maintained equipment, and protective equipment.

2.0 Hazards

2.1 Kickback – Sudden and violent reverse movement of the saw

2.2 Noise

2.3 Flying debris

2.4 Sharp, moving blade (severe cuts)

2.5 Defective tool

2.6 Improper operation

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidelines.

3.2 Use sharp blades and ensure cracked and dull blades are removed from service. Dull blades cause binding, stalling and possible kickback.

3.3 Use the correct blade for the application and check for proper operation before each cut.

3.4 Check often to ensure that guards return to their normal position quickly. Never defeat the guard to expose the blade.

3.5 Portable circular saws having a blade greater than 2 inches (5.08 centimeters) in diameter must be equipped at all times with guards. An upper guard must cover the entire blade of the saw.

3.6 A retractable lower guard must cover the teeth of the saw, except where it makes contact with the work material. The lower guard must automatically return to the covering position when the tool is withdrawn from the work position.

3.7 Before starting a circular saw, be sure the power cord and extension cords are out of the blade path and are long enough to freely complete the cut. A sudden jerk or pulling on the cord can cause loss of control of the saw and a serious accident.

3.8 Secure the work being cut to avoid movement.

3.9 For maximum control, hold the saw firmly with both hands after securing the work piece.

3.10 Keep the upper and retracting lower blade guard and the motor free from dust.

3.11 Do not hold or force the retracting lower guard in the open position.

3.12 Do not over tighten the blade-locking nut.

3.13 Do not twist the saw to change, cut or check alignment.

3.14 Do not use a saw that vibrates or appears unsafe in any way.

3.15 Do not force the saw during cutting.

3.16 Do not cut materials without first checking for obstructions or other objects such as nails and screws.

3.17 Check frequently to be sure clamps remain secure.

3.18 Avoid cutting small pieces that can't be properly secured and material on which the saw shoe can't properly rest. Use a push stick or guide when cutting operation requires the hands of the operator to come close to the blade.

3.19 Do not overreach. Keep proper footing and balance.

3.20 When starting the saw, allow the blade to reach full speed before contacting the work piece.

3.21 Circular saws are designed for right-hand operation; left-handed operation will demand more care to operate safely.

3.22 Never place hand under or in front of the shoe or guard of the saw when operating.

3.23 Cut at the proper depth (¼ inch / 0.64 centimeters) below work surface. Set the depth of the blade prior to use, when the saw is unplugged.

4.0 Personal Protective Equipment

4.1 Wear proper apparel for the task. Long hair, loose or baggy clothing, ties, or jewelry can become caught in moving parts.

4.2 Gloves that provide cut, abrasion and impact resistance.

4.3 Kickback apron as necessary.

4.4 Safety toed boots.

4.5 Safety glasses with side shields and faceshield.

4.6 Hearing Protection.

Americas

Cut Off Saw

S3AM-305-ATT3

1.0 Objective / Overview

1.1 Cut-off saws are high-speed cutting tools and very dangerous to operate. Therefore, it is very important to review the general safety rules, training, Personal Protective Equipment and procedures for working with portable cut off saws.

1.2 Cut off saws are used in a variety of activities (i.e. concrete, piping, metal, etc.).

2.0 Hazards

2.1 Noise

2.2 Flying debris

2.3 Sharp, moving blades (severe cuts)

2.4 Ignition sources (hot engine, sparks)

2.5 Hand/arm vibration

2.6 Kickback – Sudden and violent reverse movement of the saw

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* or *S3AM-305-ATT16 Small Engines* for additional guidelines

3.2 In addition to inspecting the general tool prior to operation, inspect the abrasive wheel for cracks and chips and appropriate wheel type.

- 3.2.1 If cracked or chipped, replace wheel before use.
- 3.2.2 Do not use abrasive-type wheels for rough grinding.

3.3 Ensure the saw is started in accordance with manufacturer's specifications:

- 3.3.1 Start the saw on firm ground or other solid surface in an open area.
- 3.3.2 Never "drop start" the saw as in the above picture (the saw is held in the air with one hand on the handlebar and the other on the pull cord) as no control is provided to prevent rotation of the saw back toward the user.

3.4 Handling

- 3.4.1 Hold the saw firmly with two hands when the engine is running, and whenever the blade is rotating until it comes to a complete stop.
- 3.4.2 Carry the saw with engine stopped, muffler away from your body, while protecting the cutting wheel from striking the ground or other objects.

3.5 Cutting

- 3.5.1 Clear the working area.
- 3.5.2 Begin cutting at full throttle and continue at full throttle until the cut is finished.
- 3.5.3 Avoid standing in a direct line with the cutting wheel.
- 3.5.4 Use only downward pressure on the saw, as lateral pressure may cause the blade to break and shatter.

3.5.5 Do not change the direction of the cut once started, as this can also cause the blade to break and shatter.

3.5.6 Do not cut above shoulder height.

3.5.7 Avoid operating the saw if the terrain is wet and/or frozen.

3.5.8 Keep flammable and combustible materials away from saw while cutting.

3.5.9 Ensure an appropriate fire extinguisher or fire-fighting equipment is readily available.

3.6 Maintenance

3.6.1 Shut off the engine and remove the spark plug wire before adjusting or working on the saw.

4.0 Personal Protective Equipment

4.1 Safety glasses with side shields and faceshield.

4.2 Chainsaw chaps.

4.3 Safety toe work boots.

4.4 Gloves that provide cut abrasion and impact resistance.

4.5 Hearing protection: earplugs and/or earmuffs.

4.6 Respirator if required (concrete operations).

Americas

Handheld Grinder

S3AM-305-ATT4

1.0 Objective / Overview

1.1 Handheld grinders are high-speed electric- or pneumatic-powered grinding tools used to shape or cut metal, and can be dangerous to operate.

1.2 Grinders are used in a variety of activities (i.e., piping installation/repair, metal, restoring, polishing, sharpening, etc.).

2.0 Potential Hazards

2.1 Kickback – Sudden and violent reverse movement of the grinder

2.2 Electric shock

2.3 Flying debris

2.4 An improperly installed or incompatible wheel can break or explode and cause injury.

2.5 Moving parts (severe cuts)

2.6 Fire hazard from sparks igniting nearby debris or objects

2.7 Noise

2.8 Hand/arm vibration

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidelines.

3.2 Inspect the tool before every use. Damaged tools must be removed from use and tagged "DO NOT USE".

3.3 Grinder guards are to be used at all times and must not be altered.

3.3.1 US requirements specify a maximum of 180° of the grinding wheel to be exposed.

3.3.2 While 120° coverage may be permissible in certain jurisdictions, guards that are greater are not to be cut down.

3.3.3 Replace damaged or defective guards immediately

3.4 Grinders must be used with an unmodified manufacturer supplied handle at all times. If removal of the handle is required the reason must be appropriately documented and approved by project / location manager and SH&E manager or designee. Client approval may also be required.

3.5 Trigger locks are not permitted. If a grinder is found with a trigger lock, the lock shall be disabled.

3.6 Never use the grinder for jobs for which it is not designed (e.g. cutting with a grinding wheel vs. cutting disc).

3.7 Grinders must be permanently marked with the manufacturer's established maximum RPM (revolutions per minute).

3.8 Inspect the disk or wheel prior to operation:

3.8.1 Wire wheels must be inspected for loose and broken wires.

3.8.2 Ensure the RPM (as posted on the wheel) is equal to or greater than that posted on the grinder, the disk / wheel is the correct size for the grinder, and the type of wheel is compatible with the material being ground or cut.

3.8.3 Wheels must be replaced as specified by the manufacturer. In the absence of specifications a wheel shall not be worn down to a size which would allow the mounting flange assembly to contact the work-piece or work-piece holding fixture.

3.8.4 Ensure the disk or wheel is checked for cracks or other damage. A ring test can be conducted on clean, dry, unmounted wheels greater than 4" (10.16 centimeters) in diameter:

- Suspend the wheel by its arbor hole;
- Use a non-metallic tool (wood, plastic) to gently tap the wheel at 45° from the vertical center line on either side of the wheel, approximately 1 to 2 inches (2.5 – 5 centimeters) from the edge;
- Rotate the wheel 45° and repeat the process until the entire wheel has been tested;
- A wheel that emits a metallic ring indicates absence of damage, whereas a dull sound means the wheel should be removed from service.

3.8.5 If cracked, chipped, or there is any other evidence of damage, remove from service and replace wheel before use.

3.9 When mounting the wheels:

3.9.1 Grinders must be unplugged before changing wheels, discs or positioning guards.

3.9.2 Follow manufacturer's specifications (e.g. stamp facing grinder, mount up, mount down, etc.)

3.9.3 Ensure that the mounting flanges are clean and the mounting blotters are used.

3.9.4 Do not over tighten the mounting nut.

3.9.5 Before grinding or cutting, run newly mounted wheels at operating speed to check for vibrations.

3.10 General Safety Provisions

3.10.1 Ensure abrasive wheels are stored according to manufacturer specifications (absence of temperature extremes and solvents, dry area protected from impact, first in first out).

3.10.2 Keep the work area clean. Do not grind near flammable and combustible materials. Sparks can ignite debris and flammable vapors. A fully charged fire extinguisher must be located nearby. Use of a fire blanket may be necessary.

3.10.3 All observers should be kept at a safe distance from the work area to ensure they are protected from flying debris / sparks. Whenever practicable, use screens or shields.

3.10.4 Always secure work with clamps or a vise, freeing both hands to operate the tool. Never clamp a handheld grinder in a vice.

3.10.5 Use grinding wheels only at their rated speed.

3.10.6 Ensure safety guard(s) is positioned properly prior to start-up.

3.10.7 Allow the grinder to come to full operating speed before beginning grinding operation.

3.10.8 Do not use the side of a grinding wheel unless the wheel is designed for side grinding.

3.10.9 Always stand to the side of the wheel, never directly behind it.

- Be sure to keep your footing and maintain proper balance. Keep hands, fingers, and other body parts from coming into contact with the revolving wheel.
- While in operation, grinder shall be held with a firm grip using both hands. One engaging the trigger, and the second holding the handle.

3.10.10 Grinding aluminum is prohibited.

3.10.11 Tools shall be maintained with care. They should be kept clean and sharp for the best performance. Follow instructions in the user's manual for lubricating and care instructions.

4.0 Personal Protective Equipment (PPE)

4.1 Please refer to *S3AM-208-PR1 Personal Protective Equipment* for further information.

4.2 Gloves providing appropriate heat, impact, abrasion, cut, tear, & puncture resistance.

4.3 Wear appropriate apparel. Long-sleeved shirts and pants are required; clothing shall be made of natural fibers. Synthetics are not permitted. Note: Long hair, loose or baggy clothing, hoodie strings, ties, or jewelry can become caught in moving parts.

4.4 Dual eye protection required - Safety glasses with sideshields and properly impact-rated face shield. Welding helmets used as a face shield shall be verified as approved by CSA / ANSI for protection against impact.

4.5 Safety toe work boots.

4.6 Hearing protection: earplugs and/or earmuffs.

4.7 Other PPE as necessary for the work site/activity (e.g., hard hat, respiratory protection).

Americas

Impact Wrench

S3AM-305-ATT5

1.0 Objective / Overview

1.1 Impact wrenches are mainly used for tire changing but that does not limit their use. They can be used in all applications when a certain amount of torque is needed to loosen or tighten nuts and bolts.

1.2 The danger comes in to play when employees try to use the wrong sockets with an air wrench. Employees using air wrenches must have a general understanding of how to use them.

2.0 Potential Hazards

2.1 Flying debris

2.2 Noise

2.3 Cuts

2.4 Hand/arm vibration

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT14 Pneumatic Tools* for additional guidelines.

3.2 Impact wrench sockets and accessories must be used with this tool. Do not use hand sockets and accessories.

3.3 The proper fastening torque may differ depending upon the kind or size of the bolt.

3.4 Check the torque with a torque wrench.

3.5 Connect tool to air hose of recommended size.

3.6 Never use a wire, soft pin, or nail to hold the socket onto the square spindle of the impact wrench.

3.7 If the proper retaining device on the tool is broken, the tool shall be removed from service to be repaired.

3.8 On applications where a low or critical level of torque is required, it is recommended that each fastener is impacted lightly. Then perform the final tightening with a hand torque wrench.

4.0 Personal Protective Equipment

4.1 Safety toed boots

4.2 Anti-vibration gloves with impact and abrasion and cut resistance.

4.3 Safety glasses with side shields.

4.4 Hearing protection.

Americas

Nail Gun & Stapling Tool

S3AM-305-ATT6

1.0 Objective / Overview

1.1 Nail guns and stapling tools (pneumatic power-fastening devices) are useful, but must be handled with care.

1.2 Nail guns and stapling tools have been shown to be the cause of unnecessary injuries when the design of the gun places emphasis on speed, rather than safety.

2.0 Potential Hazards

2.1 Flying debris/nails

2.2 Imbedded object

2.3 Puncture wounds

2.4 Noise

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand &Power Tools*, and *S3AM-305-ATT14 Pneumatic Tool* for additional guidelines.

3.2 Permit only experienced and trained persons to operate pneumatic nailing and stapling tools. Never let an inexperienced worker use a nail gun without supervised training.

3.3 Never point a nail gun or stapling tool toward the body or any other personnel.

- 3.3.1 Never rest the gun against any part of your body, or try to climb a ladder with the gun cradled against your body.
- 3.3.2 Be aware of other workers in the work area.
- 3.3.3 Be aware of what is located behind the nailing surface. Never place hands or other body parts directly behind the nailing surface.
- 3.3.4 Ensure no one is in the line of fire should an incorrectly selected fastener eject out the other side of the material.

3.4 Inspect a tool before connecting it to air supply:

- 3.4.1 Check tool safety mechanisms if applicable. Never disable a safety tip on a nail gun or stapling tool.
- 3.4.2 Tighten securely all screws and cylinder caps.
- 3.4.3 Pneumatic power-fastening devices that shoot nails, rivets, staples, or similar fasteners and operate at pressures more than 100 pounds per square inch (6,890 kPa), must be equipped with a safety interlock to keep fasteners from being ejected, unless the muzzle is pressed against the work surface.

3.5 Check correct air supply and pressure before connecting a tool.

3.6 Check that the tool is correctly and securely connected to the air supply hose and that it is in good working order, with the safety mechanism operative, before using.

3.7 Always handle a tool as if it loaded with fasteners (nails, staples, etc.). Do not carry a tool with a finger on the trigger or with the trigger depressed.

3.8 Equip tools with a work-contacting element that limits the contact area to one that is as small as practical.

3.9 Make sure that the mechanical linkage between the work-contacting element and trigger is enclosed.

3.10 Disconnect a tool from the air supply and ensure the air is completely exhausted from the tool when the tool is unattended, when loading with fasteners (nails, staples), and during cleaning or adjustment.

3.11 Before clearing a blockage, be sure that depressing the trigger exhausts all air from the tool and the tool is disconnected from the air supply.

3.12 Use only fasteners recommended by the manufacturer. Ensure fasteners are appropriate to the work surface to ensure fastener does not eject completely through the material.

3.13 Avoid nailing into knots as nail can splinter wood.

3.14 Permit only properly trained people to carry out tool maintenance.

3.15 Do not depress the trigger unless the nosepiece of tool is directed onto a safe work surface and properly aligned both vertically and horizontally with the surface

3.16 Do not overreach. Keep proper footing and balance.

3.17 Ensure the hand not holding the nail gun or stapling tool is a minimum of12 inches (30cm) away from the nosepiece of the tool.

3.18 Keep the gun properly aligned with your work both vertically and horizontally.

4.0 Personal Protective Equipment

4.1 Gloves providing appropriate protection to the task (e.g. impact, puncture, chemical, etc.).

4.2 Safety toed boots.

4.3 Use hearing protection, where required.

4.4 Wear safety glasses with side shields at all times and face shield if flying debris may be encountered.

Americas

Dustless Vacuum

S3AM-305-ATT7

1.0 Objective / Overview

1.1 Dustless decontamination system (also refered to as Pentek brand name) removes and packages surface contamination from concrete and steel structures.

1.2 The Pentek integrated suite of manually operated equipment (e.g., squirrel III, corner cutter, roto-peen, and crack chaser) is designed for the safe removal of radioactive materials, lead-based paints, polychlorinated biphenyls, pesticides, chemical residues, and other contaminated coatings.

1.3 The Pentek system incorporates a high-performance vacuum and waste packaging unit, the VAC-PAC, in conjunction with pneumatically operated equipment to remove contaminated material. Dust and debris are captured at the cutting tool surface. Supporting equipment required to operate the unit includes a 60 kilowatt generator and an air compressor (minimum 350 cubic feet capacity), as well as a drum grappler for drum handling activities.

2.0 Hazards

2.1 Noise

2.2 Vibration

2.3 Tripping

2.4 Hot surfaces (vacuum unit)

2.5 Electrical (high voltage)

2.6 Pinch

2.7 Back strain

2.8 High pressure air

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand &Power Tools*, and *S3AM-305-ATT14 Pneumatic Tool* for additional guidelines.

3.2 Prior to use, a pre-operation inspection must be completed to determine if the unit is in safe working condition.

3.3 The vacuum unit should be placed a minimum of 50 feet (15.2 meters) away from the work area.

3.4 Once in position to begin work, apply the brake to stabilize the unit. When raising the VAC-PAC to insert/remove a drum, do not place your body or any extremity under the VAC-PAC while it is in the raised position.

3.5 Two workers should be used to maneuver the unit into place.

3.6 A minimum 10 feet (3 meters) clearance will be established around the unit while in operation.

3.7 Workers should be aware of their position in relation to the hoses and cable to minimize tripping hazards.

3.8 A competent person will train each worker in the operation of the unit.

3.9 Maintenance in excess of preventive maintenance activities (e.g., lubrication) will be performed by manufacturer personnel ONLY. Always know where the emergency stop is located.

3.10 Operators of a motorized drum grappler must be trained in agreement with the powered industrial truck

standard. Refer to *S3AM-324-PR1 Powered Industrial Trucks*.

3.11 Review *S3AM-302-PR1 Electrical Safety* prior to refueling the electrical generator and/or compressor.

4.0 Personal Protective Equipment

4.1 Leather gloves (maintenance).

4.2 As applicable, Tyvek suit (with hood).

4.3 Anti-vibration gloves (operation).

4.4 Hearing protection (plugs or muffs).

Americas

Power Drill

S3AM-305-ATT8

1.0 Objective / Overview

1.1 Available in a variety of types and capacities, portable power drills are undoubtedly the most used power tools.

1.2 Because of their handiness and application to a wide range of jobs, drills often receive heavy use. For this reason, you will need to carefully check your drill's capacity limitations and accessory recommendations.

2.0 Hazards

2.1 Electricity

2.2 Flying debris

2.3 Rotating and sharp parts

2.4 Burns (hot bits)

2.5 Manual handling (sprains/strains - wrist)

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidelines.

3.2 Always keep drill bits sharp.

3.3 Disconnect the power supply before changing or adjusting bit or attachments,

3.4 Do not use high speed steel (HSS) bits without cooling or using lubrication.

3.5 Be sure the chuck is tightly secured to the spindle. This is especially important on reversible-type drills. Tighten the bit securely as described by the owner/operators manual.

3.6 The chuck key must be removed from the chuck before starting the drill. A flying key can be an injury-inflicting missile.

3.7 Secure workpiece being drilled to prevent movement.

3.8 If the bit is long enough to pass through the material, select a shorter drill bit or provide against damage and injury.

3.8.1 Prevent other workers from accessing the area.

3.8.2 Remove or provide coverage for material that could be damaged by the drill bit.

3.9 Secure magnetic drills with a chain or rope to prevent falling. Label cord connections to prevent unplugging.

3.10 Check auxiliary handles, if part of the tool. Be sure they are securely installed.

3.11 Always use the auxiliary drill handle when provided. It gives you more control of the drill, especially if stalled conditions occur.

3.12 Grasp the drill firmly by insulated surfaces.

3.13 Always hold or brace the tool securely. Brace against stationary objects for maximum control. If drilling in a clockwise -- forward -- direction, brace the drill to prevent a counter-clockwise reaction.

3.14 Do not overreach. Always keep proper footing and balance.

3.15 Don't force a drill. Apply enough pressure to keep the drill bit cutting smoothly. If the drill slows down, relieve

the pressure. Forcing the drill can cause the motor to overheat, damage the bit and reduce operator control.

4.0 Personal Protective Equipment

4.1 Wear proper apparel for the task. Long hair, loose or baggy clothing, ties, or jewellery can become caught in moving parts.

4.2 Gloves that provide cut, abrasion and impact resistance.

4.3 Safety toed boots.

4.4 Safety glasses with side shields and face shield.

4.5 Hearing protection.

Americas

Pressure Washer

S3AM-305-ATT9

1.0 Objective / Overview

1.1 Pressure washing can be divided into three categories based on the water pressure the equipment is capable of producing:

- Ultra high pressure jetting – greater than 30,000 psi
- High pressure washing – 5,000 to 30,000 psi
- Pressure washing – less than 5,000 psi

1.2 Generally, light duty portable pressure washing equipment and car washes produce less than 5,000 psi. High pressure washing equipment is often used for such tasks as cleaning vessels and process piping. Ultra high pressure jetting is also often employed to clean vessels and to remove coatings and scaling of production equipment. If not used correctly and safely, pressure washers can be dangerous piece of work equipment.

1.3 AECOM only allows trained, authorized personnel to operate the high pressure washers. Along with training, other safety measures include: reviewing the manufacturers instructional booklet, proper maintenance of equipment, and personal protective equipment.

2.0 Hazards

2.1 Kickback – Sudden and violent reverse movement of the gun

2.2 Flying debris

2.3 Slips and trips on wet surfaces and hoses

2.4 Noise

2.5 Manual handling

2.6 Exhaust fumes/carbon monoxide (CO) in enclosed spaces

2.7 Contact with high pressure / high temperature fluids

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, *S3AM-305-ATT17 Electric & Battery Hand Tools* or *S3AM-305-ATT16 Small Engines* for additional guidelines.

3.2 Ensure area is properly flagged with tags identifying work being performed and hazards. Keep all unauthorized workers out of area while job in progress.

3.3 Inspect all hoses, fittings, wands, cords and hose reel for damage or defects.

3.3.1 Equipment is complete and assembled correctly (i.e. nozzle tip correctly connected to the wand and not directly to hose).

3.3.2 Ensure trigger mechanism is functioning properly.

3.3.3 Fittings are securely attached.

3.3.4 Insulated components are in place.

3.4 Check fuel connections and hoses for signs of leaks, defects or damage.

3.5 Confirm nozzle / jets are clear by turning on water, without pump pressure.

3.6 Check pressure pump oil level before use. Hold the wand firmly with the trigger released when turning the pump on.

3.7 Recheck hoses once the system is pressurized.

3.8 Never service equipment while energized or pressurized.

3.9 Ensure other personnel are clear of area while pressure washer is pressurized. Non-operators must remain a minimum of 25 feet (7.6m) from the operator.

3.10 Do not wash at a 90 degree angle to minimize spray and flying debris.

3.11 Never point a pressure washer at yourself or others. Contact with high pressure fluid can result in serious cut or injection injuries.

3.12 Increase pressure slowly during operation to prevent hose kick-back.

3.13 Do not drive over, pull on, or kink the high pressure hose. Damage to the hose may compromise the wire braiding inside and cause the hose to burst.

3.14 Whip checks must be used for all high pressure connections.

3.15 High-pressure washing equipment should be cleaned often to avoid dirt buildup, especially around the trigger and guard area.

3.16 Always set the trigger safety lock when the gun valve is not in use.

3.17 Relieve the pressure in the system before coupling and uncoupling hoses.

3.18 Visually inspect the full length of high pressure discharge hose and inspect other high pressure fluid-handling components for abrasions or cuts, damage caused by exposure to chemicals and for damage caused by kinks in the hose.

3.19 High pressure washers shall be used to clean or decontaminate equipment, surfaces or structures only.

3.20 High pressure washers WILL NOT be used to clean or decontaminate workers or personal protective equipment while it is being worn.

3.21 Maintain a distance from the spray contact point to reduce noise exposure and risk of being struck by flying debris. Avoid overreaching and maintain a stable stance.

3.22 When shutting down a pressure washer, turn the pump off before turning the water supply off.

3.23 After turning off pressure washer, ensure all residual pressure is released from system by squeezing the trigger. Consult the operator’s manual for any other procedures specific to the equipment for shut-down.

3.24 Protect unit from freezing, when applicable.

4.0 Personal Protective Equipment

4.1 Hardhat.

4.2 Safety glasses with side shields and a face shield.

4.3 Gloves providing appropriate protection (rubber, chemical).

4.4 Hearing protection.

4.5 PVC (or equivalent) rain suit.

4.6 Safety toed boots with metatarsal protection.

Americas

Reciprocating Saw

S3AM-305-ATT10

1.0 Objective / Overview

1.1 The versatility of the reciprocating saw, in cutting metal, pipe, wood and other materials have made it a widely used tool.

1.2 By design, it is a simple tool to handle. Its demands for safe use, however, are very important.

2.0 Potential Hazards

2.1 Flying debris

2.2 Noise

2.3 Sharp, moving parts (cuts)

2.4 Hand/arm vibration

2.5 Electricity

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidelines.

3.2 Use sharp blades. Dull blades can produce excessive heat, make sawing difficult, result in forcing the tool, and possibly cause an accident.

3.3 Ensure appropriate blade selection. Different work surfaces demand different blades

3.4 Position yourself to maintain full control of the tool, and avoid cutting above shoulder height. Always use two hands to operate the saw.

3.5 To minimize blade flexing and provide a smooth cut, use the shortest blade that will do the job.

3.6 The work piece must be clamped securely, and the shoe of the saw held firmly against the work to prevent operator injury and blade breakage.

3.7 Maintain firm contact between the saw's shoe and the material being cut.

3.8 When making a "blind" cut (cannot see behind what is being cut), be sure that hidden electrical wiring, or water pipes are not in the path of the cut.

3.9 If wires are present, they must be disconnected at their power source by a qualified person or avoided, to prevent the possibility of lethal shock or fire.

3.10 Water pipes must be drained and capped.

3.11 Always hold the tool by the insulated grouping surfaces. When making anything other than a through cut, allow the tool to come to a complete stop before removing the blade from the work piece. This prevents breakage of the blade, and possible loss of tool control. Do not operate reciprocating saw in explosive atmospheres.

3.12 Do not overreach. Keep proper footing and balance at all times.

3.13 Check for misalignment or binding of moving parts, breakage or parts and any other condition that may affect the tool's operation.

4.0 Personal Protective Equipment

4.1 Wear proper apparel for the task. Long hair, loose or baggy clothing, ties, or jewelry can become caught in moving parts.

4.2 Gloves that provide cut abrasion and impact resistance.

4.3 Kickback apron, as necessary.

4.4 Safety toed boots.

4.5 Safety glasses with side shields and face shield.

4.6 Hearing protection.

Americas

Sander

S3AM-305-ATT11

1.0 Objective / Overview

1.1 Sanders are commonly used at project sites for a variety of tasks.

1.2 Often times the hazards associated with sanders are overlooked; they don't appear threatening because they don't have sharp blades or bits. These misconceptions can be prevented through proper training and personal protective equipment (PPE) selection.

2.0 Potential Hazards

2.1 Kickback – Sudden and violent reverse of the sander

2.2 Noise

2.3 Hand/arm vibration

2.4 Dust exposure

2.5 Flying debris

2.6 Severe abrasive parts

2.7 Electricity

2.8 Fuel (fine dust) and ignition sources (electricity, friction)

3.0 Safe Operating Guidelines

3.1 Review manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidelines.

3.2 Disconnect power supply before changing a sanding belt, making adjustments, or emptying dust collector.

3.3 Inspect sanding belts before use. Replace those belts that are worn or frayed.

3.4 Install sanding belts that are the same widths as the pulley drum.

3.5 Adjust sanding belt tension to keep the belt running true and at the same speed as pulley drum.

3.6 Secure the sanding belt in the direction shown on the belt and the machine. Keep hands away from the sanding belt.

3.7 Before starting a sander, be sure the power cord and extension cords are out of the belt path and are long enough to freely complete the task. The sander must be either double insulated or connected to a ground fault circuit interrupter.

3.8 Use two hands to operate sanders – one on the trigger and the other on the front handle knob. Move sanders away from the body.

3.9 Clean dust from the motor and vents at regular intervals.

3.10 Do not use a sander without an exhaust system or dust collector present that is in good working order. The dust created when sanding can be a fire and explosion hazard. Proper ventilation is essential as well as guarding against open flame and sparks.

3.11 Empty the collector when ¼ full. Minimise dust disturbance when emptying the collector.

3.12 Do not exert excessive pressure on a moving sander. The weight of the sander provides adequate pressure for the job.

3.13 Do not work on unsecured stock unless it is heavy enough to stay in place. Clamp the stop into place or use a ‘stop block’ to prevent movement.

3.14 Do not overreach. Always keep proper footing and balance.

3.15 Do not cover air vents of the sander.

3.16 Check often to ensure that guards are in their normal position.

4.0 Personal Protective Equipment

4.1 Wear proper apparel for the task. Long hair, loose or baggy clothing, ties, or jewellery can become caught in moving parts.

4.2 Gloves that provide cut, abrasion and impact resistance.

4.3 Safety toed boots.

4.4 Safety goggles and faceshield.

4.5 Hearing protection.

4.6 Respiratory protection, as necessary.

Americas

Knives

S3AM-305-ATT12

1.0 Objective / Overview

1.1 Knives serve a variety of purposes at work sites, and can be a useful tool, when used safely and correctly.

1.2 Learning proper positioning and correct usafe of a knife will drastically reduce the potential of cut-related injuries.

2.0 Hazards

2.1 Improper body positioning

2.2 Improper knife selection

2.3 Defective knife

2.4 Improper knife operation (including storage)

3.0 Safe Operating Guidelines

3.1 Select the appropriate knife for the task. Consider using a rounded tip blade if the task allows.

3.2 Always be sure that knives are sharp and not dull. A dull blade will require more force to cut, increasing the likelihood injury (e.g. hand slipping, knife breaking, etc.). Replace dull blades – A knife that tears rather than cuts, generally indicates the blade is dull.

3.3 Be sure the blade is seated in the frame of the knife correctly, closed, and fastened together properly.

3.4 Always direct the cut away from yourself and others

- 3.4.1 Keep body parts away from the cut line, (e.g., fingers, leg, etc.)
- 3.4.2 Ensure that the material being cut is stabilized and not against a body part (e.g. cutting rope against your leg).
- 3.4.3 Always pull the knife, never push the knife (the blade may break, and momentum could cause the body to come into contact with broken blade).

3.5 Ensure knife blades are protected or retracted when not in use.

- 3.5.1 Never carry a knife with an exposed blade in your pocket.

3.6 Use of razor and break away utility knives is prohibited.

- 3.6.1 Purchase safety-equipped utility knives with guarding or automatically retracting blades.

3.7 When using a knife to cut thicker materials, use several passes. Increased force on the blade can cause it to stray from the intended cut path, or break the blade.

3.8 When changing blades, always handle from the non-sharp side. Cover blade with duct tape and dispose.

3.9 Use an alternate tool when possible (scissors, wire cutters, etc.).

3.10 Let a falling knife fall.

4.0 Personal Protective Equipment

4.1 Cut resistant gloves are mandatory when using knives (Kevlar, thick leather, etc.).

Americas

Clearing & Grubbing Equipment

S3AM-305-ATT13

The following safety precautions will be followed during site clearing and tree falling.

1.0 General

1.1 Refer to *S3AM-305-PR1 Hand & Power Tools* for additional guidance.

1.2 As applicable, refer also to *S3AM-305-ATT15 Manual Hand Tools, S3AM-305-ATT16 Small Engines,* and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidance.

1.3 All clearing activities shall terminate during electrical storms and periods of high winds.

1.4 Dead, broken or rotted limbs or trees (widow makers) shall be felled first.

1.5 Be aware of the presence of other personnel when using any tool, especially picks or axes.

2.0 Machete, Pick and Axe Use

2.1 A machetes, picks and axes will only be used for their designated purpose; do not carelessly swing the tool when it is not needed.

2.2 To prevent lacerations, employees will wear Kevlar gloves and Kevlar chain saw chaps.

2.3 Machetes, picks and axes shall not be used when other employees are in the immediate work area.

3.0 Use of Weed Whips

3.1 Weed whips may be used to clear vegetation such as grass, light brush, briars and tree seedlings. The L-shaped weed whip cuts grass and weeds but is unstable for use on larger growth; the triangular-frame weed whip cuts briars and woody stems up to a half-inch in diameter. A “Suwannee” sling is a heavy duty weed whip that also has an axe blade. It does the same work as a weed whip, but can also cut through large materials. The heavier weight of this tool allows it to more easily cut off larger material than a weed whip.

3.2 When using weed whips, employees should follow these safety procedures:

3.2.1 Select the correct tool for the types and size of vegetation present across the landfill.

3.2.2 Employees will wear gloves that provide impact, abrasion, cut, tear, and puncture resistance when using weed whips.

3.2.3 Weed whips are meant to be swung back and forth with both hands. Avoid using a golf swing. The tool should be swung no higher than an employee’s side.

3.2.4 Strong swings should be made to prevent the blade from bouncing or glancing off springy growth.

3.2.5 Screws hold the serrated double-edge blade in place. These screws can work loose so check them before each use.

3.2.6 At the end of the day, inspect the whips for damage. Clean, sharpen, and oil as necessary and store with a sheath in place.

4.0 Chain Saws

4.1 Refer to *S3AM-305-ATT1 Chainsaw.*

5.0 Felling Trees Manually

5.1 Before cutting begins, survey the work area for dead limbs, the lean of the tree to be cut, wind conditions and the location of other trees.

5.2 Remove lodged trees (tree has not fallen to the ground after being separated from its stump) as soon as possible. Never work under a lodged tree.

5.3 The distance between workers should be maintained at twice the height of the trees being felled.

6.0 Chipping Operations

6.1 Prior to use, make sure all safety devices and controls, such as emergency shut-off devices, are tested and verified to be functioning properly.

6.2 Access covers and doors shall not be opened until the drum or disk is at a complete stop.

6.3 Infeed and discharge ports shall be designed to prevent employee contact with disc, knives and blower blades.

6.4 The operator must be completely familiar with the controls and proper use of the equipment.

6.5 Workers feeding material into self-feeding wood chippers are at risk of being fed through the chipper if they reach or fall into the infeed hopper or become entangled in branches feeding into the machine.

6.5.1 Make sure two workers (buddy system) are in close contact with each other when operating the chipper.

6.5.2 Stand to the side of the chipper while inserting limbs into chipper, never stand directly in front.

6.5.3 Insert trunk portion of tree/limb first. This will prevent the branches from getting entangled with clothing, etc. and pulling you in with the tree/limb.

6.5.4 Bystanders should be kept at least 25 feet (7.6m) away when in operation.

6.5.5 Keep the area around the wood chipper free of tripping hazards.

6.6 Never wear loose clothing that may get caught on feed material or moving parts.

7.0 Personal Protective Equipment

7.1 Wear proper apparel for the task.

7.1.1 Long hair, loose or baggy clothing, ties, or jewellery can become caught in moving parts.

7.1.2 Wear clothing with long sleeves and full length pants of durable material.

7.2 Use gloves that provide impact, abrasion, cut, tear and puncture resistance.

7.3 Safety toed boots with ankle support.

7.4 Safety glasses with side shields and face shield.

7.5 Hearing protection as necessary.

Americas

Pneumatic Tools

S3AM-305-ATT14

1.0 Objective / Overview

1.1 Pneumatic tools utilize air pressure to perform the tool's task.

1.2 Safe measures for use include proper training, good body mechanics and operating technique, well-maintained equipment, and protective equipment.

1.3 There are several dangers associated with the use of pneumatic tools. First and foremost is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool.

2.0 Hazards

2.1 Improperly secured air hoses

2.2 Noise

2.3 Flying debris

2.4 Defective tool

2.5 Improper operation

3.0 Safe Operating Guidelines

3.1 Review the manufacturer's operating manual, *S3AM-305-PR1 Hand & Power Tools*, and *S3AM-305-ATT17 Electric & Battery Hand Tools* for additional guidelines.

3.2 Never use bottled gas as a power source for pneumatic tools.

3.3 Drain water from air compressor tank and condensation from air lines.

3.3.1 Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others.

3.4 Pneumatic tools must be checked to see that the tools are fastened securely to the air hose to prevent them from becoming disconnected. Pneumatic tools must have the air supply controlled according to manufacturer's specifications.

3.5 Make sure that hose connections fit properly and are equipped with a mechanical means of securing the connection between tool/hose/compressor to prevent whipping in case of disconnection or failure (e.g. chains, tie wires, whip checks or equivalent retaining devices).

3.6 Safety clips or tool retainers must be in place on pneumatic impact tools to prevent accessories (e.g. chisel on a chipping hammer) or attachments from being ejected.

3.7 If an air hose is more than 1/2-inch (12.7 mm) in diameter, a safety excess flow valve must be installed at the source of the air supply to reduce pressure in case of hose failure.

3.8 In general, the same precautions should be taken with an air hose that are recommended for electric cords, as the hose is subject to the same kind of damage or accidental striking, and because it also presents tripping hazards. Avoid creating trip hazards caused by hoses laid across walkways, curled underfoot, on ladders.

3.9 Airless spray guns that atomize paints and fluids at pressures of 1,000 pounds or more per square inch (6,890 kPa) must be equipped with automatic or visible manual safety devices that will prevent pulling the trigger until the safety device is manually released.

3.10 Ensure that the compressed air supplied to the tool is clean and dry. Dust, moisture, and corrosive fumes can damage a tool. An in-line regulator filter and lubricator increases tool life.

3.11 Keep tools clean and lubricated, and maintain them according to the manufacturers' instructions.

3.12 Use only the attachments that the manufacturer recommends for the tools in use.

3.13 Use the proper hose and fittings of the correct diameter and type for the pneumatic or hydraulic application.

3.13.1 The manufacturer’s recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

3.13.2 Use hoses specifically designed to resist abrasion, cutting, crushing and failure from continuous flexing.

3.13.3 Choose air supply hoses that have a minimum working pressure rating of 150 pounds per square inch gauge or 150 percent of the maximum pressure produced in the system, whichever is higher.

3.13.4 Check hoses regularly for cuts, bulges and abrasions. Tag and replace, if defective.

3.14 Install quick disconnects of a pressure-release type rather than a disengagement type. Attach the male end of the connector to the tool, NOT the hose.

3.15 Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible.

3.16 Do not operate the tool at a pressure above the manufacturer's rating.

3.17 Turn off the air pressure to the hose, exhaust the airliine and disconnect the tool from the air supply when not in use, before servicing or when changing power tools or attachments.

3.18 Do not carry a pneumatic tool by its hose.

3.19 Do not use compressed air for cleaning purposes unless the pressure is reduced to 30 pounds per square inch (psi) or less. This rule does not apply for concrete form, mill scale, green cutting, and similar cleaning operations. Proper respiratory, hand, eye, and ear protection must be worn.

3.20 Compressed air guns shall never be pointed toward anyone.

3.20.1 Employees shall never “dead-end” them against themselves or anyone else.

3.20.2 A chip guard shall be used when compressed air is used for cleaning.

3.20.3 Never use compressed air to blow debris or to clean dirt from clothes or body.

4.0 Personal Protective Equipment

4.1 Gloves providing appropriate protection to the task (e.g. impact, puncture, chemical, etc.)

4.2 Safety toed boots

4.3 Use hearing protection, where required.

4.4 Wear safety glasses with side shields at all times and face shield if flying debris may be encountered.

Americas

Manual Hand Tools

S3AM-305-ATT15

1.0 General

1.1 Review manufacturer's operating manual and *S3AM-305-PR1 Hand & Power Tools* for additional guidelines.

1.2 Carry tools using a heavy belt or apron and hang tools at your sides.

1.3 Never carry tools in your pockets or hanging behind your back.

2.0 Hammers

2.1 Hammers are designed according to the intended purpose. Select a hammer that is comfortable for you and that is the proper size and weight for the job. Misuse can cause the striking face to chip, possibly causing a serious injury.

2.2 Choose a hammer with a striking face diameter approximately ½ inch (1.3 centimeters) larger than the face of the tool being struck (e.g., chisels, punches, wedges, etc.).

2.3 Strike a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes. (Hammers with beveled faces are less likely to chip or spall).

2.4 Look behind and above you before swinging the hammer.

2.5 Watch the object you are hitting.

2.6 Hold the hammer with your wrist straight and your hand firmly wrapped around the handle.

2.7 Do not use handles that are rough, cracked, broken, splintered, sharp-edged or loosely attached to the head. Remove from service and replace the handle if possible.

2.8 Do not use any hammer head with dents, cracks, chips, mushrooming, or excessive wear.

2.9 Do not use a hammer for any purpose for which it was not designed or intended.

2.10 Do not use one hammer to strike another hammer, other hard metal objects, stones or concrete.

2.11 Do not redress, grind, weld or reheat-treat a hammer head.

2.12 Do not strike with the side or cheek of the hammer.

3.0 Pipe Cutters, Reamers, Taps and Threaders

3.1 Replace pipe cutter wheels which are nicked or otherwise damaged.

3.2 Use a three- or four-wheeled cutter, if there is not enough space to swing the single wheel pipe cutter completely around the pipe.

3.3 Choose a cutting wheel suitable for cutting the type of pipe material required:

- 3.3.1 Thin wheel for cutting ordinary steel pipe.
- 3.3.2 Stout wheel for cutting cast iron.
- 3.3.3 Other wheels for cutting stainless steel, plastic and other materials.

3.4 Select the proper hole diameter and correct tap size to tap a hole. The hole should be sized so that the thread cut by the tap will be about 75 percent as deep as the thread on the tap.

3.5 Use a proper tap wrench (with a "T" handle) for turning a tap.

3.6 Use lubricant or machine cutting fluid with metals other than cast iron.

3.7 Do not permit chips to clog flutes (groves in the tap that allow metal chips to escape from the hole). The chips may prevent the tap from turning – this may result in the tap breaking if you continue to apply pressure.

3.8 Do not attempt to thread hardened steel. This can chip or damage the die.

3.9 Do not thread any rod or other cylindrical object that is larger in diameter than the major diameter of the die thread.

3.10 Do not use a spiral reamer on a rotating pipe. The reamer may snag and cause serious injury.

4.0 Pliers and Wire Cutters

4.1 Pliers are made in various shapes and sizes and for many uses. Use the correct pliers or wire cutters for the job.

4.2 Choose pliers or wire cutters that have a grip span of 2½ – 3½ inches (6.4 – 8.9 centimeters) to prevent palm or fingers from being pinched when the tools are closed.

4.3 Use adjustable pliers that allow for a firm grip of the work piece while maintaining a comfortable handgrip (i.e., hand grasp is not too wide).

4.4 Use tools only if they are in good condition.

4.4.1 Make sure that the cutting edges are sharp. Dull and worn-down cutting edges require many times more force for cutting.

4.4.2 Make sure that the toothed jaws are clean and sharp. Greasy or worn-down jaws can result in compromised safety. Such tools also require increased force to hold the work piece which, in turn, increases the risk of muscular fatigue and repetitive strain injuries.

4.5 Oil pliers and wire cutters regularly. A drop of oil on the hinge will make the tools easier to use.

4.6 Pull on the pliers; do not push away from you when applying pressure. If the tool slips unexpectedly, you may lose your balance or injure your hand.

4.7 Cut at right angles. Never rock the cutting tool from side to side or bend wire back and forth against the cutting edges.

4.8 Do not cut hardened wire unless the pliers or wire cutters are specifically manufactured for this purpose.

4.9 Do not expose pliers or wire cutters to excessive heat.

4.10 Do not bend stiff wire with light pliers. Needle-nose pliers can be damaged by using the tips to bend large wire. Use a sturdier tool.

4.11 Do not use pliers as a hammer.

4.12 Do not hammer on pliers or wire cutters to cut wires or bolts.

4.13 Do not extend the length of handles to gain greater leverage. Use a larger pair of pliers for gripping or a bolt cutter for cutting.

4.14 Do not use cushion grip handles for jobs requiring tools with electrically insulated handles. Cushion grips are for comfort primarily and do not protect against electric shock.

4.15 Do not use pliers on nuts and bolts; use a wrench.

5.0 Screwdrivers

5.1 Screwdrivers are made in various shapes and sizes and for many uses. Use the correct screwdriver for the job.

5.2 Choose contoured handles that fit the shank tightly, with a flange to keep the hand from slipping off the tool.

5.3 Use a slot screwdriver with a blade tip width that is the same as the width of the slotted screw head.

5.4 For cross-head screws, use the correct size and type of screwdriver; a Phillips screwdriver may slip out of a screw head designed for use with the slightly flatter-tipped Pozidriv screwdriver.

5.5 Use a vise or clamp to hold the stock if the piece is small or moves easily.

5.6 Keep the screwdriver handle clean. A greasy handle could cause an injury or damage from unexpected slippage.

5.7 If work must be carried out on “live” electrical equipment, use screwdrivers that have insulated handles designed for electrical work and a non-conducting shaft. Remember, most plastic handles are designed for grip and comfort.

5.8 Use non-magnetic tools when working near strong magnets (e.g., in some laboratories).

5.9 Use a screw-holding screwdriver (with screw-holding clips or magnetic blades) to get screws started in awkward, hard-to-reach areas. Square-tipped screwdrivers (e.g., Robertson) that hold screws with recessed square holes are also useful in such situations.

5.10 Use an offset screwdriver in close quarters where a conventional screwdriver cannot be used.

5.11 Use a screwdriver that incorporates the following features when continuous work is needed:

5.11.1 Use a pistol grip to provide for a straighter wrist and better leverage.

5.11.2 Use a "Yankee drill" mechanism (spiral ratchet screwdriver or push screwdriver) which rotates the blade when the tool is pushed forward.

5.11.3 Use a ratchet device to drive hard-to-move screws efficiently, or use a powered screwdriver.

5.12 File a rounded tip square making sure the edges are straight. A dull or rounded tip can slip out of the slot and cause hand injury or damage to materials.

5.13 Store screwdrivers in a rack or partitioned pouch so that the proper screwdriver can be selected quickly.

5.14 Do not lean or push on a screwdriver with any more force than necessary to keep contact with the screw. A screw properly piloted and fitted will draw itself into the right position when turned. Keep the shank directly over the screw being driven.

5.15 Do not hold the stock in one hand while using the screwdriver with the other as an injury may result if the screwdriver slips out of the slot.

5.16 Do not hammer screws that cannot be turned.

5.17 Do not grind the screwdriver tip to fit another size screw head.

5.18 Do not try to use screwdrivers on screw heads for which they are not designed (e.g., straight blade screwdrivers on Phillips, clutch head, Torx or multi-fluted spline screw heads).

5.19 Do not use defective screwdrivers (e.g. rounded or damaged edges or tips; split or broken handles; bent shafts).

5.20 Do not use a screwdriver for prying, punching, chiseling, scoring, scraping or stirring paint.

5.21 Do not use pliers on the handle of a screwdriver for extra turning power. A wrench should be used only on the square screwdriver shank designed for that purpose.

5.22 Do not expose a screwdriver blade to excessive heat. Heat can affect the temper of the metal and weaken the tool.

5.23 Do not use a screwdriver to check if an electrical circuit is live. Use a suitable meter or other circuit testing device.

5.24 Do not carry screwdrivers in clothing pockets.

6.0 Snips

6.1 Wear safety glasses and protective gloves when working with snips. Small pieces of metal may go flying in the air and cut edges of metal are sharp.

6.2 Snips are made in various shapes and sizes for various tasks. The handle can be like those on scissors with finger and thumb holes or like plier handles. Models are available for cutting in straight lines and in curves to the left or right.

6.3 Select the right size and type of snips for the job; check the manufacturer's specifications about the intended use of the snips (e.g., type of cut - straight, wide curve, tight curve, right or left, and maximum thickness and kind of metal or other material that can be cut).

6.3.1 Universal snips can cut in both straight and wide curves.

6.3.2 Straight snips and duckbill snips (flat blade, "perpendicular" to the handle, with pointed tips) are generally designed to cut in straight lines; some duckbill snips are designed for cutting curved lines.

6.3.3 Hawk's bill snips (with crescent-shaped jaws) are used for cutting tight circles.

6.3.4 Aviation snips have compound leverage that reduces the effort required for cutting.

6.3.5 Offset snips have jaws that are set at an angle from the handle.

6.4 Use only snips that are sharp and in good condition.

6.5 Use snips for cutting soft metal only. Hard or hardened metal should be cut with tools designed for that purpose.

6.6 Use ordinary hand pressure for cutting. If extra force is needed, use a larger tool.

6.7 Cut so that the waste is on the right if you are right-handed or on the left if you are left-handed.

6.8 Avoid springing the blades. This results from trying to cut metal that is too thick or heavy for the snips you are using.

6.9 Keep the nut and the pivot bolt properly adjusted at all times.

6.10 Oil the pivot bolt on the snips occasionally.

6.11 Do not try to cut sharp curves with straight cut snips.

6.12 Do not cut sheet metal thicker than the manufacturer's recommended upper limit (e.g., cuts up to 16-gauge cold, rolled steel or 18-gauge stainless steel). Do not extend the length of handles to gain greater leverage.

6.13 Do not hammer or use your foot to exert extra pressure on the cutting edges.

6.14 Do not use cushion grip handles for tasks requiring insulated handles. They are for comfort primarily and not for protection against electric shocks.

6.15 Do not attempt to re-sharpen snips in a sharpening device designed for scissors, garden tools, or cutlery.

7.0 Wrenches

7.1 Use the correct wrench for the job - pipe wrenches for pipes and plumbing fittings, and general-use wrenches for nuts and bolts.

7.1.1 Do not use pipe wrenches on nuts and bolts.

7.1.2 Use a box or socket wrench with a straight handle, rather than an off-set handle, when possible.

7.1.3 Do not use a conventional adjustable wrench for turning a tap – it will cause uneven pressure on the tap that may cause it to break.

7.1.4 Do not use a makeshift wrench.

7.2 Inspect pipe wrenches periodically for worn or unsafe parts and replace them:

7.2.1 Wrenches must not be used when jaws are sprung to the point that slippage occurs.

7.2.2 Ensure that the teeth of a pipe wrench are sharp, clean and free of oil and debris.

7.2.3 Do not use worn adjustable wrenches. Inspect the threads, knurl, jaw and pin for wear.

7.2.4 Discard any bent or damaged wrenches (e.g., open-ended wrenches with spread jaws or box wrenches with broken or damaged points).

7.3 Select the correct jaw size to avoid slippage.

7.3.1 Ensure that the jaw of an open-ended wrench is in full contact (fully seated, “flat,” not tilted) with the nut or bolt before applying pressure.

7.3.2 Face a pipe wrench or adjustable wrench “forward,” adjust tightly and turn the wrench so pressure is against the permanent or fixed jaw. Do not pull on a wrench that is loosely adjusted.

7.3.3 Adjust the pipe wrench grip to maintain a gap between the back of the hook jaw and the pipe. This concentrates the pressure at the jaw teeth, producing the maximum gripping force. It also aids the ratcheting action.

7.3.4 Do not insert a shim in a wrench for better fit.

7.3.5 Before applying pressure, ensure that the jaws have a good bite.

7.3.6 Make sure adjustable wrenches do not "slide" open during use.

7.3.7 Do not increase the leverage by adding sleeved additions (e.g., a pipe) to increase tool handle length. Use a larger wrench as necessary.

7.4 Ensure that the pipe or fitting is clean to prevent unexpected slippage and possible injury.

7.5 Maintain a proper stance with feet firmly placed to maintain balance.

7.5.1 Position the body in a way that will prevent loss of balance and injury if the wrench slips or something (e.g., a bolt) suddenly breaks.

7.5.2 Pull, rather than push on the wrench handle as body balance is more likely to be maintained if the wrench slips.

7.5.3 Pull using a slow, steady pull; do not use fast, jerky movements.

7.6 Apply a small amount of pressure to a ratchet wrench initially to ensure that the ratchet wheel (or gear) is engaged with the pawl (a catch fitting in the gear) for the direction you are applying pressure.

7.7 Support the head of the ratchet wrench when socket extensions are used.

7.8 Stand aside when work is done with wrenches overhead.

7.9 Do not use a wrench on moving machinery.

7.10 Do not use the wrong tools for the job. For example: Do not use pliers instead of a wrench or a wrench as a hammer. Do not use pipe wrenches for lifting or bending pipes.

7.11 Do not strike a wrench (except a "strike face" wrench) with a hammer or similar object to gain more force.

7.12 Do not expose a wrench to excessive heat (like from a blow torch) that could affect the temper of the metal and ruin the tool.

8.0 Files/Rasps

8.1 Do not use a file as a pry bar, hammer, screwdriver, or chisel.

8.2 When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.

8.3 Do not hammer on a file.

9.0 Chisels and Punches

9.1 Use the right size and type of chisel (metal or wood) or punch (drift pin, centre, pin) for the job.

9.2 Use tools only if they are good condition (i.e., cutting edges are sharp, struck head is not mushroomed or chipped).

9.2.1 Do not use chisels or punches if the cutting edge is dull, mushroomed or chipped, or if the point of a punch is slanted or damaged.

9.2.2 Choose smooth, rectangular handles that have no sharp edges and are attached firmly to the chisel. Replace broken or splintered handles.

9.2.3 Redress striking tools with burred or mushroomed heads.

- Redress the point or cutting edge to its original shape.
- Do not use a grinder to redress heat-treated tools. Use a whetstone.
- Grind to a slightly convex cutting edge.
- The point angle of the chisel should be 70° for hard metals, 60° for soft.
- Do not apply too much pressure to the head when grinding a chisel. The heat generated can remove the temper. Immerse the chisel in cold water periodically when grinding.

9.2.4 Replace any chisel or punch that is bent, cracked, shows excessive wear or cannot successfully be redressed.

9.3 Check stock thoroughly for knots, staples, nails, screws, or other foreign objects before chiseling or punching.

9.4 Hold the chisel, for shearing and chipping, at an angle which permits the bevel of the cutting edge to lie flat against the shearing plane.

9.5 Use the appropriate type and size of hammer for the chisel or punch, such as:

9.5.1 A wooden or plastic mallet with a large striking face on chisels.

9.5.2 Heavy-duty or framing chisels made of a solid or molded handle can be struck with a steel hammer.

9.5.3 Ball-peen hammers are generally chosen for use with punches.

9.5.4 Refer to the ‘Hammers’ section of this document for further guidance.

9.6 Chip or cut away from the body. Keep hands and body behind the cutting edge.

9.7 Make finishing or paring cuts with hand pressure alone.

9.8 Provide hand protection if possible:

9.8.1 Use a sponge rubber shield, punch or chisel holder.

9.8.2 Clamp small work pieces in a vise and chip towards the stationary jaw when working with a chisel.

9.8.3 Do not allow bull point chisels to be hand-held by one employee and struck by another. Use tongs or a chisel holder to guide the chisel so that the holder's hand will not be injured.

9.9 Do not use cold chisels for cutting or splitting stone or concrete.

9.10 Do not use a drift pin punch (also called an aligning punch) as a pin punch intended for driving, removing, or loosening pins, keys, and rivets.

9.11 Do not use a wood chisel on metal.

9.12 Do not use a wood chisel as a pry or a wedge.

9.13 Place chisels safely within the plastic protective caps to cover cutting edges when not in use.

9.14 Store chisels in a “storage roll,” a cloth or plastic bag with slots for each chisel, and keep them in a drawer or tray.

10.0 Hacksaws

10.1 Select correct blade for material being cut.

10.2 Keep saw blades clean and lightly oiled using light machine oil on the blade to keep it from overheating and breaking.

10.3 Secure blade with the teeth pointing forward. Tighten the nut until the blade is under tension.

10.4 Keep blade rigid, and frame properly aligned.

10.5 Cut using steady strokes, directed away from you.

10.6 Use entire length of blade in each cutting stroke.

10.7 Cut harder materials more slowly than soft materials.

10.8 Clamp thin, flat pieces requiring edge cutting.

10.9 Do not apply too much pressure on the blade as the blade may break.

10.10 Do not twist when applying pressure.

10.11 Do not use when the blade becomes loose in the frame.

11.0 Vises

11.1 When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, saw horse or box.

11.2 Position the work piece in the vise so that the entire face of the jaw supports the work piece.

11.3 Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.

11.4 Do not slip a pipe over the handle of a vise to gain extra leverage.

12.0 Clamps

12.1 Do not use a C-clamp for hoisting materials.

12.2 Do not use a C-clamp as a permanent fastening device.

13.0 Pry Bars

13.1 Establish balance and stable footing when using a bar for prying.

13.2 Pry bars must be appropriate to the task to prevent slipping or tool breakage.

14.0 Jacks

14.1 All jacks—including lever and ratchet jacks, screw jacks, and hydraulic jacks—must have a stop indicator, and the stop limit must not be exceeded.

14.2 The manufacturer’s load limit must be permanently marked in a prominent place on the jack, and the load limit must not be exceeded.

14.3 A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up. Put a block under the base of the jack when the foundation is not firm, and place a block between the jack cap and load if the cap might slip.

14.4 To set up a jack, make certain of the following:

14.4.1 The base of the jack rests on a firm, level surface;

14.4.2 The jack is correctly centered;

14.4.3 The jack head bears against a level surface; and

14.4.4 The lift force is applied evenly.

14.5 Clear all tools, equipment and any other obstructions from under the load before lowering the jack.

14.6 Proper maintenance of jacks is essential for safety. All jacks must be lubricated regularly. In addition, each jack must be inspected according to the following schedule:

14.6.1 For jacks used continuously or intermittently at one site—inspected at least once every 6 months;

14.6.2 For jacks sent out of the shop for special work—inspected when sent out and inspected when returned; and

14.6.3 For jacks subjected to abnormal loads or shock—inspected before use and immediately thereafter.

Americas

Small Engines

S3AM-305-ATT16

1.0 Objective / Overview

1.1 Operate small engine machines (liquid fuel tools), such as push mowers, weed trimmers, pumps and leaf blowers, in a safe manner.

1.2 Workers must be trained and competent in the safe operation and maintenance of the tool.

2.0 Potential Hazards

2.1 Flying debris

2.2 Noise

2.3 Moving and sharp parts

2.4 Hot surfaces

3.0 Safe Operating Guidelines

3.1 Review *S3AM-305-PR1 Hand & Power Tools* and the manufacturer's operating manual for further guidance.

3.2 Do not wear loose or baggy clothing around tools with rotating parts.

3.3 Never run the engine indoors, in poorly ventilated areas, or in a location where the exhaust could be drawn into a building through an opening.

- 3.3.1 When an engine must be operated in an enclosed space, effective ventilation and/or proper respirators such as atmosphere-supplying respirators must be utilized to avoid breathing carbon monoxide.

3.4 Never store engine with fuel in fuel tank inside a building with potential sources of ignition such as hot water and space heaters, clothes dryers, electric motors, etc.

3.5 Ensure the fuel cap is in place. Never start or operate the engine with the fuel fill cap removed.

3.6 Refuelling:

- 3.6.1 Never remove fuel cap or add fuel when engine is running.
- 3.6.2 Shut down the engine and allow it to cool prior to refueling to prevent accidental ignition of hazardous vapors.
- 3.6.3 Never pour gasoline on hot surfaces.
- 3.6.4 Fill in well-ventilated area.
- 3.6.5 Do not re-fuel around an open flame or while smoking.

3.7 Use only properly labelled, American National Standards Institute/Canadian Standards Association-approved red gasoline containers to store and dispense fuel.

3.8 The worker must be careful to handle, transport, and store gas or fuel only in approved flammable liquid containers, according to proper procedures for flammable liquids.

3.9 Noise hazards associated with gasoline engines must be mitigated by the use of proper hearing protection. Ear plugs, ear muffs or a combination of the two must be used to protect workers from excessive noise levels.

3.10 Appropriate fire extinguishers must also be available in the area.

3.11 Do not pour fuel from engine or siphon fuel by mouth.

3.12 Never leave the engine unattended while it is running.

3.13 Never operate the engine with an unguarded engine shaft.

3.14 Do not modify the engine or tamper with the factory setting of the engine governor.

3.15 Never operate the engine without a muffler guard in place and avoid touching hot areas of the engine.

3.16 Keep all flammable materials away from the muffler and the rest of the engine; do not idle or park the engine in dry grass or ground cover.

3.17 When working on the equipment, avoid accidental starts by removing the ignition key, turn off all engine switches, disconnect the battery and disconnect the spark plug, keeping it away from metal part.

4.0 Personal Protective Equipment

4.1 Always wear safety glasses with shields. Add face shield if potential for flying debris.

4.2 Gloves providing the appropriate protection (e.g. impact, abrasion, chemical, etc.).

4.3 Wear proper apparel for the task. Long hair, loose or baggy clothing, ties, or jewellery can become caught in moving parts. Long pants and long sleeve shirt.

4.4 Safety toe work boots.

4.5 Hearing protection (earmuffs or earplugs).

Americas

Electric & Battery Hand Tools

S3AM-305-ATT17

1.0 Objective / Overview

1.1 Electric and battery hand tools, also known as power tools, allow the user to perform their task more easily by providing more torque, speed, etc.

2.0 Hazards

2.1 Electricity

3.0 Safe Work Practices (General)

3.1 Review manufacturer's operating manual and *S3AM-305-PR1 Hand & Power Tools* for additional guidelines.

3.2 All electrical tools and equipment must be operated in accordance with the requirements of *S3AM-302-PR1 Electrical Safety*.

3.3 Keep all people not involved with the work at a safe distance from the work area.

3.4 Inspect power tools prior to each use.

- 3.4.1 Ensure that the power tool has the correct guard, shield or other attachment that the manufacturer recommends.
- 3.4.2 Ensure that the tools are properly grounded using a three-prong plug (no loose or faulty prongs), are double insulated (and are labeled as such), or are powered by a low-voltage isolation transformer; this will protect users from an electrical shock.
- 3.4.3 Check the handle and body casing of the tool for cracks or other damage.
- 3.4.4 If the tool has auxiliary or double handles, check to see that they installed securely.
- 3.4.5 Inspect cords for defects: check the plug and power cord for cracking, fraying, and other signs of wear or faults in the cord insulation.
- 3.4.6 Ensure power tool switches and triggers are fully functional.
- 3.4.7 If equipped with a trigger-lock, ensure it is disabled.
- 3.4.8 If a power tool is defective, remove it from service, and tag it clearly "Out of service for repair" or "Do Not Use". Replace damaged equipment immediately – do not use defective tools "temporarily." DO NOT ATTEMPT FIELD REPAIRS.

3.5 Maintain tools with care; keep them sharp and clean for best performance.

3.6 Follow instructions in the user's manual for lubricating and changing accessories.

3.7 Do not over-reach. Be sure to keep good footing and maintain good balance when operating power tools.

3.8 If they are available, choose tools with double handles to permit easier holding and better manipulation of the tool.

3.9 Do not brush away sawdust, shavings or turnings while the power tool is running. Never use compressed air for cleaning surfaces or removing sawdust, metal turnings, etc.

3.10 Do not operate power tools that are not specified as intrinsically safe in an area containing explosive vapors or gases.

3.11 Do not clean tools with flammable or toxic solvents.

3.12 Do not surprise or touch anyone who is operating a power tool. Startling an operator could result in injury or

property damage.

3.13 Hand-held power tools must be equipped with a constant-pressure switch or control that shuts off the power when pressure is released.

3.13.1 Powered hand tools shall not be capable of being locked in the ON position. Trigger locks are not permitted.

3.13.2 All power tools should be ordered without trigger locks; if a tool is found with a trigger lock intact it must be disabled.

3.14 Avoid accidental starting. Do not hold fingers on the switch button, and ensure it is in the OFF position while plugging the tool in or while carrying an energized (plugged-in, battery in place) tool.

3.15 Do not leave a running tool unattended and ensure the power tool will not re-energize when not in use and when servicing, cleaning, making adjustments, applying flammable solutions or changing accessories:

3.15.1 Ensure it has stopped running completely.

3.15.2 Ensure the trigger or switch is OFF.

3.15.3 Ensure the power tool is disconnected from the power supply (unplugged or battery removed).

3.16 Operate power tools within their design limitations.

3.17 Store power tools, batteries and electrical cords in a clean, dry area off the ground when not in use.

3.18 Do not use power tools in damp or wet locations unless they are approved for that purpose.

3.19 Keep work areas well lighted when operating power tools.

3.20 Equipment must have proper guards or shields and they must remain in place to protect the operator and others from the following:

3.20.1 Point of operation.

3.20.2 In-running nip points.

3.20.3 Rotating parts.

3.20.4 Flying chips and sparks.

3.21 If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the machine to service

3.22 If, due to damage or deterioration, the original guard provided on a piece of equipment cannot be put in place, the tool must be removed from service.

3.23 Do not modify, remove, or disable any machine guards.

3.24 Remove any wrenches and adjusting tools before turning on a tool.

3.25 Use clamps, a vice or other devices to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.

4.0 Battery Powered Tools

4.1 Use only the type of battery specified by the tool manufacturer for the battery-powered tool to be used.

4.2 Recharge a battery or battery-powered tool only with a charger that specified for the battery.

4.3 Store a battery pack safely so that no metal parts, nails, screws, wrenches and so on can come in contact with the battery terminals; this could result in shorting out the battery and possibly cause sparks, fires or burns.

5.0 Safe Work Practice (Electric)

5.1 During use, keep power cords clear of tools and the path that the tool will take.

5.2 Employees' hands shall not be wet when plugging and unplugging cord and plug connected equipment and extension cords.

5.3 Portable electric equipment shall be disconnected when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.

5.4 Portable electric equipment and extension cords used in potentially wet locations shall be approved for use in those locations by a nationally recognized testing laboratory, inspection agency, or other organization concerned with product evaluation (e.g., F.M., UL, etc.).

5.5 The outlet box for portable extension cords for outdoor use shall be weatherproof and shall be maintained in good condition.

5.6 Maintain electrical cords and connections in good working order:

5.6.1 Cords and connection must be American National Standards Institute/Canadian Standards Association approved and bear a standardized certification marking (e.g., CSA, ANSI, UL, CE etc.).

5.6.2 To prevent overheating, use only approved extension cords that have the proper wire size for the length of cord and power requirements of the electric tool to be used.

- Do not connect or splice extension cords together to make a longer connection.
- For outdoor work, use outdoor extension cords marked “W-A” or “W.”

5.6.3 Eliminate octopus connections: if more than one receptacle plug is needed, use a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection.

5.6.4 Portable electrical equipment shall not be carried by the cord, nor raised or lowered by the cord.

5.6.5 Electrical cords shall not be removed from a receptacle by pulling on the cord line.

5.6.6 Cords shall not be placed across walkways unless appropriate cord and worker protection is in place to prevent damage to the cord and worker tripping hazards (e.g. cable protectors, cords suspended over walkway, etc.).

5.6.7 Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them.

5.6.8 A cord should not be pulled or dragged over nails, hooks, or other sharp objects that may cause cuts in the insulation.

5.6.9 Keep cords away from heat, oil, sharp edges and moving parts.

5.6.10 Never use extension cords as permanent wiring as they are for temporary use only. Do not run behind bookshelves, or furniture if the cord cannot be monitored for severe bending or damage.

5.6.11 Inspect cords frequently for such damage such as fraying, kinks, cuts, and cracked or broken outer jackets. Any cord that exhibits damage or feels more than comfortably warm to the touch shall be removed from service, tagged “Do Not Use’ and checked by an electrician.

5.6.12 Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.

5.7 Electrical shock associated with power tool use can cause heart failure and burns, as well as injury from falls. Under certain conditions, even a small amount of electric current can result in fibrillation of the heart and death.

5.7.1 Verify that the power source is the same voltage and current as indicated on the nameplate of the tool. Using a higher voltage can cause serious injury to the operator as well as burn out the tool.

5.7.2 All electrical connections for these tools must be suitable for the type of tool and the working

conditions (wet, dusty, flammable vapors).

5.7.3 To protect the worker from shock and burns, electric tools must have a three-wire cord with a ground and be plugged into a grounded receptacle, be double insulated, or be powered by a low-voltage isolation transformer.

5.7.4 All outdoor receptacles must be protected by means of a ground fault circuit interrupter (GFCI or GFI) available in portable or fixed models. Do not use any electric power tools outdoors in a receptacle that is not properly protected.

5.7.5 Three-wire cords contain two current-carrying conductors and a grounding conductor. Any time an adapter is used to accommodate a two-hole receptacle, the adapter wire must be attached to a known ground.

5.7.6 The third prong must never be removed from the plug.

5.7.7 Double-insulated tools are available that provide protection against electrical shock without third-wire grounding. On double-insulated tools, an internal layer of protective insulation completely isolates the external housing of the tool.

5.7.8 Avoid body contact with grounded surfaces like refrigerators, pipes and radiators when using electric powered tools; this will reduce the likelihood of shock if the operator's body is grounded.

5.7.9 Report all shocks and/or sparks from electrical tools, no matter how minor. The tool in question should be tagged out and not be used until it has been checked for ground fault.

5.8 Only authorized persons are permitted to activate, de-activate or lockout electrical equipment.

5.9 Where there is or may be a danger to a worker, from the inadvertent operation of electrical equipment, then that equipment must be locked out and tagged prior to commencing work. Refer to *S3AM-325-PR1 Lockout Tagout*.

5.9.1 Switch off all appropriate devices (MCC, Distribution Panel, Disconnect).

- Stand to one side when engaging or disengaging an electrical circuit breaker to avoid electrical flash backs Lock and tag Electrical Supply devices in the “OFF” position.

5.9.2 Test to be sure the equipment cannot be operated at the STOP-START switch.

5.9.3 Test to be sure electrical equipment is de-energized.

5.9.4 After completion of task, remove padlocks and destroy tags.

6.0 Personal Protective Equipment (Level D PPE)

6.1 Wear proper apparel for the task. Long hair, loose or baggy clothing, ties, or jewellery can become caught in moving parts.

6.2 Use gloves with protection appropriate to the task (e.g. impact, abrasion, puncture, etc.).

6.3 Safety toed boots.

6.4 Use hearing protection as necessary.

6.5 Kickback aprons as necessary.

6.6 Wear safety glasses with side shields at all times (or safety goggles) and face shield if flying debris may be encountered.

7.0 Belt Sanders

7.1 Refer to *S3AM-305-ATT11 Sanders.*

8.0 Drills

8.1 Refer to *S3AM-305-ATT8 Power Drill*.

9.0 Planers and Joiners

9.1 Use blades of the same weight and set at the same height.

9.2 Ensure that the blade-locking screws are tight.

9.3 Guard planers and joiners to prevent contact with the blades throughout the full length of the cutting area.

9.4 Support the material (stock) in a comfortable position that will allow the job to be done safely and accurately.

9.5 Check stock thoroughly for staples, nails, screws, or other foreign objects before using a planer.

9.6 Start a cut with the infeed table (front shoe) resting firmly on the stock and with the cutter head slightly behind the edge of the stock.

9.7 Use two hands to operate a planer - one hand on the trigger switch and the other on a front handle.

9.8 Do not put fingers or any object in a deflector to clean out chips while a planer is running.

9.9 Disconnect the power supply when stopping to dump out chips.

9.10 Do not set a planer down until blades have stopped turning.

9.11 Keep all cords clear of cutting area.

10.0 Routers

10.1 Ensure that the bit is securely mounted in the chuck and the base is tight.

10.2 Put the base of the router on the work, template or guide. Make sure that the bit can rotate freely before switching on the motor.

10.3 Secure stock. Never hold or have another individual hold the material. Sudden torque or kickback from the router can cause damage and injury.

10.4 Before using a router, check stock thoroughly for staples, nails, screws or other foreign objects.

10.5 Keep all cords clear of cutting area.

10.6 Always hold both hands on router handles, until a motor has stopped. Do not set the router down until the exposed router bit has stopped turning.

10.7 When inside routing, start the motor with the bit above the stock. When the router reaches full power, lower the bit to two times the required depth.

10.8 When routing outside edges, guide the router counter clockwise around the work.

10.9 When routing bevels, moldings and other edge work, make sure the router bit is in contact with the stock to the left of a starting point and is pointed in the correct cutting direction.

10.10 Feed the router bit into the material at a firm, controlled speed.

10.11 Softwood may enable fast router cutting speed. With hardwood, knotty and twisted wood, or with larger bits, cutting may be very slow.

10.12 The sound of the motor can indicate safe cutting speeds. When the router is fed into the material too slowly, the motor makes a high-pitched whine. When the router is pushed too hard, the motor makes a low growling noise.

10.13 When the type of wood or size of the bit requires going slow, make two or more passes to prevent the router from burning out or kicking back.

10.14 To decide the depth of cut and how many passes to make, test the router on scrap lumber similar to the work.

11.0 Circular Saws

11.1 Refer to *S3AM-305-ATT2 Circular Saw*.

12.0 Other Saws

12.1 Use lubricants when cutting metals.

12.2 Keep all cords clear of cutting area.

12.3 Cut green or wet material slowly and with caution. Check all material being cut for nails, hard knots, etc.

12.4 Make sure guards are installed and are working properly.

12.4.1 Table saws must be fitted with blade guards and a splitter to prevent the work from squeezing the blade and kicking back on the operator.

- Exposed parts of the saw blade under the table must be properly guarded.
- All swing cutoff and radial saws that are drawn across a table with limit stops to prevent the saw from traveling beyond the edge of the table

12.4.2 Ensure band saw blades are fully enclosed except at the point of operation.

12.4.3 Ensure swing cut-off saws have a guard completely covering the upper half of the saw.

12.5 Remember sabre saws cut on the upstroke.

12.6 Position the saw beside the material before cutting and avoid entering the cut with a moving blade.

12.7 Secure and support stock as close as possible to the cutting line to avoid vibration.

12.7.1 Hold the material being cut firmly against a back guide or fence and cut with a single, steady pass.

12.7.2 Use a push stick or guide when cutting operation requires the hands of the operator to come close to the blade.

12.7.3 When cutting long stock, provide extension tables and a helper to assist the operator.

12.7.4 Keep the base or shoe of the saw in firm contact with the stock being cut.

12.7.5 Automatic feed devices should be used whenever feasible.

12.8 Select the correct blade for the material being cut and allow it to cut steadily. Do not force it. Clean and sharp blades operate best.

12.9 Set the blade to go no further than 1/8 to 1/4 inch deeper than the material being cut.

12.10 Do not start cutting until the saw reaches its full power.

12.11 Do not force a saw along or around a curve. Allow the machine to turn with ease.

12.12 Do not insert a blade into or withdraw a blade from a cut or lead hole while the blade is moving.

12.13 Do not put down a saw until the motor has stopped.

12.14 Do not reach under or around the stock being cut.

12.15 Maintain control of the saw always. Avoid cutting above shoulder height.

12.16 External Cuts

12.16.1 Make sure that the blade is not in contact with the material or the saw will stall when the motor starts.

12.16.2 Hold the saw firmly down against the material and switch the saw on.

12.16.3 Feed the blade slowly into the stock, maintaining an even forward pressure.

12.17 Internal Cuts

12.17.1 Drill a lead hole slightly larger than the saw blade. With the saw switched off, insert the blade in the hole until the shoe rests firmly on the stock.

12.17.2 Do not let the blade touch the stock until the saw has been switched on.

Americas

Hand & Power Tool Maintenance Inventory

S3AM-305-FM1

Equipment (*Make, Model, Serial #*)	Equipment Owner	Equipment Status (*On Hire, Active, Decommissioned*)	Frequency of service	Service Type	Manufacturer's Standards	Industry Standards	Legislated Requirements	Location of Equipment

Americas

Hand & Power Tool Inspection Report

S3AM-305-FM2

TOOL	DATE	INSPECTED BY	RESULTS	ACTION REQUIRED	ACTION COMPLETED (DATE)

1.0 Purpose and Scope

1.1 This procedure applies to all AECOM Americas based employees and operations and any other entity and its personnel contractually required to comply with this document's content where the potential for hand injuries is present.

1.2 This procedure is intended to protect employees from activities that may expose them to hand injury. This procedure provides information on recognizing those conditions that require personal protective equipment (PPE) or specific work practices to reduce the risk of hand injury.

1.3 All personnel shall have gloves in their immediate possession 100% of the time when in a shop or on a work site. Appropriate gloves shall be worn when employees work with or near any materials or equipment that present the potential for hand injury due to sharp edges, corrosives, flammable and irritating materials, extreme temperatures, splinters, etc.

2.0 Terms and Definitions

2.1 None

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-208-PR1 – Personal Protective Equipment

3.3 S3AM-209-PR1 – Risk Assessment & Management

3.4 S3AM-325-PR1 – Lockout Tagout

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager / Supervisor**

- Implementation of this standard for the applicable facility, site, or project location.
- Confirm employees are familiar with this procedure and have appropriate training.
- Confirm the appropriate hand protection is available on site as necessary.

4.1.2 **Employees**

- Recognize hazards to hands.
- Comply with this procedure as well as client or work location requirements.

4.1.3 **SH&E Manager**

- Advise supervisors and site personnel on matters relating to hand safety.
- Work with the manager / supervisor to confirm that sufficient PPE and equipment are available.
- Maintain contact with manager / supervisor to regularly evaluate site conditions and new information that might require modifications to this procedure.
- Conduct training or briefings, when necessary, and to explain the content of this procedure and site hazards to employees.

- Assist in investigation of incidents that resulted or could have resulted in an injury.

4.2 Hazard Assessment

4.2.1 Perform hazard assessments for those work activities likely to require Personal Protective Equipment (PPE).

- Use the Task Hazard Assessment (THA) to perform the hazard assessment (in accordance with *S3AM-209-PR1 Risk Assessment & Management*). The THA will accompany AECOM personnel at jobsites for use in the event of a job or task change, or
- Use the *Gloves Needs Assessment – S3AM-317-FM1* or equivalent to perform the assessment.
- Re-evaluate completed hazard assessments when the job or task changes.

4.2.2 The hierarchy of controls should be considered during the THA process to minimize or eliminate the need for hand protection PPE or material handling tools. Examples of controls are chemical substitution, machine guarding, and use of different tools.

4.2.3 Select PPE that will protect employees if hazards cannot be eliminated.

- Review Safety Data Sheets for project or task-specific chemicals to determine appropriate PPE. If needed, consult with a SH&E Manager for assistance.
- Review glove manufacturer recommendations for both physical and chemical protection.
- Obtain gloves of the correct size for the employees.
- When both chemical and physical protection is of concern, wear the chemical protection gloves (e.g., nitrile) inside the physical protection gloves (e.g., leather, Kevlar®).
- Nitrile gloves or equivalent chemical resistant shall always be used for protection from hazardous fluids or non-corrosive chemicals.
- Do not wear metal or metal-reinforced gloves when working with electrical equipment or on electrical services. Proper leather and/or rubber gloves designed and tested for this purpose shall be used.
- Refer to *S3AM-208-PR1 – Personal Protective Equipment* for additional information.

4.2.4 Follow glove requirements in the applicable SH&E plan.

4.3 Guidelines for Working With and Around Equipment (Hand Tools, Portable Powered Equipment)

4.3.1 General

- As applicable, employees shall be trained in the use of all tools. Refer to *S3AM-003-PR1 SH&E Training*.
- Keep hand and power tools in good repair and use them only for the task for which they were designed.
- Inspect tools before use and remove damaged or defective tools from service.
- Operate tools in accordance with manufacturer's instructions.
- Do not remove or bypass a guarding device for any reason.
- Keep surfaces and handles clean and free of excess oil to prevent slipping.
- Do not carry sharp tools in pockets.
- Clean tools and return to the toolbox or storage area upon completion of a job.

- Confirm that the wrench is in full contact (fully seated, "flat", not tilted) with the nut or bolt before applying pressure.
    - Place the body in the proper position for optimal balance and bracing to prevent falls if the tool slips.
    - Make sure hands and fingers have sufficient clearance in the event the tool slips.
    - Whenever possible, pull on a wrench and avoid pushing.
- When working with tools overhead, place tools in a holding receptacle when not in use.
- Do not throw tools from place to place or from person to person, or drop tools from heights.
- Inspect all tools prior to start-up or use to identify any defects.
- Powered hand tools shall not be capable of being locked in the ON position.
- Require that all power-fastening devices be equipped with a safety interlock capable of activation only when in contact with the work surface.
- Do not allow loose clothing, long hair, loose jewelry, rings, and chains to be worn while working with power tools or rotating equipment.
- Do not increase the leverage by adding sleeved additions (e.g. a pipe or snipe) to increase tool handle length.
- Make provisions to prevent machines from restarting through proper lockout/tagout (refer to *S3AM-325-PR1 – Lockout Tagout*).

4.3.2 Cutting Tools

- Always use the specific tool designed for the task. Tubing cutters, snips, self-retracting knives, concealed blade cutters, and related tools are task specific and minimize the risk of hand injury. For more information about cutting tools, see *S3AM-317-ATT1 Safe Alternative Tools.*
- Fixed open-blade knives (FOBK) are prohibited from use during the course of AECOM work.
    - Examples of fixed open-blade knives include pocket knives, multi-tools, hunting knives, and standard utility knives.
    - Any exception to this requirement shall require approval of the Manager / Supervisor and SH&E Manager.
- When utilizing cutting tools, personnel will observe the following precautions to the fullest extent possible:
    - Use the correct tool and correct size tool for the job.
    - Cut in a direction away from yourself and not toward other workers in the area.
    - Maintain the noncutting hand and arm toward the body and out of the direction of the cutting tool if it were to slip out of the material being cut.
    - Ensure that the tool is sharp and clean; dirty and dull tools typically cause poor cuts and more hazard than a sharp, clean cutting tool.
    - Store these tools correctly with covers in place or blades retracted, as provided by the manufacturer.
    - On tasks where cutting may be very frequent or last all day (e.g., liner samples), consider Kevlar® gloves in the PPE evaluation for the project.
    - Do not remove guards on paper cutters.
    - In office locations, paper cutters must always be kept in a locked position when not in use.

4.3.3 Moving/Rotating Equipment

- General Requirements for Rotating Equipment (feed augers, chippers, conveyors, etc.)

- Never place hands, fingers, or extremities near hoppers and operational areas of machinery.
- When the equipment is rotating, stay clear of the rotating components and only operate equipment with proper machine guarding in place.
- Never clean a jammed piece of equipment unless the transmission is in neutral and the power source or the engine is off, locked out, and the moving parts of the equipment have stopped rotating. Refer to *S3AM-325-PR1 – Lockout Tagout*.

4.3.4 Other Physical Hazards

- Activities such as drum handling, fencing, work near razor wire, manhole cover removal, and demolition also pose hazards to hands. Use tools instead of hands for high hazard tasks whenever possible.
- Plan work to avoid pinch points for hands when moving drums, moving manhole covers into position, and handling other heavy objects.
- Work handling scrap metal, glass or other sharp edges requires proper hand PPE (Kevlar® or leather gloves).
- Activities involving hoisting, lifting and landing of a load shall be done “hands-free” when possible. Refer to *S3AM-317-ATT2 – Safe Hands-Free Lifting Guidelines*.

4.4 Ergonomics – Hand and Wrist Care

4.4.1 Keep your wrist in neutral. Avoid using your wrist in a bent (flexed), extended, or twisted position for long periods of time. Instead try to maintain a neutral (straight) wrist position. Ergonomic tools may be needed for long-term work.

4.4.2 Watch your grip. Gripping, grasping, or lifting with the thumb and index finger can put stress on your wrist. When practical, use the whole hand and all the fingers to grasp an object.

4.4.3 Minimize repetition. Even simple, light tasks may eventually cause injury. If possible, avoid repetitive movements or holding an object in the same way for extended periods of time.

4.4.4 Reduce speed and force. Reducing the speed with which you do a forceful, repetitive movement gives your wrist time to recover from the effort. Using power tools helps reduce the force.

4.4.5 Rest your hands. Periodically give your hands a break by letting them rest briefly. Or you may be able to alternate easy and hard tasks, switch hands, or rotate work activities.

4.4.6 Consider low vibration or anti- vibration hand power tools when possible.

4.5 Cleaning Hands

4.5.1 Avoid contamination of hands by proper use of gloves when contact with physical, chemical, or biological hazards is possible.

4.5.2 Use soap and water for normal hand cleaning. Do not use solvents for cleaning as they remove essential oils in the skin and may cause dermatitis. Do not use pressure washers for hand cleaning.

4.5.3 If the hands contact a corrosive (e.g., nitric acid), wash the area with water for fifteen minutes and then seek medical attention.

4.5.4 Use antibiotic ointment and skin protection on minor breaks/scratches of the skin.

4.5.5 In some cases barrier creams may be used to provide limited protection for hands exposed to greases and oils.

4.6 Safe Hands Observation Tool

4.6.1 The *Safe Hand Task Review Card S3AM-317-FM2* may be used to supplement and reinforce safe work practices and the requirements of this procedure.

4.6.2 The observer's responsibilities include:

- Two-way conversation with the employees being observed.
- Completing the card and mark the applicable fields on the back of the card.
- Submitting the completed cards to the supervisor.

4.6.3 The supervisor's responsibilities include:

- Reviewing the completed cards.
- Identifying best work practices and any improvements.
- Communicating any changes back the employee(s).

5.0 Records

The following documentation will be maintained:

5.1 Hand tool training records, as applicable.

6.0 Attachments

6.1 S3AM-317-FM1 Glove Needs Assessment

6.2 S3AM-317-FM2 Safe Hands Task Review Card

6.3 S3AM-317-ATT1 Safe Alternative Tools

6.4 S3AM-317-ATT2 Safe Hands-Free Lifting Guidelines

Americas

Glove Needs Assessment

S3AM-317-FM1

Mgr. / Supervisor Name: Work Area Name:

Task/Operation Being Evaluated: Date:

1.0 Using the Protection and Performance Needs Assessment Table Below

1.1 Function and performance needs must be evaluated thoroughly. If employees have a strong need for dexterity, tactility, and/or grip this should be identified as a priority. Rank properties in the table below with 1 being the highest priority. Do not assign the same priority more than once. It is only necessary to rank the applicable properties. If all properties are ranked, the lowest priority would be ranked 12.

Protection and Performance Needs Assessment			
Category	**Properties**	**Protection and Performance Needs**	**Priority** (1=Top Priority)
Mechanical	Cut Resistance	Protection from sharp edges, blades, and other cutting hazards	
	Puncture Resistance	Protection from sharp objects like nails, pins, needles, wire	
	Abrasion Resistance	Durability and resistance to abrasive objects or materials	
	Shielding	Protection from impact, ricochet, small projectiles.	
Chemical	Degradation & Absorption Resistance	Durability and resistance to breaking down and/or permeating the glove from exposure to chemicals. Refer to the chemical's Safety Data Sheet for the appropriate glove choice.	
Thermal	Heat Resistance	Thermal protection from hot objects or materials	
	Cold Resistance	Thermal protection from cold weather, objects, or materials	
Vibration	Anti-Vibration	Vibration reduction from operating certain tools and equipment	
Electrical	Insulation	If performing work on electrical equipment, this must be the top priority	
Function	Dexterity	Ability to manipulate objects and control hands in the desired manner	
	Tactility	Ability to sense objects by touch	
	Grip	Ability to exert pressure on an object when holding it	

1.2 Identify a glove that meets the top protection and performance priorities.

In most cases there are trade-offs between hazard protection and functional performance of a glove. These factors are equally important. The higher the severity of the hazard, the more important hazard protection is. The table below offers additional guidance on key considerations when selecting a glove for certain protection and performance properties.

<table>
<tr><th>Category</th><th>Properties</th><th>Key Considerations and Selection Criteria</th></tr>
<tr><td rowspan="4">Mechanical</td><td>Cut Resistance</td><td>Testing Standard: ASTM F1790 and ASTM F1970-05
There are 5 levels of cut resistance. 5 is the highest.</td></tr>
<tr><td>Puncture Resistance</td><td>Testing Standard: EN 388:2003
This testing measures the force required to pierce the sample with a standard sized point.</td></tr>
<tr><td>Abrasion Resistance</td><td>Testing Standard: ASTM D3389-05 and ASTM D3884-09
Abrasion resistance testing measures how well the glove material resists loss of material from rubbing on rough surfaces.</td></tr>
<tr><td>Shielding</td><td>Some gloves offer thick padding or hard guards around the back of the hand or knuckles. These can offer good protection against impact.</td></tr>
<tr><td>Chemical</td><td>Degradation & Absorption Resistance</td><td>Identify products / chemicals that present potential exposures. Refer to the chemical’s Safety Data Sheet and glove manufacturer’s specifications for the appropriate glove choice.</td></tr>
<tr><td rowspan="2">Thermal</td><td>Heat Resistance</td><td>Testing Standard: ASTM F1060-08
This testing measures the insulation provided by the glove when contacting a hot surface. Higher temperatures reported indicate a glove with greater insulation.</td></tr>
<tr><td>Cold Resistance</td><td>Testing Standard: EN 511:1994 (for ambient temperature)
Testing Standard: ISO 5085:1989-1 (for cold surfaces)
Choosing the right glove depends on whether protection is needed from cold weather or cold surfaces.</td></tr>
<tr><td>Vibration</td><td>Anti-Vibration</td><td>Testing Standard: ANSI S2.73-2002 (R2007)
This testing method measures the vibration transmission of the glove.</td></tr>
<tr><td>Electrical</td><td>Insulation</td><td>Testing Standard: ASTM D120-09
Glove protection depends on the maximum voltage of energized components.<table><tr><td>50 – 480V</td><td>Class 00 with Leather Protectors</td></tr><tr><td>480 – 600V</td><td>Class 0 with Leather Protectors</td></tr><tr><td>600V and above</td><td>Class 0 or higher (depending on maximum voltage) with Leather Protectors</td></tr></table></td></tr>
<tr><td rowspan="3">Function</td><td>Dexterity</td><td>Testing Method: EN 420:2003
Ability to manipulate objects and control hands in the desired manner. This testing method assesses the wearer’s ability to pick up small diameter pins lying on a flat surface with their thumb and forefinger.
If high dexterity is needed, and the hazards are relatively low to the forefinger and thumb, consider a glove that is tip less for those two digits.</td></tr>
<tr><td>Tactility</td><td>Ability to sense objects by touch. There is no standard test. However, a common field test is to determine if the wearer can feel a pulse while wearing the glove. This is affected by the thickness of the glove, presence of liners, glove surface characteristics, and properties of the coating material.</td></tr>
<tr><td>Grip</td><td>Testing Standard: NFPA 1971 (Grip)
Ability to exert pressure on an object when holding it.</td></tr>
</table>

Safe Hands Task Review Card

Task Being Performed: _____

Date: _____

Person Performing Task Review: _____

Pre-Job: Did Employees identify/discuss?

- ○ Placement of hands
- ○ Potential hazards to the hands (sharp edges, chemicals, etc.)
- ○ Actions to eliminate exposure to hands
- ○Type of gloves or other PPE to protect hands

Safe Hands Task Review Card

Task Being Performed: _____

Date: _____

Person Performing Task Review: _____

Pre-Job: Did Employees identify/discuss?

- ○ Placement of hands
- ○ Potential hazards to the hands (sharp edges, chemicals, etc.)
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- ○Type of gloves or other PPE to protect hands

Safe Hands Task Review Card (S3AM-317-FM2)
Revision 0 March 1, 2016

Go To Back of Card

Safe Hands Task Review Card

Task Being Performed: _____

Date: _____

Person Performing Task Review: _____

Pre-Job: Did Employees identify/discuss?

- ○ Placement of hands
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- ○Type of gloves or other PPE to protect hands

Safe Hands Task Review Card (S3AM-317-FM2)
Revision 0 March 1, 2016

Go To Back of Card

Task: ____

Are employees hands placed near hazard areas?

○ Sharp Edges ○ Crush Hazards ○ Pinch Points ○ Chemicals

Could other tools or controls be used to prevent hand from being in the hazard zone?

○ Block Materials ○ Cover Sharp Edges

○ Are tools used to keep hands clear of pinch/crush hazards

Are the gloves being used appropriate for the task?

○ Do they offer the right type of protection from the identified hazards?

○ Do they have enough dexterity to complete the task while worn?

Is the off-hand placed away from the hazard zone?

○ Yes ○ No

Are there any other actions that could have been taken to keep hands safe?

____

Task: ____

Are employees hands placed near hazard areas?

○ Sharp Edges ○ Crush Hazards ○ Pinch Points ○ Chemicals

Could other tools or controls be used to prevent hand from being in the hazard zone?

○ Block Materials ○ Cover Sharp Edges

○ Are tools used to keep hands clear of pinch/crush hazards

Are the gloves being used appropriate for the task?

○ Do they offer the right type of protection from the identified hazards?

○ Do they have enough dexterity to complete the task while worn?

Is the off-hand placed away from the hazard zone?

○ Yes ○ No

Are there any other actions that could have been taken to keep hands safe?

____

Task: ____

Are employees hands placed near hazard areas?

○ Sharp Edges ○ Crush Hazards ○ Pinch Points ○ Chemicals

Could other tools or controls be used to prevent hand from being in the hazard zone?

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Are the gloves being used appropriate for the task?

○ Do they offer the right type of protection from the identified hazards?

○ Do they have enough dexterity to complete the task while worn?

Is the off-hand placed away from the hazard zone?

○ Yes ○ No

Are there any other actions that could have been taken to keep hands safe?

____

Task: ____

Are employees hands placed near hazard areas?

○ Sharp Edges ○ Crush Hazards ○ Pinch Points ○ Chemicals

Could other tools or controls be used to prevent hand from being in the hazard zone?

○ Block Materials ○ Cover Sharp Edges

○ Are tools used to keep hands clear of pinch/crush hazards

Are the gloves being used appropriate for the task?

○ Do they offer the right type of protection from the identified hazards?

○ Do they have enough dexterity to complete the task while worn?

Is the off-hand placed away from the hazard zone?

○ Yes ○ No

Are there any other actions that could have been taken to keep hands safe?

____

1.0 Types of Safety Knives or Alternative Cutting Tools

1.1 Self-retracting utility knives (brands – OLFA, Martor, Allway Tools)

1.2 Guarded utility knives (brands – The Safety Knife Co., Martor)

1.3 Shears, snips, scissors (brands – Ridgid, Craftsman, Wolfcraft)

1.4 Concealed blade cutters (brands – The Safety Knife Co., Martor)

1.5 Pipe cutters (brands – Ridgid, Empire)

1.6 Specialty cutter (brand – Geoprobe)

Americas

Safe Hands-Free Lifting Guidelines

S3AM-317-ATT2

1.0 What is Safe Hands Free Lifting?

The Task Hazard Assessment (THA) shall identify the measures taken to prevent injuries to hands, including methods to perform hands-free lifting as well as address proper glove selection. The most hazardous parts of a lifting operation are hoisting and landing of the load. Therefore at these critical stages, personnel must be as far away from the load as possible in case the load shifts or drops. To ensure this happens, it is essential to adopt a "hands-free" lifting guideline that is rigidly followed.

Once a load is properly rigged and connected to a mechanical lifting device, personnel should not handle or touch a load or rigging with any part of their body as the load is being lifted or before the load is properly set down, and all potential energy is released.

However, there will always be certain jobs which will require "hands-on" for final positioning. These should be treated as exceptions to the norm and fully addressed in the risk assessment process with special attention given to the risk of injury to fingers, hands, toes and feet.

2.0 Objective of Safe Hands Free Lifting

To eliminate the risk of injury to personnel from pinch points, caught between zones, entanglement hazards and a reduced field of vision.

3.0 What are the benefits of Safe Hands Free Lifting?

- Significantly reduces crush, entanglement and hand injuries.
- Clears you of the potential injury zone for dropped objects.
- Clears you of the potential swing area.
- Personnel can see more of the load zone.
- Better posture when pushing and pulling objects.
- Less strain on the lower back and neck area.
- Creates a strong safety culture for all project personnel.

4.0 Can every load be guided with Safe Hands Free Lifting?

4.1 MOSTLY, but there *may* be times when due to restricted work space, working from elevated work platforms, awkward angles and body posture, that hands will need to be used.

4.2 HOWEVER, every load must be assessed in real time as part of the Safe Work Planning process. Remember to document and communicate the process to be used with all involved employees.

5.0 How is Safe Hands Free Lifting Achieved?

5.1 The Correct Mindset

Changing the way we have done things for years always results in an element of "pushback" from people set in their ways. We have to persevere with fresh ideas or we will never change things for the better. It is a natural reaction to hold the rigging in place until the tension is taken up to make sure the load is properly slung and balanced. Nevertheless, how often have you heard of people getting hands, fingers and body pinched, trapped or crushed by the rigging?

5.2 Tag Lines

Tag lines must be attached to a load prior to lifting and provided at the appropriate length to allow employees to stay clear of the drop zone and any pinch/crush points the load may create.

Whether or not to use tag lines has always been a debatable point, but the consensus of opinion is that although their use can introduce additional hazards, their use generally increases the safety of the lift. Having said that, the advantages and disadvantages will be considered and their use determined during the risk assessment and documented.

5.3 Push / Pull Sticks

Push / Pull sticks are simply wooden or fiber glass poles with a boat hook at one end and a rubber or leather pad at the other. Ideally, these should be about 2 meters / 6 feet long. Their primary use is to retrieve tag lines hanging vertically down from the load so that personnel do not have to get too close to the suspended load. Their secondary use is to push and maneuver loads into the correct orientation / position for landing or guiding them into tight spaces while remaining hands-free / hands-off.

Achieving “hands-free” lifting is not difficult; it is an awareness of the hazards and planning the work and working the plan. If you do come up against jobs that appear to require “hands-on”, think long and hard about how you can change that and if you think it needs special tools or equipment to achieve “hands-free”.

6.0 What has to happen if you put your hands on the load?

- Safe Work Planning.
- Use proper gloves.
- Agree on the communication method within the lift group.
- Never touch the load with your arm higher than your shoulder level.
- Use hooks to pull tag lines away from the drop zone.
- Keep out of the drop zone.
- Look ahead for the pinch points and crush zones.

7.0 Mandatory Safe Hand Practices

- All personnel must have GLOVES in possession 100% of the time.
- Appropriate GLOVES shall be worn when employees work with or near any materials or equipment that present the potential for hand injury due to sharp edges, corrosives, flammable and irritating materials, extreme temperatures, splinters, etc.
- All Hoisted Loads should only be touched with a HANDS FREE TOOL.
- DO NOT place any part of your body under a suspended load.

8.0 Guidelines for Safe Hands-Free Lifting are in addition to any requirements of S3AM-317-PR1 Hand Safety

8.1 Safe Hands Free Lifting Tools

- Rubber dipped or vinyl coated tag lines prevent curling of rope.
- Eliminates trip and entanglement hazards.

- Example of aluminum boat hook modified for Safe Hands Free Lifting.
- One end rubberized for controlled pushing.
- Hook ideal for pulling tag lines to you and not walking into the drop zone.

- Other tool options for Safe Hands Free Lifting

8.2 Photo Examples

Americas

Heavy Equipment

S3AM-309-PR1

1.0 Purpose and Scope

1.1 Outline the safe working requirements for working with and near heavy equipment and heavy equipment operation.

1.2 Military related vehicles and equipment (e.g. tanks) are not covered under this standard.

1.3 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **Heavy equipment** –All excavating equipment (e.g. scrapers, loaders, crawler or wheel tractors, excavators, backhoes, bulldozers, graders, agricultural and industrial tractors, etc.), cranes, lift trucks, drills, etc. This may include off-highway trucks (e.g. dump truck, heavy haul truck, etc.). For requirements related to crew trucks refer to *S3AM-005-PR1 Driving*.

2.2 **Operator** – Any person who operates the controls while the heavy equipment is in motion or the engine is running.

2.3 **Ground personnel/workers** – Personnel performing work on the ground around heavy equipment (note: operators are considered ground personnel when outside of the equipment cab).

3.0 References

3.1 S3AM-005-PR1 Driving

3.2 S3AM-202-PR1 Competent Person Designation

3.3 S3AM-213-PR1 Subcontractor Management

3.4 S3AM-303-PR1 Excavation

3.5 S3AM-322-PR1 Overhead Lines

3.6 S3AM-325-PR1 Lockout Tagout

3.7 S3AM-331-PR1 Underground Utilities & Subsurface Installation Clearance

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Managers / Supervisors**

- Responsible for confirming all equipment is in good working order and all equipment operators are verified as qualified on the piece of machinery they are assigned.
- As applicable, review as-built drawings.
- Maintain operation manuals at the site for each piece of equipment that is present on the site and in use.
- Maintain a list of operators for the project, and the specific equipment that they are authorized to operate.
- Prohibit equipment from being operated by any personnel who have not been specifically authorized to operate it.

- Confirm an equipment maintenance inventory is maintained, schedules adhered to and appropriate inspections of equipment are conducted.
- Confirm subcontractors are properly pre-qualified in accordance with *S3AM-213-PR1 Subcontractor Management.*
- Require that subcontractor employees follow established safety procedures in operation, inspection, and maintenance of vehicles and equipment.
- Inform AECOM and subcontractor machinery operators about applicable local regulations restricting the consecutive minutes of engine idling time allowed.
- Confirm subcontractor machinery and mechanized equipment is approved for use in accordance with the requirements of *S3AM-309-FM1 Approval of Machinery & Mechanized Equipment*.
- Confirm that all rented equipment bears any required current certification marks and arrives in proper working order with the manufacturer's operating manual before acceptance from the supplier.
- Confirm that AECOM and subcontractor machinery and mechanized equipment is certified, as applicable, in accordance with manufacturer specifications and/or regulatory requirements.
- Visually observe the subcontractors' vehicles and equipment, for any unsafe conditions or practices. Equipment or operation not in compliance with applicable safety standards is prohibited.

4.1.2 **Employees / Ground Personnel**

- Confirm that all rented equipment arrives in proper working order with the manufacturer's operating manual before acceptance from the supplier.
- Ground personnel when working in the vicinity of heavy equipment shall have received training, and comply with the applicable rules of engagement.

4.1.3 **Operators (of heavy equipment)**

- Operate the equipment safely, maintain full control of the equipment, and comply with manufacturer's operation manual and the laws governing the operation of the equipment.
- Inspect equipment and immediately report defects and conditions affecting the safe operation of the equipment to the appropriate Supervisor.
- Trainees may operate equipment in accordance with jurisdictional requirements and under the direct supervision of a trainer.

4.2 Communication

4.2.1 Communication between site Managers / Supervisors, heavy equipment Operators, and site Employees / Ground Personnel is a key method of preventing serious injury or death during heavy equipment operations.

4.2.2 Managers shall confirm the Industrial site or project specific SH&E Plan is developed and communicated to all affected and involved employees. Refer to *S3AM-209-PR1 Risk Assessment & Management*.

4.2.3 Task Hazard Assessments and Daily Tailgate meetings shall be conducted in accordance with *S3AM-209-PR1 Risk Assessment & Management.*

4.2.4 Concerning worksites in which other employers control concurrent operations and SH&E issues related to the worksite, the manager shall coordinate with those conducting concurrent operations to confirm appropriate control measures are in place to protect employees from the hazards associated with activities to be performed.

- Coordination shall occur prior to work commencing, periodically thereafter, and as necessary given changes in scope and/or working conditions.
- Affected employees (including managers and supervisors) shall seek to participate in all site SH&E meetings related to concurrent operations.

4.2.5 The following points outline the communication requirements during heavy equipment operations:

- Site Supervisors/t Managers shall confirm that all operators are notified/informed of when, where, and how many ground personnel will be working on site.
- Site Supervisors/ Managers shall inform all ground personnel before changes are made in the locations of designated work areas.
- Prior to work initiating on site, the Site Supervisor/ Manager is to confirm all operators and ground personnel are trained on the hand signals that will be used to communicate between operators and ground personnel.
- Ground Personnel working around heavy equipment operations are to maintain eye contact with operators to the greatest extent possible (always face equipment). Never approach equipment from a blind spot or angle.
- All heavy equipment whose backup view can be obstructed shall be equipped with reverse warning devices (e.g., backup alarms) that can be significantly heard over equipment and other background noise. Reverse signaling lights shall be in working order.
- When feasible, two-way radios shall be used to verify the location of nearby ground personnel.
- When an operator cannot adequately survey the working or traveling zone, a signal person shall use a standard set of hand signals to provide directions. Flags or other high visibility devices may be used to highlight these signals.

4.3 Ground Personnel

4.3.1 Ground clearance around heavy equipment may significantly reduce hazards posed during heavy equipment operations.

4.3.2 The following points outline the clearance requirements during heavy equipment operations:

- Ground Personnel shall always yield to heavy equipment.
- Ground Personnel shall maintain a suitable “buffer” area of clearance from all active heavy equipment.
- A task hazard assessment that identifies any special precautions shall be completed and communicated to all AECOM personnel associated with or affected by the activity.
- Site Supervisors/ Managers shall designate areas of heavy equipment operation and confirm that all ground personnel are aware of designated areas.
    - Designated areas shall include work zone boundaries and travel routes for heavy equipment.
    - Travel routes shall be set up to reduce crossing of heavy equipment paths and to keep heavy equipment away from ground personnel.
    - Work zone boundaries shall consider line of fire hazards related to the equipment and associated activities. Refer also to *S3AM-309-ATT2 Operator Line of Sight.*
    - If working near heavy equipment, Ground Personnel shall stay clear of loads to be lifted or suspended loads, and out of the travel and swing areas (excavators, all-terrain forklifts, hoists, etc.) of all heavy equipment.
    - During winch use, all swampers or other personnel will remain outside the “whip area” of the winch line or tow cable.

  - At a minimum, employees shall maintain a distance of at least two pile lengths from where piles are being cut and dropped, other than in situations where cut piles are being guided to the ground utilizing mechanical means (e.g., pile driver and shackle) to control the direction and speed of fall of the cut pile.
- When feasible, Site Supervisors/ Managers shall set up physical barriers (e.g., caution tape, orange cones, concrete jersey barriers) around designated areas and confirm that unauthorized ground personnel do not enter such areas.
- Operators shall stop work whenever unauthorized personnel or equipment enter the designated area and only resume when the area has been cleared.
- Operators shall only move equipment when aware of the location of all workers and when the travel path is clear.
- Ground Personnel shall never stand between two pieces of operating heavy equipment or other objects (e.g., steel support beams, trees, buildings, etc.).
- Ground Personnel shall never stand directly below heavy equipment located on higher ground unless it can be verified ground stability is not a factor and grade of slope is such that it would not contribute to equipment tip-over.
- Ground Personnel may only enter the swing area, work area or path of travel of any operating equipment when:
  - They have attracted the operator's attention and established eye contact, and
  - The operator has idled the equipment down, placed it in neutral, grounded engaging tools, set brakes and communicated entry is permitted.
- Employees shall keep all extremities, hair, tools, and loose clothing away from pinch points and other moving parts on heavy equipment.
- Employees shall not talk, text, or otherwise use a cell phone while standing or walking on a roadway or other heavy equipment path.

4.3.3 At a minimum, all Ground Personnel and Operators outside of heavy equipment shall wear the following:

- High visibility safety vest (fluorescent background material and retro-reflective striping) meeting jurisdictional requirements that is visible from all angles.
  - Background material: should be fluorescent yellow-green, fluorescent orange-red or fluorescent red.
  - Combined-performance retro-reflective material (e.g. the stripes): should be fluorescent yellow-green, fluorescent orange-red or fluorescent red - and shall be in contrast (that is, have a distinct color difference) to the background material.
  - Hazards may require high visibility garments that cover torso, legs and arms.
  - Confirm that vest is not faded or covered with outer garments, dirt, etc.
- American National Standards Institute/Canadian Standards Association- (ANSI/CSA-) approved hard hat
- ANSI/CSA-approved safety glasses with side shields
- At a minimum, CSA or ASTM approved, high-cut (min. 6"), puncture, impact and compression resistant footwear.
- ANSI/CSA-approved hearing protection as needed
- Appropriate work clothes (e.g., full-length jeans/trousers and a sleeved shirt; no tank, crew tops or other loose clothing permitted).

4.4 Prior to work commencing

4.4.1 All heavy equipment will be inspected pre-shift and then regularly as required with the details of the inspection recorded in a log book.

- Roll-over protection systems (ROPS) and appropriate overhead protection (Fall Object Protection FOP) shall be in place given the specific equipment requirements. Utilize equipment with enclosed cabs where feasible or accessible.
    - Where use of equipment with enclosed cabs is not feasible or said equipment is not accessible, operators shall use any additional personal protective equipment determined as necessary (e.g. goggles, additional hearing protection, etc.).
- Equipment operated in hazardous atmosphere environments shall be equipped with the proper safety equipment (e.g., spark arrestors, positive air shut off, etc.).
- Operation of equipment that has or had cab glass (per the manufacturer's specifications) that is cracked/broken (obstructing the operator's view) or missing is prohibited.
- A locking device shall be provided that will prevent the accidental separation of towed and towing vehicles on every fifth-wheel mechanism and two-bar arrangement.
- Trip handles for tailgates of dump trucks and heavy equipment shall be arranged so that when dumping, the operator will be in the clear.
- The Operator will report defects and conditions affecting the safe operation of the equipment to the Site Supervisor or employer. Any repair or adjustment necessary for the safe operation of the equipment will be made before the equipment is used.
- Exposed moving parts on heavy equipment (belts, gears, shafts, pulleys, sprockets, spindles, drums, fan belts, flywheels, chains, or other reciprocating, rotating or moving parts) which are a hazard to the operator or to other workers will be guarded.
    - If a part will be exposed for proper function it will be guarded as much as is practicable consistent with the intended function of the component.

4.4.2 An approved 4A40BC fire extinguisher shall be present on all heavy equipment. An approved 4A40BC fire extinguisher of appropriate rating shall be present and readily accessible on all heavy equipment.

- Fire extinguishers shall be inspected by the operator prior to heavy equipment operation each shift. Monthly and annual inspections shall be documented.

4.4.3 All Operators shall inspect the area adjacent to the machine prior to starting.

- Evaluate ground conditions, concurrent operations and obstructions to identify approved routes of travel and work areas.
- As applicable, check that there is sufficient swing room and that the outriggers are adequately supported on solid and stable ground

4.4.4 Managers / Supervisors shall inform the operators of the equipment that AECOM employees are in the area and inquire if there are any restricted areas or specific rules or requirements. In some industrial facilities, heavy equipment has the 'right of way'.

4.4.5 Where the Operator will not have a full view of the path of travel, a signal person will be used on the ground that has a full view of the load, the operator, and the path.

4.4.6 All heavy equipment with limited visibility (operator cannot directly or by mirror or other effective device see immediately behind the machine) operated around workers or on a construction site:

- Shall have an audible back-up alarm installed that functions automatically when the vehicle or equipment is put into rear motion.

- All bi-directional equipment shall be equipped with a horn, distinguishable from the surrounding noise level, which shall be operated as needed when the machine is moving in either direction.
- Backing up or movement in both directions for bidirectional equipment shall occur only when a signal person communicates that it is safe to do so if alarms or horns are not feasible.

4.5 Operation

4.5.1 The Operator of heavy equipment is the only worker permitted to ride the equipment unless the equipment is equipped by the manufacturer for passengers. Manufacturer operator's manual shall be complied with.

4.5.2 A person will not operate heavy equipment unless the person has received adequate instruction and training in the safe use of the equipment, and has demonstrated to a qualified supervisor or instructor competency in operating the equipment.

- Oilers, apprentices, and other operators will not be allowed to operate equipment unless authorized by the Manager.

4.5.3 The Operator of heavy equipment will operate the equipment safely, maintain full control of the equipment, and comply with the manufacturer's operator manual and the laws governing the operation of the equipment.

- Operation of company-owned, leased, or rented vehicles or equipment while under the influence of alcohol or illegal drugs or otherwise impaired is prohibited.
- Do not operate any equipment beyond its safe load or operational limits.
- Operator shall not talk on, text, or otherwise use mobile phones while operating heavy equipment.
- Never use bucket teeth or boom for lifting or moving heavy objects.

4.5.4 When heavy equipment is used for lifting or hoisting or similar operations there shall be a permanently affixed notation stating the safe working load capacity of the equipment and the notation shall be kept legible and clearly visible to the operator.

4.5.5 A Supervisor or Manager will not knowingly operate or permit a worker to operate heavy equipment which is, or could create, an undue hazard to the health or safety of any person. Where compliance is refused, the Manager or his or her designate should be notified immediately.

4.5.6 The Operator of heavy equipment will not leave the controls unattended unless the equipment has been secured against inadvertent movement.

- The Operator is not to leave suspended load, machine or part or extension unattended, unless it has been immobilized and secured against inadvertent movement.
- Turn off heavy equipment, place gear in neutral and set parking brake prior to leaving vehicle unattended.
- Buckets and blades are to be placed on the ground and with hydraulic gears in neutral when not in use.
- Brakes shall be set and, as necessary, wheels chocked or equivalent (as applicable) when not in use.

4.5.7 The Operator will maintain the cab, floor and deck of heavy equipment free of material, tools or other objects which could create a tripping hazard, interfere with the operation of controls, or be a hazard to the operator or other occupants in the event of an accident.

4.5.8 If heavy equipment has seat belts required by law or manufacturer's specifications, the Operator and passengers will use the belts whenever the equipment is in motion, or engaged in an operation which could cause the equipment to become unstable.

- Seat belts shall be maintained in functional condition, and replaced when necessary to ensure proper performance.

4.5.9 All vehicles transporting material or equipment on public roads shall comply with local laws pertaining to weight, height, length, and width. Obtain any permits required for these loads.

4.5.10 Never jump on to or off of a piece of heavy equipment, always maintain 3-points of contact at a minimum.

4.5.11 Never exit heavy equipment while it is in motion.

4.5.12 Do not ride with arms or legs outside of the truck body of equipment cab.

- Never ride on the outside of a piece of heavy equipment (e.g. in a standing position on the body, on running boards, or seated on side fenders, cabs, cab shields, rear of truck bed, on the load, bucket, etc.).

4.5.13 Have vehicle headlights on at all times when driving in the area.

4.5.14 Park motor vehicles off the haul roads, or away from the work areas.

4.5.15 Do not wear loose clothing or jewelry where there is a danger of entanglement in rotating equipment.

4.5.16 Do not enter the swing area of machines such as cranes, heavy drill rigs, or excavators, without first making eye contact with the operator, and receiving permission to do so. Refer to *S3AM-309-ATT2 Operator Line of Sight*.

4.5.17 Stay out of the blind areas around heavy equipment and never assume that the equipment operators have seen you or are aware of your presence.

4.5.18 Maintain a distance of at least 2 feet (60 centimeters) between the counterweight of swing machines and the nearest obstacle. If this distance cannot be maintained, a spotter shall observe and be in constant communication with the operator to prevent contact.

4.5.19 Vibrations from moving traffic or heavy equipment can cause excavations or spoil piles to become unstable.

- Excavation activity shall be conducted according to *SOP S3AM-303-PR1 Excavation*.
- Equipment not involved in the excavating activity or not required to be in the vicinity shall keep clear. Equipment that shall operate in the vicinity shall maintain appropriate setback distances from edges of excavations or spoil piles.

4.5.20 All heavy equipment shall be operated in a safe manner that will not endanger persons or property.

- When ascending or descending grades in excess of 5 percent, loaded equipment shall be driven with the load upgrade.
- When operating an electric-powered, remote controlled, hydraulic device used for demolishing concrete structures and refractory linings as well as excavating, refer to the *S3AM-309-ATT1 Brokk 180* for more specifics.

4.5.21 All heavy equipment shall be operated at safe speeds. Do not drive any vehicle at a speed greater than is reasonable and safe for weather conditions, traffic, intersections, width, and character of the roadway, type of motor vehicles, and any other existing condition.

4.5.22 Always move heavy equipment up and down the face of a slope. Never move equipment across the face of a slope.

4.5.23 Slow down and stay as far away as possible while operating near steep slopes, shoulders, ditches, cuts, or excavations.

4.5.24 When feasible, Operators shall travel with the “load trailing”, if the load obstructs the forward view of the operator.

4.5.25 Slow down and sound horn when approaching a blind curve or intersection. Signal people equipped with 2-way radio communications may be required to adequately control traffic.

4.5.26 All haulage equipment / trucks, whose payload is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cable shield and/or canopy adequate to protect the operator from shifting or falling material. If protection is not available for the operator, the operator shall leave the vehicle and wait in a designated safe location until it is loaded..

4.5.27 Equipment shall be shut down prior to and during fueling.

- Confirm proper grounding/ bonding between equipment and fuel vehicle prior to fueling operations.
- During fuel operations confirm fuel nozzle remains in contact with the tank.
- Do not smoke, use electrical devices or have an open flame present while fueling.
- Fuel shall not be carried in or on heavy equipment, except in permanent fuel tanks or approved safety cans.

4.5.28 Site vehicles will be parked in a designated parking location away from heavy equipment.

4.5.29 Operators shall never push/pull “stuck” or “broken-down” equipment unless a spotter determines that the area is cleared of all personnel around and underneath the equipment.

4.5.30 If designated for work in contaminated areas/zones, equipment shall be kept in the exclusion zone until work or the shift has been completed. Equipment will be decontaminated within designated decontamination areas.

4.5.31 Equipment left unattended at night adjacent to travelled roadways shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of that equipment, and shall not be closer than 6 feet (1.8m) (or the regulatory requirement for the work location) to the active roadway.

4.5.32 Rubber / pneumatic-tired earthmoving haulage equipment shall be equipped with fenders on all wheels. Mud flaps may be used in lieu of fenders whenever motor vehicle equipment is not designed for fenders.

4.5.33 Lift trucks shall have the rated capacity clearly posted on the vehicle, and the ratings are not to be exceeded.

4.5.34 Steering or spinner knobs shall not be attached to steering wheels.

4.5.35 High-lift rider industrial trucks shall be equipped with overhead guards.

4.5.36 All hot surfaces of equipment, including exhaust pipes or other lines, that present a possible injury or fire hazard, shall be guarded or insulated.

4.5.37 All equipment having a charging skip shall be provided with guards on both sides and open end of the skip area to prevent persons from walking under the skip while it is elevated.

4.5.38 Platforms, foot walks, steps, handholds, guardrails, and toeboards shall be designed, constructed, and installed on machinery and equipment to provide safe footing and access ways.

4.5.39 Substantial overhead protection shall be provided for the operators of fork lifts and similar equipment.

4.5.40 In an effort to reduce air emissions, fuel costs, and run-time hours (that can impact equipment warranty), operators shall limit heavy equipment engine idling to not more than five consecutive minutes. Local regulations at the location of the vehicle operation could require less than five consecutive minutes idling time. The idling limit does not apply to:

- Idling when queuing.
- Idling to verify that the vehicle is in safe operating condition.

- Idling for testing, servicing, repairing or diagnostic purposes.
- Idling necessary to accomplish work for which the vehicle was designed (cranes, man-lifts, forklifts, etc.)
- Idling required to bring equipment/vehicle to operating temperature, as specified by the manufacturer. Engine heaters shall be used for cold weather starting to avoid engine idling where feasible.
- Idling necessary to ensure safe operation of the vehicle.
- Idling to keep equipment (including windows) clear of ice and snow.
- Idling to provide air conditioning or heat to ensure the health and safety of the operator, but only when seated inside the equipment or vehicle.

4.6 Utilities

4.6.1 When contacted by heavy equipment, aboveground and underground utilities may cause severe injuries or death as a result of electrocution, explosion, etc. Refer to the *S3AM-322-PR1 Overhead Lines* procedure for more specifics.

4.6.2 The following outline the requirements while performing heavy equipment operations that may lead to contact with aboveground or underground utilities:

- Always be aware of surrounding utilities.
- Confirm all equipment (e.g., dump trailers, loaders, excavators, etc.) is lowered prior to moving underneath aboveground utilities.
- Confirm utilities are cleared and identified prior to beginning any earthmoving operation. Contact the local utility service providers for clearance prior to performing work. Confirm documentation of the contact is made; date, number; contact name, organization, etc. Refer to *SOP S3AM-303-PR1 Excavation* and *S3AM-331-PR1 Underground Utilities & Subsurface Installation Clearance.*

4.7 Training

4.7.1 The Operator or other qualified supervisor will provide all on-site personnel with an orientation to the heavy equipment and its associated hazards and controls.

4.7.2 Only designated, qualified personnel shall operate heavy equipment.

4.7.3 Operators shall have all appropriate jurisdictional licenses or training to operate a designated piece of heavy equipment.

4.7.4 Operators shall be evaluated through documented experience and routine monitoring of activities unless the equipment is operated by an AECOM operator in which case a practical evaluation is required. Operators shall be knowledgeable and competent in the operation of a designated piece of heavy equipment.

4.8 Inspection and Maintenance

4.8.1 Maintenance records for any service, repair or modification which affects the safe performance of the equipment will be maintained and be reasonably available to the operator and maintenance personnel regulatory agencies upon request during work hours.

4.8.2 Maintenance records will be maintained on the site or project for heavy equipment.

4.8.3 Conduct maintenance as prescribed by the manufacturer in the Operation Manual for each piece of equipment.

4.8.4 Servicing, maintenance and repair of heavy equipment will not be done when the equipment is operating.

- Lockout and tagout safety procedures are followed. Refer to *S3AM-325-PR1 Lockout Tagout*.

- Motors are turned off, unless required for performing maintenance or repair.
- All ground-engaging tools are grounded or securely blocked.
- Controls are set in a neutral position and brakes are set.
- Electrically driven equipment is installed with provision for tagging and locking out the controls while under repair.
- Manufacturer's requirements for maintenance and repair are followed.
- If continued operation is essential to the process, a safe means of protection shall be provided.
- Provide and use a safety tire rack, cage, or equivalent protection when inflating, mounting, or dismounting tires installed on split rims, or rims equipped with locking rings or similar devices.

4.8.5 All heavy equipment shall have a documented inspection and if necessary, repaired prior to use.

- Operators shall not operate heavy equipment that has not been cleared for use.
- All machinery and mechanized equipment will be verified to be in safe operating condition (refer to *S3AM-309-FM1 Approval of Machinery & Mechanized Equipment*) by a competent person (refer to *S3AM-202-PR1 Competent Person Designation*) within seven days prior to operation on a new site or project. Clearance is valid for up to one year for the given site or project.
- As applicable, all machinery and mechanized equipment shall be inspected / certified and tested at appropriate intervals as required by the manufacturer and/or regulatory requirements.

4.8.6 All heavy equipment shall be inspected at a minimum to the manufacturer's recommendations prior to each work shift. All defects shall be reported to the Supervisor/ Manager immediately.

- Defective heavy equipment shall be immediately tagged and taken out of service until repaired.
- Inspection, maintenance, service and repair records shall be maintained at the site. If a manufacturer's or company-specific inspection checklist is not provided, use *S3AM-309-FM2 Heavy Machinery Pre-Operation Checklist*.
- Records shall be made available for review upon request. Note: Documents may be electronically stored in the project files.

4.9 Fueling and batteries

4.9.1 A well-ventilated area shall be used for refueling.

4.9.2 Only the type and quality of fuel recommended by the engine manufacturer shall be used.

4.9.3 Fuel tanks shall not be filled while the engine is running. All electrical switches shall be turned off.

4.9.4 If there is potential to spill fuel on hot surfaces, the surfaces shall be permitted to cool down prior to fueling. Any spillage shall be cleaned before starting engine.

4.9.5 Spilled fuel shall be cleaned with cotton rags or cloths and disposed of in the proper receptacle; do not use wool or metallic cloth.

4.9.6 Open flames, lighted smoking materials, sparking equipment or any other type of ignition source shall remain a minimum of 35' (10.7m) from the fueling area and/or fuel source. This clearance shall be increased if required or conditions warrant.

4.9.7 Heaters in carrier cabs shall be turned off when refueling the carrier or the drill rig.

4.9.8 Portable containers to be filled shall be placed directly on the ground or be properly grounded prior to filling to prevent creation of a static charge. Portable fuel containers shall not be filled completely to allow expansion of the fuel during temperature changes.

4.9.9 Control electrostatic hazards.

- Before activating fuel pump, touch some part of vehicle / equipment to de-energize any static electricity that may be present.
- The fuel nozzle shall be kept in contact with the tank being filled to prevent static sparks from igniting the fuel.
- Fuel containers and transfer hoses shall be kept in contact with a metal surface during travel to prevent build-up of a static charge.

4.9.10 Portable fuel containers shall not travel in the vehicle or carrier cab with personnel.

4.9.11 Batteries shall be serviced in a ventilated area while wearing appropriate Personal Protective Equipment.

4.9.12 When a battery is removed from a vehicle or service unit, the battery shall be disconnected ground post first. Consult the SDS applicable to the battery and/or contents for additional information including; handling, precautions, and first aid measures.

- Spilled battery acid shall be immediately flushed off the skin with a continuous supply of water. Battery storage or maintenance areas shall have readily accessible eye wash stations.
- Should battery acid get into the eyes, the eyes shall be flushed immediately with copious amounts of water and medical attention shall be sought immediately.

4.9.13 When installing a battery, the battery shall be connected ground post last.

4.9.14 When charging a battery, cell caps shall be loosened prior to charging to permit gas to escape.

4.9.15 When charging a battery, the power source shall be turned off to the battery before either connecting or disconnecting charger loads to the battery posts.

4.9.16 To avoid battery explosions, the cells shall be filled with electrolytes. A flashlight (not an open flame) shall be used to check water electrolyte levels. Avoid creating sparks around batteries by shorting across a battery terminal. Lighted smoking materials and flames shall be kept at least a minimum of 35 feet (10.7 meters) away from battery-charging stations.

5.0 Records

5.1 Inspection, maintenance, service and repair records shall be maintained with the equipment.

6.0 Attachments

6.1 S3AM-309-ATT1 Brokk180 Safety Card

6.2 S3AM-309-ATT2 Operator Line of Sight

6.3 S3AM-309-FM1 Approval of Machinery & Mechanized Equipment

6.4 S3AM-309-FM2 Heavy Machinery Pre-Operation Checklist

6.5 S3AM-309-FM3 Rubber Tire Backhoe Operator Skill Evaluation

6.6 S3AM-309-FM4 Scraper Operator Skill Evaluation

6.7 S3AM-309-FM5 Bull Dozer Operator Skill Evaluation

6.8 S3AM-309-FM6 Dump Truck Operator Skill Evaluation

6.9 S3AM-309-FM7 Roller Compactor Operator Skill Evaluation

6.10 S3AM-309-FM8 Front End Loader Operator Skill Evaluation

6.11 S3AM-309-FM9 Grader Operator Skill Evaluation

6.12 S3AM-309-FM 10 Excavator Operator Skill Evaluation

6.13 S3AM-309-FM11 Water Truck Operator Skill Evaluation

6.14 S3AM-309-FM12 Heavy Equipment Maintenance Inventory

6.15 S3AM-309-FM13 Heavy Equipment Inspection Report

Americas

Brokk 180

S3AM-309-ATT1

1.0 Objective/Overview

1.1 The Brokk 180 is an electric-powered, remote controlled, hydraulic device used for demolishing concrete structures and refractory linings as well as excavating. This machine includes attachments designed exclusively for demolishing work (e.g., grapple, bucket, hydraulic hammer, etc.). By using the remote control unit, an operator can move the machine and attachments in different directions and speeds from afar.

2.0 Potential Hazards

2.1 Flying debris

2.2 Crush/impact/pinch from extendable boom, tracks, and tipping over

2.3 Struck-by

2.4 Electricity (subsurface utilities when excavating)

2.5 Gas lines (subsurface utilities when excavating)

2.6 Noise

3.0 Safe Operating Guidelines

3.1 Prior to use, complete a pre-operation inspection to determine if the unit is in safe working condition.

3.2 Position the unit to safely perform the intended task, then deploy the outriggers to stabilize the unit.

3.3 Confirm that the operator knows what the lifting capacity is; do not exceed the lifting capacity.

3.4 Complete a subsurface utility clearance prior to excavating.

3.5 Operator should define a swing radius area and exclude workers from the area. Establish a minimum 15-foot (4.5-meter) clearance around the unit while operating.

3.6 Do not allow debris to build up around the unit. Maintain good housekeeping practices.

3.7 Prior to removing debris from under the boom, stop, disengage the unit, and position the boom so that the attachment is at rest on the ground.

3.8 Personnel operating the unit with the remote control device will be properly trained and certified by a competent person.

3.9 The operator will be able to maintain line of sight visual contact with the unit at all times to assess hazards and site security.

3.10 Maintenance in excess of preventive maintenance activities (e.g., lubrication, replenishing fluids, etc.) will be performed by manufacturer personnel ONLY.

3.11 All operations will comply with the manufacturer's recommended policies.

4.0 Training Requirements

4.1 Review of applicable Standard Operating Procedures.

4.2 Complete knowledge and understanding of remote control functions.

4.3 Review and follow manufacturers' recommended policies and practices.

5.0 Personal Protective Equipment

5.1 Class II (minimum) American National Standards Institute/Canadian Safety Association Safety Vest

5.2 Hard Hat

5.3 Safety Toe Boots

5.4 Safety glasses with side shields

5.5 Hearing protection (ear plugs and/or ear muffs)

5.6 Leather gloves

6.0 Other Safety Tips

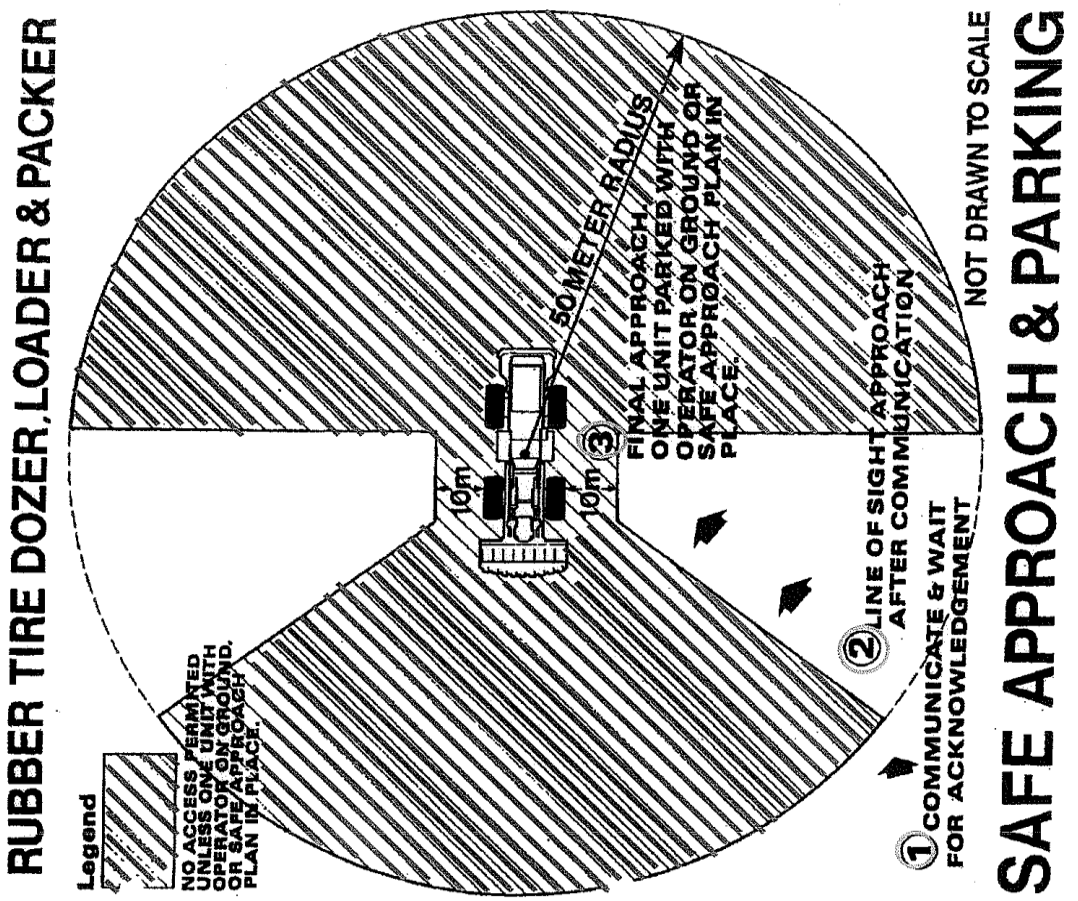
6.1 Never stand under a raised boom.

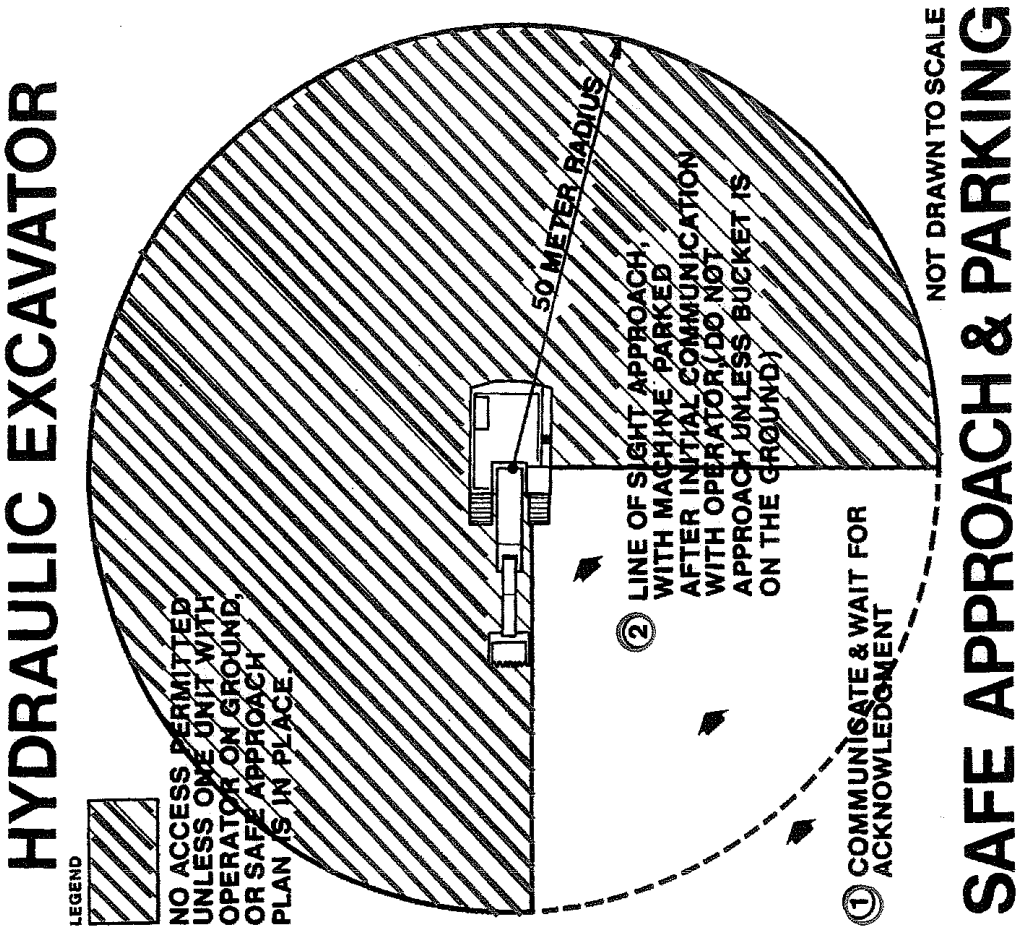
6.2 Pay close attention to power cords for potential tripping hazard and equipment entanglement.

Americas

Operator Line of Sight

S3AM-309-ATT2

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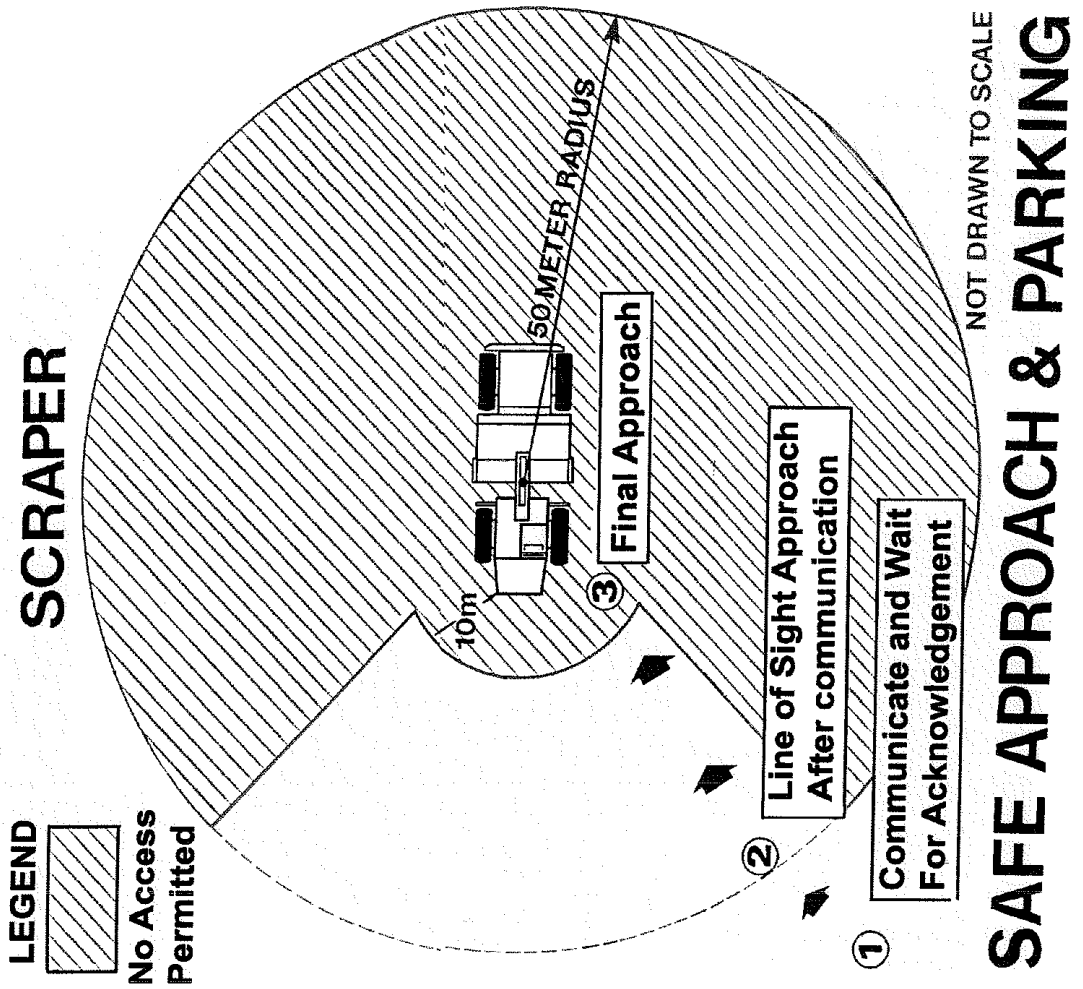
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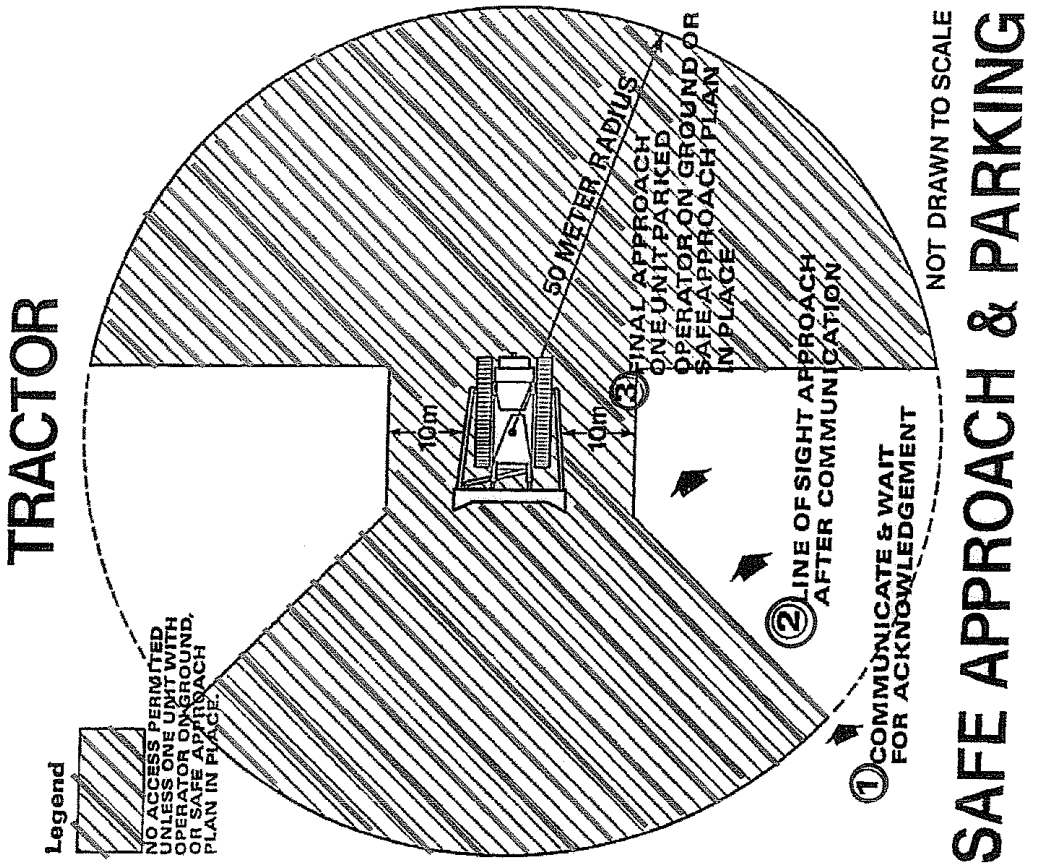
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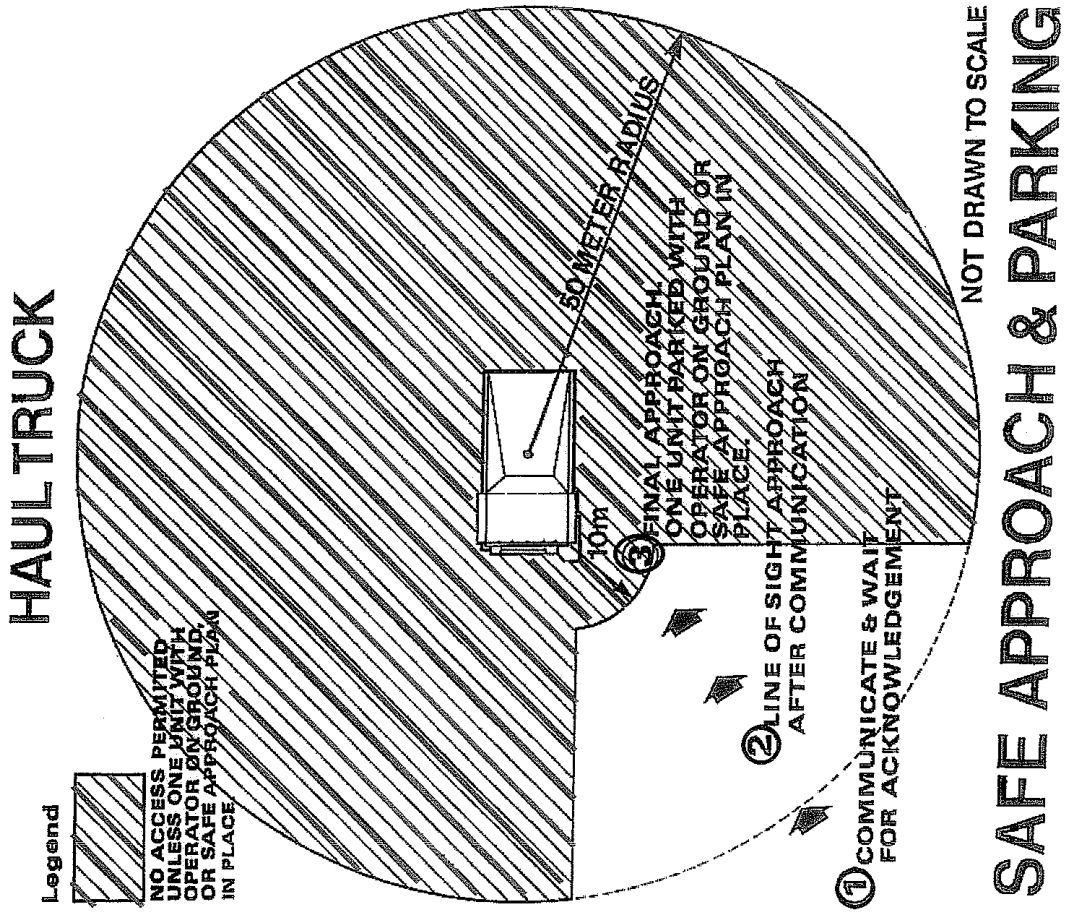
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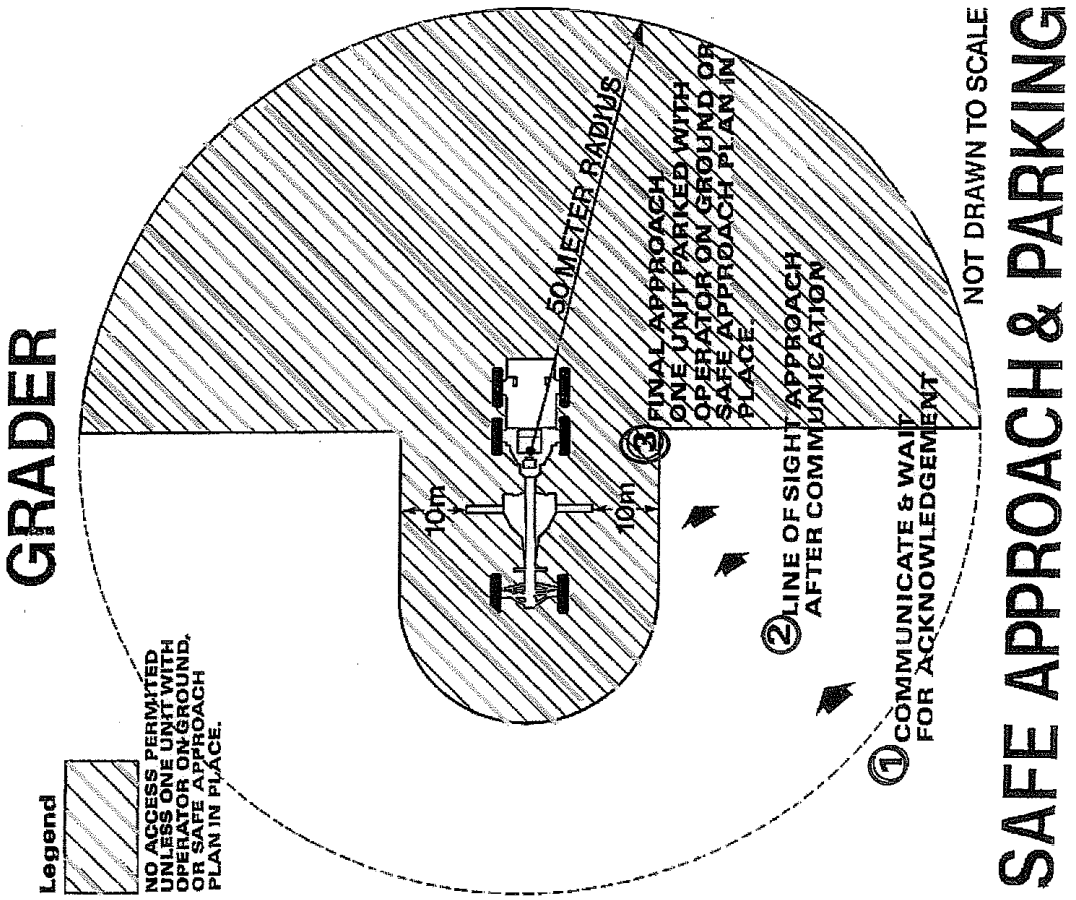
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SAFE APPROACH & PARKING

Americas

Approval of Machinery and Mechanized Equipment S3AM-309-FM1

1.0 General Guidelines

1.1 Subcontractor equipment shall comply with all applicable legislative requirements, local, State, Federal, Provincial, Territorial for motor vehicles and material handling heavy equipment.

1.2 Approval shall be obtained for all subcontractor machinery and mechanized equipment within seven calendar days of use on the project site.

1.3 As applicable, all machinery and mechanized equipment must be certified and tested at appropriate intervals as required by the manufacturer and/or regulatory requirements.

1.4 Heavy equipment includes, but is not limited to, drill rigs, front-end loaders, backhoes, trackhoes, bulldozers, forklifts, and similar equipment used for the implementation of the project Statement of Work.

2.0 Equipment Safety Inspections

2.1 The following presents general guidelines for certifying equipment is in safe operating condition before activities commence at the site and during site operations. The following guidelines are not meant to be all-inclusive.

2.1.1 All machinery and mechanized equipment will be approved to be in safe operating condition (using the attached form) by a competent individual within seven calendar days in advance of operation on a new site or project. This approval is valid for one year for the given site or project.

2.1.2 Equipment will be inspected on a daily basis by the owner/operator and daily logs will be maintained. All discrepancies shall be corrected prior to placing the equipment in service.

2.1.3 Inspections shall include, but are not limited to, all hydraulic lines and fittings for wear and damage, all cable systems and pull ropes for damage and proper installation, exhaust systems, brake systems, and drill controls, etc.

2.1.4 Drill rigs and related support equipment and vehicles shall be inspected by the driller in charge on a daily basis. These inspections shall be recorded on the Daily Drill Rig Checklist or on equivalent subcontractor forms.

2.1.5 Preventive maintenance shall be conducted for all equipment according to manufacturer recommendations and/or the subcontractor's internal policies, schedules, and equipment Standard Operating Procedures.

2.1.6 Only designated qualified persons shall operate and inspect machinery and mechanized equipment.

2.1.7 The contractor shall maintain records of tests and inspections at the site and shall make the records available upon request of the designated authority; the records shall become part of the official project file.

2.1.8 Equipment found to not be in safe operating condition or to have a deficiency that affects the safe operation of the equipment shall immediately be tagged, taken out of service, and its use prohibited until deficiencies have been corrected to a safe condition.

2.1.9 All equipment shall be kept in the exclusion zone until decontaminated within designated decontamination areas.

2.1.10 Equipment with an obstructed rear view must have an audible alarm that sounds when equipment is moving in reverse.

TO: AECOM

DATE:

FROM:

Project Name: Project Number:

Project Location:

1. This form provides approval of machinery and mechanized equipment to be used on the referenced project for the following work:

Description of equipment work:	
Project site:	
Subcontractor providing equipment: Address:	
Dates (duration) of equipment work:	

2. Inspection and approval of machinery and mechanized equipment, as required by AECOM, has been made within seven calendar days in advance of use on the project site. This approval process shall be repeated for equipment that is used on the project or site for more than one year.

Identification of equipment (make, model, serial no.)		Date of Certification
1		
2		
3		

3. The above listed equipment has been inspected and tested as indicated on this form, and is DECLARED TO BE IN SAFE OPERATING CONDITION BY THE FOLLOWING COMPETENT INDIVIDUAL:

Name		Title
Company		
Signature		Date

4. If there are any questions regarding this certification, please contact the following AECOM representative:

Americas

Wildlife, Plants & Insects

S3AM-313-PR1

1.0 Purpose and Scope

1.1 Communicates the requirements and precautions to be taken by AECOM employees to protect against the biological hazards associated with insects, arachnids, snakes, poisonous plants, and other animals referred to herein collectively as “biological hazards”.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document’s content.

2.0 Terms and Definitions

2.1 **Field Work –** Any activity conducted at a site that contains brush, overgrown grass, leaf litter, poisonous plants, or is located near mosquito breeding areas and includes work in structures where animals might exist that harbor fleas or ticks or where spiders and mites could be present. Field work includes, but is not limited to, Phase I, Phase II, Operations Monitoring & Maintenance, biological surveys, and other work that meets the definition of field work.

2.2 **Poisonous** – Capable of harming or killing by or as if by poison; toxic or venomous.

2.3 **Phase I Environmental Site Assessment –** Investigation of real property to determine the possibility of contamination, based on visual observation and property history, but no physical testing. Under new Environmental Protection Agency regulations that went into effect on November 1, 2006, a Phase I, as it is called for short, will be mandatory for all investors who wish to take advantage of Comprehensive Environmental Response, Compensation, and Liability Act defenses that will shield them from liability for future cleanup, should that prove necessary. The new Phase I rules, called “All Appropriate Inquiry” or AAI, also require more investigation than previously mandated. Investors can expect to see dramatic price increases over prior experiences.

2.4 **Phase II Environmental Site Assessment** – Investigation of real property through physical samplings and analyses to determine the nature and extent of contamination and, if indicated, a description of the recommended remediation method.

3.0 References

3.1 RS2-001-PR1 Firearms Standard

3.2 S3AM-004-PR1 Incident Reporting, Notifications & Investigation

3.3 S3AM-008-PR1 Fitness for Duty

3.4 S3AM-113-PR1 Heat Stress

3.5 S3AM-208-PR1 Personal Protective Equipment

3.6 S3AM-209-PR1 Risk Assessment & Management

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Managers / Supervisors**

- Responsible for managing field work.

- Work with employees to see that a Task Hazard Analysis (THA) for the work to be conducted has been performed prior to the beginning of the field work and that it includes an assessment of potential biological hazards.
- Implement control measures at the location to reduce the potential for employees to be exposed to injuries and illnesses from biological hazards while working.
- If the exposures cannot be eliminated or managed with engineering controls, approve the use and cost of Personal Protective Equipment (PPE) and protective repellents and lotions and confirm that exposed employees have and use these products.

4.1.2 **SH&E Manager**

- Confirm training and guidance is provided to employees consistent with this procedure.
- During the performance of site visits, assess the precautions being taken against biological hazards for compliance with this procedure.
- Assist AECOM personnel in identifying hazards and selecting appropriate control measures.
- As applicable, review and approve relevant SH&E Plans for locations that have biological hazards.

4.1.3 **Employees**

- Participate in required training related this procedure.
- Participate in the development of THAs for the task, identify control measures to limit exposure and request PPE, repellents, and protective lotions identified by this procedure.
- Update the applicable THA when a new, unaccounted for biological hazard is identified. Employee shall stop work to identify appropriate elimination or control measures (and obtain any necessary guidance) before continuing work.
- Obtain approval from Managers and/or Supervisors to purchase selected PPE prior to purchasing.
- Implement the precautions appropriate to prevent exposure to the hazardous wildlife, insects and plants.
- Observe requirements for reporting (e.g. tick bites, skin irritations, etc.) as detailed within the procedure and attachments.

4.2 Training

4.2.1 Employees shall be trained to recognize organisms that represent a threat in the regions in which they work – experienced field staff shall provide on the job training to assist staff with hazard recognition.

4.2.2 Employees shall be properly trained to the anticipated tasks and the associated required PPE.

4.3 Overview

4.3.1 The procedures discussed below are detailed because these hazards have historically posed the most significant risk to AECOM employees. Note that this discussion is not a fully encompassing list of hazards. As part of the SH&E Plan and THA developed by the AECOM personnel, in accordance with *S3AM-209-PR1 Risk Assessment & Management*, additional consideration shall be given to other biological hazards.

4.3.2 Departments of Public Health local to the worksite, as well as the Centers for Disease Control (CDC) can serve as a resource for identifying biological hazards not discussed in this procedure.

4.3.3 If additional biological hazards are identified, employees should stop work and contact the SH&E Manager to discuss the hazards and identify effective control measures. Those control measures shall be implemented at the location prior to restarting work.

4.4 Employee Sensitivity

4.4.1 Sensitivity to toxins generated by plants, insects and animals varies according to dosage and the ability of the victim to process the toxin; therefore, it is difficult to predict whether a reaction will occur, or how severe the reaction will be. Employees should be aware that there are a large number of organisms capable of causing serious irritations and allergic reactions. Some reactions will only erupt if a secondary exposure to sunlight occurs. Depending on the severity of the reaction, the result can be severe scarring, blindness or even death.

4.4.2 Employees also need to consider whether they are sensitive to the use of insect repellents.

4.5 Planning and Hazard Assessment

4.5.1 AECOM personnel shall confirm that the potential for exposure to specific biological hazards are assessed prior to the commencement of work and that the procedures specified by this procedure are integrated into the THA planning process and conveyed to employees conducting the field work. This information shall be communicated in the location-specific SH&E plan, the THA, pre-project kickoff meetings, and tailgate meetings at the location.

4.5.2 It is important to note that the precautions to be taken by employees to decrease the risk of exposure to biological hazards can directly increase the risk of heat-related illness due to thermal stresses. Therefore, heat stress monitoring and precautions shall be included as a critical component of the task-specific THA in accordance with *S3AM-511-PR1 Heat Stress.*

4.5.3 During the preparation of the location-specific SH&E plan and task specific THA, Managers, Supervisors, and employees shall determine what biological hazards might be encountered during the task or operations and shall prescribe the precautions to be taken to reduce the potential for exposure and the severity of resulting illnesses. Consideration will be given to conditions such as weather, proximity to breeding areas, host animals, and published information discussing the presence of the hazards.

4.5.4 It should be assumed that at least one of the biological hazards exists whenever working on undeveloped property. This can include insect activity any time that local temperatures exceed 40 degrees Fahrenheit (4.5 degrees Celsius) for a period of more than 24 hours. The stubble and roots of poisonous plants can be a hazard any time of year, including when some plants are dormant or mown.

4.5.5 The hazard assessments shall also consider the additional hazards posed by vegetative clearing such as the increased risk of coming in contact with poison ivy, oak or sumac and hazards associated with the use of tools and equipment to remove vegetation.

4.5.6 Employees in the field where biological hazards exist shall not enter the hazard areas unless they are wearing the appropriate protective clothing, repellents, and barrier creams specified below. If the hazard is recognized in the field but was not adequately assessed during the THA, the field staff shall stop work and not proceed until the THA has been amended and approved and protective measures implemented.

4.5.7 Employees who have severe allergic reactions are strongly recommended to notify their Manager, field Supervisor and co-workers of the potential for a reaction and demonstrate what medication they might need, where they keep it and how it is administered.

4.5.8 A decision flow chart and table for determining the potential for biological hazards in the Americas has been provided in *S3AM-313-ATT1 Biological Hazard Assessment Flow Chart.*

4.5.9 Restrictions:

- No firearms or weapons are allowed to be used without express permission by the Region Executive and Chief Resilience Officer, refer to the *RS2-001-PR1 Firearms Standard*.
- No weapons related work shall occur without an assessment that includes appropriate hazard control measures and training.

- Staff with life-threatening reactions shall not undertake work in areas infested with the allergen (e.g., wasps, poison ivy), unless precautions are met which satisfy a medical practitioner's requirements. Refer to *S3AM-008-PR1 Fitness for Duty*.

4.5.10 Precautions

- Be aware of the potential irritants in your area and know how to recognize them.
- Modify activities to avoid encounters (diurnal rhythms, seasonal rhythms).
- Avoid wearing perfume and cologne and strong smelling deodorants, lotions, soaps, and shampoos.
- When working in areas where there may be small insects that "hitchhike" (e.g., ticks, spiders, scorpions), it is recommended that clothes are turned inside out and shaken at the end of day; do not wear same clothes two days in a row.
- Staff should always be aware of where they are placing their hands, or where they are sitting in order to avoid contact with potential toxins. Avoid reaching into areas where visibility is limited.

4.6 Wildlife Hazards (Wild Animals, Reptiles and Birds)

4.6.1 Employees shall not work alone in areas where the risk of an encounter with dangerous wildlife is high. Wildlife handling shall only be completed under direct supervision of an experienced individual. Refer to the following work instructions for more specifics:

- *S3AM-313-ATT13 Alligators*
- *S3AM-313-ATT9 Large Carnivores & Ungulates*
- *S3AM-313-ATT10 Bear Safety*
- *S3AM-313-ATT11 Small Mammals*
- *S3AM-313-ATT12 Snakes & Scorpions*

4.7 Ticks, Spiders and other Insects

4.7.1 Insects for which precautionary measures should be taken include but are not limited to: mosquitoes (potential carriers of disease aside from dermatitis), black flies, wasps, bees, ticks, fire ants and European fire ants.

4.7.2 Employees with known allergies to insect stings should consult their personal physician for advice on any immediate medications that they should carry with them. Epi-pens[1] shall be carried at all times in the field by employees who are aware that anaphylactic shock is a possibility for them AECOM highly recommends that employees with known allergies inform their co-workers of the allergy and the location of the medications they might carry for the allergy.

4.7.3 Habitat Avoidance, Elimination and/or Control

- The most effective method to manage worker safety and health is to eliminate, avoid and/or control hazards. Clearing the location of brush, high grass and foliage reduces the potential for exposure to biological hazards. Clearing will not eliminate the exposure to flying insects and there might be an increased exposure to ticks and spiders during the clearing process.
- Projects such as subsurface environmental assessment or remediation are often candidates for brush and overgrown grass to be cleared. In these instances, the Manager shall either request that the client eliminate vegetation, or request approval from the client to have vegetation clearing added to the scope of work.
    - o It should be noted that vegetation clearance may unintentionally serve to spread noxious and poisonous plant materials around the site.

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[1] Epi-pens must be prescribed by a personal physician. Renew epi-pens on a regular schedule to ensure effectiveness and make sure your field companions know where it is and how to use it if you cannot self-administer the dose.

- As applicable, measures should be taken to prevent spread, such as but not limited to, confirming equipment and materials are not placed on affected areas, and equipment is decontaminated after use and before removal from site.

- When work shall be conducted in areas that cannot or may not be cleared of foliage, personal precautions and protective measures shall be prescribed.
- Mosquitoes breed in stagnant water and typically only travel a quarter mile (less than half a kilometer) from their breeding site. Whenever possible, stagnant water should be drained to eliminate breeding areas. Managers and client site managers should be contacted to determine whether water can be drained and the most appropriate method for draining containers, containment areas, and other objects of standing water.
- If water cannot be drained, products similar to Mosquito Dunks® can be placed in the water to control mosquitoes. Once wet, the Mosquito Dunks® kill the immature, aquatic stage of the mosquito. The active ingredient is a beneficial organism that is lethal to mosquito larvae, but harmless to fish, humans, and other animals. Mosquito Dunks® provide long-term protection for 30 days or more.

4.7.4 Ticks

- Ticks can be encountered when walking in tall grass or shrubs. They crawl up clothing searching for exposed skin where they will attach themselves. The most serious concern is a possibility of contracting a disease.
- Data from the CDC indicates that tick-borne diseases have become increasingly prevalent. At the same time, tick repellents have become both safe and effective so it is possible to prevent the vast majority of bites and, therefore, most related illnesses. The use of permethrin is strongly advised.
- The most common and severe tick-borne illnesses in the U.S. are Lyme disease, Ehrlichiosis, and Rocky Mountain spotted fever. A summary table listing CDC informational resources for these diseases is provided in *S3AM-313-ATT2 Ticks* along with a listing of CDC information resources and maps showing the distribution of common tick-borne diseases in the U.S.
- When working in areas where ticks may occur, it is recommended that clothes are turned inside out and shaken at the end of day; do not wear the same clothes two days in a row.
- Employees should conduct a thorough full body tick check upon exiting the field. Shower within two hours of coming indoors to help wash away loose ticks. Clothes should be laundered in hot water or tumble dry clothes in a dryer on high heat for 10 minutes to kill ticks.
- To remove ticks that are embedded in skin, utilize a tick key. Alternatively use tweezers or fingers to carefully grasp the tick as close to the skin as possible and pull slowly upward, avoiding twisting or crushing the tick. Do not try to burn or smother the tick. Cleanse the bite area with soap and water, alcohol, or household antiseptic. Note the date and location of the bite and save the tick in a secure container such as an empty pill vial or film canister. A bit of moistened paper towel placed inside the container will keep ticks from drying out. Follow AECOM incident reporting guidelines to report the tick bite within 4 hours and notify the Manager or Supervisor.
- Familiarize yourself with the characteristic bulls-eye pattern of Lyme disease infection surrounding the bite. If you notice this type of pattern or rash resulting from a tick bite, immediately report the issue to your supervisor and follow the incident reporting requirements for your business group.
- If you experience symptoms such as fever, headache, fatigue, and a skin rash, you should immediately visit a medical practitioner as Lyme disease is treated easily with antibiotics in the early stages, but can spread to the heart, joints, and nervous system if left untreated.

4.7.5 Chiggers

- Chiggers are mite larvae, approximately ½ millimeter in size, and typically invisible to the naked eye. While chiggers are not known to carry infectious diseases, their bites and resulting rashes and itching can lead to dermatitis and a secondary infection.
- Chiggers are typically active from the last hard freeze in the winter or spring to the first hard freeze. They are active all year in the Gulf Coast and tropical areas.

4.7.6 Spiders

- Spiders can be found in derelict buildings, sheltered areas, basements, storage areas, well heads and even on open ground. Spiders can be found year round in sheltered areas and are often present in well heads and valve boxes.
- Most spider bites produce wounds with localized inflammation and swelling. The Black Widow and Brown Recluse spiders in the U.S. and others outside the U.S. inject a toxin that causes extensive tissue damage and intense pain.
- Additional information on spider identification can be found in attachment *S3AM-313-ATT3 Poisonous Spider Identification*.

4.7.7 Mosquitoes

- When a mosquito bites, it injects an enzyme that breaks down blood capillaries and acts as an anticoagulant. The enzymes induce an immune response in the host that results in itching and local inflammation. The tendency to scratch the bite sites can lead to secondary infections.
- CDC data indicates that mosquito-borne illnesses, including the strains of encephalitis, are a health risk. At least one of the Encephalitis strains listed below is known to exist in every area of the U.S. and in many other countries as well:
    - Eastern Equine encephalitis
    - Western Equine encephalitis
    - West Nile Virus
    - St. Louis encephalitis
    - La Crosse encephalitis
- Mosquitoes can transmit the West Nile Virus and other forms of encephalitis after becoming infected by feeding on the blood of birds which carry the virus.
- Most people infected with the virus experience no symptoms or they have flu-like symptoms. Sometimes though, the virus can cause severe illness, resulting in hospitalization and even death, so proper precautions should be taken. Consult a medical practitioner if you suspect you have West Nile Virus. Other diseases including Dengue Fever and Malaria are spread by mosquitoes in the sub-tropic and tropical parts of the world. See *S3AM-313-ATT4 Mosquito Borne Diseases* for information on the locations where mosquito borne diseases are known to be present.

4.7.8 Bees, Wasps and Hornets

- Wasps and bees will cause a painful sting to anyone if they are harassed. They are of most concern for individuals with allergic reactions who can go into anaphylactic shock. Also, instances where an individual is exposed to multiple stings can cause a serious health concern for anyone. These insects are most likely to sting when their hive or nest is threatened.
- Bees, hornets, and wasps may be found in derelict buildings, sheltered areas, behind covers or lids and even on open ground. Other protective measures are not normally effective against aggressive, flying insects. Be aware of the potential areas for these types of insects, approach these locations cautiously. Avoid reaching into areas where visibility is limited.
- If you see a nest in the area you are working in stop work. Contact the Manager or Site Supervisor for procedures to have the nest removed.

- If stung by a wasp, bee or hornet, notify a co-worker or someone who can help should you have an allergic reaction. Stay calm and treat the area with ice or cold water. Follow AECOM incident reporting guidelines to report the sting within 4 hours and notify the Manager or Supervisor immediately. Seek medical attention if you have any reactions to the sting such as developing a rash, excessive swelling or pain at the site of the bite or sting, or any swelling or numbness beyond the site of the bite or sting.

4.7.9 Fire Ants

- The fire ant (southern and western U.S.) and the European fire ant (northeastern U.S. and eastern Canada) is often very abundant where it is established. It is very aggressive and commonly climbs up clothing and stings unprovoked when it comes into contact with skin. Painful irritations will persist for an hour or more.

4.7.10 Personal Protective Equipment (PPE)

- Chemically-treated field clothing, full-length clothing, or Tyvek® coveralls.
- Gloves shall also be worn consistent with the recommendations of the site-specific SWP and/or THA to minimize hand exposure.
- Where ticks, chiggers, and spiders are presumed to exist, the Tyvek® or chemically treated clothing will be taped to the work boots.
- See *S3AM-313-ATT2 Ticks* for configuration of clothing for protection against ticks and insects.
- Application of insect repellent to clothing and/or exposed skin. Oil of lemon eucalyptus, DEET, and Permethrin have been recommended by the CDC for effective protection against mosquitoes that may carry the West Nile virus and related diseases.
- Note that DEET will reduce the effectiveness of Fire Resistance Clothing (FRC) and should not be applied to this clothing. If working in FRC, employees can use Permethrin as it has been shown not to reduce the effectiveness of FRC. Permethrin will need to be applied to FRC well in advance of the planned work. If permethrin is unavailable employees can apply DEET to their skin and let dry prior to putting FRC on.
    - Oil of Lemon Eucalyptus is a plant-based insect repellent on the market as Repel Lemon Eucalyptus. The products have been proven to be effective against mosquitoes, deer ticks, and no-see-ums for up to six hours. Derived from Oil of Lemon Eucalyptus, this non-greasy lotion or spray has a pleasant scent and is not known to be toxic to humans. The spray or lotions will be effective for approximately two to six hours and should be reapplied every two hours to sustain protection. Lemon Eucalyptus products cannot be applied to fire retardant clothing.
    - Permethrin is an insecticide with repellent properties registered with the Environmental Protection Agency and recommended by the CDC.
        - Permethrin is highly effective in preventing tick bites when applied to clothing, but is not effective when applied directly to the skin. Two options are available for Permethrin treatment of clothing worn during field work: 1) pre-treatment of fabric by the clothing manufacturer; or 2) manual treatment of their personal clothing using Permethrin spray in accordance with recommendations manufacturers recommendations. This will likely require treatment at home or the office prior to field mobilization. Caution should be used when applying Permethrin as it is highly toxic to fish and house cats. AECOM strongly recommends the first option (employees obtaining pre-treated clothing) to avoid the time required, potential risk, and housekeeping issues involved with manually treating the clothing with spray. Purchase pre-treated clothing in accordance with *S3AM-208-PR1 Personal Protective Equipment* and with the approval of your Supervisor or Manager.
        - The Permethrin pre-treatment is odorless and retains its effectiveness for approximately 25 washings. After 25 washings, the pre-treated clothing will be

considered no longer effective and removed from service. Clothing that has been manually treated by employees will be considered effective for five wash cycles.

- Also, use of clothing that has been pre-treated with Permethrin offers a reduction in the use and application of other insect repellents that shall be applied directly to the skin. Supervisor or Manager approval is required prior to purchase.
- If the employee opts not to utilize chemically pre-treated clothing while potentially exposed to insects, spiders and/or ticks, they shall either: 1) wear Tyvek® coveralls taped to the boots, or 2) wear full-length clothing consisting of long-legged pants and long-sleeved shirts treated with an insect repellent containing Permethrin, DEET, or an oil of lemon eucalyptus to their work clothing.
- Safety Data Sheets (SDS) for the repellents, lotions, and cleansers discussed in this Procedure are not required because the repellents, lotion, and clothing are consumer products used in the manner intended for the general public. Although not required, a SDS should be obtained for the products used and placed into the office SDS library and site-specific safety plan.

4.8 Poisonous Plants

4.8.1 Habitat Avoidance, Elimination and/or Control

- If poisonous plants are identified in the work area, employees will mark the plants using either flags or marking paint, and discuss what the specific indicator will be to signal to other employees to avoid the designated area. If employees decide to use ground-marking paint to identify poisonous plants, they should discuss this tactic with the Manager (and Client as appropriate) for approval.
- If removal of the plants is considered, it should be subcontracted to a professional landscaping service that is capable and experienced in removing the plant. If herbicides are considered for use, a discussion shall need to occur with the Manager (and Client as appropriate) to determine whether it is acceptable to apply herbicides at the work site. Application of herbicides may require a license.
- Employees shall not attempt to physically remove poisonous plants from the work area unless a clearing procedure, including PPE, is prepared in advance and approved by the SH&E Manager. The clearing procedure should be included in the SH&E Plan and THA and the required PPE specified.

4.8.2

Poisonous plants that employees should recognize and take precautions to avoid include: poison sumac, poison ivy (terrestrial and climbing), poison oak, giant hogweed[2] (or giant cow parsnip), wild parsnip, devil's club and stinging nettle. Many others are extremely poisonous to eat (e.g., poison hemlock; water parsnip) – do not eat anything that has not been identified. Refer to *S3AM-313-ATT5 Plants of Concern* for information on locations where some of these poisonous plants are found in the U.S.

- Of the toxic plants in the cashew family, poison ivy (*Rhus radicans*) is most widespread. It grows in a variety of forms such as a low sprawling shrub, dense ground cover, or a thick woody vine that grows high into the tree canopy. Poison oak (*Rhus diversiloba*) is typically a low shrub in drier soils. Both of these plants have leaves of three and white berries. Poison sumac (*Rhus vernix*) is a tall shrub that is less prolific in distribution. It grows in wet areas, has a compound leaf with a red leaf stem (rachis), and white berries. All of these plants possess urushiol oils in all parts of the plant. Touching the plant causes an itchy skin rash that can show up within 4-72 hours following contact. People have a wide range of reactions including swelling, itching, rash and bumps, patches or blisters.
- Uroshiol oil can also transfer onto clothing and equipment. The oil can remain active on surfaces for up to 5 years and can be transferred to your skin.

[2] Phytodermatisi producer: keep skin covered and wash well after exposure

- Wild parsnip is found throughout the U.S. and contains a poison that produces a rash similar to poison oak and ivy. Unlike poison oak and ivy, the active oil will not be present on unbroken leaves. See *S3AM-313-ATT6 Wild Parsnip Identification* for additional information and photos of wild parsnip.
- Several plants in the carrot family contain toxic sap that causes severe dermatitis if it comes into contact with skin that is then exposed to sunlight. The most serious reaction is caused by the giant hogweed (*Heracleum mantegazzianum*), a plant that is spreading in southern Ontario and is also present in southwestern British Columbia. The plant is enormous, attaining up to 16 feet (5 meters) in height, which it does in one growing season. Contact causes painful blistering that can cause permanent disfigurement. It is to be avoided. Similar but less serious reactions can be caused by meadow parsnip (*Pastinaca sativa*) and cow parsnip (*Heracleum lanatum*). Meadow parsnip can be very abundant on disturbed sites.
- Nettles, particularly stinging nettle (*Urtica dioica*) and wood nettle (*Laportea canadensis*) contain urticating hairs on the leaves and stems that cause sharp pain or itchiness on contact with skin. The irritation is immediate and normally lasts no more than an hour and there are no lasting consequences.
- Some plants contain abundant stiff spines that can present a safety hazard, particularly if one is to fall into them. These include the cactus (*Opuntia spp.*), devils club (*Oplopanax horridum*), and prickly-ash (*Zanthoxylon americanum*).

4.8.3 A large number of plants are not harmful to touch but may contain poisonous berries or foliage that could cause serious complications or death if they are ingested. It goes without saying to not eat any berries or plants if you are unsure of their identity.

- Remember that in the fall and winter the hazard still exists in the form of stubble and roots.

4.8.4 Personal Protective Equipment (PPE)

- Employees conducting clearing, grubbing, or similarly disturbing work activities in areas where poisonous plants exist shall wear long-sleeve clothing or Tyvek® coveralls, and disposable cotton, leather or synthetic gloves. Employees shall not touch exposed skin (neck and face) with potentially contaminated gloves. Tyvek® and gloves worn to protect from exposure to poisonous plants shall be treated as contaminated, removed from the body in a manner that the contamination is not spread, and placed in plastic bags for disposal.
- Personal clothing that has been exposed to poisonous plants shall be decontaminated with a poisonous plant cleanser such as Tecnu® or removed in a careful manner, bagged and washed separately from other clothing to remove urushiol.
- Work boots will be decontaminated with either soap and water or a cleansing agent such as Tecnu® cleanser.
- If foliage is being cleared and includes poisonous plants, exposed skin shall be treated with a dermal barrier cream such as Tecnu®'s Oak 'n Ivy Armor or Enviroderm's Ivy Block and either a full-face respirator or a half-face respirator (with goggles) fitted with a P-100 (HEPA) dust filter.

4.9 Bird Droppings and Biological Soil Hazards

4.9.1 Work in any area where pigeons or other flying animals (e.g. bats) may nest requires a written statement from the client which states the potential for, and extent of, accumulation of excrement on/in the structure from pigeons or other winged animals.

4.9.2 Substantial accumulations of droppings can pose physical and health risks as slippery surfaces (if wet) and if the material is disturbed and becomes airborne, it can be inhaled or ingested if personal hygiene practices are not implemented. Inhalation of airborne droppings can cause diseases such as histoplasmosis. Exposure to surfaces with bird droppings shall be safeguarded by implementing proper work practices, training employees for awareness and using PPE. See *S3AM-313-ATT8 Bird Droppings*.

4.9.3 Tularemia is a problem with contaminated soil in some locations. Tularemia is a disease of animals and humans caused by the bacterium *Francisella tularensis*. Rabbits, hares, and rodents are especially susceptible and often die in large numbers during outbreaks. Workers can contract Tularemia through tick and deer fly bites, but also through inhalation of contaminated aerosols or agricultural dusts. Check work areas for carcasses before disturbing the ground (e.g. mowing, brushing, grubbing, excavation, etc.).

4.10 Personal Hygiene and Body Checks

4.10.1 Tick-borne diseases typically require that the tick be imbedded for four hours to begin disease transfer. The oils from poisonous plants can take up to 4 hours after exposure to penetrate the skin and react with the live proteins under the skin.

4.10.2 It is recommended that exposed skin be checked frequently for the presence of ticks, insects, rashes, or discolorations. External clothing should also be checked for the presence of ticks and insects; these should be retained for identification and to determine if medical treatment is needed.

4.10.3 Employees shall shower as soon as practical after working in the field and examine their bodies for the presence of ticks, insect bites, rashes, or swollen areas. If imbedded ticks are found, they should be removed using the technique described in *S3AM-313-ATT2 Ticks*.

4.11 Employees shall immediately notify their Manager or Supervisor of the presence of an imbedded tick, bee, wasp or hornet sting, other insect bite, rash, or any abnormal reaction. Reporting shall occur within 4 hours for a significant incident and 24 hours for all other SH&E incidents, and in accordance with *S3AM-004-PR Incident Reporting, Notifications & Investigation*.

4.12 The Manager or Supervisor shall forward the report to the SH&E Manager for follow up.

5.0 Records

None

6.0 Attachments

6.1 S3AM-313-ATT1 Biological Hazard Assessment Flow Chart

6.2 S3AM-313-ATT2 Ticks

6.3 S3AM-313-ATT3 Poisonous Spider Identification

6.4 S3AM-313-ATT4 Mosquito Borne Diseases

6.5 S3AM-313-ATT5 Plants of Concern

6.6 S3AM-313-ATT6 Wild Parsnip Identification

6.7 S3AM-313-ATT7 Alligators

6.8 S3AM-313-ATT8 Bird Droppings

6.9 S3AM-313-ATT9 Large Carnivores & Ungulates

6.10 S3AM-313-ATT10 Bear Safety

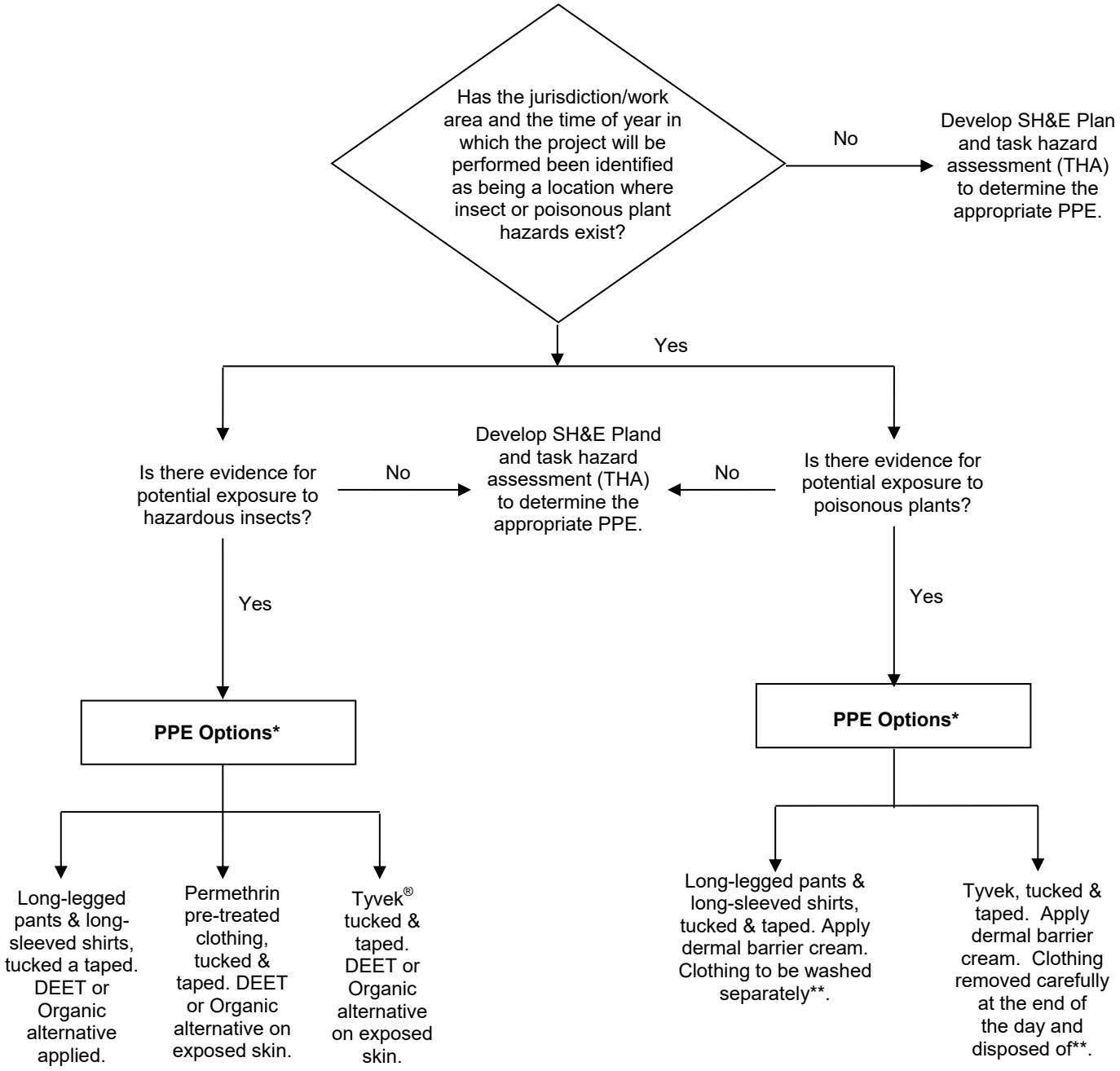
6.11 S3AM-313-ATT11 Small Mammals

6.12 S3AM-313-ATT12 Snakes & Scorpions

Americas

Biological Hazard Assessment Decision Flowchart

S3AM-313-ATT1



* indicates that when both insect and poisonous plant hazards are recognized hazards at a project site, the most conservative combination of the available PPE choices will be selected. Include the selected PPE option in the respective SH&E Plan and THA.

** indicates that clothing that has been known or suspected to have come in contact with poisonous plants must be washed before it can be worn again. Similarly, Tyvek® that has been known or suspected to have come in contact with poisonous plants will be disposed of rather than reused during a subsequent day or project.

Americas

Ticks

S3AM-313-ATT2

1.0 Background

1.1 The Public Health Agency of Canada and the Centers for Disease Control and Prevention work with States and Provinces, health authorities and other experts on research to define and monitor the occurrence of the ticks that carry bacterium that cause disease, including but not limited to:

1.1.1 *Borrelia burgdorferi*, the bacterium that causes Lyme disease.

- In the United States and Canada, the black-legged tick (*Ixodes scapularis*; often referred to as a deer tick) and the western black-legged tick (*Ixodes pacificus*) are the species known to transmit this disease-causing agent, as well as other less common agents.

1.1.2 *Rickettsia rickettsia,* the bacterium that causes Rocky Mountain Spotted Fever.

- In the United States and Canada, the American dog tick (*Dermacentor variabilis*), Rocky Mountain wood tick (*Dermacentor andersoni*), and brown dog tick (*Rhipicephalus sanguineus)* are known to transmit this disease-causing agent.

1.1.3 *Francisella tularensis*, the bacterium that causes Tularemia.

- In the United States, these include the American dog tick (*Dermacentor variabilis*), Rocky Mountain wood tick (*Dermacentor andersoni*), and Lone star tick (*Amblyomma americanum*).

1.1.4 *Ehrlichiosis*, the general name to describe several bacterial diseases that affect animals and humas.

- In the United States, these include the black-legged tick (*Ixodes scapularis*; often referred to as a deer tick) and the western black-legged tick (*Ixodes pacificus*), and Lone star tick (*Amblyomma americanum*).

1.2 Consult local health authorities to determine where tick populations are established or emerging. Locations where distribution may have previously been limited may show evidence of larger populations. Employees working in or adjacent to areas where there are established tick populations may have a greater chance of contact with ticks.

1.3 While there is a higher risk of coming in contact with infected ticks in areas where populations are established, there is also a low risk of tick-borne diseases being contracted almost anywhere in the Americas as migratory birds transport infected ticks over large geographic distances. Take precautions to reduce tick contact.

1.4 Lyme Disease

1.4.1 The rate of infection of ticks with the bacterium that causes Lyme disease varies. Infection rates are typically higher in adult ticks compared to the other stages (nymphs and larvae).

1.4.2 Despite the lower rates of infection, people are most likely to acquire Lyme disease from a nymph because this stage is so small and thus more likely to go unnoticed and feed for a sufficient amount of time for the Lyme disease bacterium to be transmitted (24-36 hours).

1.4.3 Infection rates are often greater in tick populations that have been established for long periods of time compared to newly established ones.

1.4.4 Lyme disease patients are most likely to have illness onset in April through November with onset peaking in June, July, or August and less likely to have illness onset from December through March

2.0 To Remove Attached Ticks

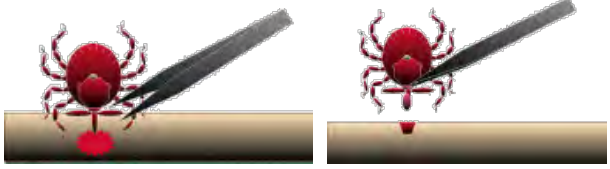
2.1 Use fine-tipped tweezers or notched tick extractor, and protect your fingers with a tissue, paper towel, or latex gloves (see figure). Persons should avoid removing ticks with bare hands.

2.2 Grasp the tick as close to the skin surface as possible and pull upward with steady, even pressure. Do not twist or jerk the tick; this may cause the mouthparts to break off and remain in the skin. (If this happens, remove mouthparts with tweezers. Consult your health care provider if illness occurs.)

2.3 After removing the tick, thoroughly disinfect the bite site and wash your hands with soap and water.

2.4 Do not squeeze, crush, or puncture the body of the tick because its fluids may contain infectious organisms. Skin accidentally exposed to tick fluids can be disinfected with iodine scrub, rubbing alcohol, or water containing detergents.

2.5 Save the tick for identification in case you become ill. This may help your doctor make an accurate diagnosis of potential diseases by determining what type of tick it is. Place the tick in a sealable plastic bag and put it in your freezer. Write the date of the bite on a piece of paper with a pencil and place it in the bag.



3.0 Folklore Remedies Don't Work

3.1 Folklore remedies, such as the use of petroleum jelly or hot matches, do little to encourage a tick to detach from skin. In fact, they may make matters worse by irritating the tick and stimulating it to release additional saliva or regurgitate gut contents, increasing the chances of transmitting the pathogen. These methods of tick removal should be avoided.

4.0 Configuration of Clothing

4.1 Loose-cuff trousers must be tucked into socks, wrapped with duct tape (or equivalent) completely around the cuff of the sock up on to the surface of the pant leg to prevent entry of insects between the sock and pants, and preferably reverse-wrapped with “sticky” side out (see figure below).

Americas

Poisonous Spider Identification

S3AM-313-ATT3

Black Widow Spider

- Found in warm, dry parts of throughout the United States and extend into the southern edge of Canada.
- Prefer to spin their webs in dark, sheltered spots close to the ground
- Abdomen usually shows hourglass marking.
- The female is 1 to 1.5 inches (3-4 centimeters) in diameter.
- Have been found in well casings and flush-mount covers.
- Not aggressive, but more likely to bite if guarding eggs.
- Light, local swelling and reddening of the bite are early signs of a bite, followed by intense muscular pain, rigidity of the abdomen and legs, difficulty breathing, and nausea.
- If bitten, see physician as soon as possible.

Brown Spiders (Recluse)

- Central and South U.S., although in some other areas, as well.
- 0.25-to 0.5-inch (0.6 to 1.3 centimeters)-long body and the size of silver dollar.
- Hides in decaying wood, baseboards, ceilings, cracks, and undisturbed piles of material.
- Bite either may go unnoticed or may be followed by a severe localized reaction, including scabbing, necrosis of affected tissue, and very slow healing.
- If bitten, see physician as soon as possible.

Hobo Spider

- Primarily found in Washington, Oregon, Wyoming, Colorado, Utah, Montana and the Pacific Northwest United States.
- 0.4-to 0.5-inch (1.1 to 1.3 centimeters)-long body and the size of silver dollar.
- Because of its common features and color, it is easily confused with other spider such as Brown Recluse Spiders.
- They rarely climb vertical surfaces and are uncommon above basements or ground level.
- Bite is initially painless. After 24 hours, the bite develops into a blister and after 24-36 hours, the blister breaks open, leaving an open, oozing ulceration.
- If bitten, see physician as soon as possible.

Exercise care when collecting samples and avoid reaching into areas where visibility is limited. If bitten by a spider, attempt to identify the spider, notify a co-worker or someone who can help should the bite site become painful, discolored, or swollen. Stay calm and treat the area with ice or cold water. Seek medical attention if you have any reactions to the sting such as developing a rash, excessive swelling or pain at the site of the bite or any swelling or numbness beyond the site of the bite.

Americas

Mosquito-Borne Diseases

S3AM-313-ATT4

1.0 Background

1.1 Employees working outdoors in the Americas may be exposed to mosquitoes that may transmit illnesses, including Encephalitis and Dengue.

1.2 Dengue is transmitted by the bite of a mosquito infected with one of the four dengue virus serotypes. Dengue is endemic to South America**.**

1.2.1 Dengue is a febrile illness that affects infants, young children and adults with symptoms appearing 3-14 days after the infective bite.

1.2.2 Symptoms range from mild fever, to incapacitating high fever, with severe headache, pain behind the eyes, muscle and joint pain, and rash.

1.2.3 Severe dengue (also known as dengue hemorrhagic fever) is characterized by fever, abdominal pain, persistent vomiting, bleeding and breathing difficulty and is potentially fatal.

1.3 West Nile encephalitis is an infection of the brain that is caused by a virus known as the West Nile virus.

1.3.1 Most individuals infected with WNV remain asymptomatic. West Nile (WN) fever is typically a mild illness lasting 3 to 6 days.

1.3.2 The main symptoms are sudden onset of fever with chills, rash, malaise, headache, backache, arthralgia, myalgia and eye pain. Other non-specific symptoms may include nausea, vomiting, anorexia, diarrhoea, rhinorrhoea, sore throat, and cough.

1.3.3 The main route of infection is via the bite of a mosquito that has been infected by feeding on West Nile Virus infected birds.

1.4 Arboviral encephalitis is a virus that exists in various forms in global distribution. Numerous forms occur in the Americas, including the following four primary forms that can be transmitted by mosquitoes:

1.4.1 Eastern equine encephalitis (EEE) – United States and Canada

1.4.2 Western equine encephalitis (WEE) – United States

1.4.3 St. Louis encephalitis (SLE) – United States and Canada

1.4.4 La Crosse (LAC) encephalitis.all of which are transmitted by mosquitoes – United States

1.5 Mosquitoes are known to breed in standing water; therefore, when standing water is found at a job site, actions should be taken to drain the water. Typically, mosquitoes will fly only a quarter of a mile (400 meters) from their breeding location.

1.6 The local Public Health Department and Center for Disease Control and Prevention (CDC) should be consulted to determine what diseases transmitted by mosquitoes are present and exposure prevention recommendations.

Americas

Plants of Concern

S3AM-313-ATT5

1.0 Background

1.1 Poison ivy, oak and sumac (poisonous plants) pose a significant threat to AECOM employees due to the dermatitis that results from exposure to the oil on these plants, called urushiol.

Poison Oak **Poison Sumac** **Poison Ivy**

1.2 Exposure to urushiol produces a rash that can be irritating and cause the exposed employee to scratch the infected area, increasing susceptibility for an infection to result from the rash.

1.3 It should be noted that each time an employee is exposed to urushiol, it increases the severity of the reaction they will have in subsequent exposures.

1.4 Giant Hogweed is a phototoxic plant that causes skin irritation on contact with the sap and, when exposed to sun causes deep blisters.

1.5 Blisters from contact with Giant Hogweed can form black or purplish scars that can last for several years. Even a tiny amount of the sap in the eyes can cause temporary to permanent blindness.

Giant Hogweed

Giant Hogweed Distribution

Image obtained from www.gclandscape.com

2.0 Treatment

2.1 In cases that involve severe rashes, medical treatment may be necessary to control the rash.

2.2 Employees that develop a rash as a result of exposure to poison ivy, oak or sumac should report the exposure immediately to their Supervisor, Project Manager and Region Safety, Health and Environment Manager.

Pacific Poison Oak Distribution

Image obtained from www.cdc.gov

Atlantic Poison Oak Distribution

Image obtained from www.cdc.gov

Poison Sumac Distribution

Image obtained from www.cdc.gov

Western Poison Ivy Distribution

Image obtained from www.cdc.gov

Eastern Poison Ivy Distribution

Image obtained from www.cdc.gov

Americas

Wild Parsnip Identification

S3AM-313-ATT6

1.0 Background

1.1 Wild parsnip (also known as poison parsnip) looks similar to a large carrot plant and is found in open places along roadsides and in waste places throughout the United States and Canada.

1.2 This plant produces a compound that causes severe blistering and discoloration after being exposed to sunlight—a condition known as photodermatitis. That is, when the skin comes in contact with this plant's juice and then is exposed to UV light, a severe burn develops.

2.0 Hazard

2.1 Everyone can get burned by wild parsnip. Unlike poison ivy, you don't need to be sensitized by a prior exposure. However, wild parsnip is only dangerous when the juice from broken leaves or stems gets on your skin—therefore, you can touch and brush against the undamaged plant without any danger.

2.2 If one gets some of the sap of hogweed (or meadow parsnip or cow parsnip) in contact with skin, it is critical that they stay out of the sun for 8 hours. If one needs to remove the plant they should be completely covered with overalls, gloves, hat and safety glasses.

Americas

Bird Droppings Safe Work Practices

S3AM-313-ATT8

1.0 Background

1.1 According to the National Institute for Occupational Safety and Health (NIOSH), histoplasmosis is an infectious disease caused by inhaling spores of a fungus called *Histoplasma capsulatum (*abbreviated *H. capsulatum)* that may inhabit accumulated masses of pigeon droppings and excrement of other birds and flying animals. Its symptoms vary greatly, but the disease primarily affects the lungs. Occasionally, other organs are affected. This form of the disease is called disseminated histoplasmosis, and it can be fatal if untreated. The acute respiratory disease form of histoplasmosisis is characterized by respiratory symptoms, a general ill feeling, fever, chest pains, and a dry or non-productive cough. Distinct patterns may be seen on a chest x-ray. Chronic lung disease resembles tuberculosis and can worsen over months or years. If symptoms occur, they may start within 3 to 17 days of exposure, with an average of 10 days. On a positive note, histoplasmosis is not contagious.

1.2 Psittacosis, although primarily a respiratory disease, can cause a wide variety of clinical manifestations. Generally, about 10 days after infection occurs, the clinical illness begins abruptly with fever, chills, weakness, fatigue, muscle pain, anorexia, nausea, vomiting, excessive sweating and difficulty with breathing, headache, backache, and sensitivity to light.

1.3 Hypersensitivity pneumonitis is also known as pigeon breeder's disease.

2.0 Symptoms

2.1 The acute form of hypersensitivity pneumonitis is clinically characterized by chills, fever, cough, breathlessness without wheezing, and malaise 4-10 hours after exposure. In general, an acute attack subsides after 18 to 24 hours.

3.0 Treatment

3.1 If a person should develop any of the symptoms as noted above, or others, it is important to see a physician and inform him of an exposure to pigeon/bird or bat excrement. A failure to diagnose the preceding conditions could occur if a treating physician is unaware of a patient's exposure to pigeon/bird or bat excrement.

4.0 Prevention

4.1 Prior to work in any area where pigeons or other flying animals may nest, a written statement from the client shall be obtained in regards to the potential for, and extent of, accumulation of excrement on/in the structure from pigeons and other winged animals.

4.2 The client shall be asked to provide appropriate details as to the basis for their statement (e.g., date of last visual survey for pigeon/bird or bat excrement accumulation, date of last excrement removal effort, etc.).

4.3 In no case will an AECOM employee or contract employee be permitted to commence structure inspection procedures without the Project Manager having received and evaluated the aforementioned written statement from the client.

4.4 According to NIOSH, the best way to prevent exposure to *H. capsulatum* spores during survey and inspection work is to avoid situations where excrement and other potentially contaminated material can become airborne and inhaled. Therefore, it is preferable that the efforts to determine if, and to what extent, there is an accumulation of pigeon/bird or bat excrement on/in structures, or the efforts to clean-up/remove/dispose of such contaminated material, be left to the client or subcontracted out.

5.0 Safe Work Practices

5.1 In those cases where AECOM employees or contract employees are contracted by the client to determine the extent of accumulation of animal excrement in/on structures, the following minimum safety and health precautions shall be taken. (NOTE: precautionary measures are based on recommendations and best practices prescribed in the NIOSH 2004 public document titled *Histoplasmosis – Protecting Workers at Risk*).

5.2 All workers shall wear disposable protective clothing (Tyvek® coveralls). Disposable overalls with hoods shall be donned when working in areas where *H. capsulatum* spore-contaminated material is likely to fall from overhead.

5.3 All workers shall wear disposable shoe coverings fitted with ridged soles made of slip-resistant material to reduce the likelihood of slipping on wet or dusty surfaces. Gloves shall be worn.

5.4 All workers shall wear a full facepiece air purifying respirator fitted with P100 (HEPA) cartridges. If entering an enclosed area in which the extent of excrement contamination is unknown, additional protective measures shall be taken such that workers shall wear a powered air-purifying respirator (APR) with full facepiece fitted with P100 (HEPA) cartridges. Any variance from these requirements must be approved by the Region Safety, Health an Environment Manager. Workers donning APRs shall be medically screened, cleared, and trained in their proper use in accordance with AECOM safety program standards.

5.5 If contaminated material must be disturbed for purposes of removal/disposal or during the structure inspect process, it shall be wetted down prior to all work and will be rewetted as necessary to minimize airborne dusting.

5.6 After working in *H. capsulatum* spore-contaminated areas and before removing any respiratory protective equipment, workers shall remove all protective clothing and shoe coverings and seal them in a heavy-duty plastic bag for disposal.

5.7 Workers shall observe a high degree of personal hygiene, even if the exposure is casual. Special care shall be taken to wash hands, face, and other areas of exposed skin thoroughly before eating, drinking or smoking.

Americas

Large Carnivores & Ungulates

S3AM-313-ATT9

1.0 Hazard

1.1 Most wild carnivores in the feline family (cougars, lynx, and bobcat) or the canine family (wolves and coyotes) are more predictable than bears and are not predatory towards humans; however, all wild animals can be dangerous if they feel threatened or if they are sick or starving.

1.2 Most ungulates (deer, moose, elk, and caribou) will avoid humans and will flee as soon as a human is sighted; however, females with young (during May and June) and males during the mating season (September to November) can be very aggressive, especially if provoked.

2.0 Personal Protective Equipment

2.1 Noise makers such as bear bangers, whistles and bells can be used as deterrents for an approaching animal.

2.2 Pepper (bear) spray can be used to ward off an imminent attack.

3.0 Safe Work Practice

3.1 Most negative encounters with ungulates or carnivores can be avoided with a few key preventative measures:

3.1.1 When working in wilderness isolation, always travel in pairs and make lots of noise.

3.1.2 Always store food in air-tight containers away from sleeping areas (if camping) and never carry strong smelling foods which could attract animals.

3.1.3 Keep your eyes open for fresh animal signs which may indicate a dangerous situation:

- Extensive fresh rubbing on branches in the fall might indicate the presence of a rutting male ungulate that may become aggressive to defend a potential mate.
- A fresh kill or carcass which might indicate the presence of a carnivore that may become aggressive to defend its food.

3.2 Maintaining a distance of at least 100 feet (30 meters) allows large animals an escape route. If you notice any signs of aggression or behavioral changes, you should move away to a safe location. Wildlife should not be enticed by reaching out or simulating calls.

3.3 Pets should be kept secure and away from wildlife as their actions can provoke an attack. Moose, deer and other wildlife may appear quite docile; however, if a dog makes them feel threatened, their behavior can become unpredictable.

3.4 **If you are approached by a carnivore (wolf, coyote, or cougar):**

3.4.1 Pick up small children immediately.

3.4.2 Try to appear bigger, hold your arms or an object over your head.

3.4.3 Face the animal and retreat slowly. Do not run or play dead.

3.4.4 Maintain steady eye contact with the animal.

3.4.5 If the animal continues to approach, deter an attack by yelling, waving a stick or throwing rocks.

3.4.6 If you are attacked, fight back. Hit the animal with a heavy stick or rock.

3.5 **If you are approached by an ungulate (moose, elk, deer, bison or caribou):**

3.5.1 An angry moose, elk or deer will face you with its head and ears lowered.

3.5.2 Back away slowly.

3.5.3 Look for something to get behind like a tree or a car. You can go faster around an obstacle than the ungulate can.

3.5.4 An ungulate is more likely to bluff charge but if it continues the charge and you are attacked in the open, curl up in a ball on the ground. Always protect your head with your arms and lie still.

3.5.5 Stay still after the attack until the ungulate moves away.

Americas

Bear Safety

S3AM-313-ATT10

1.0 Hazard

1.1 An encounter with a bear of any species can have a wide variety of outcomes, ranging from a simple sighting, to a false charge, to a serious mauling or even death. Consequently, the risk of a bear encounter must be taken very seriously.

1.2 The hazard or risk associated with a bear encounter varies significantly depending on the location. It is important to research the project area before field work commences to determine the expected probability of encountering a bear. Remoteness from urbanized areas should not be a criterion, as bears have been encountered within city limits, especially near landfills.

1.3 The risk associated with a bear encounter also varies with the species of bear, the season, and the circumstances under which the bear is encountered.

1.4 Preparing staff for any type of encounter is key to managing the risk.

2.0 Personal Protective Equipment

2.1 The best deterrent of a “bad bear encounter” is knowledge: a good understanding of the ecology and the behavior of the bears that will likely be encountered.

2.2 Bear Spray and Bear Bangers

2.2.1 Staff must have hands-on training for the safe use of bear spray (a pre-season practice run is a good use of expired bear spray).

2.2.2 Prior to work commencing, staff must ensure that the bear spray they are carrying is still valid and not past its expiration date.

2.2.3 During travel, bear spray must be sealed in an airtight container or bag and must not travel in the cab of a vehicle, aircraft, or helicopter.

2.3 Firearms

2.3.1 Environments and conditions which pose a high risk of bear encounters, may warrant the use of an armed wildlife monitor. Project managers, in consultation with appropriate project staff and Safety, Health and Environment Management, are responsible for determining the level of risk for their projects and whether or not such measures are required.

2.3.2 A person hired as an armed bear monitor must be properly trained in wildlife monitoring as well as certified in the expert usage of firearms.

2.3.3 The usage of an armed bear monitor is intended only as an additional precautionary measure to be used in specific environments to ensure the protection of field staff; staff should still be equipped and trained appropriately for the risk.

3.0 Restrictions

3.1 Staff must not work alone in areas where there is a medium or high risk of a bear encounter.

3.2 AECOM personnel shall not carry firearms or attempt to function as a wildlife monitor and/or perform their professional duties. For possible exceptions contact the Regional SH&E Manager who will evaluate the potential hazards with Regional Manager and Legal and provide written response. This can only be over-ridden with expressed permission of Region Executive and AECOM Chief Resilience Officer, refer to *WP-001-PR Firearms Standard*.

4.0 Training

4.1 In-house Bear Awareness training must be taken by all field staff who work in bear country every three years at a minimum, or more often as required.

4.2 The Bear Awareness training involves testing and improving the employee's knowledge about bear encounters, watching videos regarding bear awareness and behavior, and participating in group discussions about how to avoid and how to respond to bear encounters.

4.3 Specific considerations are given to black bear, grizzly bear, and polar bear encounters.

5.0 Safe Work Practice

5.1 Staff must be aware of wildlife signs and avoid wildlife encounters.

5.2 Bear Signs

5.2.1 Fresh tracks – It is often better to see the bear's tracks than to see the actual bear. If you can tell the direction that the bear is travelling in, it is prudent to change your course of direction. Bears will travel down the same pathways people or other large animals use. If you have a clear track you can determine which type of bear has passed through the area. If you see more than one track, you can tell that it is possibly a female with cubs. Avoid females with cubs!

5.2.2 Scat – Bear scat will look different depending upon the bear's diet. Close examination of bear scat can sometimes give you an indication of what the bears have been eating at that time of year. If the scat contains remnants of human garbage, there is a human food conditioned bear in the area. These bears associate people with food and can be the most dangerous type of bear to encounter.

5.2.3 Animal carcasses – IF YOU COME ACROSS A CARCASS, LEAVE THE AREA IMMEDIATELY. Grizzly bears will often cover their kills for a few days and let it rot, then come back and eat it. THE BEAR WILL STAY CLOSE BY. Grizzly bears will defend their kill and this is a situation that could prompt a defensive attack by a bear.

5.2.4 Torn-up logs and stumps – Bears will forage for insects in dead logs and rotting trees. You will often see torn up logs and stumps, evidence of their foraging.

5.2.5 Evidence of digging – Holes dug into the ground are often made by grizzly bears digging for roots or ground squirrels. In particular, grizzlies will dig for food in the early spring soon after they leave their dens.

5.2.6 Claw marks on trees – Claw marks can be left on trees by black bears when they have climbed up a tree. Grizzly bears will also leave claw marks on trees and on the ground. Bears will often chew a small tree or a sign-post, so watch for signs of chew marks along the trail.

5.2.7 Hair on trees – Bears will rub against trees, usually trees with rough bark, to scratch themselves. You can find evidence of bears by the hair left in the tree's bark. The higher the hair left on the tree, the bigger the bear. Remember that the bear will often stand on its back legs to scratch its back on the tree.

5.2.8 Daybeds – Bears will be most active in the early morning and in the evening. It would be prudent for field staff to restrict their field activities during the bear's most active foraging times as much as possible. During the heat of the day, bears will rest in daybeds. These can be shallow depressions of piled up leaves in the forest, trampled vegetation, a shallow scrape or a hole. Daybeds are usually located in cool places. Bears will make daybeds along streams and rivers. Daybeds are often associated with feeding places and therefore should be avoided.

5.3 Prevention

5.3.1 Your best defense against bears is to actively practice bear avoidance techniques when working in the field. You can prevent chance encounters by taking the following precautions:

- Know the areas and habitats bears use at different times of the year, and attempt to avoid such areas or be extremely cautious if you have to travel through them.
- Contact the local Fish & Wildlife Office to get current information on the bears in the area. Ask what other camps are in the area and if they are following good bear avoidance practices. (i.e., do they keep a clean camp?) If there are nearby human food sources available, e.g., an open dumpsite, the local bears may not be afraid to approach your camp.
- Always be aware of your surroundings. Stay alert. Watch for signs of bears along your route.
- Use binoculars to look around for bears when you are in open terrain.
- Never approach a bear if you see one feeding in the distance.
- Note the behavior of other wildlife in the area. Flocks of ravens can alert you to a possible animal carcass, and perhaps a bear. The area should be avoided. Bird or squirrel alarm calls might be telling you that a bear is near.
- Whenever possible, travel in daylight and try to avoid areas with restricted visibility, e.g., dense brush.
- Make lots of noise, especially when travelling in dense vegetation. Sing, shout, or talk loudly. You can carry portable air horns or cans of rocks. (Please note that bear bells are not effective – they do not make enough noise to warn a bear that you are approaching. You need to be loud so the bear can hear you coming.) Remember that the noise you make can be masked by loud natural sounds such as the wind or water. Therefore it is possible that the noise you make can go unnoticed by a bear whose attention is focused on feeding. You must make every attempt not to surprise a bear. In areas of loud natural noise, be louder!
- Stay together and travel in groups. Bears are less likely to attack groups of people. When travelling in groups, stay close together. Being in a group doesn't help if the individuals have spread apart along the trail.
- Pets should not accompany you when you are travelling in bear country. If you must take your pet, keep the animal on a short leash at all times. Unleashed dogs will harass bears and once scared, run back to their owner with an angry bear in pursuit.
- Do not wear perfumes or cosmetic products when you are travelling in bear country. Do not mask your human scent.
- All sanitary products should be stored in a similar fashion as food (stored at least 10 feet [3 meters] above site).
- Children should be kept very close by in bear country.
- Carry bear deterrents and know their limitations. Be familiar with how to use the deterrents, how to transport the deterrent safely and under what conditions it is most effective. Carry the deterrent in a belt, out in front and ready to grab at a moment's notice, never in your backpack.

5.4 Field Worker Precautions in Bear Country

5.4.1 Field workers should take extra precautions when working in bear country:

- Make every effort to go out into the field with another person; you should not be working alone in the field. One person can act as a lookout for the other. Keep watch for bear signs.
- Never approach a bear.
- Report where you are going and when you will return every time you leave camp. Have a plan of action if someone does not report back to camp at a specified time.

- Bears do get used to a camp's schedule and you will have fewer surprise encounters if everyone in the camp comes and goes at the same time every day.
- Take a two-way radio with you when you go out into the field.
- Always carry bear deterrents with you in the field and understand each deterrent's limitations. Carry your deterrents on a belt, out in front and ready to use instantly. Do not carry your deterrents in your backpack.
- Keep any food that you take with you sealed in odor-proof/bear-proof containers. Make every attempt to take odorless food with you, not something with a heavy scent.
- Pack out any garbage in odor-proof containers and burn once you return to camp.
- The noise of an ATV or skidoo can scare off a bear. Starting the machine and revving it up can scare off a curious bear. DO NOT CHASE A BEAR WITH AN ATV OR SKIDOO. You may need to drive the ATV around in circles to scare off the bear, but do not chase the bear.
- Take extra precautions when travelling along lakes or stream beds; bears use streams and river beds as travel routes. Be sure to carry noise makers.
- Limit your workday so you are not out in the early morning or evening when bears are most likely to be foraging.
- All **employees** should be proficient in First Aid. Do not go out into the field without first aid training.
- All field camps should have a First Aid Kit.
- All field camps should have means of communication with local ambulance or air ambulance personnel.
- A person's best defense against bears is to avoid them. If this is not possible, then being heard, smelled, or seen may lessen your chances of surprising a bear and/or provoking an attack.
- All wildlife should be respected, avoided, and not harassed at any time.
- Cooking in remote areas should be avoided. Any food should be stored in airtight containers and all garbage should be managed appropriately: "pack it in, pack it out".
- A bear in camp or within human structures is not a chance encounter. If this bear challenges you, you must fight, scream, and do whatever is necessary to live, no matter what species the bear is!
- In general, there are two types of bear encounters: Defensive and Non-defensive for grizzly bears and black bears. Your response will vary based on your assessment of the situation (your training will help you in identifying these situations and the appropriate response).

6.0 Encounters

6.1 General Recommendations When Encountering a Bear

- Consider your surroundings and assess the situation before you act.
- Remain calm. Do not turn your back to a bear.
- DO NOT RUN – Running may trigger the bear's natural pursuit response. Bears are able to reach speeds of 25 miles per hour [40 kilometers per hour], must faster than Olympic sprinters. Bears are also excellent swimmers.

6.2 Bear Encounters in the Field

6.2.1 Your response will depend upon the type of encounter.

6.2.2 Bears are more predictable than once believed and you can determine your best course of action in a confrontation by understanding the bear's characteristics and motivation. There are two pieces of information you should be aware of in any bear encounter:

- The type of bear you are dealing with, and
- The reason for the encounter.

6.2.3 Some people believe that when you stand your ground against a predatory black bear attack, the bear will feel threatened and leave. This has been effective in some cases. HOWEVER, it is not effective against a grizzly bear predatory attack and it is very difficult to know when it will be effective against black bears. Polar bears do not follow the same behavioral patterns as grizzly and black bears; polar bears are almost always aggressive and will not back down. Special considerations must be given to projects where polar bear encounters are anticipated.

6.3 If you can leave undetected:

6.3.1 Leave the area quietly in the same direction that you came from.

6.3.2 Move while the bear's head is down. Stop moving when the bear lifts its head to check its surroundings.

6.3.3 Stay downwind so the bear will not pick up your scent.

6.3.4 When you have moved a safe distance away, you can either watch and wait until the bear leaves or make a wide detour around the bear.

6.3.5 If the bear is unaware of you and approaching, allow the bear the right of way.

6.4 If you cannot leave undetected:

6.4.1 Let the bear know that you are present by smell first; therefore move upwind so they can pick up your scent.

6.4.2 If it is possible, try to keep the bear in your sight. Watch to see if the bear leaves when it smells that a person is nearby.

6.4.3 Attempt to move out of the way without being noticed by the bear. If you cannot do this, talk loudly to let the bear know where you are.

6.5 If the bear is aware of you but in the distance:

- Remain calm.
- Continue walking slowly in the same general direction, but head away from the bear.
- DO NOT RUN.
- If the bear begins to follow you, drop your pack or some article, (not food) to distract the bear. This may distract the bear long enough for you to escape. If you drop food for the bear – you will help the bear associate food with humans and teach it that aggressive behaviour will be rewarded with food.
- If it is a grizzly following you, climb a tree if there is a large tree around. Proper escape up a tree would require sclimbing at least 33 feet (10 m), however this is applicable only to Grizzly encoutners. Black bears are excellent climbers. Tree climbing should be last resort.

6.6 If the bear is aware of you and close:

- A bear will feel threatened in a close confrontation. The bear's natural tendency will be to reduce or to remove the threat. Assist the bear by acting as non-threatening as possible.
- Do not make direct eye contact with the bear.
- Do not make any sudden moves.
- Do not run!

- The bear needs to identify you as a person, so talk in low tones and slowly wave your arms over your head.
- Attempt to give the bear an opportunity to leave. Be sure the bear has an open escape route. Do not corner a wild animal.
- Try to back away slowly and/or climb a tree if appropriate.
- Attempt to deter the bear if you are in a safe position.

6.7 If the bear is close and threatening:

- If you have a deterrent such as a bear banger or bear spray, be prepared to use it depending on how close the bear is. Try to scare the bear off.
- If you do not have a deterrent, or if using the deterrent is not successful, act as non-threatening as possible.
- Talk to the bear in a calm authoritative tone of voice.
- Do not startle or provoke the bear by making sudden moves.
- Never imitate the bear's aggressive sounds, signals or posture. The bear is attempting to establish dominance and imitating its moves is a challenge to its dominance.
- Back slowly away from the bear and drop a pack or some other article in order to distract the bear momentarily.
- Remember that the bear may be defending cubs that you have not yet seen or they have a food cache nearby. Attempt to look as non-threatening as possible.

6.8 If the bear is very close and approaching:

- A distance of less than 164 feet (50 meters) in an open area and closer in a forested area.
- If the bear continues to approach, use your deterrent.
- If the bear does not respond to the deterrent you must now STAND YOUR GROUND!
- If the bear continues to approach and is acting aggressive, YOU MAY HAVE TO SHOOT if you are carrying a firearm.

6.9 If the Bear Charges:

- A bear will charge you at high speed down on all four legs and often crouched low to the ground.
- Bears do not charge when standing up on the hind legs.
- Many charges are bluffs and the bear will often stop or veer off just at the last minute. It is difficult to know if the bear is bluff charging or not until it gets very close.
- When faced with a charging bear you have two options:
    - Use your bear deterrent; or
    - Roll into a ball and cover your neck and head with your arms if you are unarmed and have no other choice.

Americas

Small Mammals

S3AM-313-ATT11

1.0 Hazard

1.1 Working in the field either directly or indirectly with small mammals has inherent risks of injury or exposure to zoonotic diseases (infectious diseases that can be transmitted from animals to humans) that all field staff need to protect themselves against.

1.2 The risks are usually higher when there is direct contact with a wild animal, either through a break in the skin (blood), saliva, or excrement; however, there are also risks through air-borne diseases (e.g., Hantavirus).

1.3 Obviously, wildlife biologists directly handling wildlife, dead or alive, or working with wildlife feces or in enclosed habitats (such as caves), have an increased risk of exposure to a wider range of zoonotic diseases and should take extra precautions.

2.0 Personal Protective Equipment

2.1 Full-length clothing (long sleeves and pants)

2.2 Insect repellent

2.3 Respiratory equipment (when directly handling wildlife)

2.4 Gloves (when directly handling wildlife)

3.0 References

3.1 None.

4.0 Restrictions

4.1 Wildlife handling must only be completed under direct supervision of an experienced individual.

5.0 Training

5.1 Any staff that will be handling wildlife must be adequately trained and/or supervised by a wildlife biologist experienced in the job task.

6.0 Safe Work Practice

6.1 Wild animals can carry a variety of diseases that humans can contract: viral, parasitic, bacterial, and protozoal. Basic Personal Protective Equipment such as full-length clothing, gloves and a respiratory mask will greatly reduce the risk of exposure.

6.2 Treat unknown dogs encountered in field activities in the same manner as a wild animal. Be conscious of behaviors that seem to indicate anxiety (tail under the belly), defensiveness or aggressiveness, and attempt to leave the area if these are identified.

6.3 Whenever a wild animal must be handled, the procedure must be accomplished as safely and quickly as possible.

6.4 Proper techniques must be employed to avoid or minimize the risk of personal injury while, at the same time, avoiding or minimizing injury to the animal.

6.5 Gloves, catch sticks, caging, and other appropriate equipment may be necessary when handling a wild animal. Most of these animals will be extremely stressed, resisting every restraint attempt.

6.6 In the unfortunate circumstance that a person is bitten or scratched, he or she should cleanse the wound thoroughly with soap and flush with water immediately, providing for a mechanical removal of potentially infective organisms. This should be followed by cleansing under medical supervision and consultation with a physician to consider the potential exposure to the rabies virus.

7.0 Rabies

7.1 You will not be able to accurately determine if an animal has rabies simply by observation as traditional symptoms of rabies (foaming at the mouth, biting, etc.) do not occur in all animals nor at all stages. There are some mammals that are at a higher risk than others for the rabies virus, such as raccoons, skunks, stray cats and dogs, foxes, coyotes, rodents. and bats; however, any mammal can contract the virus.

7.2 Rabies is contracted by contact of an infected animal's saliva with an open wound – a bite or a scratch.

7.3 Symptoms of rabies in humans usually do not present themselves for a minimum of 10 days to a year or longer (the average is 30 to 50 days). Symptoms are typical of a flu, including malaise, loss of appetite, fatigue, headache, and fever. Over half of all patients have pain (sometimes itching) or numbness at the site of exposure. They may complain of insomnia or depression. Two to ten days later, signs of nervous system damage appear; these include hyperactivity and hypersensitivity, disorientation, hallucinations, seizures, and paralysis.

7.4 Because rabies is so difficult to detect and positively identify, it is very important to consult a physician immediately. If rabies is a possibility, begin treatment with the rabies vaccine as soon as possible (unlike other vaccines, rabies vaccination begins after exposure because the virus takes a comparatively long time to induce disease).

8.0 Hantavirus

8.1 Rodents can carry a variety of diseases; of notable concern is the North American hantavirus which can cause Hantavirus Pulmonary Syndrome (HPS).

8.2 A common host of the hantavirus is deer mouse and related species (*Peromyscus* spp.), which are common throughout much of North America.

8.3 Although infection is rare, it can be fatal and, therefore, it is necessary that risk of exposure be minimized. Infection can be spread to humans when they:

8.3.1 Breathe air contaminated by deer mouse saliva, urine or feces containing infectious hantaviruses; or

8.3.2 Accidentally rub eyes, mouth or broken skin with hantavirus-infected deer mouse saliva, urine or feces.

8.4 The following precautions will be taken for all field operations:

8.4.1 Limit exposure to soils handling and use gloves where appropriate.

8.4.2 Wash or sanitize hands often throughout the day and before meals.

8.4.3 Equipment bags, storage areas, and vehicles will be inspected daily for signs of deer mouse infestation.

8.4.4 Rodent-proof storage containers will be used when practical.

8.4.5 Do not enter buildings infested with deer mice without adequate respiratory protection.

8.4.6 Droppings should never be removed by vacuuming or sweeping. Wetting down an area with a mixture of 1:9 household bleach and water solution will reduce risk of airborne exposure.

8.5 If flu-like symptoms develop three days to six weeks after exposure to rodents, a doctor should be contacted immediately (mechanical ventilation is the primary method of treatment).

9.0 Bubonic Plague

9.1 The bacteria that cause plague, *Yersinia pestis*, maintain their existence in a cycle involving rodents and their fleas.

9.1.1 In urban areas or places with dense rat infestations, the plague bacteria can cycle between rats and their fleas.

9.1.2 Humans may contract the plague bacteria through:

- Infected flea bites.
- Contact with contaminated fluid or tissue of a plague infected animal.
- Infectious droplets from an infected person coughing into the air (very uncommon in the United States, but relatively frequent in developing countries.

9.1.3 Individuals infected develop sudden onset of fever, headache, chills, and weakness and one or more swollen, tender and painful lymph nodes (called buboes).

9.1.4 Immediate medical attention is necessary to prevent complications or death.

9.1.5 Rodent control measures should be employed at AECOM locations.

9.1.6 Wear gloves if handling potentially infected animals to prevent contact between skin and the plague bacteria. Contact the local health department with and questions about disposal of dead animals.

9.1.7 Repellent shall be used if there is potential exposure to rodent fleas. Products containing DEET can be applied to the skin as well as clothing and products containing permethrin can be applied to clothing (always follow instructions on the label).

Americas

Snakes & Scorpions

S3AM-313-ATT12

1.0 Hazard

1.1 Snakes have the ability to inject venom. A bite from a venomous snake, which may inject varying degrees of toxic venom, is rarely fatal but should always be considered a medical emergency.

2.0 Personal Protective Equipment

2.1 Long pants and shirts

2.2 Heavy gloves if staff will be handling debris or be close to the ground

2.3 Rubber boots, or boots that fully cover the foot (not sandals!) and preferably are at least 10 inches (25 centimeters) high

2.4 Snake Chaps that cover at least the shin

2.5 Personal first aid kit

3.0 Restrictions

3.1 Staff must not work alone in areas where the risk of a snake encounter is high.

4.0 Safe Work Practice

4.1 Prior to going into the field, staff should research the area and identify what species are present. Once confirmed, staff should contact local hospitals to identify which carry anti-venom and include that information into the SH&E Plan and THA.

4.2 Staff working in areas known to be inhabited by venomous snakes should take extra precautions, be able to identify the local snake species, and understand the best practices for administering first aid.

4.3 Most snakes in Canada are non-venomous; and most snake bites are not fatal, only painful. Learning to identify snake species will assist you in responding appropriately to an encounter, and will assist medical professionals in determining if antivenin needs to be administered if anyone is bit.

4.4 Most snakes are non-aggressive and will only attack if immediately threatened.

4.5 Prevention

4.5.1 Before venturing out into the wilderness, familiarize yourself with the snakes in your area, both venomous and non-venomous species.

4.5.2 Learn which habitats the venomous species in your region are likely to be encountered in, and use caution when in those habitats.

4.5.3 Try as much as possible not to take a snake by surprise.

4.5.4 Stay on trails where possible, and watch where you place your hands and feet, especially when climbing or stepping over fences, large rocks, and logs, or when collecting firewood. Take care when overturning any objects on the ground when in snake country.

4.5.5 If you see a snake, give it as much room as possible. Most snakes have a strike distance that is only half the length of their body.

4.5.6 If you get very close to a rattlesnake, hold very still until it calms down and starts to move away. Then slowly move backwards until you are at least one snake-body length away.

4.6 Treatment

4.6.1 A bite from a venomous snake should be considered a major medical emergency. Emergency services should be contacted immediately and staff should follow the direction of the medical responders.

4.6.2 Try to keep the snakebite victim still, as movement helps the venom spread through the body.

4.6.3 Keep the injured body part motionless and just below heart level.

4.6.4 Keep the victim warm, calm, and at rest, and transport him or her immediately to medical care.

4.6.5 Do not allow him to eat or drink anything.

4.6.6 If medical care is more than half an hour away, wrap a bandage a few inches above the bite, keeping it loose enough to enable blood flow (you should be able to fit a finger beneath it). Do not cut off blood flow with a tight tourniquet. Leave the bandage in place until reaching medical care.

4.6.7 Identify the snake that caused the bite to determine if it is venomous, and if antivenin needs to be administered. Do not waste time or endanger yourself trying to capture or kill it. Note the shape and color of the snake's head.

4.6.8 If you are alone and on foot, start walking slowly toward help, exerting the injured area as little as possible.

- Note that there are several species of snakes that superficially resemble rattlesnakes. Several species, including Bull, Milk, Fox, and Rat Snakes will even rattle their tails when startled.
- Massasauga Rattlesnake is recognized as a Threatened Species in Ontario and it is an offence to harass, or destroy the habitat of this species.

4.6.9 Workers in scorpion habitat have the potential to be stung.

- Scorpions usually hide during the day and are active at night. They may be hiding under rocks, wood, or anything else lying on the ground. Some species may also burrow into the ground. Most scorpions live in dry, desert areas. However, some species can be found in grasslands, forests, and inside caves.
- Scorpions are found in Southern and Southwestern United States.
- One scorpion species, the Northern Scorpion (*Paruroctonus boreus*) occurs in semi-arid areas of southern British Columbia, Alberta, and Saskatchewan. It carries a stinger on the end of its tail. The sting is painful but not life threatening unless there is an allergic reaction.
- Workers should wear longsleeves and pants. Clothing and shoes should be shaken out before putton on.
- Symptoms of a scorpion sting may include:
  - A stinging or burning sensation at the injection site (very little swelling or inflammation)
  - Convulsions
  - Staggering gait
  - Slurred speech
  - Drooling
  - Muscle twitches
  - Abdominal pain and cramps
- Scorpion stings may be painful, but most are harmless. In the United States, only the Bark Scorpion has venom that can potentially cause severe symptoms.
- Scorpions capable of lethal stings are found predominantly in Mexico and South America.
- If the is any question as to what type of scorpion caused the sting, contact medical services immediately.

5.0 Species

5.1 Venomous Snakes in Canada

Eastern Massasauga Rattlesnake (*Sistrurus catenatus*) found around Wainfleet, Windsor, Bruce Penninsula and eastern Georgian Bay in Ontario.	 Eastern Massasauga Rattlesnake picture by Michael Redmer/Courtesy Lincoln Park Zoo
Northern Pacific Rattlesnake (*Crotalus viridis*) found primarily in Okanagan and Thompson River valleys of southern British Columbia.	
Prairie Rattlesnake (*Crotalus viridis*) found in south eastern Alberta, and south western Saskatchewan.	

5.2 Venomous snakes in the United States

Rattlesnake(*Crotalus cerastes)* found mostly concentrated in the southwestern United States, they extend north, east and south in diminishing numbers and varieties. Every contiguous state has one or more varieties of rattlesnake. The rattlesnake is found in many different biomes ranging from along the coast at sea level, the inland prairies and desert areas to the mountains at elevations of more than 10,000 feet. Species include: Sidewinder, Santa Catalina, Western,	 Western Rattlesnake

Mojave, Red Diamond, Western Diamond, Ridge Nosed, Eastern Diamondback, and Pigmy.	 Eastern Diamondback
Copperhead (*Agkistrodon contortrix*) is the most common venomous snake found in the eastern United States. It can be found in the states of Texas, Oklahoma, Kansas, Missouri, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida, South Carolina, North Carolina, Tennessee, Kentucky, Virginia, Illinois, Indiana, Ohio, Iowa, Pennsylvania, Maryland, New Jersey, Delaware, New York, Connecticut, and Massachusetts.	
Cottonmouths (water moccasins) (*Agkistrodon piscivorus)* found in the eastern United States from Virginia, south through the Florida peninsula and west to Arkansas, eastern and southern Oklahoma, and east and central Texas.	
Coral Snake (*Micrurus sp.)* found in the southern range of many temperate United States including North Carolina, Georgia, Alabama, Mississippi, Louisiana, Texas, Arkansas, Kentucky, Arizona, and New Mexico.	 Eastern Coral Snake, *Micrurus fulvius*

Americas

Working Alone

S3AM-314-PR1

1.0 Purpose and Scope

1.1 This procedure establishes the requirements for communication and accountability between personnel at a work site to reduce the potential for incidents occurring to one employee without help readily available and to facilitate the rapid mustering of assistance to employees in the event of an emergency.

1.2 This procedure applies to all AECOM America-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **Buddy System** – A system of organizing employees at a work site in such a manner that each employee is accompanied by or in communication with at least one other employee or is escorted by a client or contractor representative during work site activities.

2.2 **Controlled Work Areas** – One or more designated work areas on a field project site where high risk activities and/or strictly defined operations take place. Such controlled work areas include, but are not limited to, remediation or construction sites; a restricted radius where a critical lift operation will take place could be declared a controlled work area. On a HAZWOPER site, the controlled work area is divided into the exclusion zone, the contaminated reduction zone, and the support zone.

2.3 **Working Alone** – Performing work with no line of sight or direct voice communication with another person who is aware of your assignment and capable of initiating emergency response.

3.0 References

3.1 S3AM-005-PR1 Driving

3.2 S3AM-209-PR1 Risk Assessment & Management

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager or Supervisor**

- Establish if employee is permitted to work alone, through evaluation of employee's experience, training and any personal limitations (e.g. life-threatening allergic reactions).
- Provide the resources, communication devices, emergency response plans, and check-in procedures as listed in the Task Hazard Assessment (THA) or SH&E plan, etc. necessary so that employees are not working alone or have a buddy system in place.
- Act as point of contact if employees miss their check-in.

4.1.2 **Employees**

- Complete training as required to prepare for working alone.
- Confirm emergency contacts are provided to the Manager or supervisor in case of an emergency.
- Establish a buddy system and check in procedure in accordance with the THA or SH&E Plan provided by the Manager and Supervisor.

4.1.3 **SH&E Managers**

- Review and approve relevant planning documents entailing employees working alone and on remote travel.

4.2 General

4.2.1 All projects/programs shall conduct a review of all tasks performed by AECOM to establish specific work alone procedural requirements as defined here. They shall have at minimum a THA and SH&E Plan that has been reviewed by the SH&E Manager.

4.2.2 Employees are discouraged from working alone on any site due to the risk of delayed assistance in the event of an incident. If they will be out of contact with other employees, they shall establish a buddy system or check-in procedure with another employee or responsible person.

4.2.3 Employees working alone or in small crews in remote isolation shall have an effective means of communication including cell/radio/satellite phone as well as established check-in times.

4.2.4 When traveling alone, staff shall take appropriate precautions, including notifying someone of their travel plans as well as carrying a communication device and safety equipment, as appropriate. See *S3AM-005-FM1 Journey Management Plan*.

4.3 No employee shall work by themselves or without a buddy system established if they are conducting a high risk job task.

4.3.1 The following tasks are considered high risk:

- Working at heights > 4 ft. (1.22 m) (Including aerial lifts, snooper trucks, scaffolds, etc.).
- Working in a confined space.
- Working in a trench or excavation.
- Performing tasks requiring lock out/tag out.
- Work on energized equipment.
- Working with electricity.
- Working with hazardous substances or materials (including all HAZWOPER projects).
- Working with material under pressure.
- Working where there is a possible threat of violence, including civil unrest.
- Working in avalanche areas.
- Working on water or ice.
- Working in remote or wilderness isolation.
- Working in a controlled area.
- Extreme heat or cold stress environments.
- Working with power tools/equipment (drill, chainsaw, grinder, etc.).
- Working with/operating heavy equipment or machinery, including drill rigs.
- Working in isolation from first aid services or immediate/emergency assistance.
- Working around mobile equipment.
- Exposure to vehicular traffic (highways, roads, parking lots, etc.).
- All-terrain vehicle work.
- Working on railroads or within 25 ft. (7.62 m) of tracks.
- Any activity/task involving non-voluntary use of respiratory protection, including for site access.

- Working with people diagnosed with Coronavirus or other pandemic diseases.

4.3.2 The following tasks (identified as high risk) may permit working alone provided it can be demonstrated there is no substantial increased risk associated with working alone:

- Working with power tools/equipment (e.g. power drill versus chainsaw).
- Working with material under pressure (e.g. small air compressor versus compressed gasses).

4.4 Office Work

4.4.1 The supervisor shall have in place and shall communicate as part of location specific orientation, its procedures for the safety and security of an employee working alone in the office. Contact numbers to be used in case of emergency are posted at all common gathering areas or major exits.

4.4.2 Employees working in the office after regular working hours or in situations where they are working alone shall keep the entrance to the office locked.

4.4.3 If the building is monitored by a security service, employees working in the office after regular working hours or working alone shall notify the security guard of their presence and anticipated hours. If the building does not have a security service, the employee working alone shall notify their supervisor or a family member or friend if agreed to by their supervisor.

4.4.4 During all working hours, employees shall stay alert to unauthorized entries into the building and to other suspicious activities and shall report them to security or their supervisor immediately.

4.5 Field Work

4.5.1 Prior to work commencing, a THA shall be prepared for all assignments on which employees are to work alone (in accordance with *S3AM-209-PR1 Risk Assessment & Management*). The THA shall consider travel time, weather, available communications, and the impact of working alone when establishing risk ratings of the hazards associated with the task and work environment.

4.5.2 The THA should also consider whether the employee assigned to work alone has sufficient training and qualifications in the tasks to be performed to allow the employee to work safely alone. The employee's personal medical conditions may be considered if the employee has voluntarily made the medical condition known to the Manager or Supervisor.

4.5.3 The THA should identify the controls required for the safety of employees as applicable to the job task and location. Some controls associated with working alone or in remote isolation include a buddy system, standardized check-in times, what to do if a check-in is missed (e.g. worker in proximity attends site, utilizing secondary communication method, etc.), specialized communication devices, and enhanced emergency supply kits.

4.5.4 The THA is completed in addition to the SH&E plan which details the work activities and the procedures to manage the hazards and in accordance with *S3AM-209-PR1 Risk Assessment & Management*.

4.6 Buddy System

4.6.1 When conducting work that has not been identified as high risk, employees shall work with a buddy (another responsible individual) or follow check –in procedures listed in the THA or SH&E Plan.

4.6.2 When conducting high risk work, employees shall work as a buddy system (another responsible individual) at all times.

4.6.3 Once assigned as buddies, personnel shall remain in contact.

4.6.4 When electronic communication devices are used, prior to starting work, a protocol shall be established and agreed to by each buddy to confirm that periodic effective and faultless communications are maintained

4.6.5 When unanticipated conditions develop that do not permit line of sight and direct voice contact, and alternate communication was not established in the THA, Stop Work and notify the Supervisor. If permission from the Supervisor is obtained to continue the work, voice contact shall be achieved using reliable electronic communication devices such as, but not limited to, hand-held radio or cell phone. The THA shall be updated to reflect this change.

4.6.6 If crews will separate once they reach their work site, they shall then be considered to be “working alone”. The buddy system or check-in procedures shall be established, as determined by the work being high risk or non-high risk and as identified in the THA.

4.6.7 Client or contractor personnel may be substituted for an AECOM employee’s buddy only if they are designated by the client or contractor and the AECOM manager or supervisor, and are properly trained to the tasks and the site’s emergency response procedures.

4.6.8 A missed communication event shall initiate the applicable missed check-in actions established in the THA (e.g. worker in proximity attends site, utilizing secondary communication method, etc.) and may trigger emergency response procedures. The results of each communication event shall be documented in the program or project files.

4.7 Check-In Procedures

4.7.1 All field crews shall establish check-in procedures as part of the THA or SH&E Plan prior to leaving the office. These procedures shall be reviewed daily as part of the Task Hazard Assessment review or more frequently if there is a change in work arrangements that could adversely affect a worker's well-being or a report that the system is not working effectively. These procedures shall be confirmed with the assigned Check-In Person daily.

4.7.2 The timing and frequency of those check-in procedures schedule shall be established prior to the initiation of field operations and shall vary depending on the task and location of the work.

4.7.3 If communication is lost between buddies or a check-in time is missed, it shall be assumed that an emergency situation exists, and the site’s emergency response procedures shall be implemented. Site work shall cease until the emergency is resolved and the Supervisor directs personnel to restart work.

4.7.4 If crews will separate once they reach their field site, they will then be considered to be “working alone” and will establish a buddy system with the other members of the crew.

4.7.5 Employees working alone or in small crews in remote isolation will have an effective means of communication system (e.g., cell, radio, satellite phone, global positioning system communicator) as well as established check-in times.

4.7.6 The Check-In Procedure will be reviewed daily as part of the THA review or more frequently if there is a change in work conditions that could adversely affect a worker's well-being or a report that the system is not working effectively.

4.8 Emergency Response Procedures

4.8.1 All field employees and the Check-In Person shall be provided with the location specific Emergency Response Plan. This may be included in the THA or SH&E plan or exist as a separate document.

4.8.2 The Check-In Person shall have access to a route map or understands their anticipated route of travel.

4.8.3 The established contact person shall follow the procedures below, with specifics established in the SWP Plan or THA, if a field employee has missed a check-in:

- First, they shall attempt to make contact with the field employee directly.
- If that fails to provide a response, they shall contact other persons who may have been on site, including client supervisors, or other locations where the field employee might be (e.g., hotel, home, office).

- If the field employee still cannot be located, the emergency contact person notifies the manager or supervisor responsible for the employee.
- Depending on the location and situation, they shall then dispatch another employee, another supervisor, or an appropriate emergency response agency (e.g., police) to travel to the last known location of the field employee.
- If the dispatched responder arrives at the site but cannot locate the field employee, the appropriate public emergency contacts (e.g., police, search and rescue) shall be made and the employee's personal contacts shall be notified by Human Resources.
- If the dispatched responder finds the crew in an emergency situation (medical, environmental, structural, etc.), the appropriate steps shall be taken to isolate the hazard, administer first aid, and contact emergency support services.

4.9 Training

4.9.1 All employees shall receive an initial orientation that includes the hazards and controls associated with working alone.

4.9.2 If working in the wilderness, all field employees shall receive appropriate orienteering training using a map. Basic orienteering and navigation skills can be provided by an experienced employee before work commences. This training must be documented. Refer to the *S3AM-314-ATT1 Wilderness Isolation* instruction for more specifics.

4.9.3 Employees working alone should be trained in First Aid. Consideration should be given to Wilderness First Aid training based on the anticipated work environment.

4.9.4 Employees regularly working in remote, isolated wilderness locations will either participate in a wilderness survival course from a qualified provider (one or two day) or will obtain management approval based on their level of experience/competence in wilderness situations.

5.0 Records

5.1 None

6.0 Attachments

6.1 S3AM-314-ATT1 Wilderness Isolation

Americas

Wilderness Isolation

S3AM-314-ATT1

1.0 Planning

1.1 Working in wilderness isolation presents many more potential hazards and should only be conducted by teams with documented experience, safety plans, and equipment appropriate for the tasks and conditions of the work.

1.2 A safety plan and Task Hazard Analysis will be reviewed by the SH&E Manager.

2.0 Safety Equipment

2.1 All field employees should regularly carry the following on their person:

- GPS Unit.
- Compass.
- Lighter, matches, or a "flint' of fire steel.
- A knife or folding saw.
- Map.
- First aid kit.
- Communication device appropriate to the type of coverage anticipated in the area.

2.2 When hiking long distances, it is recommended that a “mini survival kit” that includes the following items be carried in addition to the items listed above:

- Fire starter (tinder). Cotton balls with lip balm work well, or paper egg cartons with cotton balls and paraffin wax; if buying commercial fire starter, test it after several months.
- A whistle.
- Heavy tinfoil (to melt snow, to cook on, or to boil water in).
- Water and/or portable water purification device (e.g. steri-pens®).
- Some high-energy food.
- Cordage or rope (about 50 feet).
- Bear spray and/or bear bangers.

2.3 When using an ATV or helicopter for isolated work, it is recommended that a survival bag or backpack that can be left at a known muster point be put together. This bag should include the following items:

- Additional fire starter (tinder).
- Matches, fire steel.
- A multi-tool (like a Swiss Army knife).
- A folding saw.
- 3-8'x6" tarps plus one 12 X 16" tarp or larger (or a tent).
- 100 " of utility cord or parachute cord.
- A small pot.
- A small stove (a small folding military stoves with trioxethelyne tablets will work well).
- Closed cell foam pads or several square feet of double-wall bubble insulation (the silver sided bubble wrap used in construction) to use as a sleeping pad or for hypothermia treatment.
- Emergency Food.
- Water.
- Sleeping bag with a mylar® bivouac (bivy) sack to be used as a vapor barrier inside.

3.0 Drinking Water

3.1 No surface water can be considered safe for human consumption without treatment. Even the cleanest looking spring water could be polluted. Untreated water may be contaminated with bacteria, viruses, or protozoa.

3.2 On short trips, carry treated water or obtain water from another safe source.

3.3 When field projects take you into remote isolation where there is the potential for not having access to clean drinking water, be sure to take the appropriate tools with you: a water filter, tin foil or a pot for boiling water, or tablets or chemicals for treating the water prior to consumption.

3.4 Generally, the chances of finding safe drinking water in the mountains increase as you gain altitude. Intense sunlight at high altitudes kills undesirable bacteria and viruses but harmful cysts are unaffected.

3.5 Runoff water from streams below glaciers is often cloudy with silt and should be filtered.

3.6 Well water and moving rivers are the best locations to obtain water. Avoid stagnant water, shoreline water, and water close to human habitations and campsites.

3.7 During the winter, it is best to use an open water source or to obtain water through a hole in the ice. Check the safety of the ice first. Melting ice and snow consumes fuel and takes extra time. Eating snow or ice directly can lead to chilling and hypothermia and could also cause stomach cramps and headaches. Beware of colored snow, which indicates the presence of algae that could cause diarrhea if ingested. Even in winter, all water should be purified.

3.8 Water Treatment

3.8.1 Each method of water treatment has its advantages and disadvantages. Use only boiled or treated (filtered and disinfected) water for drinking, brushing teeth, or washing fruits and vegetables that will be eaten raw. Heat is the oldest, safest and most effective method of purifying water. However when boiling is not practical because of time and lack of a heat source, water should be treated by filtration and disinfection .This method may not be as effective as boiling the water.

3.8.2 Use two water containers: one for treating water and the other for carrying purified water. After disinfection, shake the container vigorously. Wait five minutes. Shake it again with the lid loose so that some water leaks out to cleanse the mouth of the container. Then pour the water into a clean container for drinking water.

3.8.3 Boiling. Bring the water to a boil for at least one minute (adding one more minute for each 300 m (1000 ft.) above sea level. If the water is cloudy, filter it before boiling.

3.8.4 Filtration. Water filters for use in the wilderness are available. Avoid filters that allow particles larger than 0.5 microns to pass. Filters with a pore size of 0.1 to 0.3 micron can remove protozoa and some bacteria but may not remove viruses. Filtration alone is insufficient to purify water; hence, it should be combined with disinfection to kill viruses and bacteria.

3.8.5 Disinfection. Disinfect with chlorine or iodine compounds, following the manufacturers instructions. Disinfection alone may not kill some protozoa..

Table 1: Summary of Water Purification Methods

	Boiling	Chlorine	Iodine	Filters
Bacteria	E	E	E	M
Viruses	E	E	E	N
Protozoa	E	M	M	M
Chemicals	M	N	N	N

E = effective M = may be effective (see text) N = not effective

3.8.6 Additional portable water purification devices are available, using methods such as ozone disinfection, ultraviolet purification, or solar water disinfection.

3.8.7 Water treatment methods should be evaluated for suitability to the work environment, the potential water hazards, and limitation of the device.

3.8.8 Some water-borne diseases are difficult to diagnose. If you are not feeling well and have recently drunk water from a source in the wild, inform your doctor that you may have consumed untreated water.

Americas

Material Storage

S3AM-316-PR1

1.0 Purpose and Scope

1.1 This procedure applies to all AECOM Americas-based employees and operations, and any other entity and its personnel contractually required to comply with this document's content, where materials are stored and used. Note that this standard does not address manual material handling (e.g., manual lifting, lowering, pushing, pulling, carrying, holding, or restraining). Information on manual material handling can be found in *S3AM-014-PR1 Manual Lifting*.

1.2 The purpose of this standard is to ensure the safety of AECOM personnel during the storage of materials.

2.0 Terms and Definitions

2.1 None

3.0 References

3.1 S3AM-014-PR1 Manual Lifting

3.2 S3AM-115-PR1 Hazardous Materials Communication

4.0 Procedure

4.1 Implementation of this standard is the responsibility of the Manager directing activities of the facility, site, or project location.

4.2 Employees shall be properly trained and follow the established procedures applicable to the material stored.

4.3 General

4.3.1 Consult additional applicable jurisdictional requirements and AECOM procedures for specific tasks, materials, and equipment involved in material storage operations.

4.3.2 Storage areas should be specifically designated and be clearly marked. Aisles should be clearly marked, be of ample width for the type of storage, and be kept free from obstacles and trash.

4.3.3 Store materials in a manner that prevents damage or deterioration to the material and in a configuration that is safe and provides for the optimal and efficient use of storage space.

4.3.4 Material must not be stacked within 18 inches of the sprinkler heads Material should be kept well clear of light fittings, heating pipes and ceilings.

4.3.5 Ensure that stacks are stable and self-supporting.

- Stack symmetrically.
- Base areas and heights of stacks should be kept as small as circumstances permit. The ratio of height to base dimensions of large stacks should be correctly proportioned so that failure of part or whole of the stack does not occur.
- Experience has shown that the height to base ratio of an unsupported stack should not exceed 3 to 1.
- As most stacks are erected by visual alignment, a slight error in calculation near the base can easily result in a barely noticeable overhang, with a resultant loss of stability.

- Where effective banding and shrink wrapping can be achieved, the ratio of height to base can be safely increased to 4 to 1.
- Stable construction of the stack is entirely dependent upon the following factors:
  - Safe relation of height to dimension of base;
  - Sound interlocking of the material;
  - Contents of the cartons;
  - Shape of articles

4.3.6 Post maximum safe loads for all floors above grade in pounds per square foot.

4.3.7 As applicable, stack, rack, block, interlock, band or shrink-wrap, or otherwise secure all materials to be stored in tiers to prevent sliding, falling, or collapse.

4.3.8 De-stacking is largely the reverse process of stacking. Most accidents involving the collapse of stacked materials occur during de-stacking. The prime cause of this is haphazard removal. All stacking and de-stacking should be carried out under competent supervision. Basic rules for breaking down stacks are:

- One person should be responsible for the manner in which the stack is reduced;
- The stack should be taken down tier by tier and;
- As there is a high tripping hazard in the working area of a stack, tidiness and systematic work methods are essential.

4.3.9 Keep aisles, passageways, and other access ways clear to provide for the free and safe movement of material-handling equipment or employees. Mark all permanent aisles.

4.3.10 Segregate and label non-compatible materials. Refer to *S3AM-117-PR1 Hazardous Materials Communication*.

4.3.11 When loads swing freely, confirm non-compatible materials are segregated. Do not lift loads or swing over the heads of persons; it is not permitted to walk under a load. Wear hardhats in these areas.

4.3.12 Do not place material stored inside buildings under construction within 6 feet (1.8 meters) of any hoistway or inside floor openings, or within 10 feet (3 meters) of any exterior wall lower than the top of the material stored.

4.3.13 Pallets should be of sound construction, and be of adequate strength for the loads and conditions under which they are used. Where pallet loads are stacked tier on tier, the unit loads must be able to support the weight above.

4.3.14 Stacks, shelving and other fixtures for holding or storing materials should be so laid out and designed that there is sufficient access for safe loading and unloading by either manual or mechanical means

4.4 Stacking Frames

4.4.1 Conduct a visual inspection of the stacking frames prior to loading for damage (e.g., bent, twisted, broken or excessive rust). Remove from service any stacking frames that fall into any of these categories.

4.4.2 Several pallets can be loaded on a stacking frame provided they are stable and will not fall.

4.4.3 If more than one (1) pallet is placed on a stacking frame and materials are unstable or appear to be capable of falling, the pallets will be shrink-wrapped or banded together or stored in another storage location.

4.4.4 Do not exceed the maximum load of the stacking frame. Be sure to include the weight of the stacking frame in the maximum load calculation.

4.4.5 Material on a stacking frame will not extend above the top rail if another stacking frame is to be placed on top of the lower frame.

- The highest or top stacking frame may have material that extends above the top rails, but the pallet itself must be below the top rails and the material secured.

4.4.6 Stacking frames will only be stacked high enough for forklift forks to be able to reach and remove one (1) frame at a time. At no time will they be stacked higher than five (5) high regardless of the dimensions of the stacking frame. Material placed on the top rack will be banded or shrink wrapped (if applicable).

4.4.7 Do not mix stacking frames manufactured by different companies (e.g., a UNICOR with a Nestainer or other manufacturer).

- Stacking frames of different colors can be intermingled but will be of the same dimensions and manufacturer (e.g., UNICOR to UNICOR, Nestainer to Nestainer).

4.4.8 The 1st (lowest) stacking frame will have the greatest amount of weight. The subsequent frames will, if possible, have less weight than the frame immediately below it. This is to avoid top heaviness.

4.4.9 When picking up a stacking frame, ensure the MHE forks are securely seated into the two (2) stirrups of the frame. When traveling, maintain a clear field of vision and travel in reverse if vision is obstructed by the load. Sound your horn at all intersections and blind spots.

4.4.10 Transport one (1) loaded stacking frame at a time.

4.4.11 When traveling with a pallet, keep load as low as possible. Do not bulldoze pallets or stacking frames.

4.5 Bagged Materials

4.5.1 Provide bags of cement and lime stacked over ten bags high with restraining walls of appropriate strength.

4.5.2 Stack cement, lime, and similar materials in bags so that the mouths of the outside bags are facing the center of the stack.

4.5.3 During un-stacking, keep the entire top of the stack nearly level, and maintain the necessary setback.

4.5.4 Warn employees handling cement or lime about skin burns, and ensure that goggles, gloves, and clothing that fits snugly about the neck and wrists are worn.

4.5.5 Lime must be stored to prevent a premature slaking action that may cause fire.

4.6 Bricks and Blocks

4.6.1 Brick stacks must not exceed 7 feet (2.1 meters), and they should be tapered back starting at 4 feet (1.2 meters).

4.6.2 Always stack bricks on planks, asphalt, or concrete, and never on uneven or soft surfaces.

4.6.3 Keep the top of brick stacks level and maintain the taper during un-stacking operations.

4.6.4 Stack blocks in tiers on solid, level surfaces, and taper back over the 6-foot (1.8-meter) level.

4.7 Lumber

4.7.1 When stacking lumber, place cross strips on stacks more than 4 feet (1.2 meters) high.

4.7.2 Remove all nails from used lumber before stacking, unless the lumber is to be burned or hauled away without further handling.

4.7.3 Stack lumber on level and solidly supported sills to be stable and self-supporting.

4.7.4 Do not stack lumber more than 16 feet (4.9 meters) high.

4.8 Reinforcing and Structural Steel

4.8.1 Store steel rods in separate stacks according to length and size.

4.8.2 Carefully stack structural steel to prevent the danger of members sliding off, or the stack toppling over.

4.8.3 Never store “I” beams with the webs vertical.

4.9 Foundation Bolts

4.9.1 Stack bolts in separate stacks according to length and size.

4.10 Corrugated and Flat Iron

4.10.1 Stack corrugated and flat iron flat, and not more than 4 feet (1.2 meters) high.

4.10.2 Place spacing strips between bundles.

4.11 Pipes, Poles, and other Cylindrical Material

4.11.1 Stack and block cylindrical material in such a way to keep the material from spreading or toppling.

4.11.2 Do not stack pipes higher than 5 feet (1.5 meters) unless racked.

4.11.3 When removing pipe or other material larger than 2 inches (5 centimeters) in diameter from storage, and where stacked pipe runs in one direction and is more than one pipe high, employees will be instructed to approach the stack from the ends, not from the sides.

4.12 Sand, Gravel, and Crushed Stone

4.12.1 While removing sand, gravel, and crushed stone from stockpiles, ensure there are no overhanging or vertical faces at any time.

4.12.2 Do not store material dumped against walls or partitions to a height that will endanger the stability or exceed the resisting strength of such walls and partitions.

5.0 Records

5.1 No documentation maintenance is required.

6.0 Attachments

6.1 None

Americas

Drilling, Boring & Direct Push Probing

S3AM-321-PR1

1.0 Purpose and Scope

1.1 This document provides procedures designed to help prevent injuries to personnel working on the project and pedestrians, property damage, and adverse environmental impact as a result of potential hazards associated with drilling, boring and direct-push probing. These hazards include, but are not limited to, encountering underground utilities, subsurface installations, rotating equipment and potential overhead hazards.

1.2 This procedure provides the minimum requirements to be followed when drilling, boring, and probing work are performed.

1.3 This procedure applies to all Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

1.4 The Manager is responsible for meeting all the requirements in this procedure.

1.5 AECOM's clients may have specific procedures which shall be followed to identify and map utility and subsurface structures on their properties or facilities. Provided the client's procedures meet or exceed those of AECOM, approval shall be obtained from the Manager and the SH&E Manager to follow the client's procedures.

2.0 Terms and Definitions

2.1 **Underground Utilities –** All utility systems located beneath grade level, including, but not limited to, gas, electrical, water, compressed air, sewage, signaling, and communications, etc.

2.2 **Ground Disturbance (GD) –** Any indentation, interruption, intrusion, excavation, construction, or other activity in the earth's surface as a result of work that results in the penetration of the ground.

2.3 **Intrusive Activities –** Examples: Excavation of soil borings, installations of monitoring wells, installation of soil gas sampling probes, excavation of test pits / trenches or other man-made cuts, cavity, trench, or depression in an earth surface formed by earth removal.

2.4 **Subsurface Installations –** Examples: Subterranean tunnels, underground parking garages, and other structures beneath the surface.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-118-PR1 Hearing Conservation

3.3 S3AM-208-PR1 Personal Protection Equipment

3.4 S3AM-209-PR1 Risk Assessment & Management

3.5 S3AM-213-PR1 Subcontractor Management

3.6 S3AM-305-PR1 Hand & Power Tools

3.7 S3AM-306-PR1 Highway and Road Work

3.8 S3AM-322-PR1 Overhead Lines

3.9 S3AM-322-FM1 Overhead Electrical Lines Acknowledgement

3.10 S3AM-325-PR1 Lockout Tagout

3.11 S3AM-326-PR1 Machine Guarding

3.12 S3AM-331-PR1 Underground Utilities

3.13 S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager**

- Confirm the development of the project SH&E Plan and compliance with this procedure.
- Confirm the appropriate equipment and materials are available to conduct the drilling, boring or direct-push operations.
- Confirm compliance with *S3AM-331-PR1 Underground Utilities.*
- Review the *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist* prior to authorizing work to proceed.
- Confirm that employees conducting drilling, boring or direct-push probing possess any required training, registrations or certifications.
- Confirm all employees involved and affected by the task review the SH&E Plan, *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist* and Task Hazard Assessment (THA) prior to work commencing.
- Confirm an equipment maintenance inventory is maintained, schedules adhered to and appropriate inspections of equipment are conducted.
- Provide authorization (with the concurrence of the Site Supervisor and SH&E Manager) for work to resume if interrupted due to unexpected conditions or events.

4.1.2 **Safety, Health & Environment (SH&E) Manager**

- Assist AECOM management as needed by providing guidance and clarification as to issues that may arise.
- Review the project SH&E Plan to confirm compliance with jurisdictional regulations**.** Provide technical guidance as needed when a variance is pursued related to this procedure. Confirm variance process meets requirements identified in *S2-001-SM1 Global SH&E Management System Manual*.

4.1.3 **Employees**

- Maintain training as appropriate to the work to be completed (e.g., ground disturbance, lockout tagout, equipment operation, etc.). Refer to *S3AM-003-PR1 SH&E Training.*
- Review the SH&E Plan, *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist* and Task Hazard Assessment (THA) prior to work commencing.
- As appropriate to the anticipated or encountered hazards and as addressed in the applicable planning documentation, utilize appropriate personal protective equipment (PPE) and applicable training, practices and operating procedures.
- Immediately notify the Manager of any unanticipated conditions or events. If assigned equipment, perform appropriate inspections and confirmations of maintenance and / or repairs.

4.2 Training

4.2.1 All on-site employees involved with drilling, boring, and direct-push probing shall be trained, at a minimum, in these procedures and in the procedures of *S3AM-331-PR1 Underground Utilities*.

4.2.2 All operators and assistants shall have the appropriate safety training based on the SH&E Training Matrix and any additional training assessments developed at the business group**,** and be versed in the equipment to be utilized.

- Refer to *S3AM-003-PR1 SH&E Training.*

- This training may include, but is not limited to, Excavation / Trenching (Ground Disturbance), HAZWOPER, Petroleum Safety Training (or Construction Safety Training), and H2S Alive as appropriate.
- Only qualified personnel shall operate and inspect equipment.

4.2.3 All on-site Employees involved with drilling, boring, and direct-push probing activities shall be provided with on-site orientation of the drill rig and its operation.

4.2.4 All Employees involved with drilling, boring and direct-push probing activities at a client site shall receive the applicable client-required training**.**

4.3 Planning

4.3.1 SH&E Plan – At a minimum, a SH&E plan that includes a pre-job hazard assessment shall be prepared and communicated to all involved personnel prior to any drilling, boring, and direct-push probing activities. Refer to *S3AM-209-PR1 Risk Assessment & Management*.

- Assessment shall include both overhead and subsurface utilities and installations. Refer to *S3AM-322-PR1 Overhead Lines* and *S3AM-331-PR1 Underground Utilities*.
- The SH&E Plan will address any required environmental monitoring including gas monitoring, dust, noise, metals, radiation or other monitoring as may be appropriate for site conditions.
- All SH&E Plan requirements will be followed by the project team.
- The location specific emergency response plan shall be in place, contain procedures applicable to the potential emergencies presented by the operations, and be reviewed with all personnel potentially affected.

4.3.2 A Task Hazard Assessment (THA) shall be completed before every assigned task at the work location. The focus of the analysis shall be on the specific assigned task and the evaluation of risks and assignment of control measures based on actual work conditions.

4.3.3 *S3AM-321- ATT2 Pre-Drilling, Boring & Direct-Push Probing Flow Chart* summarizes the key Pre-Drilling, Boring, and Direct-push probing requirements addressed in this procedure.

4.3.4 Procedures and documentation as detailed in *S3AM-322-PR1 Overhead Lines* and *S3AM-331-PR1 Underground Utilities* shall be completed prior to any intrusive subsurface work.

- The locations of subsurface and overhead utilities and subsurface installations will be investigated, documented, mapped on a site plan and evidenced with appropriate surface markings.
- A site walk shall be conducted by the project team / site Manager and any other appropriate personnel, with the objectives of reviewing all planned intrusive activity locations, the locations of subsurface and overhead utilities and the potential for subsurface installations, to determine the appropriate utility clearance activities, and to observe other physical hazards.
- All proposed subsurface activities will be reviewed in comparison to subsurface and overhead utilities and subsurface installations and adjustments made as necessary.
- Appropriate clearance activities shall confirm location(s) of identified underground utilities and subsurface structures. Review the applicable completed *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist.*
- Site Walks should be repeated as necessary following the clearance of subsurface utilities and installations to confirm hazards are clearly identified.

4.3.5 Confirm drilling location(s) and / or bore entry and bore exit points are adequately identified on the worksite to enable appropriate equipment positioning.

4.4 Permits, Notifications and Access Agreements

4.4.1 Any required notifications shall be provided within the appropriate timeframe to the applicable organization (e.g. owner, agency, governing body, etc.).

4.4.2 All applicable permits (e.g. client, government, working near rail road, etc.) will be identified, obtained, and adhered to.

4.4.3 Access agreements will be obtained and adhered to as necessary.

4.5 Pre-Qualifying and Re-Qualifying Drilling Subcontractors

4.5.1 All drilling subcontractors will be properly pre-qualified in accordance with *S3AM-213-PR1 Subcontractor Management*.

4.5.2 The qualifications of the drilling crew performing the work will be evaluated prior to each mobilization and each day by AECOM's on-site representative to assure that their safety performance, training, qualifications, equipment, processes, and approaches reflect AECOM standards for excellence.

4.5.3 All drilling subcontractor equipment will be properly maintained and properly equipped, and the drilling subcontractor will verify their equipment is fully functional as a normal part of their daily and pre-work routine. Refer to *S3AM-321-FM1 Daily Drilling, Boring & Direct Push Equipment Inspection.*

4.6 General Health and Safety

4.6.1 Personal Protective Equipment – Refer to the *S3AM-208-PR1 Personal Protection Equipment* for best practices. These requirements may be modified or expanded in the SH&E Plan. Clothing shall be close fitting and comfortable without loose ends, straps, draw strings, belts, or otherwise unfastened parts that might catch on some rotating or translating component of the rig.

- Depending upon the hazards present, additional PPE may be required such as fire retardant clothing, specific hearing protection, respiratory protective equipment and chemical protective clothing.
- If the location has potential for underground electrical utilities to be present, workers shall ensure footwear has additional protection of shock resistant soles required (white rectangle with omega symbol).

4.6.2 Hearing Conservation – Hearing conservation program requirements may apply when working around operating equipment. Refer to *S3AM-118-PR1 Hearing Conservation*.

- Each worker shall wear noise-reducing ear protectors around operating equipment or during elevated noise levels. Distance from the elevated noise level is the primary measure of control for non-essential drilling personnel.

4.7 Drilling, Boring and Direct Push Equipment Maintenance and Inspections

4.7.1 All equipment will be inspected prior to the initiation of operations and daily during operations using the *S3AM-321-FM1 Daily Drilling, Boring & Direct-Push Equipment Inspection*. This inspection is the responsibility of the operator who will provide written documentation of the inspection prior to the start of drilling each day.

- Equipment that is deemed defective will immediately be repaired by a qualified person, or, if repair is not practicable, tagged "Out of Service" and sent for repairs or discarded.

4.7.2 Managers shall confirm an accurate inventory of the equipment within their operation requiring scheduled maintenance is developed. Using applicable regulations, industry standards, best practices, and manufacturer's recommendations, a maintenance schedule shall be developed with defined responsibility, required actions, and frequency. Refer to *S3AM-321-FM2 Drilling, Boring, & Direct-Push Equipment Maintenance Inventory.*

4.7.3 The maintenance program for equipment shall:

- Adhere to applicable regulations, standards, and manufacturers' specifications;
- Provide for service by appropriately qualified maintenance personnel; and,
- Require maintenance schedules and records of maintenance.

4.7.4 Employees or operators who are assigned equipment are required to review maintenance schedules for that equipment and will confirm that required maintenance has occurred or see that it is undertaken.

4.8 General Requirements

4.8.1 Excluding geoprobe activities, set up any sample tables and general work areas for employees at a safe distance from the rig.

- The recommended safe distance is the height of the fully extended mast plus 5 feet (1.5 meters), and no less than 30 feet (9.1 meters) from the rig.
- An increase to this distance may be required due to noise exposure hazards. Refer to *S3AM-118-PR1Hearing Conservation.*

4.8.2 Operation of the drilling, boring or direct-push equipment shall be restricted to the designated operator except to activate the emergency shut-off as required.

- All rotary drilling equipment shall have an emergency shut off / kill switch. The location of the switch and operation should be reviewed with all involved Employees.

4.8.3 Sit-on direct push rigs are not permitted on AECOM worksites unless the rig has been modified (in accordance with manufacturer's requirements) to be operated by remote control or the rig has been manufactured with a rollover protection system and seat belt.

4.8.4 Consult jurisdictional regulations as use of J-hooks and cat-heads may be prohibited. Examples:

- 29 CFR 1926 requires derricks and cranes to use hooks with self-closing latches and permits the use of J-hooks only for a task unrelated to this procedure (setting trusses).
- British Columbia and Saskatchewan prohibit the use of friction cat-heads**.**

4.9 Identifying the Work Area

4.9.1 Ensure the work area is adequately identified:

- Including zone around the drilling, boring, or direct push equipment, as well as fluid equipment, entry point, exit point and any excavated areas.
- Utilize barricades, signage, pylons, snow fence, etc. as appropriate.
- Implement traffic control as necessary.
- Coordinate with concurrent operations to identify their associated hazards and controls, and communicate those associated with AECOM tasks.

4.9.2 When operating near public vehicular and pedestrian traffic, the on-site personnel shall take every precaution necessary to see that the work zone is properly established, identified, and isolated from both moving traffic and passer-by pedestrians (refer to *S3AM-306-PR1 Highway and Road Work*).

4.9.3 All traffic control devices shall be installed, placed, and maintained in accordance with a Traffic Control Plan, client specifications, and / or the Manual of Uniform Traffic Control Devices and Manual of Uniform Traffic Control Devices for Canada in Canada. Traffic control devices shall consist of and not be limited to

- Directional and informational signage;
- High visibility barricades, cones, or barrels;
- Lighting; and
- Other equipment and devices as required.

4.10 Clearing Work Areas

4.10.1 In addition to any minimum requirements the drilling subcontractor may have, prior to set up, adequate site clearing and leveling shall be performed to accommodate the rig and supplies and provide a safe working area.

4.10.2 Clearing the site includes clearing the intended drilling area obstacles and of underground utilities in accordance with *S3AM-331-PR1 Underground Utilities*.

4.10.3 Drilling or probing shall not commence when tree limbs, unstable ground, or site obstructions cause unsafe tool handling conditions.

- The cleared / levelled area should be large enough to accommodate the rig and supplies.
- If the rig is positioned on a steep grade and levelling of the ground is impossible or impractical, the wheel of the transport vehicle shall be blocked and other means employed of preventing the rig from moving or toppling over.

4.11 Drilling Activities

4.11.1 Federal / State / Provincial / Territorial regulations that govern drill rig operations and exposed moving parts shall be adhered to.

4.11.2 All applicable client on-site safety procedures shall be understood and adhered to.

4.11.3 Minimum approach distances (MAD) from subsurface and overhead utilities and subsurface installations will be established including 5 feet (1.5 meters) from any subsurface utility, 7 feet (2.1 meters) from the pad surrounding any underground storage tanks, and 10 feet (3 meters) from any overhead energized electrical line (or further depending on line voltage). These approach distances are a minimum; government regulations and utility requirements may dictate a greater set back distance and should be confirmed.

4.11.4 Verify that equipment / energy is isolated when lockout is required:

- Refer to operator's manual and *S3AM-325-PR1 Lockout Tagout*.
- Ensure stop switch is activated.
- Driller is out of the seat.
- Test controls to ensure they do not engage.

4.11.5 In addition to any identified minimum requirements (as applicable, client, drilling subcontractor), the following safety measures shall be taken during drilling, boring or probing operations on site:

- The operator and helper shall be present during all active rig operations.
- Site personnel shall remain within visual contact of the rig operator.
- Hard hats, approved safety boots, safety glasses, and hearing protection shall be worn in the work zone (minimum, the radius around the rig equal to the height of the drill rig mast) of a rig.
- Gas monitoring shall be conducted as appropriate.
- Hands, feet and other body parts shall be kept away from moving parts, (e.g. hoisted, rotating, pushing, etc.) including augers, drill rods and reamers.
- When observing drilling, stand upwind of the drill rig to prevent potential exposure to vapors that may be emitted from the borehole.
- The emergency shut-off switch on the rig shall be identified to site personnel and tested on a daily basis by the operator.
- Unauthorized personnel shall be kept outside of the established work zone.
- Rig crew and other worksite personnel shall not use a cell phone while operating the drill rig or other equipment or within the rig work zone.
- Do not drive the rig from hole to hole with the mast (derrick) in the raised position.
- Before raising the mast (derrick) look up to check for overhead obstructions. Refer to *S3AM-322-PR1 Overhead Lines*.

- Before raising the mast (derrick), all rig personnel (with the exception of the operator) and visitors should be cleared from the areas immediately to the rear and the sides of the mast. All rig personnel and visitors should be informed that the mast is being raised prior to raising it.
- Before the mast (derrick) of a drill rig is raised and drilling is commenced, the drill rig shall be first levelled and stabilized with levelling jacks and / or solid cribbing.
    - The drill rig shall be releveled if it settles after initial set up.
    - Lower the mast (derrick) only when the levelling jacks are down, and do not raise the levelling jack pads until the mast (derrick) is lowered completely.
- After the rig has been positioned to begin drilling, all brakes and / or locks shall be set before drilling begins.
- The operator of a rig shall only operate a drill rig from the position of the controls. The rig shall not be in operation if the operator of the rig leaves the area of the controls.
- Throwing or dropping tools shall not be permitted. All tools shall be carefully passed by hand between personnel or a hoist line should be used.
- If it is necessary to operate the rig within an enclosed area, make certain that exhaust fumes are conducted out of the area.
    - Exhaust fumes can be toxic and some cannot be detected by smell.
    - Air monitoring and, as necessary, noise monitoring shall be conducted.
- Clean mud and grease from boots before mounting a rig platform and use hand holds and railings. Watch for slippery ground when dismounting from the platform.
- During freezing weather, do not touch any metal parts of the rig with exposed flesh. Freezing of moist skin to metal can occur almost instantaneously.
- All unattended bore holes shall be adequately covered or otherwise protected to prevent rig personnel, site visitors, or animals from stepping or falling into the hole. All open bore holes shall be covered, protected, or backfilled adequately and according to Federal / State / Provincial / Territorial or local regulations on completion of the drilling project.
- When using a ladder on a rig, face the ladder and grasp either the side rails or the rungs with both hands while ascending and descending. Always use adequate fall protection and a full body harness when climbing above 6 feet (1.8 meters) of the ground. Do not attempt to use one or both hands to carry a tool while on a ladder. Use a hoist line and a tool “bucket” or a safety hook to raise or lower hand tools.

4.12 Drilling Fluid

4.12.1 Ensure drilling fluid is appropriate to the soil type and conditions to be encountered to enable smooth drilling.

4.12.2 Drilling fluid used in the boring process shall be contained at the entry and, as applicable, exit locations until recycled or removed from the site.

4.12.3 Confirm drilling fluid does not enter roadways, streams, municipal storm or sanitary sewer lines, and / or any other drainage system or body of water.

4.12.4 Monitor drilling equipment and fluid equipment for any leakage or spills. Confirm appropriate containment is in place and adequate spill response supplies are available.

4.12.5 It is important to monitor fluid flow and pressure gauges when drilling with any tooling, but it is essential when drilling with a mud motor (pump placed in the drill string to provide additional power to the bit while drilling).

4.13 Unanticipated Concrete / Debris or Void

4.13.1 The presence of subsurface installations and utilities requires special care when obstructions / refusal and voids are encountered and when unexpected absence of soil recovery occurs during

drilling operations. Other indicators of subsurface installations and utilities are the presence of warning tape, pea gravel, sand, non-indigenous material, bentonite, red concrete (indicative of electrical duct banks) and any departure from native soil or backfill.

4.13.2 If unanticipated concrete / debris is encountered and / or if a void is encountered, drilling will be immediately discontinued and the Manager notified. Drilling may only proceed with Manager or SH&E Manager approval.

4.14 Use of Manual Slide Hammer

4.14.1 The following health and safety procedures should be followed when using a manual slide hammer to install shallow injection points, drive point piezometers, and drill tools:

- Only use a manual slide hammer that either attaches directly to the point / piezometer being driven or that incorporates a cap on the point / piezometer / drill tool that prevents the slide hammer from slipping off the point / piezometer / drill tool.
- Always grasp the manual slide hammer (handles if equipped with handles) with both hands while driving the point / piezometer / drill tool.
- Never allow hands or feet to get between the manual slide hammer and the drive plate or anvil.

4.15 Use of Augers

4.15.1 The following general health and safety procedures should be followed when supervising borings with continuous flight hollow-stem augers:

- Never place hands or fingers under the bottom of an auger section when it is being hoisted over the top of the auger section in the ground or other hard surfaces such as the drill rig platform.
- Never allow feet to get under the auger section that is being hoisted.
- When augers are rotating, stay clear of the rotating auger and other rotating components of the drill rig. Never reach behind or around a rotating auger for any reason.
- Use a long-handled shovel to move auger cuttings away from a rotating auger. Never use hands or feet to move cuttings away from a rotating auger.
- Do not attempt to remove earth from rotating augers. Augers should be cleaned only when the drill rig is in neutral and the augers are stopped from rotating.
- Loud noises may occur while driving split spoons. At minimum hearing protection shall be worn when driving split spoons.
- When pulling / lifting augers, a clevis pin or other closed device shall be used. Use of J-hooks is prohibited.

4.16 Attaching and Breaking Rods

4.16.1 Do not use manual tools (e.g., pipe wrenches) in combination with rotation of the drill stem. Manual tools are not designed for the load, and may break.

- The use of such tools creates a significant impact hazard for those in the work area, because they rotate with the drill stem. Manual tool use in combination with a rotating drill stem to attach or break rods is therefore prohibited.
- Manual tools may be used if the drill stem is isolated / positively disengaged.
- Mechanical means of rod separation that are permitted include:
  - Opposing hydraulic controls.
  - Rod locking devices or machine's power vice.
  - Hydraulic breakout tools.
  - Hydraulic foot clamps.

4.16.2 Rod box changes present severe crushing hazards. Operators shall ensure all crew members are clear of the machine and hoisting equipment while they are changing rod boxes.

4.17 Rotary, Sonic and Core Drilling

4.17.1 In addition to the health and safety procedures identified above, the following general health and safety procedures should be followed when supervising borings with rotary, sonic and core drilling:

- Drill rods should not be braked during lowering into the hole with drill rod chuck jaws. Drill rods should not be held or lowered into the hole with pipe wrenches.
- If a string of drill rods are accidentally or inadvertently released into the hole, do not attempt to grab the falling rods with your hands or a wrench.
- When drill rods are hoisted from the hole, they should be cleaned for safe handling with a rubber or other suitable rod wiper. Do not use hands to clean drilling fluids from drill rods.
- When drill rods are rotating, stay clear of the rotating components of the drill rig. Never reach behind or around a rotating drill rod for any reason.
- Use a long-handled shovel to move cuttings away from the top of the borehole. Never use hands or feet to move cuttings away from the borehole.
- If work shall progress over a portable drilling fluid (mud) pit, do not attempt to stand on narrow sides or cross members. The mud pit should be equipped with rough-surfaced, fitted cover panels of adequate strength to hold drill rig personnel.
- Keep away from area where drill rods are being moved or raised to the rig. Do not stand in the area where a drill rod will fall or slide if it should be dropped.
- Loud noises may occur during drilling. Hearing protection shall be worn.

4.18 Direct-push

4.18.1 The following general health and safety procedures should be followed when supervising drilling borings with direct-push drilling:

- Loud noise may occur during direct-push drilling. Appropriate hearing protection shall be worn.
- When drill rods are hoisted from the hole, they should be cleaned for safe handling with a suitable rod wiper. Do not use hands to clean drilling fluids from drill rods.
- If work shall progress over a portable drilling fluid (mud) pit, do not attempt to stand on narrow sides or cross members. The mud pit should be equipped with rough-surfaced, fitted cover panels of adequate strength to hold drill rig personnel.
- Drill rods should not be lifted and leaned unsecured against the mast. Either provide some method of securing the upper ends of the drill rod sections for safe vertical storage or lay the rods down.

4.19 Horizontal Directional Drilling

4.19.1 During surface to surface operations a 16.4’ (5 meters) safe zone shall be established and identified at both the entry and exit locations; no personnel are permitted to be within this zone unless the drill is locked out and the operator is out of the seat.

4.19.2 Machine shall be locked out before entering an excavation, changing tools, adding or removing drill stem or doing any other work on tools or the drill stem at the exit end of the bore.

4.19.3 A tracking head shall be installed on the drill stem:

4.19.4 Assemble drill head using components appropriate to the soil conditions to be encountered (e.g. nozzle, bit, beacon housing, etc.).

4.19.5 Ensure all personnel are clear of the bore entry point (outside of identified work zone).

4.19.6 At all times two way communication will be maintained at entrance and exit points using two way radios or equally effective communication means. If at any time communication is lost, all work will be stopped until communication is re-established

4.19.7 Locate drill head with tracking device at least every half-length of pipe. Adjust direction as necessary to follow the intended bore path.

4.19.8 Any drilling fluid returning to the surface shall be cleaned up promptly.

4.19.9 Drill pipe should exit the bore at an angle of 5 to 10° from the ground surface.

4.19.10 Turn off fluid flow as soon as drill head emerges.

4.19.11 Lockout machine and remove drill head using appropriate breakout tools.

4.19.12 Select and attach a reamer that allows the return of drilling fluids and cuttings, to reduce frictional pullback forces, and to allow for bend radius of the pipe. Reamer shall be:

- The smaller of 1.5 times the outside diameter (O.D.) or 12 inches (300mm) larger than the diameter of the product pipe.
- A diameter less than 1.5 times the diameter of the product may be necessary in collapsing soil formations.
- Reamed diameter may need to be increased by up to 25% if substantial swelling of the soil is expected to occur.

4.19.13 All personnel shall clear the trench or the designated surface zone (16.4 feet [5 meters]) once the reamer is attached. Operator shall only reverse lockout and commence pullback when communication is received from personnel on exit hole side and operator has confirmed the message.

4.19.14 Personnel on exit hole side shall ensure reamer is pulled the entire way back to the exit hole.

- If rotation is started when drill rod and reamer are away from the exit hole, very fast sideways movement of the rod and reamer can occur.
- Larger reamers and longer lengths of exposed drill rod increase the speed and distance of this movement.

4.19.15 If working with trailing drill stem, swivels shall be verified as lubricated and rotating freely by hand prior to use:

- A freely moving swivel prevents trailing drill stem or product from rotating / whipping.
- If the swivel does not move freely by hand it shall be removed from service and repaired or replaced.
- Only use swivels with limited articulation to prevent whipping or cranking action between the reamer and trailing drill pipe or product.

4.19.16 It is important to clean and lubricate the tool and drill stem joint threads before each use.

4.19.17 Any individual drill pipes that are bent or damaged shall be immediately taken out of service.

4.19.18 Occasionally change the order of the lead drill pipe (i.e. move the lead pipe to the end of the stem, or other pipe rotation procedures) to extend drill stem life.

4.19.19 Operator should avoid stalling the pipe rotation to avoid stress damage from shock loading.

4.20 Drilling at Potential MEC / UXO Sites

4.20.1 If the project site is suspected of containing munitions and explosives of concern (MEC) or unexploded ordnance (UXO), the UXO team will conduct a reconnaissance and MEC / UXO avoidance to provide clear access routes to each site before drilling crews enter the area. The following procedures will be implemented:

- Drilling operations on an MEC / UXO site will not be conducted until a complete plan for the site is prepared and approved by the AECOM UXO Safety Officer. MEC / UXO avoidance shall be conducted during drilling operations on known or suspect MEC / UXO sites.
- The UXO team will identify and distinctly mark the boundaries of a clear approach path for the drilling crews, vehicles, and equipment to enter the site. This path will be, at a minimum, twice the width of the widest vehicle. No personnel will be allowed outside any marked boundary.
- If MEC / UXO is encountered on the ground surface, the UXO team will clearly mark the area where it is found, report it to the proper authorities, and divert the approach path around it.
- The UXO team will conduct an access survey using the appropriate geophysical instrument over the approach path for avoidance of MEC / UXO that may be in the subsurface. If a magnetic anomaly is encountered, it will be assumed to be MEC / UXO, and the approach path will be diverted around the anomaly. UXO personnel only will operate the appropriate geophysical instrument and identify MEC / UXO.
- An incremental geophysical survey of the drill-hole location(s) will be initially accomplished by the UXO team using a hand auger to install a pilot hole. If MEC / UXO is encountered or an anomaly cannot be positively identified as inert material, Hazardous, Toxic, and Radioactive Waste (HTRW) sampling personnel will select a new drill-hole location.
- Once the surface of a drilling site has been cleared and a pilot hole established as described above, the drilling contractor will be notified that the site is available for subsurface drilling.

4.21 Movement and Transport of Drilling, Boring or Direct-Push Equipment

4.21.1 Personnel transporting equipment shall be properly licensed and shall operate the vehicle according to Federal / State / Provincial / Territorial, and local regulations. Refer to *S3AM-005-PR1 Driving* and *S3AM-320-PR1 Commercial Motor Vehicles*.

4.21.2 Confirm the traveling height (overhead clearance), width, length and weight of the equipment with the carrier. Identify highway and bridge load, width and overhead limits, to confirm these limits are not exceeded and with adequate margin.

4.21.3 Allow for overhang of any drilling, boring or direct-push equipment when cornering or approaching other vehicles or structures.

4.21.4 Be aware that the canopies of service stations and motels are often too low for equipment loaded on a trailer to clear

4.21.5 Watch for low hanging electrical lines, particularly at the entrances to drilling sites or restaurants, motels, other commercial sites.

4.21.6 Never travel on a street, road, or highway with any part of the drilling, boring or direct-push equipment in a raised or partially raised position.

4.21.7 Remove all ignition keys if rig is left unattended unless client requirements specify that the keys remain in the ignition switch at all times.

4.21.8 Before moving a rig on location, the operator shall do the following:

- To the extent practical, walk the planned route of travel and inspect it for depressions, gullies, ruts, and other obstacles.
- Check the brakes of the truck / carrier, especially if the terrain along the route of travel is rough or sloped.
- Discharge all passengers before moving on rough or steep terrain.

4.21.9 Engage the front axle (on 4x4, 6x6, etc., vehicles) before traversing rough or steep terrain

4.21.10 Driving drill rigs along the sides of hills or embankments should be avoided; however, if side-hill travel becomes necessary, the operator shall conservatively evaluate the ability of the rig to remain upright while on the hill or embankment. The possibility shall be considered that the presence of

drilling tools on the rig may reduce the ability of the rig to remain upright (raises the center of mass of the rig).

4.21.11 Logs, ditches, road curbs, and other long and horizontal obstacles should be approached and driven over squarely, not at an angle.

4.21.12 When close lateral or overhead clearance is encountered, or when backing up, the driver of the rig shall be guided by another person on the ground.

4.21.13 Loads on the drill rig and truck shall be properly stored while the truck is moving, and the mast shall be in the fully lowered position.

4.22 Loading and Unloading

4.22.1 Consult applicable manufacturer's recommendations for loading and unloading of the equipment.

4.22.2 Use ramps of adequate design that are solid and substantial enough to bear the weight of the rig with carrier, including tools.

4.22.3 Load and unload on level ground.

4.22.4 Use the assistance of someone on the ground as a guide.

4.22.5 Check the brakes on the rig carrier before approaching loading ramps.

4.22.6 Distribute the weight of the rig, carrier, and tools on the trailer so that the center of weight is approximately on the centerline of the trailer and so that some of the trailer load is transferred to the height of the pulling vehicle. Refer to the trailer manufacturer's weight distribution recommendations.

4.22.7 The rig and tools should be secured to the hauling vehicle with ties, chains, and / or load binders of adequate capacity.

5.0 Records

5.1 All employee training files shall be maintained in accordance with *S3AM-003PR1 SH&E Training*.

5.2 Completed inspections and maintenance inventories shall be maintained the site or project files.

6.0 Attachments

6.1 S3AM-321-ATT1 Core Drilling Machine

6.2 S3AM-321-ATT2 Pre-Drilling, Boring, & Direct-Push Probing Flow Chart

6.3 S3AM-321-FM1 Daily Drilling, Boring & Direct-Push Equipment Inspection

6.4 S3AM-321-FM2 Drilling, Boring & Direct-Push Equipment Maintenance Inventory

Americas

Core Drilling Machine

S3AM-321-ATT1

1.0 Objective / Overview

1.1 Core drilling machines are used on all types of jobs. They can be electrical or gas powered and come with a stand or can be hand held. Caution should be used when operating such a machine. It may look harmless and easy to run, but drilling machines have many hazards.

1.2 Prior to coring activities the location should be checked for buried utilities in accordance with *S3AM-331-PR1 Underground Utilities*.

2.0 Safe Operating Guidelines

2.1 Clean the flanges before mounting the blade.

2.2 Make sure the blade is correct for the material being cut and that the arrow on the blade corresponds with the direction of rotation of the machine spindle.

2.3 Use built-in vacuum or bolt-down anchors depending on the type of surface to be cored. Do not bypass anchoring system.

2.4 Properly manage power cable for electric units to prevent slips, trips or falls by the operator or those nearby.

2.5 Avoid tilting the blade when cutting.

2.6 Use only the machines that have an approved safety guard.

2.7 Remove the diamond blade from the machine during transit to prevent accidental damage.

2.8 Inspect the blades frequently to detect cracks or undercutting of the steel center.

2.9 Do not let excessive heat be generated at the cutting edge of the blade.

2.10 Use adequate water supply to both sides of the blade.

2.11 Follow the manufacturers recommended pulley sizes and operating speeds for specific blade diameters.

2.12 Make sure to tighten drive belts to ensure full available power.

2.13 Don't force the blade on the blade shaft or mount blade on an undersized spindle.

3.0 Potential Hazards

3.1 Utilities

3.2 Electricity

3.3 Flying debris

3.4 Noise exposure

3.5 Inadequate housekeeping

3.6 Fumes or dust

3.7 Pinch points

3.8 Binding/biting – torque control

4.0 Training Requirements

4.1 Review of applicable SOPs (e.g., *S3AM-305-PR1 Hand & Power Tools*; *S3AM-302-PR1 Electrical Safety*).

4.2 Demonstrated knowledge on the use of a coring machine.

4.3 Review and follow manufacturers' operating guidelines.

5.0 Personal Protective Equipment (Level D PPE)

5.1 Hard hat

5.2 Safety Vest

5.3 Leather gloves

5.4 Face shield

5.5 Steel-toed/composite-toed boots

5.6 Hearing protection

5.7 Respirator or dust mask (as applicable to the respiratory hazards)

6.0 Other Safety Tips

6.1 Keep fingers and hands away from the cutting edge.

6.2 Hold handle firmly when operating.

6.3 A subsurface utility clearance shall be performed prior to initiating drilling operations.

6.4 Stand firmly and apply body weight at anchored side of guarded platform.

Americas

Pre-Drilling, Boring & Direct Push Probing Flow Chart

S3AM-321-ATT2

Before Any Drilling, Boring and Direct Push Probing Activities

PERMITS and ACCESS AGREEMENTS

- **Government and Utility/Infrastructure Permits**
- **Client Permits and Procedures**
- **Access Agreements**

KEY POINT: Obtain all permits and sign Access Agreement (if required).

↓

GENERAL HEALTH and SAFETY

KEY POINT: Prepare SH&E Plan, as well as Task Hazard Assessments (THA).

↓

IDENTIFICATION and MAPPING OF UTILITY and SUBSURFACE STRUCTURES

KEY POINT: Generate a comprehensive site map illustrating known locations of overhead/subsurface utilities, subsurface structures, and proposed boring locations.
Review completed *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist*.

↓

SITE WALK

KEY POINT: Perform a site walk utilizing site map and 360 degree view to verify known conditions, including overhead obstructions or hazards, and identify potential issues. Add discovered items/issues to map for use in location confirmation.

↓

PROPOSED SUBSURFACE INVESTIGATION LOCATIONS

KEY POINT: Confirm that locations meet the minimum required set-back distances.

↓

UTILITY CLEARANCE INVESTIGATION LOCATION CONFIRMATION

KEY POINT: Visually verify hand clearance. Review completed *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist*.

↓

DRILL RIG INSPECTIONS

KEY POINT: Drill rig inspected and documented daily by operator prior to drilling.

↓

BEGIN DRILLING, BORING OR DIRECT PUSH PROBING

KEY POINT: Prior to commencing any intrusive subsurface work, *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist* shall be completed.
Upon commencing the work, if unanticipated conditions or events are encountered (e.g. concrete/debris, void encountered, etc.) stop work and notify the Manager. Authorization to proceed shall have the concurrence of the Manager, Site Supervisor and SH&E Manager.

Americas

Daily Drilling, Boring & Direct-Push Equipment Inspection

S3AM-321-FM1

Site / Project Name _____ Rig Inspector (Name/Company) _____

RIG INFORMATION:

Rig Type Rotary/Auger Drilling Rig ☐ Direct Push Type (DPT) ☐

Owner _____ VIN# _____

Year/Make _____ Mileage _____

Model _____ Drill Hrs _____

INSTRUCTIONS: Each shift shall inspect all applicable items. If an unsatisfactory condition (fail) is observed, suspend operation of the equipment and report the condition to the site supervisor immediately.

Emergency Equipment / Devices / Switches	
Kill switches are located and accessible to workers on both sides of the rotating stem. NOTE: Location and number of switches depend on the rig manufacturer; please refer to owner's manual (DPT typically has one switch on control panel).	☐ Pass ☐ Fail ☐ N/A
Kill switches installed by the manufacturer, alarms and other devices (e.g. positive air shut-off valve) tested and in operable condition. All workers familiar with location and operation of devices. **NEVER BYPASS, DISABLE, OR REMOVE KILL DEVICES.**	☐ Pass ☐ Fail ☐ N/A
First aid kit adequate and on equipment / readily available.	☐ Pass ☐ Fail ☐ N/A
Absorbent materials on equipment / readily available (spill response).	☐ Pass ☐ Fail ☐ N/A
A fire extinguisher of appropriate size is located on drill rig and readily available/accessible for drilling crew (recommended 20 lbs.).	☐ Pass ☐ Fail ☐ N/A
Protective Guards	
Drive shafts, belts, chain drives, and universal joints are guarded to prevent accidental insertion of hands, fingers, or tools.	☐ Pass ☐ Fail ☐ N/A
Cables	
Cables on drill rig free of kinks, frayed wires, birdcages, flat spots, grease, and worn or missing sections.	☐ Pass ☐ Fail ☐ N/A
Cables are terminated at the working end with a proper eye splice; either swaged, coupled, or using cable clamps.	☐ Pass ☐ Fail ☐ N/A
Cable clamps are installed with the saddle on the live or load side. Clamps are not alternated and are of the correct size and number for the cable size.	☐ Pass ☐ Fail ☐ N/A
Wire ropes are not allowed to bend around sharp edges without cushion material.	☐ Pass ☐ Fail ☐ N/A
Pulleys and Cable Winches	
Pulleys are not bent, cracked, or broken.	☐ Pass ☐ Fail ☐ N/A
Pulleys operate smoothly and freely, without resistance.	☐ Pass ☐ Fail ☐ N/A
Motor is mounted in correct location and tightly secured to drill rig.	☐ Pass ☐ Fail ☐ N/A
Winch capable of being placed in the free spool (unwind smoothly) and locked position correctly, demonstrating that the cable is suitable for lifting during drilling operations.	☐ Pass ☐ Fail ☐ N/A
Safety Latches	
Hooks installed on hoist cables are the safety type with a functional latch to prevent accidental separation.	☐ Pass ☐ Fail ☐ N/A
Safety latches are functional and completely span the entire throat of the hook and have positive action to close the throat except when manually displaced for connecting or disconnecting a load.	☐ Pass ☐ Fail ☐ N/A
Flights / Augers / Reamers	
Flights / Augers / Reamers are not bent, cracked, or broken. NOTE: Flights / Augers / Reamers failing inspection must be removed from jobsite.	☐ Pass ☐ Fail ☐ N/A

Flights are blunt to prevent the risks of cuts.	☐ Pass ☐ Fail ☐ N/A
Auger keys are not bent, cracked/fractured, excessively worn, or otherwise damaged.	☐ Pass ☐ Fail ☐ N/A
Auger bolt holes and threads are not damaged.	☐ Pass ☐ Fail ☐ N/A
Inspect flights/augers for metal burns. NOTE: Burrs must be filed to flat surface.	☐ Pass ☐ Fail ☐ N/A
Augers / Reamers lying flat on the ground (avoid stacking).	☐ Pass ☐ Fail ☐ N/A
Augers / Reamers over 50lbs (22.7kg) moved mechanically. (Avoid manual lifting).	☐ Pass ☐ Fail ☐ N/A
Drill String	
Appropriate break out tool(s) available.	☐ Pass ☐ Fail ☐ N/A
Rod box and power vice operating smoothly and freely.	
Drill string are not bent and do not have any cracks/fractures.	☐ Pass ☐ Fail ☐ N/A
Drill string connections (e.g. pins, threads, couplers) are of the proper type, are not bent, have no cracks/fractures, and are not excessively worn.	☐ Pass ☐ Fail ☐ N/A
Swivel connectors (for trailing horizontal drill stem) lubricated and freely rotating.	☐ Pass ☐ Fail ☐ N/A
Mast	
Mast is free of bends, cracks, or broken sections.	☐ Pass ☐ Fail ☐ N/A
All mounting hardware (pins, bolts, etc.) in place.	☐ Pass ☐ Fail ☐ N/A
No moving of drill rig or maintenance/repairs while mast is in vertical position.	☐ Pass ☐ Fail ☐ N/A
Hammering Device	
Hammer free of cracks, fatigue, or other signs of excessive wear.	☐ Pass ☐ Fail ☐ N/A
Hammer connections are secure.	☐ Pass ☐ Fail ☐ N/A
Leveling Devices	
Outriggers move in/out and up/down smoothly and freely while using controls on drill rig, with no hydraulics leaks.	☐ Pass ☐ Fail ☐ N/A
Outriggers are extended prior to and whenever the mast is raised off its cradle. Outriggers must maintain pressure to continuously support and stabilize the drill rig (even while unattended).	☐ Pass ☐ Fail ☐ N/A
Outriggers are properly supported on the ground surface to prevent setting into the soil (use of outrigger support pads).	☐ Pass ☐ Fail ☐ N/A
Controls	
Controls are intact, properly labeled, have freedom of movement, and have no loose wiring or connections.	☐ Pass ☐ Fail ☐ N/A
Controls are not blocked or locked into an operating position.	☐ Pass ☐ Fail ☐ N/A
Installed lights, signals, gauges, and alarms operate properly.	☐ Pass ☐ Fail ☐ N/A
Lifting Devices	
Slings, chokers, and lifting devices (straps, not chains) inspected before using and are in proper working order. NOTE: Damaged units are labeled and removed from jobsite.	☐ Pass ☐ Fail ☐ N/A
Shackles/Clevises are in proper working order with pins/screws in place that is to be used while lifting.	☐ Pass ☐ Fail ☐ N/A
Cables and lifting devices are not operated erratically or with a jerking action to overcome resistance.	☐ Pass ☐ Fail ☐ N/A
Hydraulic System	
Hydraulic lines are secure, in good condition with no signs of excessive wear, and not leaking. NOTE: Check while pressurized.	☐ Pass ☐ Fail ☐ N/A
Hydraulic lines are not in a bent or pinched position causing additional fluid restrictions/pressures.	☐ Pass ☐ Fail ☐ N/A
Hydraulic oil reservoir has appropriate amount of oil and not leaking.	☐ Pass ☐ Fail ☐ N/A
Documentation available to confirm that pressure relief valve was checked during shop maintenance activity and noted on maintenance log.	☐ Pass ☐ Fail ☐ N/A
Pump Lines (water, grout, etc)	
Suction/Discharge hoses, pipes, valves, and fittings are secured and not leaking.	☐ Pass ☐ Fail ☐ N/A
High pressure hoses have a safety chain, cable, or strap at each end to prevent whipping in the event of a failure.	☐ Pass ☐ Fail ☐ N/A

Ladders	
Drill rig has a permanently attached or proper portable ladder to be used for access to drilling platform.	☐ Pass ☐ Fail ☐ N/A
Ladders and platforms not to be used for tool storage- keep ladders and operator platforms clear during drilling.	☐ Pass ☐ Fail ☐ N/A
Tires / Tracks	
Tires / Tracks on rig are not excessively worn and free of any debris or foreign material.	☐ Pass ☐ Fail ☐ N/A
General	
General condition – exterior (no structural damage, no loose bolts, platform tidy, etc.)	
General condition – interior (cab clean, tidy)	
Drill rig meets regulations for transport on state/federal highways (inspection sticker, license plate, etc.).	☐ Pass ☐ Fail ☐ N/A
Rig is of appropriate size to meet job requirements.	☐ Pass ☐ Fail ☐ N/A
Maintenance log available for previous 3 months to confirm proper maintenance/inspection.	☐ Pass ☐ Fail ☐ N/A
Exhaust	
Exhaust system is free from defect and routes engine exhaust away from drill rig workers.	☐ Pass ☐ Fail ☐ N/A
Fuels	
Fuel stored in an approved and properly labeled container.	☐ Pass ☐ Fail ☐ N/A
Fuel transfer lines free from signs of excessive wear and not leaking.	☐ Pass ☐ Fail ☐ N/A
Refueling and transferring of fuel is performed in an approved area with sufficient containment to prevent spillage.	☐ Pass ☐ Fail ☐ N/A
Exclusion/Work Zones	
The exclusion/work zone is centered over the borehole (and if applicable, bore exit point) and the radius equal to or greater than the height of the mast (measured from ground level).	☐ Pass ☐ Fail ☐ N/A
The exclusion/work zone is clear of tripping hazards or the hazards are documented with appropriate controls on the Task Hazard Assessment.	☐ Pass ☐ Fail ☐ N/A
The exclusion/work zone communicated to concurrent/adjacent operations to prevent overlap of work zones or line of fire.	☐ Pass ☐ Fail ☐ N/A
Subsurface Utilities / Installations and Overhead Obstructions	
Subsurface utilities / installations have been confirmed as identified and cleared through site observation and review of the completed *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist.*	☐ Pass ☐ Fail ☐ N/A
Except where electrical distribution and transmission lines have been de-energized and visibly grounded, drill rigs will be operated proximate to under, by, or near power lines in accordance with the Minimum Approach Distance (MAD).	☐ Pass ☐ Fail ☐ N/A
Rig Repairs	
Repairs, when possible, are conducted offsite to reduce the risk of any onsite incidents.	☐ Pass ☐ Fail ☐ N/A
Specialized PPE	
When working at elevated heights, workers are to wear a fall restraining device attached in a manner to restrict falls to less than six feet (1.83 meters).	☐ Pass ☐ Fail ☐ N/A
When working in wet/slippery conditions, all workers have a lug-type sole or similar slip resistant sole, on their safety footwear to prevent slipping.	☐ Pass ☐ Fail ☐ N/A

Comments:

Signature of Inspector: _____ Date: _____

Americas

Drilling, Boring & Direct-Push Equipment Maintenance Inventory

S3AM-321-FM2

EQUIPMENT (*MAKE, MODEL, SERIAL #*)	EQUIPMENT OWNER	EQUIPMENT STATUS (*ON HIRE, ACTIVE, DECOMMISSIONED*)	FREQUENCY OF SERVICE	SERVICE TYPE	MANUFACTURER'S STANDARDS	INDUSTRY STANDARDS	LEGISLATED REQUIREMENTS	LOCATION OF EQUIPMENT

Americas

Overhead Lines & Obstructions

S3AM-322-PR1

1.0 Purpose and Scope

1.1 Provides the safe work requirements to be observed where overhead obstructions (e.g., cable trays, pipe racks, etc.), overhead utilities, or other lines are present at a work location, including, but not limited to electric power lines, electrical apparatus, or any energized (exposed or insulted) parts, communication wires, or any other overhead wire or cable.

1.2 This procedure applies to all AECOM Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

2.0 Terms and Definitions

2.1 **Arc Flash Hazard** – A dangerous condition associated with the possible release of energy caused by and electric arc. Arc flash is the light and heat produced from an electric arc supplied with sufficient electrical energy to cause substantial damage, harm, fire, or injury.

2.2 **Electrical Hazard** – A dangerous condition such that contact or equipment failure can result in electric shock, arc flash burn, thermal burn, or blast.

2.3 **Minimum Approach Distance (MAD)** – The MAD is the closest distance any employee or any part of the operating equipment is permitted to approach an energized or a grounded object.

2.4 **Qualified Person (Electrical Transmission and Distribution) –** A person trained and knowledgeable in the construction and operation of electrical transmission and distribution equipment or a specific work method, and has been trained to recognize and avoid electrical hazards that might be present with respect to that equipment or work method.

2.5 **Types of Overhead Lines / Obstructions (examples)**:

- Overhead electric power lines
- Structural cable supports
- Guy wires
- Cable television / communication lines
- Cable Trays
- Pipe Racks
- Low Clearance Overpasses

3.0 References

3.1 S3AM-004 PR1 Incident Reporting, Notifications & Investigation

3.2 S3AM-010-PR1 Emergency Response Planning

3.3 S3AM-209-PR1 Risk Assessment & Management

3.4 S3AM-302-PR1 Electrical Safety

3.5 S3AM-303-PR1 Excavation

4.0 Procedure

4.1 Roles & Responsibilities

4.1.1 **Manager**

- Identify conditions where overhead electric power lines and other overhead obstructions may be present and outline what is required in the SH&E Plan and Task Hazard Assessments. Refer to the *S3AM-209-PR1 Risk Assessment & Management*.
- Confirm electrical and communication lines, and as appropriate other overhead obstructions, are identified on all site and project drawings.
- Coordinate and communicate with overhead electrical line owner or operator to identify and implement appropriate control measures.
    - Provide adequate advance notification to the Overhead Electrical Line Owner / Operator to allow for insulation or isolation and grounding of the line(s) if required.
    - Confirm the Overhead Electrical Line Owner / Operator(s) are fully informed as to when the operations are to begin, end and when any location changes are planned if applicable.
- Confirm Employees are trained as required for the scope of work and associated hazards.
- Coordinate and communicate with subcontractors or employees working around overhead electric power lines and as applicable, other overhead obstructions.
- Confirm the *S3AM-322-FM1 Overhead Electric power lines Acknowledgement* is completed by concurrent operations working around overhead electric power lines on the worksite.

4.1.2 **Safety Health & Environment (SH&E) Manager**

- Assist and support the Manager in planning and responding to concerns regarding the exposure to overhead electric power lines.

4.1.3 **Employees**

- Maintain current training required for the scope of work and associated hazards.
- Inform the Manager of location conditions that may expose risks to overhead electric power lines.
- Comply with established minimum approach distances.

4.2 Training

4.2.1 The Manager shall confirm all Employees are oriented to the SH&E Plan and Task Hazard Assessment (THA) process, in accordance with *S3AM-209-PR1 Risk Assessment & Management*.

4.2.2 Confirm training requirements were met prior to work starting.

-
- Employee orientation shall include the Location Specific Emergency Response Plan.
- Proof of training and orientation shall be documented and retained in the project files.

4.2.3 Managers shall confirm that each Employee has received training required for the scope of work and associated hazards in accordance with *S3AM-003-PR1 SH&E Training*.

4.2.4 Additional training requirements may include, but are not limited to:

- The limitations of an insulating link / device, proximity alarm, and range control (and similar) device, if used.

- Grounding and bonding procedures.
- Client specific requirements

4.3 General Requirements

4.3.1 The AECOM Manager or supervisor and employees shall perform a walk-thru of the work site and / or review of the work area / travel route to identify the overhead electric power lines and any other overhead obstructions that could be impacted by the work. Consider high profile equipment, equipment in transport, swing radius of equipment, potential for shifting loads, etc. AECOM personnel may be accompanied by other applicable personnel (e.g. client representatives, contractors operating concurrently, etc.).

4.3.2 The location or project specific SH&E Plan shall identify all overhead line hazards and provide suitable methods of elimination or control. All involved or affected workers shall review the SH&E Plan to confirm proper communication of the overhead line hazards and awareness of the control measures associated with their work.

4.3.3 Assess applicable factors such as, but not limited to:

- Scope of work (e.g. hoisting materials, excavation, grubbing, etc.).
- Transportation route.
- Hoisting, excavating, or other equipment to be operated.
- Height, placement, and reach of equipment.
- Equipment or material loading / unloading.
- Location(s) of electric power lines, communication lines, guy wires, etc.
- Worker training and experience.
- Soil or ground condition and environmental conditions.
- Interruptions to electrical services.
- Hazard to public.
- Use of ladders.
- Pipe and other conducting materials.
- Notification of electric utility owner.
- Changing conditions.
- Communication of all hazards to all workers including contractors, sub-contractors, and concurrent operations.

4.3.4 Task Hazards Assessments (THAs) shall be completed to record the hazards and control measures specific to the task, including those related to overhead line and obstructions hazards, prior to undertaking assigned tasks. THAs shall be reviewed and signed by all workers involved in the specific task.

4.3.5 Should adverse weather conditions cause the work associated with overhead lines to be unsafe, the activities shall be discontinued.

4.3.6 Managers or designated employees shall formally notify all concurrent operations, or any others who may not have had reason to review and sign the related SH&E Plan or THAs, of work that is to be done in the vicinity of overhead lines at distances less than 50 feet (15.25 meters), and for non-electrical obstructions, at distances less than 10 feet (3.05 meters) if appropriate to the obstruction’s potential hazards, and obtain the operator's assistance in protecting workers involved.

- Formal notification may be accomplished through a review of the SH&E Plan or THAs by the concurrent operator and associated personnel, as evidenced by signing the respective document's acknowledgement.
- Alternately, the concurrent operations may acknowledge having reviewed AECOM's procedures with a separate acknowledgment form. *S3AM-322-FM1 Overhead Electric Power Lines Acknowledgement Form* or equivalent may be used.
- Prior to equipment operation within 10 feet (3.05 meters) of non-electrical obstructions, as appropriate to potential hazards associated with the obstruction, the Owner/Operator should be contacted to obtain specific details regarding the obstruction such as piping or tray contents,

4.3.7 Overhead lines are presumed to be energized unless the Overhead Electrical Line Owner / Operator confirms that the overhead line has been, and continues to be de-energized and visibly grounded at the worksite.

4.3.8 Overhead lines are presumed to be uninsulated unless the Overhead Electrical Line Owner / Operator or a registered Professional Engineer who is a Qualified Person with respect to electrical power transmission and distribution confirms that a line is insulated.

4.3.9 Confirm accurate measurement of load heights, maximum equipment radius and height or reach of any other equipment that could potentially encroach on the safe limit of approach for the overhead electrical line,guy wires, or other applicable overhead obstructions.

- The height of all applicable overhead lines and obstructions that pose contact or encroachment potential shall be determined prior to work commencing.
- The height of electric power lines may only be determined by the client, utility company professional, or by using an approved electronic measuring device.
- Awareness shall be maintained for any elements that could affect clearance (e.g. snow pack, ice or snow weighing down lines, excessive heat causing sag, etc.).
- Caution shall be exercised when working or travelling near overhead lines having long spans, since they tend to be more prone to lateral swing in response to the wind and can present a contact hazard.
- All low hanging communication lines in close proximity to energized lines shall be clearly identified as *Encroaching on Energized Lines.*

4.3.10 Managers shall contact the overhead owner/operator (i.e. local utility company) if work is to be done or before equipment is operated within 50 feet (15.25 meters) of an energized overhead line, to determine the voltage of the overhead line and establish the appropriate MAD.

- All inquiries regarding electric utilities shall be made in writing and a written confirmation of the outage / isolation shall be received by the appropriate AECOM Manager prior to the start of the task that may impact the utility.

4.3.11 Until the voltage of the overhead electrical line is known and the MAD established, an exclusion zone shall be created at ground level beneath and 50 feet (15 meters) perpendicular to the overhead electric power lines on each side.

- The exclusion zone shall be demarcated with visual indicators (e.g., signage, flagging, paint, cones). No equipment shall enter the exclusion zone without approval from AECOM management.
- Unqualified employees shall maintain a safe clearance distance in accordance with the established MAD when working in an elevated position near energized overhead lines. For additional information associated with Qualified Employees refer to *S3AM-302-PR1 Electrical Safety*.

4.3.12 The Minimum Approach Distance (MAD) as it relates to Voltage varies from jurisdiction to jurisdiction. The MAD or the regulatory minimum distance requirements, whichever is more stringent, shall be maintained. The below chart shows the Phase-to-Phase voltage rating voltages in kilovolts and the MADs applicable to all AECOM operations:

Minimum Approach Distances (MAD)

Voltage Range (Kilovolts) (Phase-to-Phase)	Minimum Approach Distance (MAD) in Feet (Meters)
Personnel shall allow for equipment movement and electrical line swaying when establishing a M.A.D.	
0 – 50 KV	10 (3)
Over 50 – 200 KV	15 (5)
Over 200 – 350 KV	20 (6)
Over 350 – 500 KV	25 (8)
Over 500 – 750 KV	35 (11)
Over 750 – 1,000 KV	45 (14)
Note: This requirement shall apply except where client, local, or governmental regulations are more stringent.	

Source: American National Standards Institute, Publication B30.5.

4.3.13 An appropriate distance shall be kept between equipment, its occupants, their tools and energized overhead lines, electrical apparatus, or any energized parts.

4.3.14 These minimum approach distances do not apply to a load, equipment, or building that is transported under energized overhead power lines if the total height, including equipment transporting it, is less than 13.5 feet (4.15 meters).

- If the travelling equipment, including load, is over 4.15m (13.62ft) a transportation permit shall be acquired from the appropriate jurisdiction to travel on any public road or highway.
    - Consult local jurisdiction as some US states may use heights of up to 4.45m (14.6ft).
    - Notification of appropriate utility companies may be required in conjunction with the transportation permit. Jurisdictional requirements shall be verified prior to transport.
    - Route shall be checked for clearance of overhead electrical and communication lines prior to transport.
    - A designated signaler will be utilized when the height of the equipment, buildings, tractor / trailers or any other transport equipment travelling under an overhead electrical line is greater than 4.15m (13.62ft).

4.3.15 Employees shall not place earth or other material under or beside an electrical overhead line if doing so reduces the safe clearance to less than 50 feet (15.25 meters) or, if appropriate to potential hazards associated with other types of overhead obstruction, less than 10 feet (3.05 meters). To maintain a safe distance:

- Install warning devices and signs (hang a sign from and mark all guy wires to warn traffic of low clearance; provide warning signage for all overhead services).
- Install telescopic, nonconductive posts and flagging across right-of-way at the minimum allowable clearance as allowed by regulations for the line voltage.
- Position signs or other devices to determine the “Danger Zone”.

- Inform all job site personnel of the danger zone and the safe distances required.
- Beware of atmospheric conditions, such as temperature, humidity, and wind that may dictate more stringent safety procedures.

4.3.16 If employees are to climb or perform work on poles or towers, the structures shall be confirmed as capable of withstanding the weight and activity without failure.

4.3.17 If holes are dug for poles or foundations for structures, appropriate measures shall be taken to prevent inadvertent entry by personnel or equipment. Refer to *S3AM-303-PR1 Excavation*.

4.3.18 Operation of heavy equipment and cranes in areas with overhead lines represents a significant arc flash and electrical hazard to all personnel on the job site.

- Accidental contact with an energized overhead line or arcing between a high power line and grounded equipment, can cause harm to nearby equipment operators or ground personnel and damage to power transmission systems and / or operating equipment.
- Equipment will be repositioned and blocked so that no part, including cables, can come within the established minimum clearances.

4.3.19 Gravel trucks, cranes, boom trucks, etc. shall retract, stow and lower boxes, outriggers, booms, etc. to the travel position prior to entering municipal and client owned roads (e.g. leaving plant sites, work over rig sites, battery sites, and storage yards) and any time travel may put the equipment within the MAD of an electrical line.

4.3.20 When a signal person is required, the individual shall wear reflective striping (coveralls or vest) and carry an air horn or other appropriate means of emergency communication.

4.3.21 The signal person shall be aware of the potential electrical line hazards, be verified as competent by their supervisor and not have any other duties while acting as the signal person.

4.3.22 The signal person shall remain outside the MAD and in a position that allows for monitoring of equipment or loads to prevent encroachment on the MAD.

4.3.23 Signs, pylons, high visibility tape and / or signalers shall not be removed until the last piece of AECOM equipment has traveled under the overhead electrical line.

4.4 Minimum Approach Distance (MAD) Reduction

4.4.1 Where any work task will not allow the MAD to be maintained, an alternate means of protection shall be implemented by the Manager and approved by the SH&E Manager. In order of preference, acceptable procedures are:

- De-energize the overhead line(s) / lockout by local utility authorities; or
- Implement alternative procedures as identified by the Overhead Electrical Line Owner / Operator or a registered professional engineer.

4.4.2 De-energize Overhead Lines

- Elimination of electrical power provides the most acceptable means of ensuring safety of personnel. While temporary site overhead lines are often under the control of the site manager (and can be de-energized locally), electrical distribution and transmission lines can be de-energized only by the Overhead Electrical Line Owner / Operator. De-energizing of an overhead line often requires advance coordination with the Overhead Electrical Line Owner / Operator. At least one week advance notice should be provided.
- Managers shall confirm with the utility Overhead Electrical Line Owner / Operator that the overhead line has been de-energized and visibly grounded at the job site.

4.4.3 Alternative Procedures

- Managers may implement alternative procedures to prevent arc flash and electrical contact. These procedures shall be identified by the Overhead Electrical Line Owner / Operator or a registered Professional Engineer who is a Qualified Person with respect to electrical power transmission and distribution.
- A planning meeting with the Manager, SH&E Manager and the Overhead Electrical Line Owner / Operator (or registered Professional Engineer) shall be held to determine the most effective alternative procedures.
- Alternative procedures shall meet all client, local and governmental regulatory requirements.
- The work will be conducted by qualified and competent individuals, following the alternative written safe work procedures. All others are restricted from entering the MAD.
- Insulating Barriers shall be rated for the voltage line being guarded. These barriers may not be part of or attached to the equipment. The MAD shall only be reduced within the designed working dimensions of the insulating barrier. This determination shall be made by a Qualified Person in accordance with local or governmental requirements for work practices near energized equipment.
- Consult *S3AM-302-PR1 Electrical Safety* procedures to properly ground equipment and for limitations of grounding.
- Dedicated Line Spotters shall be trained to enable them to effectively perform their task, including training on the applicable local and governmental regulations.
- No work that encroaches on an energized power line will be completed outside of daylight hours.

4.5 Additional Safety Measures.

4.5.1 When equipment shall repeatedly travel beneath electric power lines, a route shall be plainly marked and “rider poles” of non-conductive material shall be erected on each side to confirm equipment structures are lowered into a safe position.

- 20” X 28” (50.8cm X 71.12cm) Danger Overhead Power Lines signs, which are highly visible, shall be erected at a height of 1.8 meters (6ft) on each side of the electrical line. A combination of pylons and high visibility tape shall be placed underneath the electrical line.
- These signs shall be in plain view of equipment traveling in either direction, but no closer than the MAD.
- If physical guards (i.e. goal posts, rider poles) are used, the guards shall be of non-conductive material and consist of a pole on each side of the approach connected by a rope.
- The poles will be placed at the MAD from and on each side of the electrical line. The ropes will be set at a height, which will maintain the MAD from the electrical line.

4.5.2 Watch for uneven ground that may cause vehicles and equipment to weave, bob, or bounce.

4.5.3 The following additional safety measures shall be implemented as needed when working around energized power lines:

- Provide equipment with proximity warning devices. These provide an audible alarm if any part of the equipment gets too close to a line.
- Install ground safety stops. These prevent vehicles from accidentally entering hazardous areas.
- Equip cranes with a boom-cage guard. This prevents the boom from becoming energized if an electrical line is contacted.

- Utilize insulated links and polypropylene tag lines. These prevent the transmission of electricity to loads or tag line handlers if an electrical line is contacted.

  NOTE: These additional safeguards are intended as supplemental protection. Use of these measures is not permissible as a substitute for maintaining the safe working distance or implementation of the procedures outlined in this document.

4.6 Emergency Planning

4.6.1 Managers shall complete a location specific emergency response plan as part of their location or project specific SH&E Plan for all operations during which equipment is operated within 50 feet (15.25 meters) of an energized overhead electrical line or conductor. Refer to *S3AM-010-PR1 Emergency Response Planning*. This plan shall identify the following information:

- The importance to the operator's safety of remaining inside the cab except where there is an imminent danger of fire, explosion, or other emergency that necessitates leaving the cab.
- The safest means of evacuating from equipment that may be energized.
- The potentially energized zone around the equipment.
- The need for crew in the area to avoid approaching or touching the equipment and the load.
- The means to de-energize the electrical line or live conductor.
- The contact information for the utility Overhead Electrical Line Owner / Operator and emergency services.

4.6.2 In the event of an incident, the Employee shall report it in accordance with *S3AM-004 PR1 Incident Reporting, Notifications & Investigation.*

4.6.3 All damaged utilities shall be repaired by a qualified and / or licensed professional.

5.0 Records

5.1 Retain the Overhead Electric power lines Acknowledgement forms and any document related to requests of and confirmation from the Overhead Electrical Line Owner / Operator in the project files. Documentation of employee training completed shall be retained in accordance with *S3AM-003-PR1 SH&E Training*.

6.0 Attachments

6.1 S3AM-322-FM1 Overhead Electric Power Lines Acknowledgement Form

Americas

Overhead Electrical Lines Acknowledgment

S3AM-322-FM1

Company Information		
Name of Employer or Contracting Operation:		
Address:		
City:	**Province:**	**Postal Code:**
Telephone:	**Fax:**	
Project / Location Name:		
AECOM Contact Name:		

Acknowledgement		
I acknowledge that I have received a copy of *S3AM-322-PR1 Overhead Lines* and any other AECOM documentation related to the overhead electrical lines. List any additional documentation received: I understand that this worksite may have Overhead Electrical Hazards, and I have discussed the received documentation with all of our company staff who will be on this site.		
Name & Title (Print)	**Signature**	**Date**

Americas

Underground Utilities

S3AM-331-PR1

1.0 Purpose and Scope

1.1 Provides procedures designed to help prevent injuries to personnel working on the location and pedestrians, property damage, and adverse environmental impact as a result of potential hazards associated with encountering underground utilities, subsurface installations, and potential overhead hazards.

1.2 Provides the minimum requirements to be followed for underground work (e.g., excavations, drilling, boring, and probing work) to ensure that underground installations, and subsurface structures, are identified properly before work commences.

1.3 This procedure applies to all Americas-based employees and operations and any other entity and its personnel contractually required to comply with this document's content.

1.4 The Manager is responsible for meeting all the requirements in this procedure.

1.5 AECOM's clients may have specific procedures which shall be followed to identify and map utility and subsurface structures on their properties or facilities. Provided the client's procedures meet or exceed those of AECOM, approval shall be obtained from the Manager and the SH&E Manager to follow the client's procedures.

2.0 Terms and Definitions

2.1 **Underground Utilities –** All utility systems located beneath grade level, including, but not limited to, gas, electrical, water, compressed air, sewage, signaling and communications, etc.

2.2 **Clearance** – includes the following:

- The positive locating of underground utilities or subsurface installations in or near the work area.
- A signed statement by an appropriate representative attesting to the location of underground utilities and/or the positive de-energizing (including lockout) and testing of electrical utilities.

2.3 **Ground Disturbance (GD) –** Any indentation, interruption, intrusion, excavation, construction, or other activity in the earth's surface as a result of work that results in the penetration of the ground.

2.4 **Hand Clearance / Tolerance Zone –** The area on either side of the locate marks of a utility that shall be maintained in order to expose the utility through the use of non-destructive ground disturbance techniques acceptable to the owner of the buried utility and applicable jurisdictional requirements. Visual exposure is required before mechanical excavation equipment may be used.

2.5 **Intrusive Activities –** Examples: Excavation of soil borings, installations of monitoring wells, installation of soil gas sampling probes, excavation of test pits/trenches or other man-made cuts, cavity, trench or depression in an earth surface formed by earth removal.

2.6 **Non-Destructive Ground Disturbance Technique –** A safe and acceptable excavation method that is used to visually expose an underground utility without causing damage. Non-destructive ground disturbance techniques may include, but are not limited to:

- Hand digging.
- Use of non-conductive tools.
- Hydro-vacuum.

2.7 **Subsurface Installation –** Examples: Subterranean tunnels, underground parking garages and other structures beneath the surface.

2.8 **Utility Strikes –** Unplanned contact with utilities resulting in damage to the utility or its protective coating.

3.0 References

3.1 S3AM-003-PR1 SH&E Training

3.2 S3AM-303-PR1 Excavation

3.3 S3AM-321-PR1 Drilling, Boring & Direct-Push Probing

4.0 Procedure

4.1 Roles and Responsibilities

4.1.1 **Manager**

- Administer this procedure and the development of the SH&E Plan.
- Confirm the appropriate equipment and materials are available to conduct the underground utility and/or subsurface installation clearance.
- Confirm all employees involved and affected by the task review the SH&E Plan and Task Hazard Assessment (THA) prior to work commencing
- Authorize work to proceed using the *S3AM-331-FM1 Underground Utility & Subsurface Installation Clearance Checklist*.
- Confirm that employees conducting underground utilities and subsurface clearance processes possess all required training, registrations or certifications.
- Provide authorization (with the concurrence of the Site Supervisor and SH&E Manager) for work to resume if interrupted due to unexpected conditions or events.

4.1.2 **Safety, Health & Environment (SH&E) Manager**

- Assist AECOM management as needed by providing guidance and clarification as to issues that may arise.
- Review the SH&E Plan to confirm compliance with jurisdictional regulations. Provide technical guidance as needed when a variance is pursued related to this procedure.

4.1.3 **Employees**

- Maintain training as appropriate to the work to be completed (e.g. ground disturbance, lockout tagout, equipment operation, etc.). Refer to *S3AM-003-PR1 SH&E Training*.
- Review the SH&E Plan and Task Hazard Assessment (THA) prior to work commencing.
- As appropriate to the anticipated or encountered hazards and as addressed in the applicable planning documentation, utilize appropriate personal protective equipment (PPE) and applicable training, practices and operating procedures.
- Immediately notify the Manager of any unanticipated conditions or events. If assigned equipment, perform appropriate inspections and confirmations of maintenance and/or repairs.

4.2 Training

4.2.1 All on-site employees involved with the underground utility and subsurface identification and associated clearance process shall be trained, at a minimum, in these procedures.

4.2.2 Employees shall complete all required training associated with their tasks in accordance with the SH&E Training Matrix and any training assessments developed at the business group.

- Refer to *S3AM-003-PR1 SH&E Training.*
- This training may include, but is not limited to, Excavation / Trenching (Ground Disturbance), HAZWOPER, Petroleum Safety Training (or Construction Safety Training), and H2S Alive as appropriate.

4.2.3 As applicable, employees shall receive client-required training.

4.3 Planning

4.3.1 Health and Safety Plan – At a minimum, a SH&E Plan and task hazard assessments (THAs) shall be prepared prior to any underground utilities and subsurface installations clearance activities.

- The SH&E Plan will address any required environmental monitoring including gas monitoring, dust, noise, metals, radiation or other monitoring as may be appropriate for site conditions.
- Employees shall comply with all SH&E Plan requirements.
- The location specific emergency response plan shall be in place, contain procedures applicable to the potential emergencies presented by the operations, and be reviewed with all personnel potentially affected.

4.3.2 *S3AM-331-ATT2 Underground Utilities & Subsurface Installation Clearance Flow Chart* provides a summary of the key requirements addressed in this procedure.

4.3.3 Underground utilities and subsurface installations shall be investigated as being present, including the following, but not limited to:

- Steam, gas and electric.
- Sewer and water.
- Subterranean tunnels.
- Fibre optics (note: routine geophysical surveys will not identify fibre optic cables).
- Traffic control cables.

4.3.4 Location of underground utilities and subsurface installations will be confirmed by cross-referencing available information:

- Maps, as-built drawings and issued for construction (IFC) drawings.
- Plot plans, permits, crossing/encroachment agreements.
- One-Call information, locator and provided surveys.
- Private utility information, locator and provided surveys (e.g. ground penetrating radar (GPR), electromagnetic, etc.).
- Owner supplied documentation.
- Site walks.

4.3.5 As applicable, emergency shut-off locations of utilities shall be verified before work activities commence.

4.3.6 Jurisdictional, land owner, client and utility owner requirements shall be consulted to determine the minimum search zone dimensions and appropriate clearance distances.

4.3.7 As necessary and if possible, adjust locations of excavations or intrusive subsurface work away from subsurface utilities and installations

4.3.8 Prior to any excavation or intrusive subsurface work, the *S3AM-331-FM1 Underground Utility & Subsurface Installation Clearance Checklist* shall be completed. The form shall be reviewed and signed by the Manager.

- If the answer to any question in Part 1 of the checklist is “No” or “N/A”, no ground disturbance may take place without review by the Manager, in consultation with SH&E Manager, of the circumstances related to the particular item. The Manager shall initial beside each “No” or “N/A” item to indicate review and authorization.

4.4 Permits, Notifications and Access Agreements

4.4.1 Any required notifications shall be provided within the appropriate timeframe to the applicable organization (e.g. owner, utility company, agency, governing body, etc.).

4.4.2 All applicable permits (e.g. client, government, working near rail road, etc.) will be identified, obtained, and adhered to.

4.4.3 All access agreements will be obtained and adhered to.

4.5 Locating Underground Utilities and Subsurface Installations

4.5.1 Utilize the appropriate call/click-before-you-dig provider. Refer to *S3AM-331-ATT1 One-Call System*.

4.5.2 Federal/State/Provincial/Territorial and other "One Call" providers shall be contacted at least two working days and no more than ten working days prior to commencing the ground disturbance. Jurisdictional requirements shall be consulted to verify the appropriate advance notice. (e.g. 24 hours, two full working days, three to ten business days, etc.).

4.5.3 If the location of proposed excavation or intrusive subsurface work cannot be clearly and adequately identified, the route and/or area of the proposed ground disturbance shall be identified using white flags, paint or stakes prior to the arrival of the locator. Consult jurisdictional requirements as white-lining may be a mandatory requirement on all ground disturbances.

4.5.4 One Call providers shall appropriately identify and mark the subsurface utilities or installations, or otherwise provide written notification they do not have any facilities near the proposed subsurface/intrusive locations.

4.5.5 Confirm all circuits were on during subsurface checks if the checks were for identifying energized lines (e.g. circuits on timers or light sensing switches).

4.5.6 Areas that have a high density of sub-surface facilities may require a secondary locate by another independent locator to verify locations identified by the first locator.

4.6 Private Utility Locating

4.6.1 One Call services may not be available in various non-urban locations. Private utility locating companies shall be utilized to identify and located any underground utilities or subsurface installations.

4.6.2 Be aware urban areas (e.g. city or town) may have subsurface installations (e.g. underground garages) and utilities (e.g. public water, sewer, and gas pipelines) that are not covered by one-call systems.

- These subsurface installations and utilities require additional investigation and diligence beyond the one-call system.
- Additional investigation and diligence beyond the one-call system is also recommended for non-urban areas.

4.6.3 In urban areas, private utility locating companies shall be called to identify and locate, through geophysical surveys and other means, the presence of private utilities installed by the property owner (e.g. irrigation systems) and to verify the presence of public utilities on the properties.

- Hand clearance / tolerance zones shall be observed in urban areas and utilities exposed through the use of non-destructive techniques in accordance with requirements of the applicable jurisdiction and utility owner.

4.6.4 Observance of hand clearance / tolerance zones and utility exposure using non-destructive techniques is also recommended for non-urban areas and may be required by the applicable jurisdiction.

4.6.5 Warning tape, pea gravel, sand, non-indigenous material, bentonite, red concrete (indicative of electrical duct banks) and any departure from native soil or backfill may be evidence of the presence of subsurface installations and utilities.

4.7 Surface Markings

4.7.1 Once the underground installation has been identified, proper surface markings shall be made in accordance with the guidelines from the One-Call System (refer to S3AM-331-ATT1), guidance contained in this procedure or as contract-specified.

4.7.2 Color-coded surface marks (paints or similar coatings) shall be used to indicate the type, location, and route of buried installations. Additionally, to increase visibility, color-coded vertical markers (temporary stakes or flags) shall supplement surface marks.

4.7.3 All marks and markers shall indicate the name, initials, or logo of the company that owns or operates the installation and the width of the installation if it is greater than 2 inches.

4.7.4 If the surface over the buried installation is to be removed, supplemental offset marking shall be used. Offset markings shall be on a uniform alignment and shall clearly indicate that the actual installation is a specific distance away.

4.7.5 Locate marks shall be re-verified as per jurisdictional requirements or no later than 14 days after the previous locate was completed, whichever interval is shorter. These locate time intervals shall be maintained for the duration of the ground disturbance.

- If the work is interrupted during the determined lifespan or work does not commence during the applicable lifespan, a new locate shall be performed.
- Jurisdictional provisions may allow for an extension to the lifespan of the locate marks, however certain conditions may need to be met. (e.g. activities uninterrupted)
- If locate marks are moved or destroyed the location of the buried facilities shall be re-established.

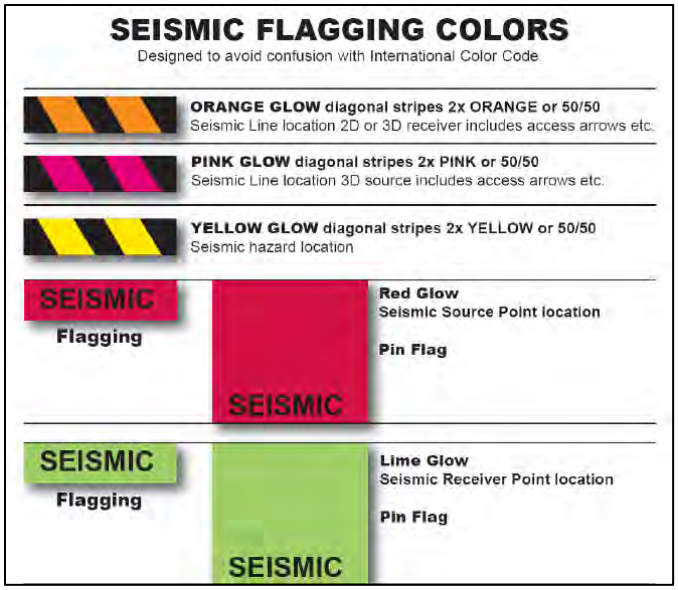
4.8 Uniform Color Coding

4.8.1 The colors and corresponding installation type are as follows unless otherwise contract-specified:

AMERICAN PUBLIC WORKS ASSOCIATION – APWA
Color Coding for Marking of Buried Facilities

White	Proposed Ground Disturbance Area
Pink	Temporary Survey Markings
Red	Electric Power Lines, Cables, Conduit and Lighting Cables
Yellow	Gas, Oil, Steam, Petroleum Lines or Gaseous Materials
Orange	Conduit, Cable, Communication, Alarm or Signal Lines
Blue	Potable Water
Green	Sewer, Storm Sewer and Drain Lines
Purple	Reclaimed Water, Irrigation and Slurry Lines (non-potable)

Canadian Association of Geophysical Contractors



4.9 Identification and Mapping of Utility and Subsurface Structures

4.9.1 The locations of subsurface utilities and subsurface installations shall be investigated, documented, and shown on a site plan (a scaled site plan shall be used when feasible). Refer to *S3AM-331-FM1 Underground Utilities & Subsurface Installation Clearance Checklist.*

4.9.2 Documentation of utility and subsurface installation identification (calling one call, responses from utilities) along with the scaled site plan shall be available on the worksite at all times of intrusive activities.

4.10 Site Walk

4.10.1 A site walk shall be conducted by the AECOM Manager and any other appropriate personnel with the objectives of reviewing all planned intrusive activity locations, the locations of subsurface and overhead utilities, overhead obstructions, and the potential for subsurface installations, to determine the appropriate utility clearance activities, and to observe other physical hazards.

- Walk the area at least 50 feet (15.2 meters) from perimeter of the site to observe physical hazards.
- Walk the area of at least 50 feet (15.2 meters) radius from each proposed subsurface intrusion location.
- If possible, particularly at urban and industrial sites, the client/property owner or an individual knowledgeable about the site and site utilities will attend the site walk.
- Add discovered items/issues to map for use in location confirmation.

4.10.2 The Site Walk further supplements the Identification and Mapping of Utility and Subsurface Structures procedure. Site Walks should be repeated as necessary following the Identification and Mapping of Utility and Subsurface Structures as visual verification of the hazards. Examples include:

- Proposed location(s) does not lie on a line connecting two similar manhole covers (e.g. sanitary sewer or storm drain).
- Proposed subsurface location(s) has not subsided, been excavated and patched, nor gives the appearance it may be covering a former trench (e.g. linear cracks, sagging curbs, linear re-pavements, etc.).
- Proposed subsurface location(s) does not lie on a line with any water, gas, electrical meters, utility cleanouts, or other utility boxes in the surrounding areas.

4.11 Proposed Subsurface Investigation Locations

4.11.1 All proposed subsurface locations will be reviewed in comparison to subsurface and overhead utilities and subsurface installations and adjustments made as necessary.

4.11.2 Minimum set back distances from subsurface and overhead utilities and subsurface installations will be established including 5 feet (1.5 meters) from any subsurface utility, 7 feet (2.1 meters) from the pad surrounding any underground storage tanks, and 10 feet (3 meters) from any overhead energized electrical line (or further depending on line voltage). These set back distances are a minimum; government regulations and utility requirements may dictate a greater set back distance.

4.12 Utility Clearance Investigation Location Confirmation

4.12.1 As applicable, all client on-site safety procedures shall be understood and adhered to.

4.12.2 Hand exposure or non-destructive ground disturbance techniques to expose an underground utility or subsurface installation are necessary to accurately determine size, location and alignment prior to mechanical excavation or intrusive subsurface work in the vicinity of that utility or installation.

4.12.3 Non-destructive ground disturbance techniques shall be acceptable to the owner of the buried utility (i.e. hydro-vacuum temperature or pressure).

4.12.4 Hydro-vacuum or air-knife require proper grounding equipment at sites where the subsurface may contain flammable gases, liquids, or vapors

4.12.5 Jurisdictional, land owner, client and utility owner requirements shall be consulted to determine the distance of the hand exposure zone, and what requirements, when met, may allow mechanical excavation within these zones.

4.12.6 At a minimum, all underground utilities and subsurface installations within a 5 feet (1.5 meter) radius of the work site shall be identified and physically located (seen) before use of mechanical excavation equipment is permitted. Jurisdictional, client, land owner and utility owner requirements shall be consulted as the required hand exposure radius may be larger.

4.12.7 In urban areas, proposed subsurface locations will be cleared by hand / non-destructive technique to 5 feet (1.5 meters) (soil borings and wells) or 12 inches (30 centimeters) (soil gas sampling probes) using non-mechanical methods.

- In non-urban areas, clearing by hand / non-destructive technique should be conducted if possible and shall be conducted as required by the given jurisdiction.
- Hand / non-destructive technique clearance should be extended if locations of deep utilities and structures are not known.
- Hand exposure or non-destructive ground disturbance techniques should extend a minimum of 24 inches (60 centimeters) below the intended ground disturbance depth to minimize the hazard of mechanical equipment contact with any utility or installation.

4.12.8 Mechanical equipment and attachment dimensions shall be considered when establishing the zone in which all underground utilities and subsurface installations are physically located (seen) prior to the use of that equipment. The radius may require expanding to maintain safe distances when using large equipment.

4.13 Utility Strikes

4.13.1 Utility strikes shall be reported in accordance with *S3AM-004-PR1 Incident Reporting, Notifications & Investigation*.

4.13.2 All damaged utilities shall be repaired by a qualified and/or licensed professional.

5.0 Records

5.1 Retain completed *S3AM-331-FM1 Underground Utility & Subsurface Installation Clearance Checklist* and documents related the clearance process (e.g. Utility Owner communication, etc.) in the site or project files.

5.2 Documentation of employee training completed shall be retained in accordance with *S3AM-003-PR1 SH&E Training*.

6.0 Attachments

6.1 S3AM-331-ATT1 One-Call System

6.2 S3AM-331-ATT2 Underground Utilities & Subsurface Installation Flow Chart

6.3 S3AM-331-FM1 Underground Utility & Subsurface Installation Clearance Checklist

Americas

One-Call System

S3AM-331-ATT1

1.0 What Is It?

1.1 One-call systems are established across the Americas to provide one telephone number for excavating contractors and the general public to call for notification of their intent to use equipment for excavating, tunneling, demolition, or any other similar work. This one-call system provides the participating members an opportunity to identify and locate their underground facilities.

1.2 As described on their web site (http://www.call811.com), Common Ground Alliance (CGA) was "created specifically to work with all industry stakeholders in an effort to prevent damage to underground utility infrastructure and ensure public safety and environmental protection." CGA also serves as an organization to continuously update best practices amongst the growing underground industry. The CGA web site provides current one-call information for all states and provinces.

2.0 Why Is It Needed?

2.1 Damage to underground facilities increased considerably following the building boom of the 1950s, 1960s, and early 1970s when the trend was to go underground with utilities. Thousands of miles of underground facilities are vulnerable to excavating machines such as backhoes, and the resulting damage can interrupt utility service and threaten life, health, and property.

3.0 How to Get It

3.1 In the United States 811 is the Federally-mandated national "Call Before Your Dig" number that connects directly to the local one-call center. Each state has different rules and regulations governing digging, some stricter than others. The CGA web site provides current contact information to find state-specific information as well as links to submit an online digging request where available. Canadian one-call numbers vary by jurisdiction. One-call services are not available in Canada's Atlantic provinces (New Brunswick, Newfoundland, Nova Scotia) or in the three Northern Territories (Nunavut, Northwest Territories, Yukon).

4.0 Disclaimer

4.1 The purpose of this directory is to illustrate the extent of one-call service available. Some jurisdictions have a list of "Tier 1" subscriber utilities notified by 811, and a "Tier 2" list that the excavator/contractor is responsible for contacting directly. Users shall verify information is current including the extent and limit of service from local sources.

Province/State	One-Call Agency		Number
Canada	www.clickbeforeyoudig.com		
Alberta	Alberta One Call	www.albertaonecall.com	1.800.242.3447
British Columbia	BC One Call	www.bconecall.bc.ca	1.800.474.6886
Manitoba	Click Before You Dig	www.clickbeforeyoudigmb.com	Various – see website
Ontario	Ontario One Call	www.on1call.com	1.800.400.2255
Québec	Info Excavation	www.info-ex.com	1.800.663.9228
Saskatchewan	Sask 1st Call	www.sask1stcall.com	1.866.828.4888

United States	www.call811.com	811
Alabama	Alabama 811	1.800.292.8525
Alaska	Alaska Digline, Inc.	1.800.478.3121
Arizona	Arizona 811	1.800.782.5348
Arkansas	Arkansas One Call	1.800.482.8998
California	(North & Central) USA North 811	1.800.227.2600
	(South) Dig Alert	1.800.227.2600
Colorado	Colorado 811	1.800.922.1987
Connecticut	Call Before You Dig	1.800.922.4455
Delaware	Miss Utility of Delmarva	1.800.282.8555
District of Columbia	District One Call	1.202.265.7177
Florida	Sunshine 811	1.800.432.4770
Georgia	Georgia 811	1.800.282.7411
Hawaii	Hawaii One Call	1.866.423.7287
Idaho	Dig Line, Inc.	1.800.342.1585
	(Bonner/Boundary) Pass Word	1.800.626.4950
	(Kootenai County) Pass Word	1.800.428.4950
	(Shoshone-Benewah) Pass Word	1.800.398.3285
Illinois	(Chicago) Digger -Chicago Utility Alert Network	312.744.7000
	(Outside of Chicago) JULIE	1.800.892.0123
Indiana	Indiana 811	1.800.382.5544
Iowa	Iowa One Call	1.800.292.8989
Kansas	Kansas 811	1.800.344.7233
Kentucky	Kentucky 811	1.800.752.6007
Louisiana	LA One Call	1.800.272.3020
Maine	Dig Safe	1.888.344.7233
Maryland	(West of Chesapeake Bay) Miss Utility of Maryland	1.800.257.7777
	(East of Chesapeake Bay) Miss Utility of Delmarva	1.800.282.8555
Massachusetts	Dig Safe System, Inc.	1.888.344.7233
Michigan	Miss Dig	1.800.482.7171
Minnesota	Gopher State One Call	1.800.252.1166
Mississippi	Mississippi 811	1.800.227.6477

Missouri	Missouri One Call System	1.800.344.7483
Montana	Montana 811	1.800.424.5555
	(Flathead and Lincoln Counties) Montana One Call Center	1.800.551.8344
Nebraska	Nebraska 811	1.800.331.5666
Nevada	USA North 811	1.800.227.2600
New Hampshire	Dig Safe System, Inc.	1.888.344.7233
New Jersey	New Jersey One Call	1.800.272.1000
New Mexico	New Mexico 811	1.800.321.2537
New York	(North of 5 Boroughs) Dig Safely New York	1.800.962.7962
	(5 Boroughs and Long Island) New York 811, Inc.	1.800.272.4480
North Carolina	North Carolina 811	1.800.632.4949
North Dakota	North Dakota One Call	1.800.795.0555
Ohio	Ohio Utilities Protection Service	1.800.362.2764
Oklahoma	Call Okie	1.800.522.6543
Oregon	Oregon Utilities Notification Center	1.800.332.2344
Pennsylvania	Pennsylvania One Call System, Inc.	1.800.242.1776
Puerto Rico	Puerto Rico Public Service Commission 811	
Rhode Island	Dig Safe System, Inc.	1.888.344.7233
South Carolina	South Carolina 811	1.888.721.7877
South Dakota	South Dakota One Call	1.800.781.7474
Tennessee	Tennessee 811	1.800.351.1111
Texas	Texas 811	1.800.545.6005
	Lone Star 811	1.800.669.8344
Utah	Blue Stakes of Utah	1.800.662.4111
Vermont	Dig Safe System, Inc.	1.888.344.7233
Virginia	Virginia 811	1.800.552.7001
Washington	Utility Notification Center	1.800.424.5555
West Virginia	WV 811	1.800.245.4848
Wisconsin	Diggers Hotline	1.800.242.8511
Wyoming	One-Call Of Wyoming	1.800.849.2476

Americas

Underground Utilities & Subsurface Installation Clearance Flow Chart

S3AM-331-PR1

Before Any Underground Utilities and Subsurface Installation Clearance

PERMITS AND ACCESS AGREEMENTS

- Government and Utility/Infrastructure Permits
- Client permits and procedures
- Access Agreements

KEY POINT: Obtain all permits and sign Access Agreement (if required)

↓

GENERAL HEALTH and SAFETY

KEY POINT: Prepare the SH&E Plan and a Task Hazard Assessment (THA).

↓

LOCATING UNDERGROUND UTILITIES & SUBSURFACE INSTALLATIONS

KEY POINT: Utilize the appropriate call/click-before-you-dig provider and as necessary, engage private locators. Refer to *S3AM-331-ATT1 One-Call System*.

↓

IDENTIFICATION & MAPPING OF UTILITY and SUBSURFACE STRUCTURES

KEY POINT: Generate a comprehensive site map illustrating known locations of overhead/subsurface utilities, subsurface structures, and proposed boring locations.
Complete *S3AM-331-FM1 Pre-Drilling, Boring, & Direct-Push Checklist*.

↓

SITE WALK

KEY POINT: Perform a site walk utilizing site map and 360° view to verify known conditions and identify potential issues. Add discovered items/issues to map for use in location confirmation.

↓

PROPOSED SUBSURFACE INVESTIGATION LOCATIONS

KEY POINT: Confirm that locations meet the minimum required set-back distances.

↓

UTILITY CLEARANCE INVESTIGATION LOCATION CONFIRMATION

KEY POINT: Locations shall be hand-cleared using non-destructive ground disturbance techniques and visually verified.

Americas

Underground Utilities & Subsurface Installation Clearance Checklist

S3AM-331-FM1

Location:	Project #:	Date & Time:
Manager:	Contractor (if applicable):	Weather:
Client:	Inspector:	
Notes:		

Part 1

Part 1 and Part 2 shall be completed prior to any intrusive subsurface work. DO NOT DISTURB GROUND if a "No" or "N/A" answer to any of the Part 1 questions has not been initialed as authorized by the AECOM Manager.

Any variance from these procedures requires approval of the Vice President of the applicable business group.

		Yes	No	N/A
I.	**Permits and Access Agreements**			
1.	Have all appropriate permits and agreements been identified and obtained (e.g. client, drilling, encroachment, working near railroads, etc.)?	☐	☐	☐
2.	Have all client requirements been identified and obtained?	☐	☐	☐
3.	If working off-site is (are) site access agreement(s) executed?	☐	☐	☐
II.	**General Health and Safety**			
1.	Has a Health and Safety Plan (HASP) been prepared for AECOM employees?	☐	☐	☐
2.	Do on-site personnel have required-level PPE?	☐	☐	☐
3.	Do on-site personnel have required-level of training?	☐	☐	☐
4.	Is appropriate monitoring equipment as specified in HASP/THAs available at each clearance location?	☐	☐	☐
5.	Has the field screening equipment been calibrated as required by the HASP?	☐	☐	☐
6.	Are calibration gases available at the site?	☐	☐	☐
III.	**Identification and Mapping of Utility and Subsurface Structures**			
1.	Is a Site Plan showing proposed subsurface locations and utility locations attached to this check list?	☐	☐	☐
2.	Have above/below ground utilities & subsurface installations been investigated (Part 2 of this form)?	☐	☐	☐
3.	Have all Federal/State/Provincial/Territorial and other "One Call" providers marked their facilities or otherwise notified they do not have any facilities near the proposed subsurface/intrusive locations?	☐	☐	☐
4.	Have Federal/State/Provincial/Territorial or other "One Call" providers identified what utilities and underground structures are *not* included in their provider system (e.g. underground structures)?	☐	☐	☐
5.	As noted in the exception at the bottom of Section VI of this checklist, has a utility locating contractor performed geophysical and/or other surveys of the proposed subsurface/intrusive locations?	☐	☐	☐

Part 1 and Part 2 shall be completed prior to any intrusive subsurface work. DO NOT DISTURB GROUND if a "No" or "N/A" answer to any of the Part 1 questions has not been initialed as authorized by the AECOM Manager.

Any variance from these procedures requires approval of the Vice President of the applicable business group.

	Yes	No	N/A
6. Visual verification that each of the proposed locations does not lie on a line connecting two similar manhole covers (e.g. sanitary sewer or storm drain)?	☐	☐	☐
7. Visual verification that the ground in the vicinity of each of the proposed subsurface locations has not subsided, been excavated and patched, give the appearance it may be covering a former trench (e.g. linear cracks, sagging curbs, linear re-pavements, etc.) and does not lie on a line with any water, gas, electrical meters, utility cleanouts, or other utility boxes in the surrounding areas?	☐	☐	☐
IV. Site Walk			
1. Has a site walk been performed that includes the following:	☐	☐	☐
a. Reviewing all planned intrusive locations?	☐	☐	☐
b. Adjusting locations away from subsurface utilities and installations?	☐	☐	☐
c. Determining the appropriate utility clearance activities for each location?	☐	☐	☐
d. Determining the presence and location of overhead utilities and obstructions?	☐	☐	☐
e. Walk around perimeter of the site to observe physical hazards?	☐	☐	☐
f. Includes 50 feet (15.2 meters) from perimeter of the site to observe physical hazards and 50 feet (15.2 meters) radius from each proposed subsurface location?	☐	☐	☐
V. Proposed Subsurface Investigation Locations*			
1. Are all of the proposed subsurface locations at least 5 feet (1.5 meters) from any identified subsurface utility?	☐	☐	☐
2. Are all of the proposed subsurface locations at least 7 feet (2.1 meters) from the pad surrounding any underground storage tanks (USTs) shown on the Site Plan?	☐	☐	☐
3. Are all of the proposed subsurface locations at least 5 feet (1.5 meters) from any subsurface utilities shown on the Public Right-of-Way street improvements?	☐	☐	☐
** These set back distances are a minimum; government regulations and utility requirements may dictate a greater set back distance.*			
VI. Utility Clearance Investigation Location Confirmation*			
1. Have the hand clearance / tolerance zones of subsurface locations been observed and utilities exposed through the use of non-destructive techniques as follows? Hand / non-destructive technique clearance should be extended if locations of deep utilities and structures are not known. In non-urban areas hand clearing should be conducted if possible and according to local requirements.	☐	☐	☐
a. For soil borings/monitoring wells; excavated to a minimum of 5 feet (1.5 meters) below ground surface using non-mechanical methods?	☐	☐	☐
b. For soil gas sampling; excavated to 2 foot (0.6 meter) below grade or below the bottom of a concrete floor prior to the installation of soil gas sample probe points?	☐	☐	☐

* *Exceptions to requirements of the utility clearance process, as permitted by the applicable jurisdiction, include the following:*

- *Sites where extensive utility mapping (e.g. geophysical survey) has been completed and/or where extensive activities have already been performed.*
- *Locations where facility layout is well documented and understood.*
- *Sites or portions of large sites where utilities are known not to exist currently or to not have ever existed throughout the life of the facility, property or site.*

Part 1 and Part 2 shall be completed prior to any intrusive subsurface work. DO NOT DISTURB GROUND if a "No" or "N/A" answer to any of the Part 1 questions has not been initialed as authorized by the AECOM Manager. *Any variance from these procedures requires approval of the Vice President of the applicable business group.*	**Yes**	**No**	**N/A**
Comments:			
Documentation supplied by one-call or private utility and installation locators, including email or written field confirmation / maps of mark-out requests and status shall accompany this form. If this form is supporting multiple ground disturbance activities, a copy of this completed form should be provided to each activity.			

Part 2

Public Utility Locate (OneCall)				Prior Locate Ticket #	
Date Called:		Called By:		Valid Until:	
Ticket Number:		Area Requested To Be Cleared:			

Private Utility Locate		Prior Locate Ticket #	
Company Performing Locate:		Date Completed:	
Area(s) Requested To Be Cleared (including distance around marked locations):			
Method(s) Used (e.g., GPR, EM):			
Confirm Area(s) Cleared:			

OneCall Utilities			**Field Observation**
Utility	**Notified by**	**Comments**	**Marked** (mains & services)
Electric (Red)	☐ OneCall ☐ Other		☐ Yes ☐ No ☐ Above
Gas/Petroleum Pipeline (Yellow)	☐ OneCall ☐ Other		☐ Yes ☐ No
Sewer/Drainage (Green)	☐ OneCall ☐ Other		☐ Yes ☐ No
Water (Blue)	☐ OneCall ☐ Other		☐ Yes ☐ No
Communications (Orange)	☐ OneCall ☐ Other		☐ Yes ☐ No ☐ Above
Other	☐ OneCall ☐ Other		☐ Yes ☐ No ☐ Above
Were all circuits on during subsurface checks if the checks were for identifying energized lines (e.g., circuits on timers or light sensing switches)?			☐ Yes ☐ No ☐ N/A

Utilities Not Identified By OneCall (Includes both Public and Private along with Regional and Site Utilities)			**Field Observation**
Utility (Colors may vary)	**Owner / Contact / Phone #**	**Notified**	**Marked**
Communications: (Orange) TV, computer, phone, cell towers, site communication, cameras, security, etc.		☐Yes ☐No	☐ Yes ☐ No ☐ Above
Electricity: (Red) Mains / Supplies / Interior / Exterior (signs, fuel pumps, low voltage security perimeters, gates, property light posts, equipment, substations, etc.)		☐Yes ☐No	☐ Yes ☐ No ☐ Above
Gas: (Yellow) Mains / Supplies / Equipment / Pipelines (Natural, Process, Oil, Crude, Refined (Gas, Diesel, Jet), etc.)		☐Yes ☐No	☐ Yes ☐ No ☐ Above
Steam: (Yellow)		☐Yes ☐No	☐ Yes ☐ No ☐ Above

Structures: Possible horizontally installed facilities, vaults, basements, tunnels, sub-grade structures, foundations, overhead obstructions, etc.		☐Yes ☐No	☐ Yes ☐ No ☐ Above
UST Systems (Tanks / piping / electric)		☐Yes ☐No	☐ Yes ☐ No
Sewer: (Green) Sanitary, storm, combined, septic, drainage (parking, buildings, fields), irrigation		☐Yes ☐No	☐ Yes ☐ No
Water: (Blue) Process, Plant, potable, well, cooling, return/makeup, fire, sprinkler, landscape irrigation, reclaim (Purple) other		☐Yes ☐No	☐ Yes ☐ No ☐ Above
Other: Abandoned lines, invisible dog fences, shopping cart perimeter monitoring, traffic lights		☐Yes ☐No	☐ Yes ☐ No ☐ Above

Manager: _____ _____ _____

Print Sign Date

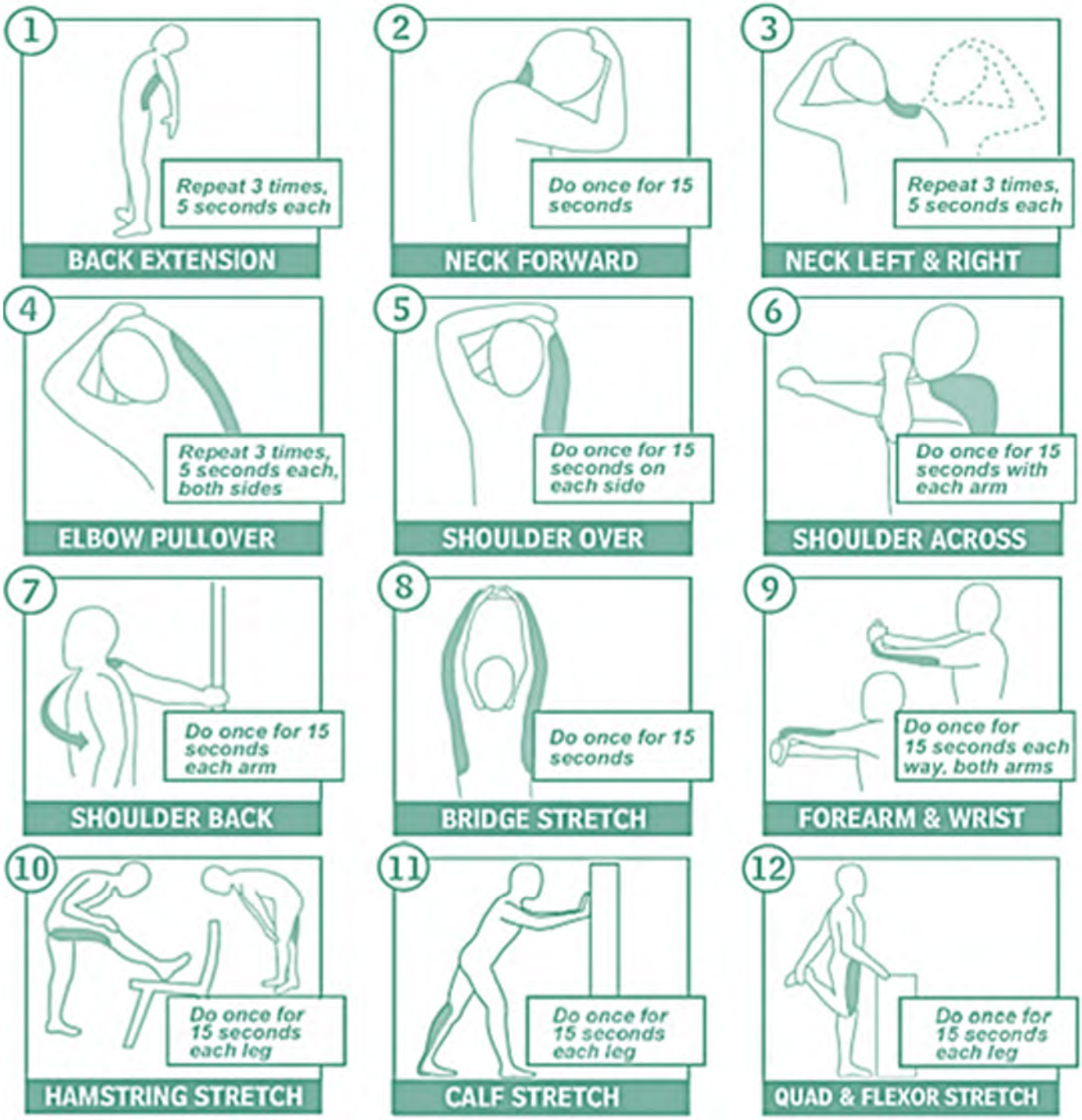
AECOM

Attachment C

Stretch/Flex Poster

Attachment C: Stretch/Flex Poster

Examples of Stretches



AECOM

Attachment D

Site Safety Orientation

Attachment D: Site Safety Orientation

AECOM will conduct a site safety briefing for a person's initial visit to the site. The briefing will be conducted:

- Prior to the start of work;
- For any new AECOM or subconsultant personnel;
- For Site Visitors; and
- At each mobilization, or whenever there is a change in task or significant change in task location.

All personnel working on the project who have received the site briefing (including the SWP review) will sign the Personal Acknowledgement located in **Section 20**. Visitors may receive a shortened version to address the hazards specific to their visit.

The following topics, at minimum, will be discussed during the site safety briefing:

- Contents of this SWP;
- The Emergency Response Plan (Section 4);
- Contractor SHE Management expectations;
- Injury management, including notification and hospital and occupational clinic locations;
- The AECOM 4-Sight program;
- Stop Work authority;
- The THAs (**Attachment A**) for the activities that will be performed on a given job;
- Types of hazards at the site and means for minimizing exposure to them;
- Instructions for new operations to be conducted, and safe work practices;
- PPE that must be used;
- Lone worker check-in procedures;
- Emergency evacuation routes, muster points, and tornado/storm shelters; and
- Location and use of emergency equipment.
- **These briefings must be documented and maintained in the project files.**

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Attachment E

NYSDOH Generic Community Air Monitoring Plan

Attachment E: NYSDOH Generic Community Air Monitoring Plan

Appendix 1A

New York State Department of Health

Generic Community Air Monitoring Plan

Overview

A Community Air Monitoring Plan (CAMP) requires real-time monitoring for volatile organic compounds (VOCs) and particulates (i.e., dust) at the downwind perimeter of each designated work area when certain activities are in progress at contaminated sites. The CAMP is not intended for use in establishing action levels for worker respiratory protection. Rather, its intent is to provide a measure of protection for the downwind community (i.e., off-site receptors including residences and businesses and on-site workers not directly involved with the subject work activities) from potential airborne contaminant releases as a direct result of investigative and remedial work activities. The action levels specified herein require increased monitoring, corrective actions to abate emissions, and/or work shutdown. Additionally, the CAMP helps to confirm that work activities did not spread contamination off-site through the air.

The generic CAMP presented below will be sufficient to cover many, if not most, sites. Specific requirements should be reviewed for each situation in consultation with NYSDOH to ensure proper applicability. In some cases, a separate site-specific CAMP or supplement may be required. Depending upon the nature of contamination, chemical- specific monitoring with appropriately-sensitive methods may be required. Depending upon the proximity of potentially exposed individuals, more stringent monitoring or response levels than those presented below may be required. Special requirements will be necessary for work within 20 feet of potentially exposed individuals or structures and for indoor work with co-located residences or facilities. These requirements should be determined in consultation with NYSDOH.

Reliance on the CAMP should not preclude simple, common-sense measures to keep VOCs, dust, and odors at a minimum around the work areas.

Community Air Monitoring Plan

Depending upon the nature of known or potential contaminants at each site, real-time air monitoring for VOCs and/or particulate levels at the perimeter of the exclusion zone or work area will be necessary. Most sites will involve VOC and particulate monitoring; sites known to be contaminated with heavy metals alone may only require particulate monitoring. If radiological contamination is a concern, additional monitoring requirements may be necessary per consultation with appropriate DEC/NYSDOH staff.

Continuous monitoring will be required for all ground intrusive activities and during the demolition of contaminated or potentially contaminated structures. Ground intrusive activities include, but are not limited to, soil/waste excavation and handling, test pitting or trenching, and the installation of soil borings or monitoring wells.

Periodic monitoring for VOCs will be required during non-intrusive activities such as the collection of soil and sediment samples or the collection of groundwater samples from existing monitoring wells. A Periodic@ monitoring during sample collection might reasonably consist of taking a reading upon arrival at a sample location, monitoring while opening a well cap or

overturning soil, monitoring during well baling/purging, and taking a reading prior to leaving a sample location. In some instances, depending upon the proximity of potentially exposed individuals, continuous monitoring may be required during sampling activities. Examples of such situations include groundwater sampling at wells on the curb of a busy urban street, in the midst of a public park, or adjacent to a school or residence.

VOC Monitoring, Response Levels, and Actions

Volatile organic compounds (VOCs) must be monitored at the downwind perimeter of the immediate work area (i.e., the exclusion zone) on a continuous basis or as otherwise specified. Upwind concentrations should be measured at the start of each workday and periodically thereafter to establish background conditions, particularly if wind direction changes. The monitoring work should be performed using equipment appropriate to measure the types of contaminants known or suspected to be present. The equipment should be calibrated at least daily for the contaminant(s) of concern or for an appropriate surrogate. The equipment should be capable of calculating 15-minute running average concentrations, which will be compared to the levels specified below.

1. If the ambient air concentration of total organic vapors at the downwind perimeter of the work area or exclusion zone exceeds 5 parts per million (ppm) above background for the 15-minute average, work activities must be temporarily halted and monitoring continued. If the total organic vapor level readily decreases (per instantaneous readings) below 5 ppm over background, work activities can resume with continued monitoring.

2. If total organic vapor levels at the downwind perimeter of the work area or exclusion zone persist at levels in excess of 5 ppm over background but less than 25 ppm, work activities must be halted, the source of vapors identified, corrective actions taken to abate emissions, and monitoring continued. After these steps, work activities can resume provided that the total organic vapor level 200 feet downwind of the exclusion zone or half the distance to the nearest potential receptor or residential/commercial structure, whichever is less - but in no case less than 20 feet, is below 5 ppm over background for the 15-minute average.

3. If the organic vapor level is above 25 ppm at the perimeter of the work area, activities must be shutdown.

4. All 15-minute readings must be recorded and be available for State (DEC and NYSDOH) personnel to review. Instantaneous readings, if any, used for decision purposes should also be recorded.

Particulate Monitoring, Response Levels, and Actions

Particulate concentrations should be monitored continuously at the upwind and downwind perimeters of the exclusion zone at temporary particulate monitoring stations. The particulate monitoring should be performed using real-time monitoring equipment capable of measuring particulate matter less than 10 micrometers in size (PM-10) and capable of integrating over a period of 15 minutes (or less) for comparison to the airborne particulate action level. The equipment must be equipped with an audible alarm to indicate exceedance of the action level. In addition, fugitive dust migration should be visually assessed during all work activities.

1. If the downwind PM-10 particulate level is 100 micrograms per cubic meter (mcg/m^3) greater than background (upwind perimeter) for the 15-minute period or if airborne dust is observed leaving the work area, then dust suppression techniques must be employed. Work may continue with dust
suppression techniques provided that downwind PM-10 particulate levels do not exceed 150 mcg/m^3 above the upwind level and provided that no visible dust is migrating from the work area.

2. If, after implementation of dust suppression techniques, downwind PM-10 particulate levels are greater than 150 mcg/m^3 above the upwind level, work must be stopped and a re-evaluation of activities initiated. Work can resume provided that dust suppression measures and other controls are successful in reducing the downwind PM-10 particulate concentration to within 150 mcg/m^3 of the upwind level and in preventing visible dust migration.

3. All readings must be recorded and be available for State (DEC and NYSDOH) and County Health personnel to review.

Appendix 1B

Fugitive Dust and Particulate Monitoring

A program for suppressing fugitive dust and particulate matter monitoring at hazardous waste sites is a responsibility on the remedial party performing the work. These procedures must be incorporated into appropriate intrusive work plans. The following fugitive dust suppression and particulate
monitoring program should be employed at sites during construction and other intrusive activities which warrant its use:

1. Reasonable fugitive dust suppression techniques must be employed during all site activities which may generate fugitive dust.

2. Particulate monitoring must be employed during the handling of waste or contaminated soil or when activities on site may generate fugitive dust from exposed waste or contaminated soil. Remedial activities may also include the excavation, grading, or placement of clean fill. These control measures should not be considered necessary for these activities.

3. Particulate monitoring must be performed using real-time particulate monitors and shall monitor particulate matter less than ten microns (PM10) with the following minimum performance standards:

(a) Objects to be measured: Dust, mists or aerosols;

(b) Measurement Ranges: 0.001 to 400 mg/m3 (1 to 400,000 :ug/m3);

(c) Precision (2-sigma) at constant temperature: +/- 10 :g/m3 for one second averaging; and +/- 1.5 g/m3 for sixty second averaging;

(d) Accuracy: +/- 5% of reading +/- precision (Referred to gravimetric calibration with SAE fine test dust (mmd= 2 to 3 :m, g= 2.5, as aerosolized);

(e) Resolution: 0.1% of reading or 1g/m3, whichever is larger;

(f) Particle Size Range of Maximum Response: 0.1-10;

(g) Total Number of Data Points in Memory: 10,000;

(h) Logged Data: Each data point with average concentration, time/date and data point number

(i) Run Summary: overall average, maximum concentrations, time/date of maximum, total number of logged points, start time/date, total elapsed time (run duration), STEL concentration and time/date occurrence, averaging (logging) period, calibration factor, and tag number;

(j) Alarm Averaging Time (user selectable): real-time (1-60 seconds) or STEL (15 minutes), alarms required;

(k) Operating Time: 48 hours (fully charged NiCd battery); continuously with charger;

(l) Operating Temperature: -10 to 50^{o} C (14 to 122^{o} F);

(m) Particulate levels will be monitored upwind and immediately downwind at the working site and integrated over a period not to exceed 15 minutes.

4. In order to ensure the validity of the fugitive dust measurements performed, there must be appropriate Quality Assurance/Quality Control (QA/QC). It is the responsibility of the remedial party to
adequately supplement QA/QC Plans to include the following critical features: periodic instrument calibration, operator training, daily instrument performance (span) checks, and a record keeping plan.

5. The action level will be established at 150 ug/m3 (15 minutes average). While conservative,

this short-term interval will provide a real-time assessment of on-site air quality to assure both health and safety. If particulate levels are detected in excess of 150 ug/m3, the upwind background level must be confirmed immediately. If the working site particulate measurement is greater than 100 ug/m3 above the background level, additional dust suppression techniques must be implemented to reduce the generation of fugitive dust and corrective action taken to protect site personnel and reduce the potential for contaminant migration. Corrective measures may include increasing the level of personal protection for on-site personnel and implementing additional dust suppression techniques (see paragraph 7). Should the action level of 150 ug/m3 continue to be exceeded work must stop and DER must be notified as provided in the site design or remedial work plan. The notification shall include a description of the control measures implemented to prevent further exceedances.

6. It must be recognized that the generation of dust from waste or contaminated soil that migrates off-site, has the potential for transporting contaminants off-site. There may be situations when dust is being generated and leaving the site and the monitoring equipment does not measure PM10 at or above the action level. Since this situation has the potential to allow for the migration of contaminants off-site, it is unacceptable. While it is not practical to quantify total suspended particulates on a real-time basis, it is appropriate to rely on visual observation. If dust is observed leaving the working site, additional dust suppression techniques must be employed. Activities that have a high dusting potential-- such as solidification and treatment involving materials like kiln dust and lime--will require the need for special measures to be considered.

7. The following techniques have been shown to be effective for the controlling of the generation and migration of dust during construction activities:

(a) Applying water on haul roads;
(b) Wetting equipment and excavation faces;
(c) Spraying water on buckets during excavation and dumping;
(d) Hauling materials in properly tarped or watertight containers;
(e) Restricting vehicle speeds to 10 mph;
(f) Covering excavated areas and material after excavation activity ceases; and (g) Reducing the excavation size and/or number of excavations.

Experience has shown that the chance of exceeding the 150ug/m3 action level is remote when the above-mentioned techniques are used. When techniques involving water application are used, care must be taken not to use excess water, which can result in unacceptably wet conditions. Using atomizing sprays will prevent overly wet conditions, conserve water, and provide an effective means of suppressing the fugitive dust.

8. The evaluation of weather conditions is necessary for proper fugitive dust control. When extreme wind conditions make dust control ineffective, as a last resort remedial actions may need to be suspended. There may be situations that require fugitive dust suppression and particulate monitoring requirements with action levels more stringent than those provided above. Under some circumstances, the contaminant concentration and/or toxicity may require additional monitoring to protect site personnel and the public. Additional integrated sampling and chemical analysis of the dust may also be in order. This must be evaluated when a health and safety plan is developed and when appropriate suppression and monitoring requirements are established for protection of health and the environment.

AECOM

Attachment F

Project Hazardous Materials Communication Plan

Attachment F-1: Project Hazardous Materials Communication Plan

Materials to be brought or encountered onsite will have a Safety Data Sheet (SDS) maintained in an accessible location for workers to review. Applicable SDSs are presented in **Attachment F-2**. Materials to be brought or encountered onsite will include:

- Arsenic
- Barium
- Chromium
- Lead
- Benzene
- N-Propylbenzene
- N-Butylbenzene
- Sec-Butylbenzene
- Isopropylbenzene
- Cis-1,2-Dichloroethylene
- Diesel
- Gasoline
- Petroleum
- Tetrachloroethylene (PCE)
- Trichloroethylene (TCE)
- Toluene
- Alconox
- Bentonite
- Hydrochloric Acid
- Isobutylene

As part of the Site Safety Officer (SSO) daily activities, an inventory of hazardous materials will be prepared with the quantities expected to be on site. The inventory will be updated if any additional materials are brought on site and as frequently as necessary to reflect accurate quantities. This chemical inventory list will be readily available for review (usually kept with the SDSs).

Unless each container has appropriate labeling, all chemical containers will be labeled with the following information:

- Product name and identity of the hazardous chemical(s).
- Appropriate hazard warnings.
- Name and address of the chemical manufacturer, importer, or other responsible party.

Labels on incoming containers of hazardous materials will not be removed or defaced. Labels are also required when a hazardous substance is transferred from a primary container to a secondary container. Labels on secondary containers must indicate the product name or the names of the hazardous substances contained therein as well as related physical and health

hazards and their associated target organs. Labels may incorporate words, pictures, symbols, or combinations thereof to ensure the appropriate information is provided to the end user.

Examples of acceptable labeling systems include the National Fire Protection Association Diamond, the Hazardous Materials Identification System, the Chemical Hazard Identification and Training system, or similar.

Employee requirements for reviewing SDSs for specific safety and health protection procedures are presented below.

- AHAs will incorporate information contained in the SDSs.
- SDS information will be followed in the use and disposal of material and selection of hazard control and emergency response measures.
- The SSO will obtain an SDS for each chemical before it is used. SDSs will generally be received by the person ordering the product. SDSs for products frequently used should be kept on file because additional copies may not be included in repeat shipments.
- The SSO will review each SDS when it is received to evaluate whether the information is complete and to determine whether existing protective measures are adequate.
- The SSO will maintain a collection of all applicable and relevant SDSs in an area that is accessible to all employees at all times. An electronic database is an acceptable method of maintaining the SDSs.
- The SSO will replace SDSs when updated sheets are received and will communicate any significant changes to those who work with the chemical.
- SDSs are required for all hazardous materials brought on site by project personnel.

General household products to be used for their specific purpose, food, drugs, and cosmetics brought into the workplace for employee use and consumption are all exempt, as are supplies in the first-aid kit, such as isopropyl alcohol and antibacterial wipes.

Employees bringing hazardous materials on to a site or project must submit SDSs to the SSO. The SSO may restrict the use of certain hazardous materials on a site or project due to occupational health risk, hazardous physical properties of the material, or potential employee sensitivity to odor or irritating properties of the material.

Other personnel working in the same area shall be provided with the following information on chemicals used by or provided to AECOM personnel:

- Names of hazardous chemicals to which they may be exposed while on the jobsite.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures, such as ventilation or isolation of the work. In some cases, as an administrative control measure, a task may be delayed to a time when a minimal number of employees are present in the area.
- Location of SDSs.

As discussed in Section 5.1 of the HASP, employees will be trained initially and periodically when use of hazardous or toxic agents is altered or modified to accommodate changing on-site work procedures. Training shall cover the following topics:

- Requirements and use of the hazard communications program on the project.
- The location of all hazardous or toxic agents at the project.
- Identification and recognition of hazardous or toxic agents on the project.
- Physical and health hazards of the hazardous or toxic agents pertinent to project activities.
- Protective measures employees can implement when working with project-specific hazardous or toxic agents.

Provide training to all employees who have the potential to be exposed to hazardous materials: a) at the time of the initial task assignment, b) whenever new chemicals are introduced into the workplace, and c) more frequently where required by site-specific conditions or client-specific requirements. This training will include the following:

- Applicable regulatory requirements.
- Location of the program, inventory, and SDS.
- Site-specific chemicals used and their hazards (chemical, physical, and health), including the general characteristics of the chemicals and signs and symptoms of exposure.
- How to detect the presence or release of chemicals including the location, types, and usage of any portable and fixed monitoring or detection equipment and their associated alarms, where applicable.
- Safe work practices (S3AM-001-PR1) and methods employees can take to protect themselves from chemical hazards (metals or explosives constituents in soil).
- How to read an SDS.
- Site- or project-specific information on hazard warnings and labels in use at the location, if applicable.
- Site-specific evacuation and rescue procedures in the event of chemical release, including the location of staging areas and personnel accounting procedures.

The following documentation will be maintained in the project file:

- Chemical inventory list;
- SDSs; and
- Training records.

Attachment F-2: Safety Data Sheets

SAFETY DATA SHEET

Version 6.4
Revision Date 01/28/2022
Print Date 02/26/2022

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Arsenic

Product Number : 267961
Brand : Aldrich
Index-No. : 033-001-00-X
CAS-No. : 7440-38-2

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Acute toxicity, Oral (Category 3), H301
Acute toxicity, Inhalation (Category 3), H331
Skin irritation (Category 2), H315
Serious eye damage (Category 1), H318
Carcinogenicity (Category 1A), H350
Short-term (acute) aquatic hazard (Category 1), H400
Long-term (chronic) aquatic hazard (Category 1), H410

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram	
Signal word	Danger

Hazard statement(s)

H301 + H331	Toxic if swallowed or if inhaled.
H315	Causes skin irritation.
H318	Causes serious eye damage.
H350	May cause cancer.
H410	Very toxic to aquatic life with long lasting effects.

Precautionary statement(s)

P201	Obtain special instructions before use.
P202	Do not handle until all safety precautions have been read and understood.
P261	Avoid breathing dust/ fume/ gas/ mist/ vapors/ spray.
P264	Wash skin thoroughly after handling.
P270	Do not eat, drink or smoke when using this product.
P271	Use only outdoors or in a well-ventilated area.
P273	Avoid release to the environment.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P301 + P310 + P330	IF SWALLOWED: Immediately call a POISON CENTER/ doctor. Rinse mouth.
P302 + P352	IF ON SKIN: Wash with plenty of soap and water.
P304 + P340 + P311	IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER/ doctor.
P305 + P351 + P338 + P310	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.
P308 + P313	IF exposed or concerned: Get medical advice/ attention.
P332 + P313	If skin irritation occurs: Get medical advice/ attention.
P362	Take off contaminated clothing and wash before reuse.
P391	Collect spillage.
P403 + P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

Formula	:	As
Molecular weight	:	74.92 g/mol
CAS-No.	:	7440-38-2
EC-No.	:	231-148-6
Index-No.	:	033-001-00-X

Component	Classification	Concentration
arsenic		
	Acute Tox. 3; Skin Irrit. 2;	<= 100 %

	Eye Dam. 1; Carc. 1A; Aquatic Acute 1; Aquatic Chronic 1; H301, H331, H315, H318, H350, H400, H410 M-Factor - Aquatic Acute: 10 M-Factor - Aquatic Chronic: 1	

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
First aiders need to protect themselves. Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air. Immediately call in physician. If breathing stops: immediately apply artificial respiration, if necessary also oxygen.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower. Consult a physician.

In case of eye contact
After eye contact: rinse out with plenty of water. Immediately call in ophthalmologist. Remove contact lenses.

If swallowed
If swallowed: give water to drink (two glasses at most). Seek medical advice immediately. In exceptional cases only, if medical care is not available within one hour, induce vomiting (only in persons who are wide awake and fully conscious), administer activated charcoal (20 - 40 g in a 10% slurry) and consult a doctor as quickly as possible.

4.2 Most important symptoms and effects, both acute and delayed
The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed
No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture

Nature of decomposition products not known.
Not combustible.
Ambient fire may liberate hazardous vapours.

5.3 Advice for firefighters

Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information

Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures

Advice for non-emergency personnel: Avoid generation and inhalation of dusts in all circumstances. Avoid substance contact. Ensure adequate ventilation. Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains.

6.3 Methods and materials for containment and cleaning up

Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up carefully. Dispose of properly. Clean up affected area. Avoid generation of dusts.

6.4 Reference to other sections

For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling
Work under hood. Do not inhale substance/mixture.

Hygiene measures
Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Tightly closed. Dry. Keep in a well-ventilated place. Keep locked up or in an area accessible only to qualified or authorized persons.

Storage class
Storage class (TRGS 510): 6.1A: Combustible, acute toxic Cat. 1 and 2 / very toxic hazardous materials

7.3 Specific end use(s)

Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
arsenic	7440-38-2	TWA	0.01 mg/m3	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Lung cancer Substances for which there is a Biological Exposure Index or Indices (see BEI® section) Confirmed human carcinogen		
		C	0.0020 mg/m3	USA. NIOSH Recommended Exposure Limits
		Potential Occupational Carcinogen See Appendix A 15 minute ceiling value		

Biological occupational exposure limits

Component	CAS-No.	Parameters	Value	Biological specimen	Basis
arsenic	7440-38-2	inorganic arsenic plus methylated metabolites	35µg As/l	Urine	ACGIH - Biological Exposure Indices (BEI)
	Remarks	End of the workweek (After four or five consecutive working days with exposure)			

8.2 Exposure controls

Appropriate engineering controls

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Tightly fitting safety goggles

Skin protection

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN374 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).
Full contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN374 please

contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).
Splash contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

Body Protection
protective clothing

Respiratory protection
required when dusts are generated.
Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure
Do not let product enter drains.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: powder Color: gray
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	Melting point/range: 817 °C (1503 °F) - lit.
f)	Initial boiling point and boiling range	613 °C 1135 °F - lit.
g)	Flash point	()Not applicable
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	No data available
l)	Vapor density	No data available
m)	Density	5.727 g/mL at 25 °C (77 °F) - lit.
	Relative density	5.622.4 °C - OECD Test Guideline 109
n)	Water solubility	ca.0.0106 g/l at 20 °C (68 °F) - OECD Test Guideline 105 - slightly soluble
o)	Partition coefficient: n-octanol/water	Not applicable for inorganic substances

p)	Autoignition temperature	> 430 °C (> 806 °F)does not ignite
q)	Decomposition temperature	No data available
r)	Viscosity	No data available
s)	Explosive properties	No data available
t)	Oxidizing properties	none

9.2 Other safety information
No data available

SECTION 10: Stability and reactivity

10.1 Reactivity
No data available

10.2 Chemical stability
The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions
Exothermic reaction with:
Aluminum
Bromine
bromates
chlorates
iodates
Nitric acid
Risk of ignition or formation of inflammable gases or vapours with:
nitrates
Alkali metals
Zinc
Reducing agents
Strong oxidizing agents
Risk of explosion with:
potassium permanganate
azides
halogen-halogen compounds
Peroxides
nitrogen trichloride

10.4 Conditions to avoid
Heat. Exposure to air may affect product quality.
no information available

10.5 Incompatible materials
No data available

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
LD50 Oral - Mouse - 145 mg/kg
Remarks: Behavioral:Ataxia.
Diarrhea
(RTECS)
Classified according to Regulation (EU) 1272/2008, Annex VI (Table 3.1/3.2)
Inhalation: No data available
Dermal: No data available
No data available

Skin corrosion/irritation
Skin - In vitro study
Result: Irritating to skin. - 15 min
Remarks: (ECHA)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Causes serious eye damage. - 24 h
(OECD Test Guideline 405)

Respiratory or skin sensitization
Maximization Test - Guinea pig
Result: negative
(OECD Test Guideline 406)

Germ cell mutagenicity
Test Type: Ames test
Test system: Escherichia coli
Result: negative
Remarks: (ECHA)

Carcinogenicity
May cause cancer. Positive evidence from human epidemiological studies.

IARC:	1 - Group 1: Carcinogenic to humans (arsenic)
NTP:	No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.
OSHA:	No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
No data available

Aspiration hazard
No data available

11.2 Additional Information

RTECS: CG0525000

To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

The following applies to arsenic and its compounds in general: they take effect as capillary and enzyme toxins. Symptoms of arsenic poisoning: acute: after inhalation, mucosal irritations with coughing, dyspnoea, pain in the thorax. Perforations within the respiratory tract are possible. After oral uptake, gastrointestinal disorders with vomiting, diarrhoea, and spasms, CNS disorders with headache, confusion, shaking fits and disturbed consciousness, cardiovascular disorders all the way to circulatory collapse. Chronic: exanthema, dermal lesions in the form of hyperkeratosis and hypermelanosis, loss of hair, conjunctivitis and polyneuropathy, impaired hepatic function, and renal damage. After accumulation in the liver, kidneys, and skin, arsenic is eliminated from the organism only slowly. Experience has shown arsenic compounds to be carcinogenic in man.

Other dangerous properties can not be excluded.

This substance should be handled with particular care.

Stomach - Irregularities - Based on Human Evidence

Stomach - Irregularities - Based on Human Evidence

SECTION 12: Ecological information

12.1 Toxicity

Toxicity to fish	static test LC50 - Oreochromis mossambicus (Mozambique tilapia) - 28.68 mg/l - 96 h Remarks: (ECHA)
Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Bosmina longirostris (water flea) - 0.85 mg/l - 48 h Remarks: (ECHA)
Toxicity to algae	static test NOEC - Macrocystis pyrifera (brown algae) - 0.04 mg/l - 42 h Remarks: (ECHA)
Toxicity to bacteria	static test EC50 - activated sludge - 10.6 mg/l - 10 Days Remarks: (ECHA)

12.2 Persistence and degradability

The methods for determining biodegradability are not applicable to inorganic substances.

12.3 Bioaccumulative potential

No data available

12.4 Mobility in soil

No data available

12.5 Results of PBT and vPvB assessment

PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Endocrine disrupting properties

No data available

12.7 Other adverse effects

No data available

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product

Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself. See www.retrologistik.com for processes regarding the return of chemicals and containers, or contact us there if you have further questions.

SECTION 14: Transport information

DOT (US)

UN number: 1558 Class: 6.1 Packing group: II
Proper shipping name: Arsenic
Reportable Quantity (RQ): 1 lbs
Reportable Quantity (RQ): 1 lbs
Poison Inhalation Hazard: No

IMDG

UN number: 1558 Class: 6.1 Packing group: II EMS-No: F-A, S-A
Proper shipping name: ARSENIC
Marine pollutant : yes

IATA

UN number: 1558 Class: 6.1 Packing group: II
Proper shipping name: Arsenic

SECTION 15: Regulatory information

SARA 302 Components

This material does not contain any components with a section 302 EHS TPQ.

SARA 313 Components

The following components are subject to reporting levels established by SARA Title III, Section 313:

	CAS-No.	Revision Date
arsenic	7440-38-2	2015-11-23

SARA 311/312 Hazards

Acute Health Hazard, Chronic Health Hazard

:

Reportable Quantity D004 lbs

Massachusetts Right To Know Components
No components are subject to the Massachusetts Right to Know Act.

SECTION 16: Other information

Further information
The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. The information in this document is based on the present state of our knowledge and is applicable to the product with regard to appropriate safety precautions. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

The branding on the header and/or footer of this document may temporarily not visually match the product purchased as we transition our branding. However, all of the information in the document regarding the product remains unchanged and matches the product ordered. For further information please contact mlsbranding@sial.com.

Version: 6.4 Revision Date: 01/28/2022 Print Date: 02/26/2022

SAFETY DATA SHEET

Version 6.7
Revision Date 10/28/2021
Print Date 02/05/2022

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Barium

Product Number : 237094
Brand : Aldrich
CAS-No. : 7440-39-3

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Flammable solids (Category 1), H228
Chemicals which, in contact with water, emit flammable gases (Category 1), H260
Acute toxicity, Oral (Category 3), H301
Skin corrosion (Category 1B), H314
Serious eye damage (Category 1), H318

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram

Signal word Danger

Hazard statement(s)

H228	Flammable solid.
H260	In contact with water releases flammable gases which may ignite spontaneously.
H301	Toxic if swallowed.
H314	Causes severe skin burns and eye damage.

Precautionary statement(s)

P210	Keep away from heat/ sparks/ open flames/ hot surfaces. No smoking.
P223	Do not allow contact with water.
P231 + P232	Handle under inert gas. Protect from moisture.
P240	Ground/bond container and receiving equipment.
P241	Use explosion-proof electrical/ ventilating/ lighting/ equipment.
P260	Do not breathe dusts or mists.
P264	Wash skin thoroughly after handling.
P270	Do not eat, drink or smoke when using this product.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P301 + P310 + P330	IF SWALLOWED: Immediately call a POISON CENTER/ doctor. Rinse mouth.
P301 + P330 + P331	IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
P303 + P361 + P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.
P304 + P340 + P310	IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER/ doctor.
P305 + P351 + P338 + P310	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.
P335 + P334	Brush off loose particles from skin. Immerse in cool water/ wrap in wet bandages.
P363	Wash contaminated clothing before reuse.
P370 + P378	In case of fire: Use dry sand, dry chemical or alcohol-resistant foam to extinguish.
P402 + P404	Store in a dry place. Store in a closed container.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

Formula	:	Ba
Molecular weight	:	137.33 g/mol
CAS-No.	:	7440-39-3
EC-No.	:	231-149-1

Component	Classification	Concentration
barium		
	Flam. Sol. 1; 1; Acute Tox. 3; Skin Corr. 1B; Eye Dam. 1; H228, H260,	<= 100 %

	H301, H314, H318	

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
First aiders need to protect themselves. Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air. Call in physician.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower. Call a physician immediately.

In case of eye contact
After eye contact: rinse out with plenty of water. Immediately call in ophthalmologist. Remove contact lenses.

If swallowed
If swallowed: give water to drink (two glasses at most). Seek medical advice immediately. In exceptional cases only, if medical care is not available within one hour, induce vomiting (only in persons who are wide awake and fully conscious), administer activated charcoal (20 - 40 g in a 10% slurry) and consult a doctor as quickly as possible. Do not attempt to neutralise.

4.2 Most important symptoms and effects, both acute and delayed
The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed
No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Carbon dioxide (CO2) Dry powder

Unsuitable extinguishing media
Water Foam

5.2 Special hazards arising from the substance or mixture
Barium oxide
Combustible.
May not get in touch with: Water
Development of hazardous combustion gases or vapours possible in the event of fire.

5.3 Advice for firefighters
Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information

Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures

Advice for non-emergency personnel: Avoid inhalation of dusts. Avoid substance contact. Ensure adequate ventilation. Keep away from heat and sources of ignition. Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains. Risk of explosion.

6.3 Methods and materials for containment and cleaning up

Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up carefully. Dispose of properly. Clean up affected area. Avoid generation of dusts.

6.4 Reference to other sections

For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling

Keep workplace dry. Do not allow product to come into contact with water.

Advice on protection against fire and explosion

Keep away from open flames, hot surfaces and sources of ignition.Take precautionary measures against static discharge.

Hygiene measures

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions

Tightly closed. Keep away from heat and sources of ignition. Keep locked up or in an area accessible only to qualified or authorized persons.
Never allow product to get in contact with water during storage.

Store under inert gas.

Storage class

Storage class (TRGS 510): 4.3: Hazardous materials, which set free flammable gases upon contact with water

7.3 Specific end use(s)

Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
barium	7440-39-3	TWA	0.5 mg/m3	USA. Occupational Exposure Limits (OSHA) - Table Z-1 Limits for Air Contaminants
		TWA	0.5 mg/m3	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Not classifiable as a human carcinogen		
		TWA	0.5 mg/m3	USA. NIOSH Recommended Exposure Limits
		PEL	0.5 mg/m3	California permissible exposure limits for chemical contaminants (Title 8, Article 107)

8.2 Exposure controls

Appropriate engineering controls

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Tightly fitting safety goggles

Skin protection

Handle with gloves. Gloves must be inspected prior to use. Use proper glove removal technique (without touching glove's outer surface) to avoid skin contact with this product. Dispose of contaminated gloves after use in accordance with applicable laws and good laboratory practices. Wash and dry hands.

Full contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:Dermatril® (KCL 740 / Aldrich Z677272, Size M)

Splash contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:Dermatril® (KCL 740 / Aldrich Z677272, Size M)

data source: KCL GmbH, D-36124 Eichenzell, phone +49 (0)6659 87300, e-mail sales@kcl.de, test method: EN374
If used in solution, or mixed with other substances, and under conditions which differ from EN 374, contact the supplier of the EC approved gloves. This recommendation is advisory only and must be evaluated by an industrial hygienist and safety officer familiar with the specific situation of anticipated use by our

customers. It should not be construed as offering an approval for any specific use scenario.

Body Protection
Flame retardant antistatic protective clothing.

Respiratory protection
required when dusts are generated.
Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure
Do not let product enter drains. Risk of explosion.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: Rods Color: gray
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	Melting point/range: 725 °C (1337 °F) - lit.
f)	Initial boiling point and boiling range	1,640 °C 2,984 °F - lit.
g)	Flash point	()Not applicable
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	The substance or mixture is a flammable solid with the category 1.
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	No data available
l)	Vapor density	No data available
m)	Density	3.6 g/mL at 25 °C (77 °F) - lit.
	Relative density	No data available
n)	Water solubility	No data available
o)	Partition coefficient: n-octanol/water	Not applicable for inorganic substances
p)	Autoignition temperature	No data available
q)	Decomposition temperature	No data available
r)	Viscosity	No data available

s) Explosive properties No data available

t) Oxidizing properties none

9.2 Other safety information

No data available

SECTION 10: Stability and reactivity

10.1 Reactivity

The following applies in general to flammable organic substances and mixtures: in correspondingly fine distribution, when whirled up a dust explosion potential may generally be assumed.

10.2 Chemical stability

The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions

No data available

10.4 Conditions to avoid

Heat.
Moisture.

10.5 Incompatible materials

Oxidizing agents, Water, acids, Oxygen, Chlorinated solvents, Carbon dioxide (CO2), Halogens, Halogenated hydrocarbon, Alcohols, Sulfur compounds, Hydrogen sulfide gas

10.6 Hazardous decomposition products

In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
Oral: No data available
Inhalation: No data available
Dermal: No data available

Skin corrosion/irritation
Causes severe burns. (ECHA)

Serious eye damage/eye irritation
No data available

Respiratory or skin sensitization
No data available

Germ cell mutagenicity
Test Type: In vitro mammalian cell gene mutation test
Test system: mouse lymphoma cells
Metabolic activation: with and without metabolic activation
Method: OECD Test Guideline 476
Result: negative
Test Type: Chromosome aberration test in vitro
Test system: Chinese hamster ovary cells

Metabolic activation: with and without metabolic activation
Method: OECD Test Guideline 473
Result: negative
Test Type: Ames test
Test system: S. typhimurium
Metabolic activation: with and without metabolic activation
Method: OECD Test Guideline 471
Result: negative

Carcinogenicity

IARC: No ingredient of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

NTP: No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

OSHA: No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
No data available

Aspiration hazard
No data available

11.2 Additional Information

RTECS: CQ8370000
Stomach/intestinal disorders, Nausea, Vomiting, Drowsiness, Dizziness, Gastrointestinal disturbance, Weakness, Tremors, Seizures.
To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

SECTION 12: Ecological information

12.1 Toxicity

Toxicity to fish	static test LC50 - Danio rerio (zebra fish) - > 3.5 mg/l - 96 h (OECD Test Guideline 203)
Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Daphnia magna (Water flea) - 14.5 mg/l - 48 h Remarks: (ECHA)
Toxicity to algae	Growth inhibition ErC50 - Pseudokirchneriella subcapitata (green algae) - > 1.15 mg/l - 72 h (OECD Test Guideline 201)
Toxicity to bacteria	static test EC50 - activated sludge - > 1,000 mg/l - 3 h (OECD Test Guideline 209)

12.2 Persistence and degradability
The methods for determining the biological degradability are not applicable to inorganic substances.

12.3 Bioaccumulative potential
No data available

12.4 Mobility in soil
No data available

12.5 Results of PBT and vPvB assessment
PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Endocrine disrupting properties
No data available

12.7 Other adverse effects
Biological effects:
Product reacts with water.
Hazardous decomposition products
Harmful effect due to pH shift.
Discharge into the environment must be avoided.

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product
Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself. See www.retrologistik.com for processes regarding the return of chemicals and containers, or contact us there if you have further questions.

SECTION 14: Transport information

DOT (US)
UN number: 1400 Class: 4.3 Packing group: II
Proper shipping name: Barium
Reportable Quantity (RQ): 1000 lbs
Poison Inhalation Hazard: No

IMDG
UN number: 1400 Class: 4.3 Packing group: II EMS-No: F-G, S-O
Proper shipping name: BARIUM

IATA
UN number: 1400 Class: 4.3 Packing group: II
Proper shipping name: Barium

SECTION 15: Regulatory information

SARA 302 Components

This material does not contain any components with a section 302 EHS TPQ.

SARA 313 Components
The following components are subject to reporting levels established by SARA Title III, Section 313:

	CAS-No.	Revision Date
barium	7440-39-3	2007-07-01

SARA 311/312 Hazards
Reactivity Hazard

:

Reportable Quantity D005 lbs

Massachusetts Right To Know Components
No components are subject to the Massachusetts Right to Know Act.

SECTION 16: Other information

Further information
The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. The information in this document is based on the present state of our knowledge and is applicable to the product with regard to appropriate safety precautions. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

The branding on the header and/or footer of this document may temporarily not visually match the product purchased as we transition our branding. However, all of the information in the document regarding the product remains unchanged and matches the product ordered. For further information please contact mlsbranding@sial.com.

Version: 6.7 Revision Date: 10/28/2021 Print Date: 02/05/2022

SAFETY DATA SHEET

according to Regulation (EC) No. 1907/2006

Version 6.4
Revision Date 25.10.2021
Print Date 01.03.2022
GENERIC EU MSDS - NO COUNTRY SPECIFIC DATA - NO OEL DATA

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Chromium

Product Number : GF15631534
Brand : Aldrich
REACH No. : A registration number is not available for this substance as the substance or its uses are exempted from registration, the annual tonnage does not require a registration or the registration is envisaged for a later registration deadline.

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Manufacture of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

Not a hazardous substance or mixture according to Regulation (EC) No. 1272/2008.

2.2 Label elements

Not a hazardous substance or mixture according to Regulation (EC) No. 1272/2008.

2.3 Other hazards

This substance/mixture contains no components considered to be either persistent, bioaccumulative and toxic (PBT), or very persistent and very bioaccumulative (vPvB) at levels of 0.1% or higher.

SECTION 3: Composition/information on ingredients

3.1 Substances

Molecular weight : 52 g/mol

Component		Classification	Concentration
Chromium			
CAS-No. EC-No.	7440-47-3 231-157-5		<= 100 %

SECTION 4: First aid measures

4.1 Description of first-aid measures

If inhaled
After inhalation: fresh air.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower.

In case of eye contact
After eye contact: rinse out with plenty of water. Remove contact lenses.

If swallowed
After swallowing: make victim drink water (two glasses at most). Consult doctor if feeling unwell.

4.2 Most important symptoms and effects, both acute and delayed

The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed

No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture

Chromium oxides
Combustible.

5.3 Advice for firefighters

In the event of fire, wear self-contained breathing apparatus.

5.4 Further information

Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures

Advice for non-emergency personnel: Avoid inhalation of dusts. Ensure adequate ventilation. Evacuate the danger area, observe emergency procedures, consult an expert. For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains.

6.3 Methods and materials for containment and cleaning up

Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up dry. Dispose of properly. Clean up affected area. Avoid generation of dusts.

6.4 Reference to other sections

For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions

Tightly closed. Dry.

Storage class

Storage class (TRGS 510): 11: Combustible Solids

7.3 Specific end use(s)

Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

8.2 Exposure controls

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Safety glasses

Skin protection

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN374 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).

Full contact
Material: Nitrile rubber
Minimum layer thickness: 0,11 mm
Break through time: 480 min

Material tested:KCL 741 Dermatril® L

Splash contact
Material: Nitrile rubber
Minimum layer thickness: 0,11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

Respiratory protection
required when dusts are generated.
Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.
Recommended Filter type: Filter type P2

The entrepeneur has to ensure that maintenance, cleaning and testing of respiratory protective devices are carried out according to the instructions of the producer. These measures have to be properly documented.

Control of environmental exposure
Do not let product enter drains.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: crystalline
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	Melting point/range: 1.900 °C
f)	Initial boiling point and boiling range	No data available
g)	Flash point	Not applicable
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	No data available
l)	Vapor density	No data available
m)	Density	7,14 g/cm3
	Relative density	No data available
n)	Water solubility	No data available
o)	Partition coefficient: n-octanol/water	Not applicable for inorganic substances
p)	Autoignition temperature	No data available

q)	Decomposition temperature	No data available
r)	Viscosity	Viscosity, kinematic: No data available Viscosity, dynamic: No data available
s)	Explosive properties	No data available
t)	Oxidizing properties	none

9.2 Other safety information
No data available

SECTION 10: Stability and reactivity

10.1 Reactivity
No data available

10.2 Chemical stability
The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions
No data available

10.4 Conditions to avoid
no information available

10.5 Incompatible materials
Oxidizing agents

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
Oral: No data available
Inhalation: No data available
Dermal: No data available

Skin corrosion/irritation
No data available

Serious eye damage/eye irritation
No data available

Respiratory or skin sensitization
No data available

Germ cell mutagenicity
No data available

Carcinogenicity
No data available

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
No data available

Aspiration hazard
No data available

11.2 Additional Information

To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

SECTION 12: Ecological information

12.1 Toxicity
No data available

12.2 Persistence and degradability
Not applicable for inorganic substances

12.3 Bioaccumulative potential
No data available

12.4 Mobility in soil
No data available

12.5 Results of PBT and vPvB assessment
This substance/mixture contains no components considered to be either persistent, bioaccumulative and toxic (PBT), or very persistent and very bioaccumulative (vPvB) at levels of 0.1% or higher.

12.6 Endocrine disrupting properties
No data available

12.7 Other adverse effects
No data available

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product
See www.retrologistik.com for processes regarding the return of chemicals and containers, or contact us there if you have further questions.

SECTION 14: Transport information

14.1 UN number
ADR/RID: IMDG: IATA:

14.2 UN proper shipping name
ADR/RID:
IMDG:
IATA:

14.3 Transport hazard class(es)
ADR/RID: IMDG: IATA:

14.4 Packaging group

ADR/RID: IMDG: IATA:

14.5 Environmental hazards

ADR/RID: IMDG Marine pollutant: IATA:

14.6 Special precautions for user

No data available

SECTION 15: Regulatory information

15.1 Safety, health and environmental regulations/legislation specific for the substance or mixture

This material safety data sheet complies with the requirements of Regulation (EC) No. 1907/2006.

Authorisations and/or restrictions on use

REACH - Restrictions on the manufacture, placing on the market and use of certain dangerous substances, preparations and articles (Annex XVII)	: 231-157-5

15.2 Chemical Safety Assessment

For this product a chemical safety assessment was not carried out

SECTION 16: Other information

Further information

The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. The information in this document is based on the present state of our knowledge and is applicable to the product with regard to appropriate safety precautions. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

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SAFETY DATA SHEET

Version 8.2
Revision Date 08/20/2021
Print Date 03/01/2022

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Lead

Product Number : GF47460753
Brand : Aldrich
CAS-No. : 7439-92-1

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Carcinogenicity (Category 2), H351
Reproductive toxicity (Category 1A), H360
Effects on or via lactation, H362
Specific target organ toxicity - repeated exposure, Oral (Category 1), Central nervous system, Blood, Immune system, Kidney, H372

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram

Signal word Danger

Hazard statement(s)

H351	Suspected of causing cancer.
H360	May damage fertility or the unborn child.
H362	May cause harm to breast-fed children.
H372	Causes damage to organs (Central nervous system, Blood, Immune system, Kidney) through prolonged or repeated exposure if swallowed.

Precautionary statement(s)

P201	Obtain special instructions before use.
P202	Do not handle until all safety precautions have been read and understood.
P260	Do not breathe dust/ fume/ gas/ mist/ vapors/ spray.
P263	Avoid contact during pregnancy/ while nursing.
P264	Wash skin thoroughly after handling.
P270	Do not eat, drink or smoke when using this product.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P308 + P313	IF exposed or concerned: Get medical advice/ attention.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

Molecular weight : 207.20 g/mol
CAS-No. : 7439-92-1

Component	Classification	Concentration
Lead		
	Carc. 2; Repr. 1A; Lact. ; STOT RE 1; H351, H360, H362, H372 Concentration limits: >= 2.5 %: Repr. 2, H361f; >= 0.5 %: STOT RE 2, H373; >= 0.03 %: Repr. 1A, H360;	<= 100 %

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice

Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air. Call in physician.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower. Consult a physician.

In case of eye contact
After eye contact: rinse out with plenty of water. Call in ophthalmologist. Remove contact lenses.

If swallowed
After swallowing: immediately make victim drink water (two glasses at most). Consult a physician.

4.2 Most important symptoms and effects, both acute and delayed
The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed
No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture
Nature of decomposition products not known.
Not combustible.

5.3 Advice for firefighters
Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information
Suppress (knock down) gases/vapors/mists with a water spray jet.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures
Advice for non-emergency personnel: Avoid generation and inhalation of dusts in all circumstances. Avoid substance contact. Ensure adequate ventilation. Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions
No special precautionary measures necessary.

6.3 Methods and materials for containment and cleaning up
Observe possible material restrictions (see sections 7 and 10). Take up carefully. Dispose of properly. Clean up affected area. Avoid generation of dusts.

6.4 Reference to other sections
For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling
Work under hood. Do not inhale substance/mixture.

Hygiene measures
Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Tightly closed. Dry. Keep in a well-ventilated place. Keep locked up or in an area accessible only to qualified or authorized persons.

Storage class
Storage class (TRGS 510): 6.1C: Combustible, acute toxic Cat.3 / toxic compounds or compounds which causing chronic effects

7.3 Specific end use(s)

Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
Lead	7439-92-1	TWA	0.05 mg/m3	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Confirmed animal carcinogen with unknown relevance to humans		
		PEL	0.05 mg/m3	OSHA Specifically Regulated Chemicals/Carcinogens
		OSHA specifically regulated carcinogen		
		TWA	0.05 mg/m3	USA. NIOSH Recommended Exposure Limits
		PEL	0.05 mg/m3	California permissible exposure limits for chemical contaminants (Title 8, Article 107)

Biological occupational exposure limits

Component	CAS-No.	Parameters	Value	Biological specimen	Basis
Lead	7439-92-1	Lead	200 µg/l	In blood	ACGIH - Biological Exposure Indices (BEI)

	Remarks	Not critical

8.2 Exposure controls

Appropriate engineering controls

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Safety glasses

Skin protection

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN374 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).
Full contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN374 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).
Splash contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

Body Protection

protective clothing

Respiratory protection

required when dusts are generated.
Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure

No special precautionary measures necessary.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: solid
b)	Odor	No data available
c)	Odor Threshold	No data available

d)	pH	No data available
e)	Melting point/freezing point	Melting point: 326 °C (619 °F) at ca.1,013 hPa - OECD Test Guideline 102
f)	Initial boiling point and boiling range	1,740 °C 3,164 °F
g)	Flash point	()Not applicable
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	No data available
l)	Vapor density	No data available
m)	Density	11.45 g/cm3 at 23.8 °C (74.8 °F) at 1,013 hPa - OECD Test Guideline 109
	Relative density	11.45 at 23.8 °C (74.8 °F) - OECD Test Guideline 109
n)	Water solubility	0.185 g/l at 20 °C (68 °F) at 1,013 hPa - OECD Test Guideline 105 - partly soluble
o)	Partition coefficient: n-octanol/water	Not applicable for inorganic substances
p)	Autoignition temperature	No data available
q)	Decomposition temperature	No data available
r)	Viscosity	No data available
s)	Explosive properties	No data available
t)	Oxidizing properties	none

9.2 Other safety information
No data available

SECTION 10: Stability and reactivity

10.1 Reactivity
No data available

10.2 Chemical stability
The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions
No data available

10.4 Conditions to avoid
no information available

10.5 Incompatible materials

Strong oxidizing agents

10.6 Hazardous decomposition products

In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity

LD50 Oral - Rat - male and female - > 2,000 mg/kg
(OECD Test Guideline 423)
LC50 Inhalation - Rat - male and female - 4 h - > 5.05 mg/l
(OECD Test Guideline 403)
LD50 Dermal - Rat - male and female - > 2,000 mg/kg
(OECD Test Guideline 402)

Skin corrosion/irritation

Skin - Rabbit
Result: No skin irritation - 4 h
(OECD Test Guideline 404)

Serious eye damage/eye irritation

Eyes - Rabbit
Result: No eye irritation - 72 h
(OECD Test Guideline 405)

Respiratory or skin sensitization

Maximization Test - Guinea pig
Result: negative
(OECD Test Guideline 406)

Germ cell mutagenicity

Test Type: Micronucleus test
Species: Rat
Cell type: Red blood cells (erythrocytes)
Application Route: Oral

Result: positive
Remarks: (ECHA)

Test Type: comet assay
Species: Mouse
Cell type: Liver cells
Application Route: Inhalation

Result: negative
Remarks: (ECHA)

Test Type: Micronucleus test
Species: Mouse
Cell type: Bone marrow
Application Route: Oral

Result: Positive results were obtained in some in vivo tests.
Remarks: (ECHA)

Test Type: Chromosome aberration test in vitro
Species: Monkey
Cell type: lymphocyte
Application Route: Oral

Result: Positive results were obtained in some in vivo tests.
Remarks: (ECHA)

Carcinogenicity

IARC: 2B - Group 2B: Possibly carcinogenic to humans (Lead)

NTP: No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

OSHA: No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
May damage the unborn child. Positive evidence from human epidemiological studies. May damage fertility. Positive evidence from human epidemiological studies. Studies indicating a hazard to babies during the lactation period

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
Oral - Causes damage to organs through prolonged or repeated exposure. - Central nervous system, Blood, Immune system, Kidney

Aspiration hazard
No data available

11.2 Additional Information

anemia
To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

On the basis of the morphology of the product, no hazardous properties are to be expected when it is handled and used with appropriate care.

The following applies to lead compounds in general: Due to the poor absorbability via the gastrointestinal tract, only very high doses lead to acute cases of intoxication. After a latency period of several hours, metallic taste, nausea, vomiting, and colics occur, in many instances followed by shock. Chronic uptake causes peripheral muscular weakness ("drop-wrist"), anaemia, and central-nervous disorders. Women of child-bearing age should not be exposed to the substance over longer periods of time (observe critical threshold).

Handle in accordance with good industrial hygiene and safety practice.

SECTION 12: Ecological information

12.1 Toxicity
No data available

12.2 Persistence and degradability
Biodegradability — Result: - According to the results of tests of biodegradability this product is not readily biodegradable.
Remarks: The methods for determining biodegradability are not applicable to inorganic substances.

12.3 Bioaccumulative potential
Bioaccumulation — Oncorhynchus kisutch - 2 Weeks
- 150 µg/l(Lead)

Bioconcentration factor (BCF): 12

12.4 Mobility in soil
No data available

12.5 Results of PBT and vPvB assessment
PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Other adverse effects
Discharge into the environment must be avoided.

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product
Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself. See www.retrologistik.com for processes regarding the return of chemicals and containers, or contact us there if you have further questions.

SECTION 14: Transport information

DOT (US)
Not dangerous goods

IMDG
Not dangerous goods

IATA
Not dangerous goods

Further information
Not classified as dangerous in the meaning of transport regulations.

SECTION 15: Regulatory information

SARA 302 Components
This material does not contain any components with a section 302 EHS TPQ.

SARA 313 Components
The following components are subject to reporting levels established by SARA Title III, Section 313:

	CAS-No.	Revision Date
Lead	7439-92-1	2015-11-23

Reportable Quantity : D008 lbs

Massachusetts Right To Know Components
No components are subject to the Massachusetts Right to Know Act.

SECTION 16: Other information

Further information
The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. The information in this document is based on the present state of our knowledge and is applicable to the product with regard to appropriate safety precautions. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

The branding on the header and/or footer of this document may temporarily not visually match the product purchased as we transition our branding. However, all of the information in the document regarding the product remains unchanged and matches the product ordered. For further information please contact mlsbranding@sial.com.

Version: 8.2 Revision Date: 08/20/2021 Print Date: 03/01/2022

SAFETY DATA SHEET

Version 6.9
Revision Date 04/15/2023
Print Date 04/29/2023

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Benzene

Product Number : 319953
Brand : SIGALD
Index-No. : 601-020-00-8
CAS-No. : 71-43-2

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Flammable liquids (Category 2), H225
Skin irritation (Category 2), H315
Eye irritation (Category 2A), H319
Germ cell mutagenicity (Category 1B), H340
Carcinogenicity (Category 1A), H350
Specific target organ toxicity - repeated exposure (Category 1), Blood, H372
Aspiration hazard (Category 1), H304
Short-term (acute) aquatic hazard (Category 2), H401
Long-term (chronic) aquatic hazard (Category 3), H412

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram

Signal Word Danger

Hazard statement(s)

H225	Highly flammable liquid and vapor.
H304	May be fatal if swallowed and enters airways.
H315	Causes skin irritation.
H319	Causes serious eye irritation.
H340	May cause genetic defects.
H350	May cause cancer.
H372	Causes damage to organs (Blood) through prolonged or repeated exposure.
H401	Toxic to aquatic life.
H412	Harmful to aquatic life with long lasting effects.

Precautionary statement(s)

P201	Obtain special instructions before use.
P202	Do not handle until all safety precautions have been read and understood.
P210	Keep away from heat/ sparks/ open flames/ hot surfaces. No smoking.
P233	Keep container tightly closed.
P240	Ground/bond container and receiving equipment.
P241	Use explosion-proof electrical/ ventilating/ lighting/ equipment.
P242	Use only non-sparking tools.
P243	Take precautionary measures against static discharge.
P260	Do not breathe mist or vapors.
P264	Wash skin thoroughly after handling.
P270	Do not eat, drink or smoke when using this product.
P273	Avoid release to the environment.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P301 + P310	IF SWALLOWED: Immediately call a POISON CENTER/ doctor.
P303 + P361 + P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.
P305 + P351 + P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P308 + P313	IF exposed or concerned: Get medical advice/ attention.
P331	Do NOT induce vomiting.
P332 + P313	If skin irritation occurs: Get medical advice/ attention.
P337 + P313	If eye irritation persists: Get medical advice/ attention.
P362	Take off contaminated clothing and wash before reuse.
P370 + P378	In case of fire: Use dry sand, dry chemical or alcohol-resistant foam to extinguish.
P403 + P235	Store in a well-ventilated place. Keep cool.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

Formula	:	C_6H_6
Molecular weight	:	78.11 g/mol
CAS-No.	:	71-43-2
EC-No.	:	200-753-7
Index-No.	:	601-020-00-8

Component	Classification	Concentration
benzene		
	Flam. Liq. 2; Skin Irrit. 2; Eye Irrit. 2A; Muta. 1B; Carc. 1A; STOT RE 1; Asp. Tox. 1; Aquatic Acute 2; Aquatic Chronic 3; H225, H315, H319, H340, H350, H372, H304, H401, H412	<= 100 %

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air. Call in physician.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower. Consult a physician.

In case of eye contact
After eye contact: rinse out with plenty of water. Call in ophthalmologist. Remove contact lenses.

If swallowed
After swallowing: caution if victim vomits. Risk of aspiration! Keep airways free. Pulmonary failure possible after aspiration of vomit. Call a physician immediately.

4.2 Most important symptoms and effects, both acute and delayed

The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed

No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Carbon dioxide (CO2) Foam Dry powder

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture

Carbon oxides
Flash back possible over considerable distance., Container explosion may occur under fire conditions.
Combustible.
Pay attention to flashback.
Vapors are heavier than air and may spread along floors.
Development of hazardous combustion gases or vapours possible in the event of fire.
Forms explosive mixtures with air at ambient temperatures.

5.3 Advice for firefighters

Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information

Remove container from danger zone and cool with water. Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures

Advice for non-emergency personnel: Do not breathe vapors, aerosols. Avoid substance contact. Ensure adequate ventilation. Keep away from heat and sources of ignition.
Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains. Risk of explosion.

6.3 Methods and materials for containment and cleaning up

Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up carefully with liquid-absorbent material (e.g. Chemizorb®). Dispose of properly. Clean up affected area.

6.4 Reference to other sections

For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling
Work under hood. Do not inhale substance/mixture. Avoid generation of vapours/aerosols.

Advice on protection against fire and explosion

Keep away from open flames, hot surfaces and sources of ignition.Take precautionary measures against static discharge.

Hygiene measures
Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Keep container tightly closed in a dry and well-ventilated place. Keep away from heat and sources of ignition. Keep locked up or in an area accessible only to qualified or authorized persons.

Storage class
Storage class (TRGS 510): 3: Flammable liquids

7.3 Specific end use(s)
Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
benzene	71-43-2	TWA	0.5 ppm	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Leukemia Substances for which there is a Biological Exposure Index or Indices (see BEI® section) Confirmed human carcinogen Danger of cutaneous absorption		
		STEL	2.5 ppm	USA. ACGIH Threshold Limit Values (TLV)
		Leukemia Substances for which there is a Biological Exposure Index or Indices (see BEI® section) Confirmed human carcinogen Danger of cutaneous absorption		
		TWA	10 ppm	USA. Occupational Exposure Limits (OSHA) - Table Z-2
		Z37.40-1969		
		CEIL	25 ppm	USA. Occupational Exposure Limits (OSHA) - Table Z-2
		Z37.40-1969		
		Peak	50 ppm	USA. Occupational Exposure Limits (OSHA) - Table Z-2
		Z37.40-1969		
		See 1910.1028. See Table Z-2 for the limits applicable in the operations or sectors excluded in 1910.1028 The final benzene standard in 1910.1028 applies to all occupational exposures to benzene except some		

		subsegments of industry where exposures are consistently under the action level (i.e., distribution and sale of fuels, sealed containers and pipelines, coke production, oil and gas drilling and production, natural gas processing, and the percentage exclusion for liquid mixtures); for the excepted subsegments, the benzene limits in Table Z-2 apply.		
		TWA	0.1 ppm	USA. NIOSH Recommended Exposure Limits
		Potential Occupational Carcinogen See Appendix A		
		ST	1 ppm	USA. NIOSH Recommended Exposure Limits
		Potential Occupational Carcinogen See Appendix A		

8.2 Exposure controls

Appropriate engineering controls

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Safety glasses

Skin protection

Handle with gloves. Gloves must be inspected prior to use. Use proper glove removal technique (without touching glove's outer surface) to avoid skin contact with this product. Dispose of contaminated gloves after use in accordance with applicable laws and good laboratory practices. Wash and dry hands.

Full contact
Material: Fluorinated rubber
Minimum layer thickness: 0.7 mm
Break through time: 480 min
Material tested:Vitoject® (KCL 890 / Aldrich Z677698, Size M)

Splash contact
Material: Fluorinated rubber
Minimum layer thickness: 0.7 mm
Break through time: 480 min
Material tested:Vitoject® (KCL 890 / Aldrich Z677698, Size M)

data source: KCL GmbH, D-36124 Eichenzell, phone +49 (0)6659 87300, e-mail sales@kcl.de, test method: EN374
If used in solution, or mixed with other substances, and under conditions which differ from EN 374, contact the supplier of the EC approved gloves. This recommendation is advisory only and must be evaluated by an industrial hygienist and safety officer familiar with the specific situation of anticipated use by our customers. It should not be construed as offering an approval for any specific use scenario.

Body Protection

Flame retardant antistatic protective clothing.

Respiratory protection
required when vapours/aerosols are generated. Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure
Do not let product enter drains. Risk of explosion.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: liquid Color: clear, colorless
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	Melting point/range: 5.5 °C (41.9 °F) - lit.
f)	Initial boiling point and boiling range	80 °C 176 °F - lit.
g)	Flash point	-11 °C (12 °F) - DIN 51755 Part 1
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	Upper explosion limit: 8.0 %(V) Lower explosion limit: 1.2 %(V)
k)	Vapor pressure	100 hPa at 20 °C (68 °F)
l)	Vapor density	No data available
m)	Density	0.874 g/cm3 at 25 °C (77 °F) - lit.
	Relative density	No data available
n)	Water solubility	ca.1.88 g/l at 23.5 °C (74.3 °F) - soluble
o)	Partition coefficient: n-octanol/water	log Pow: 2.13 at 25 °C (77 °F) - Bioaccumulation is not expected., (ECHA)
p)	Autoignition temperature	498 °C (928 °F) at 1,013.5 hPa
q)	Decomposition temperature	No data available
r)	Viscosity	0.604 mm2/s at 25 °C (77 °F) -
s)	Explosive properties	No data available
t)	Oxidizing properties	none

9.2 Other safety information
No data available

SECTION 10: Stability and reactivity

10.1 Reactivity
Vapors may form explosive mixture with air.

10.2 Chemical stability
The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions
Exothermic reaction with:
halogens
Halogenated hydrocarbon
in the presence of:
Light metals
Risk of explosion with:
halogen-halogen compounds
Nitric acid
Boranes
Ozone
peroxi compounds
perchlorates
permanganic acid
perchloryl fluoride
Strong oxidizing agents
Chlorine
fluorides
uranium hexafluoride
Oxygen
liquid
Risk of ignition or formation of inflammable gases or vapours with:
chromium(VI) oxide
Fluorine
nitryl compounds
Oxygen
oxyhalogenic compounds
Violent reactions possible with:
mineral acids
sulfur

10.4 Conditions to avoid
Warming.

10.5 Incompatible materials
rubber, various plastics

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
LD50 Oral - Rat - male - > 2,000 mg/kg
(OECD Test Guideline 401)
Symptoms: Nausea
LC50 Inhalation - Rat - female - 4 h - 43.7 mg/l - vapor

(OECD Test Guideline 403)
LD50 Dermal - Rabbit - male and female - > 8,260 mg/kg
(OECD Test Guideline 402)
No data available

Skin corrosion/irritation
Skin - Rabbit
Result: Irritating to skin. - 4 h
(OECD Test Guideline 404)
Remarks: Drying-out effect resulting in rough and chapped skin.

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Eye irritation
Remarks: (ECHA)

Respiratory or skin sensitization
Maximization Test - Guinea pig
Result: negative
(OECD Test Guideline 406)

Germ cell mutagenicity
May cause genetic defects.
Test Type: Ames test
Test system: Salmonella typhimurium
Metabolic activation: with and without metabolic activation
Method: OECD Test Guideline 471
Result: negative
Test Type: Mutagenicity (mammal cell test): chromosome aberration.
Test system: Chinese hamster lung cells
Metabolic activation: with and without metabolic activation
Method: US-EPA
Result: positive
Test Type: In vitro mammalian cell gene mutation test
Metabolic activation: with and without metabolic activation
Method: US-EPA
Result: positive

Test Type: Mutagenicity (mammal cell test): micronucleus.
Species: Mouse
Cell type: Bone marrow
Application Route: inhalation (vapor)
Method: OECD Test Guideline 474
Result: positive

Carcinogenicity
May cause cancer. Positive evidence from human epidemiological studies.

IARC: 1 - Group 1: Carcinogenic to humans (benzene)

NTP: Known - Known to be human carcinogen (benzene)

OSHA: OSHA specifically regulated carcinogen (benzene)

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
Causes damage to organs through prolonged or repeated exposure.
- Blood

Aspiration hazard
May be fatal if swallowed and enters airways.

11.2 Additional Information

Repeated dose toxicity - Rat - male and female - Oral - 120 d - NOAEL (No observed adverse effect level) - 100 mg/kg - LOAEL (Lowest observed adverse effect level) - 25 mg/kg
Remarks: Subchronic toxicity

RTECS: CY1400000
Nausea, Dizziness, Headache, narcosis, Inhalation of high concentrations of benzene may have an initial stimulatory effect on the central nervous system characterized by exhilaration, nervous excitation and/or giddiness, depression, drowsiness, or fatigue. The victim may experience tightness in the chest, breathlessness, and loss of consciousness. Tremors, convulsions, and death due to respiratory paralysis or circulatory collapse can occur in a few minutes to several hours following severe exposures. Aspiration of small amounts of liquid immediately causes pulmonary edema and hemorrhage of pulmonary tissue. Direct skin contact may cause erythema. Repeated or prolonged skin contact may result in drying, scaling dermatitis, or development of secondary skin infections. The chief target organ is the hematopoietic system. Bleeding from the nose, gums, or mucous membranes and the development of purpuric spots, pancytopenia, leukopenia, thrombocytopenia, aplastic anemia, and leukemia may occur as the condition progresses. The bone marrow may appear normal, aplastic or hyperplastic, and may not correlate with peripheral blood-forming tissues. The onset of effects of prolonged benzene exposure may be delayed for many months or years after the actual exposure has ceased., Blood disorders
To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

Systemic effects:

After absorption:

agitation
Headache
Dizziness
inebriation
Tiredness
CNS disorders
narcosis
respiratory arrest

Subacute toxicity

After a latency period:

Changes in the blood count
haemolysis

Other dangerous properties can not be excluded.

This substance should be handled with particular care.

Stomach - Irregularities - Based on Human Evidence

SECTION 12: Ecological information

12.1 Toxicity

Toxicity to fish	flow-through test LC50 - Oncorhynchus mykiss (rainbow trout) - 5.3 mg/l - 96 h (OECD Test Guideline 203)
Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Daphnia magna (Water flea) - 10 mg/l - 48 h (OECD Test Guideline 202)
Toxicity to algae	static test ErC50 - Pseudokirchneriella subcapitata (green algae) - 100 mg/l - 72 h (OECD Test Guideline 201)
Toxicity to bacteria	static test IC50 - - 13 mg/l - 24 h Remarks: (ECHA)

12.2 Persistence and degradability

Biodegradability	aerobic - Exposure time 28 d Result: 96 % - Readily biodegradable. (OECD Test Guideline 301F)

12.3 Bioaccumulative potential

Bioaccumulation	Leuciscus idus (Golden orfe) - 3 d - 0.05 mg/l(benzene) Bioconcentration factor (BCF): 10

12.4 Mobility in soil

No data available

12.5 Results of PBT and vPvB assessment

PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Endocrine disrupting properties

No data available

12.7 Other adverse effects

Endangers drinking-water supplies if allowed to enter soil or water.
Discharge into the environment must be avoided.

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product

Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself.

SECTION 14: Transport information

DOT (US)

UN number: 1114 Class: 3 Packing group: II
Proper shipping name: Benzene
Reportable Quantity (RQ): 10 lbs
Reportable Quantity (RQ): 10 lbs
Poison Inhalation Hazard: No

IMDG

UN number: 1114 Class: 3 Packing group: II EMS-No: F-E, S-D
Proper shipping name: BENZENE

IATA

UN number: 1114 Class: 3 Packing group: II
Proper shipping name: Benzene

SECTION 15: Regulatory information

SARA 302 Components

This material does not contain any components with a section 302 EHS TPQ.

SARA 313 Components

The following components are subject to reporting levels established by SARA Title III, Section 313:

	CAS-No.	Revision Date
benzene	71-43-2	2007-07-01

SARA 311/312 Hazards

Fire Hazard, Acute Health Hazard, Chronic Health Hazard

Reportable Quantity : D018 lbs

Massachusetts Right To Know Components

	CAS-No.	Revision Date
benzene	71-43-2	2007-07-01

Pennsylvania Right To Know Components

benzene	CAS-No. 71-43-2	Revision Date 2007-07-01

California Prop. 65 Components

, which is/are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov.benzene	CAS-No. 71-43-2	Revision Date 2009-02-01

SECTION 16: Other information

Further information

The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. The information in this document is based on the present state of our knowledge and is applicable to the product with regard to appropriate safety precautions. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

The branding on the header and/or footer of this document may temporarily not visually match the product purchased as we transition our branding. However, all of the information in the document regarding the product remains unchanged and matches the product ordered. For further information please contact mlsbranding@sial.com.

Version: 6.9 Revision Date: 04/15/2023 Print Date: 04/29/2023

SAFETY DATA SHEET

Version 6.11
Revision Date 03/19/2024
Print Date 07/13/2024

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : *cis*-1,2-Dichloroethylene

Product Number : D62004
Brand : Aldrich
Index-No. : 602-026-00-3
CAS-No. : 156-59-2

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Flammable liquids (Category 2), H225
Acute toxicity, Oral (Category 4), H302
Acute toxicity, Inhalation (Category 4), H332
Skin irritation (Category 2), H315
Short-term (acute) aquatic hazard (Category 3), H402
Long-term (chronic) aquatic hazard (Category 3), H412

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram	
Signal Word	Danger

Hazard Statements

H225	Highly flammable liquid and vapor.
H302 + H332	Harmful if swallowed or if inhaled.
H315	Causes skin irritation.
H412	Harmful to aquatic life with long lasting effects.

Precautionary Statements

P210	Keep away from heat/ sparks/ open flames/ hot surfaces. No smoking.
P233	Keep container tightly closed.
P240	Ground/bond container and receiving equipment.
P241	Use explosion-proof electrical/ ventilating/ lighting/ equipment.
P242	Use only non-sparking tools.
P243	Take precautionary measures against static discharge.
P261	Avoid breathing mist or vapors.
P264	Wash skin thoroughly after handling.
P270	Do not eat, drink or smoke when using this product.
P271	Use only outdoors or in a well-ventilated area.
P273	Avoid release to the environment.
P280	Wear protective gloves/ eye protection/ face protection.
P301 + P312 + P330	IF SWALLOWED: Call a POISON CENTER/ doctor if you feel unwell. Rinse mouth.
P303 + P361 + P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.
P304 + P340 + P312	IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER/ doctor if you feel unwell.
P332 + P313	If skin irritation occurs: Get medical advice/ attention.
P362	Take off contaminated clothing and wash before reuse.
P370 + P378	In case of fire: Use dry sand, dry chemical or alcohol-resistant foam to extinguish.
P403 + P235	Store in a well-ventilated place. Keep cool.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

Synonyms	:	cis-Acetylene dichloride
Formula	:	$C_2H_2Cl_2$
Molecular weight	:	96.94 g/mol
CAS-No.	:	156-59-2
EC-No.	:	205-859-7
Index-No.	:	602-026-00-3

Component	Classification	Concentration
cis-Dichloroethylene		
	Flam. Liq. 2; Acute Tox. 4; Skin Irrit. 2; Aquatic Acute 3; Aquatic Chronic 3; H225, H302, H332, H315, H402, H412	<= 100 %

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air. If breathing stops: mouth-to-mouth breathing or artificial respiration. Oxygen if necessary. Immediately call in physician.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower.

In case of eye contact
After eye contact: rinse out with plenty of water. Remove contact lenses.

If swallowed
After swallowing: immediately make victim drink water (two glasses at most). Consult a physician.

4.2 Most important symptoms and effects, both acute and delayed
The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed
No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Water Foam Carbon dioxide (CO2) Dry powder

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture
Carbon oxides
Hydrogen chloride gas
Combustible.

Pay attention to flashback.
Vapors are heavier than air and may spread along floors.
Development of hazardous combustion gases or vapours possible in the event of fire.
Forms explosive mixtures with air at ambient temperatures.

5.3 Advice for firefighters

Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information

Remove container from danger zone and cool with water. Suppress (knock down) gases/vapors/mists with a water spray jet. Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures

Advice for non-emergency personnel: Do not breathe vapors, aerosols. Avoid substance contact. Ensure adequate ventilation. Keep away from heat and sources of ignition.
Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains. Risk of explosion.

6.3 Methods and materials for containment and cleaning up

Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up with liquid-absorbent material (e.g. Chemizorb®). Dispose of properly. Clean up affected area.

6.4 Reference to other sections

For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling
Work under hood. Do not inhale substance/mixture. Avoid generation of vapours/aerosols.

Advice on protection against fire and explosion
Keep away from open flames, hot surfaces and sources of ignition.Take precautionary measures against static discharge.

Hygiene measures
Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Keep container tightly closed in a dry and well-ventilated place. Keep away from heat and sources of ignition.

Handle and store under inert gas. Air and moisture sensitive. Light sensitive.

Storage class
Storage class (TRGS 510): 3: Flammable liquids

7.3 Specific end use(s)
Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
cis-Dichloroethylene	156-59-2	TWA	200 ppm	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Central Nervous System impairment Eye irritation		

8.2 Exposure controls

Appropriate engineering controls
Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection
Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Safety glasses

Skin protection
required

Body Protection
Flame retardant antistatic protective clothing.

Respiratory protection
Recommended Filter type: Filter type AX
The entrepeneur has to ensure that maintenance, cleaning and testing of respiratory protective devices are carried out according to the instructions of the producer. These measures have to be properly documented.
required when vapours/aerosols are generated.
Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure
Do not let product enter drains. Risk of explosion.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: liquid Color: light yellow
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	Melting point/range: -80 °C (-112 °F) - lit.
f)	Initial boiling point and boiling range	60 °C 140 °F - lit.
g)	Flash point	6.0 °C (42.8 °F) - closed cup
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	No data available
l)	Vapor density	No data available
m)	Density	1.284 g/cm3 at 25 °C (77 °F) - lit.
	Relative density	No data available
n)	Water solubility	No data available
o)	Partition coefficient: n-octanol/water	No data available
p)	Autoignition temperature	No data available
q)	Decomposition temperature	No data available
r)	Viscosity	No data available
s)	Explosive properties	No data available
t)	Oxidizing properties	none

9.2 Other safety information

No data available

SECTION 10: Stability and reactivity

10.1 Reactivity
Vapors may form explosive mixture with air.

10.2 Chemical stability
The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions
Violent reactions possible with:
Oxidizing agents

10.4 Conditions to avoid
Warming.

10.5 Incompatible materials
No data available

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
LD50 Oral - Rat - 770 mg/kg
Remarks: (RTECS)
Acute toxicity estimate Inhalation - 4 h - 11.1 mg/l - vapor

(Expert judgment)
Remarks: Classified according to Regulation (EU) 1272/2008, Annex VI (Table 3.1/3.2)
Dermal: No data available

Skin corrosion/irritation
Skin - Rabbit
Result: Moderate skin irritation - 24 h
Remarks: (RTECS)

Serious eye damage/eye irritation
No data available

Respiratory or skin sensitization
No data available

Germ cell mutagenicity
No data available

Carcinogenicity

IARC: No ingredient of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

NTP: No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

OSHA: No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
No data available

Aspiration hazard
No data available

11.2 Additional Information

RTECS: KV9420000
narcosis
To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

SECTION 12: Ecological information

12.1 Toxicity

Toxicity to fish	LC50 - Lepomis macrochirus (Bluegill sunfish) - 140 mg/l - 96 h Remarks: (ECOTOX Database)

12.2 Persistence and degradability
No data available

12.3 Bioaccumulative potential
No data available

12.4 Mobility in soil
No data available

12.5 Results of PBT and vPvB assessment
PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Endocrine disrupting properties
No data available

12.7 Other adverse effects
No data available

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product
Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself.

SECTION 14: Transport information

DOT (US)
UN number: 1150 Class: 3 Packing group: II
Proper shipping name: 1,2-Dichloroethylene
Reportable Quantity (RQ):
Poison Inhalation Hazard: No

IMDG
UN number: 1150 Class: 3 Packing group: II EMS-No: F-E, S-D
Proper shipping name: 1,2-DICHLOROETHYLENE

IATA
UN number: 1150 Class: 3 Packing group: II
Proper shipping name: 1,2-Dichloroethylene

SECTION 15: Regulatory information

SARA 302 Components
This material does not contain any components with a section 302 EHS TPQ.

SARA 313 Components
This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

SARA 311/312 Hazards
Fire Hazard

Massachusetts Right To Know Components

	CAS-No.	Revision Date
cis-Dichloroethylene	156-59-2	1993-04-24

Pennsylvania Right To Know Components

	CAS-No.	Revision Date
cis-Dichloroethylene	156-59-2	1993-04-24

SECTION 16: Other information

Further information

The information is believed to be correct but is not exhaustive and will be used solely as a guideline, which is based on current knowledge of the chemical substance or mixture and is applicable to appropriate safety precautions for the product. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

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Version: 6.11 Revision Date: 03/19/2024 Print Date: 07/13/2024

SAFETY DATA SHEET

Version 8.0
Revision Date 09/16/2021
Print Date 12/14/2022

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Diesel

Product Number : CRMMPGO
Brand : Sigma-Aldrich
Index-No. : 649-224-00-6
CAS-No. : 68334-30-5

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Flammable liquids (Category 3), H226
Acute toxicity, Inhalation (Category 4), H332
Skin irritation (Category 2), H315
Carcinogenicity (Category 2), H351
Specific target organ toxicity - repeated exposure (Category 2), H373
Aspiration hazard (Category 1), H304
Short-term (acute) aquatic hazard (Category 2), H401
Long-term (chronic) aquatic hazard (Category 2), H411

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram	
Signal word	Danger

Hazard statement(s)

H226	Flammable liquid and vapor.
H304	May be fatal if swallowed and enters airways.
H315	Causes skin irritation.
H332	Harmful if inhaled.
H351	Suspected of causing cancer.
H373	May cause damage to organs through prolonged or repeated exposure.
H411	Toxic to aquatic life with long lasting effects.

Precautionary statement(s)

P201	Obtain special instructions before use.
P202	Do not handle until all safety precautions have been read and understood.
P210	Keep away from heat/ sparks/ open flames/ hot surfaces. No smoking.
P233	Keep container tightly closed.
P240	Ground/bond container and receiving equipment.
P241	Use explosion-proof electrical/ ventilating/ lighting/ equipment.
P242	Use only non-sparking tools.
P243	Take precautionary measures against static discharge.
P260	Do not breathe dust/ fume/ gas/ mist/ vapors/ spray.
P264	Wash skin thoroughly after handling.
P271	Use only outdoors or in a well-ventilated area.
P273	Avoid release to the environment.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P301 + P310	IF SWALLOWED: Immediately call a POISON CENTER/ doctor.
P303 + P361 + P353	IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/ shower.
P304 + P340 + P312	IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER/ doctor if you feel unwell.
P308 + P313	IF exposed or concerned: Get medical advice/ attention.
P331	Do NOT induce vomiting.
P332 + P313	If skin irritation occurs: Get medical advice/ attention.
P362	Take off contaminated clothing and wash before reuse.
P370 + P378	In case of fire: Use dry sand, dry chemical or alcohol-resistant foam to extinguish.
P391	Collect spillage.
P403 + P235	Store in a well-ventilated place. Keep cool.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

CAS-No. : 68334-30-5
EC-No. : 269-822-7
Index-No. : 649-224-00-6

Component	Classification	Concentration
Diesel fuel		
	Flam. Liq. 3; Acute Tox. 4; Skin Irrit. 2; Carc. 2; STOT RE 2; Asp. Tox. 1; Aquatic Acute 2; Aquatic Chronic 2; H226, H332, H315, H351, H373, H304, H401, H411	<= 100 %

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
Consult a physician. Show this material safety data sheet to the doctor in attendance.Move out of dangerous area.

If inhaled
If breathed in, move person into fresh air. If not breathing, give artificial respiration. Consult a physician.

In case of skin contact
Wash off with soap and plenty of water. Consult a physician.

In case of eye contact
Flush eyes with water as a precaution.

If swallowed
Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth with water. Consult a physician.

4.2 Most important symptoms and effects, both acute and delayed

The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed

No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Dry powder Dry sand

Unsuitable extinguishing media
Do NOT use water jet.

5.2 Special hazards arising from the substance or mixture
Carbon oxides

5.3 Advice for firefighters
Wear self-contained breathing apparatus for firefighting if necessary.

5.4 Further information
Use water spray to cool unopened containers.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures
Use personal protective equipment. Avoid breathing vapors, mist or gas. Ensure adequate ventilation. Remove all sources of ignition. Evacuate personnel to safe areas. Beware of vapors accumulating to form explosive concentrations. Vapors can accumulate in low areas.
For personal protection see section 8.

6.2 Environmental precautions
Prevent further leakage or spillage if safe to do so. Do not let product enter drains. Discharge into the environment must be avoided.

6.3 Methods and materials for containment and cleaning up
Contain spillage, and then collect with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations (see section 13).

6.4 Reference to other sections
For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling
Avoid contact with skin and eyes. Avoid inhalation of vapor or mist.

Advice on protection against fire and explosion
Keep away from sources of ignition - No smoking.Take measures to prevent the build up of electrostatic charge.

Hygiene measures
Handle in accordance with good industrial hygiene and safety practice. Wash hands before breaks and at the end of workday.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Keep container tightly closed in a dry and well-ventilated place. Containers which are opened must be carefully resealed and kept upright to prevent leakage.

Storage class
Storage class (TRGS 510): 3: Flammable liquids

7.3 Specific end use(s)

Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
Diesel fuel	68334-30-5	TWA	100 mg/m3	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Confirmed animal carcinogen with unknown relevance to humans Danger of cutaneous absorption		

8.2 Exposure controls

Appropriate engineering controls

Handle in accordance with good industrial hygiene and safety practice. Wash hands before breaks and at the end of workday.

Personal protective equipment

Eye/face protection

Face shield and safety glasses Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU).

Skin protection

Handle with gloves. Gloves must be inspected prior to use. Use proper glove removal technique (without touching glove's outer surface) to avoid skin contact with this product. Dispose of contaminated gloves after use in accordance with applicable laws and good laboratory practices. Wash and dry hands.

Body Protection

Complete suit protecting against chemicals, Flame retardant antistatic protective clothing., The type of protective equipment must be selected according to the concentration and amount of the dangerous substance at the specific workplace.

Respiratory protection

Where risk assessment shows air-purifying respirators are appropriate use a full-face respirator with multi-purpose combination (US) or type ABEK (EN 14387) respirator cartridges as a backup to engineering controls. If the respirator is the sole means of protection, use a full-face supplied air respirator. Use respirators and components tested and approved under appropriate government standards such as NIOSH (US) or CEN (EU).

Control of environmental exposure

Prevent further leakage or spillage if safe to do so. Do not let product enter drains. Discharge into the environment must be avoided.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: liquid
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	No data available
f)	Initial boiling point and boiling range	141 - 462 °C 286 - 864 °F at 1,013 hPa
g)	Flash point	>= 56 °C (>= 133 °F) - closed cup
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	400 hPa at 40 °C (104 °F)
l)	Vapor density	No data available
m)	Density	0.8 - 0.91 g/cm3 at 15 °C (59 °F)
	Relative density	No data available
n)	Water solubility	No data available
o)	Partition coefficient: n-octanol/water	No data available
p)	Autoignition temperature	No data available
q)	Decomposition temperature	No data available
r)	Viscosity	>= 1.5 mm2/s at 40 °C (104 °F) -
s)	Explosive properties	No data available
t)	Oxidizing properties	No data available

9.2 Other safety information

No data available

SECTION 10: Stability and reactivity

10.1 Reactivity

No data available

10.2 Chemical stability

Stable under recommended storage conditions.

10.3 Possibility of hazardous reactions
No data available

10.4 Conditions to avoid
Heat, flames and sparks.

10.5 Incompatible materials
Strong oxidizing agents

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
LD50 Oral - Rat - 17,900 mg/kg
(OECD Test Guideline 401)
Inhalation: No data available
LD50 Dermal - Rabbit - > 4,300 mg/kg
(OECD Test Guideline 402)
No data available

Skin corrosion/irritation
Skin - Rabbit
Result: Irritating to skin. - 24 h
(OECD Test Guideline 404)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: No eye irritation - 24 h
(OECD Test Guideline 405)

Respiratory or skin sensitization
Maximization Test - Guinea pig
Result: Did not cause sensitization on laboratory animals.
(OECD Test Guideline 406)

Germ cell mutagenicity
No data available

Carcinogenicity
Limited evidence of carcinogenicity in animal studies

IARC: No ingredient of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

NTP: No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

OSHA: No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
The substance or mixture is classified as specific target organ toxicant, repeated exposure, category 2.**Aspiration hazard**
May be fatal if swallowed and enters airways.

11.2 Additional Information

Cough, Difficulty in breathing, chest congestion, Shortness of breath, Fever, defatting, Dermatitis, To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.

Stomach - Irregularities - Based on Human Evidence

Stomach - Irregularities - Based on Human Evidence

SECTION 12: Ecological information

12.1 Toxicity

Toxicity to fish	static test LC50 - Oncorhynchus mykiss (rainbow trout) - 21 mg/l - 96 h (OECD Test Guideline 203)
Toxicity to algae	Growth inhibition EC50 - Pseudokirchneriella subcapitata (green algae) - 10 mg/l - 72 h (OECD Test Guideline 201)

12.2 Persistence and degradability

Biodegradability	aerobic - Exposure time 28 d Result: 57.5 % - According to the results of tests of biodegradability this product is not readily biodegradable. (OECD Test Guideline 301)

12.3 Bioaccumulative potential

No data available

12.4 Mobility in soil

No data available

12.5 Results of PBT and vPvB assessment

PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Other adverse effects

An environmental hazard cannot be excluded in the event of unprofessional handling or disposal.
Toxic to aquatic life with long lasting effects.
No data available

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product
Offer surplus and non-recyclable solutions to a licensed disposal company. Burn in a chemical incinerator equipped with an afterburner and scrubber but exert extra care in igniting as this material is highly flammable. Contact a licensed professional waste disposal service to dispose of this material.

Contaminated packaging
Dispose of as unused product.

SECTION 14: Transport information

DOT (US)
UN number: 1202 Class: 3 Packing group: III
Proper shipping name: Diesel fuel
Reportable Quantity (RQ):
Poison Inhalation Hazard: No

IMDG
UN number: 1202 Class: 3 Packing group: III EMS-No: F-E, S-E
Proper shipping name: DIESEL FUEL

IATA
UN number: 1202 Class: 3 Packing group: III
Proper shipping name: Diesel fuel

SECTION 15: Regulatory information

SARA 302 Components
No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.

SARA 313 Components
This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

SARA 311/312 Hazards
Fire Hazard, Acute Health Hazard, Chronic Health Hazard

Massachusetts Right To Know Components
No components are subject to the Massachusetts Right to Know Act.

No components are subject to the Massachusetts Right to Know Act.

Pennsylvania Right To Know Components

	CAS-No.	Revision Date
Diesel fuel	68334-30-5	1989-08-11

Diesel fuel	CAS-No. 68334-30-5	Revision Date 1989-08-11

New Jersey Right To Know Components

Diesel fuel	CAS-No. 68334-30-5	Revision Date 1989-08-11

SECTION 16: Other information

Further information

The above information is believed to be correct but does not purport to be all inclusive and shall be used only as a guide. The information in this document is based on the present state of our knowledge and is applicable to the product with regard to appropriate safety precautions. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

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Version: 8.0 Revision Date: 09/16/2021 Print Date: 12/14/2022

MATERIAL SAFETY DATA SHEET

(SOLAS regulation VI/5-1 format)

SECTION 1 PRODUCT AND COMPANY IDENTIFICATION

PRODUCT

Product Name: **GASOLINE**
Product Description: Hydrocarbons and Additives
Product Code: 708439
Intended Use: Fuel
MARPOL Annex I Category: Gasoline and spirits
See Section 14 for transportation information related to the Bill of Lading, other shipping documents

COMPANY IDENTIFICATION

Country	Company	Emergency Telephone Number
International Sales	ExxonMobil Marine Fuels Ermyn House MP 31 Ermyn Way Leatherhead, KT22 8UX UK	(UK) (+44) (0) 23 8089 1558
Australia	MOBIL OIL AUSTRALIA PTY LTD A.B.N. 88 004 052 984 12 Riverside Quay Southbank Victoria 3006 Australia	+1 609 737 4411
Belgium	ExxonMobil Petroleum & Chemical BVBA Polderdijkweg Haven 447 - 2030 Antwerpen, Belgium	+32 (0) 487 545 780
Canada	Imperial Oil 505 Quarry Park Boulevard SE Calgary, AB T2C 5N1 Canada	1-866-232-9563
Fiji	Mobil Oil Australia Pty Ltd - t/a Mobil Oil Fiji Level 6, ANZ House, 25 Victoria Parade, Suva, Fiji Islands	+1 609 737 4411
France	Esso SAF Tour Manhattan La Defense 2 5/6 Place de l'Iris 92400 Courbevoie France	+33 08 1000 3353
Hong Kong	ExxonMobil Hong Kong Limited: 2201, 22/F, Central Plaza 18 Harbour Road, Wanchai, Hong Kong	+1 609 737 4411
Italy	Esso Italiana SRL Viale Castello della Magliana 25 Rome 00148 Italy	+39 0382 24444
New Zealand	Mobil Oil New Zealand Limited Vero Centre 48 Shortland Street Auckland 1140	National Poison Center +64 3 479 7248 Freephone 0800 764 766

	New Zealand	
Norway	Esso Norge AS Drammensveien 149 Skøyen N-0213 Oslo, Norway	Emergency: (NO) +47 33 37 73 00 Poison: (NO) +47 22 59 13 00
Singapore	ExxonMobil Asia Pacific Pte Limited 1 HarbourFront Place #06-00 HarbourFront Tower One Singapore 098633	01-609-737-4411
Thailand	Esso (Thailand) Public Company Limited 3195/17-29 Rama 4 Road, Klong Ton, Klong Toey District Bangkok, Thailand 10110	+1-609-737-4411
United Kingdom	Esso Petroleum Company Limited Ermyn House MP 31 Ermyn Way Leatherhead, KT22 8UX UK	+32 (0) 487 545 780
United States	ExxonMobil Oil Corporation 22777 Springwoods Village Parkway Spring, TX 77389 USA	+1 609 737 4411

This (M)SDS is a document with no country specific information included.

SECTION 2 HAZARDS IDENTIFICATION

This material is hazardous according to UN GHS Criteria. Classification includes all GHS hazard classes. For hazard categories with two cut-off/concentration limits, classification was based on the higher limit.

GHS CLASSIFICATION:

Flammable liquid: Category 1.
Skin irritation: Category 2.
Germ Cell Mutagen: Category 1B.
Carcinogen: Category 1B.
Reproductive toxicant (developmental): Category 2.
Specific target organ toxicant (central nervous system): Category 3.
Aspiration toxicant: Category 1.
Acute aquatic toxicant: Category 2.
Chronic aquatic toxicant: Category 2.

GHS Label Elements:
Pictogram:

Signal Word: Danger

Hazard Statements:

Physical: H224: Extremely flammable liquid and vapour.
Health: H304: May be fatal if swallowed and enters airways. H315: Causes skin irritation. H336: May cause drowsiness or dizziness. H340: May cause genetic defects. H350: May cause cancer. H361: Suspected

of damaging the unborn child.
Environmental: H411: Toxic to aquatic life with long lasting effects.

Precautionary Statements:

Prevention: P201: Obtain special instructions before use. P202: Do not handle until all safety precautions have been read and understood. P210: Keep away from heat/sparks/open flames/hot surfaces. -- No smoking. P233: Keep container tightly closed. P240: Ground/bond container and receiving equipment. P241: Use explosion-proof electrical, ventilating and lighting equipment. P242: Use only non-sparking tools. P243: Take precautionary measures against static discharge. P261: Avoid breathing mist / vapours. P264: Wash skin thoroughly after handling. P271: Use only outdoors or in a well-ventilated area. P273: Avoid release to the environment. P280: Wear protective gloves/protective clothing/eye protection/face protection.
Response: P301 + P310: IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician. P303 + P361 + P353: IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. P304 + P340: IF INHALED: Remove person to fresh air and keep comfortable for breathing. P308 + P313: IF exposed or concerned: Get medical advice/attention. P312: Call a POISON CENTER or doctor/physician if you feel unwell. P331: Do NOT induce vomiting. P332 + P313: If skin irritation occurs: Get medical advice/attention. P362 + P364: Take off contaminated clothing and wash it before reuse. P370 + P378: In case of fire: Use water fog, foam, dry chemical or carbon dioxide (CO2) to extinguish. P391: Collect spillage.
Storage: P403 + P235: Store in a well-ventilated place. Keep cool. P405: Store locked up.
Disposal: P501: Dispose of contents and container in accordance with local regulations.

Contains: GASOLINE

Other hazard information:

PHYSICAL / CHEMICAL HAZARDS

Material can accumulate static charges which may cause an ignition. Material can release vapours that readily form flammable mixtures. Vapour accumulation could flash and/or explode if ignited. Small leaks of this material can result in groundwater contamination levels above taste and odor thresholds for ether oxygenates (methyl tertiary butyl ether, ethyl tertiary butyl ether, tertiary amyl methyl ether or diisopropyl ether). Groundwater becomes unpalatable well below ether oxygenate concentrations that could affect human health.

HEALTH HAZARDS

High-pressure injection under skin may cause serious damage. May be irritating to the eyes, nose, throat, and lungs. Exposure to benzene is associated with cancer (acute myeloid leukaemia and myelodysplastic syndrome), damage to the blood-producing system, and serious blood disorders (see Section 11).

ENVIRONMENTAL HAZARDS

Ether oxygenates are significantly more soluble than other components of gasoline like benzene, toluene, ethyl benzene and xylenes (BTEX) if released into groundwater. Ether oxygenates may also biodegrade more slowly, have the potential to move farther and faster in groundwater and have the potential to contaminate larger areas of groundwater than BTEX if released into groundwater.

NOTE: This material should not be used for any other purpose than the intended use in Section 1 without expert advice. Health studies have shown that chemical exposure may cause potential human health risks which may vary from person to person.

SECTION 3 COMPOSITION / INFORMATION ON INGREDIENTS

This material is defined as a mixture.

Hazardous Substance(s) or Complex Substance(s) required for disclosure

Name	CAS#	Concentration*	GHS Hazard Codes
ETHYL ALCOHOL	64-17-5	0 - 5%	H225, H319(2A)
ETHYL TERT-BUTYL ETHER	637-92-3	0 - 15%	H225, H336, H402
GASOLINE	86290-81-5	> 85 %	H224, H304, H336, H340(1B), H350(1B), H361(D), H315, H401, H411
ISOBUTYL ALCOHOL	78-83-1	0 - 10%	H226, H335, H336, H315, H318
ISOPROPYL ALCOHOL	67-63-0	0 - 10%	H225, H305, H336, H319(2A)
METHYL ALCOHOL	67-56-1	0 - < 3%	H225, H301, H311, H331, H370
METHYL-TERT-BUTYL ETHER	1634-04-4	0 - 15%	H225, H303, H305, H315
TERT-BUTYL ALCOHOL	75-65-0	0 - 7%	H225, H303, H305, H332, H335, H336

Hazardous Constituent(s) Contained in Complex Substance(s) required for disclosure

Name	CAS#	Concentration*	GHS Hazard Codes
Benzene	71-43-2	0.1 - 1.0%	H225, H303, H304, H340(1B), H350(1A), H315, H319(2A), H372, H401
Toluene	108-88-3	> 5.0 %	H225, H304, H336, H361(D), H315, H373, H401, H412

* All concentrations are percent by weight unless ingredient is a gas. Gas concentrations are in percent by volume.

NOTE: Oxygenates may be present up to the maximum permitted by European Standard EN228.

SECTION 4 FIRST AID MEASURES

INHALATION

Immediately remove from further exposure. Get immediate medical assistance. For those providing assistance, avoid exposure to yourself or others. Use adequate respiratory protection. Give supplemental oxygen, if available. If breathing has stopped, assist ventilation with a mechanical device.

SKIN CONTACT

Wash contact areas with soap and water. Remove contaminated clothing. Launder contaminated clothing before reuse. If product is injected into or under the skin, or into any part of the body, regardless of the appearance of the wound or its size, the individual should be evaluated immediately by a physician as a surgical emergency. Even though initial symptoms from high pressure injection may be minimal or absent, early surgical treatment within the first few hours may significantly reduce the ultimate extent of injury.

EYE CONTACT

Flush thoroughly with water. If irritation occurs, get medical assistance.

INGESTION

Seek immediate medical attention. Do not induce vomiting.

ACUTE AND DELAYED SYMPTOMS/EFFECTS

See Toxicological Section

NOTE TO PHYSICIAN

If ingested, material may be aspirated into the lungs and cause chemical pneumonitis. Treat appropriately. This material, or a component, may be associated with cardiac sensitization following very high exposures (well above occupational exposure limits) or with concurrent exposure to high stress levels or heart-stimulating substances like epinephrine. Administration of such substances should be avoided.

SECTION 5 FIRE FIGHTING MEASURES

EXTINGUISHING MEDIA

Appropriate Extinguishing Media: Use water fog, foam, dry chemical or carbon dioxide (CO2) to extinguish flames.

Inappropriate Extinguishing Media: Straight streams of water

FIRE FIGHTING

Fire Fighting Instructions: Evacuate area. If a leak or spill has not ignited, use water spray to disperse the vapours and to protect personnel attempting to stop a leak. Prevent run-off from fire control or dilution from entering streams, sewers or drinking water supply. Fire-fighters should use standard protective equipment and in enclosed spaces, self-contained breathing apparatus (SCBA). Use water spray to cool fire exposed surfaces and to protect personnel.

Unusual Fire Hazards: Extremely Flammable. Vapour is flammable and heavier than air. Vapour may travel across the ground and reach remote ignition sources, causing a flashback fire danger. Hazardous material. Firefighters should consider protective equipment indicated in Section 8.

Hazardous Combustion Products: Aldehydes, Incomplete combustion products, Oxides of carbon, Smoke, Fume, Sulphur oxides

FLAMMABILITY PROPERTIES

Flash Point [Method]: <-35°C (-31°F) [IP 170/70]
Flammable Limits (Approximate volume % in air): LEL: 1.4 UEL: 7.6
Autoignition Temperature: >250°C (482°F)

SECTION 6 ACCIDENTAL RELEASE MEASURES

NOTIFICATION PROCEDURES

In the event of a spill or accidental release, notify relevant authorities in accordance with all applicable regulations.

PROTECTIVE MEASURES

Avoid contact with spilled material. Warn or evacuate occupants in surrounding and downwind areas if required, due to toxicity or flammability of the material. See Section 5 for fire fighting information. See the Hazard Identification Section for Significant Hazards. See Section 4 for First Aid Advice. See Section 8 for advice on the minimum requirements for personal protective equipment. Additional protective measures may be necessary, depending on the specific circumstances and/or the expert judgment of the emergency responders.

For emergency responders: Respiratory protection: half-face or full-face respirator with filter(s) for organic vapor and, when applicable, H2S, or Self Contained Breathing Apparatus (SCBA) can be used depending on the size of spill and potential level of exposure. If the exposure cannot be completely characterized or an

oxygen deficient atmosphere is possible or anticipated, SCBA is recommended. Work gloves that are resistant to aromatic hydrocarbons are recommended. Note: gloves made of polyvinyl acetate (PVA) are not water-resistant and are not suitable for emergency use. Chemical goggles are recommended if splashes or contact with eyes is possible. Small spills: normal antistatic work clothes are usually adequate. Large spills: full body suit of chemical resistant, antistatic material is recommended.

SPILL MANAGEMENT

Land Spill: Eliminate all ignition sources (no smoking, flares, sparks or flames in immediate area). Stop leak if you can do so without risk. All equipment used when handling the product must be grounded. Do not touch or walk through spilled material. Prevent entry into waterways, sewer, basements or confined areas. A vapour-suppressing foam may be used to reduce vapour. Use clean non-sparking tools to collect absorbed material. Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers. Large Spills: Water spray may reduce vapour, but may not prevent ignition in enclosed spaces.

Water Spill: Eliminate all ignition sources (no smoking, flares, sparks or flames in immediate area). Stop leak if you can do so without risk. Do not confine in area of spill. Advise occupants and shipping in downwind areas of fire and explosion hazard and warn them to stay clear. Allow liquid to evaporate from the surface. Seek the advice of a specialist before using dispersants.

Water spill and land spill recommendations are based on the most likely spill scenario for this material; however, geographic conditions, wind, temperature, (and in the case of a water spill) wave and current direction and speed may greatly influence the appropriate action to be taken. For this reason, local experts should be consulted. Note: Local regulations may prescribe or limit action to be taken. This product contains ether oxygenates and it is important to respond quickly to any spills or leaks. Even a small release, if not quickly cleaned up, can contaminate large volumes of surface or groundwater. Personnel handling, transferring or dispensing this product should be trained to respond immediately to any spills or leaks to prevent contamination of groundwater.

ENVIRONMENTAL PRECAUTIONS

Large Spills: Dyke far ahead of liquid spill for later recovery and disposal. Prevent entry into waterways, sewers, basements or confined areas.

SECTION 7 HANDLING AND STORAGE

HANDLING

Avoid all personal contact. Prevent exposure to ignition sources, for example use non-sparking tools and explosion-proof equipment. Potentially toxic/irritating fumes/vapour may be evolved from heated or agitated material. Do not siphon by mouth. Use only with adequate ventilation. Do not use as a cleaning solvent or other non-motor fuel uses. For use as a motor fuel only. It is dangerous and/or unlawful to put petrol into unapproved containers. Do not fill container while it is in or on a vehicle. Static electricity may ignite vapour and cause fire. Place container on ground when filling and keep nozzle in contact with container. Do not use electronic devices (including but not limited to cellular phones, computers, calculators, pagers or other electronic devices etc) in or around any fuelling operation or storage area unless the devices are certified intrinsically safe by an approved national testing agency and to the safety standards required by national and/or local laws and regulations. Prevent small spills and leakage to avoid slip hazard. Material can accumulate static charges which may cause an electrical spark (ignition source). Use proper bonding and/or ground procedures. However, bonding and grounds may not eliminate the hazard from static accumulation. Consult local applicable standards for guidance. Additional references include American Petroleum Institute 2003 (Protection Against Ignitions Arising out of Static, Lightning and Stray Currents) or National Fire Protection Agency 77 (Recommended Practice on Static Electricity) or CENELEC CLC/TR 50404 (Electrostatics - Code of practice for the avoidance of hazards due to static electricity).

Static Accumulator: This material is a static accumulator. A liquid is typically considered a nonconductive, static accumulator if its conductivity is below 100 pS/m (100x10E-12 Siemens per meter) and is considered a semiconductive, static accumulator if its conductivity is below 10,000 pS/m. Whether a liquid is nonconductive or semiconductive, the precautions are the same. A number of factors, for example liquid temperature, presence of contaminants, anti-static additives and filtration can greatly influence the conductivity of a liquid.

STORAGE

Ample fire water supply should be available. A fixed sprinkler/deluge system is recommended. The type of container used to store the material may affect static accumulation and dissipation. Consistent with regulatory control requirements, storage and handling equipment and systems should be capable of preventing soil and groundwater contamination by liquid spills and vapor emissions. Leak detection systems and programs are recommended. Keep container closed. Handle containers with care. Open slowly in order to control possible pressure release. Store in a cool, well-ventilated area. Outside or detached storage preferred. Keep away from incompatible materials. Storage containers should be earthed and bonded. Fixed storage containers, transfer containers and associated equipment should be earthed and bonded to prevent accumulation of static charge.

SECTION 8 EXPOSURE CONTROLS / PERSONAL PROTECTION

EXPOSURE LIMIT VALUES

Exposure limits/standards (Note: Exposure limits are not additive)

Substance Name	Form	Limit/Standard			Note	Source	Year
Benzene		TWA	3.25 mg/m3	1 ppm	Skin	EU. Dir. 04/37/EC Annex III A	2017
Benzene		STEL	1 ppm			ExxonMobil	2019
Benzene		TWA	0.5 ppm			ExxonMobil	2019
ETHYL ALCOHOL		STEL	1000 ppm			ACGIH	2018
ETHYL TERT-BUTYL ETHER		TWA	25 ppm			ACGIH	2018
GASOLINE		STEL	200 ppm			ExxonMobil	2019
GASOLINE		TWA	100 ppm			ExxonMobil	2019
ISOBUTYL ALCOHOL		TWA	50 ppm			ACGIH	2018
ISOPROPYL ALCOHOL		STEL	400 ppm			ACGIH	2018
ISOPROPYL ALCOHOL		TWA	200 ppm			ACGIH	2018
METHYL ALCOHOL		STEL	250 ppm		Skin	ACGIH	2018
METHYL ALCOHOL		TWA	200 ppm		Skin	ACGIH	2018
METHYL-TERT-BUTYL ETHER		TWA	50 ppm			ACGIH	2018
TERT-BUTYL ALCOHOL		TWA	100 ppm			ACGIH	2018
Toluene		TWA	20 ppm			ACGIH	2018

Biological limits

Substance Name	Specimen	Sampling Time	Limit	Determinant	Source
Benzene	Creatinine in urine	End of shift	500 ug/g	t,t-Muconic acid	ACGIH BELs (BEIs)

Benzene	Creatinine in urine	End of shift	25 ug/g	S-Phenylmercapturic acid	ACGIH BELs (BEIs)
ISOPROPYL ALCOHOL	Urine	End of shift at end of work wk	40 mg/l	Acetone	ACGIH BELs (BEIs)
METHYL ALCOHOL	Urine	End of shift	15 mg/l	Methanol	ACGIH BELs (BEIs)
Toluene	Blood	Prior to last shift of work wk	0.02 mg/l	Toluene	ACGIH BELs (BEIs)
Toluene	Creatinine in urine	End of shift	0.3 mg/g	o-Cresol, with hydrolysis	ACGIH BELs (BEIs)
Toluene	Urine	End of shift	0.03 mg/l	Toluene	ACGIH BELs (BEIs)

NOTE: Limits/standards shown for guidance only. Follow applicable regulations.

ENGINEERING CONTROLS

The level of protection and types of controls necessary will vary depending upon potential exposure conditions. Control measures to consider:

Use explosion-proof ventilation equipment to stay below exposure limits.

PERSONAL PROTECTION

Personal protective equipment selections vary based on potential exposure conditions such as applications, handling practices, concentration and ventilation. Information on the selection of protective equipment for use with this material, as provided below, is based upon intended, normal usage.

Respiratory Protection: If engineering controls do not maintain airborne contaminant concentrations at a level which is adequate to protect worker health, an approved respirator may be appropriate. Respirator selection, use, and maintenance must be in accordance with regulatory requirements, if applicable. Types of respirators to be considered for this material include:

Half-face filter respirator

For high airborne concentrations, use an approved supplied-air respirator, operated in positive pressure mode. Supplied air respirators with an escape bottle may be appropriate when oxygen levels are inadequate, gas/vapour warning properties are poor, or if air purifying filter capacity/rating may be exceeded.

Hand Protection: Any specific glove information provided is based on published literature and glove manufacturer data. Glove suitability and breakthrough time will differ depending on the specific use conditions. Contact the glove manufacturer for specific advice on glove selection and breakthrough times for your use conditions. Inspect and replace worn or damaged gloves. The types of gloves to be considered for this material include:

Chemical resistant gloves are recommended. Nitrile,Viton

Eye Protection: If contact is likely, safety glasses with side shields are recommended.

Skin and Body Protection: Any specific clothing information provided is based on published literature or manufacturer data. The types of clothing to be considered for this material include:

Chemical/oil resistant clothing is recommended.

Specific Hygiene Measures: Always observe good personal hygiene measures, such as washing after

handling the material and before eating, drinking, and/or smoking. Routinely wash work clothing and protective equipment to remove contaminants. Discard contaminated clothing and footwear that cannot be cleaned. Practice good housekeeping.

ENVIRONMENTAL CONTROLS

Comply with applicable environmental regulations limiting discharge to air, water and soil. Protect the environment by applying appropriate control measures to prevent or limit emissions.

Consistent with regulatory control requirements, storage and handling equipment and systems should be capable of preventing soil and groundwater contamination by liquid spills and vapor emissions. Leak detection systems and programs are recommended. Personnel handling, transferring or dispensing this product should be trained to respond immediately to any spills or leaks to prevent contamination of groundwater.

SECTION 9 PHYSICAL AND CHEMICAL PROPERTIES

Note: Physical and chemical properties are provided for safety, health and environmental considerations only and may not fully represent product specifications. Contact the Supplier for additional information.

GENERAL INFORMATION

Physical State: Liquid
Colour: Pale Yellow
Odour: Characteristic
Odour Threshold: N/D

IMPORTANT HEALTH, SAFETY, AND ENVIRONMENTAL INFORMATION

Relative Density (at 15 °C): < 1
Density (at 15 ºC): 620 kg/m3 (5.17 lbs/gal, 0.62 kg/dm3) - 880 kg/m3 (7.34 lbs/gal, 0.88 kg/dm3)
Flammability (Solid, Gas): N/A
Flash Point [Method]: <-35°C (-31°F) [IP 170/70]
Flammable Limits (Approximate volume % in air): LEL: 1.4 UEL: 7.6
Autoignition Temperature: >250°C (482°F)
Boiling Point / Range: 28°C (82°F) - 210°C (410°F) [ASTM D86]
Decomposition Temperature: N/D
Vapour Density (Air = 1): > 1 at 101 kPa
Vapour Pressure: [N/D at 20ºC] | 4 kPa (30 mm Hg) at 37.8 °C - 240 kPa (1800 mm Hg) at 37.8°C
Evaporation Rate (n-butyl acetate = 1): N/D
pH: N/A
Log Pow (n-Octanol/Water Partition Coefficient): > 3.5
Solubility in Water: Negligible for the hydrocarbon components. Ether oxygenates are significantly more soluble.
Viscosity: <1 cSt (1 mm2/sec) at 40ºC
Oxidizing Properties: See Hazards Identification Section.

OTHER INFORMATION

Freezing Point: N/D
Melting Point: N/D

SECTION 10 STABILITY AND REACTIVITY

STABILITY: Material is stable under normal conditions.

CONDITIONS TO AVOID: Heat, sparks, flame, and build up of static electricity.

MATERIALS TO AVOID: Alkalies, Halogens, Strong Acids, Strong oxidisers

HAZARDOUS DECOMPOSITION PRODUCTS: Material does not decompose at ambient temperatures.

POSSIBILITY OF HAZARDOUS REACTIONS: Hazardous polymerization will not occur.

SECTION 11 TOXICOLOGICAL INFORMATION

ACUTE TOXICITY

Route of Exposure	Conclusion / Remarks
Inhalation	
Toxicity (Rat): LC50 > 5000 mg/m3	Minimally Toxic. Based on test data for structurally similar materials.
Irritation: No end point data for material.	Elevated temperatures or mechanical action may form vapours, mist, or fumes which may be irritating to the eyes, nose, throat, or lungs.
Ingestion	
Toxicity (Rat): LD50 > 5000 mg/kg	Minimally Toxic. Based on test data for structurally similar materials.
Skin	
Toxicity (Rabbit): LD50 > 2000 mg/kg	Minimally Toxic. Based on test data for structurally similar materials.
Irritation (Rabbit): Data available.	Irritating to the skin. Based on test data for structurally similar materials.
Eye	
Irritation (Rabbit): Data available.	May cause mild, short-lasting discomfort to eyes. Based on test data for structurally similar materials.

OTHER HEALTH EFFECTS FROM SHORT AND LONG TERM EXPOSURE
Anticipated health effects from sub-chronic, chronic, respiratory or skin sensitization, mutagenicity, reproductive toxicity, carcinogenicity, target organ toxicity (single exposure or repeated exposure), aspiration toxicity and other effects based on human experience and/or experimental data.

For the product itself:
Laboratory animal studies have shown that prolonged and repeated inhalation exposure to light hydrocarbon vapours in the same boiling range as this product can produce adverse kidney effects in male rats. However, these effects were not observed in similar studies with female rats, male and female mice, or in limited studies with other animal species. Additionally, in a number of human studies, there was no clinical evidence of such effects at normal occupational levels. In 1991, The U.S. EPA determined that the male rat kidney is not useful for assessing human risk. Vapour concentrations above recommended exposure levels are irritating to the

eyes and the respiratory tract, may cause headaches and dizziness, are anaesthetic and may have other central nervous system effects. Small amounts of liquid aspirated into the lungs during ingestion or from vomiting may cause chemical pneumonitis or pulmonary edema. Exposure to this material, or one of its components, in situations where there is the potential for high levels, such as in confined spaces or with abuse, may result in abnormal heart rhythm (arrhythmia). High-level exposure to hydrocarbons (above occupational exposure limits) may initiate arrhythmia in a worker that is undergoing stress or is taking a heart-stimulating substance such as epinephrine, a nasal decongestant, or an asthma or cardiovascular drug.
Gasoline unleaded: Carcinogenic in animal tests. Chronic inhalation studies resulted in liver tumours in female mice and kidney tumours in male rats. Neither result considered significant for human health risk assessment by the United States EPA and others. Did not cause mutations in-vitro or in-vivo. Negative in inhalation developmental studies and reproductive tox studies. Inhalation of high concentrations in animals resulted in reversible central nervous system depression, but no persistent toxic effect on the nervous system. Non-sensitizing in test animals. Caused nerve damage in humans from abusive use (sniffing).
Contains:
BENZENE: Caused cancer (acute myeloid leukemia and myelodysplastic syndrome), damage to the blood-producing system, and serious blood disorders in human studies. Caused genetic effects and effects on the immune system in laboratory animal and some human studies. Caused toxicity to the fetus and cancer in laboratory animal studies. ETHANOL: Prolonged or repeated exposure to high concentrations of ethanol vapour or overexposure by ingestion may produce adverse effects to brain, kidney, liver, and reproductive organs, birth defects in offspring, and developmental toxicity in offspring. METHANOL: Human exposure to methanol may result in illness, systemic poisoning, blindness, optic nerve damage and perhaps death, after being ingested, absorbed through the skin or inhaled. Death due to cardiac or respiratory failure has been reported in some cases from consumption of as little as 30 mls. Exposure to high concentrations of methanol has been shown to cause developmental effects in rodent offspring.
Methyl tertiary butyl ether (MTBE): Carcinogenic in animal tests. Inhalation exposure to high concentrations resulted in higher than expected mortality in male mice due to urinary tract obstructions and female mice displayed benign liver tumors. Inhalation exposure to high concentrations resulted in higher than expected mortality in male rats due to progressive kidney damage as well as increased benign and malignant kidney tumors, and benign testicular tumors. Drinking water exposure to high concentrations resulted in progressive kidney damage in rats and a marginally increased statistical trend of brain tumors in male rats. Tumor incidence was within historical control levels and concluded to not be related to MTBE exposure. Did not cause mutations In Vitro or In vivo. Rabbits exposed to high vapor concentrations did not have any offspring with adverse developmental effects. Mice exposed to high vapor concentrations (maternally toxic) had offspring with embryo/fetal toxicity and birth defects. Rats exposed to high vapor concentrations did not display any treatment-related effects in a two generation reproduction study. The significance of the animal findings at high exposures are not believed to be directly related to potential human health hazards. TOLUENE : Concentrated, prolonged or deliberate inhalation may cause brain and nervous system damage. Prolonged and repeated exposure of pregnant animals (> 1500 ppm) have been reported to cause adverse fetal developmental effects.

IARC Classification:
The following ingredients are cited on the lists below:

Chemical Name	CAS Number	List Citations
Benzene	71-43-2	1
GASOLINE	86290-81-5	3

--REGULATORY LISTS SEARCHED--

1 = IARC 1 2 = IARC 2A 3 = IARC 2B

SECTION 12 ECOLOGICAL INFORMATION

The information given is based on data for the material, components of the material, or for similar materials, through the application of bridging principals.

ECOTOXICITY

Material -- Expected to be toxic to aquatic organisms. May cause long-term adverse effects in the aquatic environment.

MOBILITY

Majority of components -- Highly volatile, will partition rapidly to air. Not expected to partition to sediment and wastewater solids.

Low molecular wt. component -- Moderate potential to migrate through soil.

High molecular wt. component -- Low potential to migrate through soil.

Components -- Ether oxygenates are significantly more soluble than other components of gasoline like benzene, toluene, ethyl benzene and xylenes (BTEX) if released into groundwater. Ether oxygenates have the potential to move farther and faster in groundwater and have the potential to contaminate larger areas of groundwater than BTEX if released into groundwater.

PERSISTENCE AND DEGRADABILITY

Biodegradation:

Material -- Expected to be inherently biodegradable

Components -- Ether oxygenates may biodegrade slowly.

Atmospheric Oxidation:

Majority of components -- Expected to degrade rapidly in air

BIOACCUMULATION POTENTIAL

Majority of components -- Has the potential to bioaccumulate, however metabolism or physical properties may reduce the bioconcentration or limit bioavailability.

ECOLOGICAL DATA

Ecotoxicity

Test	Duration	Organism Type	Test Results
Aquatic - Acute Toxicity	48 hour(s)	Daphnia magna	EL50 1 - 100 mg/l: data for similar materials
Aquatic - Acute Toxicity	96 hour(s)	Fish	LL50 1 - 100 mg/l: data for similar materials
Aquatic - Acute Toxicity	72 hour(s)	Pseudokirchneriella subcapitata	EL50 1 - >1000 mg/l: data for similar materials
Aquatic - Chronic Toxicity	21 day(s)	Daphnia magna	NOELR 1 - 10 mg/l: data for similar materials
Aquatic - Chronic Toxicity	72 hour(s)	Pseudokirchneriella subcapitata	NOELR 1 - 100 mg/l: data for similar materials

Persistence, Degradability and Bioaccumulation Potential

Media	Test Type	Duration	Test Results
Water	Ready Biodegradability	28 day(s)	Percent Degraded < 60 : similar material

INTERNATIONAL OIL POLLUTION COMPENSATION (IOPC)

Material is considered a non-persistent oil.

SECTION 13 DISPOSAL CONSIDERATIONS

DISPOSAL METHODS

Disposal recommendations based on material as supplied. Disposal must be in accordance with current applicable laws and regulations, and material characteristics at time of disposal.

MARPOL - see International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) which provides technical aspects at controlling pollutions from ships.

DISPOSAL RECOMMENDATIONS

Product is suitable for burning in an enclosed controlled burner for fuel value or disposal by supervised incineration at very high temperatures to prevent formation of undesirable combustion products.

Empty Container Warning Empty Container Warning (where applicable): Empty containers may contain residue and can be dangerous. Do not attempt to refill or clean containers without proper instructions. Empty drums should be completely drained and safely stored until appropriately reconditioned or disposed. Empty containers should be taken for recycling, recovery, or disposal through suitably qualified or licensed contractor and in accordance with governmental regulations. DO NOT PRESSURISE, CUT, WELD, BRAZE, SOLDER, DRILL, GRIND, OR EXPOSE SUCH CONTAINERS TO HEAT, FLAME, SPARKS, STATIC ELECTRICITY, OR OTHER SOURCES OF IGNITION. THEY MAY EXPLODE AND CAUSE INJURY OR DEATH.

SECTION 14 TRANSPORT INFORMATION

SEA (IMDG)

Proper Shipping Name: MOTOR SPIRIT or GASOLINE or PETROL
Hazard Class & Division: 3
EMS Number: F-E, S-E
UN Number: 1203
Packing Group: II
Marine Pollutant: Yes
Label(s): 3
Transport Document Name: UN1203, MOTOR SPIRIT or GASOLINE or PETROL, 3, PG II, (-35°C c.c.), MARINE POLLUTANT

Note - this material is being carried under the scope of MARPOL Annex I

SECTION 15 REGULATORY INFORMATION

REGULATORY STATUS AND APPLICABLE LAWS AND REGULATIONS

Listed or exempt from listing/notification on the following chemical inventories (May contain substance(s) subject to notification to the EPA Active TSCA inventory prior to import to USA): KECI,

NDSL, TSCA

SECTION 16 OTHER INFORMATION

N/D = Not determined, N/A = Not applicable
KEY TO THE H-CODES CONTAINED IN SECTION 3 OF THIS DOCUMENT (for information only):
H224: Extremely flammable liquid and vapor; Flammable Liquid, Cat 1
H225: Highly flammable liquid and vapor; Flammable Liquid, Cat 2
H226: Flammable liquid and vapour; Flammable Liquid, Cat 3
H301: Toxic if swallowed; Acute Tox Oral, Cat 3
H303: May be harmful if swallowed; Acute Tox Oral, Cat 5
H304: May be fatal if swallowed and enters airways; Aspiration, Cat 1
H305: May be harmful if swallowed and enters airways; Aspiration, Cat 2
H311: Toxic in contact with skin; Acute Tox Dermal, Cat 3
H315: Causes skin irritation; Skin Corr/Irritation, Cat 2
H318: Causes serious eye damage; Serious Eye Damage/Irr, Cat 1
H319(2A): Causes serious eye irritation; Serious Eye Damage/Irr, Cat 2A
H331: Toxic if inhaled; Acute Tox Inh, Cat 3
H332: Harmful if inhaled; Acute Tox Inh, Cat 4
H335: May cause respiratory irritation; Target Organ Single, Resp Irr
H336: May cause drowsiness or dizziness; Target Organ Single, Narcotic
H340(1B): May cause genetic defects; Germ Cell Mutagenicity, Cat 1B
H350(1A): May cause cancer; Carcinogenicity, Cat 1A
H350(1B): May cause cancer; Carcinogenicity, Cat 1B
H361(D): Suspected of damaging the unborn child; Repro Tox, Cat 2 (Develop)
H370: Causes damage to organs; Target Organ, Single, Cat 1
H372: Causes damage to organs through prolonged or repeated exposure; Target Organ, Repeated, Cat 1
H373: May cause damage to organs through prolonged or repeated exposure; Target Organ, Repeated, Cat 2
H401: Toxic to aquatic life; Acute Env Tox, Cat 2
H411: Toxic to aquatic life with long lasting effects; Chronic Env Tox, Cat 2
H412: Harmful to aquatic life with long lasting effects; Chronic Env Tox, Cat 3

THIS MATERIAL SAFETY DATA SHEET CONTAINS THE FOLLOWING REVISIONS:
Composition: Component Table information was modified.
GHS Physical Hazards information was modified.
GHS Precautionary Statements - Prevention information was modified.
Hazard Identification: Physical/Chemical Hazard information was modified.
Section 01: IMO R&S Emergency Numbers information was modified.
Section 04: First Aid Notes information was modified.
Section 05: Fire Fighting Measures - Fire Fighting Instruction information was modified.
Section 06: Accidental Release - Spill Management - Water information was modified.
Section 06: Protective Measures information was modified.
Section 06: Spill Management Recommendations - Default information was modified.
Section 07: Handling and Storage - Handling information was modified.
Section 07: Handling and Storage - Storage Phrases information was modified.
Section 08: Biological Limits - Table information was modified.
Section 08: Exposure Limits Table information was modified.
Section 10: Materials To Avoid information was modified.
Section 11: Chronic Tox - Component information was modified.
Section 11: Other Health Effects information was modified.

Section 11: Tox List Cited Table information was modified.
Section 12: Environmental tox table in section 12 information was modified.
Section 12: information was modified.
Revision Date: 19 Jul 2019

DGN: 7095877I (1017738)

Safety Data Sheet

Section 1: Identification

Product identifier

Product Name • **Petroleum Crude Oil**

Synonyms • Crude Oil

SDS Number/Grade • 0011NOR001

Relevant identified uses of the substance or mixture and uses advised against

Recommended use • Natural mineral for refining into fuels and asphalt.

Details of the supplier of the safety data sheet

Manufacturer • Northern Tier Energy

301 St. Paul Park Road
St. Paul Park, MN 55071
United States
www.ntenergy.com

Telephone (General) • 651-459-9771

Emergency telephone number

Chemtrec • 800-424-9300

Section 2: Hazard Identification

United States (US)

According to: OSHA 29 CFR 1910.1200 HCS

Classification of the substance or mixture

OSHA HCS 2012 •

Flammable Liquids 2
Aspiration 1
Skin Irritation 2
Eye Irritation 2
Specific Target Organ Toxicity Single Exposure 3: Narcotic Effects
Germ Cell Mutagenicity 1B
Carcinogenicity 2
Reproductive Toxicity 1B
Specific Target Organ Toxicity Repeated Exposure 1
Specific Target Organ Toxicity Repeated Exposure 2

Label elements

OSHA HCS 2012

DANGER

Hazard statements

- Highly flammable liquid and vapour
  May be fatal if swallowed and enters airways
  Causes skin irritation
  Causes serious eye irritation
  May cause drowsiness or dizziness
  May cause genetic defects.
  Suspected of causing cancer.
  May damage fertility or the unborn child.
  Causes damage to organs through prolonged or repeated exposure.
  May cause damage to organs through prolonged or repeated exposure.

Precautionary statements

Prevention

- Obtain special instructions before use.
  Do not handle until all safety precautions have been read and understood.
  Keep away from heat, sparks, open flames and/or hot surfaces. - No smoking.
  Keep container tightly closed.
  Ground and/or bond container and receiving equipment.
  Use explosion-proof electrical/ventilating/lighting/equipment.
  Use only non-sparking tools.
  Take precautionary measures against static discharge.
  Do not breathe mists, vapours, and/or spray.
  Wash thoroughly after handling.
  Do not eat, drink or smoke when using this product.
  Use only outdoors or in a well-ventilated area.
  Wear protective gloves/protective clothing/eye protection/face protection.

Response

- In case of fire: Use appropriate media for extinction.
  IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing.
  Call a POISON CENTER or doctor/physician if you feel unwell.
  If on skin: Wash with plenty of water .
  Specific treatment, see supplemental first aid information.
  Take off contaminated clothing and wash before reuse.
  If skin irritation occurs: Get medical advice/attention.
  IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
  If eye irritation persists: Get medical advice/attention.
  IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician.
  Do NOT induce vomiting.
  IF exposed or concerned: Get medical advice/attention.
  Get medical advice/attention if you feel unwell.

Storage/Disposal

- Store in a well-ventilated place. Keep container tightly closed.
  Keep cool.
  Store locked up.
  Dispose of content and/or container in accordance with local, regional, national, and/or international regulations.

Other hazards

OSHA HCS 2012

- Under United States Regulations (29 CFR 1910.1200 - Hazard Communication Standard), this product is considered hazardous.

Canada

According to: WHMIS

Classification of the substance or mixture

WHMIS

- Flammable Liquids - B2
  Very Toxic - D1A
  Other Toxic Effects - D2A
  Other Toxic Effects - D2B

Label elements

WHMIS

- Flammable Liquids - B2
  Very Toxic - D1A
  Other Toxic Effects - D2A
  Other Toxic Effects - D2B

Other hazards

WHMIS

- In Canada, the product mentioned above is considered hazardous under the Workplace Hazardous Materials Information System (WHMIS).

Section 3 - Composition/Information on Ingredients

Substances

- Material does not meet the criteria of a substance.

Mixtures

Composition					
Chemical Name	**Identifiers**	**%**	**LD50/LC50**	**Classifications According to Regulation/Directive**	**Comments**
Petroleum	**CAS:**8002-05-9 **EC Number:**232-298-5 **EU Index:**649-049-00-5	98% TO 100%	Ingestion/Oral-Rat LD50 • >4300 mg/kg	**OSHA HCS 2012:** Flam. Liq. 2; Eye Irrit. 2; Skin Irrit. 2; STOT SE 3: Narc.; Asp. Tox. 1; Muta. 1B (Orl, Inhl); Carc. 1A (Inhl); Repr. 1B (Inhl); STOT RE 1 (CNS, Inhl); (Blood, Bone marrow, Inhl); STOT RE 2 (Nervous System)	NDA
Xylene	**CAS:**1330-20-7 **EC Number:**215-535-7 **EU Index:**601-022-00-9	0% TO 5%	Ingestion/Oral-Rat LD50 • 4300 mg/kg Inhalation-Rat LC50 • 5000 ppm 4 Hour(s) Skin-Rabbit LD50 • >1700 mg/kg	**OSHA HCS 2012:** Flam. Liq. 3; Acute Tox. 4 (Inhl); Skin Irrit. 2; Eye Irrit. 2; Repr. 1B (Inhl); STOT SE 3: Narc.; STOT SE 3: Resp. Irrit.	NDA
Toluene	**CAS:**108-88-3 **EC Number:**203-625-9 **EU Index:**601-021-00-3	0% TO 5%	Ingestion/Oral-Rat LD50 • 636 mg/kg Inhalation-Rat LC50 • 49 g/m³ 4 Hour(s) Skin-Rabbit LD50 • 14100 µL/kg	**OSHA HCS 2012:** Flam. Liq. 2; Acute Tox. 4 (Orl); Skin Irrit. 2; Eye Irrit. 2; Muta. 1B; Repr. 2; STOT SE 3: Narc.; STOT RE 1 (CNS, Inhl); Asp. Tox. 1	NDA
Hydrogen sulfide	**CAS:**7783-06-4 **EC Number:**231-977-3 **EU Index:**016-001-00-4	0% TO 4%	Inhalation-Rat LC50 • 444 ppm 4 Hour(s)	**OSHA HCS 2012:** Flam. Gas 1; Press. Gas; Eye Irrit. 2; Acute Tox. 2 (inhl); STOT SE 3: Resp. Irrit.	NDA
Sulfur Compounds	NDA	0% TO 3%	NDA	**OSHA HCS 2012:** Not Classified	NDA

Hexane	**CAS:**110-54-3 **EC Number:**203-777-6 **EU Index:**601-037-00-0	0% TO 3%	Ingestion/Oral-Rat LD50 • 25 g/kg Inhalation-Rat LC50 • 48000 ppm 4 Hour (s)	**OSHA HCS 2012:** Flam. Liq. 2; Repr. 2; STOT RE 2 (CNS & Nervous System); Skin Irrit. 2; Eye Irrit. 2B; STOT SE 3: Narc. & Resp. Irrit.; Asp. Tox. 1	NDA
Benzene	**CAS:**71-43-2 **EC Number:**200-753-7 **EU Index:**601-020-00-8	0% TO 2%	Ingestion/Oral-Rat LD50 • 930 mg/kg Skin-Rabbit LD50 • >9400 µg/kg	**OSHA HCS 2012:** Flam. Liq. 2; Acute Tox. 4 (Orl); Acute Tox. 4 (Inhl); Skin Irrit. 2; Eye Irrit. 2; Muta. 1B (Orl, Inhl); Carc. 1A (Inhl); Repr. 2 (Inhl); STOT SE 3: Narc. (Inhl); STOT RE 1 (Blood, Bone marrow, Inhl); Asp. Tox. 1	NDA

Section 4: First-Aid Measures

Description of first aid measures

Inhalation
- Move victim to fresh air. Administer oxygen if breathing is difficult. Give artificial respiration if victim is not breathing. Get medical attention if symptoms occur.

Skin
- In case of contact with substance, immediately flush skin with running water for at least 20 minutes. Remove and isolate contaminated clothing. Wash skin with soap and water. If irritation develops and persists, get medical attention.

Eye
- In case of contact with substance, immediately flush eyes with running water for at least 20 minutes. If eye irritation persists: Get medical advice/attention.

Ingestion
- Do NOT induce vomiting. Obtain medical attention immediately if ingested.

Most important symptoms and effects, both acute and delayed

- Refer to Section 11 - Toxicological Information.

Indication of any immediate medical attention and special treatment needed

Notes to Physician
- All treatments should be based on observed signs and symptoms of distress in the patient. Consideration should be given to the possibility that overexposure to materials other than this product may have occurred.

Section 5: Fire-Fighting Measures

Extinguishing media

Suitable Extinguishing Media
- For small fires, Class B fire extinguishing media such as CO2, dry chemical, foam (AFFF/ATC) or water spray.
  For large fires, water spray, fog or foam (AFFF/ATC)

Unsuitable Extinguishing Media
- Avoid using straight water streams.

Special hazards arising from the substance or mixture

Unusual Fire and Explosion Hazards
- HIGHLY FLAMMABLE: Will be easily ignited by heat, sparks or flames.
  Containers may explode when heated.
  Many liquids are lighter than water.
  Vapors may form explosive mixtures with air.
  Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).
  Vapors may travel to source of ignition and flash back.
  Vapor explosion hazard indoors, outdoors or in sewers.
  Runoff to sewer may create fire or explosion hazard.

Hazardous Combustion Products
- No data available

Advice for firefighters

- Structural firefighters' protective clothing will only provide limited protection.
  Wear positive pressure self-contained breathing apparatus (SCBA).
  Move containers from fire area if you can do it without risk.
  LARGE FIRES: Cool containers with flooding quantities of water until well after fire is out.

Section 6 - Accidental Release Measures

Personal precautions, protective equipment and emergency procedures

Personal Precautions

- Ventilate enclosed areas. Do not walk through spilled material. Wear appropriate personal protective equipment, avoid direct contact. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing.

Emergency Procedures

- As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions. If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions. LARGE SPILL: Consider initial downwind evacuation for at least 300 meters (1000 feet) ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area). Keep unauthorized personnel away. Stay upwind. Keep out of low areas. Ventilate closed spaces before entering.

Environmental precautions

- Prevent entry into waterways, sewers, basements or confined areas.

Methods and material for containment and cleaning up

Containment/Clean-up Measures

- Stop leak if you can do it without risk.
  Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers.
  Use clean non-sparking tools to collect absorbed material.
  A vapor suppressing foam may be used to reduce vapors.
  All equipment used when handling the product must be grounded.
  LARGE SPILLS: Dike far ahead of liquid spill for later disposal.
  LARGE SPILLS: Water spray may reduce vapor; but may not prevent ignition in closed spaces.

Section 7 - Handling and Storage

Precautions for safe handling

Handling

- Use only in well ventilated areas. Avoid contact with heat and ignition sources. Do not use sparking tools. Take precautionary measures against static charges. All equipment used when handling the product must be grounded. Do not cut, drill, grind or weld on empty containers since they may contain explosive residues. Harmful concentrations of hydrogen sulfide (H2S) gas can accumulate in excavations and low-lying areas as well as the vapor space of storage and bulk transport compartments. Stay upwind and vent open hatches before unloading. Wear appropriate personal protective equipment, avoid direct contact. Avoid breathing mist, vapours and/or spray. Avoid contact with skin, eyes, and clothing. Wash thoroughly with soap and water after handling and before eating, drinking, or using tobacco.

Conditions for safe storage, including any incompatibilities

Storage

- Keep container tightly closed. Store in appropriately labeled containers. Store in a cool/low-temperature, well-ventilated place.

Section 8 - Exposure Controls/Personal Protection

Control parameters

Exposure Limits/Guidelines				
	Result	ACGIH	NIOSH	OSHA

Hydrogen sulfide (7783-06-4)	Ceilings	Not established	10 ppm Ceiling (10 min); 15 mg/m3 Ceiling (10 min)	20 ppm Ceiling
	STELs	5 ppm STEL	Not established	Not established
	TWAs	1 ppm TWA	Not established	Not established
Toluene (108-88-3)	Ceilings	Not established	Not established	300 ppm Ceiling
	TWAs	20 ppm TWA	100 ppm TWA; 375 mg/m3 TWA	200 ppm TWA
	STELs	Not established	150 ppm STEL; 560 mg/m3 STEL	Not established
Benzene (71-43-2)	Ceilings	Not established	Not established	25 ppm Ceiling
	STELs	2.5 ppm STEL	1 ppm STEL	5 ppm STEL (see 29 CFR 1910.1028)
	TWAs	0.5 ppm TWA	0.1 ppm TWA	10 ppm TWA (applies to industry segments exempt from the benzene standard at 29 CFR 1910.1028); 1 ppm TWA
Xylene (1330-20-7)	TWAs	100 ppm TWA	Not established	100 ppm TWA; 435 mg/m3 TWA
	STELs	150 ppm STEL	Not established	Not established
Hexane (110-54-3)	TWAs	50 ppm TWA	50 ppm TWA; 180 mg/m3 TWA	500 ppm TWA; 1800 mg/m3 TWA
Petroleum (8002-05-9)	Ceilings	Not established	1800 mg/m3 Ceiling (15 min)	Not established
	TWAs	Not established	350 mg/m3 TWA	Not established

Exposure controls

Engineering Measures/Controls

- Good general ventilation should be used. Ventilation rates should be matched to conditions. If applicable, use process enclosures, local exhaust ventilation, or other engineering controls to maintain airborne levels below recommended exposure limits. If exposure limits have not been established, maintain airborne levels to an acceptable level. Use explosion-proof electrical/ventilating/lighting/equipment.

Personal Protective Equipment

Respiratory

- In case of insufficient ventilation, wear suitable respiratory equipment.

Eye/Face

- Wear safety goggles.

Skin/Body

- Wear appropriate gloves.

Environmental Exposure Controls

- Follow best practice for site management and disposal of waste. Controls should be engineered to prevent release to the environment, including procedures to prevent spills, atmospheric release and release to waterways.

Key to abbreviations

ACGIH = American Conference of Governmental Industrial Hygiene
NIOSH = National Institute of Occupational Safety and Health
OSHA = Occupational Safety and Health Administration
STEL = Short Term Exposure Limits are based on 15-minute exposures
TWA = Time-Weighted Averages are based on 8h/day, 40h/week exposures

Section 9 - Physical and Chemical Properties

Information on Physical and Chemical Properties

Material Description			
Physical Form	Liquid	Appearance/Description	Amber to black viscous liquid.
Color	Amber to black.	Odor	No data available
Odor Threshold	No data available		
General Properties			
Boiling Point	100 to 1000 F(37.7778 to 537.7778 C)	Melting Point/Freezing Point	No data available

Decomposition Temperature	No data available	pH	Neutral
Specific Gravity/Relative Density	0.8 to 1 Water=1	Water Solubility	Slightly Soluble 0.1 to 1 %
Viscosity	No data available		
Volatility			
Vapor Pressure	No data available	Vapor Density	No data available
Evaporation Rate	No data available		
Flammability			
Flash Point	20 to 100 F(-6.6667 to 37.7778 C)	UEL	No data available
LEL	No data available	Autoignition	No data available
Flammability (solid, gas)	No data available		
Environmental			
Octanol/Water Partition coefficient	No data available		

Section 10: Stability and Reactivity

Reactivity

- No dangerous reaction known under conditions of normal use.

Chemical stability

- Stable under normal temperatures and pressures.

Possibility of hazardous reactions

- Hazardous polymerization will not occur.

Conditions to avoid

- Excessive heat, sources of ignition and open flames.

Incompatible materials

- Strong oxidizers such as nitrates, chlorates, peroxides.

Hazardous decomposition products

- Combustion produces carbon monoxide, aldehydes, aromatic and other hydrocarbons.

Section 11 - Toxicological Information

Information on toxicological effects

Components		
Petroleum (98% TO 100%)	8002-05-9	**Acute Toxicity:** Ingestion/Oral-Rat LD50 • >4300 mg/kg; Skin-Rabbit LD50 • >2000 mg/kg; **Irritation:** Eye-Rabbit • 100 mg • Mild irritation; Skin-Rabbit • 500 mg 24 Hour(s) • Moderate irritation; **Reproductive:** Skin-Rat TDLo • 200 mg/kg (1-19D preg); *Reproductive Effects:Maternal Effects*:**Other effects**; *Reproductive Effects:Effects on Embryo or Fetus*:**Fetotoxicity (except death, e.g., stunted fetus)**
Toluene (0% TO 5%)	108-88-3	**Acute Toxicity:** Ingestion/Oral-Rat LD50 • 636 mg/kg; Inhalation-Rat LC50 • 49 g/m³ 4 Hour(s); Inhalation-Human TCLo • 200 ppm; *Brain and Coverings*:**Recordings from specific areas of CNS**; *Behavioral*:**Antipsychotic**; *Blood*:**Changes in bone marrow not included above**; Inhalation-Human TCLo • 1500 mg/m³ 8 Hour(s); *Sense Organs and Special Senses:Eye*:**Lacrimation**; *Sense Organs and Special Senses:Eye*:**Conjunctive irritation**; *Behavioral*:**Ataxia**; Inhalation-Man TCLo • 50 ppm; *Kidney, Ureter, and Bladder*:**Other changes in urine composition**; Skin-Rabbit LD50 • 14100 µL/kg; **Irritation:** Eye-Rabbit • 2 mg 24 Hour(s) • Severe irritation; Skin-Rabbit • 20 mg 24 Hour(s) • Moderate irritation; **Multi-dose Toxicity:** Inhalation-Mouse TCLo • 250 ppm 4 Day(s)-Continuous; *Behavioral*:**Convulsions or effect on seizure threshold**; *Behavioral*:**Abuse**; Inhalation-Mouse TCLo • 50 ppm 12 Week(s)-Intermittent; *Brain and Coverings*:**Other degenerative changes**; Inhalation-Rat TCLo • 10 ppm 6 Hour(s) 13 Week(s)-Intermittent; *Brain and Coverings*:**Other degenerative changes**; *Biochemical:Enzyme inhibition, induction, or change in blood or tissue*

		levels:**Multiple enzyme effects**; **Mutagen:** Micronucleus test • Ingestion/Oral-Mouse • 200 mg/kg; Sister chromatid exchange • Inhalation-Human • 252 µg/L 19 Year(s); Cytogenetic analysis • Inhalation-Rat • 5400 µg/m³ 16 Week(s)-Intermittent; **Reproductive:** Inhalation-Mouse TCLo • 500 mg/m³ 24 Hour(s)(6-13D preg); *Reproductive Effects:Effects on Embryo or Fetus*:**Fetotoxicity (except death, e.g., stunted fetus)**; Inhalation-Mouse TCLo • 200 ppm 7 Hour(s)(7-16D preg); *Reproductive Effects:Specific Developmental Abnormalities*:**Urogenital system**
Xylene (0% TO 5%)	1330-20-7	**Acute Toxicity:** Ingestion/Oral-Rat LD50 • 4300 mg/kg; *Liver*:**Other changes**; *Kidney, Ureter, and Bladder*:**Other changes**; Inhalation-Rat LC50 • 5000 ppm 4 Hour(s); Inhalation-Man LCLo • 10000 ppm 6 Hour(s); *Behavioral*:**General anesthetic**; *Lungs, Thorax, or Respiration*:**Cyanosis**; *Blood*:**Other changes**; Inhalation-Human TCLo • 200 ppm; *Sense Organs and Special Senses:Olfaction*:**Other changes**; *Sense Organs and Special Senses:Eye*:**Conjunctive irritation**; *Lungs, Thorax, or Respiration*:**Other changes**; Skin-Rabbit LD50 • >1700 mg/kg; **Irritation:** Eye-Rabbit • 5 mg 24 Hour(s) • Severe irritation; Skin-Rabbit • 500 mg 24 Hour(s) • Moderate irritation; **Reproductive:** Inhalation-Mouse TCLo • 1 g/m³ 12 Hour(s)(6-15D preg); *Reproductive Effects:Effects on Embryo or Fetus*:**Fetotoxicity (except death, e.g., stunted fetus)**; *Reproductive Effects:Specific Developmental Abnormalities*:**Musculoskeletal system**; Inhalation-Rat TCLo • 50 mg/m³ 6 Hour(s)(1-21D preg); *Reproductive Effects:Effects on Fertility*:**Post-implantation mortality**; *Reproductive Effects:Effects on Embryo or Fetus*:**Fetotoxicity (except death, e.g., stunted fetus)**; *Reproductive Effects:Specific Developmental Abnormalities*:**Craniofacial (including nose and tongue)**
Hydrogen sulfide (0% TO 4%)	7783-06-4	**Acute Toxicity:** Inhalation-Rat LC50 • 444 ppm 4 Hour(s); **Irritation:** Eye-Human • 0.000125 ppm 5 Hour(s); **Reproductive:** Inhalation-Rat TCLo • 10 mg/m³ (48D pre/1-22D preg); *Reproductive Effects:Effects on Fertility*:**Pre-implantation mortality**; *Reproductive Effects:Effects on Fertility*:**Post-implantation mortality**; *Reproductive Effects:Specific Developmental Abnormalities*:**Urogenital system**
Hexane (0% TO 3%)	110-54-3	**Acute Toxicity:** Ingestion/Oral-Rat LD50 • 25 g/kg; Inhalation-Rat LC50 • 48000 ppm 4 Hour(s); **Irritation:** Eye-Rabbit • 10 mg • Mild irritation; **Reproductive:** Inhalation-Rat TCLo • 5000 ppm (6-19D preg); *Reproductive Effects:Specific Developmental Abnormalities*:**Musculoskeletal system**; *Reproductive Effects:Specific Developmental Abnormalities*:**Urogenital system**
Benzene (0% TO 2%)	71-43-2	**Acute Toxicity:** Ingestion/Oral-Rat LD50 • 930 mg/kg; *Behavioral*:**Tremor**; *Behavioral*:**Convulsions or effect on seizure threshold**; Inhalation-Rat LC50 • 10000 ppm 7 Hour(s); Inhalation-Human TCLo • 50 mg/m³ 2 Hour(s); *Behavioral*:**Changes in psychophysiological tests**; *Behavioral*:**Muscle weakness**; Inhalation-Rat TCLo • 1 ppm 6 Hour(s); *Kidney, Ureter, and Bladder*:**Other changes in urine composition**; Skin-Rabbit LD50 • >9400 µL/kg; **Irritation:** Eye-Rabbit • 2 mg 24 Hour(s) • Severe irritation; Skin-Rabbit • 20 mg 24 Hour(s) • Moderate irritation; **Multi-dose Toxicity:** Inhalation-Mouse TCLo • 100 ppm 2 Week(s)-Intermittent; *Endocrine*:**Differential effect of sex or castration on observed toxicity**; *Blood*:**Leukopenia**; *Blood*:**Changes in bone marrow not included above**; Inhalation-Mouse TDLo • 100 ppm 6 Hour(s) 10 Day(s)-Intermittent; *Blood*:**Changes in bone marrow not included above**; *Blood*:**Changes in platelet count**; **Mutagen:** Dominant lethal test • Ingestion/Oral-Mouse • 1 mg/kg; Cytogenetic analysis • Inhalation-Human • 125 ppm 1 Year (s); Cytogenetic analysis • Inhalation-Human • 0.1 ppm; Sister chromatid exchange • Inhalation-Mouse • 10 ppm 6 Hour (s); Micronucleus test • Inhalation-Rat • 1 ppm 6 Hour(s); **Reproductive:** Inhalation-Mouse TCLo • 5 ppm (6-15D preg); *Reproductive Effects:Effects on Embryo or Fetus*:**Cytological changes**; *Reproductive Effects:Specific Developmental Abnormalities*:**Blood and lymphatic system**; Inhalation-Mouse TCLo • 20 ppm 6 Hour(s)(6-15D preg); *Reproductive Effects:Specific Developmental Abnormalities*:**Blood and lymphatic system**; Inhalation-Rat TCLo • 670 mg/m³ 24 Hour(s)(15D pre/1-22D preg); *Reproductive Effects:Effects on Fertility*:**Female fertility index**; Parenteral-Mouse TDLo • 4 g/kg (12D preg); *Reproductive Effects:Effects on Newborn*:**Weaning or lactation index**

GHS Properties	Classification
Respiratory sensitization	**OSHA HCS 2012** • No data available
Serious eye damage/Irritation	**OSHA HCS 2012** • Eye Irritation 2
Acute toxicity	**OSHA HCS 2012** • No data available
Aspiration Hazard	**OSHA HCS 2012** • Aspiration 1
Carcinogenicity	**OSHA HCS 2012** • Carcinogenicity 2
Skin corrosion/Irritation	**OSHA HCS 2012** • Skin Irritation 2

Skin sensitization	**OSHA HCS 2012** • No data available
STOT-RE	**OSHA HCS 2012** • Specific Target Organ Toxicity Repeated Exposure 1; Specific Target Organ Toxicity Repeated Exposure 2
STOT-SE	**OSHA HCS 2012** • Specific Target Organ Toxicity Single Exposure 3: Narcotic Effects
Toxicity for Reproduction	**OSHA HCS 2012** • Toxic to Reproduction 1B
Germ Cell Mutagenicity	**OSHA HCS 2012** • Germ Cell Mutagenicity 1B

Potential Health Effects

Inhalation

Acute (Immediate)
- May affect the central nervous system. Symptoms may include dizziness, drowsiness, lethargy, coma and death.

Chronic (Delayed)
- CNS depression has been reported to occur in chronic abusers exposed to high levels of toluene. Symptoms include drowsiness, ataxia, tremors, cerebral atrophy, nystagmus (involuntary eye movements), and impaired speech, hearing, and vision. Neurobehavioral effects have been observed in occupationally exposed workers. Chronic exposure to benzene, a component of this material, results primarily in hematotoxicity, including aplastic anemia, pancytopenia, or any combination of anemia, leukopenia, and thrombocytopenia Chronic benzene exposure is associated with an increased risk of leukemia.

Skin

Acute (Immediate)
- Causes skin irritation.

Chronic (Delayed)
- No data available.

Eye

Acute (Immediate)
- Causes serious eye irritation.

Chronic (Delayed)
- No data available.

Ingestion

Acute (Immediate)
- Material may be aspirated into lungs during ingestion and/or subsequent vomiting. Aspiration of this material will cause severe lung injury, chemical pneumonitis, pulmonary edema or death.

Chronic (Delayed)
- No data available.

Other

Chronic (Delayed)
- Chronic exposure to Hexane may produce important peripheral neuropathy (motor sensory) and CNS abnormalities.

Mutagenic Effects
- Repeated and prolonged exposure may cause mutagenic effects.

Carcinogenic Effects
- Repeated and prolonged exposure may cause cancer.

Carcinogenic Effects				
	CAS	**OSHA**	**IARC**	**NTP**
Benzene	71-43-2	Specifically Regulated Carcinogen	Group 1-Carcinogenic	Known Human Carcinogen

Reproductive Effects
- Repeated and prolonged exposure may cause reproductive effects.

Key to abbreviations

LC = Lethal Concentration
LD = Lethal Dose
TC = Toxic Concentration
TD = Toxic Dose

Section 12 - Ecological Information

Toxicity

- Non-mandatory section - information about this substance not compiled for this reason.

Persistence and degradability

- Non-mandatory section - information about this substance not compiled for this reason.

Bioaccumulative potential

- Non-mandatory section - information about this substance not compiled for this reason.

Mobility in Soil

- Non-mandatory section - information about this substance not compiled for this reason.

Other adverse effects

- Non-mandatory section - information about this substance not compiled for this reason.

Section 13 - Disposal Considerations

Waste treatment methods

Product waste
- Dispose of content and/or container in accordance with local, regional, national, and/or international regulations.

Packaging waste
- Dispose of content and/or container in accordance with local, regional, national, and/or international regulations.

Section 14 - Transport Information

	UN number	UN proper shipping name	Transport hazard class(es)	Packing group	Environmental hazards
DOT	UN1267	Petroleum crude oil	3	II	NDA
TDG	UN1267	PETROLEUM CRUDE OIL	3	II	NDA

Special precautions for user
- None specified.

Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code
- No data available

Section 15 - Regulatory Information

Safety, health and environmental regulations/legislation specific for the substance or mixture

SARA Hazard Classifications
- Acute, Chronic, Fire

Inventory				
Component	**CAS**	**Canada DSL**	**Canada NDSL**	**TSCA**
Benzene	71-43-2	Yes	No	Yes
Hexane	110-54-3	Yes	No	Yes
Hydrogen sulfide	7783-06-4	Yes	No	Yes
Petroleum	8002-05-9	Yes	No	Yes
Toluene	108-88-3	Yes	No	Yes
Xylene	1330-20-7	Yes	No	Yes

Canada

Labor

Canada - WHMIS - Classifications of Substances

• Hydrogen sulfide	7783-06-4	A, B1, D1A, D2B
• Toluene	108-88-3	B2, D2A, D2B
• Xylene	1330-20-7	B2, D2A, D2B
• Benzene	71-43-2	B2, D2A, D2B
• Hexane	110-54-3	B2, D2A, D2B
• Petroleum	8002-05-9	B2

Canada - WHMIS - Ingredient Disclosure List

• Hydrogen sulfide	7783-06-4	1 %
• Toluene	108-88-3	1 %
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	0.1 %
• Hexane	110-54-3	1 %
• Petroleum	8002-05-9	Not Listed

Environment

Canada - CEPA - Priority Substances List

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Priority Substance List 1 (substance not considered toxic)
• Xylene	1330-20-7	Priority Substance List 1 (substance not considered toxic)
• Benzene	71-43-2	Priority Substance List 1 (substance considered toxic)
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

United States

Labor

U.S. - OSHA - Process Safety Management - Highly Hazardous Chemicals

• Hydrogen sulfide	7783-06-4	1500 lb TQ
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	Not Listed
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - OSHA - Specifically Regulated Chemicals

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	5 ppm STEL (See 29 CFR 1910.1028, 15 min); 0.5 ppm Action Level; 1 ppm TWA
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

Environment

U.S. - CAA (Clean Air Act) - 1990 Hazardous Air Pollutants

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	
• Xylene	1330-20-7	(isomers and mixtures)
• Benzene	71-43-2	(including Benzene from gasoline)
• Hexane	110-54-3	
• Petroleum	8002-05-9	Not Listed

U.S. - CERCLA/SARA - Hazardous Substances and their Reportable Quantities

• Hydrogen sulfide	7783-06-4	100 lb final RQ; 45.4 kg final RQ
• Toluene	108-88-3	1000 lb final RQ; 454 kg final RQ
• Xylene	1330-20-7	100 lb final RQ; 45.4 kg final RQ
• Benzene	71-43-2	10 lb final RQ (received an adjusted RQ of 10 lbs based on potential carcinogenicity in an August 14, 1989 final rule); 4.54 kg final RQ (received an adjusted RQ of 10 lbs based on potential carcinogenicity in an August 14, 1989 final rule)
• Hexane	110-54-3	5000 lb final RQ; 2270 kg final RQ
• Petroleum	8002-05-9	Not Listed

U.S. - CERCLA/SARA - Radionuclides and Their Reportable Quantities

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	Not Listed
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - CERCLA/SARA - Section 302 Extremely Hazardous Substances EPCRA RQs

• Hydrogen sulfide	7783-06-4	100 lb EPCRA RQ
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	Not Listed
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - CERCLA/SARA - Section 302 Extremely Hazardous Substances TPQs

• Hydrogen sulfide	7783-06-4	500 lb TPQ
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	Not Listed
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - CERCLA/SARA - Section 313 - Emission Reporting

• Hydrogen sulfide	7783-06-4	1.0 % de minimis concentration

• Toluene	108-88-3	1.0 % de minimis concentration
• Xylene	1330-20-7	1.0 % de minimis concentration
• Benzene	71-43-2	0.1 % de minimis concentration
• Hexane	110-54-3	1.0 % de minimis concentration
• Petroleum	8002-05-9	Not Listed

U.S. - CERCLA/SARA - Section 313 - PBT Chemical Listing

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	Not Listed
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

United States - California

Environment

U.S. - California - Proposition 65 - Carcinogens List

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	carcinogen, initial date 2/27/87
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - California - Proposition 65 - Developmental Toxicity

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	developmental toxicity, initial date 1/1/91
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	developmental toxicity, initial date 12/26/97
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - California - Proposition 65 - Maximum Allowable Dose Levels (MADL)

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	7000 µg/day MADL (level represents absorbed dose)
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	24 µg/day MADL (oral); 49 µg/day MADL (inhalation)
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

U.S. - California - Proposition 65 - No Significant Risk Levels (NSRL)

• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	6.4 µg/day NSRL (oral); 13 µg/day NSRL (inhalation)
• Hexane	110-54-3	Not Listed

• Petroleum	8002-05-9	Not Listed
U.S. - California - Proposition 65 - Reproductive Toxicity - Female		
• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	female reproductive toxicity, initial date 8/7/09
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	Not Listed
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed
U.S. - California - Proposition 65 - Reproductive Toxicity - Male		
• Hydrogen sulfide	7783-06-4	Not Listed
• Toluene	108-88-3	Not Listed
• Xylene	1330-20-7	Not Listed
• Benzene	71-43-2	male reproductive toxicity, initial date 12/26/97
• Hexane	110-54-3	Not Listed
• Petroleum	8002-05-9	Not Listed

Other Information

- WARNING: This product contains a chemical known to the State of California to cause cancer, birth defects, or other reproductive harm.

Section 16 - Other Information

Revision Date
- 13/November/2015

Preparation Date
- 30/November/2010

Disclaimer/Statement of Liability
- The information and recommendations contained herein are based upon tests believed to be reliable. However, Northern Tier Energy does not guarantee their accuracy or completeness nor shall any of this information constitute a warranty, whether expressed or implied, as to the safety of the goods, the merchantability of the goods, or the fitness of the goods for a particular purpose. Adjustment to conform to actual conditions of usage maybe required. Northern Tier Energy assumes no responsibility for results obtained or for incidental or consequential damages, including lost profits arising from the use of these data. No warranty against infringement of any patent, copyright or trademark is made or implied.

Key to abbreviations

NDA = No data available

SAFETY DATA SHEET

Version 8.10
Revision Date 09/06/2024
Print Date 09/07/2024

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Tetrachloroethylene

Product Number : 371696
Brand : Sigma-Aldrich
Index-No. : 602-028-00-4
CAS-No. : 127-18-4

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

Uses advised against : The product is being supplied under the TSCA R&D Exemption (40 CFR Section 720.36). It is the recipient's responsibility to comply with the requirements of the R&D exemption. The product may not be used for a non-exempt commercial purpose under TSCA unless appropriate consent is granted in writing by MilliporeSigma.

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Skin irritation (Category 2), H315
Eye irritation (Category 2A), H319
Skin sensitization (Category 1), H317

Carcinogenicity (Category 2), H351
Specific target organ toxicity - single exposure (Category 3), Central nervous system, H336
Short-term (acute) aquatic hazard (Category 2), H401
Long-term (chronic) aquatic hazard (Category 2), H411

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram

Signal Word: Warning

Hazard Statements

H315	Causes skin irritation.
H317	May cause an allergic skin reaction.
H319	Causes serious eye irritation.
H336	May cause drowsiness or dizziness.
H351	Suspected of causing cancer.
H411	Toxic to aquatic life with long lasting effects.

Precautionary Statements

P201	Obtain special instructions before use.
P202	Do not handle until all safety precautions have been read and understood.
P261	Avoid breathing mist or vapors.
P264	Wash skin thoroughly after handling.
P271	Use only outdoors or in a well-ventilated area.
P272	Contaminated work clothing must not be allowed out of the workplace.
P273	Avoid release to the environment.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P302 + P352	IF ON SKIN: Wash with plenty of soap and water.
P304 + P340 + P312	IF INHALED: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER/ doctor if you feel unwell.
P305 + P351 + P338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P308 + P313	IF exposed or concerned: Get medical advice/ attention.
P333 + P313	If skin irritation or rash occurs: Get medical advice/ attention.
P337 + P313	If eye irritation persists: Get medical advice/ attention.
P362	Take off contaminated clothing and wash before reuse.
P391	Collect spillage.
P403 + P233	Store in a well-ventilated place. Keep container tightly closed.
P405	Store locked up.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.1 Substances

Synonyms	:	Perchloroethylene PCE
Formula	:	C_2Cl_4
Molecular weight	:	165.83 g/mol
CAS-No.	:	127-18-4
EC-No.	:	204-825-9
Index-No.	:	602-028-00-4

Component	Classification	Concentration
Tetrachlorethylene		
	Skin Irrit. 2; Eye Irrit. 2A; Skin Sens. 1; Carc. 2; STOT SE 3; Aquatic Acute 2; Aquatic Chronic 2; H315, H319, H317, H351, H336, H401, H411 Concentration limits: >= 20 %: STOT SE 3, H336;	<= 100 %

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air. Call in physician.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower. Consult a physician.

In case of eye contact
After eye contact: rinse out with plenty of water. Call in ophthalmologist. Remove contact lenses.

If swallowed
After swallowing: immediately make victim drink water (two glasses at most). Consult a physician.

4.2 Most important symptoms and effects, both acute and delayed

The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed
No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Water Foam Carbon dioxide (CO2) Dry powder

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture
Carbon oxides
Hydrogen chloride gas
Combustible.
Development of hazardous combustion gases or vapours possible in the event of fire.

5.3 Advice for firefighters
Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information
Suppress (knock down) gases/vapors/mists with a water spray jet. Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures
Advice for non-emergency personnel: Do not breathe vapors, aerosols. Avoid substance contact. Ensure adequate ventilation. Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions
Do not let product enter drains.

6.3 Methods and materials for containment and cleaning up
Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up with liquid-absorbent material (e.g. Chemizorb®). Dispose of properly. Clean up affected area.

6.4 Reference to other sections
For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

Advice on safe handling
Work under hood. Do not inhale substance/mixture. Avoid generation of vapours/aerosols.

Hygiene measures
Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.
For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Tightly closed. Keep in a well-ventilated place. Keep locked up or in an area accessible only to qualified or authorized persons.

Storage class
Storage class (TRGS 510): 6.1C: Combustible, acute toxic Cat.3 / toxic compounds or compounds which causing chronic effects

7.3 Specific end use(s)
Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
Tetrachlorethylene	127-18-4	TWA	25 ppm	USA. ACGIH Threshold Limit Values (TLV)
	Remarks	Confirmed animal carcinogen with unknown relevance to humans		
		STEL	100 ppm	USA. ACGIH Threshold Limit Values (TLV)
		Confirmed animal carcinogen with unknown relevance to humans		
		Potential Occupational Carcinogen		

		TWA	100 ppm	USA. Occupational Exposure Limits (OSHA) - Table Z-2
		CEIL	200 ppm	USA. Occupational Exposure Limits (OSHA) - Table Z-2
		Peak	300 ppm	USA. Occupational Exposure Limits (OSHA) - Table Z-2
		PEL	25 ppm 170 mg/m3	California permissible exposure limits for chemical contaminants (Title 8, Article 107)
		STEL	100 ppm 685 mg/m3	California permissible exposure limits for chemical contaminants (Title 8, Article 107)
		C	300 ppm	California permissible exposure limits for chemical contaminants (Title 8, Article 107)

Biological occupational exposure limits

Component	CAS-No.	Parameters	Value	Biological specimen	Basis
Tetrachlorethylene	127-18-4	Tetrachloroethylene	3parts per million	In end-exhaled air	ACGIH - Biological Exposure Indices (BEI)
	Remarks	Prior to shift (16 hours after exposure ceases)			
		Tetrachloroethylene	0.5 mg/l	In blood	ACGIH - Biological Exposure Indices (BEI)
		Prior to shift (16 hours after exposure ceases)			

8.2 Exposure controls

Appropriate engineering controls

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Safety glasses

Skin protection

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN 16523-1 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).

Full contact

Material: Viton®

Minimum layer thickness: 0.7 mm

Break through time: 480 min
Material tested:Vitoject® (KCL 890 / Aldrich Z677698, Size M)

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN 16523-1 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).
Splash contact
Material: Nitrile rubber
Minimum layer thickness: 0.4 mm
Break through time: 240 min
Material tested:Camatril® (KCL 730 / Aldrich Z677442, Size M)

Body Protection
protective clothing

Respiratory protection
Recommended Filter type: Filter A (acc. to DIN 3181) for vapours of organic compounds
The entrepeneur has to ensure that maintenance, cleaning and testing of respiratory protective devices are carried out according to the instructions of the producer. These measures have to be properly documented.
required when vapours/aerosols are generated. Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure
Do not let product enter drains.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: liquid, clear Color: colorless
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	Melting point/ range: -22 °C (-8 °F) - lit.
f)	Initial boiling point and boiling range	121 °C 250 °F - lit.
g)	Flash point	()No data available
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower	No data available

	flammability or explosive limits	
k)	Vapor pressure	25.3 hPa at 25.0 °C (77.0 °F) 17.3 hPa at 20.0 °C(68.0 °F)
l)	Vapor density	No data available
m)	Density	1.623 g/cm3 at 25 °C (77 °F) - lit.
	Relative density	No data available
n)	Water solubility	0.15 g/l at 25 °C (77 °F)
o)	Partition coefficient: n-octanol/water	log Pow: 2.53 at 23 °C (73 °F) - Bioaccumulation is not expected.
p)	Autoignition temperature	No data available
q)	Decomposition temperature	No data available
r)	Viscosity	No data available
s)	Explosive properties	No data available
t)	Oxidizing properties	No data available

9.2 Other safety information

Surface tension	32.1 mN/m at 20 °C (68 °F)

SECTION 10: Stability and reactivity

10.1 Reactivity

No data available

10.2 Chemical stability

The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions

Risk of explosion with:
Alkali metals
Aluminum
sodium amide
Barium
nitrogen dioxide
Oxygen
with
alkali hydroxides
Exothermic reaction with:
strong alkalis
Alkaline earth metals
strong alkalis
Light metals
Powdered metals

Oxidizing agents
Strong acids
Strong bases
nitrous gases
Risk of ignition or formation of inflammable gases or vapours with:
zinc oxide
with
Aluminum

10.4 Conditions to avoid
no information available

10.5 Incompatible materials
various plastics

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Acute toxicity
LD50 Oral - Rat - male and female - 3,420 mg/kg
(OECD Test Guideline 401)
Remarks: (ECHA)
Inhalation: No data available
Dermal: No data available
No data available

Skin corrosion/irritation
Skin - Rabbit
Result: Skin irritation - 4 h
(OECD Test Guideline 404)
Remarks: (ECHA)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Mild eye irritation - 24 h
(Draize Test)
Remarks: (RTECS)

Respiratory or skin sensitization
Local lymph node assay (LLNA) - Mouse
Result: May cause sensitization by skin contact.
(OECD Test Guideline 429)
Remarks: (ECHA)

Germ cell mutagenicity
Test Type: Chromosome aberration test in vitro
Test system: Chinese hamster ovary cells
Metabolic activation: with and without metabolic activation
Method: OECD Test Guideline 473

Result: negative
Remarks: (ECHA)
Test Type: Ames test
Test system: Salmonella typhimurium
Metabolic activation: without metabolic activation
Method: OECD Test Guideline 471
Result: negative
Remarks: (ECHA)

Test Type: Micronucleus test
Species: Mouse

Application Route: Intraperitoneal
Method: OECD Test Guideline 474
Result: negative
Remarks: (ECHA)

Carcinogenicity
Suspected of causing cancer.

IARC:	2A - Group 2A: Probably carcinogenic to humans (Tetrachlorethylene)
NTP:	RAHC - Reasonably anticipated to be a human carcinogen (Tetrachlorethylene)
OSHA:	No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
May cause drowsiness or dizziness.

Specific target organ toxicity - repeated exposure
No data available

Aspiration hazard
No data available

11.2 Additional Information

Repeated dose toxicity - Mouse - female - Oral - LOAEL (Lowest observed adverse effect level) - 390 mg/kg

RTECS: KX3850000
narcosis, Liver injury may occur., Kidney injury may occur.

SECTION 12: Ecological information

12.1 Toxicity

Toxicity to fish	flow-through test LC50 - Oncorhynchus mykiss (rainbow trout) - 5 mg/l - 96 h Remarks: (ECHA)

Toxicity to daphnia and other aquatic invertebrates	EC50 - Daphnia magna (Water flea) - 7.50 mg/l - 48 h
Toxicity to algae	ErC50 - Chlamydomonas reinhardtii (green algae) - 3.64 mg/l - 72 h Remarks: (ECHA)
Toxicity to fish(Chronic toxicity)	flow-through test NOEC - Jordanella floridae - 1.99 mg/l - 10 d Remarks: (ECHA)
Toxicity to daphnia and other aquatic invertebrates(Chronic toxicity)	semi-static test NOEC - Daphnia magna (Water flea) - 0.51 mg/l - 28 d Remarks: (ECHA)

12.2 Persistence and degradability

Biodegradability	aerobic - Exposure time 28 d Result: 11 % - Not readily biodegradable. (OECD Test Guideline 301C)

12.3 Bioaccumulative potential

Bioaccumulation	Lepomis macrochirus (Bluegill) - 21 d - 0.00343 mg/l(Tetrachlorethylene) Bioconcentration factor (BCF): 49

12.4 Mobility in soil

No data available

12.5 Results of PBT and vPvB assessment

PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Endocrine disrupting properties

No data available

12.7 Other adverse effects

No data available

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product

Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself.

SECTION 14: Transport information

DOT (US)

UN number: 1897 Class: 6.1 Packing group: III
Proper shipping name: Tetrachloroethylene
Reportable Quantity (RQ): 100 lbs
Reportable Quantity (RQ): 100 lbs
Reportable Quantity (RQ): 10 lbs
Reportable Quantity (RQ): 10 lbs
Marine pollutant: yes Poison Inhalation Hazard: No

IMDG

UN number: 1897 Class: 6.1 Packing group: III EMS-No: F-A, S-A
Proper shipping name: TETRACHLOROETHYLENE
Marine pollutant : yes
Marine pollutant : yes

IATA

UN number: 1897 Class: 6.1 Packing group: III
Proper shipping name: Tetrachloroethylene

SECTION 15: Regulatory information

CERCLA Reportable Quantity

Components	CAS-No.	Component RQ (lbs)	Calculated product RQ (lbs)
Tetrachlorethylene	127-18-4	100	100
Tetrachlorethylene	127-18-4	100	100 (D039)
Tetrachlorethylene	127-18-4	10	10 (F001)
Tetrachlorethylene	127-18-4	10	10 (F002)

SARA 304 Extremely Hazardous Substances Reportable Quantity

This material does not contain any components with a section 304 EHS RQ.

SARA 302 Extremely Hazardous Substances Threshold Planning Quantity

This material does not contain any components with a section 302 EHS TPQ.

SARA 311/312 Hazards : Acute Health Hazard
Chronic Health Hazard

SARA 313 : The following components are subject to reporting levels established by SARA Title III, Section 313:

Tetrachlorethylene 127-18-4 >= 90 - <= 100 %

US State Regulations

Massachusetts Right To Know

Tetrachlorethylene 127-18-4

Pennsylvania Right To Know

Tetrachlorethylene 127-18-4

Maine Chemicals of High Concern

Product does not contain any listed chemicals

Vermont Chemicals of High Concern

Tetrachlorethylene 127-18-4

Washington Chemicals of High Concern

Tetrachlorethylene 127-18-4

California Prop. 65

WARNING: This product can expose you to chemicals including Tetrachlorethylene, which is/are known to the State of California to cause cancer. For more information go to www.P65Warnings.ca.gov.

The ingredients of this product are reported in the following inventories:

TSCA : All substances listed as active on the TSCA inventory

TSCA list

No substances are subject to a Significant New Use Rule.

No substances are subject to TSCA 12(b) export notification requirements.

SECTION 16: Other information

Further information

The information is believed to be correct but is not exhaustive and will be used solely as a guideline, which is based on current knowledge of the chemical substance or mixture and is applicable to appropriate safety precautions for the product. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

The branding on the header and/or footer of this document may temporarily not visually match the product purchased as we transition our branding. However, all of the information in the document regarding the product remains unchanged and matches the product ordered. For further information please contact mlsbranding@sial.com.

Version: 8.10 Revision Date: 09/06/2024 Print Date: 09/07/2024

SAFETY DATA SHEET

Creation Date 03-Feb-2010 **Revision Date** 26-Mar-2024 **Revision Number** 3

1. Identification

Product Name **Trichloroethylene**

Cat No. : **L14474**

CAS No 79-01-6
Synonyms Triclene; Trichloroethene; Ethylene trichloride

Recommended Use Laboratory chemicals.
Uses advised against .

Details of the supplier of the safety data sheet

Company
Thermo Fisher Scientific Chemicals, Inc.
30 Bond Street
Ward Hill, MA 01835-8099
Tel: 800-343-0660
Fax: 800-322-4757

Emergency Telephone Number
For information **US** call: 001-800-227-6701 / **Europe** call: +32 14 57 52 11
Emergency Number **US:**001-201-796-7100 / **Europe:** +32 14 57 52 99
CHEMTREC Tel. No. **US:**001-800-424-9300 / **Europe:**001-703-527-3887

2. Hazard(s) identification

Classification
This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Skin Corrosion/Irritation	Category 2
Serious Eye Damage/Eye Irritation	Category 2
Skin Sensitization	Category 1
Germ Cell Mutagenicity	Category 2
Carcinogenicity	Category 1A
Specific target organ toxicity (single exposure)	Category 3
Target Organs - Central nervous system (CNS).	
Specific target organ toxicity - (repeated exposure)	Category 2
Target Organs - Kidney, Liver, Heart, spleen, Blood.	

Label Elements

Signal Word

Danger

Hazard Statements
Causes skin irritation
Causes serious eye irritation
May cause an allergic skin reaction
May cause drowsiness or dizziness
Suspected of causing genetic defects
May cause cancer
May cause damage to organs through prolonged or repeated exposure

Precautionary Statements
Prevention
Obtain special instructions before use
Do not handle until all safety precautions have been read and understood
Use personal protective equipment as required
Wash face, hands and any exposed skin thoroughly after handling
Contaminated work clothing should not be allowed out of the workplace
Do not breathe dust/fume/gas/mist/vapors/spray
Use only outdoors or in a well-ventilated area
Wear protective gloves/protective clothing/eye protection/face protection
Response
IF exposed or concerned: Get medical attention/advice
Inhalation
IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
Skin
IF ON SKIN: Wash with plenty of soap and water
Take off contaminated clothing and wash before reuse
If skin irritation or rash occurs: Get medical advice/attention
Eyes
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
If eye irritation persists: Get medical advice/attention
Storage
Store locked up
Store in a well-ventilated place. Keep container tightly closed
Disposal
Dispose of contents/container to an approved waste disposal plant
Hazards not otherwise classified (HNOC)
Harmful to aquatic life with long lasting effects
WARNING. Cancer and Reproductive Harm - https://www.p65warnings.ca.gov/.

3. Composition/Information on Ingredients

Component	CAS No	Weight %
Trichloroethylene	79-01-6	<=100

4. First-aid measures

General Advice Show this safety data sheet to the doctor in attendance. Immediate medical attention is required.

Eye Contact	In the case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
Skin Contact	Wash off immediately with plenty of water for at least 15 minutes. Immediate medical attention is required.
Inhalation	Remove to fresh air. If not breathing, give artificial respiration. Do not use mouth-to-mouth method if victim ingested or inhaled the substance; give artificial respiration with the aid of a pocket mask equipped with a one-way valve or other proper respiratory medical device. Immediate medical attention is required.
Ingestion	Do NOT induce vomiting. Call a physician or poison control center immediately.
Most important symptoms and effects	May cause allergic skin reaction. Inhalation of high vapor concentrations may cause symptoms like headache, dizziness, tiredness, nausea and vomiting: Symptoms of allergic reaction may include rash, itching, swelling, trouble breathing, tingling of the hands and feet, dizziness, lightheadedness, chest pain, muscle pain or flushing
Notes to Physician	Treat symptomatically

5. Fire-fighting measures

Suitable Extinguishing Media	Water spray, carbon dioxide (CO2), dry chemical, alcohol-resistant foam.
Unsuitable Extinguishing Media	No information available
Flash Point	No information available
Method -	No information available
Autoignition Temperature	410 °C / 770 °F
Explosion Limits	
Upper	44.8 vol %
Lower	8 vol %
Oxidizing Properties	Not oxidising
Sensitivity to Mechanical Impact	No information available
Sensitivity to Static Discharge	No information available

Specific Hazards Arising from the Chemical
Thermal decomposition can lead to release of irritating gases and vapors. Containers may explode when heated. Keep product and empty container away from heat and sources of ignition.

Hazardous Combustion Products
Chlorine. Phosgene. Carbon monoxide (CO). Carbon dioxide (CO_2). Hydrogen chloride gas.

Protective Equipment and Precautions for Firefighters
As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear. Thermal decomposition can lead to release of irritating gases and vapors.

NFPA

Health	Flammability	Instability	Physical hazards
2	1	0	N/A

6. Accidental release measures

Personal Precautions	Ensure adequate ventilation. Use personal protective equipment as required. Keep people away from and upwind of spill/leak. Evacuate personnel to safe areas.
Environmental Precautions	Should not be released into the environment. Do not flush into surface water or sanitary sewer system.

Methods for Containment and Clean Up Soak up with inert absorbent material. Keep in suitable, closed containers for disposal.

7. Handling and storage

Handling Wear personal protective equipment/face protection. Do not get in eyes, on skin, or on clothing. Use only under a chemical fume hood. Do not breathe mist/vapors/spray. Do not ingest. If swallowed then seek immediate medical assistance.

Storage. Keep containers tightly closed in a dry, cool and well-ventilated place. Protect from light. Do not store in aluminum containers. Incompatible Materials. Strong oxidizing agents. Strong bases. Amines. Alkali metals. Metals. .

8. Exposure controls / personal protection

Exposure Guidelines

Component	ACGIH TLV	OSHA PEL	NIOSH	Mexico OEL (TWA)
Trichloroethylene	TWA: 10 ppm STEL: 25 ppm	(Vacated) TWA: 50 ppm (Vacated) TWA: 270 mg/m³ Ceiling: 200 ppm (Vacated) STEL: 200 ppm (Vacated) STEL: 1080 mg/m³ TWA: 100 ppm	IDLH: 1000 ppm	TWA: 10 ppm STEL: 25 ppm

Legend

ACGIH - American Conference of Governmental Industrial Hygienists
OSHA - Occupational Safety and Health Administration
NIOSH: NIOSH - National Institute for Occupational Safety and Health

Engineering Measures Use only under a chemical fume hood. Ensure adequate ventilation, especially in confined areas. Ensure that eyewash stations and safety showers are close to the workstation location.

Personal Protective Equipment

Eye/face Protection Wear appropriate protective eyeglasses or chemical safety goggles as described by OSHA's eye and face protection regulations in 29 CFR 1910.133 or European Standard EN166.

Skin and body protection Wear appropriate protective gloves and clothing to prevent skin exposure.

Respiratory Protection Follow the OSHA respirator regulations found in 29 CFR 1910.134 or European Standard EN 149. Use a NIOSH/MSHA or European Standard EN 149 approved respirator if exposure limits are exceeded or if irritation or other symptoms are experienced.

Recommended Filter type: Organic gases and vapours filter. Type A. Brown. conforming to EN14387.

Hygiene Measures Handle in accordance with good industrial hygiene and safety practice.

9. Physical and chemical properties

Physical State	Liquid
Appearance	Colorless
Odor	Characteristic
Odor Threshold	No information available
pH	No information available
Melting Point/Range	-85 °C / -121 °F
Boiling Point/Range	87 °C / 188.6 °F

Flash Point	No information available
Evaporation Rate	0.69 (Carbon Tetrachloride = 1.0)
Flammability (solid,gas)	Not applicable
Flammability or explosive limits	
Upper	44.8 vol %
Lower	8 vol %
Vapor Pressure	77.3 mbar @ 20 °C
Vapor Density	4.5 (Air = 1.0)
Specific Gravity	1.460
Solubility	Insoluble in water
Partition coefficient; n-octanol/water	No data available
Autoignition Temperature	410 °C / 770 °F
Decomposition Temperature	> 120°C
Viscosity	0.55 mPa.s (25°C)
Molecular Formula	C2 H Cl3
Molecular Weight	131.39

10. Stability and reactivity

Reactive Hazard None known, based on information available

Stability Light sensitive.

Conditions to Avoid Incompatible products. Excess heat. Exposure to light. Exposure to moist air or water.

Incompatible Materials Strong oxidizing agents, Strong bases, Amines, Alkali metals, Metals,

Hazardous Decomposition Products Chlorine, Phosgene, Carbon monoxide (CO), Carbon dioxide (CO_2), Hydrogen chloride gas

Hazardous Polymerization Hazardous polymerization does not occur.

Hazardous Reactions None under normal processing.

11. Toxicological information

Acute Toxicity

Product Information

Component Information

Component	LD50 Oral	LD50 Dermal	LC50 Inhalation
Trichloroethylene	LD50 = 4920 mg/kg (Rat)	LD50 = 29000 mg/kg (Rabbit)	LC50 = 26 mg/L (Rat) 4 h

Toxicologically Synergistic Products No information available

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Irritation Irritating to eyes and skin

Sensitization May cause sensitization by skin contact

Carcinogenicity The table below indicates whether each agency has listed any ingredient as a carcinogen.

Component	CAS No	IARC	NTP	ACGIH	OSHA	Mexico
Trichloroethylene	79-01-6	Group 1	Known	A2	X	A2

IARC (International Agency for Research on Cancer)

NTP: (National Toxicity Program)

IARC (International Agency for Research on Cancer)
Group 1 - Carcinogenic to Humans
Group 2A - Probably Carcinogenic to Humans
Group 2B - Possibly Carcinogenic to Humans
NTP: (National Toxicity Program)
Known - Known Carcinogen
Reasonably Anticipated - Reasonably Anticipated to be a Human Carcinogen

ACGIH: (American Conference of Governmental Industrial Hygienists)

A1 - Known Human Carcinogen
A2 - Suspected Human Carcinogen
A3 - Animal Carcinogen
ACGIH: (American Conference of Governmental Industrial Hygienists)

Mutagenic Effects Mutagenic effects have occurred in humans.

Reproductive Effects No information available.

Developmental Effects No information available.

Teratogenicity No information available.

STOT - single exposure Central nervous system (CNS)
STOT - repeated exposure Kidney Liver Heart spleen Blood

Aspiration hazard No information available

Symptoms / effects,both acute and delayed Inhalation of high vapor concentrations may cause symptoms like headache, dizziness, tiredness, nausea and vomiting: Symptoms of allergic reaction may include rash, itching, swelling, trouble breathing, tingling of the hands and feet, dizziness, lightheadedness, chest pain, muscle pain or flushing

Endocrine Disruptor Information No information available

Other Adverse Effects The toxicological properties have not been fully investigated.

12. Ecological information

Ecotoxicity

Harmful to aquatic organisms, may cause long-term adverse effects in the aquatic environment. Do not empty into drains. The product contains following substances which are hazardous for the environment. Contains a substance which is:. Harmful to aquatic organisms. Toxic to aquatic organisms.

Component	Freshwater Algae	Freshwater Fish	Microtox	Water Flea
Trichloroethylene	EC50: = 175 mg/L, 96h (Pseudokirchneriella subcapitata) EC50: = 450 mg/L, 96h (Desmodesmus subspicatus)	LC50: 31.4 - 71.8 mg/L, 96h flow-through (Pimephales promelas) LC50: 39 - 54 mg/L, 96h static (Lepomis macrochirus)	EC50 = 0.81 mg/L 24 h EC50 = 115 mg/L 10 min EC50 = 190 mg/L 15 min EC50 = 235 mg/L 24 h EC50 = 410 mg/L 24 h EC50 = 975 mg/L 5 min	EC50: = 2.2 mg/L, 48h (Daphnia magna)

Persistence and Degradability Persistence is unlikely based on information available.

Bioaccumulation/ Accumulation No information available.

Mobility Will likely be mobile in the environment due to its volatility.

Component	log Pow
Trichloroethylene	2.4

13. Disposal considerations

Waste Disposal Methods Chemical waste generators must determine whether a discarded chemical is classified as a hazardous waste. Chemical waste generators must also consult local, regional, and national hazardous waste regulations to ensure complete and accurate classification.

Component	RCRA - U Series Wastes	RCRA - P Series Wastes
Trichloroethylene - 79-01-6	U228	-

14. Transport information

DOT

UN-No UN1710

Proper Shipping Name TRICHLOROETHYLENE
Hazard Class 6.1
Packing Group III

TDG

UN-No UN1710
Proper Shipping Name TRICHLOROETHYLENE
Hazard Class 6.1
Packing Group III

IATA

UN-No UN1710
Proper Shipping Name TRICHLOROETHYLENE
Hazard Class 6.1
Packing Group III

IMDG/IMO

UN-No UN1710
Proper Shipping Name TRICHLOROETHYLENE
Hazard Class 6.1
Packing Group III

15. Regulatory information

United States of America Inventory

Component	CAS No	TSCA	TSCA Inventory notification - Active-Inactive	TSCA - EPA Regulatory Flags
Trichloroethylene	79-01-6	X	ACTIVE	R;S

Legend:
TSCA US EPA (TSCA) - Toxic Substances Control Act, (40 CFR Part 710)
X - Listed
'-' - Not Listed
R - Indicates a substance that is the subject of a Section 6 risk management rule under TSCA.

TSCA - Per 40 CFR 751, Regulation of Certain Chemical Substances & Mixtures, Under TSCA Section 6(h) (PBT) Not applicable

TSCA 12(b) - Notices of Export

Component	CAS No	**TSCA 12(b)** - Notices of Export
Trichloroethylene	79-01-6	Section 5 Section 6

International Inventories
Canada (DSL/NDSL), Europe (EINECS/ELINCS/NLP), Philippines (PICCS), Japan (ENCS), Japan (ISHL), Australia (AICS), China (IECSC), Korea (KECL).

Component	CAS No	DSL	NDSL	EINECS	PICCS	ENCS	ISHL	AICS	IECSC	KECL
Trichloroethylene	79-01-6	X	-	201-167-4	X	X	X	X	X	X

KECL - NIER number or KE number (http://ncis.nier.go.kr/en/main.do)

U.S. Federal Regulations

SARA 313
Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product contains a chemical or chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372.

Component	CAS No	Weight %	SARA 313 - Threshold Values %	SARA 313 - Reporting threasholds
Trichloroethylene	79-01-6	<=100	0.1 %	-

SARA 311/312 Hazard Categories

Should this product meet EPCRA 311/312 Tier reporting criteria at 40 CFR 370, refer to Section 2 of this SDS for appropriate classifications.

CWA (Clean Water Act)

Component	CWA - Hazardous Substances	CWA - Reportable Quantities	CWA - Toxic Pollutants	CWA - Priority Pollutants
Trichloroethylene	X	100 lb	X	X

Clean Air Act

Component	HAPS Data	Class 1 Ozone Depletors	Class 2 Ozone Depletors
Trichloroethylene	X		-

OSHA - Occupational Safety and Health Administration Not applicable

CERCLA

This material, as supplied, contains one or more substances regulated as a hazardous substance under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302) or the Superfund Amendments and Reauthorization Act (SARA) (40 CFR 355).

Component	Hazardous Substances RQs	CERCLA Extremely Hazardous Substances RQs	SARA Reportable Quantity (RQ)
Trichloroethylene	100 lb	-	100 lb 45.4 kg

California Proposition 65 This product contains the following Proposition 65 chemicals.

Component	CAS No	California Prop. 65	Prop 65 NSRL	Category
Trichloroethylene	79-01-6	Carcinogen Developmental Male Reproductive	14 µg/day 50 µg/day	Developmental Carcinogen

U.S. State Right-to-Know Regulations

Component	Massachusetts	New Jersey	Pennsylvania	Illinois	Rhode Island
Trichloroethylene	X	X	X	X	X

U.S. Department of Transportation

Reportable Quantity (RQ): Y
DOT Marine Pollutant N
DOT Severe Marine Pollutant N

U.S. Department of Homeland Security This product does not contain any DHS chemicals.

Other International Regulations

Mexico - Grade No information available

Authorisation/Restrictions according to EU REACH

Component	CAS No	REACH (1907/2006) - Annex XIV - Substances Subject to Authorization	REACH (1907/2006) - Annex XVII - Restrictions on Certain Dangerous Substances	REACH Regulation (EC 1907/2006) article 59 - Candidate List of Substances of Very High Concern (SVHC)
Trichloroethylene	79-01-6	Carcinogenic Category 1B,Article 57 Application date: October	Use restricted. See item 28. (see link for restriction	SVHC Candidate list - 201-167-4 - Carcinogenic, Article 57a

		21, 2014 Sunset date: April 21, 2016 Exemption - None	details) Use restricted. See item 75. (see link for restriction details)	

After the sunset date the use of this substance requires either an authorization or can only be used for exempted uses, e.g. use in scientific research and development which includes routine analytics or use as intermediate.

REACH links
https://echa.europa.eu/authorisation-list
https://echa.europa.eu/substances-restricted-under-reach
https://echa.europa.eu/candidate-list-table

Safety, health and environmental regulations/legislation specific for the substance or mixture

Component	CAS No	OECD HPV	Persistent Organic Pollutant	Ozone Depletion Potential	Restriction of Hazardous Substances (RoHS)
Trichloroethylene	79-01-6	Listed	Not applicable	Not applicable	Not applicable

Contains component(s) that meet a 'definition' of per & poly fluoroalkyl substance (PFAS)?
Not applicable

Other International Regulations

Component	CAS No	Seveso III Directive (2012/18/EC) - Qualifying Quantities for Major Accident Notification	Seveso III Directive (2012/18/EC) - Qualifying Quantities for Safety Report Requirements	Rotterdam Convention (PIC)	Basel Convention (Hazardous Waste)
Trichloroethylene	79-01-6	Not applicable	Not applicable	Not applicable	Annex I - Y45

16. Other information

Prepared By
Health, Safety and Environmental Department
Email: chem.techinfo@thermofisher.com
www.thermofisher.com

Creation Date 03-Feb-2010
Revision Date 26-Mar-2024
Print Date 26-Mar-2024
Revision Summary New emergency telephone response service provider.

Disclaimer
The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text

End of SDS

SAFETY DATA SHEET

Creation Date 11-Jun-2009 **Revision Date** 13-Oct-2023 **Revision Number** 9

1. Identification

Product Name **Toluene**

Cat No. : **T290-1; T290-1LC; T290-4; T290RS-19; T290RS-28; T290RS-200; T290N2-19; T290SK-1; T290SK-4; T290SS-28; T290SS-50; T290SS-115; T290SS-200; NC0112455; NC1089193; T290RS1350; T290RS50**

CAS No 108-88-3
Synonyms Tol; Methylbenzene

Recommended Use Laboratory chemicals.
Uses advised against Food, drug, pesticide or biocidal product use.

Details of the supplier of the safety data sheet

Company
Fisher Scientific Company
One Reagent Lane
Fair Lawn, NJ 07410
Tel: (201) 796-7100

Emergency Telephone Number
CHEMTREC®, Inside the USA: 800-424-9300
CHEMTREC®, Outside the USA: 001-703-527-3887

2. Hazard(s) identification

Classification
This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Flammable liquids	Category 2
Skin Corrosion/Irritation	Category 2
Serious Eye Damage/Eye Irritation	Category 2
Reproductive Toxicity	Category 2
Specific target organ toxicity (single exposure)	Category 3
Target Organs - Respiratory system, Central nervous system (CNS).	
Specific target organ toxicity - (repeated exposure)	Category 2
Target Organs - Kidney, Liver, spleen, Blood, Neurological effects, Eyes, Ears.	
Aspiration Toxicity	Category 1

Label Elements

Signal Word

Danger

Hazard Statements
Highly flammable liquid and vapor
May be fatal if swallowed and enters airways
Causes skin irritation
Causes serious eye irritation
May cause drowsiness or dizziness
Suspected of damaging the unborn child
May cause damage to organs through prolonged or repeated exposure

Precautionary Statements
Prevention
Obtain special instructions before use
Do not handle until all safety precautions have been read and understood
Use personal protective equipment as required
Wash face, hands and any exposed skin thoroughly after handling
Wear eye/face protection
Do not breathe dust/fume/gas/mist/vapors/spray
Use only outdoors or in a well-ventilated area
Keep away from heat/sparks/open flames/hot surfaces. - No smoking
Keep container tightly closed
Ground/bond container and receiving equipment
Use explosion-proof electrical/ventilating/lighting equipment
Use only non-sparking tools
Take precautionary measures against static discharge
Keep cool
Response
IF exposed or concerned: Get medical attention/advice
Inhalation
IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
Skin
If skin irritation occurs: Get medical advice/attention
IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower
Wash contaminated clothing before reuse
Eyes
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
If eye irritation persists: Get medical advice/attention
Ingestion
IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician
Do NOT induce vomiting
Fire
In case of fire: Use CO2, dry chemical, or foam for extinction
Storage
Store locked up
Store in a well-ventilated place. Keep container tightly closed
Disposal
Dispose of contents/container to an approved waste disposal plant
Hazards not otherwise classified (HNOC)
Harmful to aquatic life with long lasting effects
WARNING. Reproductive Harm - https://www.p65warnings.ca.gov/.

3. Composition/Information on Ingredients

Component	CAS No	Weight %
Toluene	108-88-3	<=100

4. First-aid measures

General Advice If symptoms persist, call a physician.

Eye Contact Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Get medical attention.

Skin Contact Wash off immediately with plenty of water for at least 15 minutes. If skin irritation persists, call a physician.

Inhalation Remove to fresh air. If not breathing, give artificial respiration. Get medical attention if symptoms occur. Risk of serious damage to the lungs (by aspiration).

Ingestion Clean mouth with water and drink afterwards plenty of water. Do NOT induce vomiting. Call a physician or poison control center immediately. If vomiting occurs naturally, have victim lean forward.

Most important symptoms and effects Difficulty in breathing. Causes central nervous system depression: Inhalation of high vapor concentrations may cause symptoms like headache, dizziness, tiredness, nausea and vomiting

Notes to Physician Treat symptomatically

5. Fire-fighting measures

Suitable Extinguishing Media Water spray, carbon dioxide (CO2), dry chemical, alcohol-resistant foam. Water mist may be used to cool closed containers.

Unsuitable Extinguishing Media No information available

Flash Point 4 °C / 39.2 °F

Method - No information available

Autoignition Temperature 535 °C / 995 °F

Explosion Limits
Upper 7.1 vol %
Lower 1.1 vol %

Oxidizing Properties Not oxidising

Sensitivity to Mechanical Impact No information available
Sensitivity to Static Discharge No information available

Specific Hazards Arising from the Chemical
Flammable. Containers may explode when heated. Vapors may form explosive mixtures with air. Vapors may travel to source of ignition and flash back.

Hazardous Combustion Products
Carbon monoxide (CO). Carbon dioxide (CO_2).
Protective Equipment and Precautions for Firefighters
As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

NFPA

Health	Flammability	Instability	Physical hazards
3	3	0	N/A

6. Accidental release measures

Personal Precautions Use personal protective equipment as required. Ensure adequate ventilation. Remove all sources of ignition. Take precautionary measures against static discharges.

Environmental Precautions Do not flush into surface water or sanitary sewer system.

Methods for Containment and Clean Up Soak up with inert absorbent material. Keep in suitable, closed containers for disposal. Remove all sources of ignition. Use spark-proof tools and explosion-proof equipment.

7. Handling and storage

Handling Wear personal protective equipment/face protection. Do not get in eyes, on skin, or on clothing. Avoid ingestion and inhalation. Ensure adequate ventilation. Keep away from open flames, hot surfaces and sources of ignition. Use only non-sparking tools. To avoid ignition of vapors by static electricity discharge, all metal parts of the equipment must be grounded. Take precautionary measures against static discharges.

Storage. Keep containers tightly closed in a dry, cool and well-ventilated place. Flammables area. Keep away from heat, sparks and flame. Incompatible Materials. Strong oxidizing agents. Strong acids. Strong bases. Halogenated compounds.

8. Exposure controls / personal protection

Exposure Guidelines

Component	ACGIH TLV	OSHA PEL	NIOSH	Mexico OEL (TWA)
Toluene	TWA: 20 ppm	(Vacated) TWA: 100 ppm (Vacated) TWA: 375 mg/m³ Ceiling: 300 ppm (Vacated) STEL: 150 ppm (Vacated) STEL: 560 mg/m³ TWA: 200 ppm	IDLH: 500 ppm TWA: 100 ppm TWA: 375 mg/m³ STEL: 150 ppm STEL: 560 mg/m³	TWA: 20 ppm

Legend

ACGIH - American Conference of Governmental Industrial Hygienists
OSHA - Occupational Safety and Health Administration
NIOSH: NIOSH - National Institute for Occupational Safety and Health

Engineering Measures Ensure that eyewash stations and safety showers are close to the workstation location. Use explosion-proof electrical/ventilating/lighting equipment. Ensure adequate ventilation, especially in confined areas.

Personal Protective Equipment

Eye/face Protection Wear appropriate protective eyeglasses or chemical safety goggles as described by OSHA's eye and face protection regulations in 29 CFR 1910.133 or European Standard EN166.

Skin and body protection Wear appropriate protective gloves and clothing to prevent skin exposure.

Respiratory Protection Follow the OSHA respirator regulations found in 29 CFR 1910.134 or European Standard EN 149. Use a NIOSH/MSHA or European Standard EN 149 approved respirator if exposure limits are exceeded or if irritation or other symptoms are experienced.

Recommended Filter type: Organic gases and vapours filter. Type A. Brown. conforming to EN14387.

Hygiene Measures Handle in accordance with good industrial hygiene and safety practice.

9. Physical and chemical properties

Physical State	Liquid
Appearance	Colorless
Odor	aromatic
Odor Threshold	1.74 ppm
pH	No information available
Melting Point/Range	-95 °C / -139 °F
Boiling Point/Range	111 °C / 231.8 °F @ 760 mmHg
Flash Point	4 °C / 39.2 °F
Evaporation Rate	2.4 (Butyl acetate = 1.0)
Flammability (solid,gas)	Not applicable
Flammability or explosive limits	
Upper	7.1 vol %
Lower	1.1 vol %
Vapor Pressure	29 mbar @ 20 °C
Vapor Density	3.1
Specific Gravity	0.866
Solubility	Insoluble in water
Partition coefficient; n-octanol/water	No data available
Autoignition Temperature	535 °C / 995 °F
Decomposition Temperature	No information available
Viscosity	0.6 mPa.s @ 20 °C
Molecular Formula	C7 H8
Molecular Weight	92.14

10. Stability and reactivity

Reactive Hazard None known, based on information available

Stability Stable under normal conditions.

Conditions to Avoid Incompatible products. Excess heat. Keep away from open flames, hot surfaces and sources of ignition.

Incompatible Materials Strong oxidizing agents, Strong acids, Strong bases, Halogenated compounds

Hazardous Decomposition Products Carbon monoxide (CO), Carbon dioxide (CO_2)

Hazardous Polymerization Hazardous polymerization does not occur.

Hazardous Reactions None under normal processing.

11. Toxicological information

Acute Toxicity

Product Information

Component Information

Component	LD50 Oral	LD50 Dermal	LC50 Inhalation
Toluene	> 5000 mg/kg (Rat)	12000 mg/kg (Rabbit)	26700 ppm (Rat) 1 h

Toxicologically Synergistic Products No information available

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Irritation Irritating to eyes, respiratory system and skin

Sensitization No information available

Carcinogenicity The table below indicates whether each agency has listed any ingredient as a carcinogen.

Component	CAS No	IARC	NTP	ACGIH	OSHA	Mexico
Toluene	108-88-3	Not listed	Not listed	Not listed	Not listed	Not listed

Mutagenic Effects Not mutagenic in AMES Test

Reproductive Effects Experiments have shown reproductive toxicity effects on laboratory animals.

Developmental Effects Developmental effects have occurred in experimental animals.

Teratogenicity Possible risk of harm to the unborn child.

STOT - single exposure Respiratory system Central nervous system (CNS)
STOT - repeated exposure Kidney Liver spleen Blood Neurological effects Eyes Ears

Aspiration hazard No information available

Symptoms / effects,both acute and delayed Causes central nervous system depression: Inhalation of high vapor concentrations may cause symptoms like headache, dizziness, tiredness, nausea and vomiting

Endocrine Disruptor Information No information available

Other Adverse Effects The toxicological properties have not been fully investigated.

12. Ecological information

Ecotoxicity

The product contains following substances which are hazardous for the environment. Contains a substance which is:. Toxic to aquatic organisms.

Component	Freshwater Algae	Freshwater Fish	Microtox	Water Flea
Toluene	EC50: = 12.5 mg/L, 72h static (Pseudokirchneriella subcapitata) EC50: > 433 mg/L, 96h (Pseudokirchneriella subcapitata)	50-70 mg/L LC50 96 h 5-7 mg/L LC50 96 h 15-19 mg/L LC50 96 h 28 mg/L LC50 96 h 12 mg/L LC50 96 h	EC50 = 19.7 mg/L 30 min	EC50: = 11.5 mg/L, 48h (Daphnia magna) EC50: 5.46 - 9.83 mg/L, 48h Static (Daphnia magna)

Persistence and Degradability Persistence is unlikely

Bioaccumulation/ Accumulation No information available.

Mobility Is not likely mobile in the environment due its low water solubility.

Component	log Pow
Toluene	2.73

13. Disposal considerations

Waste Disposal Methods Chemical waste generators must determine whether a discarded chemical is classified as a hazardous waste. Chemical waste generators must also consult local, regional, and national hazardous waste regulations to ensure complete and accurate classification.

Component	RCRA - U Series Wastes	RCRA - P Series Wastes
Toluene - 108-88-3	U220	-

14. Transport information

DOT

UN-No UN1294
Proper Shipping Name TOLUENE

Hazard Class 3
Packing Group II

TDG
UN-No UN1294
Proper Shipping Name TOLUENE
Hazard Class 3
Packing Group II

IATA
UN-No UN1294
Proper Shipping Name TOLUENE
Hazard Class 3
Packing Group II

IMDG/IMO
UN-No UN1294
Proper Shipping Name TOLUENE
Hazard Class 3
Packing Group II

15. Regulatory information

United States of America Inventory

Component	CAS No	TSCA	TSCA Inventory notification - Active-Inactive	TSCA - EPA Regulatory Flags
Toluene	108-88-3	X	ACTIVE	-

Legend:
TSCA US EPA (TSCA) - Toxic Substances Control Act, (40 CFR Part 710)
X - Listed
'-' - Not Listed

TSCA - Per 40 CFR 751, Regulation of Certain Chemical Substances & Mixtures, Under TSCA Section 6(h) (PBT) Not applicable

TSCA 12(b) - Notices of Export Not applicable

International Inventories
Canada (DSL/NDSL), Europe (EINECS/ELINCS/NLP), Philippines (PICCS), Japan (ENCS), Japan (ISHL), Australia (AICS), China (IECSC), Korea (KECL).

Component	CAS No	DSL	NDSL	EINECS	PICCS	ENCS	ISHL	AICS	IECSC	KECL
Toluene	108-88-3	X	-	203-625-9	X	X	X	X	X	KE-33936

KECL - NIER number or KE number (http://ncis.nier.go.kr/en/main.do)

U.S. Federal Regulations

SARA 313

Component	CAS No	Weight %	SARA 313 - Threshold Values %
Toluene	108-88-3	<=100	1.0

SARA 311/312 Hazard Categories See section 2 for more information

CWA (Clean Water Act)

Component	CWA - Hazardous Substances	CWA - Reportable Quantities	CWA - Toxic Pollutants	CWA - Priority Pollutants
Toluene	X	1000 lb	X	X

Clean Air Act

Component	HAPS Data	Class 1 Ozone Depletors	Class 2 Ozone Depletors

Toluene	X		-

OSHA - Occupational Safety and Health Administration: Not applicable

CERCLA: This material, as supplied, contains one or more substances regulated as a hazardous substance under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (40 CFR 302)

Component	Hazardous Substances RQs	CERCLA EHS RQs
Toluene	1000 lb 1 lb	-

California Proposition 65: This product contains the following Proposition 65 chemicals.

Component	CAS No	California Prop. 65	Prop 65 NSRL	Category
Toluene	108-88-3	Developmental	-	Developmental

U.S. State Right-to-Know Regulations

Component	Massachusetts	New Jersey	Pennsylvania	Illinois	Rhode Island
Toluene	X	X	X	X	X

U.S. Department of Transportation

Reportable Quantity (RQ): Y
DOT Marine Pollutant N
DOT Severe Marine Pollutant N

U.S. Department of Homeland Security: This product does not contain any DHS chemicals.

Other International Regulations

Mexico - Grade: Serious risk, Grade 3

Authorisation/Restrictions according to EU REACH

Component	CAS No	REACH (1907/2006) - Annex XIV - Substances Subject to Authorization	REACH (1907/2006) - Annex XVII - Restrictions on Certain Dangerous Substances	REACH Regulation (EC 1907/2006) article 59 - Candidate List of Substances of Very High Concern (SVHC)
Toluene	108-88-3	-	Use restricted. See item 48. (see link for restriction details) Use restricted. See item 75. (see link for restriction details)	-

REACH links
https://echa.europa.eu/substances-restricted-under-reach

Safety, health and environmental regulations/legislation specific for the substance or mixture

Component	CAS No	OECD HPV	Persistent Organic Pollutant	Ozone Depletion Potential	Restriction of Hazardous Substances (RoHS)
Toluene	108-88-3	Listed	Not applicable	Not applicable	Not applicable

Contains component(s) that meet a 'definition' of per & poly fluoroalkyl substance (PFAS)?
Not applicable

Other International Regulations

Component	CAS No	Seveso III Directive (2012/18/EC) - Qualifying Quantities for Major Accident Notification	Seveso III Directive (2012/18/EC) - Qualifying Quantities for Safety Report Requirements	Rotterdam Convention (PIC)	Basel Convention (Hazardous Waste)
Toluene	108-88-3	Not applicable	Not applicable	Not applicable	Annex I - Y42

16. Other information

Prepared By
Regulatory Affairs
Thermo Fisher Scientific
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Creation Date 11-Jun-2009
Revision Date 13-Oct-2023
Print Date 13-Oct-2023
Revision Summary This document has been updated to comply with the US OSHA HazCom 2012 Standard replacing the current legislation under 29 CFR 1910.1200 to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Disclaimer
The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text

End of SDS

SAFETY DATA SHEET

Version 6.7
Revision Date 12/21/2023
Print Date 01/28/2024

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifiers

Product name : Alconox® detergent

Product Number : Z273228
Brand : Aldrich

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich Inc.
3050 SPRUCE ST
ST. LOUIS MO 63103
UNITED STATES

Telephone : +1 314 771-5765
Fax : +1 800 325-5052

1.4 Emergency telephone

Emergency Phone # : 800-424-9300 CHEMTREC (USA) +1-703-527-3887 CHEMTREC (International) 24 Hours/day; 7 Days/week

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

Skin irritation (Category 2), H315
Serious eye damage (Category 1), H318
Specific target organ toxicity - repeated exposure (Category 2), Respiratory Tract, H373
Short-term (acute) aquatic hazard (Category 3), H402

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram

Signal Word Danger

Hazard Statements

H315	Causes skin irritation.
H318	Causes serious eye damage.
H373	May cause damage to organs (Respiratory Tract) through prolonged or repeated exposure.
H402	Harmful to aquatic life.

Precautionary Statements

P260	Do not breathe dust.
P264	Wash skin thoroughly after handling.
P273	Avoid release to the environment.
P280	Wear protective gloves/ eye protection/ face protection.
P302 + P352	IF ON SKIN: Wash with plenty of soap and water.
P305 + P351 + P338 + P310	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER/ doctor.
P314	Get medical advice/ attention if you feel unwell.
P332 + P313	If skin irritation occurs: Get medical advice/ attention.
P362	Take off contaminated clothing and wash before reuse.
P501	Dispose of contents/ container to an approved waste disposal plant.

2.3 Hazards not otherwise classified (HNOC) or not covered by GHS - none

SECTION 3: Composition/information on ingredients

3.2 Mixtures

Component		Classification	Concentration
n-alkylbenzenesulfonic acid, sodium salts			
CAS-No. EC-No. Registration number	68411-30-3 270-115-0 01-2119489428-22-XXXX	Acute Tox. 4; Skin Irrit. 2; Eye Dam. 1; Aquatic Acute 2; Aquatic Chronic 3; H302, H315, H318, H401, H412	>= 10 - < 20 %
sodium carbonate			
CAS-No. EC-No. Index-No. Registration number	497-19-8 207-838-8 011-005-00-2 01-2119485498-19-XXXX	Eye Irrit. 2A; H319	>= 10 - < 20 %
tetrasodium diphosphate			
CAS-No. EC-No. Registration number	7722-88-5 231-767-1 01-2119489794-17-XXXX	Acute Tox. 4; Eye Dam. 1; H302, H318	>= 10 - < 20 %

Sulfuric acid, mono-C12-14-alkyl esters, sodium salts			
CAS-No. EC-No.	85586-07-8 287-809-4	Aquatic Acute 2; Aquatic Chronic 3; H401, H412	>= 1 - < 5 %
Ethylenedinitrilotetraacetic acid,Tetrasodiumsalt			
CAS-No. EC-No. Index-No. Registration number	64-02-8 200-573-9 607-428-00-2 01-2119486762-27-XXXX	Acute Tox. 4; Eye Dam. 1; STOT RE 2; H302, H332, H318, H373	>= 1 - < 5 %

For the full text of the H-Statements mentioned in this Section, see Section 16.

SECTION 4: First aid measures

4.1 Description of first-aid measures

General advice
Show this material safety data sheet to the doctor in attendance.

If inhaled
After inhalation: fresh air.

In case of skin contact
In case of skin contact: Take off immediately all contaminated clothing. Rinse skin with water/ shower.

In case of eye contact
After eye contact: rinse out with plenty of water. Immediately call in ophthalmologist. Remove contact lenses.

If swallowed
After swallowing: immediately make victim drink water (two glasses at most). Consult a physician.

4.2 Most important symptoms and effects, both acute and delayed

The most important known symptoms and effects are described in the labelling (see section 2.2) and/or in section 11

4.3 Indication of any immediate medical attention and special treatment needed

No data available

SECTION 5: Firefighting measures

5.1 Extinguishing media

Suitable extinguishing media
Water Foam Carbon dioxide (CO2) Dry powder

Unsuitable extinguishing media
For this substance/mixture no limitations of extinguishing agents are given.

5.2 Special hazards arising from the substance or mixture

Carbon oxides
Oxides of phosphorus
Sodium oxides
Carbon oxides
Nitrogen oxides (NOx)
Oxides of phosphorus
Sodium oxides
Mixture with combustible ingredients.
Development of hazardous combustion gases or vapours possible in the event of fire.

5.3 Advice for firefighters

Stay in danger area only with self-contained breathing apparatus. Prevent skin contact by keeping a safe distance or by wearing suitable protective clothing.

5.4 Further information

Suppress (knock down) gases/vapors/mists with a water spray jet. Prevent fire extinguishing water from contaminating surface water or the ground water system.

SECTION 6: Accidental release measures

6.1 Personal precautions, protective equipment and emergency procedures

Advice for non-emergency personnel: Avoid inhalation of dusts. Avoid substance contact. Ensure adequate ventilation. Evacuate the danger area, observe emergency procedures, consult an expert.
For personal protection see section 8.

6.2 Environmental precautions

Do not let product enter drains.

6.3 Methods and materials for containment and cleaning up

Cover drains. Collect, bind, and pump off spills. Observe possible material restrictions (see sections 7 and 10). Take up dry. Dispose of properly. Clean up affected area. Avoid generation of dusts.

6.4 Reference to other sections

For disposal see section 13.

SECTION 7: Handling and storage

7.1 Precautions for safe handling

For precautions see section 2.2.

7.2 Conditions for safe storage, including any incompatibilities

Storage conditions
Tightly closed. Dry.

Storage class
Storage class (TRGS 510): 11: Combustible Solids

7.3 Specific end use(s)

Apart from the uses mentioned in section 1.2 no other specific uses are stipulated

SECTION 8: Exposure controls/personal protection

8.1 Control parameters

Ingredients with workplace control parameters

Component	CAS-No.	Value	Control parameters	Basis
tetrasodium diphosphate	7722-88-5	TWA	5 mg/m3	USA. NIOSH Recommended Exposure Limits
		PEL	5 mg/m3	California permissible exposure limits for chemical contaminants (Title 8, Article 107)

8.2 Exposure controls

Appropriate engineering controls

Immediately change contaminated clothing. Apply preventive skin protection. Wash hands and face after working with substance.

Personal protective equipment

Eye/face protection

Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU). Tightly fitting safety goggles

Skin protection

Handle with impervious gloves.

This recommendation applies only to the product stated in the safety data sheet, supplied by us and for the designated use. When dissolving in or mixing with other substances and under conditions deviating from those stated in EN 16523-1 please contact the supplier of CE-approved gloves (e.g. KCL GmbH, D-36124 Eichenzell, Internet: www.kcl.de).

Full contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

Splash contact
Material: Nitrile rubber
Minimum layer thickness: 0.11 mm
Break through time: 480 min
Material tested:KCL 741 Dermatril® L

Body Protection
protective clothing

Respiratory protection
Recommended Filter type: Filter type P2
The entrepeneur has to ensure that maintenance, cleaning and testing of respiratory protective devices are carried out according to the instructions of the producer. These measures have to be properly documented.
required when dusts are generated.
Our recommendations on filtering respiratory protection are based on the following standards: DIN EN 143, DIN 14387 and other accompanying standards relating to the used respiratory protection system.

Control of environmental exposure
Do not let product enter drains.

SECTION 9: Physical and chemical properties

9.1 Information on basic physical and chemical properties

a)	Appearance	Form: solid
b)	Odor	No data available
c)	Odor Threshold	No data available
d)	pH	No data available
e)	Melting point/freezing point	No data available
f)	Initial boiling point and boiling range	No data available
g)	Flash point	()No data available
h)	Evaporation rate	No data available
i)	Flammability (solid, gas)	No data available
j)	Upper/lower flammability or explosive limits	No data available
k)	Vapor pressure	No data available
l)	Vapor density	No data available
m)	Density	No data available
	Relative density	No data available
n)	Water solubility	No data available
o)	Partition coefficient: n-octanol/water	No data available
p)	Autoignition	No data available

	temperature	
q)	Decomposition temperature	No data available
r)	Viscosity	No data available
s)	Explosive properties	Not classified as explosive.
t)	Oxidizing properties	none

9.2 Other safety information
No data available

SECTION 10: Stability and reactivity

10.1 Reactivity
The following applies in general to flammable organic substances and mixtures: in correspondingly fine distribution, when whirled up a dust explosion potential may generally be assumed.

10.2 Chemical stability
The product is chemically stable under standard ambient conditions (room temperature) .

10.3 Possibility of hazardous reactions
No data available

10.4 Conditions to avoid
no information available

10.5 Incompatible materials
Strong oxidizing agents

10.6 Hazardous decomposition products
In the event of fire: see section 5

SECTION 11: Toxicological information

11.1 Information on toxicological effects

Mixture

Acute toxicity
Oral: No data available
Acute toxicity estimate Oral - 2,173 mg/kg
(Calculation method)
Symptoms: Irritations of mucous membranes in the mouth, pharynx, oesophagus and gastrointestinal tract.
Acute toxicity estimate Inhalation - 4 h - 150 mg/l - dust/mist(Calculation method)

Symptoms: Possible symptoms:, mucosal irritations
Dermal: No data available

Acute toxicity estimate Dermal - > 5,000 mg/kg
(Calculation method)

Skin corrosion/irritation
Remarks: Mixture causes skin irritation.

Serious eye damage/eye irritation
Remarks: Mixture causes serious eye damage.

Respiratory or skin sensitization
No data available

Germ cell mutagenicity
No data available

Carcinogenicity

IARC: No ingredient of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.

NTP: No ingredient of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.

OSHA: No component of this product present at levels greater than or equal to 0.1% is on OSHA's list of regulated carcinogens.

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
Mixture may cause damage to organs through prolonged or repeated exposure.
- Respiratory Tract

Aspiration hazard
No data available

11.2 Additional Information

irritant effects, To the best of our knowledge, the chemical, physical, and toxicological properties have not been thoroughly investigated.
Other dangerous properties can not be excluded.

Handle in accordance with good industrial hygiene and safety practice.

Components

n-alkylbenzenesulfonic acid, sodium salts

Acute toxicity
LD50 Oral - Rat - male and female - 1,080 mg/kg
(OECD Test Guideline 401)
Inhalation: No data available

LD50 Dermal - Rat - male and female - > 2,000 mg/kg
(OECD Test Guideline 402)

Skin corrosion/irritation
Skin - Rabbit
Result: irritating - 4 h
(OECD Test Guideline 404)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Irreversible effects on the eye - 72 h
(OECD Test Guideline 405)

Respiratory or skin sensitization
Maximization Test - Guinea pig
Result: Does not cause skin sensitization.
(OECD Test Guideline 406)

Germ cell mutagenicity
Test Type: In vitro mammalian cell gene mutation test
Result: negative
Test Type: Ames test
Test system: Salmonella typhimurium
Result: negative
Test Type: Mutagenicity (mammal cell test): chromosome aberration.
Result: Positive results were obtained in some in vitro tests.
Species: Mouse - male - Bone marrow
Result: negative
Remarks: (ECHA)

Carcinogenicity
No data available

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure

Aspiration hazard
No data available

sodium carbonate

Acute toxicity
LD50 Oral - Rat - male and female - 2,800 mg/kg
Remarks: (ECHA)
Inhalation: No data available

LD50 Dermal - Rabbit - > 2,000 mg/kg
(US-EPA)

Skin corrosion/irritation
Skin - Rabbit
Result: No skin irritation - 4 h
(OECD Test Guideline 404)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Eye irritation
(US-EPA)

Respiratory or skin sensitization
No data available

Germ cell mutagenicity
No data available

Carcinogenicity
No data available

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
No data available

Aspiration hazard
No data available

tetrasodium diphosphate

Acute toxicity
LD50 Oral - Rat - female - > 300 - < 2,000 mg/kg
(OECD Test Guideline 420)
LC50 Inhalation - Rat - male and female - 4 h - > 0.58 mg/l - dust/mist
(OECD Test Guideline 403)
Remarks: (highest concentration to be prepared)
The value is given in analogy to the following substances: Disodium pyrophosphate
LD50 Dermal - Rabbit - male and female - > 2,000 mg/kg
(US-EPA)

Skin corrosion/irritation
Skin - Rabbit
Result: No skin irritation - 4 h
(OECD Test Guideline 404)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Irreversible effects on the eye - 4 h

(OECD Test Guideline 405)

Respiratory or skin sensitization
Local lymph node assay (LLNA) - Mouse
Result: negative
(OECD Test Guideline 429)
Remarks: The value is given in analogy to the following substances: Disodium pyrophosphate

Germ cell mutagenicity
Test Type: gene mutation test
Test system: Mouse lymphoma test
Result: negative
Test Type: Micronucleus test
Test system: lymphocyte
Result: negative

Carcinogenicity
No data available

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure

Aspiration hazard
No data available

Sulfuric acid, mono-C12-14-alkyl esters, sodium salts

Acute toxicity
LD50 Oral - Rat - female - > 2,000 mg/kg
(OECD Test Guideline 420)
Inhalation: No data available
LD50 Dermal - Rat - > 2,000 mg/kg
(OECD Test Guideline 402)

Skin corrosion/irritation
Remarks: No data available

Serious eye damage/eye irritation
Remarks: No data available

Respiratory or skin sensitization
- Rabbit

Does not cause skin sensitization.
(OECD Test Guideline 406)

Germ cell mutagenicity
Test Type: Ames test
Test system: S. typhimurium
Result: negative

Carcinogenicity
No data available

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure

Aspiration hazard
No data available

Ethylenedinitrilotetraacetic acid,Tetrasodiumsalt

Acute toxicity
LD50 Oral - Rat - female - 1,780 mg/kg
Remarks: (ECHA)
Inhalation: No data available
Dermal: No data available
No data available

Skin corrosion/irritation
Skin - Rabbit
Result: No skin irritation - 4 h
(OECD Test Guideline 404)

Serious eye damage/eye irritation
Eyes - Rabbit
Result: Risk of serious damage to eyes.
(OECD Test Guideline 405)
Remarks: (Regulation (EC) No 1272/2008, Annex VI)

Respiratory or skin sensitization
Maximization Test - Guinea pig
Result: negative
(OECD Test Guideline 406)
Remarks: The value is given in analogy to the following substances:
Ethylenedinitrilotetraacetic acid disodium salt

Germ cell mutagenicity
Test Type: Ames test
Test system: Escherichia coli/Salmonella typhimurium
Result: negative
Remarks: (in analogy to similar products)

Test Type: In vitro mammalian cell gene mutation test
Test system: mouse lymphoma cells
Result: negative
Remarks: (in analogy to similar products)
(ECHA)
Test Type: Chromosome aberration test in vitro
Test system: Chinese hamster ovary cells
Result: negative
Remarks: (in analogy to similar products)
(ECHA)
Method: OECD Test Guideline 474
Species: Mouse - male - Bone marrow
Result: negative
Remarks: (in analogy to similar products)
The value is given in analogy to the following substances: Ethylenedinitrilotetraacetic acid disodium salt

Carcinogenicity
No data available

Reproductive toxicity
No data available

Specific target organ toxicity - single exposure
No data available

Specific target organ toxicity - repeated exposure
May cause damage to organs through prolonged or repeated exposure.
- Respiratory Tract

Aspiration hazard
No data available

SECTION 12: Ecological information

12.1 Toxicity

Mixture
No data available

12.2 Persistence and degradability
No data available

12.3 Bioaccumulative potential
No data available

12.4 Mobility in soil
No data available

12.5 Results of PBT and vPvB assessment
PBT/vPvB assessment not available as chemical safety assessment not required/not conducted

12.6 Endocrine disrupting properties
No data available

12.7 Other adverse effects

No data available

Components

n-alkylbenzenesulfonic acid, sodium salts

Toxicity to fish	static test LC50 - Lepomis macrochirus (Bluegill sunfish) - 1.67 mg/l - 96 h (US-EPA)
Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Daphnia magna (Water flea) - 2.9 mg/l - 48 h (OECD Test Guideline 202)
Toxicity to algae	static test ErC50 - Pseudokirchneriella subcapitata (green algae) - 235 mg/l - 72 h Remarks: (ECHA)
Toxicity to fish(Chronic toxicity)	flow-through test NOEC - Oncorhynchus tshawytscha (chinook salmon) - 0.23 mg/l - 72 d (OECD Test Guideline 210)
Toxicity to daphnia and other aquatic invertebrates(Chronic toxicity)	flow-through test NOEC - Daphnia magna (Water flea) - 1.18 mg/l - 21 d (OECD Test Guideline 211)

sodium carbonate

Toxicity to fish	static test LC50 - Lepomis macrochirus (Bluegill sunfish) - 300 mg/l - 96 h Remarks: (ECHA)
Toxicity to daphnia and other aquatic invertebrates	semi-static test EC50 - Ceriodaphnia (water flea) - 220 - 227 mg/l - 48 h Remarks: (ECHA)

tetrasodium diphosphate

Toxicity to fish	semi-static test LC50 - Oncorhynchus mykiss (rainbow trout) - > 100 mg/l - 96 h (OECD Test Guideline 203)
Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Daphnia magna (Water flea) - > 100 mg/l - 48 h (US-EPA)
Toxicity to algae	static test ErC50 - Desmodesmus subspicatus (green algae) - > 100 mg/l - 72 h (OECD Test Guideline 201)
	static test NOEC - Desmodesmus subspicatus (green algae) - > 100 mg/l - 72 h

	(OECD Test Guideline 201)
Toxicity to bacteria	static test EC50 - activated sludge - > 1,000 mg/l - 3 h (OECD Test Guideline 209) Remarks: The value is given in analogy to the following substances: dipotassium hydrogen phosphate

Sulfuric acid, mono-C12-14-alkyl esters, sodium salts

Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Daphnia magna (Water flea) - 2.9 mg/l - 48 h (OECD Test Guideline 202)
Toxicity to algae	EC50 - Pseudokirchneriella subcapitata (green algae) - 29 mg/l - 96 h (US-EPA)
Toxicity to bacteria	static test EC50 - activated sludge - 220 mg/l - 3 h (OECD Test Guideline 209)
Toxicity to fish(Chronic toxicity)	NOEC - Pimephales promelas (fathead minnow) - 0.96 mg/l - 196 d
Toxicity to daphnia and other aquatic invertebrates(Chronic toxicity)	flow-through test LC50 - Daphnia magna (Water flea) - 1.67 mg/l - 21 d (OECD Test Guideline 211)

Ethylenedinitrilotetraacetic acid,Tetrasodiumsalt

Toxicity to fish	static test LC50 - Oncorhynchus mykiss (rainbow trout) - > 100 mg/l - 96 h (OECD Test Guideline 203)
Toxicity to daphnia and other aquatic invertebrates	static test EC50 - Daphnia magna (Water flea) - > 114 mg/l - 48 h (OECD Test Guideline 202)
Toxicity to bacteria	static test EC10 - activated sludge - > 500 mg/l - 30 min (OECD Test Guideline 209) Remarks: (in analogy to similar products) The value is given in analogy to the following substances: Ethylenedinitrilotetraacetic acid disodium saltThe value is given in analogy to the following substances: Sodium feredetate
Toxicity to fish(Chronic toxicity)	flow-through test NOEC - Danio rerio (zebra fish) - >= 35.1 mg/l - 35 d (OECD Test Guideline 210) Remarks: The value is given in analogy to the following substances: Sodium calcium edetate hydrate
Toxicity to daphnia	semi-static test NOEC - Daphnia magna (Water flea) - 25 mg/l

and other aquatic invertebrates(Chronic toxicity)	- 21 d Remarks: The value is given in analogy to the following substances: Ethylenedinitrilotetraacetic acid disodium salt

SECTION 13: Disposal considerations

13.1 Waste treatment methods

Product
Waste material must be disposed of in accordance with the national and local regulations. Leave chemicals in original containers. No mixing with other waste. Handle uncleaned containers like the product itself.

SECTION 14: Transport information

DOT (US)
Not dangerous goods

IMDG
Not dangerous goods

IATA
Not dangerous goods

Further information
Not classified as dangerous in the meaning of transport regulations.

SECTION 15: Regulatory information

SARA 302 Components
This material does not contain any components with a section 302 EHS TPQ.

SARA 313 Components
This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

SARA 311/312 Hazards
Acute Health Hazard

Massachusetts Right To Know Components

CAS-No. Revision Date

pentasodium triphosphate	7758-29-4	1993-04-24
tetrasodium diphosphate	7722-88-5	1993-02-16

Pennsylvania Right To Know Components

	CAS-No.	Revision Date
pentasodium triphosphate	7758-29-4	1993-04-24
tetrasodium diphosphate	7722-88-5	1993-02-16

SECTION 16: Other information

Further information

The information is believed to be correct but is not exhaustive and will be used solely as a guideline, which is based on current knowledge of the chemical substance or mixture and is applicable to appropriate safety precautions for the product. It does not represent any guarantee of the properties of the product. Sigma-Aldrich Corporation and its Affiliates shall not be held liable for any damage resulting from handling or from contact with the above product. See www.sigma-aldrich.com and/or the reverse side of invoice or packing slip for additional terms and conditions of sale.

The branding on the header and/or footer of this document may temporarily not visually match the product purchased as we transition our branding. However, all of the information in the document regarding the product remains unchanged and matches the product ordered. For further information please contact mlsbranding@sial.com.

Version: 6.7 Revision Date: 12/21/2023 Print Date: 01/28/2024

SAFETY DATA SHEET

Creation Date 22-Sep-2009 **Revision Date** 24-Dec-2021 **Revision Number** 5

1. Identification

Product Name **Bentonite**

Cat No. : **B235-500**

CAS No 1302-78-9
Synonyms tixoton; Southern bentonite; Bentonite magma

Recommended Use Laboratory chemicals.
Uses advised against Food, drug, pesticide or biocidal product use.

Details of the supplier of the safety data sheet

Company
Fisher Scientific Company
One Reagent Lane
Fair Lawn, NJ 07410
Tel: (201) 796-7100

Emergency Telephone Number CHEMTREC®, Inside the USA: 800-424-9300
CHEMTREC®, Outside the USA: 001-703-527-3887

2. Hazard(s) identification

Classification
Classification under 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

This chemical is not considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200)

Label Elements

Hazard Statements

Precautionary Statements
Hazards not otherwise classified (HNOC)
None identified

3. Composition/Information on Ingredients

Component	CAS No	Weight %
Bentonite	1302-78-9	>95

4. First-aid measures

Eye Contact Rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. Get medical attention.

Skin Contact Wash off immediately with plenty of water for at least 15 minutes. Get medical attention.

Inhalation Remove to fresh air. Get medical attention. If not breathing, give artificial respiration.

Ingestion Do NOT induce vomiting. Get medical attention.

Most important symptoms and effects . No information available

Notes to Physician Treat symptomatically

5. Fire-fighting measures

Suitable Extinguishing Media Substance is nonflammable; use agent most appropriate to extinguish surrounding fire.

Unsuitable Extinguishing Media No information available

Flash Point Not applicable
Method - No information available

Autoignition Temperature No information available

Explosion Limits
Upper No data available
Lower No data available

Oxidizing Properties Not oxidising

Sensitivity to Mechanical Impact No information available
Sensitivity to Static Discharge No information available

Specific Hazards Arising from the Chemical
Keep product and empty container away from heat and sources of ignition.

Hazardous Combustion Products
None known.

Protective Equipment and Precautions for Firefighters
As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

NFPA

Health	Flammability	Instability	Physical hazards
0	1	1	N/A

6. Accidental release measures

Personal Precautions Ensure adequate ventilation. Use personal protective equipment as required. Avoid dust formation. Avoid contact with skin, eyes or clothing.

Environmental Precautions Should not be released into the environment. See Section 12 for additional Ecological Information.

Methods for Containment and Clean Up Sweep up and shovel into suitable containers for disposal. Avoid dust formation. Provide adequate ventilation.

7. Handling and storage

Handling Wear personal protective equipment/face protection. Ensure adequate ventilation. Avoid contact with skin, eyes or clothing. Avoid ingestion and inhalation. Avoid dust formation. Handle under inert gas, protect from moisture.

Storage. Keep container tightly closed in a dry and well-ventilated place. Store under an inert atmosphere. Incompatible Materials. Strong oxidizing agents. Strong acids.

8. Exposure controls / personal protection

Exposure Guidelines

Component	ACGIH TLV	OSHA PEL	NIOSH IDLH	Mexico OEL (TWA)
Bentonite	TWA: 1 mg/m^3			TWA: 1 ppm

Legend

ACGIH - American Conference of Governmental Industrial Hygienists

Engineering Measures None under normal use conditions.

Personal Protective Equipment

Eye/face Protection Wear appropriate protective eyeglasses or chemical safety goggles as described by OSHA's eye and face protection regulations in 29 CFR 1910.133 or European Standard EN166.

Skin and body protection Wear appropriate protective gloves and clothing to prevent skin exposure.

Respiratory Protection No protective equipment is needed under normal use conditions.

Hygiene Measures Handle in accordance with good industrial hygiene and safety practice.

9. Physical and chemical properties

Physical State	Solid
Appearance	Beige
Odor	Odorless
Odor Threshold	No information available
pH	No information available
Melting Point/Range	No data available
Boiling Point/Range	No information available
Flash Point	Not applicable
Evaporation Rate	Not applicable
Flammability (solid,gas)	No information available
Flammability or explosive limits	
Upper	No data available
Lower	No data available
Vapor Pressure	No information available
Vapor Density	Not applicable
Specific Gravity	No information available
Solubility	Insoluble in water
Partition coefficient; n-octanol/water	No data available
Autoignition Temperature	No information available
Decomposition Temperature	No information available
Viscosity	Not applicable

10. Stability and reactivity

Reactive Hazard None known, based on information available

Stability Hygroscopic. Moisture sensitive.

Conditions to Avoid Incompatible products. Excess heat. Avoid dust formation. Exposure to moist air or water.

Incompatible Materials Strong oxidizing agents, Strong acids

Hazardous Decomposition Products None under normal use conditions

Hazardous Polymerization Hazardous polymerization does not occur.

Hazardous Reactions None under normal processing.

11. Toxicological information

Acute Toxicity

Product Information

Component Information

Component	LD50 Oral	LD50 Dermal	LC50 Inhalation
Bentonite	LD50 > 5000 mg/kg (Rat)	Not listed	Not listed

Toxicologically Synergistic Products No information available

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Irritation Irritating to eyes, respiratory system and skin

Sensitization No information available

Carcinogenicity Possible cancer hazard. May cause cancer based on animal data. The table below indicates whether each agency has listed any ingredient as a carcinogen.

Component	CAS No	IARC	NTP	ACGIH	OSHA	Mexico
Bentonite	1302-78-9	Not listed	Not listed	Not listed	Not listed	Not listed

Mutagenic Effects No information available

Reproductive Effects No information available.

Developmental Effects No information available.

Teratogenicity No information available.

STOT - single exposure None known

STOT - repeated exposure None known

Aspiration hazard No information available

Symptoms / effects,both acute and delayed No information available

Endocrine Disruptor Information No information available

Other Adverse Effects The toxicological properties have not been fully investigated.

12. Ecological information

Ecotoxicity

Do not empty into drains. Do not flush into surface water or sanitary sewer system.

Component	Freshwater Algae	Freshwater Fish	Microtox	Water Flea

Bentonite	Not listed	LC50: = 19000 mg/L, 96h static (Oncorhynchus mykiss)	Not listed	Not listed

Persistence and Degradability Insoluble in water

Bioaccumulation/ Accumulation No information available.

Mobility Is not likely mobile in the environment due its low water solubility.

13. Disposal considerations

Waste Disposal Methods Chemical waste generators must determine whether a discarded chemical is classified as a hazardous waste. Chemical waste generators must also consult local, regional, and national hazardous waste regulations to ensure complete and accurate classification.

14. Transport information

DOT Not regulated
TDG Not regulated
IATA Not regulated
IMDG/IMO Not regulated

15. Regulatory information

United States of America Inventory

Component	CAS No	TSCA	TSCA Inventory notification - Active-Inactive	TSCA - EPA Regulatory Flags
Bentonite	1302-78-9	X	ACTIVE	-

Legend:
TSCA US EPA (TSCA) - Toxic Substances Control Act, (40 CFR Part 710)
X - Listed
'-' - Not Listed

TSCA 12(b) - Notices of Export Not applicable

International Inventories
Canada (DSL/NDSL), Europe (EINECS/ELINCS/NLP), Philippines (PICCS), Japan (ENCS), Japan (ISHL), Australia (AICS), China (IECSC), Korea (KECL).

Component	CAS No	DSL	NDSL	EINECS	PICCS	ENCS	ISHL	AICS	IECSC	KECL
Bentonite	1302-78-9	X	-	215-108-5	X	-		X	X	KE-02119

KECL - NIER number or KE number (http://ncis.nier.go.kr/en/main.do)

U.S. Federal Regulations

SARA 313 Not applicable

SARA 311/312 Hazard Categories See section 2 for more information

CWA (Clean Water Act) Not applicable

Clean Air Act Not applicable

OSHA - Occupational Safety and Health Administration Not applicable

CERCLA Not applicable

California Proposition 65 This product does not contain any Proposition 65 chemicals.

U.S. State Right-to-Know Regulations Not applicable

U.S. Department of Transportation
Reportable Quantity (RQ): N
DOT Marine Pollutant N
DOT Severe Marine Pollutant N

U.S. Department of Homeland Security This product does not contain any DHS chemicals.

Other International Regulations

Mexico - Grade No information available

Authorisation/Restrictions according to EU REACH

Safety, health and environmental regulations/legislation specific for the substance or mixture

Component	CAS No	OECD HPV	Persistent Organic Pollutant	Ozone Depletion Potential	Restriction of Hazardous Substances (RoHS)
Bentonite	1302-78-9	Listed	Not applicable	Not applicable	Not applicable

Component	CAS No	Seveso III Directive (2012/18/EC) - Qualifying Quantities for Major Accident Notification	Seveso III Directive (2012/18/EC) - Qualifying Quantities for Safety Report Requirements	Rotterdam Convention (PIC)	Basel Convention (Hazardous Waste)
Bentonite	1302-78-9	Not applicable	Not applicable	Not applicable	Not applicable

16. Other information

Prepared By
Regulatory Affairs
Thermo Fisher Scientific
Email: EMSDS.RA@thermofisher.com

Creation Date 22-Sep-2009
Revision Date 24-Dec-2021
Print Date 24-Dec-2021
Revision Summary This document has been updated to comply with the US OSHA HazCom 2012 Standard replacing the current legislation under 29 CFR 1910.1200 to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Disclaimer
The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text

End of SDS

SAFETY DATA SHEET

SECTION 1: PRODUCT AND COMPANY IDENTIFICATION

Hydrochloric Acid, 31 – 36%

Product Name: Hydrochloric Acid, 31 – 36.7%

Identified Uses: acid etching, steel pickling, oil and gas, ore and mineral, food processing, pharmaceutical, organic chemical synthesis

Company Information:
ASHTA Chemicals Inc.
P.O. Box 858
Ashtabula Ohio 44005
Phone: (440) 997-5221
Fax: (440) 998-0286
24-hour Emergency Phone: CHEMTREC: (800) 424-9300

SECTION 2: HAZARDS IDENTIFICATION

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)

GHS label elements, including precautionary statements:

Signal Word: **Danger**

Pictogram(s):

Hazard Statements	
H290	May be corrosive to metals.
H314	Causes severe skin burns and eye damage.
H318	Causes serious eye damage.
H335	May cause respiratory irritation.

Precautionary Statements	
P234	Keep only in original container.
P261	Avoid breathing dust/ fume/ mist/ vapors/ spray.
P264	Wash skin thoroughly after handling.
P271	Use only outdoors or in a well-ventilated area.
P280	Wear protective gloves/ protective clothing/ eye protection/ face protection.
P301 + P330 + P331	IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
P303 + P361 + P353	IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water. Shower.

P304 + P340 + P310	IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing. Immediately call a POISON CENTER or doctor/ physician.
P305 + P351 + P338 + P310	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/ physician.
P363	Wash contaminated clothing before reuse.
P390	Absorb spillage to prevent material damage.
P403 + P233	Store in a well-ventilated place. Keep container with a resistant inner liner.
P405	Store locked up.
P406	Store in corrosive resistant stainless steel container with a resistant inner liner.
P501	Dispose of contents/ container to an approved waste disposal plant.

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

Synonyms:

CHEMICAL NAME:	Hydrochloric acid
TRADE NAME:	Hydrochloric acid, 31 – 36%
SYNONYMS:	Muriatic acid, Chlorohydric acid, Hydrogen Chloride
C.A.S:	7647-01-0
EC:	231-595-7
WHMIS:	D2A, E
CHEMICAL FORMULA:	HCl (in aqueous solution)
CHEMICAL FAMILY:	Inorganic Acid

SECTION 4 FIRST AID MEASURES

Description of first aid measures:
Consult a physician. Show this safety data sheet to the doctor in attendance.

If inhaled
If breathed in, move person into fresh air. If not breathing, give artificial respiration. If breathing is difficult, give humidified air. Give oxygen, but only by a certified physician. Consult a physician.

In case of skin contact
Immediately flush with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Wash off with soap and plenty of water. Consult a physician.

In case of eye contact
Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician. Remove contact lenses if present and easy to do. Continue rinsing eyes during transport to medical facility.

If swallowed
Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth thoroughly with water. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs. Consult a physician.

SECTION 5 FIRE FIGHTING MEASURES

Flash Point (Method):	Non-combustible.
Extinguishing Media:	Use extinguishing agents compatible with acid and appropriate for the burning material. Use water spray to keep fire-exposed containers cool.
Auto Ignition Temp:	Non-combustible.
Special Fire Fighting Procedures:	Wear self-contained breathing apparatus and full protective clothing. In case of fire and/or explosion do not breathe fumes. Use standard firefighting procedures and consider the hazards of other involved materials.
Unusual Fire/Explosion Hazards:	Releases flammable hydrogen gas when reacting with metals.

SECTION 6 ACCIDENTAL RELEASE MEASURES

Environmental Precautions:
Use closed systems when possible. Provide local exhaust ventilation where vapor or mist may be generated. Avoid discharge into drains, water courses or onto the ground.

Containment and Cleaning:
Follow preplanned emergency procedures. Only properly equipped, trained, functional personnel should attempt to contain a leak. All other personnel should be evacuated from the danger area. Using full protective equipment, apply appropriate emergency device or other securement technology to stop the leak if possible.

Small Spill:	Dilute with water and mop up, or absorb with an inert dry material and place in an appropriate waste disposal container. If necessary: neutralize the residue with a dilute solution of sodium carbonate.
Large Spill:	Corrosive liquid. Stop leak if without risk. Do not touch spilled material. Use water spray curtain to knock down vapor drift. Prevent entry into sewers, basements or confined areas; dike if needed. Call for assistance on disposal. Neutralize the residue with a dilute solution of sodium carbonate. Be careful that vapor is not present at a concentration level above TLV.

SECTION 7: HANDLING AND STORAGE

Precautions to be taken for handling and storage:
Wear appropriate personal protective equipment. Do not get in eyes, on skin, on clothing. Do not breathe mist or vapor. Observe good industrial hygiene practices. Do not empty into drains. Use caution when combining with water; DO NOT add water to acid, ALWAYS add acid to water while stirring to prevent release of heat, steam and fumes. Store in a well-ventilated place. Store away from incompatible materials. Store closed containers in a clean, cool, open or well ventilated area. Keep out of sun.

SECTION 8: EXPOSURE CONTROL/PERSONAL PROTECTION

Principal Component: Hydrochloric Acid
Occupational Exposure Limits:
Regulatory Limits:

Component	OSHA Final PEL TWA	OSHA Final PEL STEL	OSHA Final PEL Ceiling
Hydrochloric Acid Mixture	---	---	5 ppm 7.59 mg/m^3

ACGIH TLV = 5 ppm (7.59 mg/m^3) TWA

NIOSH IDLH = 50 ppm (as HCl, 2010)

Exposure Controls:

Eye Protection: Tightly fitting safety goggles. Face shield (8-inch minimum). Use equipment for eye protection tested and approved under appropriate government standards such as NIOSH (US) or EN 166(EU).

Respiratory Protection: Where risk assessment shows air-purifying respirators are appropriate use a full-face respirator with multipurpose combination (US) or type ABEK (EN 14387) respirator cartridges as a backup to engineering controls. If the respirator is the sole means of protection, use a full-face supplied air respirator. Use respirators and components tested and approved under appropriate government standards such as NIOSH (US) or CEN (EU).

Other Protection: Complete suit protecting against chemicals. The type of protective equipment must be selected according to the concentration and amount of the dangerous substance at the specific workplace.

Ventilation Recommended: Exhaust ventilation is required to meet PEL limits.

Glove Type Recommended: Wear neoprene, nitrile, butyl rubber or PVC gloves to prevent exposure.

SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES

Information on basic physical and chemical properties:

Appearance	Colorless to light yellow liquid
Odor	Pungent (irritating/strong)
Odor Threshold	0.3ppm (can cause olfactory fatigue)
pH	<1 (in aqueous solution)
Melting point/freezing point	-30°C (-22°F)
Initial boiling point	>100°C (>212°F)
Flash point	Not applicable
Auto-ignition Temp	Not applicable
Evaporation rate	No data available

Decomposition temperature	No data available
Flammability (solid, gas)	Not combustible
Upper/lower flammability or explosive limits	Not combustible
Water solubility	100%
Molecular Weight	36.46
Relative Density (Specific Gravity)	1.16 (32% HCl solution) 1.19 (36.5% HCl solution)
Bulk Density	8.75 lbs/gal (32% HCl solution) 9.83 lbs/gal (36.5% HCl solution)
Vapor Density (air = 1)	1.267 at 20 °C
Vapor Pressure	84 mm Hg @ 20°C
Partition Coefficient: n-octanol/water	No data available

SECTION 10: STABILITY AND REACTIVITY

Stability: Hydrochloric acid is stable under normal conditions and pressures.

Conditions to avoid: Incompatible materials, metals, excess heat, bases.

Incompatibility: Bases, amines, metals, permanganates, (e.g. potassium permanganate), fluorine, metal acetylides, hexalithium disilicide.

Hazardous decomposition products: Hydrogen chloride, chlorine, hydrogen gas.

Polymerization: Hazardous polymerization WILL NOT occur.

SECTION 11: TOXICOGICAL INFORMATION

Information on likely routes of exposure:

Inhalation: Vapors and mist will irritate throat and respiratory system and cause coughing.

Skin contact: Causes skin burns.

Eye contact: Causes eye burns.

Ingestion: Harmful if swallowed. Causes digestive tract burns. Ingestion may produce burns to the lips, oral cavity, upper airway, esophagus and possibly the digestive tract.

Symptoms related to the physical, chemical and toxicological characteristics:

Contact with this material will cause burns to the skin, eyes and mucous membranes. Permanent eye damage including blindness could result.

Information on toxicological effects:

Acute toxicity: Harmful if swallowed.

Skin corrosion/irritation: Causes severe skin burns and eye damage.

Serious eye damage/eye Irritation: Causes serious eye damage.

Respiratory sensitization: Not available.

Skin sensitization:	No data available.
Germ cell mutagenicity:	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
Carcinogenicity:	This product is not considered to be a carcinogen by IARC, ACGIH, NTP or OSHA.
Reproductive toxicity:	This product is not expected to cause reproductive or developmental effects.
Specific target organ toxicity - single exposure:	May cause respiratory irritation.
Specific target organ toxicity - repeated exposure:	No data available.
Aspiration hazard:	Not available.
Chronic effects:	Prolonged inhalation may be harmful.

Components Species Test Results:
Hydrochloric acid (CAS# 7647-01-0)

Rat - Inhalation LC_{50}:	3124 ppm, (1 hour)
Rabbit - Dermal LD_{50}:	5010 mg/kg

SECTION 12: ECOLOGICAL INFORMATION

Ecotoxicity:	Because of the low pH of this product, it would be expected produce significant ecotoxicity upon exposure to aquatic organisms and aquatic systems.
Aquatic Toxicity:	This material is toxic to fish and aquatic organisms. Most aquatic species do not tolerate pH lower than 5.5 for any extended period.
Fish Toxicity:	Fish LC_{50} Mosquito fish: 282 mg/l, 96 hours Fish LC_{50} Bluegill: 3.6 mg/l, 48 hours
Persistence and degradability:	Not biodegradable. Hydrochloric acid will likely be neutralized to chloride by alkalinity present in natural environment..
Bioaccumulative Potential:	No data available.
Mobility in soil:	Hydrochloric acid will be neutralized by naturally occurring alkalinity. The acid will permeate soil, dissolving some soil material and will then neutralize.
Other adverse effects:	No other adverse environmental effects (e.g. ozone depletion, photochemical ozone creation

SECTION 13: DISPOSAL CONSIDERATIONS

Collect and reclaim or dispose in sealed containers at a properly licensed waste disposal site. This material , if not neutralized, must be disposed of as hazardous waste. Do not allow this material to drain into sewers/water supplies. Do not contaminate ponds, waterways or ditches with chemical or used container. Dispose of contents/container in accordance with local/regional/national or international regulations.

SECTION 14: TRANSPORT INFORMATION

Shipping:

Usual Shipping Containers:	Tank cars, bulk tankers.
Usual Shelf Life:	Indefinite (life of containers).
Storage/Transport Temperatures:	Ambient.

Suitable Storage:

Materials/Coatings:	Teflon, Tygon, Rubber, PVC and polypropylene materials.

D.O.T. Information:

Labeling:	Corrosive
D.O.T. Identification Number	UN 1789
D.O.T. Shipping Name:	Hydrochloric Acid
Hazard Class:	8
Packing Group:	II
Hazard Guide:	157
Placard:	UN 1789

SECTION 15 REGULATORY INFORMATION

SARA 302 Components
No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.

SARA 313 Components
The following components are subject to reporting levels established by SARA Title III, Section 313:
Hydrochloric Acid CAS#: 7647-01-0

SARA 311/312 Hazards
Acute health hazard, reactive hazard.

Massachusetts Right To Know Components
Hydrochloric Acid CAS#: 7647-01-0
Pennsylvania Right To Know Components
Hydrochloric Acid CAS#: 7647-01-0
New Jersey Right To Know Components
Hydrochloric Acid CAS#: 7647-01-0

California Prop. 65 Components
This product does not contain any chemicals known to State of California to cause cancer, birth defects or any other reproductive harm.

OSHA PSM/RMP Threshold for Accidental Release:
CAS# 7647-01-0 is regulated under OSHA PSM ***only*** if anhydrous HCl.
CAS# 7647-01-0 is regulated under EPA RMP ***only*** if $\geq$ 37% HCl.

Toxic Substances Control Act (TSCA):
Hydrochloric Acid CAS#: 7647-01-0

Comprehensive Environmental Response Compensation Liability Act: (CERCLA)
Hydrochloric Acid CAS#: 7647-01-0

SECTION 16 OTHER INFORMATION

NFPA Rating:
Health hazard: 3
Fire Hazard: 0
Reactivity Hazard: 1

This information is drawn from recognized sources believed to be reliable. ASHTA Chemicals, Inc. Makes no guarantees or assumes any liability in connection with this information. The user should be aware of changing technology, research, regulations, and analytical procedures that may require changes herein. The above data is supplied upon the condition that persons will evaluate this information and then determine its suitability for their use. Only U.S.A regulations apply to the above.

Version 1.0	For the new GHS SDS Standard	Revision Date: 12/31/2014
Version 1.1	Graphics updated	Revision Date: 3/9/2015
Version 1.2	Title updated	Revision Date: 6/2/2015
Version 1.3	Section 9 changes	Revision Date: 7/30/2015
Version 1.4	Section 1, 15 changes	Revision Date: 4/15/2016

SAFETY DATA SHEET

Isobutylene

Section 1. Identification

GHS product identifier : Isobutylene

Chemical name : 2-methylpropene

Other means of identification : 1-Propene, 2-methyl-; Isobutene; Isobutylene; 1-Propene, 2-methyl- (isobutene); 1, 1-Dimethylethylene; Isopropylidenemethylene; iso-Butene; i-Butene; 2-Methylpropylene; 2-Methyl-2-propene; 2-Methyl-1-propene

Product type : Gas.

Product use : Synthetic/Analytical chemistry.

Synonym : 1-Propene, 2-methyl-; Isobutene; Isobutylene; 1-Propene, 2-methyl- (isobutene); 1, 1-Dimethylethylene; Isopropylidenemethylene; iso-Butene; i-Butene; 2-Methylpropylene; 2-Methyl-2-propene; 2-Methyl-1-propene

SDS # : 001031

Supplier's details : Airgas USA, LLC and its affiliates
259 North Radnor-Chester Road
Suite 100
Radnor, PA 19087-5283
1-610-687-5253

24-hour telephone : 1-866-734-3438

Section 2. Hazards identification

OSHA/HCS status : This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200).

Classification of the substance or mixture : FLAMMABLE GASES - Category 1
GASES UNDER PRESSURE - Liquefied gas

GHS label elements

Hazard pictograms :

Signal word : Danger

Hazard statements : Extremely flammable gas.
May form explosive mixtures with air.
Contains gas under pressure; may explode if heated.
May displace oxygen and cause rapid suffocation.

Precautionary statements

General : Read and follow all Safety Data Sheets (SDS'S) before use. Read label before use. Keep out of reach of children. If medical advice is needed, have product container or label at hand. Close valve after each use and when empty. Use equipment rated for cylinder pressure. Do not open valve until connected to equipment prepared for use. Use a back flow preventative device in the piping. Use only equipment of compatible materials of construction. Always keep container in upright position. Approach suspected leak area with caution.

Prevention : Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking.

Response : Leaking gas fire: Do not extinguish, unless leak can be stopped safely. Eliminate all ignition sources if safe to do so.

Storage : Protect from sunlight. Store in a well-ventilated place.

Disposal : Not applicable.

Hazards not otherwise classified : In addition to any other important health or physical hazards, this product may displace oxygen and cause rapid suffocation.

Section 3. Composition/information on ingredients

Substance/mixture : Substance

Chemical name : 2-methylpropene

Other means of identification : 1-Propene, 2-methyl-; Isobutene; Isobutylene; 1-Propene, 2-methyl- (isobutene); 1, 1-Dimethylethylene; Isopropylidenemethylene; iso-Butene; i-Butene; 2-Methylpropylene; 2-Methyl-2-propene; 2-Methyl-1-propene

Product code : 001031

CAS number/other identifiers

CAS number : 115-11-7

Ingredient name	%	CAS number
Isobutylene	100	115-11-7

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Occupational exposure limits, if available, are listed in Section 8.

Section 4. First aid measures

Description of necessary first aid measures

Eye contact : Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Get medical attention if irritation occurs.

Inhalation : Remove victim to fresh air and keep at rest in a position comfortable for breathing. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. Get medical attention if adverse health effects persist or are severe. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband.

Skin contact : Flush contaminated skin with plenty of water. Remove contaminated clothing and shoes. To avoid the risk of static discharges and gas ignition, soak contaminated clothing thoroughly with water before removing it. Get medical attention if symptoms occur. Wash clothing before reuse. Clean shoes thoroughly before reuse.

Ingestion : As this product is a gas, refer to the inhalation section.

Most important symptoms/effects, acute and delayed

Potential acute health effects

Eye contact : No known significant effects or critical hazards.

Inhalation : No known significant effects or critical hazards.

Skin contact : No known significant effects or critical hazards.

Frostbite : Try to warm up the frozen tissues and seek medical attention.

Ingestion : As this product is a gas, refer to the inhalation section.

Over-exposure signs/symptoms

Eye contact : No specific data.

Inhalation : No specific data.

Skin contact : No specific data.

Ingestion : No specific data.

Indication of immediate medical attention and special treatment needed, if necessary

Notes to physician : Treat symptomatically. Contact poison treatment specialist immediately if large quantities have been ingested or inhaled.

Specific treatments : No specific treatment.

Section 4. First aid measures

Protection of first-aiders : No action shall be taken involving any personal risk or without suitable training. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation.

See toxicological information (Section 11)

Section 5. Fire-fighting measures

Extinguishing media

Suitable extinguishing media : Use an extinguishing agent suitable for the surrounding fire.

Unsuitable extinguishing media : None known.

Specific hazards arising from the chemical : Contains gas under pressure. Extremely flammable gas. In a fire or if heated, a pressure increase will occur and the container may burst, with the risk of a subsequent explosion.

Hazardous thermal decomposition products : Decomposition products may include the following materials:
carbon dioxide
carbon monoxide

Special protective actions for fire-fighters : Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training. Contact supplier immediately for specialist advice. Move containers from fire area if this can be done without risk. Use water spray to keep fire-exposed containers cool. If involved in fire, shut off flow immediately if it can be done without risk. If this is impossible, withdraw from area and allow fire to burn. Fight fire from protected location or maximum possible distance. Eliminate all ignition sources if safe to do so.

Special protective equipment for fire-fighters : Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

Section 6. Accidental release measures

Personal precautions, protective equipment and emergency procedures

For non-emergency personnel : Accidental releases pose a serious fire or explosion hazard. No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Shut off all ignition sources. No flares, smoking or flames in hazard area. Avoid breathing gas. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment.

For emergency responders : If specialized clothing is required to deal with the spillage, take note of any information in Section 8 on suitable and unsuitable materials. See also the information in "For non-emergency personnel".

Environmental precautions : Ensure emergency procedures to deal with accidental gas releases are in place to avoid contamination of the environment. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).

Methods and materials for containment and cleaning up

Small spill : Immediately contact emergency personnel. Stop leak if without risk. Use spark-proof tools and explosion-proof equipment.

Large spill : Immediately contact emergency personnel. Stop leak if without risk. Use spark-proof tools and explosion-proof equipment. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.

Section 7. Handling and storage

Precautions for safe handling

Protective measures : Put on appropriate personal protective equipment (see Section 8). Contains gas under pressure. Avoid breathing gas. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Do not enter storage areas and confined spaces unless adequately ventilated. Do not puncture or incinerate container. Use equipment rated for cylinder pressure. Close valve after each use and when empty. Protect cylinders from physical damage; do not drag, roll, slide, or drop. Use a suitable hand truck for cylinder movement.

Use only non-sparking tools. Avoid contact with eyes, skin and clothing. Empty containers retain product residue and can be hazardous. Store and use away from heat, sparks, open flame or any other ignition source. Use explosion-proof electrical (ventilating, lighting and material handling) equipment.

Advice on general occupational hygiene : Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Workers should wash hands and face before eating, drinking and smoking. Remove contaminated clothing and protective equipment before entering eating areas. See also Section 8 for additional information on hygiene measures.

Conditions for safe storage, including any incompatibilities : Store in accordance with local regulations. Store in a segregated and approved area. Store away from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10). Eliminate all ignition sources. Cylinders should be stored upright, with valve protection cap in place, and firmly secured to prevent falling or being knocked over. Cylinder temperatures should not exceed 52 °C (125 °F). Keep container tightly closed and sealed until ready for use. See Section 10 for incompatible materials before handling or use.

Section 8. Exposure controls/personal protection

Control parameters

Occupational exposure limits

Ingredient name	Exposure limits
Isobutylene	**ACGIH TLV (United States, 3/2017).** TWA: 250 ppm 8 hours.

Appropriate engineering controls : Use only with adequate ventilation. Use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits. The engineering controls also need to keep gas, vapor or dust concentrations below any lower explosive limits. Use explosion-proof ventilation equipment.

Environmental exposure controls : Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.

Individual protection measures

Hygiene measures : Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.

Eye/face protection : Safety eyewear complying with an approved standard should be used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists, gases or dusts. If contact is possible, the following protection should be worn, unless the assessment indicates a higher degree of protection: safety glasses with side-shields.

Skin protection

Section 8. Exposure controls/personal protection

Hand protection : Chemical-resistant, impervious gloves complying with an approved standard should be worn at all times when handling chemical products if a risk assessment indicates this is necessary. Considering the parameters specified by the glove manufacturer, check during use that the gloves are still retaining their protective properties. It should be noted that the time to breakthrough for any glove material may be different for different glove manufacturers. In the case of mixtures, consisting of several substances, the protection time of the gloves cannot be accurately estimated.

Body protection : Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product. When there is a risk of ignition from static electricity, wear anti-static protective clothing. For the greatest protection from static discharges, clothing should include anti-static overalls, boots and gloves.

Other skin protection : Appropriate footwear and any additional skin protection measures should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.

Respiratory protection : Based on the hazard and potential for exposure, select a respirator that meets the appropriate standard or certification. Respirators must be used according to a respiratory protection program to ensure proper fitting, training, and other important aspects of use. Respirator selection must be based on known or anticipated exposure levels, the hazards of the product and the safe working limits of the selected respirator.

Section 9. Physical and chemical properties

Appearance

Physical state : Gas. [Compressed gas.]

Color : Colorless.

Odor : Characteristic.

Odor threshold : Not available.

pH : Not available.

Melting point : -140.7°C (-221.3°F)

Boiling point : -6.9°C (19.6°F)

Critical temperature : 144.75°C (292.6°F)

Flash point : Closed cup: -76.1°C (-105°F)

Evaporation rate : Not available.

Flammability (solid, gas) : Extremely flammable in the presence of the following materials or conditions: open flames, sparks and static discharge and oxidizing materials.

Lower and upper explosive (flammable) limits : Lower: 1.8%
Upper: 9.6%

Vapor pressure : 24.3 (psig)

Vapor density : 1.94 (Air = 1)

Specific Volume (ft^3/lb) : 6.6845

Gas Density (lb/ft^3) : 0.1496 (25°C / 77 to °F)

Relative density : Not applicable.

Solubility : Not available.

Solubility in water : 0.26 g/l

Partition coefficient: n-octanol/water : 2.34

Auto-ignition temperature : 465°C (869°F)

Decomposition temperature : Not available.

Viscosity : Not applicable.

Flow time (ISO 2431) : Not available.

Molecular weight : 56.12 g/mole

Aerosol product

Heat of combustion : -45029034 J/kg

Section 10. Stability and reactivity

Reactivity : No specific test data related to reactivity available for this product or its ingredients.

Chemical stability : The product is stable.

Possibility of hazardous reactions : Under normal conditions of storage and use, hazardous reactions will not occur.

Conditions to avoid : Avoid all possible sources of ignition (spark or flame). Do not pressurize, cut, weld, braze, solder, drill, grind or expose containers to heat or sources of ignition.

Incompatible materials : Oxidizers

Hazardous decomposition products : Under normal conditions of storage and use, hazardous decomposition products should not be produced.

Hazardous polymerization : Under normal conditions of storage and use, hazardous polymerization will not occur.

Section 11. Toxicological information

Information on toxicological effects

Acute toxicity

Product/ingredient name	Result	Species	Dose	Exposure
Isobutylene	LC50 Inhalation Vapor	Rat	550000 mg/m³	4 hours

Irritation/Corrosion

Not available.

Sensitization

Not available.

Mutagenicity

Not available.

Carcinogenicity

Not available.

Reproductive toxicity

Not available.

Teratogenicity

Not available.

Specific target organ toxicity (single exposure)

Not available.

Specific target organ toxicity (repeated exposure)

Not available.

Aspiration hazard

Not available.

Information on the likely routes of exposure : Not available.

Potential acute health effects

Eye contact : No known significant effects or critical hazards.

Section 11. Toxicological information

Inhalation : No known significant effects or critical hazards.

Skin contact : No known significant effects or critical hazards.

Ingestion : As this product is a gas, refer to the inhalation section.

Symptoms related to the physical, chemical and toxicological characteristics

Eye contact : No specific data.

Inhalation : No specific data.

Skin contact : No specific data.

Ingestion : No specific data.

Delayed and immediate effects and also chronic effects from short and long term exposure

Short term exposure

Potential immediate effects : Not available.

Potential delayed effects : Not available.

Long term exposure

Potential immediate effects : Not available.

Potential delayed effects : Not available.

Potential chronic health effects

Not available.

General : No known significant effects or critical hazards.

Carcinogenicity : No known significant effects or critical hazards.

Mutagenicity : No known significant effects or critical hazards.

Teratogenicity : No known significant effects or critical hazards.

Developmental effects : No known significant effects or critical hazards.

Fertility effects : No known significant effects or critical hazards.

Numerical measures of toxicity

Acute toxicity estimates

Not available.

Section 12. Ecological information

Toxicity

Not available.

Persistence and degradability

Not available.

Bioaccumulative potential

Product/ingredient name	$LogP_{ow}$	BCF	Potential
Isobutylene	2.34	-	low

Mobility in soil

Soil/water partition coefficient (K_{OC}) : Not available.

Section 12. Ecological information

Other adverse effects : No known significant effects or critical hazards.

Section 13. Disposal considerations

Disposal methods : The generation of waste should be avoided or minimized wherever possible. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Waste should not be disposed of untreated to the sewer unless fully compliant with the requirements of all authorities with jurisdiction. Empty Airgas-owned pressure vessels should be returned to Airgas. Waste packaging should be recycled. Incineration or landfill should only be considered when recycling is not feasible. This material and its container must be disposed of in a safe way. Empty containers or liners may retain some product residues. Do not puncture or incinerate container.

Section 14. Transport information

	DOT	TDG	Mexico	IMDG	IATA
UN number	UN1055	UN1055	UN1055	UN1055	UN1055
UN proper shipping name	ISOBUTYLENE	ISOBUTYLENE	ISOBUTYLENE	ISOBUTYLENE	ISOBUTYLENE
Transport hazard class(es)	2.1 	2.1 	2.1 	2.1 	2.1 
Packing group	-	-	-	-	-
Environmental hazards	No.	No.	No.	No.	No.

"Refer to CFR 49 (or authority having jurisdiction) to determine the information required for shipment of the product."

Additional information

DOT Classification : **Limited quantity** Yes.
Quantity limitation Passenger aircraft/rail: Forbidden. Cargo aircraft: 150 kg.
Special provisions 19, T50

TDG Classification : Product classified as per the following sections of the Transportation of Dangerous Goods Regulations: 2.13-2.17 (Class 2).
Explosive Limit and Limited Quantity Index 0.125
ERAP Index 3000
Passenger Carrying Ship Index Forbidden
Passenger Carrying Road or Rail Index Forbidden
Special provisions 29

IATA : **Quantity limitation** Passenger and Cargo Aircraft: Forbidden. Cargo Aircraft Only: 150 kg.

Special precautions for user : **Transport within user's premises:** always transport in closed containers that are upright and secure. Ensure that persons transporting the product know what to do in the event of an accident or spillage.

Transport in bulk according to Annex II of MARPOL and the IBC Code : Not available.

Section 15. Regulatory information

U.S. Federal regulations : **TSCA 8(a) CDR Exempt/Partial exemption**: Not determined

Clean Air Act (CAA) 112 regulated flammable substances: Isobutylene

Clean Air Act Section 112 (b) Hazardous Air Pollutants (HAPs) : Not listed

Clean Air Act Section 602 Class I Substances : Not listed

Clean Air Act Section 602 Class II Substances : Not listed

DEA List I Chemicals (Precursor Chemicals) : Not listed

DEA List II Chemicals (Essential Chemicals) : Not listed

SARA 302/304

Composition/information on ingredients

No products were found.

SARA 304 RQ : Not applicable.

SARA 311/312

Classification : Refer to Section 2: Hazards Identification of this SDS for classification of substance.

State regulations

Massachusetts : This material is listed.

New York : This material is not listed.

New Jersey : This material is listed.

Pennsylvania : This material is listed.

International regulations

Chemical Weapon Convention List Schedules I, II & III Chemicals

Not listed.

Montreal Protocol (Annexes A, B, C, E)

Not listed.

Stockholm Convention on Persistent Organic Pollutants

Not listed.

Rotterdam Convention on Prior Informed Consent (PIC)

Not listed.

UNECE Aarhus Protocol on POPs and Heavy Metals

Not listed.

Inventory list

Australia : This material is listed or exempted.

Canada : This material is listed or exempted.

China : This material is listed or exempted.

Europe : This material is listed or exempted.

Japan : **Japan inventory (ENCS)**: This material is listed or exempted.
Japan inventory (ISHL): Not determined.

Malaysia : Not determined.

New Zealand : This material is listed or exempted.

Philippines : This material is listed or exempted.

Republic of Korea : This material is listed or exempted.

Section 15. Regulatory information

Taiwan : This material is listed or exempted.

Thailand : Not determined.

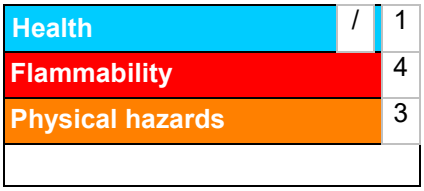
Turkey : Not determined.

United States : This material is listed or exempted.

Viet Nam : Not determined.

Section 16. Other information

Hazardous Material Information System (U.S.A.)



Caution: HMIS® ratings are based on a 0-4 rating scale, with 0 representing minimal hazards or risks, and 4 representing significant hazards or risks. Although HMIS® ratings and the associated label are not required on SDSs or products leaving a facility under 29 CFR 1910.1200, the preparer may choose to provide them. HMIS® ratings are to be used with a fully implemented HMIS® program. HMIS® is a registered trademark and service mark of the American Coatings Association, Inc.

The customer is responsible for determining the PPE code for this material. For more information on HMIS® Personal Protective Equipment (PPE) codes, consult the HMIS® Implementation Manual.

National Fire Protection Association (U.S.A.)

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Copyright ©2001, National Fire Protection Association, Quincy, MA 02269. This warning system is intended to be interpreted and applied only by properly trained individuals to identify fire, health and reactivity hazards of chemicals. The user is referred to certain limited number of chemicals with recommended classifications in NFPA 49 and NFPA 325, which would be used as a guideline only. Whether the chemicals are classified by NFPA or not, anyone using the 704 systems to classify chemicals does so at their own risk.

Procedure used to derive the classification

Classification	Justification
FLAMMABLE GASES - Category 1 GASES UNDER PRESSURE - Liquefied gas	Expert judgment Expert judgment

History

Date of printing : 5/10/2018

Date of issue/Date of revision : 5/10/2018

Date of previous issue : 7/11/2016

Version : 0.02

Key to abbreviations : ATE = Acute Toxicity Estimate
BCF = Bioconcentration Factor
GHS = Globally Harmonized System of Classification and Labelling of Chemicals
IATA = International Air Transport Association
IBC = Intermediate Bulk Container
IMDG = International Maritime Dangerous Goods
LogPow = logarithm of the octanol/water partition coefficient
MARPOL = International Convention for the Prevention of Pollution From Ships, 1973

Section 16. Other information

as modified by the Protocol of 1978. ("Marpol" = marine pollution)
UN = United Nations

References : Not available.

Notice to reader

To the best of our knowledge, the information contained herein is accurate. However, neither the above-named supplier, nor any of its subsidiaries, assumes any liability whatsoever for the accuracy or completeness of the information contained herein.
Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.

APPENDIX B – Site-Specific FAP

AECOM Environment

Prepared for:
Superfund Standby Program
NYSDEC
Albany, NY

Prepared by:
AECOM
Latham, NY
October 2024

Field Activities Plan (FAP)

Former Grand Dry Cleaners
Newark, New York 14513
Work Assignment D009803-52

Prepared for:

New York State Department of Environmental Conservation
625 Broadway
Albany, New York 12233

Prepared by:

AECOM USA, Inc.
40 British American Boulevard
Latham, New York 12110

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1.0 Introduction

On behalf of the New York State Department of Environmental Conservation (NYSDEC), AECOM USA, Inc. (AECOM) has prepared this Field Activities Plan (FAP) to collect data necessary to compose a comprehensive Site Characterization Report for the Former Grand Dry Cleaners (Site). The Site is identified with Site Code 859033.

The data gathering effort outlined in this FAP includes inspection of wells, advancement of bore holes, analysis of subsurface soil samples, installation of both overburden and bedrock monitoring wells, as well as the analysis of groundwater samples from existing and newly installed wells within the vicinity of the former building footprint. This information will be necessary to further delineate subsurface impacts, provide recent data related to Site conditions and to determine a source area of the detected chlorinated solvent plume within the local groundwater aquifer. All data collected will be compiled into a Site Characterization Report in response to the request from NYSDEC for Site Characterization.

This FAP is designed to provide typical procedures for the field activities on work assignments (WAs) issued under NYSDEC Contract D009803. It will serve as the field procedures manual for all AECOM personnel. Adherence to these procedures will ensure the quality and defensibility of the field data collected. In addition to the field procedures outlined in this document, all personnel performing field activities must do so in compliance with: (1) the Quality Assurance/ Quality Control (QA/QC) measures outlined in the Quality Assurance Project Plan (QAPP); (2) the appropriate Health and Safety guidelines found in the Health and Safety Plan (HASP); (3) the scope of work outlined in the WAs; and (4) the time schedule outlined in the WAs.

1.1 Work Assignment Objectives

The objectives of the work assignment will be established in the WAs issued by NYSDEC under contract D009803-52 and documented in the Scope of Work (SOW); refer to Appendix A. The general objectives of the current WA are to delineate vertical and lateral extents of the detected contaminate plume at/emanating the Site, obtain recent data on contaminate concentrations at the Site and compile the information into a Site Characterization Report.

Field activities are planned and conducted in general accordance with NYSDEC DER-10, Technical Guidance for Site Investigation and Remediation (NYSDEC, 2010), and the United States Environmental Protection Agency (USEPA) Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA (USEPA, 1988).

The FAP is intended to be a companion document to the site-specific Work Plan prepared for each work assignment. This site-specific FAP has been prepared using the NYSDEC Generic FAP as a guideline and is included as an Appendix to the site-specific Work Plan for this WA to address site-specific conditions and project-specific requirements.

The scope of work to be completed on site consists of:

1. Geophysical survey for utility clearance and anomalies in target areas for bore hole installation.
2. Location and inspection of three (3) existing overburden monitoring wells: MW-A, MW-B and MW-C, to determine current condition:
    a. If the integrity of the existing wells is determined to be compromised, the affected well(s) will be replaced within a few feet of the original, where field conditions will allow. During advancement of the bore hole(s) soils will be sampled continuously and screened with a photoionization detector (PID). One (1) soil sample per bore hole will be collected, biased towards soil yielding the highest PID reading or from soil immediately above the water table. The soil sample will be analyzed for VOCs, SVOCs, and Metals.
    b. If the integrity of the existing overburden monitoring well(s) is determined to be suitable for use or the well has been replaced, the wells will be developed, gauged (using an oil/water interface meter) and a groundwater sample will be collected using low-flow sampling procedures for VOC, SVOC and Metals analysis.
3. Hand-clearing of the approved soil boring locations to a minimum depth of five (5) feet below ground surface (bgs).
4. Advancement of five (5) to eight (8) soil borings (dependent on number of wells requiring replacement) to the bedrock surface, approximately 25 feet bgs. Two (2) borings (DB-03/BR-01 & DB-04/BR-02) will be further drilled approximately 15 feet into bedrock, rock cores will be obtained for stratigraphic data, and the borings will be converted into bedrock monitoring wells. The remaining boreholes (DB-01/OB-01, DB-02/OB-02, DB-05/OB-03) installed will be converted into overburden monitoring wells. Subsurface materials will be continuously logged, photographed, classified, and screened with a PID throughout drilling activities. (Section 4.3 for well construction details).
5. Soil samples will be collected from bore holes for analysis, biased towards the interval yielding the highest PID reading, or the interval immediately above the water table. All soil samples will be subject to VOC, SVOC, and Metals (including Mercury and Cyanide) analysis; soil samples from new bore holes (not replacing wells) will also be subject to PCB, Herbicide/Pesticide and PFAs analysis.
6. All monitoring wells to be sampled will be developed by pumping until the discharged water is relatively sediment free and the indicator parameters (pH, temperature, and specific conductivity) have reached steady state. All wells at the Site except for Ravi and Empire wells will be subject to comprehensive water level recording.
7. Groundwater samples will be collected from two (2) new bedrock and three (3) new overburden monitoring wells using low-flow sampling procedures. Groundwater samples will be subject to VOC, SVOC, Metals (including Mercury and Cyanide), PCB, Pesticide/Herbicide and PFAs Analysis.
8. Groundwater samples will be collected from five (5) existing wells using low-flow sampling procedures. Groundwater samples collected from MW-A, MW-B and MW-C will be subject to

VOC, SVOC (inc. 1,4-dioxane) and Metals (inc. Mercury and Cyanide) analysis. Groundwater samples collected from BH-09 (Ravi), and B-9 or B-1 (Empire) will be subject to VOC and SVOC Analysis.

9. All soil spoils, rock cores, decontamination fluids and well development and purge water will be drummed, staged on-site in a secure location, sampled for waste profiling, and once approved, transported under manifest for proper disposal at an off-site facility.
10. Location and elevation survey of the borings and monitoring wells.

1.2 Site Description and Background Information

The Site is located at 175 West Union Street in the Village of Newark, New York. The 0.36 acre Site is in an urban area and surrounded by commercial use buildings to the east, west and south. The Erie Canal lines the northern Site boundary. NYSDEC State Superfund Site, NYSEG – Newark MGP- 859021, is north of the Site and its southern border is lined by the Erie Canal. The Site currently contains a gas station and small auto repair business operating as Union Street Automotive. The former building footprint of the Grand Dry cleaners is now located within the Union Street Automotive parking lot and partially in the current footprint of Newark Mini Mart and Deli located at 105 West Union Street.

1.2.1 Site History

The Site operated as a dry cleaner in the 1940's and 1950's. Currently, little is known about the operation history. Environmental site assessments have been performed in the vicinity of the Site by Empire GEO Services Inc. (Empire), Ravi Engineering & Land Surveying P.C. (Ravi) and Day Environmental (Day) at the eastern adjoining properties, 101-107 & 131 West Union Ave. NYSDEC Spills investigations 1301301 (closed, 2013) of 101-107 West Union Street and 1503519 (closed, 2017) of 131 West Union Street have also occurred in the vicinity of the Site. These investigations and assessments have detected evidence of chlorinated solvent contamination in soils and groundwater near the former building footprint of the dry cleaner. Previous investigations generally terminated their test borings at depths less than twenty (20) feet bgs, and there is potential for chlorinated solvents to exist at greater depths. At this time, the Site is a suspected source area of a tetrachloroethylene (PCE) plume observed at the eastern adjacent property during the NYSDEC Spills Division petroleum cleanup of Spill 1503519.

One (1) overburden monitoring well (B-4) is presumed to remain at 101-103 West Union Street from the investigation performed by Empire in 2013. Five (5) overburden monitoring wells (BH-01, BH-02, BH-04, BH-05 and BH-09) are presumed to remain at 101-105 & 131 West Union Street from the investigation performed by Ravi in 2015. Three (3) overburden monitoring wells (MW-A, MW-B and MW-C) are presumed to remain at 101-105 & 131 West Union Street from the investigation performed by Day in 2015. The exact location and/or integrity of the wells are unconfirmed, and these details will be investigated during the Site Characterization.

2.0 General and Preparatory Field Activities

The scope of work will be established in the work assignment as documented in the site-specific Work Plan.

The work assignment may include a variety of field activities intended to obtain site-specific data pertaining to the extent of contamination and the extent to which releases or potential releases from the site pose a threat to human health and the environment. Typical project objectives include:

- Characterize site geology;
- Characterize site hydrogeology;
- Evaluate areal and vertical extent of contamination, including transport mechanisms;
- Assess the source(s) of contamination and determine if this source(s) has impacted off-site properties or sensitive receptors; and
- Collect additional data to support the design and implementation of remedial actions.

To accomplish these objectives, the field subtasks described in this FAP may be utilized. Additional methodology information will be provided in the QAPP. Unless otherwise noted, it is assumed that all field work will be completed at Level D personal protection in accordance with the HASP. Field activities will be monitored by a qualified AECOM representative(s).

2.1 Mobilization

Following authorization to proceed with the field investigation from NYSDEC, AECOM and its subcontractors will mobilize necessary materials and equipment to the site. Due to the intrusive nature of the work being performed Atlantic Testing Laboratories as the subcontractor performing the work, will place a call to DigSafely New York for utility mark out. Utility clearance is detailed in Section 2.3.

Site preparation will be performed by AECOM's drilling subcontractor, Atlantic Testing Laboratories under direction by AECOM.

Site preparation activities include:

1. Construct a temporary decontamination pad on an existing concrete slab for decontamination of tools and equipment. The temporary decontamination pad will be lined with plastic sheeting so wash water can be collected, containerized, and properly disposed. Following field work, the temporary decontamination pad will be disassembled and removed from the Site.

2. Establish an investigative derived waste (IDW) staging area on an existing concrete slab.

A project kick-off meeting will be held prior to initiating field work to orient field team members and subcontractors with the site and to familiarize all site workers with site background, potential dangers, health and safety requirements and emergency contingencies and other field procedures.

2.2 Health and Safety

It is anticipated that the work to be completed at typical sites will be performed in Level D personal protection with the potential to upgrade to Level C. Field workers will be instructed to keep Level C equipment available should it be needed. Should health and safety monitoring during field activities indicate a threat to field personnel or warrant an upgrade beyond Level C protection, work will stop, and site conditions will be re-evaluated by NYSDEC and AECOM. An upgrade to Level B protection will require modification of the HASP and review by AECOM's regional safety manager.

2.3 Utility Clearance: Callout

Intrusive activities will be conducted during a typical site investigation including hand cleaning/soft-digs soil borings, monitoring well installations. Prior to the start of intrusive activities, a call will be placed to New York DIG SAFE CALL CENTER at Dig Safely New York (for all areas north of New York City) 811 (http://www.digsafelynewyork.com) or 1-800-962-7960 for utility mark outs to minimize the risk of encountering subsurface utilities.

2.4 Geophysical Surveys

Geophysical surveys will be conducted by Advanced Geological Services to screen for and identify the presence of underground utilities or any anomalies (e.g., underground storage tanks) within the work areas where hollow stem auger drilling will be conducted. The subcontractor will use both ground penetrating radar (GPR) and electromagnetic conductivity (EMC) methods necessary to confirm utility clearance. Subsurface utilities and/or anomalies shall be identified and marked in the field with spray paint as they are located and a report that summarizes the findings of the survey shall be submitted seven calendar days of completion of the survey.

2.5 Utility Clearance: Hand Tools and Air Knife

Excavation with hand tools allows for excavation near subsurface utilities with reduced chance of impacting the utilities. Hand clearing will be conducted for all soil boring locations by AECOM's drilling subcontractor, Atlantic Testing Laboratories under direction by AECOM.

Procedure:

1. Excavate a two-foot square by approximately five-foot deep area manually using post-hole diggers, pry bars, and/or hand digging. An air knife will be used as needed to advance through areas of dense overburden.

2. After the location is cleared for drilling, the hole will be backfilled flush with the ground surface using the excavated spoils (small rocks and debris removed).

3. Excavated material not returned to the hole will be drummed along with the monitoring well boring spoils for proper disposal.

2.6 Community Air Monitoring

Community air monitoring will be performed as outlined in the NYSDOH Generic Community Air Monitoring Plan (CAMP), or that some of the provisions of the CAMP are not appropriate for a specific work assignment. AECOM's approach to implementing the Generic CAMP is provided in Section 7.0 of this FAP.

2.7 Site Survey

Project surveying performed by AECOM subcontractor Ravi Engineering and Surveying, PE will provide data necessary to plot groundwater monitoring wells (and boreholes, if applicable) on the existing base map. All surveying will be performed under the supervision of a New York State licensed land surveyor, following the requirements of the Scope of Work and HASP.

The horizontal positions will be tied into the North American Datum 1983 and UTM Zone 18N coordinate system. The vertical positions will be tied to the North American Vertical Datum 1988 (NAVD88). The measuring point associated with the existing monitoring wells or other site reference features will be recorded to a vertical accuracy of 0.01 ft. The final survey will be supplied in a digital CAD format (i.e., .dwg or .dxf files in the cited coordinate systems).

2.8 Green and Sustainable Remediation

The work to be completed will comply with NYSDEC guidance documents including DER-31: Green Remediation (2010b). To ensure compliance with DER-31, the work will be completed using the best management practices (BMPs) and techniques described below. In addition to the items discussed in Section 8.0 – Field Records and Documentation, specific reporting methods relative to DER-31 are further described in the following subsection.

2.8.1 Best Practices and Techniques

DER-31 provides some examples of BMPs that could be applied during all phases of remediation (see Attachment 1 of the DER-31 policy). Additional resources to identify potential BMPs and techniques applicable to this work include:

- United States Environmental Protection Agency CLU-IN Green Remediation (www.clu-in.org/greenremediation/);
- Interstate Technology & Regulatory Council Green and Sustainable Remediation (www.itrcweb.org/teampublic_GSR.asp);
- NAVFAC Green and Sustainable Remediation (www.ert2.org/t2gsrportal/);
- Air Force Center for Engineering and the Environment Sustainable Remediation (www.afcee.af.mil/resources/technologytransfer/programsandinitiatives/sustainableremediation/index.asp); and

- Sustainable Remediation Forum (www.sustainableremediation.org).

Lastly, NYSDEC expects that the BMPs identified below will be implemented at sites unless a site-specific evaluation demonstrates impracticability or favors an alternative green approach:

- Use renewable energy where possible or purchase Renewable Energy Credits (RECs);
- Use of remediation technologies with an intermittent energy supply (i.e., energy use during peak energy generation only);
- Incorporate green building design;
- Reuse existing buildings and infrastructure to reduce waste;
- Reuse and Recycle construction and demolition (C&D) debris and other materials (i.e., grind waste wood and other organics for on-site use);
- Design cover systems to be usable (i.e., habitat or recreation);
- Reduce vehicle idling;
- Use of Low Sulfur Diesel Fuel (LSDF) or alternate fuels (i.e., biodiesel or E85);
- Sequence work to minimize double-handling of materials; and
- Use energy efficient systems and office equipment in the job trailer.

Prior to initiating any field work, the Project Manager will identify applicable BMPs to be used for each work assignment. At a minimum, each BMP identified above will be included in the site-specific work plan with a discussion of how each practice or technique will be implemented or why a practice or technique is not appropriate to the work anticipated at the site.

2.8.2 Reporting

All Green and Sustainable BMPs employed during field activities will be discussed within the field log books described in Section 8.0 – Field Records and Documentation. Specifically, the field log books will acknowledge that the practices and techniques identified for the site work were taken each day (if applicable). In addition, the following information will be recorded within the field log books at the close of each day:

- The estimated quantity of fuel consumed by onsite vehicles and equipment;
- The estimated distance traveled by trucks and equipment delivering goods or removing waste; and
- The estimated water use during onsite activities.

The information will be compiled and presented to NYSDEC in a form suitable to the site-specific work completed.

3.0 Drilling/ Coring Procedures

Drilling activities for a maximum of eight (8) soil borings, the installation of three (3) to six (6) overburden monitoring wells and the installation of two (2) bedrock monitoring wells will be conducted according to the SOW and will utilize hollow-stem auger (HSA) drilling.

Procedures for specific sampling activities are described below. The procedures proposed for this investigation are discussed in this section and will be implemented by a subcontractor under the direct supervision of an AECOM employee. When sampling for per and polyfluoroalkyl substances (PFAS), see Appendix A for special field procedures.

3.1 Hollow-Stem Auger Drilling Procedures

A standard method of subsurface drilling which enables the recovery of representative subsurface samples for identification and laboratory testing.

Procedure:

1. HSAs, drill rods, and the drill rig will be thoroughly decontaminated prior to initial borehole installation and between each borehole at the centralized decontamination area. All decontamination liquids will be collected and placed in DOT-approved 55-gallon drums.

2. The drill rig will be inspected for oil leaks and any leaks reported prior to starting drilling operations.

3. Advance the boring by rotating and advancing the HSAs to the desired depth. The borings will be advanced incrementally to permit continuous or intermittent subsurface soil sampling, as required.

4. Remove center plug from the HSAs and collect a split spoon sample per the method stipulated by the project geologist or hydrogeologist.

References: American Society for Testing and Materials (ASTM) D1452/D1452M-16.

3.2 NX-Rock Coring Procedures

NX-Coring is a standard method of subsurface drilling which enables the recovery of bedrock cores for identification. When sampling for PFAS, see Appendix A for special field procedures.

Procedure:

1. Advance the boring into the bedrock by core drilling using an NX-size, double-tube, swivel-type core barrel. Continue drilling until core blockage occurs or until the net length of the core barrel has been drilled.

5. Remove the core barrel from the hole and disassemble it as necessary to remove the core. Reassemble the core barrel and return it to the hole. Resume coring.

6. Place recovered core in the core box with the upper (surface) end of the core at the upper-left corner of the core box. Fit fractured, bedded, or jointed pieces of core together as they naturally occurred.

7. Label core box with borehole ID, date, time, and depth interval of core.

8. The following observations will be recorded from the rock core:

   a) Core recovery percent
   b) Color
   c) Rock classification
   d) Rock hardness
   e) Rock fractures, including descriptions of natural breaks
   f) Rock Quality Designation (RQD)

$$\text{RQD} = \frac{\text{Sum of core lengths} > 4\text{”}}{\text{Total length of core run}} \times 100\%$$

Reference: ASTM D2113-14.

4.0 Groundwater Investigation Tasks

A groundwater investigation will be conducted as part of the Site Characterization. Field activities that will be implemented as part of a groundwater investigation include (but are not limited to) the following:

- Existing Well Condition Survey
- Groundwater Elevation Survey
- Monitoring Well Installation
- Monitoring Well Development
- Groundwater Sampling from Monitoring Wells

When sampling for PFAS, see Appendix A for special field procedures.

4.1 Monitoring Well Inspection and Maintenance

An assessment of the condition and subsequent maintenance of three (3) existing monitoring wells installed by Day Environmental in 2015 is necessary. If the integrity of these wells is determined to be compromised, the affected wells will be replaced. The following procedure should be employed whenever the monitoring wells are opened for gauging and sampling:

1. Use the Monitoring Well Inspection Form (Appendix B) to record the conditions of the various components of the monitoring well and protective casing including lock/hasp, hinge/lid, J-plug, gasket seal, and security bolts.

2. Coat security bolts with never seize to prevent seizure in the cast iron flush mount curb boxes.

2. In wells, record depth to water, depth to bottom, and depths to the top and bottom of any light non-aqueous phase liquid (LNAPL) and dense non-aqueous phase liquid (DNAPL) layers.

3. Record any maintenance performed on the well and stencil as needed.

4. All sections of the inspection form should be completed, and photographs taken before and after inspection and maintenance.

4.2 Groundwater Elevation Survey

To better understand the hydrogeologic conditions, synoptic water level readings will be collected by AECOM prior to groundwater sampling.

Water levels in monitoring wells scheduled to be sampled during the field work will be measured using an electronic water level indicator. Initially, measurements will be taken following well development

until the well has recovered to anticipated static conditions. Wells installed by Ravi and Empire will not be used to calculated groundwater flow due to the unknown details of their construction, and therefore will not be included in the groundwater elevation survey.

Water level measurement procedures are presented below.

Procedure:

1. Clean the water level probe and the lower portion of cable following standard decontamination procedures (Section 6.1) and test water level meter to ensure that the batteries are charged.

2. Lower the probe slowly into the monitoring well until the audible alarm indicates water.

3. Read the depth to the nearest hundredth of a foot from the graduated cable using the V-notch on the riser pipe as a reference point.

4. Repeat the measurement for confirmation and record the water level.

5. Remove the probe from the well slowly, drying the cable and probe with a clean "Chem Wipe" or paper towel.

6. Replace the well cap and lock protective cap in place.

7. Decontaminate the water level meter (Section 6.0) if additional measurements are to be taken.

Reference: ASTM D4750-87(2001).

4.3 Monitoring Well Installation

The approved number and locations of monitoring wells are shown in Figure 2 – Proposed Soil Boring Locations. The actual location and number of monitoring wells will be determined by the on-site supervising AECOM geologist and/or NYSDEC Project Manager.

Prior to advancing augers, the geophysical survey will be performed, and the borings will be hand cleared to five feet bgs. A maximum of eight (8) borings will be advanced to the target depth of approximately twenty-five (25) feet bgs, where bedrock is anticipated to be encountered. Two (2) of these wells will be further advanced approximately fifteen (15) feet into bedrock.

The default method for advancing overburden borings for monitoring well installation will be using 4¼-inch hollow stem augers (HSAs) with a center plug. The HSAs will be advanced to the target depth for well installation. If difficulties with running sands are encountered which hinder drilling, potable water may be introduced into the HSAs to maintain a positive hydrostatic head. For difficult overburden drilling or for wells installed in bedrock, water rotary drilling methods will be employed.

Subsurface soil samples will be obtained in accordance with Section 5.2 and logged in accordance with Section **Error! Reference source not found.**. Soil cuttings will be screened for organic vapors using a PID.

4.3.1 Overburden Monitoring Well Construction Procedures

Three (3) to five (5) overburden monitoring wells will be installed during this Site Characterization at a target depth of approximately 25 feet bgs and screened at the top of bedrock. The wells will be constructed with 5-foot-long, 2-inch inside diameter #10 slot PVC screen attached to a 2-inch inside diameter Schedule 40 PVC riser to the ground surface.

The groundwater monitoring wells will be installed during this investigation using the procedures described below.

Procedure:

1. Advance subsurface boring to the desired depth by means of hollow-stem auger drilling.
2. While boring, collect split spoon samples on a continuous basis to geologically log the boring.
3. Remove center plug from augers and verify borehole depth using weighted measuring tape.
4. Add washed and graded medium sand as needed to base of borehole.
5. Insert the well screen and riser pipe into borehole through the hollow stem augers. Cap the riser to prevent well construction materials from entering the well.
6. Add #2 sand to screen section of well while slowly removing augers. Sand pack should extend at least two feet above the top of the screen section. Measure with a tape.
7. Slowly add bentonite pellet seal to borehole as augers are slowly removed. The bentonite seal should extend at least two feet above the top of the sand pack section. Measure with tape.
8. Note: The rate of removal of the auger from the borehole should closely follow the rate that the sand pack and bentonite pellets fill the borehole.
9. If bentonite seal is placed above the groundwater level within the borehole, add water to the borehole to hydrate the bentonite pellets. Allow pellets to hydrate for at least 30 minutes.
10. Mix cement/bentonite grout per manufacturer's specifications.
11. Add grout to borehole through tremie pipe or hose from the top of the bentonite seal to the ground surface.
12. Remove remaining augers from the borehole.
13. Top off grout in borehole. Grout should extend to approximately two feet below ground surface.
14. Cut well-riser pipe to about three feet above the ground surface for stickup type wells. Flush-mount well risers should be cut off just below surface grade.
15. Backfill the remaining two feet of the borehole with concrete.

16. Install a protective casing over the well riser pipe and set it into the concrete backfill.

17. Lock the protective casing cover.

18. Document well construction in the field notebook and on a Well Construction Detail diagram (Appendix B).

Reference: ASTM D5092/D5092M-16.

4.3.2 Bedrock Monitoring Well Construction Procedures

Two (2) groundwater monitoring wells will be converted from soil borings and set fifteen (15) feet into bedrock during this Site Characterization and screened at depths of approximately 40-45 feet bgs using the procedures described below.

Procedure:

1. Collect soil samples while advancing to the top of bedrock. Follow the procedures in Section 5.1 as applicable for field conditions.

2. Measure the depth to the top of bedrock from the ground surface using a weighted measuring tape.

3. Upon reaching the bedrock surface, the augers will be removed, and a temporary 4-inch diameter casing will be installed.

4. Bedrock will be continuously cored using an NX core bit up to a target depth of approximately 40-45 feet bgs (i.e., approximately fifteen feet into bedrock).

5. Install a 5-foot of 2-inch ID #10 slot PVC screen attached to a 2-inch ID, Schedule 40 PVC riser to the ground surface.

6. #2 size sand pack will be installed from the bottom of the well screen up to 2 feet above the top of the well screens.

7. A minimum 2-feet thick bentonite seal will be installed above the sand pack, hydrated, and allowed to sit for 30 minutes prior to the placement of the cement/bentonite grout (neat cement). The grout will be placed from above the bentonite seal to an elevation of 1-foot below grade via a tremie pipe.

8. Insert a riser cap (J-plug) into the well riser. Install an 8-inch curb box around the well casing by cementing the protective curb box around the well casing. Install lock on J-plug and seal the curb box.

9. Document well construction details in the field notebook and transfer the data onto the Bedrock Monitoring Well Construction Detail form (Appendix B).

Reference: ASTM D5092/D5092M-16.

4.4 Well Development

Following completion of groundwater monitoring well installation, each monitoring well will be developed by pumping until the discharged water is relatively sediment free and the indicator parameters (pH, temperature, and specific conductivity) have reached steady state. Developing the monitoring well not only removes any sediment but also may improve the hydraulic properties of the formation.

The effectiveness of the development measures will be closely monitored to keep the volume of discharged water to the minimum necessary to obtain sediment-free samples. A portable turbidimeter will be used to monitor effectiveness of development. A turbidity reading of < 50 Nephelometric Turbidity Units (NTU) and steady-state pH, temperature, and specific conductivity readings will be used as a guide for discontinuing well development. When sampling for PFAS, see Appendix A for special field procedures.

Procedure:

1. An appropriate monitoring well development method should be selected, depending on water level depth, well productivity, and sediment content of water. Monitoring well development options include: (a) manual pumping; and (b) powered suction-lift or hydrolift pumping.

2. Equipment should be assembled, decontaminated (if necessary), and installed in the well. Care should be taken not to introduce contaminants to the equipment during installation.

3. Monitoring well development should proceed by repeated removal of water from the well until the discharged water is relatively sediment-free. All development waters will be containerized. Effectiveness of development should be monitored at regular intervals using a portable turbidimeter and water quality meter. Volume of water removed, and turbidity, pH, temperature, and conductivity measurements will be recorded on a Well Development/Purging Log form (Appendix B).

4. Monitoring well development will be discontinued when the turbidity of the discharged water is below 50 NTU and the other indicator parameters have stabilized.

Reference: ASTM D5092/D5092M-16.

4.5 Groundwater Sampling from Monitoring Wells

Groundwater sampling will be performed to evaluate the extent of groundwater contamination. Of the newly installed wells, two (2) bedrock and three (3) overburden monitoring wells with no measurable free product will be sampled for TCL VOCs (by EPA Method 8260C), TCL SVOCs including 1,4-dioxaine (by EPA Method 8270D/8270 SIM), TAL Metals (by EPA Method 6010C), Mercury (by EPA Method 7470A), Cyanide (by EPA Method 9010), TCL PCBs (by EPA Method 8082A), TCL Herbicides/Pesticides (by EPA Methods 8151A/8081B) and PFAS (by EPA Method 1633).

In addition, five (5) of the existing monitoring wells will be sampled using the EPA Methods as designated above. MW-A, MW-B and MW-C will be sampled for VOCs, SVOCs including 1,4-dioxaine, and Metals including Mercury and Cyanide. BH-09 (Ravi) and B-9 or B-1 (Empire) will be sampled for VOCs and SVOCs.

The locations and well identifications are presented on Figure 2 – Proposed Soil Boring Locations, Table 2 – Monitoring Well Sampling Plan, and in the QAPP.

4.5.1 Low-Flow Sampling Technique

Groundwater sampling will be done 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 (EPA, 1998).

Monitoring well purging will be completed using the low-flow purging technique as follows:

1. The well cover will be unlocked and carefully removed to avoid having any foreign material enter the well. The interior of the riser pipe will be monitored for organic vapors using PID. If a reading of greater than 5 ppm is recorded, the well will be vented until levels are below 5 ppm before purging begins.

2. Using an electronic interface probe/water level detector, the water level below top of casing will be measured. The depth of the well will be measured to determine the volume of water in the well. The bottom of the well will also be checked for DNAPL using the interface probe/water level indicator. The end of the probe will be decontaminated between wells.

3. Calibrate field instruments (e.g., pH, specific conductance, PID, turbidity).

4. Purge the required water volume (i.e., until stabilization of pH, temperature, specific conductivity, and turbidity) using a low-flow pump (e.g., Solinst or Geopump) and dedicated HDPE tubing. New dedicated tubing will be used for each well.

5. Purge the well until the water quality parameters have stabilized. The stabilization criteria are: specific conductivity - 3% full-scale range; pH - 0.10 pH unit; dissolved oxygen – 10%, Turbidity – 10% and oxidation/reduction (redox) potential - +/- 10 units.

6. Purging of three well volumes is not necessary if the indicator parameters are stable. However, at least one (1) well volume must be purged before sampling can begin. During purging, it is permissible to by-pass the flow cell until the groundwater has cleared.

7. Indicator parameters of pH, conductivity, dissolved oxygen, oxidation/reduction (redox) potential, turbidity, and temperature must be measured continuously using the flow cell.

8. Well purging data are to be recorded in the field notebook and on the Low Flow Purge Log (Appendix B).

4.5.2 Sample Collection Procedures

Procedure:

1. After well purging is completed, a sample will be collected into the appropriate containers.

2. Direct water flow toward the inside wall of the sample container to minimize volatilization. Fill volatile sample containers so no headspace (air bubbles) is present. If containers are pre-preserved, do not overfill sample containers. Note if effervescence is observed.

3. All sample bottles will be labeled in the field using a waterproof permanent marker (Section 8.4).

4. Samples will be collected into sample bottles (containing required preservatives) and placed on ice in coolers for processing (preservation and packing) prior to shipment to the analytical laboratory. A chain-of-custody record will be initiated. The analytical laboratory will certify that the sample bottles are analyte-free prior to shipping.

5. Remove pump and disconnect valves and tubing, as necessary. If a submersible pump was used, it must be decontaminated prior to and between each use. Clean pump by flushing 10 gallons of potable water through the pump. Rinse with deionized water after flushing the pump.

6. Well sampling data are to be recorded in the field notebook and on the Well Purging Log (Appendix B).

4.6 Plugging/Abandoning Borehole and Grout Mixing

If any bore holes are not completed as monitoring wells, they will be sealed (plugged) prior to abandonment to prevent downhole contamination. In addition, the annular space in monitoring wells need to be sealed after the installation of the sand pack and bentonite seal to prevent any downward migration of surface water into the well. Sealing can be achieved by backfilling the borehole with bentonite below the water table (hole plug or pellets) and/or with a cement/bentonite grout above the water table. The backfill material will be introduced from bottom to top using either a tremie pipe or the drill rods. Shallow borings will be sealed with bentonite (hole plug or pellets) the entire length of the boring.

Procedure:

1. Determine most suitable seal materials. Grout specifications generally have mixture ratios as follows:

   Grout Slurry Composition (Percent Weight)

   1.5 to 3.0 percent - Bentonite (Quick Gel)

   40 to 60 percent - Cement (Portland Type I)

   40 to 60 percent - Water

2. Calculate the volume of the borehole based on the bit or auger head diameter plus 10 percent and determine the volume of grout to be emplaced. Generally, the total mixed volume is the borehole volume plus 20 percent.

3. Identify the equipment to be used for preparing and mixing of the grout. Ensure the volume of the tanks to be used for mixing has been measured adequately. Document these volumes.

4. Identify the source of the water to be used for the grout and determine its suitability for use. In particular, water with high sulfate or chloride levels, or heated water, should not be used. These types of waters can cause operational difficulties or modify the set-up for the grout.

5. Identify the equipment to be used for emplacing the grout. Ensure that the pump to be used has adequate pressure to enable complete return to surface.

6. Identify the volumes to be pumped at each stage or in total if only one stage is to be used.

7. Prepare the borehole plugging plan and discuss the plan and activities with the drilling contractor prior to beginning any mixing activities.

8. Begin mixing the grout to be emplaced.

9. Record the type and amount of materials used during the mixing operation. Ensure that the ratios are within specification tolerance.

10. Begin pumping the grout through the return line bypass system to confirm that all pump and surface fittings are secure.

11. Initiate downhole pumping. Record the times and volumes emplaced on the form.

12. Document the borehole is completely filled with grout.

13. Clear and clean the surface near the borehole. Level the ground to about the pre-existing grade. Add grout or cement as necessary to the area near the borehole.

Note: On occasion, there may be some settling of the grout, which takes place over several days. If this settling occurs, the natural soil from the immediate vicinity is used to put the level at grade. A follow-up check at each site should be made within one week to 10 days of completion. Document the visit and describe any action taken.

5.0 Soil Sampling Activities

Soil sampling activities will include subsurface soil sampling. Procedures for this activity are described below.

5.1 Subsurface Soil Sampling

Borings will be advanced at a maximum of eight (8) approved locations, dependent on the total number of existing wells requiring replacement following their inspection. All borings will be hand cleared to five (5) feet bgs, and advanced to bedrock using 4¼ I.D. hollow stem augers (HSAs). Split spoon samples will be collected continuously and logged using standard penetration techniques from the ground surface to the top of bedrock.

5.1.1 Split Spoon Sampling Procedures

Split-spoon samples will be collected during boring advancement at continuous 2-foot intervals. All soil samples will be visually described and classified, inspected for signs of contamination, and screened with a photoionization detector (PID) for the presence of organic vapors by the supervising AECOM geologist. Soil samples yielding the highest PID readings, or from directly above the water table will be collected and cooled on ice to be sent for laboratory analysis. When sampling for PFAS, see Appendix A for special field procedures.

Soil samples collected from soil borings installed to replace compromised existing wells will be analyzed for VOCs, SVOCs and Metals including Mercury and Cyanide (via a NYSDEC call-out laboratory). Soil samples collected from the five (5) soil borings installed to construct new wells will be analyzed for the following parameters (via a NYSDEC call-out laboratory): TCL VOCs (by EPA Method 8260C), TCL SVOCs including 1,4-dioxaine (by EPA Method 8270D/8270 SIM), TAL Metals (by EPA Method 6010C), Mercury (by EPA Method 7471A), Cyanide (by EPA Method 9010), TCL PCBs (by EPA Method 8082), TCL Herbicides/Pesticides (by EPA Methods 8151/8081) and PFAS (by EPA Method 1633).

Procedure:

1. Measure the sampling equipment lengths to ensure that they conform to specifications. Confirm the weight of the hammer (140 pounds.).

3. Clean out the HSAs to the bottom depth prior to sampling. Select additional components as required (i.e., leaf spring core retainer for clays or a sand trap for non-cohesive sands).

14. Lower the decontaminated 2-inch outside diameter (O.D.) split-spoon to the bottom of the HSAs and check the depth against length of the rods and the split-spoon.

15. Attach the drive head and hammer to the drill rods without the weight of the hammer resting on the rods.

16. Lower the weight and allow the split-spoon to settle up to 6 inches below the bottom of the HSAs. If it settles more, consider use of another type of sampler.

17. Mark four 6-inch intervals on the drill rods relative to a drive reference point on the rig. With the split-spoon resting on the bottom of the hole, drive the split-spoon with the 140-pound hammer falling freely over its 30-inch fall until 24 inches have been penetrated or 50 blows have applied in any 6-inch interval.

18. Record the number of blows required to drive the split-spoon 6 inches into the overburden. Determine the "N" value by adding the blows for the 6-to 12-inch and 12-to 18-inch interval of each sample attempt.

19. After penetration is complete, remove the split-spoon sampler.

20. Open the split-spoon to determine the percent recovery and describe the soil.

21. Split the sample lengthwise and screen the soil with a PID for volatile organic vapors.

22. Document all properties and sample locations in the field notebook, and on the Boring Log form (Appendix B).

Reference: ASTM D1586/ D1586M-18.

5.1.2 Unified Soil Classification System

Soils are classified for engineering purposes according to the Unified Soil Classification System (USCS) adopted by the U.S. Army Corps of Engineers and U.S. Department of the Interior Bureau of Reclamation. Soil properties that form the basis for the USCS are:

- Percentage of gravel, sand, and fines;
- Shape of the grain-size distribution curve; and
- Plasticity and compressibility characteristics.

According to this system, all soils are divided into three major groups: coarse-grained, fine-grained, and highly-organic (peaty). The boundary between coarse-grained and fine-grained soils is taken to be the 200-mesh sieve (0.074 mm). In the field the distinction is based on whether the individual particles can be seen with the unaided eye. If more than 50% of the soil by weight is judged to consist of grains that can be distinguished separately, the soil is considered to be coarse-grained.

The coarse-grained soils are divided into gravelly (G) or sandy (S) soils, depending on whether more or less than 50% of the visible grains are larger than the No. 4 sieve (3/16 inch). They are each divided further into four groups:

W: Well graded; fairly clean (<5% finer than 0.074 mm)

P: Poorly graded (gap-graded); fairly clean (<5% finer than 0.074mm)

C: Clayey (>12% finer than 0.074mm); plastic (clayey) fines. Fine fraction above the A- line with plasticity index above 7.

M: Silty (>12% finer than 0.074 mm); non-plastic or silty fines. Fine fraction below the A- line and plasticity index below 4.

The soils are represented by symbols such as GW or SP. Borderline materials are represented by a double symbol, as GW-GC.

The fine-grained soils are divided into three groups: inorganic silts (M), inorganic clays (C), and organic silts and clays (O). The soils are further divided into those having liquid limits lower than 50% (L), or higher than 50% (H).

The distinction between the inorganic clays (C), the inorganic silts (M), and organic soils (O) is made on the basis of a modified plasticity chart. Soils CH and CL are represented by points above the A-line, whereas soils OH, OL, and MH correspond to positions below the A-line. Soils ML, except for a few clayey fine sands, are also represented by points below the A-line. The organic soils O are distinguished from the inorganic soils M and C by their characteristic odor and dark color.

Reference: ASTM D2487-17.

5.1.3 Visual Identification

Soil samples collected during boring advancement will be visually identified. Soil properties required to define the USCS classification of a soil and other observed characteristics normally identified in describing a soil are defined below:

a. Color
b. Moisture conditions
c. Grain size
   i. Estimated maximum grain size
   ii. Estimated percent by weight of fines (material passing No. 200 sieve)
d. Gradation
e. Grain shape
f. Plasticity
g. Predominant soil type
h. Secondary components of soil
i. Classification symbol
j. Other features such as:
   - organic, chemical, or metallic content;
   - compactness;

- consistency;
- cohesiveness near plastic limit;
- dry strength; and
- source - residual, or transported (aeolian, water borne, glacial deposit, etc.)

Reference: ASTM D2488-17.

6.0 Decontamination and Management of Investigation Derived Waste

6.1 Equipment Decontamination

To avoid cross contamination, sampling equipment (defined as any piece of equipment which may contact a sample) will be decontaminated according to the following procedures specified in the site-specific FAP. Field equipment rinsate blanks are generated and analyzed to monitor the effective of field decontamination procedures.

Cross contamination is minimized by the use of vendor-decontaminated, dedicated, disposable equipment to the extent practical.

When sampling for PFAS, see Appendix A for special field procedures.

6.1.1 Decontamination Procedures

A decontamination pad will be constructed on the site by AECOM's drilling subcontractor, Atlantic Testing Laboratories.

The pad will be sized to be large enough to handle the equipment used on site (e.g., drill rig). Additionally, the pad will be used for small equipment decontamination as well as personnel decontamination.

6.1.2 Small Equipment Decontamination

Small equipment decontamination for non-disposable equipment will be accomplished using the following procedures:

- Liquinox® (or equivalent) and potable water wash;
- Potable water rinse;
- 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.Liquinox®) 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 high-density polyethylene (HDPE) sample tubing will be used at each monitoring well. The pump will be cleaned using the following steps:

- Liquinox (or equivalent) and potable water wash;
- Potable water rinse;
- Distilled/deionized water rinse;
- Solvent (reagent or pesticide grade) rinse if samples are collected for organic analysis;
- Dilute (10%) nitric acid rinse if samples are collected for metals analysis; and
- Distilled/deionized rinse, air dry.

6.1.3 Heavy Equipment Decontamination

Drilling equipment will be decontaminated before the first use, between boreholes and prior to demobilization using high-pressure steam. Decontamination will be conducted at a dedicated decontamination pad constructed for the project or at an alternate location as indicated in the site-specific Work Plan or site-specific FAP. Decontamination fluids will be containerized (drummed) for subsequent characterization or disposal.

6.1.4 Personnel Decontamination

Wash buckets and potable water will be set up at the decontamination pad or alternate location as indicated in the site-specific Work Plan, site-specific FAP, or HASP. This includes washing hands and a boot wash. Details of the personnel decontamination procedures will be provided in the HASP.

6.2 Management of Investigation Derived Waste

Investigation-derived waste (IDW) management will be in accordance with section 3.3(3e) of DER-10 (NYSDEC, 2010). The sampling methods and equipment will be selected to limit both the need for decontamination and the volume of IDW.

IDW generated during field activities include, but is not limited to, the following:

- Purge water;
- Poly sheeting;
- PPE; and
- Drill cutting and soil boring spoils.

This IDW must be placed in 1A2 open head 55-gallon steel drums pending shipment off site for disposal.

Procedure:

Segregation

Drummed IDW is to be divided into the following categories:

- Drill cuttings and soil boring spoils (see Section 3.0);
- Purgewater from monitoring well development/sampling and DNAPL/LNAPL product; and,
- Solid waste other than drill cuttings and boring spoils (i.e., spent poly tubing, PPE, etc.).

Generator ID

Any IDW generated is assigned USEPA Generator ID Number TBD.

Hazardous/Non-Hazardous Classification

AECOM will collect characterization samples to classify the IDW as either hazardous or non-hazardous.

Shipment/Disposal

Drummed IDW must be staged at its point of origin until it is shipped off site on the same day it is generated or staged in a designated and secured area until it can be shipped off site at a later date.

All IDW must be shipped off site by a permitted contractor to a permitted facility and may be disposed of at a facility licensed to accept hazardous waste, if necessary.

Manifests

Waste manifests must accompany the IDW during shipment off site for disposal. For non-hazardous waste, a non-hazardous waste manifest must be completed. For hazardous waste, a Uniform Hazardous Waste Manifest (USEPA Form 8700-22) must be completed, along with a Land Disposal Restriction Notification Form 1. IDW manifests can be signed by AECOM personnel as agents for the generator (NYSDEC).

7.0 Community Air Monitoring Program

A Community Air Monitoring Plan (CAMP) is used to provide a measure of protection for the downwind community (i.e., off-site receptors including residences and businesses, and on-site workers not directly involved with the subject work activities) from potential airborne contaminant releases as a direct result of investigative and remedial work activities.

The protocols cited below are based on the NYSDOH Generic CAMP (May, 2010; Appendix 1A to DER-10 [NYSDEC, 2010]) which is typically utilized by NYSDEC as guidance for work conducted under these contracts.

7.1 Monitoring

Real-time air monitoring for volatile organic compounds (VOCs) and/or particulate levels at the perimeter and surrounding community of the work area may be necessary. Monitoring activities will consist of a combination of continuous and periodic monitoring, which will be performed dependent upon the type of activity being conducted at the site, as discussed below.

The specific types of monitoring necessary and appropriate for any particular project will be determined by NYSDEC and AECOM and specified in the site-specific Work Plan and site-specific FAP.

7.1.1 Continuous Air Monitoring

Continuous monitoring for VOCs and particulates may be required for ground intrusive activities associated with the site, including, but not limited to, hand digs, the installation of soil borings and groundwater monitoring wells. A total of two (2) CAMP units will be present; one (1) in a down-wind location and one (1) in an up-wind location.

VOC monitoring will be conducted at the downwind perimeter of the immediate work area on a continuous basis. Upwind concentrations should be measured at the start of each workday and periodically thereafter to establish background conditions. VOC monitoring will be performed using a MiniRAE 2000 or equivalent, which is appropriate to detect a wide range of contaminants typically encountered. The MiniRAE 2000 will be calibrated at least daily for the contaminant(s) of concern or for an appropriate surrogate. The MiniRAE 2000 is capable of calculating 15-minute running average concentrations, which will be compared to the action levels specified below.

Particulate concentrations will be monitored continuously at the upwind and downwind perimeters of the work area at temporary particulate monitoring stations. The particulate monitoring will be performed using real-time monitoring equipment capable of measuring particulate matter less than 10 micrometers in size (PM-10) such as a Thermo MIE pDR-4000 DataRam or equivalent. The

Thermo MIE pDR-4000 DataRam is a real-time monitoring equipment capable of measuring particulate matter less than 10 microns (µm) in size [PM-10] and capable of integrating over a period of 15 minutes for comparison to the airborne particulate action level. The Thermo MIE pDR is equipped with an audible alarm to indicate exceedance of the action level. In addition to using the Thermo MIE pDR-4000 DataRam, fugitive dust migration will be visually assessed during work activities. If particulate concentrations at the upwind station are higher or equivalent to concentrations at or downwind of work areas, then continuous air monitoring may be discontinued, as approved by NYSDEC.

7.1.2 Periodic (As-Needed) Air Monitoring

Periodic or as-needed air monitoring for VOCs may be required during non-intrusive activities associated with the site-specific Work Plan. Non-intrusive activities may include the collection of soil samples and the collection of groundwater samples from existing monitoring wells. Periodic air monitoring during sample collection will consist of taking a reading upon arrival at a sample location, monitoring while opening a well cap or overturning soil, monitoring during well bailing/purging, and taking a reading prior to leaving a sample location.

7.2 Action Levels and Response

This subsection identifies the action levels and corresponding responses for concentrations of VOCs and particulates detected during the field activities associated with a site.

7.2.1 Volatile Organic Compounds

If the ambient air concentration of total organic vapors at the downwind perimeter of the work area exceeds 5 parts per million (ppm) above background for the 15-minute average, work activities will be temporarily halted, and monitoring will continue. If the total organic vapor level readily decreases (per instantaneous readings) below 5 ppm over background, work activities will resume with continued monitoring.

If total organic vapor levels at the downwind perimeter of the work area or exclusion zone persist at levels in excess of 5 ppm over background but less than 25 ppm, work activities will be stopped, the source of vapors identified, corrective actions taken to abate emissions, and monitoring continued. After these steps, work activities will resume provided that the total organic vapor level 200 ft downwind of the work zone or half the distance to the nearest potential receptor or residential/commercial structure, whichever is less (but in no case less than 20 ft), is below 5 ppm over background for the 15-minute average.

If the organic vapor level is above 25 ppm at the perimeter of the work area, field activities will be shut down.

All 15-minute readings will be recorded and be available for NYSDEC and NYSDOH personnel to review. Instantaneous readings (if any) used for decision purposes will also be recorded.

7.2.2 Particulates

If the downwind PM-10 particulate level is 100 µg/m^3 greater than background (upwind perimeter) for the 15-minute period or if airborne dust is observed leaving the work area, then dust suppression techniques will be employed. Work will continue with dust suppression techniques provided that downwind PM-10 particulate levels do not exceed 150 µg/m^3 above the upwind level and provided that no visible dust is migrating from the work area.

If, after implementation of dust suppression techniques, the downwind PM-10 particulate levels are greater than 150 µg/m^3 above the upwind level, work will be stopped, and a re-evaluation of activities initiated. Work will resume provided that dust suppression measures and other controls are successful in reducing the downwind PM-10 particulate concentration to within 150 µg/m^3 of the upwind level and in preventing visible dust migration.

Similar to the VOC readings, particulate readings will be recorded and be available for state (NYSDEC and NYSDOH) and county health personnel to review.

8.0 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, and a methodology by which field records will be managed. Field records and documentation to be used during field activities include Field Log Books and Standard Forms. Standard Forms are provided in Appendix B.

8.1 Field Log Books

As PFAS sampling events will be performed at the Site, loose lead notebook paper shall be used in lieu of a field log book (Appendix A) by field personnel.

Each log book will be labeled on the front cover in indelible ink with the following designation: “Former Grand Dry Cleaners/Site Characterization,” NYSDEC Work Assignment D009803-52, AECOM Project Number 60735136.”

Entries will be recorded in indelible, waterproof ink. If errors are made in any field log book, field record (form), Chain-of-Custody Record, 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.

Standard Forms have been adopted in this FAP to facilitate the collection of consistent data (see Appendix B). This will preclude detailed documentation of, for example, lithologic descriptions in the field log book. A reference, however, to use of each specific form must be made in the log book.

The date will be placed at the top of every page in the left-hand corner of the right page. The time of entry recordings will be in columnar form down the left-hand side of the right page. If an entry is made in a non-dedicated log book, then the date, project name, and project number will be entered left to right, respectively, along the top of the right page. Entries should be dated, and time of entry recorded. At the beginning of each day, the first two entries will be “Personnel/Contractors On Site” and “Weather.” At the end of each day's entry or particular event, if appropriate, the person entering the field notes should draw a diagonal line originating from the bottom left corner of the page to the conclusion of the entry and sign along the line indicating the conclusion of the entry or the day's activity.

Entries will be legible (printing is preferable) and will contain accurate and inclusive documentation of project activities (investigation, monitoring remediation, closure, maintenance, etc.). Information pertaining to health and safety aspects, personnel on site, visitor’s names, association, and time of arrival/departure, etc., should also be recorded. Language should be objective, factual, and free of personal feelings or other terminology that might prove inappropriate, since field records are the

basis for later written reports. Once completed, these field notes become accountable documents and must be maintained as part of the project files.

Sample collection and handling activities, as well as visual observations, will be documented on notebook loose leaf paper. The sample collection equipment (where appropriate), field analytical equipment, and equipment used to make physical measurements will be identified in the field log books. Calculations, results, and calibration data for field sampling, field analytical, and field physical measurement equipment will also be recorded, except where these are referenced as being recorded on approved field forms. Field analyses and measurements must be traceable to the specific piece of field equipment utilized and to the field investigator collecting the sample, making the measurement, or conducting analyses. Notes will be updated as field work progresses.

On a periodic basis (i.e., daily, weekly, etc.), or at the end of each field event, the pages that were filled out during that time will be scanned into PDF format. The resulting PDF files will then be uploaded to the project folder located on the office server.

The field notes will be submitted to the AECOM project manager for final cataloging and filing. The field notes will be stored in the Project File. Copies of specific sections will be made available to personnel upon request.

8.2 Standard Forms

All non-bound field records (e.g., drilling logs, well construction forms, sampling logs, etc.) will be completed the day the associated activity occurs. Field data collected using electronic data loggers or computer entry forms, will be downloaded as soon as practical onto CDs, and/or uploaded to office servers. If possible, the person collecting the data will download electronic data on a daily basis. This person will be responsible for verifying that the data collected are adequately represented in electronic media and in the file. Examples of forms typically used are provided in Appendix B of this FAP.

On a periodic basis (i.e., daily, weekly, etc.), or at the end of each field event, the field forms that were completed during that time will be scanned into PDF format. The resulting PDF files will then be uploaded to the project folder located on the office server.

8.3 Sample Identification

During this project, a unique sample identifier will designate each sample collected. The following system may be used to assign unique sample identification numbers; however, modifications should be made as needed to clearly and appropriate identify samples for each site or project. Each sample will be identified by an alphanumeric character identifier, as described below.

The following codes will be used for identifying other sample types:

CODE	Sample Type
MW	Monitoring well
SB	Soil boring
SW	Surface water
SD	Sediment
IA	Indoor air
OA (or AA)	Outdoor (or ambient) air
SV	Soil vapor
FB	Field (Rinsate) Blank
N + 50	Field Duplicate (e.g., field duplicate of MW-3S will be MW-53S)
TB	Trip Blank
MS/MSD	Matrix Spike/ Matrix Spike Duplicate

Field blanks and tip blanks will be labeled for the day of collection. For MS/MSD samples, the MS/MSD will be added to the sample ID and included on the COC as a note.

An example of the sample numbering system is provided below.

Sample Identifier	Description
MW-1S	Shallow well MW-1S
MW-101D	Deep monitoring well MW-101D
SB-02-0406	Soil sample from 4 to 6 ft interval from boring SB-02.
SS-01	Surface soil sample from location SS-01.
FBW110502	Field blank associated with water samples collected on 5/2/11
TB110503	Trip blank associated with samples shipped 5/3/11.

8.4 Sample Labeling

A non-removable label will be affixed to each sample container. Labels will be marked with permanent marker pens. The following information will be contained on each label:

Project name;

Sample identifier;

Company (AECOM);

Sample date and time;

Sampler's initials;

Sample preservation; and

Analysis required.

8.5 Sample Shipping

Proper documentation of sample collection and the methods used to control these documents are referred to as chain-of-custody procedures. Chain-of-custody procedures are essential for presentation of sample analytical chemistry results as evidence in litigation or at administrative hearings held by regulatory agencies. Chain-of-custody procedures also serve to minimize loss or misidentification of samples and to ensure that unauthorized persons do not tamper with collected samples.

The procedures should follow the chain-of-custody guidelines outlined in NEIC Policies and Procedures, prepared by the National Enforcement Investigations Center (NEIC) of the U.S. Environmental Protection Agency Office of Enforcement.

Procedure:

1. The chain-of-custody (COC) record (Appendix B) should be completely filled out, with all relevant information.

2. The original COC goes with the samples. It should be placed in a Ziploc bag and taped inside the sample cooler. The sampler should retain a copy of the COC.

3. Place inert cushioning material such as vermiculite or bubble-wrap in the bottom of the cooler.

4. Place the bottles in the cooler in such a way that they do not touch (use cardboard dividers or bubble-wrap).

5. Wrap VOA vials securely in bubble-wrap and tape. Place them in the center of the cooler.

6. With the exception of Summa® canisters, pack the cooler with ice in doubled Ziploc plastic bags.

7. Pack the cooler with cushioning material.

8. Tape the drain shut.

9. Wrap the cooler completely with strapping tape at two locations securing the lid. Do not cover any labels.

10. Place the lab address on top of cooler. For out-of-town laboratory, add the following: Put "This side up" labels on all four sides and "Fragile" labels on at least two sides. Affix numbered custody seals on front right and left of cooler. Cover seals with wide, clear tape.

11. Summa® canisters are shipped in the same boxes the laboratory used for shipping.

12. Ship samples via overnight carrier the same day that they are collected. Samples (except Summa® canisters) must be maintained at 4 degrees Celsius (C) ± 2ºC throughout the shipping duration.

9.0 References

American Society for Testing and Materials (ASTM) D1452/D1452M-16, *Standard Practice for Soil Exploration and Sampling by Auger Borings*

ASTM D1586/ D1586M-18. *Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils*.

ASTM D2113-14. *Standard Practice for Rock Core Drilling and Sampling of Rock for Site Exploration*.

ASTM D2487-17. *Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System)*.

ASTM D2488-17. *Standard Practice for Description and Identification of Soils (Visual-Manual Procedure)*.

ASTM D4750-87(2001). *Standard Test Method for Determining Subsurface Liquid Levels in a Borehole or Monitoring Well (Observation Well)*.

ASTM D5092/D5092M-16. *Standard Practice for Design and Installation of Groundwater Monitoring Wells*.

NYSDEC, 2011. DER-31 / *Green Remediation*, Issued August 11, 2010.

NYSDEC, 2010. DER-10 Technical Guidance for Site Investigation and Remediation. May 3, 2010.

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

USEPA, 1998. Region II Sampling SOP - Ground Water Sampling Procedure Low Stress (Low Flow) Purging and Sampling. March 16, 1998.

USEPA, 2002. Ground-Water Sampling Guidelines for Superfund and RCRA Project Managers. OSWER. Douglas Yeskis and Bernard Zavala. EPA 542-S-02-001. May 2002.

USEPA, 2016. *Green Remediation Best Management Practices: Site Investigation and Environmental Monitoring.* Office of Land and Emergency Management EPA 542-F-16-002. September.

Tables

TABLE 1

FORMER GRAND DRY CLEANERS - SITE CHARACTERIZATION - SITE NO. 859033

NYSDEC WA D009803-52

Soil Boring Overview

Boring ID	Boring Type	Location	Purpose	Depth**
MW-A*	Hollow Stem Auger Boring	101-103 W Union St - NW Corner of Building Exterior	Replacement of Well + Soil Sampling	25' bgs
MW-B*	Hollow Stem Auger Boring	101-103 W Union St - SW Corner of Building Exterior	Replacement of Well + Soil Sampling	25' bgs
MW-C*	Hollow Stem Auger Boring	105 W Union St - NW Corner of Building Exterior	Replacement of Well + Soil Sampling	25' bgs
DB-01	Hollow Stem Auger Boring	175 W Union St - East of Former Building Footprint	Installation of OB Well + Soil Sampling	25' bgs
DB-02	Hollow Stem Auger Boring	175 W Union St - North of Former Building Footprint	Installation of OB Well + Soil Sampling	25' bgs
DB-03	Hollow Stem Auger Boring	175 W Union St - North/Within Former Building Footprint	Installation of BR Well + Soil Sampling	40' bgs
DB-04	Hollow Stem Auger Boring	175 W Union St - Center/ Within Former Building Footprint	Installation of BR Well + Soil Sampling	40' bgs
DB-05	Hollow Stem Auger Boring	175 W Union St - South/ Within Former Building Footprint	Installation of OB Well + Soil Sampling	25' bgs

Notes:

*Soil sampling of bore holes from replacement “MW-A,B & C” will only be conducted if it is determined these wells have had their integrity compromised.

**Depth is estimated.

bgs = below ground surface

OB = Overburden

BR = Bedrock

TABLE 2

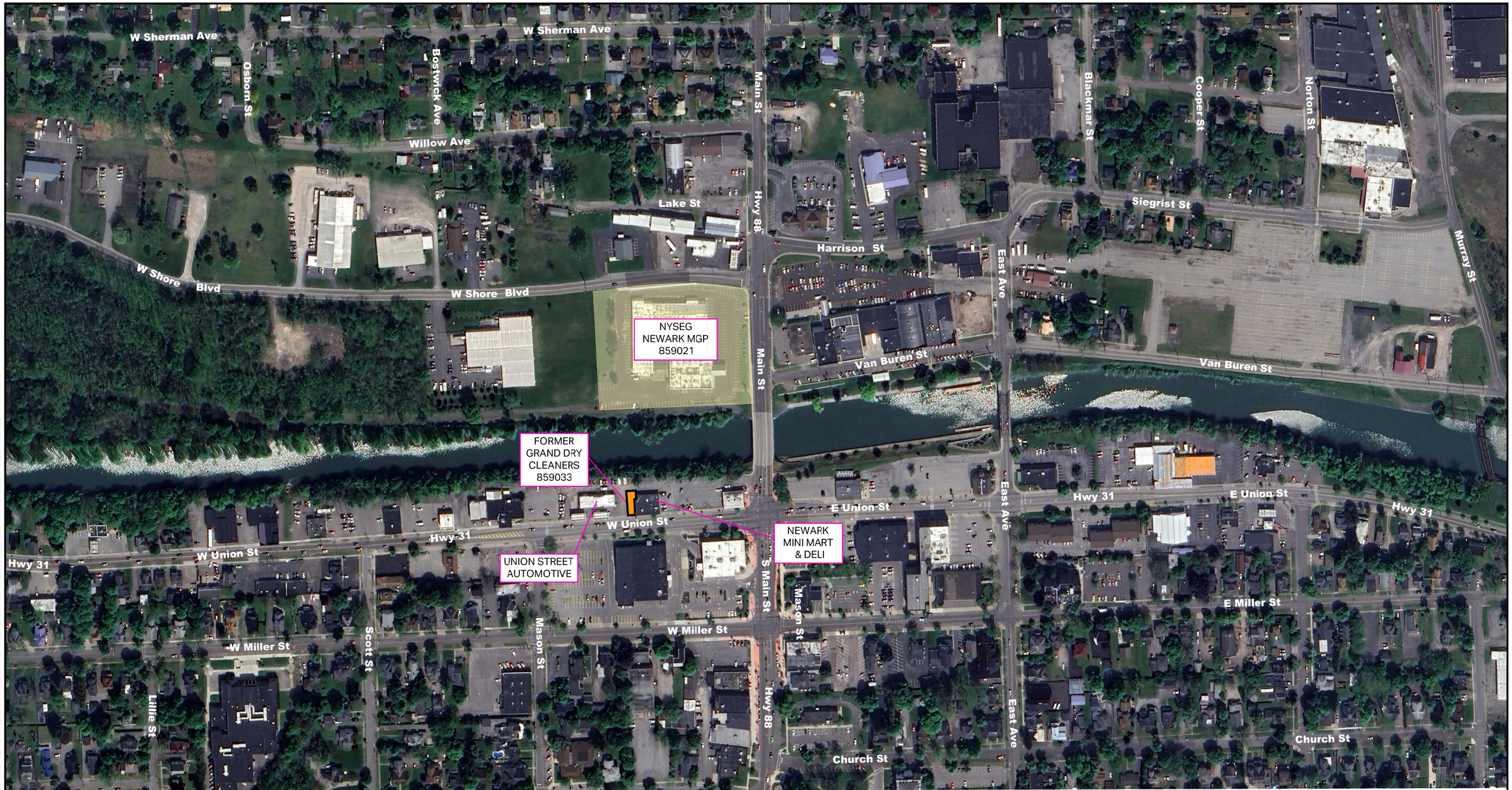
FORMER GRAND DRY CLEANERS - SITE CHARACTERIZATION - SITE NO. 859033

NYSDEC WA D009803-52

Monitoring Well Sampling Plan

Monitoring Well ID	Analytes									
	TCL Volatiles + 10 TICs by 8260C	TCL Semiolatiles + 20 TICs by 8270D	1,4-Dioxane by 8270D SIM	TCL Pesticides by 8081B	TCL PCBs by 8082A	Chlorinated Herbicides by 8151A	TAL Metals (except Hg) by 6010C	Mercury (Hg) by 7470B	Cyanide by 9010B	PFAS by 1633
MW-A	X	X	X				X	X	X	
MW-B	X	X	X				X	X	X	
MW-C	X	X	X				X	X	X	
BH-09 (Ravi)	X	X								
B-9 or B-1 (Empire)	X	X								
OB-01	X	X	X	X	X	X	X	X	X	X
OB-02	X	X	X	X	X	X	X	X	X	X
OB-03	X	X	X	X	X	X	X	X	X	X
BR-01	X	X	X	X	X	X	X	X	X	X
BR-02	X	X	X	X	X	X	X	X	X	X

Figures



VICINITY MAP
(NOT TO SCALE)

LEGEND

APPROXIMATE FOOTPRINT OF HISTORIC FORMER GRAND DRY CLEANERS

OTHER NYSDEC CLEANUP SITES

NOTES

LOCATIONS AND SCALE ARE APPROXIMATE.

REFERENCE

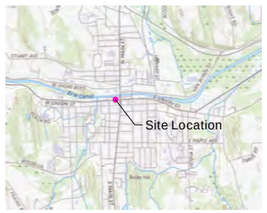
GOOGLE EARTH PRO MAY 2023

N

0 300' 600'

AECOM	Former Grand Dry Cleaners Site Number 859033 Newark, New York Wayne County	Site Location Map	FIGURE 1

VICINITY MAP
(NOT TO SCALE)



LEGEND

- APPROXIMATE FOOTPRINT OF HISTORIC FORMER GRAND DRY CLEANERS
- TAX PARCELS
- PROPOSED TEST BORING AND OVERBURDEN MONITORING WELLS
- PROPOSED TEST BORING AND BEDROCK MONITORING WELLS

NOTES

1. LOCATIONS and SCALE ARE APPROXIMATE.
2. PROPOSED TEST LOCATIONS ARE APPROXIMATE and SUBJECT TO CHANGE BASED ON FIELD CONDITIONS and OBSERVATIONS IN THE FIELD.

REFERENCES

1. GOOGLE EARTH PRO MAY 2023
2. LOCATIONS OF HISTORICAL TEST LOCATIONS OBTAINED FROM DAY ENVIRONMENTAL DATA SUMMARY REPORT DATED JANUARY 14, 2016

N

0 60' 120'

AECOM

Former Grand Dry Cleaners
Site Number 859033
Newark, New York
Wayne County

Proposed Boring Location Plan

FIGURE
2

Appendix A

NYSDEC PFAS Sampling and Analysis Guidance

NEW YORK STATE OF OPPORTUNITY.

Department of Environmental Conservation

SAMPLING, ANALYSIS, AND ASSESSMENT OF PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS)

Under NYSDEC's Part 375 Remedial Programs

April 2023

Table of Contents

ERRATA SHEET for

SAMPLING, ANALYSIS, AND ASSESSMENT OF PER- AND POLYFLUOROALKYL SUBSTANCES (PFAS) Under NYSDEC's Part 375 Remedial Programs Issued January 17, 2020

Citation and Page Number	Current Text	Corrected Text	Date
Title of Appendix I, page 32	Appendix H	Appendix I	2/25/2020
Document Cover, page 1	Guidelines for Sampling and Analysis of PFAS	Sampling, Analysis, and Assessment of Per- and Polyfluoroalkyl Substances (PFAS) Under NYSDEC's Part 375 Remedial Programs	9/15/2020
Data Assessment and Application to Site Cleanup Page 3	Until such time as Ambient Water Quality Standards (AWQS) and Soil Cleanup Objectives (SCOs) for PFOA and PFOS are published	Until such time as Soil Cleanup Objectives (SCOs) for PFOA and PFOS are published	3/28/2023
Water Sample Results Page 3	PFOA and PFOS should be further assessed and considered as potential contaminants of concern in groundwater or surface water if PFOA or PFOS is detected in any water sample at or above 10 ng/L (ppt) and is determined to be attributable to the site, either by a comparison of upgradient and downgradient levels, or the presence of soil source areas, as defined below.	NYSDEC has adopted ambient water quality guidance values for PFOA and PFOS. Groundwater samples should be compared to the human health criteria of 6.7 ng/l (ppt) for PFOA and 2.7 ng/l (ppt) for PFOS. These guidance values also include criteria for surface water for PFOS applicable for aquatic life, which may be applicable at some sites. Drinking water sample results should be compared to the NYS maximum contaminant level (MCL) of 10 ng/l (ppt).Analysis to determine if PFOA and PFOS concentrations are attributable to the site should include a comparison between upgradient and downgradient levels, and the presence of soil source areas, as defined below.	3/28/2023
Soil Sample Results Page 3	Soil cleanup objectives for PFOA and PFOS have been proposed in an upcoming revision to 6 NYCRR Part 375-6. Until SCOs are in effect, the following are to be used as guidance values:	NYSDEC will delay adding soil cleanup objectives for PFOA and PFOS to 6 NYCRR Part 375-6 until the PFAS rural soil background study has been completed. Until SCOs are in effect, the following are to be used as guidance values:	3/28/2023
Protection of Groundwater Page 3	PFOA (ppb) 1.1 PFOS (ppb) 3.7	PFOA (ppb) 0.8 PFOS (ppb) 1.0	3/28/2023

Citation and Page Number	Current Text	Corrected Text	Date
Footnote 2 Page 3	The movement of PFAS in the environment is being aggressively researched at this time; that research will eventually result in more accurate models for the behaviors of these chemicals. In the meantime, DEC has calculated the guidance value for the protection of groundwater using the same procedure used for all other chemicals, as described in Section 7.7 of the Technical Support Document (http://www.dec.ny.gov/docs/remediation_hudson_pdf/techsuppdoc.pdf).	The Protection of Groundwater values are based on the above referenced ambient groundwater guidance values. Details on that calculation are available in the following document, prepared for the February 2022 proposed changes to Part 375 (https://www.dec.ny.gov/docs/remediation_hudson_pdf/part375techsupport.pdf). The movement of PFAS in the environment is being aggressively researched at this time; that research will eventually result in more accurate models for the behaviors of these chemicals. In the meantime, DEC has calculated the guidance value for the protection of groundwater using the same procedure used for all other chemicals, as described in Section 7.7 of the Technical Support Document (http://www.dec.ny.gov/docs/remediation_hudson_pdf/techsuppdoc.pdf).	3/28/2023
Testing for Imported Soil Page 4	If the concentrations of PFOA and PFOS in leachate are at or above 10 ppt (the Maximum Contaminant Levels established for drinking water by the New York State Department of Health), then the soil is not acceptable.	If the concentrations of PFOA and PFOS in leachate are at or above the ambient water quality guidance values for groundwater, then the soil is not acceptable.	3/28/2023
Routine Analysis, page 9	"However, laboratories analyzing environmental samples…PFOA and PFOS in drinking water by EPA Method 537, 537.1 or ISO 25101."	"However, laboratories analyzing environmental samples…PFOA and PFOS in drinking water by EPA Method 537, 537.1, ISO 25101, or Method 533."	9/15/2020
Additional Analysis, page 9, new paragraph regarding soil parameters	None	"In cases where site-specific cleanup objectives for PFOA and PFOS are to be assessed, soil parameters, such as Total Organic Carbon (EPA Method 9060), soil pH (EPA Method 9045), clay content (percent), and cation exchange capacity (EPA Method 9081), should be included in the analysis to help evaluate factors affecting the leachability of PFAS in site soils."	9/15/2020

Citation and Page Number	Current Text	Corrected Text	Date
Data Assessment and Application to Site Cleanup Page 10	Until such time as Ambient Water Quality Standards (AWQS) and Soil Cleanup Objectives (SCOs) for PFAS are published, the extent of contaminated media potentially subject to remediation should be determined on a case-by-case basis using the procedures discussed below and the criteria in DER-10. Target levels for cleanup of PFAS in other media, including biota and sediment, have not yet been established by the DEC.	Until such time as Ambient Water Quality Standards (AWQS) and Soil Cleanup Objectives (SCOs) for PFOA and PFOS are published, the extent of contaminated media potentially subject to remediation should be determined on a case-by-case basis using the procedures discussed below and the criteria in DER-10. Preliminary target levels for cleanup of PFOA and PFOS in other media, including biota and sediment, have not yet been established by the DEC.	9/15/2020
Water Sample Results Page 10	PFAS should be further assessed and considered as a potential contaminant of concern in groundwater or surface water (…) If PFAS are identified as a contaminant of concern for a site, they should be assessed as part of the remedy selection process in accordance with Part 375 and DER-10.	PFOA and PFOS should be further assessed and considered as potential contaminants of concern in groundwater or surface water (…) If PFOA and/or PFOS are identified as contaminants of concern for a site, they should be assessed as part of the remedy selection process in accordance with Part 375 and DER-10.	9/15/2020

Citation and Page Number	Current Text	Corrected Text	Date
Soil Sample Results, page 10	"The extent of soil contamination for purposes of delineation and remedy selection should be determined by having certain soil samples tested by Synthetic Precipitation Leaching Procedure (SPLP) and the leachate analyzed for PFAS. Soil exhibiting SPLP results above 70 ppt for either PFOA or PFOS (individually or combined) are to be evaluated during the cleanup phase."	"Soil cleanup objectives for PFOA and PFOS will be proposed in an upcoming revision to 6 NYCRR Part 375-6. Until SCOs are in effect, the following are to be used as guidance values. " [Interim SCO Table] "PFOA and PFOS results for soil are to be compared against the guidance values listed above. These guidance values are to be used in determining whether PFOA and PFOS are contaminants of concern for the site and for determining remedial action objectives and cleanup requirements. Site-specific remedial objectives for protection of groundwater can also be presented for evaluation by DEC. Development of site-specific remedial objectives for protection of groundwater will require analysis of additional soil parameters relating to leachability. These additional analyses can include any or all the parameters listed above (soil pH, cation exchange capacity, etc.) and/or use of SPLP. As the understanding of PFAS transport improves, DEC welcomes proposals for site-specific remedial objectives for protection of groundwater. DEC will expect that those may be dependent on additional factors including soil pH, aqueous pH, % organic carbon, % Sand/Silt/Clay, soil cations: K, Ca, Mg, Na, Fe, Al, cation exchange capacity, and anion exchange capacity. Site-specific remedial objectives should also consider the dilution attenuation factor (DAF). The NJDEP publication on DAF can be used as a reference: https://www.nj.gov/dep/srp/guidance/rs/daf.pdf. "	9/15/2020

Citation and Page Number	Current Text	Corrected Text	Date
Testing for Imported Soil Page 11	Soil imported to a site for use in a soil cap, soil cover, or as backfill is to be tested for PFAS in general conformance with DER-10, Section 5.4(e) for the PFAS Analyte List (Appendix F) using the analytical procedures discussed below and the criteria in DER-10 associated with SVOCs. If PFOA or PFOS is detected in any sample at or above 1 µg/kg, then soil should be tested by SPLP and the leachate analyzed for PFAS. If the SPLP results exceed 10 ppt for either PFOA or PFOS (individually) then the source of backfill should be rejected, unless a site-specific exemption is provided by DER. SPLP leachate criteria is based on the Maximum Contaminant Levels proposed for drinking water by New York State's Department of Health, this value may be updated based on future Federal or State promulgated regulatory standards. Remedial parties have the option of analyzing samples concurrently for both PFAS in soil and in the SPLP leachate to minimize project delays. Category B deliverables should be submitted for backfill samples, though a DUSR is not required.	Testing for PFAS should be included any time a full TAL/TCL analyte list is required. Results for PFOA and PFOS should be compared to the applicable guidance values. If PFOA or PFOS is detected in any sample at or above the guidance values then the source of backfill should be rejected, unless a site-specific exemption is provided by DER based on SPLP testing, for example. If the concentrations of PFOA and PFOS in leachate are at or above 10 ppt (the Maximum Contaminant Levels established for drinking water by the New York State Department of Health), then the soil is not acceptable. PFOA, PFOS and 1,4-dioxane are all considered semi-volatile compounds, so composite samples are appropriate for these compounds when sampling in accordance with DER-10, Table 5.4(e)10. Category B deliverables should be submitted for backfill samples, though a DUSR is not required.	9/15/2020

Citation and Page Number	Current Text	Corrected Text	Date
Footnotes	None	[1] TOP Assay analysis of highly contaminated samples, such as those from an AFFF (aqueous film-forming foam) site, can result in incomplete oxidation of the samples and an underestimation of the total perfluoroalkyl substances. [2] The movement of PFAS in the environment is being aggressively researched at this time; that research will eventually result in more accurate models for the behaviors of these chemicals. In the meantime, DEC has calculated the soil cleanup objective for the protection of groundwater using the same procedure used for all other chemicals, as described in Section 7.7 of the Technical Support Document (http://www.dec.ny.gov/docs/remediation_hudson_pdf/techsuppdoc.pdf).	9/15/2020
Additional Analysis, page 9	In cases… soil parameters, such as Total Organic Carbon (EPA Method 9060), soil…	In cases… soil parameters, such as Total Organic Carbon (Lloyd Kahn), soil…	1/8/2021
Appendix A, General Guidelines, fourth bullet	List the ELAP-approved lab(s) to be used for analysis of samples	List the ELAP- certified lab(s) to be used for analysis of samples	1/8/2021
Appendix E, Laboratory Analysis and Containers	Drinking water samples collected using this protocol are intended to be analyzed for PFAS by ISO Method 25101.	Drinking water samples collected using this protocol are intended to be analyzed for PFAS by EPA Method 537, 537.1, 533, or ISO Method 25101	1/8/2021
Water Sample Results Page 9	"In addition, further assessment of water may be warranted if either of the following screening levels are met: a. any other individual PFAS (not PFOA or PFOS) is detected in water at or above 100 ng/L; or b. total concentration of PFAS (including PFOA and PFOS) is detected in water at or above 500 ng/L"	Deleted	6/15/2021

Citation and Page Number	Current Text	Corrected Text	Date
Routine Analysis, Page XX	Currently, New York State Department of Health's Environmental Laboratory Approval Program (ELAP)… criteria set forth in the DER's laboratory guidelines for PFAS in non-potable water and solids (Appendix H - Laboratory Guidelines for Analysis of PFAS in Non-Potable Water and Solids).	Deleted	5/31/2022
Analysis and Reporting, Page XX	As of October 2020, the United States Environmental Protection Agency (EPA) does not have a validated method for analysis of PFAS for media commonly analyzed under DER remedial programs (non-potable waters, solids). DER has developed the following guidelines to ensure consistency in analysis and reporting of PFAS.	Deleted	5/31/2022
Routine Analysis, Page XX	LC-MS/MS analysis for PFAS using methodologies based on EPA Method 537.1 is the procedure to use for environmental samples. Isotope dilution techniques should be utilized for the analysis of PFAS in all media.	EPA Method 1633 is the procedure to use for environmental samples.	
Soil Sample Results, Page XX	Soil cleanup objectives for PFOA and PFOS will be proposed in an upcoming revision to 6 NYCRR Part 375-6	Soil cleanup objectives for PFOA and PFOS have been proposed in an upcoming revision to 6 NYCRR Part 375-6	
Appendix A	"Include in the text… LC-MS/MS for PFAS using methodologies based on EPA Method 537.1"	"Include in the text ….EPA Method 1633"	
Appendix A	"Laboratory should have ELAP certification for PFOA and PFOS in drinking water by EPA Method 537, 537.1, EPA Method 533, or ISO 25101"	Deleted	
Appendix B	"Samples collected using this protocol are intended to be analyzed for PFAS using methodologies based on EPA Method 537.1"	"Samples collected using this protocol are intended to be analyzed for PFAS using EPA Method 1633"	

Citation and Page Number	Current Text	Corrected Text	Date
Appendix C	"Samples collected using this protocol are intended to be analyzed for PFAS using methodologies based on EPA Method 537.1"	"Samples collected using this protocol are intended to be analyzed for PFAS using EPA Method 1633"	
Appendix D	"Samples collected using this protocol are intended to be analyzed for PFAS using methodologies based on EPA Method 537.1"	"Samples collected using this protocol are intended to be analyzed for PFAS using EPA Method 1633"	
Appendix G		Updated to include all forty PFAS analytes in EPA Method 533	
Appendix H		Deleted	
Appendix I	Appendix I	Appendix H	
Appendix H	"These guidelines are intended to be used for the validation of PFAS analytical results for projects within the Division of Environmental Remediation (DER) as well as aid in the preparation of a data usability summary report."	"These guidelines are intended to be used for the validation of PFAS using EPA Method 1633 for projects within the Division of Environmental Remediation (DER)."	
Appendix H	"The holding time is 14 days…"	"The holding time is 28 days…"	
Appendix H, Initial Calibration	"The initial calibration should contain a minimum of five standards for linear fit…"	"The initial calibration should contain a minimum of six standards for linear fit…"	
Appendix H, Initial Calibration	Linear fit calibration curves should have an R^2 value greater than 0.990.	Deleted	
Appendix H, Initial Calibration Verification	Initial Calibration Verification Section	Deleted	
Appendix H	secondary Ion Monitoring Section	Deleted	
Appendix H	Branched and Linear Isomers Section	Deleted	

Sampling, Analysis, and Assessment of Per- and Polyfluoroalkyl Substances (PFAS) Under NYSDEC's Part 375 Remedial Programs

Objective

New York State Department of Environmental Conservation's Division of Environmental Remediation (DER) performs or oversees sampling of environmental media and subsequent analysis of PFAS as part of remedial programs implemented under 6 NYCRR Part 375. To ensure consistency in sampling, analysis, reporting, and assessment of PFAS, DER has developed this document which summarizes currently accepted procedures and updates previous DER technical guidance pertaining to PFAS.

Applicability

All work plans submitted to DEC pursuant to one of the remedial programs under Part 375 shall include PFAS sampling and analysis procedures that conform to the guidelines provided herein.

As part of a site investigation or remedial action compliance program, whenever samples of potentially affected media are collected and analyzed for the standard Target Analyte List/Target Compound List (TAL/TCL), PFAS analysis should also be performed. Potentially affected media can include soil, groundwater, surface water, and sediment. Based upon the potential for biota to be affected, biota sampling and analysis for PFAS may also be warranted as determined pursuant to a Fish and Wildlife Impact Analysis. Soil vapor sampling for PFAS is not required.

Field Sampling Procedures

DER-10 specifies technical guidance applicable to DER's remedial programs. Given the prevalence and use of PFAS, DER has developed "best management practices" specific to sampling for PFAS. As specified in DER-10 Chapter 2, quality assurance procedures are to be submitted with investigation work plans. Typically, these procedures are incorporated into a work plan, or submitted as a stand-alone document (e.g., a Quality Assurance Project Plan). Quality assurance guidelines for PFAS are listed in Appendix A - Quality Assurance Project Plan (QAPP) Guidelines for PFAS.

Field sampling for PFAS performed under DER remedial programs should follow the appropriate procedures outlined for soils, sediments, or other solids (Appendix B), non-potable groundwater (Appendix C), surface water (Appendix D), public or private water supply wells (Appendix E), and fish tissue (Appendix F).

QA/QC samples (e.g. duplicates, MS/MSD) should be collected as specified in DER-10, Section 2.3(c). For sampling equipment coming in contact with aqueous samples only, rinsate or equipment blanks should be collected. Equipment blanks should be collected at a minimum frequency of one per day per site or one per twenty samples, whichever is more frequent.

Analysis and Reporting

The investigation work plan should describe analysis and reporting procedures, including laboratory analytical procedures for the methods discussed below. As specified in DER-10 Section 2.2, laboratories should provide a full Category B deliverable. In addition, a Data Usability Summary Report (DUSR) should be prepared by an independent, third-party data validator. Electronic data submissions should meet the requirements provided at: https://www.dec.ny.gov/chemical/62440.html.

DER has developed a *PFAS Analyte List* (Appendix G) for remedial programs to understand the nature of contamination at sites. It is expected that reported results for PFAS will include, at a minimum, all the compounds listed. If lab and/or matrix specific issues are encountered for any analytes, the DER project manager, in consultation with the DER chemist, will make case-by-case decisions as to whether certain analytes may be temporarily or permanently discontinued from analysis at each site. As with other contaminants that are analyzed for at a site, the *PFAS Analyte List* may be refined for future sampling events based on investigative findings.

Routine Analysis

EPA Method 1633 is the procedure to use for environmental samples. Reporting limits for PFOA and PFOS in aqueous samples should not exceed 2 ng/L. Reporting limits for PFOA and PFOS in solid samples should not exceed 0.5 µg/kg. Reporting limits for all other PFAS in aqueous and solid media should be as close to these limits as possible. If laboratories indicate that they are not able to achieve these reporting limits for the entire *PFAS Analyte List*, site-specific decisions regarding acceptance of elevated reporting limits for specific PFAS can be made by the DER project manager in consultation with the DER chemist. Data review guidelines were developed by DER to ensure data comparability and usability (Appendix H - Data Review Guidelines for Analysis of PFAS in Non-Potable Water and Solids).

Additional Analysis

Additional laboratory methods for analysis of PFAS may be warranted at a site, such as the Synthetic Precipitation Leaching Procedure (SPLP) and Total Oxidizable Precursor Assay (TOP Assay).

In cases where site-specific cleanup objectives for PFOA and PFOS are to be assessed, soil parameters, such as Total Organic Carbon (Lloyd Kahn), soil pH (EPA Method 9045), clay content (percent), and cation exchange capacity (EPA Method 9081), should be included in the analysis to help evaluate factors affecting the leachability of PFAS in site soils.

SPLP is a technique used to determine the mobility of chemicals in liquids, soils and wastes, and may be useful in determining the need for addressing PFAS-containing material as part of the remedy. SPLP by EPA Method 1312 should be used unless otherwise specified by the DER project manager in consultation with the DER chemist.

Impacted materials can be made up of PFAS that are not analyzable by routine analytical methodology. A TOP Assay can be utilized to conceptualize the amount and type of oxidizable PFAS which could be liberated in the environment, which approximates the maximum concentration of perfluoroalkyl substances that could be generated if all polyfluoroalkyl substances were oxidized. For example, some polyfluoroalkyl substances may degrade or transform to form perfluoroalkyl substances (such as PFOA or PFOS), resulting in an increase in perfluoroalkyl substance concentrations as contaminated groundwater moves away from a source. The TOP Assay converts, through oxidation, polyfluoroalkyl substances (precursors) into perfluoroalkyl substances that can be detected by routine analytical methodology.[1]

[1] TOP Assay analysis of highly contaminated samples, such as those from an AFFF (aqueous film-forming foam) site, can result in incomplete oxidation of the samples and an underestimation of the total perfluoroalkyl substances.

Commercial laboratories have adopted methods which allow for the quantification of targeted PFAS in air and biota. The EPA's Office of Research and Development (ORD) is currently developing methods which allow for air emissions characterization of PFAS, including both targeted and non-targeted analysis of PFAS. Consult with the DER project manager and the DER chemist for assistance on analyzing biota/tissue and air samples.

Data Assessment and Application to Site Cleanup

Until such time as Soil Cleanup Objectives (SCOs) for PFOA and PFOS are published, the extent of contaminated media potentially subject to remediation should be determined on a case-by-case basis using the procedures discussed below and the criteria in DER-10. Preliminary target levels for cleanup of PFOA and PFOS in other media, including biota and sediment, have not yet been established by the DEC.

Water Sample Results

NYSDEC has adopted ambient water quality guidance values for PFOA and PFOS. Groundwater samples should be compared to the human health criteria of 6.7 ng/l (ppt) for PFOA and 2.7 ng/l (ppt) for PFOS. These human health criteria should also be applied to surface water that is used as a water supply. This guidance also includes criteria for surface water for PFOS applicable for aquatic life, which may be applicable at some sites. Drinking water sample results should be compared to the NYS maximum contaminant level (MCL) of 10 ng/l (ppt). Analysis to determine if PFOA and PFOS concentrations are attributable to the site should include a comparison between upgradient and downgradient levels, and the presence of soil source areas, as defined below.

If PFOA and/or PFOS are identified as contaminants of concern for a site, they should be assessed as part of the remedy selection process in accordance with Part 375 and DER-10.

Soil Sample Results

NYSDEC will delay adding soil cleanup objectives for PFOA and PFOS to 6 NYCRR Part 375-6 until the PFAS rural soil background study has been completed. Until SCOs are in effect, the following are to be used as guidance values:

Guidance Values for Anticipated Site Use	PFOA (ppb)	PFOS (ppb)
Unrestricted	0.66	0.88
Residential	6.6	8.8
Restricted Residential	33	44
Commercial	500	440
Industrial	600	440
Protection of Groundwater[2]	0.8	1.0

PFOA and PFOS results for soil are to be compared against the guidance values listed above. These guidance values are to be used in determining whether PFOA and PFOS are contaminants of concern for the site and for determining remedial action objectives and cleanup requirements. Site-specific remedial objectives for protection of groundwater can also be presented for evaluation by DEC. Development of site-specific remedial objectives for protection of groundwater will require analysis of additional soil parameters relating to leachability. These

[2] The Protection of Groundwater values are based on the above referenced ambient groundwater guidance values. Details on that calculation are available in the following document, prepared for the February 2022 proposed changes to Part 375 (https://www.dec.ny.gov/docs/remediation_hudson_pdf/part375techsupport.pdf). The movement of PFAS in the environment is being aggressively researched at this time; that research will eventually result in more accurate models for the behaviors of these chemicals. In the meantime, DEC has calculated the guidance value for the protection of groundwater using the same procedure used for all other chemicals, as described in Section 7.7 of the Technical Support Document (http://www.dec.ny.gov/docs/remediation_hudson_pdf/techsuppdoc.pdf).

additional analyses can include any or all the parameters listed above (soil pH, cation exchange capacity, etc.) and/or use of SPLP.

As the understanding of PFAS transport improves, DEC welcomes proposals for site-specific remedial objectives for protection of groundwater. DEC will expect that those may be dependent on additional factors including soil pH, aqueous pH, % organic carbon, % Sand/Silt/Clay, soil cations: K, Ca, Mg, Na, Fe, Al, cation exchange capacity, and anion exchange capacity. Site-specific remedial objectives should also consider the dilution attenuation factor (DAF). The NJDEP publication on DAF can be used as a reference: https://www.nj.gov/dep/srp/guidance/rs/daf.pdf.

Testing for Imported Soil

Testing for PFAS should be included any time a full TAL/TCL analyte list is required. Results for PFOA and PFOS should be compared to the applicable guidance values. If PFOA or PFOS is detected in any sample at or above the guidance values then the source of backfill should be rejected, unless a site-specific exemption is provided by DER based on SPLP testing, for example. If the concentrations of PFOA and PFOS in leachate are at or above the ambient water quality guidance values for groundwater, then the soil is not acceptable.

PFOA, PFOS and 1,4-dioxane are all considered semi-volatile compounds, so composite samples are appropriate for these compounds when sampling in accordance with DER-10, Table 5.4(e)10. Category B deliverables should be submitted for backfill samples, though a DUSR is not required.

Appendix A - Quality Assurance Project Plan (QAPP) Guidelines for PFAS

The following guidelines (general and PFAS-specific) can be used to assist with the development of a QAPP for projects within DER involving sampling and analysis of PFAS.

General Guidelines in Accordance with DER-10

- Document/work plan section title – Quality Assurance Project Plan
- Summarize project scope, goals, and objectives
- Provide project organization including names and resumes of the project manager, Quality Assurance Officer (QAO), field staff, and Data Validator
    - The QAO should not have another position on the project, such as project or task manager, that involves project productivity or profitability as a job performance criterion
- List the ELAP certified lab(s) to be used for analysis of samples
- Include a site map showing sample locations
- Provide detailed sampling procedures for each matrix
- Include Data Quality Usability Objectives
- List equipment decontamination procedures
- Include an "Analytical Methods/Quality Assurance Summary Table" specifying:
    - Matrix type
    - Number or frequency of samples to be collected per matrix
    - Number of field and trip blanks per matrix
    - Analytical parameters to be measured per matrix
    - Analytical methods to be used per matrix with minimum reporting limits
    - Number and type of matrix spike and matrix spike duplicate samples to be collected
    - Number and type of duplicate samples to be collected
    - Sample preservation to be used per analytical method and sample matrix
    - Sample container volume and type to be used per analytical method and sample matrix
    - Sample holding time to be used per analytical method and sample matrix
- Specify Category B laboratory data deliverables and preparation of a DUSR

Specific Guidelines for PFAS

- Include in the text that sampling for PFAS will take place
- Include in the text that PFAS will be analyzed by EPA Method 1633
- Include the list of PFAS compounds to be analyzed (*PFAS Analyte List*)
- Include the laboratory SOP for PFAS analysis
- List the minimum method-achievable Reporting Limits for PFAS
    - Reporting Limits should be less than or equal to:
        - Aqueous – 2 ng/L (ppt)
        - Solids – 0.5 µg/kg (ppb)
- Include the laboratory Method Detection Limits for the PFAS compounds to be analyzed
-
- Include detailed sampling procedures
    - Precautions to be taken
    - Pump and equipment types
    - Decontamination procedures
    - Approved materials only to be used
- Specify that regular ice only will be used for sample shipment
- Specify that equipment blanks should be collected at a minimum frequency of 1 per day per site for each matrix

Appendix B - Sampling Protocols for PFAS in Soils, Sediments and Solids

General

The objective of this protocol is to give general guidelines for the collection of soil, sediment and other solid samples for PFAS analysis. The sampling procedure used should be consistent with Sampling Guidelines and Protocols – Technological Background and Quality Control/Quality Assurance for NYS DEC Spill Response Program – March 1991 (http://www.dec.ny.gov/docs/remediation_hudson_pdf/sgpsect5.pdf), with the following limitations.

Laboratory Analysis and Containers

Samples collected using this protocol are intended to be analyzed for PFAS using EPA Method 1633.

The preferred material for containers is high density polyethylene (HDPE). Pre-cleaned sample containers, coolers, sample labels, and a chain of custody form will be provided by the laboratory.

Equipment

Acceptable materials for sampling include stainless steel, HDPE, PVC, silicone, acetate, and polypropylene. Additional materials may be acceptable if pre-approved by New York State Department of Environmental Conservation's Division of Environmental Remediation.

No sampling equipment components or sample containers should come in to contact with aluminum foil, low density polyethylene, glass, or polytetrafluoroethylene (PTFE, Teflon™) materials including sample bottle cap liners with a PTFE layer.

A list of acceptable equipment is provided below, but other equipment may be considered appropriate based on sampling conditions.

- stainless steel spoon
- stainless steel bowl
- steel hand auger or shovel without any coatings

Equipment Decontamination

Standard two step decontamination using detergent (Alconox is acceptable) and clean, PFAS-free water will be performed for sampling equipment. All sources of water used for equipment decontamination should be verified in advance to be PFAS-free through laboratory analysis or certification.

Sampling Techniques

Sampling is often conducted in areas where a vegetative turf has been established. In these cases, a pre-cleaned trowel or shovel should be used to carefully remove the turf so that it may be replaced at the conclusion of sampling. Surface soil samples (e.g. 0 to 6 inches below surface) should then be collected using a pre-cleaned, stainless steel spoon. Shallow subsurface soil samples (e.g. 6 to ~36 inches below surface) may be collected by digging a hole using a pre-cleaned hand auger or shovel. When the desired subsurface depth is reached, a pre-cleaned hand auger or spoon shall be used to obtain the sample.

When the sample is obtained, it should be deposited into a stainless steel bowl for mixing prior to filling the sample containers. The soil should be placed directly into the bowl and mixed thoroughly by rolling the material into the middle until the material is homogenized. At this point the material within the bowl can be placed into the laboratory provided container.

Sample Identification and Logging

A label shall be attached to each sample container with a unique identification. Each sample shall be included on the chain of custody (COC).

Quality Assurance/Quality Control

- Immediately place samples in a cooler maintained at 4 ± 2º Celsius using ice
- Collect one field duplicate for every sample batch, minimum 1 duplicate per 20 samples. The duplicate shall consist of an additional sample at a given location
- Collect one matrix spike / matrix spike duplicate (MS/MSD) for every sample batch, minimum 1 MS/MSD per 20 samples. The MS/MSD shall consist of an additional two samples at a given location and identified on the COC
- Request appropriate data deliverable (Category B) and an electronic data deliverable

Documentation

A soil log or sample log shall document the location of the sample/borehole, depth of the sample, sampling equipment, duplicate sample, visual description of the material, and any other observations or notes determined to be appropriate. Additionally, care should be performed to limit contact with PFAS containing materials (e.g. waterproof field books, food packaging) during the sampling process.

Personal Protection Equipment (PPE)

For most sampling Level D PPE is anticipated to be appropriate. The sampler should wear nitrile gloves while conducting field work and handling sample containers.

Field staff shall consider the clothing to be worn during sampling activities. Clothing that contains PTFE material (including GORE-TEX®) or that have been waterproofed with PFAS materials should be avoided. All clothing worn by sampling personnel should have been laundered multiple times.

Appropriate rain gear (PVC, polyurethane, or rubber rain gear are acceptable), bug spray, and sunscreen should be used that does not contain PFAS. Well washed cotton coveralls may be used as an alternative to bug spray and/or sunscreen.

PPE that contains PFAS is acceptable when site conditions warrant additional protection for the samplers and no other materials can be used to be protective. Documentation of such use should be provided in the field notes.

Appendix C - Sampling Protocols for PFAS in Monitoring Wells

General

The objective of this protocol is to give general guidelines for the collection of groundwater samples for PFAS analysis. The sampling procedure used should be consistent with Sampling Guidelines and Protocols – Technological Background and Quality Control/Quality Assurance for NYS DEC Spill Response Program – March 1991 (http://www.dec.ny.gov/docs/remediation_hudson_pdf/sgpsect5.pdf), with the following limitations.

Laboratory Analysis and Container

Samples collected using this protocol are intended to be analyzed for PFAS using EPA Method 1633.

The preferred material for containers is high density polyethylene (HDPE). Pre-cleaned sample containers, coolers, sample labels, and a chain of custody form will be provided by the laboratory.

Equipment

Acceptable materials for sampling include: stainless steel, HDPE, PVC, silicone, acetate, and polypropylene. Additional materials may be acceptable if pre-approved by New York State Department of Environmental Conservation's Division of Environmental Remediation.

No sampling equipment components or sample containers should come in contact with aluminum foil, low density polyethylene, glass, or polytetrafluoroethylene (PTFE, Teflon™) materials including plumbers tape and sample bottle cap liners with a PTFE layer.

A list of acceptable equipment is provided below, but other equipment may be considered appropriate based on sampling conditions.

- stainless steel inertia pump with HDPE tubing
- peristaltic pump equipped with HDPE tubing and silicone tubing
- stainless steel bailer with stainless steel ball
- bladder pump (identified as PFAS-free) with HDPE tubing

Equipment Decontamination

Standard two step decontamination using detergent (Alconox is acceptable) and clean, PFAS-free water will be performed for sampling equipment. All sources of water used for equipment decontamination should be verified in advance to be PFAS-free through laboratory analysis or certification.

Sampling Techniques

Monitoring wells should be purged in accordance with the sampling procedure (standard/volume purge or low flow purge) identified in the site work plan, which will determine the appropriate time to collect the sample. If sampling using standard purge techniques, additional purging may be needed to reduce turbidity levels, so samples contain a limited amount of sediment within the sample containers. Sample containers that contain sediment may cause issues at the laboratory, which may result in elevated reporting limits and other issues during the sample preparation that can compromise data usability. Sampling personnel should don new nitrile gloves prior to sample collection due to the potential to contact PFAS containing items (not related to the sampling equipment) during the purging activities.

Sample Identification and Logging

A label shall be attached to each sample container with a unique identification. Each sample shall be included on the chain of custody (COC).

Quality Assurance/Quality Control

- Immediately place samples in a cooler maintained at 4 ± 2º Celsius using ice
- Collect one field duplicate for every sample batch, minimum 1 duplicate per 20 samples. The duplicate shall consist of an additional sample at a given location
- Collect one matrix spike / matrix spike duplicate (MS/MSD) for every sample batch, minimum 1 MS/MSD per 20 samples. The MS/MSD shall consist of an additional two samples at a given location and identified on the COC
- Collect one equipment blank per day per site and minimum 1 equipment blank per 20 samples. The equipment blank shall test the new and decontaminated sampling equipment utilized to obtain a sample for residual PFAS contamination. This sample is obtained by using laboratory provided PFAS-free water and passing the water over or through the sampling device and into laboratory provided sample containers
- Additional equipment blank samples may be collected to assess other equipment that is utilized at the monitoring well
- Request appropriate data deliverable (Category B) and an electronic data deliverable

Documentation

A purge log shall document the location of the sample, sampling equipment, groundwater parameters, duplicate sample, visual description of the material, and any other observations or notes determined to be appropriate. Additionally, care should be performed to limit contact with PFAS containing materials (e.g. waterproof field books, food packaging) during the sampling process.

Personal Protection Equipment (PPE)

For most sampling Level D PPE is anticipated to be appropriate. The sampler should wear nitrile gloves while conducting field work and handling sample containers.

Field staff shall consider the clothing to be worn during sampling activities. Clothing that contains PTFE material (including GORE-TEX®) or that have been waterproofed with PFAS materials should be avoided. All clothing worn by sampling personnel should have been laundered multiple times.

Appropriate rain gear (PVC, polyurethane, or rubber rain gear are acceptable), bug spray, and sunscreen should be used that does not contain PFAS. Well washed cotton coveralls may be used as an alternative to bug spray and/or sunscreen.

PPE that contains PFAS is acceptable when site conditions warrant additional protection for the samplers and no other materials can be used to be protective. Documentation of such use should be provided in the field notes.

Appendix D - Sampling Protocols for PFAS in Surface Water

General

The objective of this protocol is to give general guidelines for the collection of surface water samples for PFAS analysis. The sampling procedure used should be consistent with Sampling Guidelines and Protocols – Technological Background and Quality Control/Quality Assurance for NYS DEC Spill Response Program – March 1991 (http://www.dec.ny.gov/docs/remediation_hudson_pdf/sgpsect5.pdf), with the following limitations.

Laboratory Analysis and Container

Samples collected using this protocol are intended to be analyzed for PFAS using EPA Method 1633.

The preferred material for containers is high density polyethylene (HDPE). Pre-cleaned sample containers, coolers, sample labels, and a chain of custody form will be provided by the laboratory.

Equipment

Acceptable materials for sampling include: stainless steel, HDPE, PVC, silicone, acetate, and polypropylene. Additional materials may be acceptable if pre-approved by New York State Department of Environmental Conservation's Division of Environmental Remediation.

No sampling equipment components or sample containers should come in contact with aluminum foil, low density polyethylene, glass, or polytetrafluoroethylene (PTFE, Teflon™) materials including sample bottle cap liners with a PTFE layer.

A list of acceptable equipment is provided below, but other equipment may be considered appropriate based on sampling conditions.

- stainless steel cup

Equipment Decontamination

Standard two step decontamination using detergent (Alconox is acceptable) and clean, PFAS-free water will be performed for sampling equipment. All sources of water used for equipment decontamination should be verified in advance to be PFAS-free through laboratory analysis or certification.

Sampling Techniques

Where conditions permit, (e.g. creek or pond) sampling devices (e.g. stainless steel cup) should be rinsed with site medium to be sampled prior to collection of the sample. At this point the sample can be collected and poured into the sample container.

If site conditions permit, samples can be collected directly into the laboratory container.

Sample Identification and Logging

A label shall be attached to each sample container with a unique identification. Each sample shall be included on the chain of custody (COC).

Quality Assurance/Quality Control

- Immediately place samples in a cooler maintained at 4 ± 2º Celsius using ice
- Collect one field duplicate for every sample batch, minimum 1 duplicate per 20 samples. The duplicate shall consist of an additional sample at a given location
- Collect one matrix spike / matrix spike duplicate (MS/MSD) for every sample batch, minimum 1 MS/MSD per 20 samples. The MS/MSD shall consist of an additional two samples at a given location and identified on the COC
- Collect one equipment blank per day per site and minimum 1 equipment blank per 20 samples. The equipment blank shall test the new and decontaminated sampling equipment utilized to obtain a sample for residual PFAS contamination. This sample is obtained by using laboratory provided PFAS-free water and passing the water over or through the sampling device and into laboratory provided sample containers
- Request appropriate data deliverable (Category B) and an electronic data deliverable

Documentation

A sample log shall document the location of the sample, sampling equipment, duplicate sample, visual description of the material, and any other observations or notes determined to be appropriate. Additionally, care should be performed to limit contact with PFAS containing materials (e.g. waterproof field books, food packaging) during the sampling process.

Personal Protection Equipment (PPE)

For most sampling Level D PPE is anticipated to be appropriate. The sampler should wear nitrile gloves while conducting field work and handling sample containers.

Field staff shall consider the clothing to be worn during sampling activities. Clothing that contains PTFE material (including GORE-TEX®) or that have been waterproofed with PFAS materials should be avoided. All clothing worn by sampling personnel should have been laundered multiple times.

Appropriate rain gear (PVC, polyurethane, or rubber rain gear are acceptable), bug spray, and sunscreen should be used that does not contain PFAS. Well washed cotton coveralls may be used as an alternative to bug spray and/or sunscreen.

PPE that contains PFAS is acceptable when site conditions warrant additional protection for the samplers and no other materials can be used to be protective. Documentation of such use should be provided in the field notes.

Appendix E - Sampling Protocols for PFAS in Private Water Supply Wells

General

The objective of this protocol is to give general guidelines for the collection of water samples from private water supply wells (with a functioning pump) for PFAS analysis. The sampling procedure used should be consistent with Sampling Guidelines and Protocols – Technological Background and Quality Control/Quality Assurance for NYS DEC Spill Response Program – March 1991 (http://www.dec.ny.gov/docs/remediation_hudson_pdf/sgpsect5.pdf), with the following limitations.

Laboratory Analysis and Container

Drinking water samples collected using this protocol are intended to be analyzed for PFAS by EPA Method 537, 537.1, 533, or ISO Method 25101. The preferred material for containers is high density polyethylene (HDPE). Pre-cleaned sample containers, coolers, sample labels, and a chain of custody form will be provided by the laboratory.

Equipment

Acceptable materials for sampling include stainless steel, HDPE, PVC, silicone, acetate, and polypropylene. Additional materials may be acceptable if pre-approved by New York State Department of Environmental Conservation's Division of Environmental Remediation.

No sampling equipment components or sample containers should come in contact with aluminum foil, low density polyethylene, glass, or polytetrafluoroethylene (PTFE, Teflon™) materials (e.g. plumbers tape), including sample bottle cap liners with a PTFE layer.

Equipment Decontamination

Standard two step decontamination using detergent (Alconox is acceptable) and clean, PFAS-free water will be performed for sampling equipment. All sources of water used for equipment decontamination should be verified in advance to be PFAS-free through laboratory analysis or certification.

Sampling Techniques

Locate and assess the pressure tank and determine if any filter units are present within the building. Establish the sample location as close to the well pump as possible, which is typically the spigot at the pressure tank. Ensure sampling equipment is kept clean during sampling as access to the pressure tank spigot, which is likely located close to the ground, may be obstructed and may hinder sample collection.

Prior to sampling, a faucet downstream of the pressure tank (e.g., washroom sink) should be run until the well pump comes on and a decrease in water temperature is noted which indicates that the water is coming from the well. If the homeowner is amenable, staff should run the water longer to purge the well (15+ minutes) to provide a sample representative of the water in the formation rather than standing water in the well and piping system including the pressure tank. At this point a new pair of nitrile gloves should be donned and the sample can be collected from the sample point at the pressure tank.

Sample Identification and Logging

A label shall be attached to each sample container with a unique identification. Each sample shall be included on the chain of custody (COC).

Quality Assurance/Quality Control

- Immediately place samples in a cooler maintained at 4 ± 2º Celsius using ice
- Collect one field duplicate for every sample batch, minimum 1 duplicate per 20 samples. The duplicate shall consist of an additional sample at a given location
- Collect one matrix spike / matrix spike duplicate (MS/MSD) for every sample batch, minimum 1 MS/MSD per 20 samples. The MS/MSD shall consist of an additional two samples at a given location and identified on the COC
- If equipment was used, collect one equipment blank per day per site and a minimum 1 equipment blank per 20 samples. The equipment blank shall test the new and decontaminated sampling equipment utilized to obtain a sample for residual PFAS contamination. This sample is obtained by using laboratory provided PFAS-free water and passing the water over or through the sampling device and into laboratory provided sample containers.
- A field reagent blank (FRB) should be collected at a rate of one per 20 samples. The lab will provide a FRB bottle containing PFAS free water and one empty FRB bottle. In the field, pour the water from the one bottle into the empty FRB bottle and label appropriately.
- Request appropriate data deliverable (Category B) and an electronic data deliverable
- For sampling events where multiple private wells (homes or sites) are to be sampled per day, it is acceptable to collect QC samples at a rate of one per 20 across multiple sites or days.

Documentation

A sample log shall document the location of the private well, sample point location, owner contact information, sampling equipment, purge duration, duplicate sample, visual description of the material, and any other observations or notes determined to be appropriate and available (e.g. well construction, pump type and location, yield, installation date). Additionally, care should be performed to limit contact with PFAS containing materials (e.g. waterproof field books, food packaging) during the sampling process.

Personal Protection Equipment (PPE)

For most sampling Level D PPE is anticipated to be appropriate. The sampler should wear nitrile gloves while conducting field work and handling sample containers.

Field staff shall consider the clothing to be worn during sampling activities. Clothing that contains PTFE material (including GORE-TEX®) or that have been waterproofed with PFAS materials should be avoided. All clothing worn by sampling personnel should have been laundered multiple times.

Appendix F - Sampling Protocols for PFAS in Fish

This appendix contains a copy of the current SOP developed by the Division of Fish and Wildlife (DFW) entitled "General Fish Handling Procedures for Contaminant Analysis" (Ver. 8). This SOP should be followed when collecting fish for contaminant analysis. Note, however, that the Bureau of Ecosystem Health will not be supplying bags or tags. All supplies are the responsibility of the collector

Procedure Name: General Fish Handling Procedures for Contaminant Analysis

Number: FW-005

Purpose: This procedure describes data collection, fish processing and delivery of fish collected for contaminant monitoring. It contains the chain of custody and collection record forms that should be used for the collections.

Organization: Environmental Monitoring Section
Bureau of Ecosystem Health
Division of Fish and Wildlife (DFW)
New York State Department of Environmental Conservation (NYSDEC)
625 Broadway
Albany, New York 12233-4756

Version: 8

Previous Version Date: 21 March 2018

Summary of Changes to this Version: Updated bureau name to Bureau of Ecosystem Health. Added direction to list the names of all field crew on the collection record. Minor formatting changes on chain of custody and collection records.

Originator or Revised by: Wayne Richter, Jesse Becker

Date: 26 April 2019

Quality Assurance Officer and Approval Date: Jesse Becker, 26 April 2019

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

GENERAL FISH HANDLING PROCEDURES FOR CONTAMINANT ANALYSES

A. Original copies of all continuity of evidence (i.e., Chain of Custody) and collection record forms must accompany delivery of fish to the lab. A copy shall be directed to the Project Leader or as appropriate, Wayne Richter. All necessary forms will be supplied by the Bureau of Ecosystem Health. Because some samples may be used in legal cases, it is critical that each section is filled out completely. Each Chain of Custody form has three main sections:

   1. The top box is to be filled out **and signed** by the person responsible for the fish collection (e.g., crew leader, field biologist, researcher). This person is responsible for delivery of the samples to DEC facilities or personnel (e.g., regional office or biologist).

   2. The second section is to be filled out **and signed** by the person responsible for the collections while being stored at DEC, before delivery to the analytical lab. This may be the same person as in (1), but it is still required that they complete the section. Also important is the **range of identification numbers** (i.e., tag numbers) included in the sample batch.

   3. Finally, the bottom box is to record any transfers between DEC personnel and facilities. Each subsequent transfer should be **identified, signed, and dated**, until laboratory personnel take possession of the fish.

B. The following data are required on each **Fish Collection Record** form:

   1. Project and Site Name.

   2. DEC Region.

   3. All personnel (and affiliation) involved in the collection.

   4. Method of collection (gill net, hook and line, etc.)

   5. Preservation Method.

C. The following data are to be taken on each fish collected and recorded on the **Fish Collection Record** form:

   1. Tag number - Each specimen is to be individually jaw tagged at time of collection with a unique number. Make sure the tag is turned out so that the number can be read without opening the bag. Use tags in sequential order. For small fish or composite samples place the tag inside the bag with the samples. The Bureau of Ecosystem Health can supply the tags.

   2. Species identification (please be explicit enough to enable assigning genus and species). Group fish by species when processing.

   3. Date collected.

   4. Sample location (waterway and nearest prominent identifiable landmark).

   5. Total length (nearest mm or smallest sub-unit on measuring instrument) and weight (nearest g or

smallest sub-unit of weight on weighing instrument). Take all measures as soon as possible with calibrated, protected instruments (e.g. from wind and upsets) and prior to freezing.

6. Sex - fish may be cut enough to allow sexing or other internal investigation, but do not eviscerate. Make any incision on the right side of the belly flap or exactly down the midline so that a left-side fillet can be removed.

D. General data collection recommendations:

1. It is helpful to use an ID or tag number that will be unique. It is best to use metal striped bass or other uniquely numbered metal tags. If uniquely numbered tags are unavailable, values based on the region, water body and year are likely to be unique: for example, R7CAY11001 for Region 7, Cayuga Lake, 2011, fish 1. If the fish are just numbered 1 through 20, we have to give them new numbers for our database, making it more difficult to trace your fish to their analytical results and creating an additional possibility for errors.

2. Process and record fish of the same species sequentially. Recording mistakes are less likely when all fish from a species are processed together. Starting with the bigger fish species helps avoid missing an individual.

3. If using Bureau of Ecosystem Health supplied tags or other numbered tags, use tags in sequence so that fish are recorded with sequential Tag Numbers. This makes data entry and login at the lab and use of the data in the future easier and reduces keypunch errors.

4. Record length and weight as soon as possible after collection and before freezing. Other data are recorded in the field upon collection. An age determination of each fish is optional, but if done, it is recorded in the appropriate "Age" column.

5. For composite samples of small fish, record the number of fish in the composite in the Remarks column. Record the length and weight of each individual in a composite. All fish in a composite sample should be of the same species and members of a composite should be visually matched for size.

6. Please submit photocopies of topographic maps or good quality navigation charts indicating sampling locations. GPS coordinates can be entered in the Location column of the collection record form in addition to or instead for providing a map. These records are of immense help to us (and hopefully you) in providing documented location records which are not dependent on memory and/or the same collection crew. In addition, they may be helpful for contaminant source trackdown and remediation/control efforts of the Department.

7. When recording data on fish measurements, it will help to ensure correct data recording for the data recorder to call back the numbers to the person making the measurements.

E. Each fish is to be placed in its own individual plastic bag. For small fish to be analyzed as a composite, put all of the fish for one composite in the same bag but use a separate bag for each composite. It is important to individually bag the fish to avoid difficulties or cross contamination when processing the fish for chemical analysis. Be sure to include the fish's tag number inside the bag, preferably attached to the fish with the tag number turned out so it can be read. Tie or otherwise secure the bag closed. **The Bureau of Ecosystem Health will supply the bags.** If necessary, food grade bags may be procured from a suitable vendor (e.g., grocery store). It is preferable to redundantly label each bag with a manila tag tied between the knot and the body of the bag. This tag should be labeled with the project name, collection location, tag number, collection date, and fish species. If scales are collected, the scale envelope should be labeled with

the same information.

F. Groups of fish, by species, are to be placed in one large plastic bag per sampling location. **The Bureau of Ecosystem Health will supply the larger bags.** Tie or otherwise secure the bag closed. Label the site bag with a manila tag tied between the knot and the body of the bag. The tag should contain: project, collection location, collection date, species and **tag number ranges**. Having this information on the manila tag enables lab staff to know what is in the bag without opening it.

G. Do not eviscerate, fillet or otherwise dissect the fish unless specifically asked to. If evisceration or dissection is specified, the fish must be cut along the exact midline or on the right side so that the left side fillet can be removed intact at the laboratory. If filleting is specified, the procedure for taking a standard fillet (SOP PREPLAB 4) must be followed, including removing scales.

H. Special procedures for PFAS: Unlike legacy contaminants such as PCBs, which are rarely found in day to day life, PFAS are widely used and frequently encountered. Practices that avoid sample contamination are therefore necessary. While no standard practices have been established for fish, procedures for water quality sampling can provide guidance. The following practices should be used for collections when fish are to be analyzed for PFAS:

No materials containing Teflon.
No Post-it notes.
No ice packs; only water ice or dry ice.
Any gloves worn must be powder free nitrile.
No Gore-Tex or similar materials (Gore-Tex is a PFC with PFOA used in its manufacture).
No stain repellent or waterproof treated clothing; these are likely to contain PFCs.
Avoid plastic materials, other than HDPE, including clipboards and waterproof notebooks.
Wash hands after handling any food containers or packages as these may contain PFCs.
Keep pre-wrapped food containers and wrappers isolated from fish handling.
Wear clothing washed at least six times since purchase.
Wear clothing washed without fabric softener.
Staff should avoid cosmetics, moisturizers, hand creams and similar products on the day of sampling as many of these products contain PFCs (Fujii et al. 2013). Sunscreen or insect repellent should not contain ingredients with “fluor” in their name. Apply any sunscreen or insect repellent well downwind from all materials. Hands must be washed after touching any of these products.

I. All fish must be kept at a temperature <45° F (<8° C) immediately following data processing. As soon as possible, freeze at -20° C ± 5° C. Due to occasional freezer failures, daily freezer temperature logs are required. The freezer should be locked or otherwise secured to maintain chain of custody.

J. In most cases, samples should be delivered to the Analytical Services Unit at the Hale Creek field station. Coordinate delivery with field station staff and send copies of the collection records, continuity of evidence forms and freezer temperature logs to the field station. For samples to be analyzed elsewhere, non-routine collections or other questions, contact Wayne Richter, Bureau of Ecosystem Health, NYSDEC, 625 Broadway, Albany, New York 12233-4756, 518-402-8974, or the project leader about sample transfer. Samples will then be directed to the analytical facility and personnel noted on specific project descriptions.

K. A recommended equipment list is at the end of this document.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF FISH AND WILDLIFE
FISH COLLECTION RECORD

Project and Site Name _____ DEC Region _____

Collections made by (include all crew) _____

Sampling Method: Electrofishing Gill netting Trap netting Trawling Seining Angling Other _____

Preservation Method: Freezing Other _____ Notes (SWFDB survey number): _____

FOR LAB USE ONLY- LAB ENTRY NO.	COLLECTION OR TAG NO.	SPECIES	DATE TAKEN	LOCATION	AGE	SEX &/OR REPROD. CONDIT	LENGTH ( )	WEIGHT ( )	REMARKS

richter: revised 2011, 5/7/15, 10/4/16, 3/20/17; becker: 3/23/17, 4/26/19

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
CHAIN OF CUSTODY

I, _____, of _____ collected the
(Print Name) (Print Business Address)

following on _____, 20____ from _____
(Date) (Water Body)

in the vicinity of _____
(Landmark, Village, Road, etc.)

Town of _____, in _____ County.

Item(s) _____

_____

Said sample(s) were in my possession and handled according to standard procedures provided to me prior to collection. The sample(s) were placed in the custody of a representative of the New York State Department of Environmental Conservation on _____, 20_____.

_____ _____
Signature Date

I, _____, received the above mentioned sample(s) on the date specified and assigned identification number(s) _____ to the sample(s). I have recorded pertinent data for the sample(s) on the attached collection records. The sample(s) remained in my custody until subsequently transferred, prepared or shipped at times and on dates as attested to below.

_____ _____
Signature Date

SECOND RECIPIENT (Print Name)	TIME & DATE	PURPOSE OF TRANSFER
SIGNATURE	UNIT	
THIRD RECIPIENT (Print Name)	TIME & DATE	PURPOSE OF TRANSFER
SIGNATURE	UNIT	
FOURTH RECIPIENT (Print Name)	TIME & DATE	PURPOSE OF TRANSFER
SIGNATURE	UNIT	
RECEIVED IN LABORATORY BY (Print Name)	TIME & DATE	REMARKS
SIGNATURE	UNIT	
LOGGED IN BY (Print Name)	TIME & DATE	ACCESSION NUMBERS
SIGNATURE	UNIT	

richter: revised 21 April 2014; becker: 23 March 2017, 26 April, 2019

NOTICE OF WARRANTY

By signature to the chain of custody (reverse), the signatory warrants that the information provided is truthful and accurate to the best of his/her ability. The signatory affirms that he/she is willing to testify to those facts provided and the circumstances surrounding the same. Nothing in this warranty or chain of custody negates responsibility nor liability of the signatories for the truthfulness and accuracy of the statements provided.

HANDLING INSTRUCTIONS

On day of collection, collector(s) name(s), address(es), date, geographic location of capture (attach a copy of topographic map or navigation chart), species, number kept of each species, and description of capture vicinity (proper noun, if possible) along with name of Town and County must be indicated on reverse.

Retain organisms in manila tagged plastic bags to avoid mixing capture locations. Note appropriate information on each bag tag.

Keep samples as cool as possible. Put on ice if fish cannot be frozen within 12 hours. If fish are held more than 24 hours without freezing, they will not be retained or analyzed.

Initial recipient (either DEC or designated agent) of samples from collector(s) is responsible for obtaining and recording information on the collection record forms which will accompany the chain of custody. This person will seal the container using packing tape and writing his signature, the time and the date across the tape onto the container with indelible marker. Any time a seal is broken, for whatever purpose, the incident must be recorded on the Chain of Custody (reason, time, and date) in the purpose of transfer block. Container then is resealed using new tape and rewriting signature, with time and date.

EQUIPMENT LIST

Scale or balance of appropriate capacity for the fish to be collected.

Fish measuring board.

Plastic bags of an appropriate size for the fish to be collected and for site bags.

Individually numbered metal tags for fish.

Manila tags to label bags.

Small envelops, approximately 2” x 3.5”, if fish scales are to be collected.

Knife for removing scales.

Chain of custody and fish collection forms.

Clipboard.

Pens or markers.

Paper towels.

Dish soap and brush.

Bucket.

Cooler.

Ice.

Duct tape.

Appendix G – PFAS Analyte List

Group	Chemical Name	Abbreviation	CAS Number
Perfluoroalkyl sulfonic acids	Perfluorobutanesulfonic acid	PFBS	375-73-5
	Perfluoropentanesulfonic acid	PFPeS	2706-91-4
	Perfluorohexanesulfonic acid	PFHxS	355-46-4
	Perfluoroheptanesulfonic acid	PFHpS	375-92-8
	Perfluorooctanesulfonic acid	PFOS	1763-23-1
	Perfluorononanesulfonic acid	PFNS	68259-12-1
	Perfluorodecanesulfonic acid	PFDS	335-77-3
	Perfluorododecanesulfonic acid	PFDoS	79780-39-5
Perfluoroalkyl carboxylic acids	Perfluorobutanoic acid	PFBA	375-22-4
	Perfluoropentanoic acid	PFPeA	2706-90-3
	Perfluorohexanoic acid	PFHxA	307-24-4
	Perfluoroheptanoic acid	PFHpA	375-85-9
	Perfluorooctanoic acid	PFOA	335-67-1
	Perfluorononanoic acid	PFNA	375-95-1
	Perfluorodecanoic acid	PFDA	335-76-2
	Perfluoroundecanoic acid	PFUnA	2058-94-8
	Perfluorododecanoic acid	PFDoA	307-55-1
	Perfluorotridecanoic acid	PFTrDA	72629-94-8
	Perfluorotetradecanoic acid	PFTeDA	376-06-7
Per- and Polyfluoroether carboxylic acids	Hexafluoropropylene oxide dimer acid	HFPO-DA	13252-13-6
	4,8-Dioxa-3H-perfluorononanoic acid	ADONA	919005-14-4
	Perfluoro-3-methoxypropanoic acid	PFMPA	377-73-1
	Perfluoro-4-methoxybutanoic acid	PFMBA	863090-89-5
	Nonafluoro-3,6-dioxaheptanoic acid	NFDHA	151772-58-6
Fluorotelomer sulfonic acids	4:2 Fluorotelomer sulfonic acid	4:2-FTS	757124-72-4
	6:2 Fluorotelomer sulfonic acid	6:2-FTS	27619-97-2
	8:2 Fluorotelomer sulfonic acid	8:2-FTS	39108-34-4
Fluorotelomer carboxylic acids	3:3 Fluorotelomer carboxylic acid	3:3 FTCA	356-02-5
	5:3 Fluorotelomer carboxylic acid	5:3 FTCA	914637-49-3
	7:3 Fluorotelomer carboxylic acid	7:3 FTCA	812-70-4
Perfluorooctane sulfonamides	Perfluorooctane sulfonamide	PFOSA	754-91-6
	N-methylperfluorooctane sulfonamide	NMeFOSA	31506-32-8
	N-ethylperfluorooctane sulfonamide	NEtFOSA	4151-50-2
Perfluorooctane sulfonamidoacetic acids	N-methylperfluorooctane sulfonamidoacetic acid	N-MeFOSAA	2355-31-9
	N-ethylperfluorooctane sulfonamidoacetic acid	N-EtFOSAA	2991-50-6
Perfluorooctane sulfonamide ethanols	N-methylperfluorooctane sulfonamidoethanol	MeFOSE	24448-09-7
	N-ethylperfluorooctane sulfonamidoethanol	EtFOSE	1691-99-2

Group	Chemical Name	Abbreviation	CAS Number
Ether sulfonic acids	9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid (F-53B Major)	9Cl-PF3ONS	756426-58-1
	11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid (F-53B Minor)	11Cl-PF3OUdS	763051-92-9
	Perfluoro(2-ethoxyethane) sulfonic acid	PFEESA	113507-82-7

Appendix H - Data Review Guidelines for Analysis of PFAS in Non-Potable Water and Solids

General

These guidelines are intended to be used for the validation of PFAS using EPA Method 1633 for projects within the Division of Environmental Remediation (DER). Data reviewers should understand the methodology and techniques utilized in the analysis. Consultation with the end user of the data may be necessary to assist in determining data usability based on the data quality objectives in the Quality Assurance Project Plan. A familiarity with the laboratory's Standard Operating Procedure may also be needed to fully evaluate the data. If you have any questions, please contact DER's Quality Assurance Officer, Dana Barbarossa, at dana.barbarossa@dec.ny.gov.

Preservation and Holding Time

Samples should be preserved with ice to a temperature of less than 6°C upon arrival at the lab. The holding time is 28 days to extraction for aqueous and solid samples. The time from extraction to analysis for aqueous samples is 28 days and 40 days for solids.

Temperature greatly exceeds 6ºC upon arrival at the lab*	Use professional judgement to qualify detects and non-detects as estimated or rejected
Holding time exceeding 28 days to extraction	Use professional judgement to qualify detects and non-detects as estimated or rejected if holding time is grossly exceeded

*Samples that are delivered to the lab immediately after sampling may not meet the thermal preservation guidelines. Samples are considered acceptable if they arrive on ice or an attempt to chill the samples is observed.

Initial Calibration

The initial calibration should contain a minimum of six standards for linear fit and six standards for a quadratic fit. The relative standard deviation (RSD) for a quadratic fit calibration should be less than 20%.

The low-level calibration standard should be within 50% - 150% of the true value, and the mid-level calibration standard within 70% - 130% of the true value.

%RSD >20%	J flag detects and UJ non detects

Continuing Calibration Verification

Continuing calibration verification (CCV) checks should be analyzed at a frequency of one per ten field samples. If CCV recovery is very low, where detection of the analyte could be in question, ensure a low level CCV was analyzed and use to determine data quality.

CCV recovery <70 or >130%	J flag results

Blanks

There should be no detections in the method blanks above the reporting limits. Equipment blanks, field blanks, rinse blanks etc. should be evaluated in the same manner as method blanks. Use the most contaminated blank to evaluate the sample results.

Blank Result	Sample Result	Qualification
Any detection	<Reporting limit	Qualify as ND at reporting limit
Any detection	>Reporting Limit and >10x the blank result	No qualification
>Reporting limit	>Reporting limit and <10x blank result	J+ biased high

Field Duplicates

A blind field duplicate should be collected at rate of one per twenty samples. The relative percent difference (RPD) should be less than 30% for analyte concentrations greater than two times the reporting limit. Use the higher result for final reporting.

RPD >30%	Apply J qualifier to parent sample

Lab Control Spike

Lab control spikes should be analyzed with each extraction batch or one for every twenty samples. In the absence of lab derived criteria, use 70% - 130% recovery criteria to evaluate the data.

Recovery <70% or >130% (lab derived criteria can also be used)	Apply J qualifier to detects and UJ qualifier to non detects

Matrix Spike/Matrix Spike Duplicate

One matrix spike and matrix spike duplicate should be collected at a rate of one per twenty samples. Use professional judgement to reject results based on out of control MS/MSD recoveries.

Recovery <70% or >130% (lab derived criteria can also be used)	Apply J qualifier to detects and UJ qualifier to non detects of parent sample only
RPD >30%	Apply J qualifier to detects and UJ qualifier to non detects of parent sample only

Extracted Internal Standards (Isotope Dilution Analytes)

Problematic analytes (e.g. PFBA, PFPeA, fluorotelomer sulfonates) can have wider recoveries without qualification. Qualify corresponding native compounds with a J flag if outside of the range.

Recovery <50% or >150%	Apply J qualifier
Recovery <25% or >150% for poor responding analytes	Apply J qualifier
Isotope Dilution Analyte (IDA) Recovery <10%	Reject results

Signal to Noise Ratio

The signal to noise ratio for the quantifier ion should be at least 3:1. If the ratio is less than 3:1, the peak is discernable from the baseline noise and symmetrical, the result can be reported. If the peak appears to be baseline noise and/or the shape is irregular, qualify the result as tentatively identified.

Reporting Limits

If project-specific reporting limits were not met, please indicate that in the report along with the reason (e.g. over dilution, dilution for non-target analytes, high sediment in aqueous samples).

Peak Integrations

Target analyte peaks should be integrated properly and consistently when compared to standards. Ensure branched isomer peaks are included for PFAS where standards are available. Inconsistencies should be brought to the attention of the laboratory or identified in the data review summary report.

Appendix B

Field Activity Forms

AECOM

AECOM, Inc.
40 British American Boulevard
Latham, New York 12110
Phone: (518) 951-2200
Fax: (518) 951-2300

BOREHOLE LOG

BORING ID #:

START DATE: END DATE:

PROJECT NAME: PROJECT NO.: PROJECT MANAGER:
SITE LOCATION: BORING LOCATION:
DRILLING CO.: DRILLER: DRILLING METHOD:
BOREHOLE DIAMETER: DEPTH TO BEDROCK: TOTAL DEPTH DRILLED:
TOTAL DEPTH REACHED: INSPECTOR: WEATHER CONDITIONS:
LATITUDE: LONGITUDE: ELEVATION AND DATUM:

FIELD SAMPLE INFORMATION								HAMMER	SAMPLER	ST. WATER LEVELS	DATE 1: DATE 2:	DEPTH 1: DEPTH 2:	TIME 1: TIME 2:
							WEIGHT(S)						
							FALL			CASING	TUBE	CORE	RIG TYPE:
							TYPE						
							ID/OD						
DEPTH (feet bgs)	Blow Count	RECOVERY	PID (ppm)	ODOR OBSERVED	LAB ANALYSIS	VISIBLE PRODUCT	GEOLOGIC DESCRIPTION					LITHOLOGY/ SOIL TYPE	WATER LEVEL ---------- REMARKS
0.0													
2.0													
4.0													
6.0													
8.0													
10.0													
12.0													
14.0													
16.0													
18.0													
20.0													Page of

AECOM, Inc.
40 British American Boulevard
Latham, New York 12110
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Fax: (518) 951-2300

BOREHOLE LOG

BORING ID #:

START DATE: END DATE:

PROJECT NAME: PROJECT NO.: PROJECT MANAGER:
SITE LOCATION: BORING LOCATION:
DRILLING CO.: DRILLER: DRILLING METHOD:
BOREHOLE DIAMETER: DEPTH TO BEDROCK: TOTAL DEPTH DRILLED:
TOTAL DEPTH REACHED: INSPECTOR: WEATHER CONDITIONS:
LATITUDE: LONGITUDE: ELEVATION AND DATUM:

FIELD SAMPLE INFORMATION

	HAMMER	SAMPLER	ST. WATER LEVELS	DATE 1: DATE 2:	DEPTH 1: DEPTH 2:	TIME 1: TIME 2:
WEIGHT(S)						
FALL			CASING	TUBE	CORE	RIG TYPE:
TYPE						
ID/OD						

DEPTH (feet bgs)	Blow Count	RECOVERY	PID (ppm)	ODOR OBSERVED	LAB ANALYSIS	VISIBLE PRODUCT	GEOLOGIC DESCRIPTION	LITHOLOGY/ SOIL TYPE	WATER LEVEL ---------- REMARKS
20.0									
22.0									
24.0									
26.0									
28.0									
30.0									
32.0									
34.0									
36.0									
38.0									
40.0									Page of

WELL CONSTRUCTION DETAILS

FIELD REPRESENTATIVE: _____

DRILLING CONTRACTOR: _____

DRILLING TECHNIQUE: _____
SIZE AND TYPE: _____

BOREHOLE IDENTIFICATION: _____
BOREHOLE DIAMETER: _____
WELL IDENTIFICATION: _____

WELL CONSTRUCTION START DATE: _____
WELL CONSTRUCTION COMPLETION DATE: _____
SCREEN MATERIAL: _____
SCREEN DIAMETER: _____
SCREENED INTERVAL (ft.): _____

RISER MATERIAL: _____
RISER DIAMETER: _____

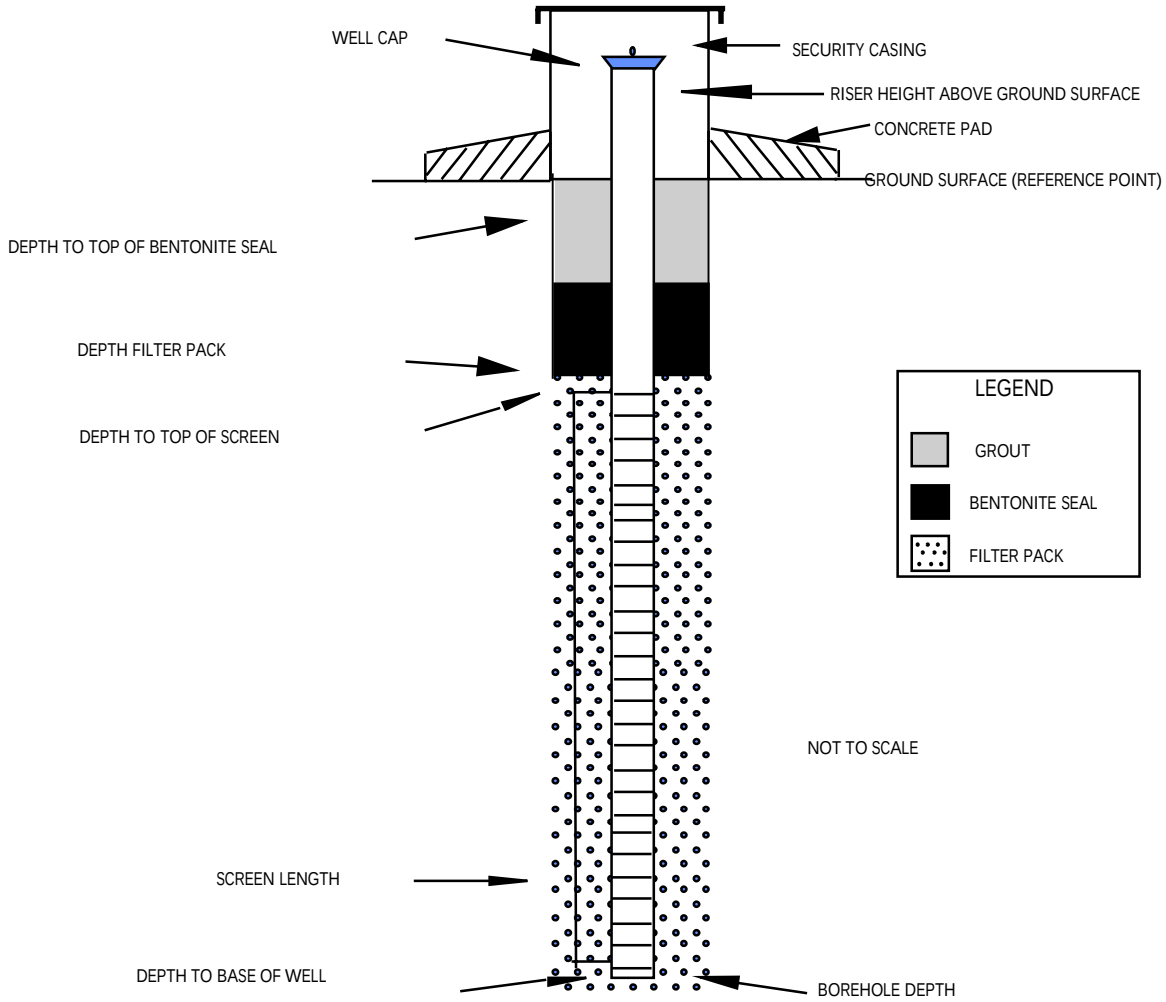
TYPE OF FILTER PACK: _____
GRADATION: _____
AMOUNT OF FILTER PACK USED: _____

TYPE OF BENTONITE: _____
AMOUNT OF BENTONITE: _____

TYPE OF CEMENT: _____
AMOUNT CEMENT USED: _____
GROUT MATERIALS USED: _____

DIMENSIONS OF SECURITY CASING: _____
TYPE OF WELL CAP: _____
TYPE OF END CAP: _____
COMMENTS: _____

CASING MATERIAL: _____
DEPTH OF CASING: _____



●AECOM ● 40 British American Blvd. Latham, NY 12110

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
1.5-inch	0.125
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	1.5-inch	2-inch	3-inch	4-inch	6-inch
V (gal / ft)	0.041	0.092	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	mS/cm^c							
Conductivity (+/- 3%)	mS/cm							
pH (+/- 0.1)	pH unit							
Temp (+/- 0.5)	C							
Color	Visual							
Odor	Olfactory							

Comments

Purge Start Time:

Sample Time:

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

APPENDIX C – Site-Specific QAPP

AECOM Environment

Prepared for:
Superfund Standby Program
NYSDEC
Albany, NY

Prepared by:
AECOM
Latham, NY
November 2024

QUALITY ASSURANCE PROJECT PLAN (QAPP)

Former Grand Dry Cleaners
Newark, New York 14513
Work Assignment D009803-52

Prepared for:

New York State Department of Environmental Conservation
625 Broadway
Albany, New York 12233

Prepared by:

AECOM USA, Inc.
40 British American Boulevard
Latham, New York 12110

QUALITY ASSURANCE PROJECT PLAN (QAPP)

Former Grand Dry Cleaners
Newark, New York 14513
Work Assignment D009803-52

_____
Prepared By: Julie Healy
Project Manager

_____
Reviewed By: Robert Montione
Quality Assurance Officer

Table of Contents

List of Tables

Appendices

ACRONYMS AND ABBREVIATIONS

ASP	Analytical Services Protocol
°C	degrees Celsius
CLP	Contract Laboratory Program
COC	chain of custody
DUSR	Data Usability Summary Report
ELAP	Environmental Laboratory Approval Program
FAP	Field Activities Plan
FD	field duplicate
HDPE	high density polyethylene
IDL	instrument detection limit
LCS	laboratory control sample
LCSD	laboratory control sample duplicate
MD	matrix duplicate
MDL	method detection limit
mg/L	milligrams per liter
mg/kg	milligrams per kilograms
MS	matrix spike
MSB	matrix spike blank
MSD	matrix spike duplicate
NEIC	National Enforcement Investigations Center
ng/L	nanograms per liter
NIST	National Institute of Standards and Technology
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
PARCCS	precision, accuracy, representativeness, comparability, completeness, and sensitivity
PCB	polychlorinated biphenyl
PFAS	Per- and polyfluoroalkyl substances (PFAS)
ppbv	parts per billion by volume
PQO	Project Quality Objective
PTFE	polytetrafluoroethylene
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
RPD	relative percent difference
µg/kg	micrograms per kilograms
µg/L	micrograms per liter
$\mu g/m^3$	micrograms per cubic meter
USEPA	United States Environmental Protection Agency

1.0 INTRODUCTION

1.1 PURPOSE AND OBJECTIVE

The purpose of this Quality Assurance Project Plan (QAPP) is to document planned investigative activities and establish the criteria for performing these activities at a predetermined quality for the work conducted completed by AECOM USA, Inc. (AECOM) under NYSDEC Standby Engineering Contract D009803.

Project work will be conducted in general accordance with the NYSDEC DER-10, Technical Guidance for Site Investigation and Remediation (NYSDEC, 2010a), DER's Spill Response Guidance Manual, as applicable, technical requirements in Contract D009803 between NYSDEC and AECOM (NYSDEC and AECOM, 2019), and United States Environmental Protection Agency (USEPA) Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA (USEPA, 1988).

The QAPP is intended to be a companion document to the site-specific Work Plan prepared for each work assignment. A QAPP Addendum will be prepared as an Appendix included in the site-specific Work Plan for each Work Assignment, as needed to address site-specific conditions and project-specific requirements.

1.2 PROJECT MANAGEMENT AND ORGANIZATION

1.2.1 Personnel

The general responsibilities of key project personnel are listed below.

Program Manager – Michael L. Spera, PE will have responsibility for overall program management and coordination of AECOM personnel and subcontractors to complete the work.

Project Manager – Kristine Garbarino, PG (AECOM) will have responsibility for overall project management and coordination with NYSDEC, and will coordinate the initiation and implementation of the work assignment activities. The AECOM Project Manager will serve as the initial and primary contact with NYSDEC throughout the project, and will be responsible for successful implementation of the project's QA/QC activities. The AECOM Project Manager may delegate a portion of the tasks required for successful implementation of the project to a qualified individual, the Site Manager, who will be on site during field activities (i.e., investigations, remedial action, operation and maintenance activities, etc.). The Site Manager will work under the direction of the AECOM Project Manager, and will be responsible for implementing applicable QC procedures in the field and verifying that all other AECOM field personnel adhere to these procedures and perform all activities as described in the project work plans.

Task Leaders/Field Team Leaders – Keith Stahle, will share the responsibility of implementing and coordinating the field and office project activities.

Program QA Officer – Robert Montione (AECOM) will serve as the Program Quality Assurance Officer (QAO) for work assignments issued under this contract. The QAO will be responsible for oversight of the data validation and laboratory subcontractors, as well as data usability reports.

The QAO will work with the AECOM database manager to assure that electronic deliverables provided by the laboratory are accurate and are formatted consistent with AECOM and NYSDEC requirements. The Program QAO may designate another qualified individual to serve as project QA officer to oversee the data-to-day quality assurance aspects of specific work assignments.

Project QA Officer – Robert Montione The AECOM Project QA Officer is responsible for verifying that the analytical laboratories adhere to the QA/QC requirements specified in this Site Specific QAPP and the requirements identified in the site-specific addendum to this Site Specific QAPP. The AECOM QA Officer will be the point of contact for the Laboratory's Project Manager and will personally communicate with the Laboratory's Project Manager to verify that all sample analyses are being performed such that the resulting data will be of sufficient quality for its intended purpose.

H & S Officer – Peter Wray (AECOM) will be responsible for oversight of the preparation of the project health and safety plan, approving it, and tracking of its implementation.

Database Manager – Angela Toma-Eisele (AECOM), or an assigned qualified individual, will serve as database manager. The database manager is responsible for verifying that laboratory deliverables meet AECOM and NYSDEC electronic deliverable specifications, and for preparing the final EQuIS deliverable for submission to NYSDEC.

Resumes for AECOM personnel have previously been submitted to the Bureau of Program Management. Resumes of individuals which have not been previously submitted to the NYSDEC and/or resumes of third-party data validator(s) (e.g., project specific) will be included in the site specific QAPP addendum.

1.2.2 Specific Tasks and Services

AECOM has obtained the following subcontractor specialists for services relating to laboratory/analytical services and data validation services.

Laboratory Analysis – Pace Analytical Services, LLC (Pace) is the laboratory that has been assigned for the project, selected from a call-out list and subcontracted by NYSDEC. Pace is certified for aqueous and non-aqueous matrices.

All laboratories to be used for the work assignment shall hold applicable New York State Department of Health (NYSDOH) Environmental Laboratory Approval Program (ELAP) certifications for the analyses to be performed. Copies of the applicable ELAP certifications for each laboratory to be used during the work assignment are provided in Appendix B of this Site Specific QAPP. Each laboratory maintains its own QA/QC program and employs the required staff to implement this program. The QA Officer for each laboratory is responsible for verifying that all sample analyses are performed in accordance the analytical methods, laboratory QA/QC procedures, this Site Specific QAPP and the site-specific QAPP addendum.

Data Validation – Laboratory Data Consultants, Inc. (MBE), A third-party data validator will be assigned for data quality review and Data Usability Summary Report (DUSR) preparation as needed for each project, selected from firms subcontracted by AECOM based on a solicitation conducted in 2020. As noted in the Standby Contract (D009803), independent third-party validation is preferred when data validation is required. Data validation is performed to establish the data quality for all data which are to be considered when making project decisions.

1.3 SITE DESCRIPTION AND LOCATION

Background data on the site, including the site description and location, site history, previous investigations of the surrounding area, and current conditions, are summarized in the site-specific Work Plan (WP) and the site-specific Field Activities Plan (FAP). A site map showing proposed sampling locations is included in both.

2.0 SITE INVESTIGATION

Site investigation procedures are provided below.

2.1 FIELD SAMPLING PROCEDURES

Field activities are detailed in the FAP and are not repeated in the QAPP. Per- and polyfluoroalkyl substances (PFAS) sampling will follow the NYSDEC Part 375 guidance (January 2020) included in Appendix A of the site-specific FAP. Proposed sampling procedures to be utilized will be identified in the site-specific FAP.

2.2 EQUIPMENT DECONTAMINATION

To avoid cross contamination, sampling equipment (defined as any piece of equipment which may contact a sample) will be decontaminated according to the procedures specified in the FAP.

The procedures discussed here are general and will be superseded by project-specific requirements (as documented in the FAP). However, these procedures are provided for guidance in developing those plans.

Field equipment rinsate blanks (see Section 4.3.1) are generated and analyzed to monitor the effective of field decontamination procedures.

Cross contamination is minimized by the use of vendor-decontaminated, dedicated, or disposable equipment to the extent practical.

2.2.1 Decontamination Procedures

As indicated in the FAP, a decontamination pad will be constructed on the site. The pad will be appropriately sized and large enough to handle the equipment used on site (e.g., drill rig). The pad will also be used for small equipment decontamination as well as personnel decontamination.

2.2.2 Small Equipment Decontamination

Small equipment decontamination for non-disposable equipment will be accomplished using the following procedures:

- Liquinox (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., Liquinox) 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. For PFAS sampling, all sources of water used for equipment decontamination will be verified in advance to be PFAS-free through laboratory analysis or certification.

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 large clean plastic garbage can filled with potable water and then run for several minutes (to decontaminate both exterior and interior parts); 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 use. A new bladder will be used for each sample. Small parts, such as screens and gaskets will be replaced after each use. Dedicated air line tubing and sample tubing will be used at each monitoring well. The pump will be cleaned using the following steps:

- Liquinox (or equivalent) and potable water wash;
- Potable water rinse;
- Distilled/deionized water rinse;
- Solvent (reagent or pesticide grade) rinse if samples are collected for organic analysis;
- Dilute (10%) nitric acid rinse if samples are collected for metals analysis; and
- Distilled/deionized rinse, air dry.

For PFAS sampling, HPDE tubing will be replaced at each well and samples will be collected with an electrically operated tubing actuator (Waterra Hydrolift II). Used tubing will be properly disposed and not re-used eliminating the need for decontamination of this material.

2.2.3 Heavy Equipment Decontamination

Drilling equipment will be decontaminated before the first use during this project, between boreholes and prior to demobilization using high-pressure steam. Decontamination will be conducted at a dedicated decontamination pad constructed for the project. Decontamination fluids will be containerized (drummed) for subsequent characterization and disposal.

2.2.4 Personnel Decontamination

Wash buckets and potable water will be set up at the decontamination pad. This includes washing hands and a boot wash. Details of the personnel decontamination procedures will be provided in the HASP.

3.0 SAMPLE HANDLING

3.1 SAMPLE IDENTIFICATION AND LABELING

Samples will be assigned a unique identification using the sample location or other sample-specific identifier. Sample identification and labeling requirements are presented in FAP Section 8 and are not repeated here.

The procedures discussed here are general and will be superseded by project-specific requirements (as documented in the FAP). However, these procedures are provided for guidance in developing those plans. Sample identification may be limited to a specific number of alphanumeric characters to be consistent with the limitations of the laboratory tracking/reporting software. The general sample identification format follows (other designations may be used to accommodate the requirements of specific projects). It should be noted that the field sample IDs shown below are not those required for the EQuIS deliverable; AECOM will coordinate with the analytical laboratory so that the sample types and codes are entered properly for each field and QC sample, and that the codes are consistent with the most recent NYSDEC Valid Values.

MW = Monitoring Well

SB = Soil boring

SW = Surface Water

SD = Sediment

IA = Indoor Air

OA (or AA) = Outdoor (or ambient) air

SV = Soil Vapor

FB = Field (Equipment Rinsate) Blank

TB = Trip Blank

XX = Numerical sample identifier (up to five characters). This will ordinarily be the number of the monitoring well or soil boring location from which the sample was obtained.

As part of the unique identifier, the sample date will be included following any location that may have more than one sample collected. The format will be MMDDYY. For example, MW-01S that is sampled on May 24, 2011, will be MW-01S_052411.

QC field duplicate samples will be submitted blind to the laboratory; a fictitious sample ID will be created using the same system as the original by adding 50 to the original well ID (e.g., MW-51S_052411 would be a field duplicate of MW-01S_052411). The sample identifications (of the original sample and its field duplicate) will be marked in the field book and on the copy of the chain-of-custody kept by the sampler and copied to the project manager. As the field duplicates are blind to the laboratory, the NYSDEC Valid Value for a field duplicate (FD) along with the identification of the parent sample will be done by AECOM after the EQuIS deliverable is received from the laboratory.

Affixed to each sampling container will be a non-removable label on which the following information will be recorded with permanent water-proof ink:

- Site name, location, and job number;
- Sample name;
- Date and time;
- Sampler's name;
- Preservative;
- Type of sample (e.g., water, soil, sludge, sediment, air); and
- Requested analyses.

3.2 SAMPLE BOTTLES, PRESERVATION, AND HOLDING TIME

Table 1 identifies the sample preparation and analytical method, matrix, holding time, containers, and preservatives for the typical analyses to be performed under this contract. Sample bottle requirements, preservation, and holding times are discussed further below.

3.2.1 Sample Containers

The selection of sample containers used to collect samples is based on the criteria of sample matrix, analytical method, potential contaminants of concern, reactivity of container material with the sample, QA/QC requirements and any regulatory protocol requirements.

Sample bottles will be provided by the analytical laboratory and will conform to the requirements of the USEPA Specifications and Guidance for Contaminant-Free Sample Containers. Aqueous samples for volatile organic compound (VOC) analysis will be collected in 40-mL vials with Teflon™ septa. Aqueous samples for metals, PCBs, herbicides and pesticides will be collected in 1L amber jars with Teflon™ septa. Soil samples for VOC analysis will be collected in TerraCore® samplers and transferred to glass containers, and soil samples for Metals, cyanide, mercury, PCBs, pesticides and herbicides will be collected in glass jars.

Both aqueous and soil samples for PFAS analysis will be collected in high density polyethylene (HDPE) containers and will be stored/shipped separately from all aluminum foil, low density polyethylene, glass, or polytetrafluoroethylene (PTFE, Teflon™) materials including sample bottle cap liners with a PTFE layer.

3.2.2 Sample Preservation

Samples will be preserved as indicated below and summarized on Table 1.

Aqueous Samples:

Volatile organics – cooled to 4º C; HCl added to pH ≤ 2.

Metals – cooled to 4º C; HNO_3 added to pH ≤ 2.

Cyanide – NaOH to pH ≥ 12.

Mercury – HNO_3 added to pH ≤ 2.

PFAS – cooled to 4º C (in a separate cooler, with regular ice)

Other organic fractions (semivolatiles, herbicides/pesticides, PCBs) – cooled to 4° C, no chemical preservation.

Non-Aqueous (e.g., soil and sediment) Samples:

VOC soil samples – collected in VOA vials with H2O, frozen to -10°C

Mercury & Cyanide – cooled to ≤6 °C, no chemical preservation.

PFAS – cooled to 4º C (in a separate cooler, with regular ice)

Chemical preservatives will be added to the sample bottles (prior to sample collection) by the analytical laboratory. The pH of samples will be spot-checked in the field and additional preservative will be added as needed. Sample preservation is checked upon sample receipt by the laboratory; this information is reported to the AECOM Quality Assurance Officer (QAO). If it appears that the level of chemical preservation added is not adequate, laboratory preservative preparation and addition will be modified, or additional preservative will be added in the field by the sampling team.

3.2.3 Holding Times

Holding times (see Table 1) are calculated from the time of sample collection; samples will be shipped from the field to arrive at the lab no later than 48 hours from the time of sample collection except for instances with shorter holding time parameters. Holding time requirements will be those specified in the analytical method.

Although trip blanks are prepared in the analytical laboratory and shipped to the site prior to the collection of environmental samples, for the purposes of determining holding time conformance, trip blanks will be considered to have been generated on the same day as the environmental samples with which they are shipped and delivered. Procurement of bottles and blanks will be scheduled to prevent trip blanks from being stored for excessive periods prior to their return to the laboratory; the goal is that trip blanks should be held for no longer than one week prior to use.

3.2.4 Sample Custody

Proper documentation of sample collection and the methods used to control these documents are referred to as chain-of-custody (COC) procedures. Chain-of-custody procedures are essential for presenting sample analytical results as evidence in litigation or at administrative hearings held by regulatory agencies. Chain-of-custody procedures also serve to minimize loss or misidentification of samples and to ensure that unauthorized persons do not tamper with collected samples.

The procedures used in this work assignment will follow the COC guidelines of National Enforcement Investigations Center (NEIC) Policies and Procedures, prepared by the NEIC of the USEPA Office of Enforcement.

3.2.4.1 Custody Definitions

Chain-of-Custody Officer - The employee responsible for oversight of all COC activities is the Project Manager (or his/her designee).

Under Custody - A sample is “Under Custody” if:

- It is in one's possession, or
- It is in one's view, after being in one's possession, or
- It was in one's possession, and one placed it under lock, or
- It is in a designated secure area.

3.2.4.2 Responsibilities

The Project Manager will be responsible for monitoring all COC activities and for collecting legally admissible COC documentation for the permanent project file, and will perform to following tasks:

- Review sample labels or tags, closure tapes, and COC records.
- Train all field sampling personnel in the methodologies for carrying out COC activities and the proper use of all COC and record documents.
- Monitor the implementation of COC procedures.
- Submit copies of the completed COC records to the Project Chemist.

A COC form will trace the path of sample containers from the project site to the laboratory. Chain-of-custody forms are typically provided by the analytical laboratory.

Sample bottle tracking sheets or the chain-of-custody will be used to track the containers from the laboratory to the containers' destination. The Project Manager will notify the laboratory of upcoming field sampling events and the subsequent transfer of samples. This notification will include information concerning the number and type of samples, and the anticipated date of arrival. Insulated sample shipping containers (typically coolers) will be provided by the laboratory for shipping samples. Sample bottles within each shipping container will be individually labeled with an adhesive identification label provided by the laboratory. Project personnel receiving the sample containers from the laboratory will check each cooler for the condition and integrity of the bottles prior to field work.

Once the sample containers are filled, they will be immediately placed in the cooler with ice (in Ziploc plastic bags to prevent leaking) or synthetic ice packs to maintain the samples at 4º C. Synthetic (blue) ice packs shall not be used when sampling for PFAS, only regular ice. Samples for PFAS analysis will be stored and shipped separately from other samples to avoid cross-contamination. The field sampler will indicate the sample designation/location number in the space provided on the chain-of-custody form for each sample. The chain of custody forms will be signed and placed in a sealed plastic Ziploc bag in the cooler. The completed shipping container will be closed for transport with nylon strapping, or a similar shipping tape, and two paper seals will be affixed to the lid. The seals must be broken to open the cooler and will indicate tampering if the seals are broken before receipt at the laboratory. A label may be affixed identifying the cooler as containing "Environmental Samples" and the cooler will be shipped by an overnight delivery service to the laboratory. When the laboratory receives the coolers, the custody seals will be checked, and lab personnel will sign the chain-of-custody form.

3.3 LABORATORY SAMPLE RECEIPT

Upon receipt at the laboratory, a laboratory representative inspects the samples for integrity and checks the shipment against the COC/analytical task order form. Discrepancies are addressed at this point and documented on the COC form and the cooler checklist (an example will be provided in each of the project-specific Field Sampling and Analysis Plans). Discrepancies are reported to the Laboratory Project Manager who contacts the AECOM Project Manager or QAO for resolution.

When the shipment and the COC are in agreement, the custodian enters the samples into the Laboratory Information Management System and assigns each sample a unique laboratory number. This number is affixed to each sample bottle. The custodian then enters the sample and analysis information into the laboratory computer system.

3.3.1 Laboratory Sample Custody

The laboratory must satisfy the sample chain-of-custody requirements by implementing the following procedures for laboratory/sample security:

- Samples are stored in a secure area.
- Access to the laboratory is through a monitored area.
- Visitors sign a visitor's log and are escorted while in the laboratory.
- Only the designated sample custodians have keys to sample storage area(s)
- Transfers of samples in and out of storage are documented.

3.3.2 Sample Storage, Security, and Disposal

While in the laboratory, the samples and aliquots that require storage at 4°C ± 2°C are maintained in a locked refrigerator unless they are being used for analysis. The laboratory is responsible for sample storage and security so that:

- Samples and extracts are stored for 60 days after the final analytical data report has been submitted to AECOM. The samples, extracts, and digestates are then disposed by the laboratory in accordance with laboratory SOPs and applicable regulations.
- Samples are not stored with standards or sample extracts.

4.0 DATA QUALITY REQUIREMENTS

4.1 ANALYTICAL METHODS

Soil and water sample analyses for this contract will typically utilize USEPA SW-846 methods as listed below.

Analytical and extraction/sample preparation methods typically used are shown on Table 1 and summarized below.

Site Characterization Analysis

Division of Environmental Remediation (DER) Total Compound List (TCL) VOCs with oxygenates (SW-37) plus 10 TICs (tentatively identified compounds) by SW-848 Method 8260

DER TCL SVOCs (including 1,4-dioxane) plus 20 TICs by SW-848 Method 8270/8270 SIM

Total Analyte List (TAL) 23 Group Metals by SW-848 Method 6010

Mercury by SW-848 Method 7470 (aqueous) 7471 (soil)

Cyanide by SW-848 Method 9014

DER TCL Polychlorinated Biphenyls (PCBs) by SW-848 Method 8082

DER TCL Pesticides by SW-848 Method 8081;

DER TCL Herbicides SW-848 Method 8151 and,

Per- and polyfluoroalkyl substances (PFAS) by Method 1633.

Waste Characterization Analysis

Full Toxicity Characteristic Leaching Procedure (TCLP) – Method SW-846 8151

Ignitability – SW 846 Method 1110

Corrosivity – SW 846 Method 1030

Reactivity – Total Cyanide SW-846 Method 9014; Total Sulfide SM4500S-F (aqueous), Method 9030 (soil)

Analytical methods are presented in the NYSDEC Analytical Services Protocol (ASP), 2005 (February 2008 supplement for TO-15). It is the laboratory's responsibility to be familiar with this document and procedures and deliverables within it pertaining to New York State work. Full Category B deliverables will be required for all samples listed under Site Characterization Analysis. Full Category A deliverables will be required for all samples listed under Waste Characterization Analysis. A list of the 40 PFAS compounds (PFAS Analyte List) to be analyzed under Method 1633 is included as Table 3.

NYSDEC has assigned Pace to this project, and is certified by the NYSDOH Environmental Laboratory Approved Program (see Section 1.2). The laboratory is in good standing for the applicable parameter groups.

4.2 QUALITY ASSURANCE OBJECTIVES

Data quality objectives (DQOs) for measurement data in terms of sensitivity and the PARCC parameters (precision, accuracy, representativeness, comparability, and completeness) are established so that the data collected are sufficient and of adequate quality for their intended uses. Data collected and analyzed in conformance with the DQO process described in this QAPP will be used in assessing the uncertainty associated with decisions related to this site.

Project quality objectives (PQOs), such as those described in the *Uniform Federal Policy for Quality Assurance Project Plans* (USEPA, 2005), define the type, quantity, and quality of data that are needed to answer specific environmental questions and support proper environmental decisions.

More specifically, the PQOs:

- Define the environmental problem;
- Identify target analytes/contaminants of concern and concentration levels;
- Establish the analytical techniques to be used (field-screening, on-site, and/or off-site);
- Establish the appropriate sampling techniques to be used;
- Establish project sampling/analytical measurement performance criteria (where applicable) for precision, accuracy/bias, representativeness, comparability, completeness, and sensitivity; and
- Determine the number of samples needed for each analytical group/matrix/concentration level.

PQOs are provided in the site-specific QAPP addendum and FAP.

4.2.1 Sensitivity

The sensitivity or detection limit desired for each analysis or compound is based on the DQOs established for the project. The method detection limit is determined in accordance with the procedure in ASP Exhibit A, Section 4.9.2.12, which is consistent with the procedure in 40 CFR Part 136 Appendix B.

The reporting limit (RL) for nondetected analytes will be the lowest calibration standard associated with the analysis. Reporting limits will be equal to or lower than those presented in Exhibit C of ASP 2005 for the applicable method. Analytes detected analytes at concentrations below the RL but above the MDL will be flagged "J" (estimated) by the laboratory. Typical RLs are summarized on Table 2. PFAS compound specific RLs by EPA Method 1633 are listed in Table 3.

The RLs and MDLs of the assigned laboratory will be reviewed by AECOM's QAO for each project to verify that the laboratory sensitivity is sufficient to meet the project objectives. These will typically include meeting the applicable standards, criteria, and guidance (SCGs) including soil cleanup objectives (6 NYCRR 375-6.8), supplemental soil cleanup objectives (NYSDEC, 2010b), groundwater and surface water criteria (compiled in TOGS 1.1.1), and soil and water guidance for PFAS (NYSDEC 2020).

Reporting limits for each analysis can be found in Table 2. Reporting limits for PFAS should be less than or equal to 2 nanograms per liter (ng/L) for aqueous samples and 0.5 µg/kg (ppb) for solid samples.

4.2.2 Precision

The laboratory objective for precision is to equal or exceed the precision demonstrated for the applied analytical methods on similar samples. Precision is evaluated by the analyses of laboratory and field duplicates. Matrix spike duplicate analyses will be performed once for every 20 samples for VOCs.

Relative Percent Difference (RPD) criteria determined from laboratory performance data are used to evaluate precision between duplicates. A matrix spike duplicate will be performed once for every twenty samples for volatile organics.

Precision measures the reproducibility of measurements under a given set of conditions. Specifically, it is a quantitative measure of the variability of a group of measurements compared to their average value. Precision is usually stated in terms of standard deviation but other estimates such as the coefficient of variation, relative standard deviation, range (maximum value minus minimum value), and relative range are common, and may be used pending review of the data.

The overall precision of measurement data is a mixture of sampling and analytical factors. Analytical precision is easier to control and quantify than sampling precision; there are more historical data related to individual method performance and the "universe" is not limited to the samples received in the laboratory. In contrast, sampling precision is unique to each site or project.

Overall system (sampling plus analytical) precision will be determined by analysis of field duplicate samples. Analytical results from laboratory duplicate samples will provide data on measurement (analytical) precision.

Precision will be determined from field duplicates, as well as laboratory matrix duplicate samples for metals analyses, and matrix spikes and matrix spike duplicates for organic analyses; it will be expressed as the RPD:

$RPD = 100 \times 2(|X_1 - X_2|) / (X_1 + X_2)$

where:

> X_1 and X_2 are reported concentrations for each duplicate sample and subtracted differences represent absolute values.

Criteria for evaluation of laboratory duplicates are specified in the applicable methods. The objective for field duplicate precision is ≤ 50% RPD for all matrices for analytes detected at concentrations at least 2 times the RL. Where one or both analytes are detected at less than 2 times the RL, the criterion is the absolute difference “D” ($X_1 - X_2$), and D should be less than the RL for the analyte.

4.2.3 Accuracy

The laboratory objective for accuracy is to equal or exceed the accuracy demonstrated for the applied analytical method on similar samples. Percent method recovery criteria and those determined from laboratory performance data, are used to evaluate accuracy in matrix (sample) spike and blank spike quality control samples. A matrix spike and blank spike or laboratory control will be performed once for every analytical batch or as specified in the method or ASP. Other method-specific laboratory QC samples (such as continuing calibration standards) may also be used in the assessment of analytical accuracy. Sample (matrix) spike recovery is calculated as:

% Recovery = 100 × (SSR-SR)/SA

Where:

SSR = Spiked sample Result

SR = Sample Result, and

SA = Spike Added

Accuracy measures the bias in a measurement system. It is difficult to measure accuracy for the entire data collection activity. Accuracy will be assessed through use of known QC samples. Accuracy values can be presented in a variety of ways. For projects under this NYSDEC contract, accuracy will be normally presented as percent recovery.

Routine organic analytical protocol requires a surrogate spike in each sample. Surrogate recovery will be defined as:

% Recovery = (R/S) x 100

Where:

S = surrogate spike concentration

R = reported surrogate compound concentration

Recovery criteria for laboratory spikes and other laboratory QC samples through which accuracy may be evaluated are established in the applicable analytical method.

4.2.4 Representativeness

The representativeness of data is only as good as the representativeness of the samples collected. Sampling and handling procedures, and laboratory practices are designed to provide a standard set of performance-driven criteria to provide data of the same quality as other analyses of similar matrices using the same methods under similar conditions. Representativeness will be determined by a comparison of the quality controls for these samples against data from similar samples analyzed at the same time.

4.2.5 Comparability

Comparability of analytical data among laboratories becomes more accurate and reliable when all labs follow the same procedure and share information for program enhancement. Some of these procedures include:

- Instrument standards traceable to National Institute of Standards and Technology (NIST), the US Environmental Protection Agency (USEPA), or the New York State Departments of Health or Environmental Conservation;
- Using standard methodologies;
- Reporting results for similar matrices in consistent units;
- Applying appropriate levels of quality control within the context of the laboratory quality assurance program; and,
- Participation in inter-laboratory studies to document laboratory performance.

By using traceable standards and standard methods, the analytical results can be compared to other labs operating similarly. The QA Program documents internal performance. Periodic laboratory proficiency studies are instituted as a means of monitoring intra-laboratory performance.

Comparability within any specific project is also assessed by comparison of the project data to data generated previously; and, if available, comparison of the data for multiple sampling events conducted for the project. Comparability (consistency) of sampling techniques is also assessed, to some extent, by analysis of field duplicates; although it should be noted that large differences between field duplicates may result from a wide variety of causes, not just inconsistent sampling.

4.2.6 Completeness

The goal of completeness is to generate the maximum amount possible of valid data for all planned samples. Completeness of 100 percent indicates that all planned samples were collected; and the resultant data were fully valid and acceptable. As completeness is a function of both field activities and laboratory activities, separate completeness goals are established for each.

The default goal for sampling completeness is 95 percent, as is calculated as

Sampling Completeness (%) = (Sc/Sp) × 100

Where:

Sc = Samples collected (submitted) for analysis (documented from field records or COC)

Sp = Samples planned (as documented in the FAP or QAPP)

The default goal for analytical completeness is also set at 95 percent. Analytical completeness may be less than 100 percent either due to systemic failures that result in the rejection or loss of data for an entire sample; or compound-specific rejection (e.g., 2-hexanone) within an otherwise valid analysis.

For typical work assignments, the default overall completeness goal is 90 percent usable data. The impact of rejected or unusable data will be made on a case-by-case basis. If the goals of the project can be achieved without the missing datum or data, or if data from a different sampling event can be used to fill the data gap, no further action would be necessary. However, loss of critical data may require resampling or reanalysis.

4.3 FIELD QUALITY ASSURANCE

Blank water generated for use during this project must be “demonstrated analyte-free.” The criteria for analyte-free water are based on the USEPA-assigned values for the Contract Required Quantitation Limits (CRQLs) for Contract Laboratory Program (CLP) analyses, or the RL for SW-846 or other methods.

However, specifically for the common laboratory contaminants (acetone and 2-butanone), the allowable limits are five times the CRQL (or RL). For methylene chloride, the limit is 2.5 times the CRQL. For common SVOC contaminants (phthalate esters such as bis(2-ethylhexyl) phthalate), the limit is 5 times the CRQL.

The analytical testing required for the water to be demonstrated as analyte-free must be performed prior to the start of sample collection; thus, blank water will be supplied by the laboratory.

Table 2 of this QAPP shows typical QA/QC samples and RLs. QA/QC samples are discussed below.

4.3.1 Field Equipment (Rinsate) Blanks

Equipment blanks consist of demonstrated, analyte-free water that show if sampling equipment has the potential for contaminant carryover to give a false impression of contamination in an environmental sample. When blank water is used to rinse a piece of sampling equipment (before it is used to sample), the rinsate is collected and analyzed to see if sampling could be biased by contamination from the equipment.

Rinsate blanks are not required when samples are collected directly into laboratory-provided sample containers (e.g., if specified as such in the FAP for matrices such as surface water or leachate seeps).

Field Equipment (Rinsate) blanks for bailers and pump tubing: For initial sampling, as well as at subsequent rounds of sampling when bailers or tubing are reused, a section of each type of tubing used per sampling batch or at least one of the bailers used per decontamination batch, will be used to generate equipment (rinsate) blanks during groundwater sampling. Disposable bailers and tubing will be obtained from a single vendor for this project. One rinsate blank will be collected for each groundwater sampling event to verify that the vendor decontamination was adequate, and that contamination has not occurred during shipment and storage.

Typically, one rinsate blank will be collected for every 20 field samples collected or one per week, whichever is more frequent, for each type of sampling equipment. The rinsate blanks will be collected from the soil and groundwater sampling equipment. One field equipment blank will be collected for every twenty samples.

For PFAS sampling, equipment coming in contact with aqueous samples only, rinsate or equipment blanks should be collected at a minimum frequency of one per day, for each matrix. The rinsate blanks will be collected from the soil and groundwater sampling equipment as noted in Table 2.

4.3.2 Field Duplicate Samples

Field duplicate samples are used to assess the variability of a matrix at a specific sampling point and to assess the reproducibility of the sampling method.

Aqueous field duplicate samples are second samples collected from the same location, at the same time, in the same manner as the first, and placed into a separate container (technically, these are co-located samples). Each duplicate sample will be analyzed for the same parameters as the original sample collected that day.

Soil duplicate samples are collected from a single location and device (e.g., split spoon sampler). Soil duplicates for VOC analysis are collected first, without homogenization. If other parameters are being analyzed, the remaining soil is homogenized (e.g., by mixing in a clean stainless steel bowl) and prior to generating the sample and duplicate.

The default field duplicate precision (RPD) objective is ≤50% percent RPD for all matrices where the sample concentration is at least two times the RL. Where the analyte is detected in both samples, but the concentration is less than 2 times the RL, precision is assessed by the absolute difference, which should be less than the RL. The RPD is not calculable when the analyte is not detected in one or both analyses. A more detailed discussion of the calculation is provided in Section 4.2.2 (Precision), above.

Field duplicates will be collected at frequency of one per 20 environmental samples for both aqueous and non-aqueous samples being submitted for 8260, 8270, 6010, 9010, 7471, 8081, 8082, and 1633 analysis.

4.3.3 Split Samples

Split samples are used for performance audits or inter-laboratory comparability of data. Split samples may also be generated if a site owner or PRP requests them. A split sample will be defined as at least two separate sub-samples taken from a single original sample which has been thoroughly mixed or homogenized prior to the formation of the split samples. The exception to this is samples for volatile organics analysis which will not be homogenized. Collection of split samples may be conducted only when specifically requested by NYSDEC.

4.3.4 Trip Blanks

The purpose of a VOC trip blank (using demonstrated analyte-free water) is to place a mechanism of control on sample bottle preparation and blank water quality, and sample handling. The trip blank travels from the lab to the site with the empty sample bottles and back from the site with the collected samples. There will be a minimum of one trip blank per shipment containing aqueous and non-aqueous samples for VOC analysis.

Trip blanks will be collected only when aqueous volatile organics are being sampled and shipped; except that a trip blank is not required when the only aqueous samples in a shipment are QC samples (rinsate blanks).

4.3.5 Temperature Blanks

The laboratory will use either an infrared instrument to measure the temperature of liquid samples, or a temperature blank will be used to measure the temperature of liquid samples. If used, temperature blanks will be supplied by the analytical laboratory. If multiple coolers are necessary to store and transport aqueous samples, then each cooler will contain an individual temperature blank (if used).

4.4 FIELD TESTING QC

Field testing of groundwater will be performed during purging of wells prior to sampling for laboratory samples. Field QC checks of control limits for pH, specific conductance (conductivity) and turbidity are detailed below. The calibration frequencies discussed below are the minimum. Field personnel can and should check calibration more frequently in adverse conditions, if anomalous readings are obtained, or subjective observations of instrument performance suggest the possibility of erroneous readings. Calibration logs for the instruments discussed below will be provided upon delivery of the equipment.

4.4.1 pH Meter

The pH meter is calibrated daily, using two standards bracketing the range of interest (generally 4.0 and 7.0). If the pH QC control sample (a pH buffer, which may be the same or different than those used to initially calibrate the instrument) exceeds 0.1 pH units from the true value, the source of the error will be determined and the instrument recalibrated. If a continuing calibration check with pH 7.0 buffer is off by more than 0.1 pH units, the instrument will be recalibrated. Expired buffer solutions will not be used.

Note that gel-type probes take longer to equilibrate (up to 15 minutes at near-freezing temperatures); this must be taken into account in calibrating the instrument and reading samples and standards.

4.4.2 Specific Conductivity

A vendor-provided conductivity standard will be used to check the calibration of the conductivity meter daily. Specific conductance QC samples will be on the order of 0.01 or 0.1 molar potassium chloride (KCl) solutions in accordance with manufacturer's recommendations.

4.4.3 Turbidity

The turbidity meter should be calibrated using a standard as close as possible to 50 NTU (the critical value for determining effectiveness of well development and evacuation). The turbidimeter will be checked daily. The turbidity QC sample will be a commercially prepared polymer standard (Advanced Polymer System, Inc., or similar).

4.4.4 Temperature

Temperature probes associated with instruments (such as the YSI SCT-33 conductivity and temperature meter) are not subject to field calibration, but the calibration should be checked to monitor instrument performance. It is recommended that the instrument temperature reading be checked against a NIST-traceable thermometer concurrently with checking the conductivity calibration. The instrument manual will be referenced for corrective actions if accurate readings cannot be obtained.

4.5 LABORATORY QUALITY ASSURANCE

4.5.1 Method Blanks

A method blank is laboratory water on which every step of the method is performed and analyzed along with the samples. Method blanks are used to assess the background variability of the method and to assess the introduction of contamination to the samples by the method, technique, or instruments as the sample is prepared and analyzed in the laboratory. Method blanks will be analyzed at a frequency of one for every twenty samples analyzed or as otherwise specified in the analytical protocol.

4.5.2 Laboratory Duplicates

Laboratory duplicates are sub-samples taken from a single aliquot of sample after the sample has been thoroughly mixed or homogenized (except for volatile organics), to assess the precision or reproducibility of the analytical method on a sample of a particular matrix. Laboratory duplicates will be performed on spiked samples as a matrix spike and a matrix spike duplicate (MS/MSD) for volatile organics.

4.5.3 Spiked Samples

Two types of spiked samples will be prepared and analyzed as quality controls: matrix spikes and matrix spike duplicates (MS/MSD), which are analyzed to evaluate instrument and method performance and performance on samples of similar matrix. MS/MSD samples will be analyzed at a frequency of one (pair) for every 20 samples. In addition, matrix spike blanks (MSBs) will also be prepared and analyzed by the laboratory as required by NYSDEC ASP.

4.5.4 Laboratory Control Sample

A fortified clean matrix (laboratory control sample, or LCS) is analyzed with each analysis. In some cases, a “Laboratory-Fortified Blank” (LFB) may serve as the LCS. These samples generally consist of a standard aqueous or solid matrix fortified with the analytes of interest for single-analyte methods and selected analytes for multi-analyte methods according to the appropriate analytical method. The LCS may be analyzed in duplicate for some methods (LCSD). The analyte recovery from each analysis (LCS and LCSD) is used to monitor analytical accuracy; analytical precision can be assessed from evaluation of the LCS/LCSD in the same manner as the MS/MSD.

5.0 FIELD DATA DOCUMENTATION

Field reporting documentation, including field log books and field data reporting forms, is discussed in FAP Section 8; therefore, it is not repeated here.

6.0 EQUIPMENT CALIBRATION AND MAINTENANCE

Quality assurance for instrumentation and equipment used for a project is controlled by a formal calibration program, which verifies that equipment is of the proper type, range, accuracy, and precision to provide data compatible with specified requirements. Instruments and equipment that measure a quantity, or whose performance is expected at a stated level, are subject to calibration. Calibration is performed using reference standards or externally by calibration agencies or equipment manufacturers.

6.1 STANDARD WATER AND AIR QUALITY FIELD EQUIPMENT

Field equipment used during the collection of environmental samples typically includes a turbidimeter (turbidity per EPA Method 180.1), pH meter (pH per EPA Method 150.1), conductivity meter (specific conductance per EPA Method 120.1), thermometer, and photoionization detector. See also Section 4.4 of this QAPP for additional discussion.

The organic vapor analyzer (MultiRAE, or equivalent organic vapor analyzer) used for soil screening and health and safety air monitoring will be calibrated following the manufacturer's instructions, at the beginning of the day, whenever the instrument is shut off for more than two hours, and at the field technician's discretion.

6.2 LABORATORY EQUIPMENT CALIBRATION

Laboratory equipment will be calibrated according to the method-specific requirements of the 2005 NYSDEC ASP**,** Exhibit E, Parts II and III, and maintained following professional judgment and the manufacturer's specifications, and additional requirements as specified in the ELAP certification manual.

6.2.1 Analytical Support Areas

Prior to generating quality data, several analytical support areas must be considered:

Standard/Reagent Preparation - Primary reference standards and secondary standard solutions shall be obtained from sources traceable to National Institute of Standards and Technology, or other reliable commercial sources to ensure the highest purity possible. The preparation and maintenance of standards and reagents will be accomplished as per the referenced methods referenced. All standards and standard solutions are to be formally documented (i.e., in a bound logbook) and should identify the supplier, lot number, purity/concentration, receipt/preparation date, preparer's name, method of preparation, expiration date, and any other pertinent information. All standard solutions shall be validated prior to use. Care shall be exercised in the proper storage and handling of standard solutions (e.g., separating volatile standards from nonvolatile standards). The laboratory shall continually monitor the quality of the standards and reagents through well-documented procedures.

Balances - The analytical balances shall be calibrated and maintained in accordance with manufacture specifications. Calibration is conducted with two American Society of Testing Materials Class 1 weights that bracket the expected balance use range. The laboratory shall check the accuracy of the balances daily and properly document results in permanently bound logbooks.

Refrigerators/Freezers - The temperature of the refrigerators and freezers within the laboratory shall be monitored and recorded daily.

This will verify that the quality of the standards and reagents is not compromised, and the integrity of the analytical samples is upheld. Appropriate acceptance ranges (e.g., 4°C ± 2°C for refrigerators) shall be clearly posted on each unit in service.

Water Supply System – Laboratories performing water/solid/waste sample analyses must maintain a sufficient supply of analyte-free water for all project needs. The grade of the water must be of the highest quality in order to eliminate false-positives from the analytical results. Ultraviolet cartridges or carbon absorption treatments are recommended for organic analyses, and ion-exchange treatment is recommended for inorganic tests. Appropriate documentation of the quality of the water supply system(s) will be performed on a regular basis by the laboratory.

Air Supply System – Laboratories performing air/soil vapor sample analyses must maintain a sufficient supply of analyte-free air for all project needs. The grade of air must be of the highest quality in order to eliminate false-positives from the analytical results. Appropriate documentation of the quality of the air supply system(s) will be performed on a regular basis by the laboratory.

6.2.2 Calibration Procedure

Written procedures are used for all instruments and equipment subject to calibration. For chemical analyses typically performed for these contracts, the calibration procedures are specified in the methods as compiled in the ASP. If established procedures are not available, a procedure is developed considering the type of equipment, stability characteristics of the equipment, required accuracy, and the effect of operational error on the quantities measured.

6.2.3 Calibration Frequency

Calibration frequency is based on the type of equipment, inherent stability, manufacturer's recommendations, values provided in recognized standards, intended data use, specified analytical methods, effect of error upon the measurement process, and prior experience.

6.2.4 Calibration Reference Standards

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

Physical standards, such as weights for calibrating balances and certified thermometers for calibrating working thermometers, refrigerators, and ovens, are generally used for periodic calibration.

Chemical standards, such as Standard Reference Materials (SRMs) provided by the National Institute of Standards and Technology (NIST) or USEPA, may also include vendor-certified materials traceable to NIST or USEPA SRMs. These are primarily used for operational calibration.

6.2.5 Calibration Failure

Equipment that cannot be calibrated or becomes inoperable is removed from service. Such equipment must be repaired and satisfactorily recalibrated before re-use. For laboratory equipment that fails calibration, analysis cannot proceed until appropriate corrective action is taken and the analyst achieves an acceptable calibration.

Laboratory managers are responsible for development and implementation of a contingency plan for major equipment failure. The plan includes guidelines on waiting for repairs, use of other instrumentation, subcontracting analyses, and evaluating scheduled priorities.

6.2.6 Calibration Records

Records are prepared and maintained for each piece of equipment subject to calibration. Records demonstrating accuracy of preparation, stability, and proof of continuity of reference standards are also maintained. Copies of the raw calibration data are kept with the analytical sample data.

6.3 OPERATIONAL CALIBRATION

Operational calibration is generally performed as part of the analytical procedure and refers to those operations in which instrument response (in its broadest interpretation) is related to analyte concentration. Included are the preparation of a standard response (calibration) curve and often the analysis of blanks.

Preparation of a standard calibration curve is accomplished by the analysis of calibration standards, which are prepared by adding the analyte(s) of interest to the solvent that is introduced into the instrument. The concentrations of the calibration standards are chosen to cover the working range of the instrument or method. For most methods, five calibration standards are used, with the concentration of the lowest calibration standard being the reporting or quantitation limit for that analysis. Sample measurements are made and reported within this working range; apparent concentrations which exceed the high end of the calibrated range (“E”-flagged data for organic analyses) are diluted (or a smaller sample is used) and re-analyzed. The calibration curve is prepared by plotting or performing a linear regression of the instrument responses against the analyte concentration.

7.0 DATA REDUCTION, VALIDATION, AND REPORTING

The guidance followed to perform quality data validation, and the methods and procedures outlined herein and elsewhere in the Work Plan, pertain to initiating and performing data validation, as well as reviewing data validation performed by others (if applicable). An outline of the data validation process is presented here, followed by a description of data validation review summaries.

7.1 LABORATORY DATA REPORTING AND REDUCTION

Data reduction is the process by which raw analytical data generated from laboratory instrument systems is converted into usable concentrations. The raw data, which may take the form of area counts, instrument responses, or observations, are processed by the laboratory and converted into concentrations expressed in the parts per million (milligrams per kilogram [mg/kg] or milligrams per liter [mg/L]), parts per billion (micrograms per kilogram [µg/kg] or micrograms per liter [µg/L]), or parts per trillion (ng/L) range. Raw data from these systems include compound identifications, concentrations, retention times, and data system print-outs. Raw data are usually reported in graphic form, bar graph form, or tabular form. The laboratory will follow standard operating procedures consistent with the data handling requirements of the applicable methods. Isotope dilution techniques should be utilized for the analysis of PFAS in all media.

The laboratory will meet the applicable documentation, data reduction, and reporting protocols as specified in the 2005 revision of the NYSDEC ASP. ASP Deliverables are either Category B (full deliverables; similar to USEPA CLP requirements) or Category A (a reduced deliverable level). For this contract, Category B deliverables are the default and will be provided for all deliverables generated under the contract unless explicitly indicated otherwise on a site-specific basis. Laboratory data reports will conform to NYSDEC Category B deliverable requirements, as specified in Exhibit B, Part II.E, Sections 2 and 3, respectively.

Copies of the laboratory's generic Quality Assurance Management Plan (QAMP, as defined in ASP 2005 Exhibit E, Part I) will be maintained at AECOM's principal contact office (Latham, NY). The laboratory's QAMP will indicate the standard methods and practices for obtaining and assessing data, and how data are reduced from the analytical instruments to a finished report, indicating levels of review along the way.

To meet NYSDEC electronic data deliverable (EDD) requirements, laboratories subcontracted by AECOM for this work will be required to submit electronic deliverables in an EQuIS 4-file format consistent with AECOM standards. AECOM's database manager will be responsible verifying that the file submitted meets these specifications including verifying that current NYSDEC Valid Values were used for sample coding; providing an Excel (or Access) file to the data validator; uploading the validated data into the database; overseeing the uploading of any other data (field data, boring log information, etc.), and submitting a final EQuIS deliverable to NYSDEC that meets NYSDEC EDD requirements.

In addition to the hard copy of the data report, the laboratory will be asked to provide the sample data in spreadsheet form (submitted electronically). The data spreadsheet will be generated to the extent possible directly from the laboratory's electronic files or information management system to minimize possible transcription errors resulting from the manual transcription of data.

7.2 DATA VALIDATION

As discussed in the Standby Contract (D009803), independent third-party validation is preferred when data validation is required. Data generated for work assignments under this contract will typically be validated by a third-party subcontractor (not affiliated with the laboratory or with AECOM).

The validator Laboratory Data Consultants, Inc, will follow guidelines established in the USEPA Region 2 SOPs applicable to the analytical method(s) being reviewed. These SOPs are checklists which are designed to formally and rigorously assess the quality and completeness of SW-846 and air sample TO-15 analysis data packages. The use of these USEPA SOPs will be adapted to conform to the specific requirements of the NYSDEC ASP (e.g., NYSDEC/ASP holding times; matrix spike blank requirements). Where necessary and appropriate, supplemental validation criteria may be derived from the EPA Functional Guidelines (USEPA Contract Laboratory Program National Functional Guidelines for Inorganic Data Review, EPA-540-R-10-011, January 2010, and the National Functional Guidelines for Organic Data Review, EPA-540-R-08-01, June 2008). For PFAS samples, Appendix H - Data Review Guidelines for Analysis of PFAS in Non-Potable Water and Solids (NYSDEC 2020) shall be followed.

As discussed in the Standby Contract (D009803 – Attachment 1, Work Element V), a DUSR provides a thorough evaluation of analytical data without the costly and time-consuming process of third-party validation. The primary objective of a DUSR is to determine whether the data, as presented, meet the site-specific criteria for data quality and data use. Appendix 2B of NYSDEC's DER-10 provides guidance on data deliverables and development of a DUSR.

Validation reports and DUSRs will consist of text results of the review and marked up copies of Form I (results with qualifiers applied by the validator). Validation will consist of target and non-target compounds with corresponding method blank data, spike and surrogate recoveries, sample data, and a final note of validation decision or qualification, along with any pertinent footnote references. Qualifiers applied to the data will be documented in the report text. Where QC failures caused the laboratory to perform a re-analysis, the data validator will make a recommendation as to which of the two analyses should be used. Data review will also include an assessment of sensitivity (i.e., are RLs appropriate to determine if contaminants are present at or above action levels or other applicable threshold values).

There may be some analyses for which there is no established USEPA or NYSDEC data validation protocol. In such cases, validation will be based on the Region 2 SOPs and EPA Functional Guidelines as much as possible, as well as the laboratory's adherence to the technical requirements of the method, and the professional judgment of the validator. The degree of rigor in such validation will correspond to the nature of the data and the significance of the data and its intended use.

7.3 DATA USABILITY

Subsequent to review of the items evaluated in the subcontractor data validator reports (DUSRs) and accompanying tables, AECOM's QA staff then prepares a brief data usability summary. The data usability summary, which will be provided as part of the project report, encompasses both quantitative and qualitative aspects, although the qualitative element is the most significant.

The quantitative aspect is a summary of the data quality as expressed by qualifiers applied to the data; the percent rejected, qualified (i.e., estimated), missing, and fully acceptable data are reported. As appropriate, this quantitative summary is broken down by matrix, laboratory, or analytical fraction or method.

The qualitative element of the data usability summary is the QA officer's translation and summary of the validation reports into a discussion useful to data users. The qualitative aspect will discuss the significance of the qualifications applied to the data, especially in terms of those most relevant to the intended use of the data. The usability report will also indicate whether there is a suspected bias (high or low) in qualified data and will also provide a subjective overall assessment of the data quality.

If similar analyses are performed by more than one method, a discussion of the extent of agreement among the various methods will be included, as well as discussion of any discrepancies among the data sets.

The QAO will also indicate if there is a technical basis for selecting one data type over another for multiple measurements which are not in agreement.

Data which has not been validated and field data used for the project will be discussed in the data usability summary, including any limitations on the use of such data.

7.4 FIELD DATA VERIFICATION

Field personnel will record all field data in bound field logbooks and on standard forms. After checking the validity of the data in the field notes, the Project Manager or his/her designee will reduce the data to tabular form, when possible, by entering the data into data files. Where appropriate, the data files will be set up for direct input into the project database. Subjective data will be filed as hard copies for later review by the Project Manager and incorporation into technical reports, as appropriate.

Verification of field data will be performed at two different levels. The first level of data verification will be performed at the time of collection by following standard procedures and QC checks. The second level of review consists of the Project Manager, Task Manager, or other competent personnel, reviewing the data to confirm that the correct codes and units have been included. After data reduction into tables and arrays is complete, the Site Manager will review data sets for anomalous values. The Project Manager, who will review field reports for reasonableness and completeness, will validate subjective field and technical data.

8.0 PERFORMANCE AND SYSTEM AUDITS

Audits are systematic checks to determine the quality of operation of some activity or function in the field or laboratory. Field audits are conducted to verify adherence to proper field and sampling procedures. Audits are of two types, as described below.

- Performance audits are independent safety and health, procedure, and/or sample checks made by a supervisor or auditor to arrive at a quantitative measure of the quality of the data produced by one section or the entire measurement process.
- System audits are onsite qualitative inspections and reviews of the QA system used by some part of or the entire measurement system. The audits are performed against the QAPP. A checklist is typically generated from the requirements and becomes the basis for the audit. The results of any deficiencies noted during the audit are summarized in an audit report.

Laboratory performance and system audits are performed by the laboratory's QA staff to assess the effectiveness of the quality system. These internal audits are performed on a routine basis. Audits are also performed by certifying agencies. Audit reports and corrective actions are available to NYSDEC for review.

8.1 RESPONSIBILITY, AUTHORITY, AND TIMING

QA audits to be conducted for the project may include system, performance, and data audits. The Project QA Officer will keep a tentative schedule on record that details the number and types of audits.

8.2 FIELD AUDITS

The need for field audits will be determined on a project-specific basis as required by the WA or in the approved work plans for the project. Not all the aspects listed below will be necessary or appropriate for projects for which field audits are specified.

Field performance audits, if specified, will be conducted during the project as field data are generated, reduced, and analyzed. Numerical manipulations, including manual calculations, will be documented. Records of numerical analyses will be legible, of reproduction quality, and sufficiently complete to permit logical reconstruction by a qualified individual other than the originator.

Indicators of the level of field performance include the analytical results of the blank and replicate samples. Each blank analysis will be considered an indirect audit of the effectiveness of measures taken in the field to maintain sample integrity (e.g., field decontamination procedures).

The results of the field replicate analyses are an indirect audit of the ability of each field team to collect representative sample portions of each matrix type.

System audits of site activities will be accomplished by an inspection of all field site activities. During this audit, the auditor(s) will compare current field practices with standard procedures. The following elements will be evaluated during a field system audit:

- Field activities conducted in substantial compliance with the Work Plan and FAP
- Procedures and analyses conducted according to procedures outlined in the QAPP and Addendum
- Sample documentation
- Working order of instruments and equipment
- Level of QA conducted by field personnel
- Contingency plans in case of equipment failure or other event preventing the planned activity from proceeding

- Decontamination procedures
- Level of efficiency with which each team conducts planned activities at one site and proceeds to the next
- Sample packaging and shipment.

After completion of the audit, any deficiencies will be discussed with the field staff and corrections identified. If any of these deficiencies could affect the integrity of the samples being collected, the auditor(s) will inform the field staff and corrections will be implemented immediately. The audit will be performed by the Project QA/QC Coordinator or the Site Manager.

8.3 LABORATORY PERFORMANCE AND SYSTEM AUDITS

As part of the laboratory subcontractor procurement process under the AECOM/NYSDEC Standby Engineering Contract, the laboratory assigned to this project will been verified to be certified by the NYSDOH Environmental Laboratory Approval Program for the matrices and analytical protocols to be used. Therefore, no project-specific audit of the laboratory(s) will be performed unless warranted by a problem(s) that cannot be resolved by any other means, or at the discretion of AECOM and NYSDEC.

8.4 AUDIT PROCEDURES

Prior to an audit, the designated lead auditor prepares an audit checklist. During an audit and upon its completion, the auditor(s) will discuss the findings with the individuals audited and discuss and agree on corrective actions to be initiated. The auditor will then prepare and submit an audit report to the manager of the audited group and the project manager.

The manager of the audited group will then prepare and submit, to the Project QA Officer and the Project Manager, a plan for implementing the corrective action to be taken on non-conformances indicated in the audit report, the date by which such corrective action will be completed, and actions taken to prevent reoccurrence. If the corrective action has been completed, supporting documentation should be attached to the reply. The auditor will ascertain (by re-audit or other means) if appropriate and timely corrective action has been implemented.

Records of audits will be maintained in the project files.

8.5 AUDIT DOCUMENTATION

A checklist will be completed during each audit so that the previously defined scope of the individual audits is accomplished and that the audits follow established procedures. The checklist will detail the activities to be executed as part of the auditing plan. Audit checklists will be prepared in advance and will be available for review. Following each system, performance, and data audit, the auditor or QAO will prepare a report to document the findings of the specific audit.

9.0 CORRECTIVE ACTIONS

If instrument performance or data fall outside acceptable limits, then corrective actions will be taken. These actions may include recalibration or standardization of instruments, acquiring new standards, replacing equipment, repairing equipment, and reanalyzing samples or redoing sections of work.

Subcontractors providing analytical services should perform their own internal laboratory audits and calibration procedures with data review conducted at a frequency so that errors and problems are detected early, thus avoiding the prospect of redoing large segments of work.

Situations related to this project requiring corrective action will be documented and made part of the project file. For each measurement system identified requiring corrective action, the responsible individual for initiating the corrective action and the individual responsible for approving the corrective action, if necessary, will be identified.

As part of its quality management system (QMS) program, AECOM provides relevant excerpts and conclusions from data validation reports to the analytical laboratories. The laboratories are therefore made aware of non-critical items and areas where improvement may be made in subsequent NYSDEC ASP work.

The objectives of the corrective action procedures presented below are to ensure that recognized errors in performance of sample and data acquisition lead to effective remedial measures and that those steps are documented to provide assurance that any data quality deficiencies are recognized in later interpretation and are not recurrent.

9.1 RATIONALE

Many times, corrective measures are undertaken in a timely and effective fashion but go undocumented. In other cases, corrective actions are of a complex nature and may require scheduled interactions between departmental groups. In either case, documentation in a formal or informal sense can reinforce the effectiveness and duration of the corrective measures taken.

9.2 CORRECTIVE ACTION METHODS

9.2.1 Immediate Corrective Actions

Immediate corrective actions are of a minor or routine nature such as correcting malfunctioning equipment, correction of data transcription errors, and other such activities routinely made in the field, laboratory, or office by technicians, analysts, and other project staff.

9.2.2 Long-Term Corrective Actions

Long-term corrective action will be used to identify and eliminate causes of non-conformances which are of a complex nature and that are formally reported between management groups.

9.2.3 Corrective Action Steps

For long-term corrective actions, steps comprising closed-loop corrective action system are as follows:

- Define the problem
- Assign responsibility for investigating the problem
- Investigate and determine the cause of the problem
- Determine a corrective action to eliminate the problem
- Assign and accept responsibility for implementing the corrective action

Verify that the corrective action has eliminated the problem.

Non-conformance events associated with analytical work are documented by the laboratories' Non-Conformance Records, which are reviewed and approved by the laboratory's Quality Assurance Manager.

9.2.4 Audit-Based Non-Conformances

Following audits, corrective action is initiated by documenting the audit finding and recommended corrective action on an Audit Finding Report.

9.3 CORRECTIVE ACTION REPORT REVIEW AND FILING

Immediate and long-term corrective actions require review to assure that, during the time of non-conformance, erroneous data were not generated or that, if possible, correct data were acquired instead. Such confirmation and review are the responsibility of the supervisor of the staff implementing the corrective action. Confirmation will be acknowledged by notation and dated signature on the affected data record or appropriate form or by memorandum to the AECOM QAO and Project Manager.

10.0 QUALITY ASSURANCE REPORTS TO MANAGEMENT

Fundamental to the success of this QA/QC is the active participation of the Project Manager and the Project QA Officer. The Program QA Officer will be advised of project activities and will participate in development, review, and operation of the project. Project management will be informed of QA activities through the receipt, review, and/or approval of:

- Project-specific QA project plans
- Corporate and project-specific QA/QC plans and procedures
- Corrective action notices
- Non-conformance records.

Periodic assessment of field and laboratory QA/QC activities and data accuracy, precision, and completeness will be conducted and reported by the laboratory. Items to be included in the QA reports are the summary of results for the performance or the system audit and, where applicable:

- Assessment of adherence to work scope and schedule for the audited task
- Assessment of the precision, accuracy, and completeness of sample batches and subsequent status of data processing and analyses
- Significant QC problems and the status of any ongoing corrective actions
- Changes to the site-specific Work Plan
- Status of implementation of the site-specific Work Plan.

Monthly project status reporting to the NYSDEC will include aspects of quality control that were pertinent during the month’s activities. Problems revealed during review of the month’s activities will be documented and addressed. These reports will include a description of completed and on-going activities, and an indication how each task is progressing relative to the project schedule.

The Project Manager will be responsible for verifying that records and files related to the work assignment are stored appropriately and are retrievable.

The laboratory will submit any memoranda or correspondence related to quality control of this project's samples as part of its deliverables package.

11.0 REFERENCES

New York State Department of Environmental Conservation (NYSDEC), 2005. *Analytical Services Protocol (ASP) Manual*. July.

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NYSDEC and AECOM USA Inc. (AECOM), 2019. Standby Contract No. D009803 between the State of New York Department of Environmental Conservation and AECOM for Engineering Services. October.

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USEPA, 1988. *Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA*. USEPA Office of Emergency and Remedial Response. OSWER Directive No. 355.3-01. October.

Tables

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Table 1
Site Specific Quality Assurance Project Plan
NYSDEC StandNYSDEC Standby Engineering Contract (D009803) Work Assignment 52 (WA-52)
Site No. 859033. Former Grand Drycleaners. Newark, NY
Sample Bottle, Volume, Preservation and Holding Time Summary

Matrix/ Analysis	Sample Prep Method(1)	Analytical Method	Sample Bottles (3)				Min Vol Rqd	Preservation	Holding Time (4,5)		Comment
			Mat'l	Size	Qty	Source			Extraction	Analysis	
Aqueous Samples											
Volatile Organics + 10 TICs	SW 846 5030B	SW 846 8260D	G	40 mL	2 or 3	Lab	40 mL	HCl to pH ≤ 2	NA	14 days	7 days if not preseved to pH < 2
Semivolatile Organics +20 TICs	SW 846 3510C/3511/3520C/3535A	SW 846 8270E	G	1L	2		1L	None	7 days	14 days	
1,4-Dioxane	SW 846 3510C	SW 846 8270E SIM	G	1L	2		1L	None	7 days	40 days	
Metals	SW 846 3005A/3010A/3015A	SW 846 6010	P	250 mL	1		100 mL	HNO3 to pH<2	NA	6 months	
Cyanide	per Analytical Method	SW 846 9014	P	250mL	2		500 mL	≤6 °C; NaOH to pH>12	NA	14 days	
Mercury	per Analytical Method	SW 846 7470A	P	500mL	1		100 mL	HNO3 to pH<2	NA	28 days	
PCBs	SW 846 3510C/3511/3520C/3535A	SW 846 8082A	G	1L	2		1L	None	7 days	1 Year	
Pesticides		SW 846 8081B	G	1L	2		1L	None	7 days	40 days	
Herbicides		SW 846 8151	G	1L	2		1L	None	7 days	40 days	
PFAS	per Analytical Method	EPA Method 1633	HPDE	500 mL	2		500 mL	None	14 days	40 days	28 days post extraction
Soil Samples											
Volatile Organics	SW 846 5035	SW 846 8260D	TerraCore®	5 or 25 g	3 or 1	Vendor/lab	5 g	VOA Vial + H2O	7 days	14 days	Frozen -10°C
Semivolatile Organics	SW 846 3540C/3541/3545A/3546/3550C	SW 846 8270E	G	8 oz	1	Lab	100 g	None	14 days	40 days	
1,4-Dioxane	SW 846 3540C/3541/3545A/3546/3550C	SW 846 8270E	G	8oz	1		100 g	None	7 days	40 days	
Metals	SW 846 3050B	SW 846 6010	G	8 oz	1		100 g	None	NA	6 months	
Cyanide	per Analytical Method	SW 846 9014	G	4 oz	1		100 g	≤6 °C	NA	28 days	
Mercury	per Analytical Method	SW 846 7471B	G	8 oz	1		100 g	≤6 °C	NA	28 days	
PCBs	SW 846 3540C/3541/3545A/3546/3550C	SW 846 8082A	G	8 oz	1		100 g	None	14 days	1 Year	
Pesticides		SW 846 8081B	G	8 oz	1		100 g	None	14 days	40 days	
Chlorinated Herbicides		SW 846 8151	G	8 oz	1		100 g	None	14 days	40 days	
PFAS	per Analytical Method	EPA Method 1633	HPDE	90 ml	2		125 mL	None	14 days	40 days	
Waste Characterization (IDW)											
TCLP	NA	SW 846 1311	G	8 oz	1	Lab	100 g	None	7 days	14 days	
Corrosivity	NA	SW 846 1110	G	8 oz	1		100 g	None	7 days	14 days	
Ignitability	NA	SW 846 1030	G	8 oz	1		50 g	None	NA	28 days	
Total Sulfide	NA	SM4500S-F (aqueous) Method 9030 (soil)	P (a); G (s)	250 mL (a); 8 oz (s)	2 (a); 1 (s)		500 mL (a); 100g (s)	NaOH + Zinc Acetate (a); None (s)	7 days	28 days	(a) holding time is immediate if not preserved to pH 9
Total Cyanide	NA	SW 846 9014	G	8 oz	1		100 g	None	7 days	14 days	

Notes:
(1) Laboratory may propose alternate extraction/preparation methods, subject to NYSDOH ELAP certification and AECOM approval.
(2) More recent versions of analytical methods may be used subject to NYSDEC ELAP certification and AECOM approval.
(3) Bottles typical. EnCore or similar samplers for VOCs in soil will be provided by laboratory or AECOM on a case-by-case basis. 250 mL bottles may be used for extractable organics if NYSDOH ELAP certified.
(4) All samples for chemical analysis should be held at 4 degrees C in addition to any chemical preservation required
(5) Holding time calculated from day of collection, unless noted as being from time of extraction. Laboratory holding times (ASP 2005, Exhibit I) are two days shorter to allow for field handling and shipping.
(6) A single 8-oz sample may be sufficient for SVOCs, pesticides, PCBs, and metals.
(7) Other collection methods consistent with SW 846 5035 may be used. Encore or similar samplers (e.g. Terra Core) are typically purchased from an outside supplier by AECOM but may also be requested (for a fee) from the analytical laboratory.
G = Glass
P = Plastic
SS = Stainless Steel
(a) = aqueous
(s) = soil
SW-846: Test Methods for Evaluating Solid Waste, Physical/Chemical Methods. USEPA SW-846. Complete through Update IV, March 2009.
SM = Standard Method

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Table 2
Site Specific Quality Assurance Project Plan
NYSDEC Standby Engineering Contract (D009803) Work Assignment 52 (WA-52)
Site No. 859033. Former Grand Drycleaners. Newark, NY
Reporting Limits and QA/QC Sample Quanitity Summary

Matrix/Analysis		Analytical Method	Laboratory	Report Limit - Typical (units as specified)	Field Sample Quanitity (1)	Matrix Spike (MS)	MS Duplicate or Matrix dupilicate	Field Duplicate	Equipment/ Rinse Blank (3)	Field Blank	Trip Blank	Total Billable Analyses
Aqueous Samples												
Volatile Organics + 10 TICs		SW 846 8260D	Pace	0.5 - 2.0 µg/L (typical)	10	1	1	1	0	0	1	14
Semivolatile Organics +20 TICs		SW 846 8270E		0.5 - 20 µg/L (typical)	10	1	1	1	0	0	0	13
1,4-Dioxane SIM		SW 846 8270E		0.2 µg/L	10	1	1	1	0	0	0	13
Metals		SW 846 6010		Analyte-specific	8	1	1	1	0	0	0	11
Cyanide		SW 846 9014		0.010 mg/L	8	1	1	1	0	0	0	11
Mercury		SW 846 7470A		0.00020 mg/L	8	1	1	1	0	0	0	11
PCBs		SW 846 8082A		0.20 µg/L	5	1	1	1	0	0	0	8
Pesticides		SW 846 8081B		0.0020 µg/L - 1.0 µg/L (typical)	5	1	1	1	0	0	0	8
Herbicides		SW 846 8151		100 µg/L	5	1	1	1	0	0	0	8
PFAS		EPA Method 1633		2 ng/L	5	1	1	1	1	1	0	10
Soil Samples												
Volatile Organics		SW 846 8260D	Pace	0.0010 mg/Kg - 0.10 mg/Kg (typical) (2)	8	1	1	1	1	0	1	13
Semivolatile Organics		SW 846 8270E		0.0010 mg/Kg - 0.10 mg/Kg (typical) (2)	8	1	1	1	1	0	0	12
1,4-Dioxane		SW 846 8270E		0.05 mg/Kg	*	*	*	*	*	0	*	*
Metals		SW 846 6010		Analyte-Specific	8	1	1	1	1	0	0	12
Cyanide		SW 846 9014		0.50 mg/Kg	8	1	1	1	1	0	0	12
Mercury		SW 846 7471B		0.025 mg/Kg	8	1	1	1	1	0	0	12
PCBs		SW 846 8082A		0.020 mg/Kg	5	1	1	1	1	0	0	9
Pesticides		SW 846 8081B		0.0040 mg/Kg - 0.10 mg/Kg (typical) (2)	5	1	1	1	1	0	0	9
Herbicides		SW 846 8151		100 µg/kg	5	1	1	1	1	0	0	9
PFAS		EPA Method 1633		0.5 µg/kg (2)	5	1	1	1	1	1	0	10
Waste Characterization (IDW)												
Full TCLP		SW 846 8151	Pace	Analyte-specific	4	0	0	0	0	0	0	4
Ignitability		SW 846 1110		N/A	4	0	0	0	0	0	0	4
Corrosivity		SW 846 1030		N/A	4	0	0	0	0	0	0	4
Reacitvity	Total Sulfide	SM4500S-F (aqueous) Method 9030 (soil)		N/A (aqueous) 2.0 mg/Kg (soil)	4	0	0	0	0	0	0	4
	Total Cyanide	SW 846 9014		0.50 mg/Kg		0	0	0	0	0	0	

Notes:
* = 1,4-Dioxane soil samples will be collected with SVOC samples, but the compound has a specified reporting limit.
1 Field sample quantity shown (20) is for illustration only. QC quantities shown are typical requirements for each group of 20 or fewer field samples.
2 Reporting limits for soils, when adjusted for dry weight, will be higher. Detections above the MDL but less than reporting limits will be reported and flagged estimated (J).
3 Field equipment rinsate blank quantity will vary depending on sample collection rate and types of sampling equipment used; quantity may be greater or less than that shown. See Work Plan or FAP.
4 Matrix spikes and duplicates are not explicitly required by method TO-15 but are usually included as part the laboratory's analytical QA program.

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Table 3
Site Specific Quality Assurance Project Plan
NYSDEC Standby Engineering Contract (D009803) Work Assignment 52 (WA-52)
Site No. 859033. Former Grand Drycleaners. Newark, NY
PFAS Compound Reporting Limits by EPA Method 1633

Group	Analyte Description	Abbreviation	CAS Number	Groundndwater (ng/L)		Soil, Sediment (µg/kg)	
				RL	MDL	RL	MDL
Perfluoroalkyl sulfonic acids	Perfluorobutanesulfonic acid	PFBS	375-73-5	1.00	0.21	0.20	0.02
	Perfluoropentanesulfonic acid	PFPeS	2706-91-4	1.00	0.26	0.20	0.03
	Perfluorohexanesulfonic acid	PFHxS	355-46-4	1.00	0.28	0.20	0.08
	Perfluoroheptanesulfonic acid	PFHpS	375-92-8	1.00	0.33	0.20	0.02
	Perfluorooctanesulfonic acid	PFOS	1763-23-1	1.00	0.38	0.20	0.03
	Perfluorononanesulfonic acid	PFNS	68259-12-1	1.00	0.25	0.20	0.02
	Perfluorodecanesulfonic acid	PFDS	335-77-3	1.00	0.29	0.20	0.03
	Perfluorododecanesulfonic acid	PFDoS	79780-39-5	1.00	0.29	0.20	0.03
Perfluoroalkyl carboxylic acids	Perfluorobutanoic acid	PFBA	375-22-4	4.00	2.20	0.80	0.32
	Perfluoropentanoic acid	PFPeA	2706-90-3	2.00	0.43	0.40	0.05
	Perfluorohexanoic acid	PFHxA	307-24-4	1.00	0.24	0.20	0.03
	Perfluoroheptanoic acid	PFHpA	375-85-9	1.00	0.27	0.20	0.02
	Perfluorooctanoic acid	PFOA	335-67-1	1.00	0.26	0.20	0.03
	Perfluorononanoic acid	PFNA	375-95-1	1.00	0.19	0.20	0.01
	Perfluorodecanoic acid	PFDA	335-76-2	1.00	0.21	0.20	0.02
	Perfluoroundecanoic acid	PFUnA	2058-94-8	1.00	0.20	0.20	0.02
	Perfluorododecanoic acid	PFDoA	307-55-1	1.00	0.20	0.20	0.02
	Perfluorotridecanoic acid	PFTrDA	72629-94-8	1.00	0.30	0.20	0.02
	Perfluorotetradecanoic acid	PFTeDA	376-06-7	1.00	0.26	0.20	0.02
Per- and Polyfluoroether carboxylic acids	Hexafluoropropylene oxide dimer acid	HFPO-DA	13252-13-6	4.00	1.00	1.00	0.05
	4,8-Dioxa-3H-perfluorononanoic acid	ADONA	919005-14-4	4.00	0.82	0.80	0.06
	Perfluoro-3-methoxypropanoic acid	PFMPA	377-73-1	2.00	0.56	0.40	0.03
	Perfluoro-4-methoxybutanoic acid	PFMBA	863090-89-5	2.00	0.54	0.40	0.03
	Nonafluoro-3,6-dioxaheptanoic acid	NFDHA	151772-58-6	2.00	0.55	1.00	0.06
Fluorotelomer sulfonic acids	4:2 Fluorotelomer sulfonic acid	4:2-FTS	757124-72-4	4.00	0.75	0.80	0.07
	6:2 Fluorotelomer sulfonic acid	6:2-FTS	27619-97-2	5.00	3.00	0.80	0.50
	8:2 Fluorotelomer sulfonic acid	8:2-FTS	39108-34-4	4.00	1.10	0.80	0.09
Fluorotelomer carboxylic acids	3:3 Fluorotelomer carboxylic acid	3:3 FTCA	356-02-5	5.00	2.20	1.00	0.19
	5:3 Fluorotelomer carboxylic acid	5:3 FTCA	914637-49-3	25.00	11.00	5.00	1.30
	7:3 Fluorotelomer carboxylic acid	7:3 FTCA	812-70-4	25.00	9.50	5.00	1.50
Perfluorooctane sulfonamides	Perfluorooctane sulfonamide	PFOSA	754-91-6	1.00	0.23	0.20	0.03
	N-methylperfluorooctane sulfonamide	NMeFOSA	31506-32-8	1.00	0.33	0.20	0.03
	N-ethylperfluorooctane sulfonamide	NEtFOSA	4151-50-2	1.00	0.34	0.20	0.02
Perfluorooctane sulfonamidoacetic acids	N-methylperfluorooctane sulfonamidoacetic acid	N-MeFOSAA	2355-31-9	1.00	0.36	0.20	0.04
	N-ethylperfluorooctane sulfonamidoacetic acid	N-EtFOSAA	2991-50-6	1.00	0.40	0.20	0.03
Perfluorooctane sulfonamide ethanols	N-methylperfluorooctane sulfonamidoethanol	MeFOSE	24448-09-7	10.00	2.70	2.00	0.22
	N-ethylperfluorooctane sulfonamidoethanol	EtFOSE	1691-99-2	10.00	2.70	2.00	0.22
Ether sulfonic acids	9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid (F-53B Major)	9Cl-PF3ONS	756426-58-1	4.00	0.96	1.00	0.06
	11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid (F-53B Minor)	11Cl-PF3OUdS	763051-92-9	4.00	1.10	0.80	0.09
	Perfluoro(2-ethoxyethane) sulfonic acid	PFEESA	113507-82-7	2.00	0.35	0.40	0.03

Notes:
RL = Reporting Limit
MDL = Method Detection Limit
ng/L = Nanograms per liter
µg/kg = micrograms per kilogram

Appendix A

Pace Analytical SOP for PFAS Analysis

1.0 SCOPE & APPLICATION

This standard operating procedure (SOP) describes the laboratory procedure for the determination of per- and polyfluoroalkyl substances (PFAS) in Table 1 in aqueous (all non-potable water and leachate) and solid (soil, biosolids, sediment) samples by liquid chromatography/mass spectrometry (LC-MS/MS).

The method calibrates and quantifies PFAS analytes using isotopically labeled standards. Where linear and branched isomers are present in the sample and either qualitative or quantitative standards containing branched and linear isomers are commercially available, the PFAS analyte is reported as a single analyte consisting of the sum of the linear and branched isomer concentrations.

The instrumental portion of this method is for use only by analysts experienced with LC-MS/MS or under the close supervision of such qualified persons. The laboratory must demonstrate the ability to generate acceptable results using the procedure in Sections 11.3.1 and 11.4.

By their very nature, many components of PFAS present analytical challenges unique to this class of analytes. For example, PFAS analytes readily adhere to the walls of the sample containers and may also stratify in the container.

1.1 Target Analyte List and Limits of Quantitation (LOQ)

The target analytes that can be determined by this SOP and the associated LOQ is provided in Table 1, Appendix A.

LOQs are established in accordance with Pace policy and SOPs for method validation and for the determination of detection limits (DL) and quantitation limits (LOQ). DL and LOQ are routinely verified and updated when needed. The current LOQ for each target analyte that can be determined by this SOP as of the effective date of this SOP is provided in Table 1, Appendix A. LOQ is equivalent to Minimum Level of Quantitation (ML).

DL and LOQ are always adjusted to account for actual amounts used and for dilution.

2.0 SUMMARY OF METHOD

Environmental samples are prepared and extracted using method-specific procedures. Sample extracts are subjected to cleanup procedures designed to remove interferences. Analyses of the sample extracts are conducted by LC-MS/MS in the multiple reaction monitoring (MRM) mode. Sample concentrations are determined by isotope dilution or extracted internal standard quantification (see Section 9.2.1) using isotopically labeled compounds added to the samples before extraction.

Individual PFAS analytes are identified through peak analysis of the quantification and confirmation ions, where applicable.

Quantitative determination of target analyte concentrations is made with respect to an isotopically labeled PFAS standard; the concentrations are then used to convert raw peak areas in sample chromatograms to final concentrations.

Results for target analytes are recovery corrected by the method of quantification (i.e., either isotope dilution or extracted internal standard quantification, see Section 9.2.1). Isotopically labeled compound recoveries are determined by comparison to the responses of one of seven non-extracted internal standards (a.k.a., the "recovery" standards) and are used as general indicators of overall analytical quality.

The quality of the analysis is assured through reproducible calibration and testing of the extraction, cleanup, and LC-MS/MS systems.

- **Extraction**
    - **Aqueous samples** are spiked with isotopically labeled standards (EIS), extracted using solid-phase extraction (SPE) cartridges and undergo cleanup using carbon before analysis.
    - **Solid samples** are spiked with EIS, extracted into basic methanol, and cleaned up by carbon and SPE cartridges before analysis.

3.0 INTERFERENCES

Solvents, reagents, glassware, and other sample processing hardware may yield artifacts and elevated baselines causing misinterpretation of chromatograms. Specific selection of reagents and solvents is required.

Clean all equipment prior to, and after each use to avoid PFAS cross-contamination. Typical cleaning solvents used include water, methanol, and methanolic ammonium hydroxide. The residual PFAS content of disposable plasticware and filters must be verified by batch/lot number and may be used without cleaning if PFAS levels are less than half the LOQ.

Prior to use, glassware must be solvent rinsed and then air dried. A solvent rinse procedure using methanolic ammonium hydroxide (1%) and methanol is recommended.

All parts of the SPE manifold must be cleaned between samples by rinsing with methanolic ammonium hydroxide (1%) and air drying prior to use. Smaller parts, like the needles, adapters, reservoirs, and stopcocks associated with the manifold should be rinsed with tap water prior to rinsing with methanolic ammonium hydroxide (1%) and air drying. After loading the samples but prior to elution procedures, the chamber should be rinsed with methanolic ammonium hydroxide (1%).

All materials used in the analysis must be demonstrated to be free from interferences by running method blanks (Section 11.1.1) at the beginning and with each extraction batch (samples started through the extraction process on a given analytical batch to a maximum of 20 field samples).

Reagent water (Section 8.1) can be used to simulate water samples and Ottawa sand and/or reagent-grade sand (Section 7.2) can be used to simulate soils. The laboratory must verify that the source product used does not contain PFAS in detectable amounts.

Interferences co-extracted from samples will vary considerably from source to source, depending on the diversity of the site being sampled. Interfering compounds may be present at concentrations several orders of magnitude higher than the native PFAS. Because low levels of PFAS are measured by this method, elimination of interferences is essential. The cleanup steps given in Section 9.3 can be used to reduce or eliminate these interferences and thereby permit reliable determination of the PFAS at the levels shown in Table 1. The most frequently encountered interferences are fluoropolymers; however, when analyzing whole fish samples, bile salts (e.g., Taurodeoxycholic Acid [TDCA]) can interfere in the chromatography. For this reason, analysis of a standard containing TDCA is required as part of establishing the initial chromatographic conditions (see Sections 8.2.7 and 9.2.3).

4.0 DEFINITIONS

Refer to the Laboratory Quality Manual for a glossary of common lab terms and definitions.

- **Extracted Internal Standard (EIS) quantification** – The response of the target compound is compared to the response of the isotopically labeled analog of another compound with chemical and retention time similarities.
- **Isotope dilution (ID) quantitation** – A means of determining a naturally occurring (native) compound by reference to the same compound in which one or more atoms has been isotopically enriched. The labeled PFAS are spiked into each sample and allow identification and correction of the concentration of the native compounds in the analytical process.
- **Isotopically labeled compound –** An analog of a target analyte in the method which has been synthesized with one or more atoms in the structure replaced by a stable (non-radioactive) isotope of that atom. Common stable isotopes used are 13C (Carbon-13) or Deuterium (D or 2H). These labeled compounds do not occur in nature, so they can be used for isotope dilution quantitation or other method-specific purposes.
- **Minimum Level of quantitation (ML)** – The lowest level at which the entire analytical system must give a recognizable signal and acceptable calibration point for the analyte. The ML represents the lowest concentration at which an analyte can be measured with a known level of confidence. It may be equivalent to the concentration of the lowest calibration standard, assuming that all method-specified sample weights, volumes, and cleanup procedures have been employed.

5.0 HEALTH & SAFETY

Contact your supervisor or local safety coordinator with questions or concerns regarding safety protocol or safe handling procedures for this procedure

The following sections provide general health and safety information about chemicals and materials that may be present in the laboratory.

- The toxicity or carcinogenicity of each chemical material used in the laboratory has not been fully established. Each chemical should be regarded as a potential health hazard and exposure to these compounds should be as low as reasonably achievable.
- The laboratory maintains documentation of hazard assessments and OSHA regulations regarding the safe handling of the chemicals specified in each method. Safety data sheets for all hazardous chemicals are available to all personnel. Employees must abide by the health, safety and

environmental (EHS) policies and procedures specified in this SOP and in the Pace® Chemical Hygiene / Safety Manual (COR-MAN-0001)

- Personal protective equipment (PPE) such as safety glasses, gloves, and a laboratory coat must be worn in designated areas and while handling samples and chemical materials to protect against physical contact with samples that contain potentially hazardous chemicals and exposure to chemical materials used in the procedure.
- Concentrated corrosives present additional hazards and are damaging to skin and mucus membranes. For procedures that require use of acids, use acids in a fume hood whenever possible with PPE designed for handing these materials. If eye or skin contact occurs, flush with large volumes of water. When working with acids, always add acid to water to prevent violent reactions. For procedures that that emit large volumes of solvents (evaporation/concentration processes), these activities must be performed in a fume hood or apparatus that reduces exposure.

6.0 .SAMPLE COLLECTION, PRESERVATION, HOLDING TIME & STORAGE

The laboratory provides containers for the collection of samples upon client request. Refer to *Sample Container Shipping* SOP [Admin SOP ENV-SOP-WCOL-0006] for procedures related to preparation of bottle kits for the test method(s) associated with this SOP.

The laboratory performs samples collection for samples to be analyzed by this SOP in accordance with *Field Services* SOP [FS SOP ENV-SOP-WCOL-0013]. Refer to this SOP for these instructions.

Container Type, Minimum Sample Amount, Preservation, and Holding Time Requirements:

Matrix	Container Size & Type	Required Sample Amount[1]	Preservation	Holding Time
Aqueous (non-potable water) containing <100 mg/L SS	2 x 500 mL linerless HDPE 1 x 125 mL linerless HDPE[3]	500 mL	Thermal: 0-6°C OR ≤ -20°C Chemical: None	Collection to Prep: 28 or 90 Prep To Analysis: 28[4] or 28
Aqueous (leachate)	2 x 125 mL linerless HDPE	100 mL	Thermal: 0-6°C OR ≤ -20°C Chemical: None	Collection to Prep: 28 or 90 Prep To Analysis: 28 or 28
Solid (soil and sediment)	3 oz/ 90 mL linerless polypropylene straight sided	5 g	Thermal: 0-6°C OR ≤ -20°C Chemical: None	Collection to Prep: 90 Prep To Analysis: 28[5]
Solid (biosolid)	3 oz/ 90 mL linerless polypropylene straight sided	0.5 g	Thermal: 0-6°C OR ≤ -20°C Chemical: None	Collection to Prep: 90 Prep To Analysis: 28

[1]Aqueous sample containers should be filled only to the appropriate gradation marked on the container, or to the shoulder of the container if no gradations are provided. To allow room for expansion during freezing (if necessary), aqueous sample containers should not be overfilled.

[2]Miniumum amount needed for each discrete analysis. Solid and biosolid sample amounts reflect the dry sample weight.

[3]Needed for percent suspended solids and screening analyses.

[4]In the single lab validation, issues were observed with certain perfluorooctane sulfonamidoethanols and perfluorooctane sulfonamidoacetic acids after 7 days.

[5]*Samples may need to be extracted as soon as possible if NFDHA is an important analyte. The onus is on the client to indicate if NFDHA is an important analyte, prior to shipment. If no such designation is given, follow stated hold time.*

Note: Project-specific requirements dictate which storage condition applies. The storage condition to be used for each project must be formally documented in written form (QAPP or otherwise) before samples are received. Without any prior indication from the client, the lab will store all aqueous and solid samples at 0-6°C until extraction, with a 28-day preparation holding time.

Thermal preservation is checked and recorded on receipt in accordance with *Sample Receiving* SOP [Admin SOP ENV-SOP-WCOL-0007]. Chemical preservation is checked and recorded at time of receipt or prior to sample preparation.

After receipt, samples are stored at 4 ± 2°C or ≤ 20°C until sample preparation. Prepared samples (extracts, digestates, distillates, other) are stored at 4 ± 2°C until sample analysis.

After analysis, samples are retained as stated in the Pace® standard terms and conditions, unless otherwise specified in the analytical services contract. Samples are then disposed of in accordance with Federal, State, and Local regulations.

7.0 EQUIPMENT & SUPPLIES

NOTE: Refer to the Major Operational Equipment List [QA Control Log ENV-FRM-WCOL-0213] for specific details regarding the equipment utilized during this procedure.

7.1 Equipment

Due to the possibility of adsorption of analytes onto glass, HDPE containers are used for all standard, sample, and extraction preparations. Any time a new lot of SPE cartridges, solvents, cryovials, or autosampler vials are used, it must be demonstrated that a MB is reasonably free of contamination and that the criteria in Section 11.1.1 are met.

Sample Preparation

- Oven – Capable of maintaining a temperature of 105 ± 5 ºC
- Analytical balance – Capable of weighing 0.0001 g
- Top loading balance – Capable of weighing 0.01 g
- Calibrated mechanical variable volume pipettes with disposable HDPE or polypropylene tips (10 µL to 5 mL) – used for preparation of calibration standards and spiked samples
- Point of Use water preparation system – Millipore Synergy – Used for QC samples to verify the systems are PFAS free
- Ultrasonic mixer (sonicator)
- pH Paper, range 0-14 - (Whatman® PanpehaTM or equivalent), 0.5-unit readability
- Analog or digital vortex mixer, single or multi-tube (Fisher Scientific 02-215-452, or equivalent)
- Volumetric flasks, Class A

- 15- and 50-mL conical polypropylene tubes with polypropylene screw caps for preparing and storing extract solutions and for collection of eluents (Fisher Scientific 05-527-90 and 14-432-22, or equivalent)
- Variable speed mixing table (VWR Model 3500 Orbital Shaker, or equivalent)

Filtration

- Silanized glass wool (Pyrex 3950 or equivalent)
- Disposable syringe filter, 25-mm, 0.2-µm Nylon membrane, Phenomenex AF0-1207-52 or equivalent
- Glass fiber filter, 47 mm, 1 µm, PALL 61631 or equivalent
- Centrifuge (Thermo Scientific ST-40 or equivalent), capable of reaching at least 3000 rpm
- Syringe (BD 309646 or equivalent), polypropylene/HDPE, 5 mL
- Disposable glass and plastic pipets

Solid-Phase Extraction

- Solid Phase Extraction (SPE) cartridges (Phenomenex 8B-S038-SCH, 150 mg WAX, or equivalent)
- SPE reservoirs – 60 mL, Phenomenex part# AH0-7189, or equivalent
- SPE adapter caps – Phenomenex Part# AH0-7191 (Adapter cap for 1, 3, 6mL SPE tubes)
- Vacuum manifold for SPE Cartridges – Sigma-Aldrich Cat# 57265: Visiprep SPE Vacuum manifold, or equivalent
- Disposable liners for Visiprep Manifold – Millipore-Sigma part# 57059 / Restek part# 28310-VM, or equivalent
- Vacuum tubing – 1/4” ID, 5/8” OD, 3/16” wall; Fisher Scientific part# 14-176-6B or equivalent
- Vacuum Pump – Sufficient capacity to maintain a vacuum of approximately 10 to 15 inches of mercury for extraction cartridges. Millipore model# WP6111560, 115V, 60Hz, 3.5A

Evaporation

- Automatic or manual solvent evaporation system – TurboVap® LV or equivalent
- Evaporation/concentrator tubes, 60 mL clear glass, 30 x 125 mm, without caps – Fisher cat# 02-993-275; Caps: Qorpak item # CAP-00178; Tubes with Caps: Qorpak item# GLC-07878; or equivalent

Instrument

- High-performance liquid chromatograph (HPLC) equipped with tandem quadrupole mass spectrometer – Agilent 6495C, Sciex 4500/5500, or equivalent
- Agilent Zorbax RRHD Eclipse Plus C18, 2.1 x 50 mm (1.8 µm) analytical column (Agilent Part # 959757-902), or equivalent

- Guard cartridge/column – Phenomenex SecurityGuard cartridges (AJ0-7597), or equivalent
- Trap/delay column – Phenomenex Luna 5µm C18 100Å LC column 30 x 3mm (part# 00A-4252-Y0), or equivalent

7.2 Supplies

Due to the possibility of adsorption of analytes onto glass, HDPE containers are used for all standard, sample, and extraction preparations. Any time a new lot of SPE cartridges/tubes, solvents, cryovials, or autosampler vials are used, it must be demonstrated that a MB is reasonably free of contamination and that the criteria in Section 11.1.1 are met.

- Reference matrix: Aqueous – reagent water
- Reference matrix: Solid – Ottawa sand
- Bottles – HDPE or glass, with linerless HDPE or polypropylene caps. Various sizes. QEC item # 6212-Q016/BC-150-PACE (500 mL), 6212-Q008/BC-280-PACE (250 mL), 6213-U004/BC-500-PACE (125 mL), 6213-U002/BC-400-PACE (60 mL)
- Screw top vials, 250uL PP, and Cap, 9mm, clear, thin PP/silicone septa – used in sample analysis and pre-screening (Agilent Cat # 5190-2243 and 5191-8151), or equivalent
- Polypropylene vials – for storage (Wheaton W985872: 2mL cryovials), or equivalent
- Single step filter vials – Restek Thomson SINGLE StEP® Standard Filter Vials, 0.2 µm Nylon membrane, with Black Preslit caps Cat # 25891 or equivalent; used in sample pre-screening
- Extract/Standard storage containers – 15-mL, 8-mL, or 4-mL narrow-mouth HDPE container - Thermo Scientific item# 2002-9050, 2002-9025, 2002-9125; 2.0-mL screw-top polypropylene cryogenic vials – Grainger item# 6EMV1;1.5-mL snap-cap polypropylene microcentrifuge tubes - Fisher item# 05-408-129; or equivalent
- Large volume conical-bottom PP centrifuge bottles – VWR Cat #89091-000 or equivalent

8.0 Reagents & Standards

NOTE: Other volumes of standards and reagents may be prepared to account for expected usage. As long as all ratios are kept constant, this is not considered a deviation from the approved procedure.

NOTE: All stored reagents and standards must be labeled as required by the Preparation and Documentation of Laboratory Standards and Reagents SOP [QA SOP ENV-SOP-WCOL-0083], the Contingency and Emergency Preparedness Plan [HS SOP ENV-SOP-WCOL-0015], the Safety Manual [Corp Manual COR-MAN-HSE], and the Laboratory Quality Manual [ENV-MAN-WCOL-0001].

NOTE: Reagents may be purchased from any approved vendor that can provide a certificate of analysis. All standards must be prepared using certified reference materials. Follow manufacturer expiration date unless stated otherwise below.

8.1 Reagents

Reagents prepared by the laboratory may be stored in either glass or HDPE containers. Proper cleaning procedures (Section 3) must be followed prior to using the containers.

- Acetic acid – ACS grade or equivalent, store at room temperature; Fisher cat# A38C-212 or equivalent
    - Acetic acid (0.1%) - dissolve acetic acid (1 mL) in reagent water (1 L), store at room temperature, replace after 3 months
- Acetonitrile – UPLC grade or equivalent, verified before use, store at room temperature; Fisher A996-4 or equivalent
- Ammonium acetate – LC/MS grade or equivalent, store at 2-8° C, replace 2 years after opening date; Fisher A637-500 or equivalent
- Ammonium hydroxide – certified ACS+ grade or equivalent, 30% in water, store at room temperature; Fisher A470-250 or equivalent
    - Aqueous ammonium hydroxide (3%) – add ammonium hydroxide (10 mL, 30%) to reagent water (90 mL), store at room temperature, replace after 3 months
    - Methanolic ammonium hydroxide (0.3%) – add ammonium hydroxide (1 mL, 30%) to methanol (99 mL), store at room temperature, replace after 1 month
    - Methanolic ammonium hydroxide (1%) – add ammonium hydroxide (3.3 mL, 30%) to methanol (97 mL), store at room temperature, replace after 1 month
    - Methanolic ammonium hydroxide (2%) – add ammonium hydroxide (6.6 mL, 30%) to methanol (93.4 mL), store at room temperature, replace after 1 month
- Carbon – EnviCarb® 1-M-USP or equivalent, verified by lot number before use, store at room temperature. Sigma 57210-U
- Eluent B – Acetonitrile, Ultra LCMS grade or equivalent; Fisher A996-4 or equivalent
- Eluent A – 2 mM ammonium acetate in 95:5 water/acetonitrile. Aliquot 0.4 mL of aqueous 5M ammonium acetate in 949.6 mL of water and 50 mL of acetonitrile. Alternatively, dissolve 0.154 g of neat ammonium acetate into 950 mL of water and 50 mL of acetonitrile. Store at room temperature, shelf life is 2 months.
- Formic acid – greater than 96% purity or equivalent, store at room temperature; Acros 147930010 or equivalent
    - Formic acid (aqueous, 0.1 M) – dissolve formic acid (4.6 g / 3.77 mL) in reagent water (1 L), store at room temperature, replace after 2 years
    - Formic acid (aqueous, 0.3 M) – dissolve formic acid (13.8 g / 11.31 mL) in reagent water (1 L), store at room temperature, replace after 2 years
    - Formic acid (aqueous, 5% v/v) – mix 5 mL formic acid with 95 mL reagent water, store at room temperature, replace after 2 years
    - Formic acid (aqueous, 50% v/v) – mix 50 mL formic acid with 50 mL reagent water, store at room temperature, replace after 2 years
    - Formic acid (methanolic 1:1, 0.1 M formic acid/methanol) – mix equal volumes of methanol and 0.1 M formic acid, store at room temperature, replace after 2 years.

- Methanol – HPLC grade or better, 99.9% purity, store at room temperature; Fisher A452-4 or equivalent
- Methanol with 4% water, 1% ammonium hydroxide and 0.625% acetic acid – add ammonium hydroxide (0.33 mL, 30%), reagent water (0.167 mL) and acetic acid (0.0625 mL) to methanol (9.44 mL), store at room temperature, replace after 1 month. This solution is used to prepare the instrument blank (Section 11.2.1) and sample extract dilutions.
- Reagent water – Laboratory reagent water, test by lot/batch number for residual PFAS content.

8.2 Standards

Prepare standard solutions from materials of known purity and composition or purchase as solutions or mixtures with certification to their purity, concentration, and authenticity. Observe the safety precautions in Section 5.

Purchase of commercial standard solutions or mixtures is highly recommended for this method; however, when these are not available, preparation of stock solutions from neat materials may be necessary. If the chemical purity is 98% or greater, the weight may be used without correction to calculate the concentration of the standard.

When not being used, store standard solutions in the dark at 4 °C, unless the vendor recommends otherwise, in tightly sealed screw-capped vials. Place a mark on the vial at the level of the solution so that solvent loss by evaporation can be detected. Replace the solution if solvent loss has occurred.

Note: ^{18}O-mass labeled perfluoroalkyl sulfonates may undergo isotopic exchange with water under certain conditions, which lowers the isotopic purity of the standards over time.

The laboratory must maintain records of the certificates for all standards for traceability purposes. Copies of the certificates should be provided as part of the data packages in order to check that proper calculations were performed.

- **Extracted Internal Standard (EIS)**

  Isotopically labeled compounds; prepare the EIS solution containing the isotopically labeled compounds listed in Table 2 as extracted internal standards in methanol from stock standards. An aliquot of EIS solution is added to each sample prior to extraction. The list of isotopically labeled compounds in Table 2 represents the compounds that were available at the time this method was validated. Other isotopically labeled compounds may be used as they become available. Prepare the EIS Standard according to the table below:

Component	Aliquot for 2.2 mL Prep	Aliquot for 6.6 mL Prep
MPFAC-HIF-ES	1.1 mL	3.3 mL
Methanol	1.1 mL	3.3 mL

- **Non-Extracted Internal Standard (NIS)**

  Prepare the NIS solution containing the isotopically labeled compounds listed in Table 2 as non-extracted internal standards in methanol from stock standards. An aliquot of NIS solution is added to each sample prior to instrumental analysis. Prepare the NIS Standard using the Wellington Laboratories stock, according to the table below:

Component	Aliquot for 2.2 mL Prep	Aliquot for 6.6 mL Prep
MPFAC-HIF-IS	1.1 mL	3.3 mL
Methanol	1.1 mL	3.3 mL

- **Native Standards Solutions**

  Prepare spiking solutions containing the method analytes listed in Table 3 in methanol from Wellington stock standards. The solution(s) is used to prepare the calibration standards and to spike the known reference QC samples that are analyzed with every batch. Quantitative standards containing a mixture of branched and linear isomers must be used for method analytes if they are commercially available. Currently, these include PFOS, PFHxS, NMeFOSAA, and NEtFOSAA. Prepare the Primary Dilution Standards (PDS) according to the table below. A set of 10X-dilute PDS solutions (10X PDS A, 10X PDS B, 10X PDS C, 10X PDS D) is then created from the original PDS solutions, as noted below the table. Finally, a separate PDS solution is prepared according to the table below and used for Initial Calibration Verification purposes. This ICV PDS is prepared either from a separate, second source (or separate manufacturer lot) than that used for the original PDS/10XPDS solutions. If a second source or lot is unavailable, a separate preparation using the same stocks is acceptable.

All values in mL	PDS A	PDS B	PDS C	PDS D
PFAC-MXH	1.1			
PFAC-MXI	1.1			
PFAC-MXJ		1.1		
PFAC-MXF			1.1	
PFAC-MXG				1.1
Methanol[1]	0.55	1.1	0.275	1.65
Final Volume	2.75	2.2	1.375	2.75

Note: PDS B and PDS C should routinely be prepared at double volume (4.4 mL and 2.75 mL, respectively) to support preparation of the ICAL standard set. 10X PDS Mixes are prepared by diluting 200 µL each of PDS A, B, C, and D with 1.2 mL of MeOH for a final volume of 2 mL. Alternately, create four separate solutions by diluting 200 µL of PDS A, B, C, or D with 1.8 mL of MeOH for a final volume of 2 mL each. The ICAL L1-L4 solutions described below are prepared using a single 10X PDS solution.

- **ICV PDS Preparation** – Prepare ICV standards using the Absolute Standards 1633 PFC Mix (catalogue # 63735), following the tables below.

All values in µL	ICV PDS
1633 PFC Mix	100
Methanol[1]	900
Final Volume	1000

[1] *Methanolic Ammonium Hydroxide (1%)*

- **ICV Standard Preparation** – prepare the final ICV analytical standard using the ICV PDS and following the table below:

Component	Aliquot for ICV STD (µL)

ICV PDS	10
EIS	20
NIS	20
Water	80
Acetic Acid	12.5
Methanol[1]	1857.5
Final Volume	2000

[1] *Methanolic Ammonium Hydroxide (1%)*

- **Calibration Standard Solutions**

  A series of calibration solutions containing the target analytes and the EIS and NIS is used to establish the initial calibration of the analytical instrument. The concentration of the method analytes in the solutions varies to encompass the working range of the instrument, while the concentrations of the EIS and NIS remain constant. The calibration solutions are prepared using methanolic ammonium hydroxide (1%), water, acetic acid and the method analyte and isotopically labeled compound standard solutions. After dilution, the final solution will match the solvent mix of sample extracts, which contain methanol with 4% water, 1% ammonium hydroxide and 0.625% acetic acid (Section 8.1). Calibration standard solutions do not undergo solid phase extraction/cleanup. Prepare the calibration standard solutions according to the table below:

Component[1]	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10
10X PDS MIX	12.5	25	62.5	156.25						
PDS A/B/C/D					31.25	62.5	156.25	312.5	625	781.25
EIS	50	50	50	50	50	50	50	50	50	50
NIS	50	50	50	50	50	50	50	50	50	50
Water	200	200	200	200	200	200	200	200	200	200
Acetic Acid	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25
Methanol[2]	4656.25	4643.75	4606.25	4512.5	4543.75	4418.75	4043.75	3418.75	2168.75	1543.75
Final Volume	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000

[1] *All values listed are µL*

[2] *Methanolic Ammonium Hydroxide (1%)*

Concentrations for calibration solutions are presented in Table 3. A minimum of six contiguous calibration standards are required for a valid analysis when using a linear calibration model, with at least five of the six calibration standards being within the quantitation range (e.g., from the LOQ to the highest calibration standard). If a second- order calibration model is used, then a minimum of seven calibration standards are required, with at least six of the seven calibration standards within the quantitation range. The lowest level calibration standard must meet a signal-to-noise ratio of 3:1 and be at a concentration less than or equal to the Limit of Quantitation (LOQ). All initial calibration requirements listed in Section 9.2 must be met.

Note: Additional calibration standards, at levels lower than the lowest calibration standard listed in the method, may be added to accommodate a lower limit of quantitation if the instrument sensitivity allows. Calibration standards at the high end of the calibration may be eliminated if the linearity of the instrument is exceeded or at the low end if those calibration standards do not meet the S/N ratio criterion of 3:1, so long as the required number of calibration points is met.

All analytes with commercially available stable isotope analogues must be quantified using isotope dilution.

- **Qualitative Standards**

  Standards that contain mixtures of the branched and linear isomers of the method analytes and that are used for comparison against suspected branched isomer peaks in field samples. These qualitative standards are not required for those analytes where the quantitative standards in Section 8.2 already contain the branched and linear isomers. Qualitative standards that are currently commercially available include PFOA, PFNA, PFOSA, NMeFOSA, NEtFOSA, NEtFOSE, and NMeFOSE. Create an intermediate standard containing all the qualitative standards at a concentration of 1 µg/mL (40uL of each stock into 2mL FV in MeOH) and use that to prepare the check standard according to the table below. Use the following Wellington Laboratories catalogue items to prepare the intermediate standard: T-PFOA, P355TMHxA (PFNA isomer), P4MOA (PFNA isomer), ipPFNA, br-FOSA, br-NMeFOSA, br-NEtFOSA, br-NMeFOSE, br-NEtFOSE.

Component	Aliquot for Isomer Check STD (µL)
Isomer Intermediate STD	20
EIS STD	20
NIS STD	20
Water	80
Acetic Acid	12.5
Methanol[1]	1847.5
Final Volume	2000

- **Instrument Blank**

  A solvent blank is analyzed at the beginning of each analytical sequence, to demonstrate clean instrumental background, and after samples containing high levels of target compounds (e.g., calibration, CCV) to monitor carryover from the previous injection. The instrument blank consists of clean reagent fortified with the EIS and NIS for quantitation purposes. Prepare the IBLK using Methanol with 4% water, 1% ammonium hydroxide and 0.625% acetic acid solution and an appropriate volume of EIS and NIS; alternatively, prep the IBLK from 934 uL of 1% Methanolic ammonium hydroxide, 40 uL of reagent water, 6.25 uL of acetic acid, and 10 uL each of EIS and NIS.

- **Bile Salts Check Standard containing Taurodeoxycholic Acid (TDCA)**

  TDCA is used to evaluate the chromatographic program relative to the risk of an interference from bile salts in samples. A solution is prepared at a concentration of 10 ng/mL in the same solvent as the calibration standards and is analyzed with each calibration and at the beginning of each analytical sequence Using Cayman Chemical item# 15935 (or equivalent), create a stock standard and use it to create an intermediate standard with a concentration of 1 µg/mL. Use the intermediate standard to prepare the Bile Salts Check Standard according to the table below.

Component	Aliquot for Bile Salts Check STD (µL)
Intermediate TDCA Standard	100
EIS STD	100

NIS STD	100
Water	400
Acetic Acid	62.5
Methanol[1]	9237.5
Final Volume	10000

[1] *Methanolic Ammonium Hydroxide (1%)*

9.0 PROCEDURE

9.1 Equipment Preparation

9.1.1 Support Equipment

Incubators, water baths, refrigerator units, freezer units, bottle top dispensers, pipettes, thermometers, and ovens are maintained and verified as required by the Equipment and Instrumentation SOP [QA SOP ENV-SOP-WCOL-0080].

The balance is verified at the beginning of each analytical day using a certified weight set. Refer to the Equipment and Instrumentation SOP [QA SOP ENV-SOP-WCOL-0080] for balance verification procedures and acceptance criteria.

9.1.2 Instrument Set Up

9.1.2.1 Routine Instrument Operating Conditions

All maintenance activities are listed in daily maintenance logs that are assigned to each instrument.

9.2 Calibration

Mass Calibration – The mass spectrometer must undergo mass calibration to ensure accurate assignments by the instrument. This mass calibration must be performed at least annually to maintain instrument sensitivity and stability. Mass calibration must be repeated on an as-needed basis (e.g., QC failures, ion masses fall outside of the instrument required mass window, major instrument maintenance, or if the instrument is moved). Mass calibration must be performed using the calibration compounds and procedures prescribed by the manufacturer. The procedures used for mass calibration and mass calibration verification must evaluate an ion range that encompasses the ion range (Q1 and Q2 m/z) of the analytes of interest of this method.

Mass Calibration Verification – A mass calibration verification must be performed following mass calibration, prior to standard and sample analyses. Mass verification checks must also be performed after any subsequent mass calibrations. The laboratory must follow the instructions for the individual instrument software to confirm the mass calibration, mass resolution and peak relative response. Mass calibration verification must be performed using standards whose mass range brackets the masses of interest (quantitative and qualitative ions). Check the instrument mass resolution to ensure that it is at least unit resolution. Unit resolution is demonstrated when the value of the peak width at half-height is within 0.5 ± 0.1 amu or Da.

Multiple Reaction Monitoring (MRM) is required to achieve better sensitivity with the mass spectrometer than full-scan analysis. The ions to be monitored (quantitation and confirmation

transitions, also referred to as precursor and product ions) for each native compound, EIS, and NIS are given in Table 2.

The chromatographic conditions should be optimized for compound separation and sensitivity. The same optimized operating conditions must be used for the analysis of all standards, blanks, IDOCs, MDL and LCS standards, and samples. Different instruments may require slightly different operating conditions. Modification of the solvent composition of the standard or extract by increasing the aqueous content to prevent poor peak shape is not permitted. The peak shape of early eluting compounds may be improved by increasing the volume of the injection loop or increasing the aqueous content of the initial mobile phase composition.

Retention Time (RT) calibration – After RT windows have been empirically confirmed for each analyte, once per ICAL and at the beginning of the analytical sequence, the position of each method target analyte, EIS analyte, and NIS analyte peak shall be set using the midpoint standard of the ICAL curve when ICAL is performed. When ICAL is not performed, the initial CCV retention times or the midpoint standard of the ICAL curve can be used to establish the RT window position.

Native target analyte, EIS analyte, and NIS analyte RTs must fall within 0.4 minutes (24 sec) of the predicted retention times from the midpoint standard of the ICAL or initial daily CCV, whichever was used to establish the RT window position for the analytical batch. All branched isomer peaks identified in either the calibration standard or the qualitative standard must fall within in the retention time window for that analyte.

For all target analytes with exact corresponding isotopically labeled analogs, target analyte peaks must elute within ±0.1 minutes (±6 sec) of the associated EIS.

When establishing the chromatographic conditions, it is important to consider the potential interference of bile salts during analyses of samples. Inject the Bile Salt Check standard (Sections 8.2., 9.2.3) during the retention time calibration process and adjust the conditions to ensure that TDCA does not coelute with any of the target analytes, EIS, or NIS standards. Analytical conditions must be set to allow a separation of at least 1 minute between TDCA and PFOS.

9.2.1 Calibration Design

Prior to the analysis of samples, and after the mass calibration check has met all criteria in Section 9.1.2, each LC-MS/MS system must be calibrated at a minimum of 6 standard concentrations (Section 8.2 and Table 3). This method procedure calibrates and quantifies 40 PFAS target analytes, using the isotopically labeled compounds added to the sample prior to extraction, by one of two approaches:

- Isotope Dilution quantification (ID), whereby the response of the target compound is compared to the response of its isotopically labeled analog; twenty-four target compounds are quantified in this way.

- Extracted Internal Standard quantification (EIS), whereby the response of the target compound is compared to the response of the isotopically labeled analog of another compound with chemical and retention time similarities; sixteen target compounds are quantified in this way.

Initial calibration is performed using a series of at least six solutions, with the concentrations of at least five of the six calibration standards being within the quantification

range. If a second-order calibration model is used, one additional concentration is required. The initial calibration solutions contain the entire suite of EIS, NIS, and target compounds. Calibration is verified at least once every ten field samples with a calibration verification (CV/CCV) standard, performed by analysis of a mid-level calibration solution. Calibration verification uses the mean RRs or RFs determined from the initial calibration to calculate the analyte concentrations in the verification standard.

Note: Six is the minimum number of calibration standards that must be used in the initial calibration; however, the laboratory may use more standards, as long as the criteria in Section 9.2.3 can be met.

Each LC-MS/MS system must be calibrated whenever the laboratory takes corrective action that might change or affect the initial calibration criteria, or if either the CCV or ISC acceptance criteria have not been met.

9.2.2 Calibration Sequence

Calibration standards must be analyzed in sequence from lowest to highest concentration to minimize the chance that carryover from a higher concentration standard will boost the area of a lower concentration standard. A typical sequence for days when calibration is required is shown below.

Description[1]	Comment
ICAL L1	
ICAL L2	
ICAL L3	
ICAL L4	
ICAL L5	
ICAL L6	
ICAL L7	
ICAL L8	
ICAL L9	
ICAL L10	
IBLK	Must be <1/2 LOQ
ICV	%R must be 70 – 130%
ISOMER CHECK	
BILE SALTS CHECK	TDCA must be resolved by ≥1 min from PFOS
CCV (ISC)	%R must be 70-130%; begins and ends Analytical Sequence

[1]*See Table 3 for calibration concentrations.*

9.2.3 Calibration Evaluation

If the criteria for initial calibration are not met, inspect the system for problems and take corrective actions to achieve the criteria. This may require the preparation and analysis of fresh calibration standards. All initial calibration criteria must be met before any samples or required blanks are analyzed.

Instrument Sensitivity – Sufficient instrument sensitivity is established if a signal-to-noise ratio ≥ 3:1 can be achieved when analyzing the lowest concentration standard within the quantitation range that the laboratory includes in its assessment of calibration linearity (see Table 3).

9.2.3.1 Curve Fit

One of the following two approaches must be used to evaluate the linearity of the instrument calibration. Weighting (typically 1/x or 1/x2) is allowed for linear and non-linear regressions. If a weighted or non-weighted regression is used, it may not be forced through zero.

If these criteria cannot be met, the analyst will have difficulty meeting ongoing QC criteria. It is recommended that corrective action is taken to reanalyze the ICAL standards, restrict the range of calibration, or select an alternate method of calibration.

If more than the minimum number of standards are analyzed and levels are excluded from the calibration, only the lowest or highest standards may be excluded, except as noted here. The removal of calibration levels from the interior of the curve is allowed only when there is sound technical reason for doing so and when the level is removed for all analytes; for example, when it can be proven that the wrong standard was analyzed for the calibration level or there is obvious evidence that the instrument malfunctioned during injection of the standard. The removal of any calibration level from the interior of the curve must be approved by the department supervisor/manager. Management approval and the rationale for the level removal must be documented and kept with the technical record.

Replacing a calibration standard may sometimes be needed to correct for a technical problem that occurred during analysis such as power failure, incomplete injection of the standard, or a similar situation. Replacement of one standard, when analyzed within 24 hours of original analysis time and replacing all analytes in the original standard, is permitted. The replacement of the standard must be approved by the department supervisor/manager; approval and the reason for replacement must be documented and kept with the technical record.

9.2.3.2 Relative Error

Option 1: Calculate the relative standard deviation (RSD) of the RR or RF values of the initial calibration standards for each native compound and isotopically labeled compound. The RSD must be ≤ 20% to establish instrument linearity.

Option 2: Calculate the relative standard error (RSE) of the initial calibration standards for each native compound and isotopically labeled compound. The RSE for all method analytes must be ≤ 20% to establish instrument linearity.

9.2.3.3 Initial Calibration Verification

As part of the IDOC, each time a new Analyte PDS is prepared, and once after each ICAL, analyze an ICV sample prepared from a second source (different from the source of the ICAL standards). If a second vendor is not available, then a different lot of the standard from the same vendor should be used. The ICV should be prepared and analyzed just like a CCV. Acceptance criteria for the ICV are identical to the CCVs: the calculated concentration for each analyte must be within ± 30% of the expected value. If measured analyte concentrations are not of acceptable accuracy, correct the problem and rerun the ICV. If the problem

persists, repeat the ICAL. Samples are not to be analyzed until the ICAL has been verified by acceptable ICV accuracy. The lab will add additional target analytes to the ICV mix as second source standards become commercially available.

Qualitative Isomer Check – Calibration standards for PFOS, PFHxS, NMeFOSAA and NEtFOSAA contain both branched and linear isomers. For target compounds which have multiple chromatographic peaks due to branched and linear isomers, but for which quantitative standards are not available, a qualitative isomer check is analyzed with each calibration event and at the beginning of each analysis sequence to demonstrate the peak shape and retention time of the branched isomers. See Section 10.1 for integration information.

Bile Salts Check – The laboratory must analyze a Bile Salts Check standard (Section 8.2) after the initial calibration, and prior to the analysis of samples, to check for interferences caused by bile salts. If an interference is present, the chromatographic conditions must be modified to eliminate the interference from TDCA (e.g., changing the retention time of TDCA such that it is resolved from PFOS by at least one minute), and the initial calibration repeated. This requirement only applies when analyzing tissue samples and/or when following DoD QSM Table B-24 prescriptions.

9.2.3.4 Continuing Calibration Verification

After a passing MS resolution and a successful initial calibration is achieved and prior to the analysis of any samples, the calibration is verified by injecting an aliquot of the appropriate concentration ICAL standard, analyzed with the same conditions used during the ICAL. CCV is performed at the beginning of each analytical sequence (fulfilled by the Instrument Sensitivity Check; see below), after every ten samples, and at the end of the analytical sequence. In this context, a “sample” is defined as a field sample. MBs, CCVs, LCSs, MSs, FDs, TBs and MSDs are not counted as samples. All CCV analyses are performed using the mid-level ICAL standard, except for the daily Instrument Sensitivity Check, as noted below.

Calculate concentration for each native and EIS compound in the CCV using the equation in Section 10.3. The recovery of native and EIS compounds for the CCVs must be within 70 – 130%. If the CCV criteria are not met, recalibrate the LC-MS/MS according to Section 9.2. Alternately, the analyst may immediately analyze two CCVs for confirmation. If both confirmation CCV analyses meet the recovery criteria, analysis may proceed; however, the analyst must rerun any samples that were analyzed after the failing CCV and before the 2 passing CCVs. If either of the 2 confirmation CCV analyses fails to meet the acceptance criteria, recalibrate the LC-MS/MS according to Section 9.2.

If an individual target compound recovery in a CCV is above the upper control limit and all associated samples are ND for that compound, the data for those samples may be reported. In such cases, a narrative statement must be included in the report indicating the specific compound result that was biased high in the CCV, and that samples were ND for that compound and thus reportable.

Instrument Sensitivity Check (ISC) – An ISC at the concentration of the lowest calibration standard within the quantitation range is required to be analyzed at the beginning of the analytical run (Section 9.4). The signal-to-noise ratio (Section 10.1.1) of the ISC must be greater than or equal to 3:1. Recovery of the native and EIS compounds for the ISC must be within 70-130%. If the requirements cannot be met, the problem must be corrected before analyses can proceed.

9.3 Sample Preparation

This section describes the sample preparation procedures for aqueous samples with <100 mg/L Suspended Solids (Section 9.3.3) and solid samples (soil, sediment or biosolid; Section 9.3.4). For solid samples and aqueous samples that contain particles, percent solids are determined using the procedures in Section 9.3.2. This section also describes the solid phase extraction (SPE, Section 9.3.5) and extract cleanup protocols for all matrices (Sections 9.3.6 – 9.3.7).

Note: The laboratory may choose to pre-screen some samples prior to performing the analysis, following the protocol described in Appendix C. For aqueous samples, use the secondary container provided for suspended solids to perform the pre-screening. If high levels of PFAS are present in the sample, a lower volume is required for analysis.

Do not use any fluoropolymer articles or task wipes in these extraction procedures. Use only HDPE or polypropylene wash bottles and centrifuge tubes. Reagents and solvents for cleaning syringes may be kept in glass containers.

9.3.1 Homogenization & Subsampling

The laboratory may subsample the aqueous samples as described in Appendix D; however, subsampling must meet project-specific requirements. The laboratory must notify the client that subsampling has occurred. Subsampling is acceptable for samples which exceed the 100 mg/L SS method application limit, samples which require greater than a 10X dilution for over-range detections or are known/expected to be highly contaminated, and samples which fail the acceptance criteria for EIS compounds (see Section 9.4.2). Any time subsampling is required, no less than 2% of the typical extracted volume (or mass) may be subsampled. In cases where less than 2% of an aqueous sample is required for subsample (i.e., less than 10 mL, or less than 2 mL for leachates), serial dilution must be employed.

9.3.2 Determination of Percent Solids

Percent solids analysis must be performed on all solid samples prior to preparation and analysis. Determination of Suspended Solids (SS) in aqueous samples may be omitted based on visual inspection of the sample by a trained analyst. If, upon visual inspection, an aqueous sample contains SS at a level the analyst deems likely to clog the SPE cartridge, that sample shall be centrifuged following the procedures in Appendix F. Alternatively, the procedure in the following paragraph may be followed.

Suspended Solids in aqueous liquids and multi-phase samples consisting of mainly an aqueous phase – aqueous samples will be logged in for both DM1633 and TSS analysis. The TSS analysis will follow the Method SM2540D protocol, with the analyst filtering ≥50 mL of aqueous sample, and the LOQ being adjusted accordingly. This should provide an LOQ of ≤100 mg/L. Any aqueous sample returning a SS content of >100 mg/L shall be

diluted following the prescriptions in Section 9.4.2. Samples containing 100-499 mg/L SS will be subsampled and prepared at a 5X dilution; samples containing 500-999 mg/L SS will be subsampled and prepared at a 10X dilution; samples containing 1000-1999 mg/L will be subsampled and prepared at a 20X dilution. If a sample contains SS ≥2000 mg/L, continue the dilution series for 50, 100, 200, 500, 1000, or 2000X dilutions, as needed. If an aqueous sample contains >20,000 mg/L SS, the lab should contact the client and consider resampling or preparing by alternate means (i.e., as a biosolid).

Percent Solids in solid samples (excluding tissues) – Along with DM1633, all solid samples will be logged in for both a percent solids analysis following SM2540 and a pre-extraction percent solids check following the protocol below. The percent solids check will be used to guide solid sample processing (see Section 9.3.4).

- Weigh 5 to 10 g of sample to three significant figures (0.01 g) in a tared crucible
- Dry a minimum of 12 hours at 110 ± 5 °C. Cool in a desiccator.
- Weigh beaker with dried sample. Calculate percent solids using the equation below:

$$\%\ solids = \frac{weight\ of\ sample\ aliquot\ after\ drying\ (g)}{weight\ of\ sample\ aliquot\ before\ drying\ (g)}\ x\ 100$$

9.3.3 Aqueous Sample Processing

This method is applicable to aqueous samples containing up to 100 mg/L SS per sample. Therefore, aqueous sample preparation cannot begin until the analyst has visually inspected each sample and determined the best protocol for each sample, as discussed above. TSS analysis may or may not be part of that protocol. This procedure requires the preparation of the entire sample. Smaller sample volumes may be analyzed for samples containing SS greater than specified for this method, or when unavoidable due to high level of PFAS. Typical sample size is 500 mL; however, sample size may vary, depending on project requirements, applicable regulations, and sample characteristics. The sample is to be analyzed in its entirety and should not be filtered. Leachate samples are analyzed using a 100 mL sample volume. Therefore, they must not be included in the same sample preparation batch as aqueous samples analyzed using 500 mL sample volumes.

Homogenize the sample by inverting the sample 3 – 4 times. Do not filter the sample. The standard procedure is to analyze the entire sample, plus a basic methanol rinse of the container. Refer to Appendix F for container rinse protocols for aqueous samples requiring centrifugation.

The volume of the aqueous sample analyzed is determined by weighing the full sample bottle and then the empty sample bottle. Weigh each sample bottle (with the lid) to the nearest 0.1 g. For aqueous samples requiring centrifugation, sample volume should be measured following the protocols in Appendix F.

Prepare a method blank and two LCSs using PFAS-free water in HDPE bottles. Select a volume of water that is typical of the samples in the batch. Spike one LCS sample with native standard solution at 2x the LOQ (25 µL each of 10XPDS A/B/C/D). This aliquot

(LLLCS) will serve to verify the LOQ. Spike the other LCS sample at a concentration near the mid-level calibration point (30 µL each of PDS A/B/C/D). This aliquot will serve as the traditional LCS. If any of the samples in an extraction batch require centrifugation, the batch QC samples (MB, LLLCS, LCS) must also be taken through the same protocols, including sample transfer, centrifugation, and container rinsing protocols.

Note: If matrix spikes are required for a specific project, spike the field sample bottles designated for use as MS/MSD samples with native standard solution (Section 8.2) at a concentration equivalent to the mid-level calibration point.

Spike a 50 µL aliquot of EIS solution (Section 8.2) directly into the sample in the original bottle (or subsampled bottle) as well as to the bottles prepared for the QC samples. Mix by swirling or inverting the sample container.

Check that the pH is 6.5 ± 0.5. If necessary, adjust pH with 50% formic acid (Section 8.1) or ammonium hydroxide (or with 5% formic acid and 3% aqueous ammonium hydroxide). The sample is now ready for solid-phase extraction (SPE) and cleanup (Sections 9.3.5). Analyst must make sure to record extraction manifold ID# and manifold position for each QC sample and field sample being extracted.

9.3.4 Solid Sample (excluding tissues) Processing

Mix the sample in its original jar. If it is impractical to mix the sample within its container transfer the sample to a larger container. Mix the sample thoroughly, stirring from the bottom to the top and in a circular motion along the sides of the jar, breaking particles up by pressing against the side of the container. The homogenized sample should be even in color and have no separate layers. Store the homogenized material in its original container or in multiple smaller containers. Determine the percent solids as per Section 9.3.2.

Note: The target sample weight for sediment or soil is 5 g dry weight. The target sample weight for biosolids is 0.5 g dry weight. Small amounts of reagent free water used for method blanks (10% of sample weight or less) can be added to unusually dry samples. This is an option, not a requirement.

Check the LIMS system for the percent solids check data associated with the samples to be prepared. Using the percent solids check data and the calculation below, weigh out an aliquot of each solid sample, not dried, into a 50 mL polypropylene centrifuge tube. Sample mass should be within ±0.2 g of target mass for soil and sediment samples, and within ±0.02 g of target mass for biosolids samples. Sample aliquot should provide 5 g dry weight (WiDry below) for soil and sediment or 0.5 g dry weight for biosolids. Because biosolid samples are analyzed with a 0.5 g sample mass, they must not be included in the same sample preparation batch as solid samples analyzed with 5 g sample masses.

$$Solid\ Sample\ Target\ Mass\ (g) = \frac{Wi_{Dry}\ (g)}{\%\ solids\ (decimal)}$$

Prepare batch QC samples using 5 g of reference solid (Section 7.2) wetted with 2.5 g of reagent water for the method blank and two LCSs (use 0.5 g of reference solid with 0.25 g of reagent water for biosolid extraction batches). The addition of reagent water to the sand provides a matrix closer in composition to real-world samples. Spike one LCS

sample with native standard solution at 2x the LOQ (25 µL each of 10XPDS A/B/C/D). This aliquot (LLLCS) will serve to verify the LOQ. Spike the other LCS sample at a concentration near the mid-level calibration point (30 µL each of PDS A/B/C/D). This aliquot will serve as the traditional LCS.

Note: If matrix spikes are required for a specific project, spike the field sample bottles designated for use as MS/MSD samples with native standard solution (Section 8.2) at a concentration equivalent to the mid-level calibration point.

Spike a 50 µL aliquot of EIS solution (Section 8.2) directly into each centrifuge tube containing the aliquoted field and QC samples. Vortex or shake the sample to disperse the standard and allow to equilibrate for approximately 30 minutes.

Add 10 mL of 0.3% methanolic ammonium hydroxide (Section 8.1) to each centrifuge tube. Vortex to disperse, then shake for 30 minutes on a variable speed mixing table. Centrifuge at 2800 rpm for 10 minutes and transfer the supernatant to a clean 50 mL polypropylene centrifuge tube.

Add 15 mL of 0.3% methanolic ammonium hydroxide to the remaining solid sample in each centrifuge tube. Vortex to disperse, then shake for 30 minutes on a variable speed mixing table. Centrifuge at 2800 rpm for 10 minutes and decant the supernatant from the second extraction into the centrifuge tube with the supernatant from the first extraction.

Add another 5 mL of 0.3% methanolic ammonium hydroxide to the remaining sample in each centrifuge tube. Shake by hand to disperse, centrifuge at 2800 rpm for 10 minutes and decant the supernatant from the third extraction into the centrifuge tube with supernatant from the first and second extractions.

Using a 10 mg scoop, add 10 mg of carbon (Section 8.1) to the combined extract, mix by occasional hand shaking for no more than five minutes and then centrifuge at 2800 rpm for 10 minutes. Immediately decant the extract into a 60-mL glass or plastic evaporation or concentrator tube.

Dilute to approximately 35 mL with reagent water. A separate concentrator tube marked at the 35 mL level may be kept for a visual reference to get the approximate volume, but a close accounting of all water present in the sample should be maintained by the analyst regardless. Samples containing more than 50% water may yield extracts that are greater than 35 mL in volume; therefore, do not add water to these. Adding water to the sample extract is recommended for dry solid samples. Determine the water content in the sample as follows (percent moisture is determined from the % solids):

$$Water\ Content\ in\ Sample = \frac{Sample\ Weight\ (g)\ x\ Moisture\ (\%)}{100} + water\ added\ earlier$$

Or, if the Target Solid Sample Mass equation was used and the target sample mass was aliquoted for extraction as calculated, determine the water content in the sample as follows (use 0.5 instead of 5 for biosolid samples):

$$Water\ Content\ in\ Sample\ (g)\ =\ Recorded\ Solid\ Sample\ Mass\ (g) - 5$$

Concentrate each extract at approximately 55 ºC with a N2 flow of approximately 1.2 L/min to a final volume that is based on the water content of the sample (see table below). Allow extracts to concentrate for 25 minutes, then mix (by vortex if the volume is < 20 mL or using a glass pipette if the volume is > 20 mL). Continue concentrating and mixing every 10 minutes until the extract has been reduced to the required volume as specified in the table below. If the extract volume appears to stop dropping, the concentration must be stopped and the volume at which it was stopped recorded. The concentrated extract must still contain some methanol, about 5-10 mL. The pre-cleanup extract (last paragraph of this section) should contain no more than 20% methanol. The laboratory has flexibility to modify the volumes used to achieve this goal. In some situations, the laboratory may prefer not to add water in the step above ("dilute to approximately 35mL reagent water"). The following table provides guidance to help determine the final extract volume, based on the water content of the original solid sample. A good rule of thumb is to make the "Concentrated Final Volume" 7-10 mL above the "Water Content in Sample" value.

Water Content in Sample[1]	Concentrated Final Volume
< 5 g	12 mL
5 – 8 g	12-15 mL
8 – 9 g	15-18 mL
9 – 10 g	16-19 mL

[1]Determined from the % solids results determined in Section 9.3.2, and includes any water added to the sample or extract in the steps above.

Note: Slowly concentrating extracts, in 1 mL increments, is necessary to prevent excessive concentration and the loss of neutral compounds (methyl and ethyl FOSEs and FOSAs) and other highly volatile compounds. The extract must be concentrated to remove the methanol as excess methanol during SPE clean-up results in poor recovery of C13 and C14 carboxylic acids and C10 and C12 sulfonates. If all the methanol is evaporated, the neutral compounds are likely to have poor recovery; if too much methanol is in the final concentrated extract, then the longer-chain compounds are likely to have poor recovery.

Add 40 - 50 mL of reagent water to the extract and vortex. Check that the pH is 6.5 ± 0.5. If necessary, adjust pH with 50% formic acid (Section 8.1) or ammonium hydroxide (or with 5% formic acid and 3% aqueous ammonium hydroxide). The extract is now ready for solid-phase extraction (SPE) and cleanup (Sections 9.3.5 and 9.3.7).

9.3.5 Solid Phase Extraction

All matrices (including batch QC) must undergo SPE and carbon cleanup to remove interferences. The SPE cartridge conditioning and sample loading process described below is for use with all matrices; SPE cartridge elution and any additional extract treatment is matrix specific and may be found in Sections 9.3.6 and 9.3.7.

Note: Carbon cleanup is required. Carbon cleanup may remove analytes if the sample has a very low organic carbon content (this is unusual for non-drinking water environmental samples). This will be apparent if the isotope dilution standard recoveries are significantly higher on the reanalysis. If the laboratory can demonstrate that the carbon cleanup is detrimental to the sample analysis (by comparing results when skipping the carbon cleanup during reanalysis), then the carbon cleanup may be skipped for that specific sample. Carbon cleanup is performed prior to the SPE process for solid samples.

Pack clean silanized glass wool to half the height of the WAX SPE cartridge barrel (Section 7.1).

Set up the vacuum manifold with one WAX SPE cartridge plus a reservoir and reservoir adaptor for each cartridge for each sample and QC aliquot.

Pre-condition the cartridges by washing them with 15 mL of 1% methanolic ammonium hydroxide followed by 5 mL of 0.3M formic acid (Section 8.1). Do not allow the WAX SPE to go dry. Discard the wash solvents.

Pour the sample into the reservoir (do not use a pipette), taking care to avoid splashing while loading. Adjust the vacuum and pass the sample through the cartridge at approximately 5 mL/min. Retain the empty sample bottle for later rinsing (Section 9.3.6 and 9.3.7). Discard eluate.

Note: For aqueous samples, in the event the SPE cartridge clogs during sample loading, first attempt to rinse and dry the clogged cartridge, following protocol in the following paragraph. The cartridge is then ready for elution. Place a second cartridge in the appropriate manifold location and pre-condition as above. Continue loading the remaining sample aliquot on the second cartridge, using the same reservoir. Proceed to next step.

Rinse the walls of the reservoir with 5 mL reagent water (twice) followed by 5 mL of 1:1 0.1M formic acid/methanol (Section 8.1) and pass those rinses through the cartridge using vacuum. Dry the cartridge by pulling air through. Discard the rinse solution. Continue to the elution and concentration steps based on the matrix.

9.3.6 Elution, Cleanup, and Filtration of Aqueous Sample Extracts

Note: If two cartridges were used, each cartridge must separately be submitted to the elution steps described below. Elute both cartridges into the same collection tube, using 5 mL of elution solvent for each. One of the elution aliquots must be used to perform the sample bottle rinse prior to eluting the cartridge. Using a gentle stream of Nitrogen and 55 ºC water bath to concentrate the ~10 mL of combined eluate to ~5 mL, then follow the carbon cleanup and filtration steps below. This concentration step is only applicable to situations where two SPE cartridges were eluted, each with 5 mL of elution solvent.

Place clean collection tubes inside the manifold, ensuring that the extract delivery needles do not touch the walls of the tubes. Resume vacuum and ensure a proper seal is achieved. DO NOT add NIS to these collection tubes.

Add 5 mL of 1% methanolic ammonium hydroxide (Section 8.1) to the sample bottle. Cap the bottle and rotate to ensure all internal surfaces of each bottle are rinsed; avoid vigorous shaking when rinsing the 500 mL aqueous sample bottles with only 5 mL of methanol –

any evaporation/vaporization will contribute to loss of extract here. After rinsing the inside of the sample bottle, pour the rinse from the bottle or use a plastic transfer pipette to transfer the rinse to the SPE reservoir, using it to wash the walls of the reservoir. Allow the elution solvent to soak the SPE sorbent for 2 minutes, then use vacuum to pull the elution solvent through the cartridge and into the collection tubes in a slow, dropwise manner.

Note: Air dry the empty sample bottle after the rinse is transferred. Weigh the empty bottle with the cap on and subtract that from the weight of the bottle with sample, determined in Section 9.3.3.

Add 25 µL of concentrated acetic acid to each sample eluted in the collection tubes and vortex to mix. Add 10 mg of carbon (Section 8.1) to each sample and batch QC extract, using a 10 mg scoop. Shake by hand occasionally for no more than 5 minutes. It is important to minimize the time the sample extract is in contact with the carbon. Immediately vortex (30 seconds) and centrifuge at 2800 rpm for 10 minutes.

Remove the plunger from a 5-mL polypropylene syringe and place a syringe filter (25-mm filter, 0.2-µm nylon membrane) onto the syringe; repeat to prepare one syringe for each sample in the prep batch. Add 50 µL NIS solution (Section 8.2) to a clean collection tube for each sample prepared. Carefully decant the sample supernatant into the syringe barrel. Replace the plunger and filter the entire extract into the new collection tube containing the NIS. Repeat for all samples in the prep batch. Vortex to mix and transfer a portion of each extract into an autosampler vial for LC-MS/MS analysis. Cap the collection tubes containing the remaining extracts and store at 0 - 6 °C.

Note: Avoid attaching the filter to the syringe before removing the plunger from the syringe barrel, as the syringe disk filters can be compromised by the sudden vacuum created when the plunger is removed.

9.3.7 Elution and Filtration of Solid Sample Extracts

Place a clean collection tube in the manifold rack for each sample and QC aliquot, ensuring the extract delivery needles are not touching the walls of the tubes. Resume vacuum and ensure a proper seal is achieved.

Rinse the inside of the evaporation/concentrator tube using 5 mL of 1% methanolic ammonium hydroxide (Section 8.1). Then, using a plastic transfer pipette, transfer the rinse to the SPE reservoir, washing the walls of the reservoir. Allow the elution solvent to soak the SPE sorbent for 2 minutes, then use vacuum to pull the elution solvent through the cartridge and into the collection tubes in a slow, dropwise manner.

Add 25 µL of concentrated acetic acid to each sample extract in its collection tube and swirl to mix. Remove the plunger from a 5-mL polypropylene syringe and place a syringe filter (25-mm filter, 0.2-µm nylon membrane) onto the syringe; repeat to prepare one syringe for each sample in the prep batch. Add 50 µL NIS solution (Section 8.2) to a clean collection tube for each sample prepared. Carefully decant the sample supernatant into the syringe barrel. Replace the plunger and filter the entire extract into the new collection tube containing the NIS. Repeat for all samples in the prep batch. Vortex to mix and transfer a portion of each extract into an autosampler vial for LC-MS/MS analysis. Cap the collection tubes containing the remaining extracts and store at 0 - 6 °C.

Note: Avoid attaching the filter to the syringe before removing the plunger from the syringe barrel, as the syringe disk filters can be compromised by the sudden vacuum created when the plunger is removed.

9.4 Analysis

Analysis of sample extracts for PFAS by LC-MS/MS is performed running manufacturer's data acquisition software. The mass spectrometer is run with unit mass resolution in the multiple reaction monitoring (MRM) mode.

Perform mass calibration, establish the operating conditions (Section 9.1.2), and perform an initial calibration (Section 9.2) prior to analyzing samples.

Only after all performance criteria are met may blanks, MDLs, IPRs/LCSs, and samples be analyzed.

9.4.1 Example Analytical Sequence

After a successful initial calibration has been completed, an example analytical sequence for a batch of samples analyzed during the same analysis period is as follows. The volume injected for samples and QCs must be identical to the volume used for calibration (Section 9.2). Standards and sample extracts must be brought to room temperature and vortexed prior to aliquoting into an instrument vial to ensure homogeneity of the extract.

- Instrument Sensitivity Check / CCV
- Isomer Check Standard
- Bile Salts Check Standard
- Instrument Blank
- Method Blank
- Low-level LCS (LLLCS)
- LCS
- Samples (10 or fewer)
- CCV
- Instrument Blank
- Samples (10 or fewer)
- CCV
- Instrument Blank

If the results are acceptable, the closing calibration verification solution may be used as the opening solution for the next analytical sequence.

If the response exceeds the calibration range for any sample, extracts are diluted as per Section 9.4.2 to bring all target responses within the calibration range.

Note: If the analytes that exceed the calibration range in the original analysis are known to not be of concern for the specific project (e.g., are not listed in a discharge permit), then the laboratory may consult with the client regarding the possibility of reporting that sample from the undiluted analysis.

9.4.2 Sample Dilutions

If the measured concentration for any compound exceeds the calibration range of the system, dilute a subsample of the sample extract with the methanolic ammonium hydroxide and acetic acid solution in Section 8.1 by a factor no greater than 10x and analyze the diluted extract. If the responses for each applicable EIS in the diluted extract meet the S/N and retention time requirements in Sections 10.1.1 and 10.1.2, and the EIS recoveries from the analysis of the diluted extract are greater than 5% (uncorrected for the dilution), then the compounds associated with those EISs may be quantified using isotope dilution. Use the EIS recoveries from the original analysis to select the dilution factor, with the objective of keeping the un-adjusted EIS recoveries in the dilution above that 5% lower limit (i.e., if the EIS recovery of the affected analyte in the undiluted analysis is 50%, then the sample should not be diluted more than 10:1). To account for the dilution, adjust the EIS and NIS recoveries as well as reported compound concentrations, detection limits, and LOQs.

If the EIS responses in the diluted extract do not meet the S/N and retention time requirements listed in Sections 10.1.1 and 10.1.2, then the compound cannot be measured reliably by isotope dilution in the diluted extract. In such cases, the lab must subsample a smaller aliquot of any affected aqueous sample and dilute it to 500 mL with reagent water or prepare a smaller aliquot of soil, biosolid, or sediment sample. The reduced sample volume (or mass) chosen for the re-extraction should match the dilution applied to the original extract (i.e., if the original aqueous sample extract was analyzed at a 10X dilution, 50 mL should be subsampled for the re-extraction). To account for the dilution, adjust the reported compound concentrations, detection limits, and LOQs.

If the recovery of any isotopically labeled compound is outside of the acceptance limits (Appendix B) in the original, undiluted analysis, a diluted aqueous sample or smaller aliquot (for solids) must may be analyzed.

10.0 DATA ANALYSIS & CALCULATIONS

10.1 Qualitative Identification

A native or EIS/NIS compound is positively identified in a standard, blank, sample, or QC sample when all criteria in Sections 10.1.1 through 10.1.3 are met.

10.1.1 Signal-to-noise Ratio (S/N)

Peak responses must be at least three times the background noise level (S/N 3:1). The S/N ratio must be 10:1 if no confirmation ion is used for the analyte. If the S/N ratio is not met due to high background noise, the laboratory must correct the issue (e.g., perform instrument troubleshooting to check and if needed, replace, the transfer line, column, detector, liner, filament, etc.). If the S/N ratio is not met but the background is low, then the

analyte is to be considered a non-detect. There must also be 10 scans acquired across the peak.

10.1.2 RT Criteria

Target analyte, EIS analyte, and NIS analyte RTs must fall within ± 0.4 minutes of the predicted retention times from the midpoint standard of the ICAL or initial daily CCV, whichever was used to establish the RT window position for the analytical batch. The retention time window used must be of sufficient width to detect earlier-eluting branched isomers. For all method analytes with exact corresponding isotopically labeled analogs, method analytes must elute within ± 0.1 minutes of the associated EIS.

10.1.3 Branched Isomer Integration

For concentrations at or above the method LOQ, the total (branched and linear isomer) quantification ion response to the total (branched and linear isomer) confirmation ion response ratio (ion ratio) must fall within ± 50% of the ratio observed in the mid-point initial calibration standard. If project-specific requirements involve reporting sample concentrations below the LOQ, the ion ratio must also fall within ± 50% of the ratio observed in the initial daily CCV.

The response of all isomers in the quantitative standards should be used to define ion ratios. In samples, the total response should include the branched isomer peaks that have been identified in either the quantitative or qualitative standard. If standards (either quantitative or qualitative) are not available for purchase, only the linear isomer can be identified and quantitated in samples. The ratio requirement does not apply for PFBA, NMeFOSE, NEtFOSE, PFMPA, and PFMBA because suitable secondary transitions are unavailable (not detectable or inadequate S/N).

10.1.4 Qualification

If the field sample result does not meet all criteria stated in Sections 10.1.1 through 10.1.3, and all sample preparation avenues (e.g., extract cleanup, sample dilution, etc.) have been exhausted, the result may only be reported with a data qualifier alerting the data user that the result could not be confirmed because it did not meet the method-required criteria and therefore should be considered an estimated value. If the criteria listed above are not met for the standards, the laboratory must stop analysis of samples and correct the issue.

10.1.5 Manual Integration

Manual integration is sometimes necessary to correct inaccurate automated integrations but must never be used to meet QC criteria or to substitute for proper instrument maintenance and/or method set-up. To assure that all manual integrations are justified and proper all manual integrations must be performed, documented, reviewed, and approved in accordance with corporate SOP ENV-SOP-CORQ-0006, *Manual Integration.* Refer to this SOP for guidance on manual integration techniques and required procedures.

10.2 Quantitative Identification

Concentrations of the target analytes are determined with respect to the extracted internal standard (EIS) which is added to the sample prior to extraction. The EIS is quantitated with respect to a NIS, as shown in Table 2, using the response ratios or response factors from the

most recent multi-level initial calibration (Section 9.2). Other equations may be used if the laboratory demonstrates that those equations produce the same numerical result as produced by the equations below.

All results for aqueous samples will be reported in ng/L. All results for solid samples will be reported in ng/g, on a dry-weight basis, and the percent solids for each sample will be reported separately. All QC data will be reported with the sample results.

Unless specified otherwise by a regulatory authority or in a discharge permit, results for analytes that meet the identification criteria are reported down to the concentration of the LOQ (Section 11.3.1) established by the laboratory through calibration of the instrument. EPA considers the terms “reporting limit,” “quantitation limit,” “limit of quantitation,” and “minimum level” to be synonymous.

Results for each analyte found in each field sample or QC standard at or above the LOQ will be reported to 3 significant figures. Results for each analyte found in each field sample or QC standard below the LOQ will be reported as “<LOQ,” where LOQ is the concentration of the analyte at the LOQ, or as required by the regulatory/control authority or permit.

Results for each analyte found in a blank at or above the MDL will be reported to 2 significant figures. Results for each analyte found in a blank below the MDL will be reported as “<MDL,” where MDL is the concentration of the analyte at the MDL, or as required by the regulatory/control authority or permit.

Results for any analyte found in a sample or extract that has been diluted will be reported at the least dilute level for which the measured concentration is within the calibration range (e.g., above the LOQ for the analyte and below the highest calibration standard) and in which isotopically labeled compound recoveries are within their respective QC acceptance criteria. This may require reporting results for some analytes from different analyses.

Recoveries of all associated EIS compounds will be reported for all field samples and QC standards.

10.3 Calculations

See the Laboratory Quality Assurance Manual for equations for common calculations.

For the native analytes:

$$\boldsymbol{Concentration\ (ng/L\ or\ ng/g)} = \frac{\boldsymbol{Area_N M_{EIS}}}{\boldsymbol{Area_{EIS}(RR\ or\ RF)}}\ \boldsymbol{x}\ \frac{\mathbf{1}}{\boldsymbol{W_S}}$$

Where:

AreaN = The measured area of the Q1 m/z for the native (unlabeled) PFAS

AreaEIS = The measured area at the Q1 m/z for the EIS. See note below.

MEIS = The mass of the EIS added (ng)

(RR) = Average response ratio used to quantify target compounds by the isotope dilution method

(RF) = Average response ratio used to quantify target compounds by the extracted internal standard method

WS = Sample volume (L) or dry weight (g)

And for the EIS analytes:

$$Concentration\ (ng/L\ or\ ng/g) = \frac{Area_{EIS} M_{NIS}}{Area_{NIS} RF_S} x \frac{1}{W_S}$$

Where:

$Area_{EIS}$ = The measured area at the Q1 m/z for the EIS

$Area_{NIS}$ = The measured area of the Q1 m/z for the non-extracted internal standard (NIS)

M_{NIS} = The mass of the added non-extracted internal standard (NIS) compound (ng)

W_S = Sample volume (L) or dry weight (g)

RF_S = Average response factor used to quantify the isotopically labeled compound by the non-extracted internal standard method

Results for native compounds are recovery corrected by the method of quantification. Extracted internal standard (EIS) recoveries are determined similarly against the non-extracted internal standard (NIS) and are used as general indicators of overall analytical quality.

11.0 QUALITY CONTROL & METHOD PERFORMANCE

11.1 Quality Control

Prepare the following QC samples with each batch of samples. Refer to Appendix B for acceptance criteria and required corrective action(s).

QC Check	Acronym	Frequency
Method Blank	MB	1 per batch of 20 or fewer samples.
Laboratory Control Sample / Ongoing Recovery and Precision Standard	LCS / OPR	1 per batch of 20 or fewer samples.
Low-Level Laboratory Control Sample / Low-Level Ongoing Recovery and Precision Standard	LLLCS / LLOPR	1 per batch of 20 or fewer samples.
Matrix Spike	MS	1 per batch of 20 or fewer samples.
Matrix Spike Duplicate	MSD	1 per batch of 20 or fewer samples.
Sample Duplicate	SD	1 per AFFF sample

Extracted Internal Standard	EIS	All CAL standards, batch QC and field samples.
Non-extraction Internal Standards	NIS	All CAL standards, batch QC and field samples.

The minimum quality control requirements of this method consist of an initial demonstration of laboratory capability, analysis of samples spiked with isotopically labeled compounds to evaluate and document data quality, and analysis of standards and blanks as tests of continued performance. Laboratory performance is compared to established performance criteria to determine if the results of analyses meet the performance characteristics of the method.

If the method is to be applied to a sample matrix other than water (e.g., soils, biosolids, sediments), the appropriate alternative reference matrix (Section 7.2) is substituted for the reagent water matrix in all performance tests.

The laboratory must make an initial demonstration of the ability to generate acceptable precision and recovery with this method. This demonstration is given in Section 11.4.

Analyses of method blanks (MBs) are required on an on-going basis to demonstrate the extent of background contamination in any reagents or equipment used to prepare and analyze field samples. The procedures and criteria for analyses of a MBs are described in Section 11.1.1.

The laboratory must spike all samples with isotopically labeled compounds to monitor method performance. This procedure is described in Section 11.3. When results of these spikes indicate atypical method performance for samples, the samples are diluted to evaluate whether the performance issue is caused by the sample matrix. Procedures for dilution are given in Section 9.4.2.

The laboratory must, on an ongoing basis, demonstrate that the analytical system is in control through calibration verification and the analysis of ongoing precision and recovery standards (LCS), spiked at low (LLLCS) and mid-level, and blanks. These procedures are given in Sections 9.2.4 and 11.1.2.

11.1.1 Method Blank (MB)

A method blank is analyzed with each extraction batch to demonstrate freedom from contamination. The matrix for the method blank must be similar to the sample matrix for the batch (e.g., reagent water blank or solids matrix blank [Section 7.2]).

Analyze the cleaned extract (Sections 9.3.6, 9.3.7) of the method blank aliquot before the analysis of the LCSs (Section 11.1).

If any PFAS is found in the MB 1) at a concentration greater than the LOQ for the analyte, 2) at a concentration greater than one-third (5% for Wisconsin) of the regulatory compliance limit, or 3) at a concentration greater than one-tenth the concentration in a sample in the extraction batch, whichever is greatest, analysis of samples must be halted, and the problem corrected. Other project-specific requirements may apply; therefore, the laboratory may adopt more stringent acceptance limits for the method blank at their discretion. If the contamination is traceable to the extraction batch, samples affected by

the blank must be re-extracted and analyzed, provided enough sample volume is available and the samples are still within holding time.

Note: For DoD (B-24) compliance, MBs must not show any analytes detected >½ LOQ, > 1/10th the amount measured in any associated sample, or 1/10th the regulatory limit, whichever is greatest.

If continued re-testing results in repeated blank contamination, the laboratory must document and report the failures (e.g., as qualifiers on results), unless the failures are not required to be reported as determined by the regulatory/control authority.

11.1.2 Laboratory Control Sample (LCS)/Ongoing Precision and Recovery (OPR)

Analyze the extract of the LCS/OPR to ensure the analytical process is under control.

Compute the percent recovery of the native compounds by the appropriate quantification method depending on the compound (Sections 9.2.1, 10.2, 10.3). Compute the percent recovery of each isotopically labeled compound by the non-extracted internal standard quantitation method and the equation below:

$$Recovery\ \% = \frac{Concentration\ Found\ (ng/mL)}{Concentration\ Spiked\ (ng/mL)}\ x\ 100$$

For the native compounds and isotopically labeled compounds, compare the recovery to the LCS limits. Analyte recoveries must be within in-house limits if project limits are not provided; otherwise, project limits must be met. Preliminary in-house acceptance criteria of 40-150% must be used for LCS analyses until in-house limits are generated in accordance with Section 14.5.4 of EPA Draft Method 1633. The lower in-house acceptance criteria for LCS recovery cannot be <40%.

If all compounds meet the acceptance criteria, system performance is acceptable, and analysis of blanks and samples may proceed. If, however, any individual concentration falls outside of the given range, the extraction/concentration processes are not being performed properly for that compound. In this event, correct the problem, re-prepare, extract, and clean up the extraction batch and repeat the ongoing precision and recovery test.

11.1.3 Matrix Spike (MS)

Analysis of an MS may be required in each extraction batch. Assessment of method precision can be accomplished by preparation and analysis of a matrix spike duplicate (MSD). See Appendix E for MS/MSD, MS/FD sample selection guidance.

Note: For DoD (B-24) compliance, one MS/MSD pair is required per preparatory batch. For all other regulatory programs, follow project- or client-specific requirements.

Within each extraction batch, a minimum of one pair of sample bottles is spiked as MS/MSD for every 20 samples analyzed. MS/MSD samples are spiked in the same manner as the mid-level LCS.

Analyte recoveries may exhibit matrix effect. For matrix spike samples, acceptance criteria for recovery should match LCS limits. If the % recovery falls outside of the acceptable range, corrective action must occur. The initial corrective action will be to check all calculations. If the calculations are correct, check the recovery of that analyte in the LCS. If the recovery of the analyte in the LCS is within limits, then matrix interference has been demonstrated and the laboratory operation may proceed. Analytical reports will show qualifier flags in such cases.

If the recovery for any analyte is outside the acceptance criteria for the matrix spike and the LCS, the laboratory is out of control and corrective action will be taken. Corrective action may include repreparation and reanalysis of the batch. A narrative statement will be added to document the corrective action taken.

RPDs for MS/MSDs should be ≤30%. If the RPD falls outside of the acceptable range, corrective action must occur. The initial corrective action will be to check all calculations. If the calculations are correct, check the recovery of that analyte in the LCS. If the recovery of the analyte in the LCS is within limits, then matrix interference has been demonstrated and the laboratory operation may proceed. Analytical reports will show qualifier flags in such cases.

11.2 Instrument QC

Perform the following checks to verify instrument performance. Refer to Appendix B for acceptance criteria and required corrective action.

Instrument Check	Acronym	Frequency
Mass Calibration	MC	Annually and on as-needed basis
Mass Calibration Verification	MCV	After mass calibration
Initial Calibration	ICAL	Prior to analysis, and on as-needed basis
Initial Calibration Verification	ICV	Following each ICAL
Initial Blank	IBLK	Daily prior to analysis and after high standards
Qualitative Isomer Check	QIC	Daily prior to analysis
Bile Salts Check	BSC	Daily prior to DoD-complaint analysis
Instrument Sensitivity Check	ISC	Daily prior to analysis
Continuing Calibration Verification	CCV	After every 10 field samples
Continuing Calibration Blank	CCB	After each CCV
Retention Time Windows	RTW	After ICAL and at the beginning of analytical sequence.

11.2.1 Instrument Blank (IBLK)

One instrument blank (IBLK) is analyzed immediately following the highest ICAL standard analyzed, each analysis day prior to sample analysis, and following each bracketing CCV in a sequence, to check for carryover and instrument contamination. The concentration of each analyte must be ≤ 1/2 the LOQ. If the IBLK does not pass this requirement after the highest ICAL standard, the calibration must be performed using a lower concentration for the highest standard until the acceptance criteria is met. For daily IBLKs, if there are detections between the MDL and ½ LOQ, the IBLK is deemed acceptable, but the data will be appropriately qualified.

11.2.2 Qualitative Isomer Check

A qualitative identification standard (Section 8.2) containing all available isomers (branched and linear) is analyzed once daily at the beginning of the analytical sequence, to confirm the retention time of each linear and known branched isomer or isomer group. All required branched isomer peaks must be present and visibly resolved from their corresponding linear peak.

11.3 Method Performance

Routine method performance is validated through analysis of matrix-specific reference samples, including spikes and PTs. Ongoing method performance is monitored through QC samples analyzed alongside samples. The parameters monitored include percent recovery of EIS compounds, blank concentrations, and native compound recoveries.

The specifications contained in this method can be met if the apparatus used is calibrated and maintained properly. The standards used for initial calibration (Section 8.2), calibration verification (Sections 9.2.4), and for initial (Section 11.4) and ongoing (Section 11.1.2) precision and recovery may be prepared from the same source; however, the use of a secondary source for calibration verification is highly recommended whenever available. If standards from a different vendor are not available, a different lot number from the same vendor can be considered a secondary source. A LC-MS/MS instrument will provide the most reproducible results if dedicated to the settings and conditions required for determination of PFAS by this method.

To assess method performance on the sample matrix, the laboratory must spike all samples with the EIS solution (Section 8.2) and all sample extracts with the NIS spiking solution (Section 8.2). Analyze each sample according to the procedures in this SOP. Compute the percent recovery of the EIS compound concentration using the NIS quantitation method and the equation in Section 11.1.2. The recovery of each EIS and NIS compound must be assessed and be within the control limits; the lab must maintain records of these assessments. If the recovery of any compound falls outside of these limits, method performance is unacceptable for that compound in that sample. If the recovery cannot be brought within the normal range, water samples are diluted, and smaller amounts of soils, biosolids, sediments, and other matrices are prepared and analyzed, per Section 9.4.2.

NIS areas must be greater than 30% of the average area of the calibration standards in undiluted sample extracts and extracts that required additional NIS to be added. NIS areas corrected for the dilution factor must be greater than 30% of the average area of the calibration standards in diluted samples when additional NIS was not added during dilution of the extract.

EIS Preliminary inhouse acceptance criteria of 20-150% must be used until inhouse limits are generated as described below; the inhouse lower acceptance limit cannot be <20% for any EIS compound.

After the analysis of 30 samples of a given matrix type (water, soil, biosolids, etc.) for which the isotopically labeled compounds pass the tests in this section, compute the R and the standard deviation of the percent recovery (SR) for the isotopically labeled compounds only. Express the assessment as a percent recovery interval from R - 2SR to R + 2SR for each matrix. For example, if R = 90% and SR = 10% for five analyses of soil, the recovery interval is expressed

as 70 to 110%. Update the accuracy assessment for each isotopically labeled compound in each matrix on a regular basis (e.g., after each five to ten new measurements).

11.3.1 Method Validation

Refer to corporate SOP ENV-SOP-CORQ-0011 for general requirements and procedures for method validation.

Establish detection limits (DL) and limits of quantitation (LOQ) at initial method set up and verify the DL and LOQ on an on-going basis thereafter. Refer to corporate policy and/or SOP for DL and LOQ requirements and procedures.

11.4 Analyst Qualifications and Training

Employees that perform any step of this procedure must have a completed Read and Acknowledgment Statement for this version of the SOP in their training record. In addition, prior to unsupervised (independent) work on any client sample, analysts that prepare or analyze samples must have successful initial demonstration of capability (IDOC) and must successfully demonstrate on-going proficiency on an annual basis (see below for details). Successful means the initial and on-going DOC met criteria, documentation of the DOC is complete, and the DOC record is in the employee's training file.

IDOC - To establish the ability to generate acceptable precision and recovery, the laboratory must perform the following operations for each sample matrix type to which the method will be applied by that laboratory.

Extract, concentrate, and analyze four aliquots of the matrix type to be tested (Section 7.2), prepared in the same way as the mid-level LCS/OPR. At least one method blank, matching the matrix being analyzed, must be prepared with the IDOC batch. If more than one MB was prepared and analyzed with the IDOC batch, all blank results must be reported. All sample processing steps that are to be used for processing samples, including preparation and extraction, cleanup, and concentration (Sections 9.3.3 through 9.3.7), must be included in this test.

Using results of the set of four analyses, compute the average percent recovery (R) of the extracts and the relative standard deviation (RSD) of the concentration for each target and EIS compound.

For each native and isotopically labeled compound, compare RSD and R with the corresponding limits for initial precision and recovery. If RSD and R for all compounds meet the acceptance criteria, system performance is acceptable, and analysis of blanks and samples may begin. If, however, any individual RSD exceeds the precision limit or any individual R falls outside the range for recovery, system performance is unacceptable for that compound. Correct the problem and repeat the test.

12.0 DATA REVIEW & CORRECTIVE ACTION

12.1 Data Review

The data review process of Pace® Analytical Services includes a series of checks performed at different stages of the process by different people to ensure that SOPs were followed, the

analytical record is complete, and properly documented, QC criteria were met, proper corrective actions were taken for QC failure and other nonconformance(s), and test results are reported with proper qualification, when necessary.

The review and checks that are performed by the employee performing the task is called primary review.

All data and test results are also peer reviewed.

This process, known as secondary review is performed to verify SOPs were followed, that calibration, instrument performance, and QC criteria were met and/or proper corrective actions were taken, qualitative ID and quantitative measurement is accurate, all manual integrations are justified and documented, and approved in accordance with the Pace® Analytical Services SOP for manual integration, calculations are correct, the analytical record is complete and traceable, and that results are properly qualified.

Lastly, a third-level review, called a completeness check, is performed by reporting or project management staff to verify the test report is complete.

Refer to *Data Review* SOP [QA SOP ENV-SOP-WCOL-0075] for specific instructions and requirements for each step of the data review process.

12.2 Corrective Action

Corrective action is required when QC or sample results are not within acceptance criteria.

Refer to Appendix B for a complete summary of QC, acceptance criteria, and recommended corrective actions for QC associated with this test method.

If corrective action is not taken or was not successful, the decision/outcome must be documented in the analytical record. The primary analyst has primary responsibility for taking corrective action when QA/QC criteria are not met. Secondary data reviewers must verify that appropriate action was taken and/or that results reported with QC failure are properly qualified.

Corrective action is also required when carryover is suspected and when results are over range.

Samples analyzed after a high concentration sample must be checked for carryover and reanalyzed if carryover is suspected. Carryover is usually indicated by low concentration detects of the analyte in successive samples analyzed after the high concentration sample.

Sample results at concentrations above the upper limit of quantitation must be diluted and reanalyzed. The result in the diluted samples should be within the upper half of the calibration range. Results less than the mid-range of the calibration indicate the sample was over diluted and analysis should be repeated with a lower level of dilution. If dilution is not performed, any result reported above the upper range is considered a qualitative measurement and must be qualified as an estimated value.

13.0 Pollution Prevention & Waste Management

Pace® proactively seeks ways to minimize waste generated during work processes. Some examples of pollution prevention include but are not limited to reduced solvent extraction, solvent capture, use of reusable cycletainers for solvent management, and real-time purchasing.

The EPA requires that laboratory waste management practices comply with all applicable federal and state laws and regulations. Excess reagents, samples, and method process wastes are characterized and disposed of in an acceptable manner in accordance with the Pace® Chemical Hygiene Plan / Safety Manual. Refer to this manual for these procedures.

14.0 MODIFICATIONS

A modification is a change to a reference test method made by the laboratory. For example, changes in stoichiometry, technology, quantitation ions, reagent or solvent volumes, reducing digestion or extraction times, instrument runtimes, etc. are all examples of modifications. Refer to Pace ENV corporate SOP ENV-SOP-CORQ-0011 (Method Validation and Instrument Verification) for the conditions under which the procedures in test method SOPs may be modified and for the procedure and document requirements.

In recognition of advances that are occurring in analytical technology, and to overcome matrix interferences, the laboratory is permitted certain options to improve separations or lower the costs of measurements. These options include alternative extraction, concentration, and cleanup procedures, and changes in sample volumes, columns, and detectors. Alternative determinative techniques and other changes are not allowed without prior review and approval.

Each time a modification is made to this method, the laboratory is required to repeat the procedure in Sections 11.3.1 and 11.4. If calibration will be affected by the change, the instrument must be recalibrated per Section 9.2. Once the modification is demonstrated to produce results equivalent or superior to results produced by this method as written, that modification may be used routinely thereafter, so long as the other requirements in this method are met (e.g., isotopically labeled compound recovery).

If a column or column system other than those specified in this method is used, that column or column system must meet all the requirements of this method.

The laboratory is required to maintain records of any modifications made to this method. These records include the following, at a minimum:

a) The names, titles, business addresses, and telephone numbers of the analyst(s) that performed the analyses and modification, and of the quality control officer that witnessed and will verify the analyses and modifications.

b) A listing of pollutant(s) measured, by name and CAS Registry number.

c) A narrative stating reason(s) for the modifications.

d) Results from all quality control (QC) tests comparing the modified method to this method, including:

i. Calibration (ICAL)

ii. Calibration verification (CCV)

iii. Initial Demonstration of Capability (IDOC)

iv. Isotopically labeled compound recovery (EIS/NIS)

v. Analysis of blanks (IBLK, MB)

vi. Accuracy assessment (Section 11.3)

e) Data that will allow an independent reviewer to validate each determination by tracing the instrument output (peak height, area, or other signal) to the final result. These data are to include:

i. Sample numbers and other identifiers

ii. Extraction dates

iii. Analysis dates and times

iv. Analysis sequence/run chronology

v. Sample weight or volume

vi. Extract volume prior to each cleanup step

vii. Extract volume after each cleanup step

viii. Final extract volume prior to injection

ix. Injection volume

x. Dilution data, differentiating between dilution of a sample or extract

xi. Instrument Identification

xii. Column (dimensions, liquid phase, solid support, film thickness, etc.)

xiii. Operating conditions (temperatures, temperature program, flow rates)

xiv. Detector (type, operating conditions, etc.)

xv. Chromatograms, printer tapes, and other recordings of raw data

xvi. Quantitation reports, data system outputs, and other data to link the raw data to the results reported

15.0 RESPONSIBILITIES

- All PAS employees that perform any part this procedure in their work activities must have a signed Read and Acknowledgement Statement (R&A) in their training file.
- PAS supervisors and managers are responsible for training employees on the procedures in this SOP, implementing the SOP in the work area, and monitoring on-going adherence to the SOP the work area(s) they oversee.

- Local quality personnel are responsible for tracking the currency of the R&A on this SOP for employees at the locations they are assigned to and for notifying the department leaders of overdue assignments.
- All employees of PAS are responsible for following the procedures in this SOP. Unauthorized deviations or departures from this SOP are not allowed except with documented approval from the local Quality Manager and only when those deviations do not violate the Pace® Code of Ethics or Professional Conduct (COR-POL-0004) or associated policy and procedure(s). Hand-edits or manual change to the SOP are not permitted. If a change is desired or necessary, employees must follow the procedures for document revision specified in corporate SOPs ENV-SOP-CORQ-0015, *Document Management* and ENV-SOP-CORQ-0016, *SOP for Creation of SOP and SWI*.
- Local quality personnel are responsible for monitoring conformity to this SOP during routine internal audits of work areas that utilize this SOP and for communicating gaps and deviations found during monitoring to the work area supervisor, who is responsible for correction of the situation.

16.0 ATTACHMENTS

- Appendix A: Target Analyte Limits, Analytical Parameters, and Calibration
    - Table 1: Routine Analyte List Limits of Detection (LOD) and Limits of Quantitation (LOQ)[1]
    - Table 2: Identification and Quantification Information for Target Analytes, Extracted Internal Standards and Non-extracted Internal Standards
    - Table 3: Calibration Standard Concentrations (ng/mL)
- Appendix B: QC Summary
- Appendix C: Sample Pre-screening Instructions
- Appendix D: Aqueous Sample Subsampling Instructions
- Appendix E: MS/MSD, MS/FD sample Selection Protocols

17.0 REFERENCES

Note: Where reference exclude a date or edition, the latest edition of the referenced document adopted/recognized by the laboratory's accreditation bodies applies. Refer to the Laboratory Quality Manual [QAMP ENV-MAN-WCOL-0001] for details.

- ENV-SOP-CORQ-0006, *Manual Integration*, current version.
- ENV-SOP-CORQ-0011, *Method Validation*, current version.
- ENV-SOP-CORQ-0015, *Document Management*, current version.
- ENV-SOP-CORQ-0016, *SOP for SOP and SWI,* current version.
- ENV-TMP-CORQ-0007, *Quality Manual Template*, current version.
- COR-POL-0004, *Code of Ethics and Professional Conduct*, current version.

- COR-MAN-001, *Pace® Safety Manua*l, current version.
- ENV-MAN-WCOL-0001, Quality Assurance Manual, current version.
- "Working with Carcinogens," Department of Health, Education, & Welfare, Public Health Service, Centers for Disease Control, NIOSH, Publication 77-206, August 1977, NTIS PB-277256.
- "OSHA Safety and Health Standards, General Industry," OSHA 2206, 29 CFR 1910.
- "Safety in Academic Chemistry Laboratories," ACS Committee on Chemical Safety, 1979.
- "Standard Methods for the Examination of Water and Wastewater," 18th edition and later revisions, American Public Health Association, 1015 15th St, NW, Washington, DC 20005, 1-35: Section 1090 (Safety), 1992.
- "Standard Practice for Sampling Water," ASTM Annual Book of Standards, ASTM, 1916 Race Street, Philadelphia, PA 19103-1187, 1980.
- "Handbook of Analytical Quality Control in Water and Wastewater Laboratories," USEPA EMSL, Cincinnati, OH 45268, EPA 600/4-79-019, April 1979.
- "Less is Better: Laboratory Chemical Management for Waste Reduction," American Chemical Society, 1993. Available from the American Chemical Society's Department of Government Relations and Science Policy, 1155 16th Street NW, Washington, DC 20036.
- "Environmental Management Guide for Small Laboratories," USEPA, Small Business Division, Washington DC, EPA 233-B-00-001, May 2000.
- "The Waste Management Manual for Laboratory Personnel," American Chemical Society, 1990. Available from the American Chemical Society's Department of Government Relations and Science Policy, 1155 16th Street NW, Washington, DC 20036.
- SERDP. Single-Laboratory Validation Study of PFAS by Isotope Dilution LC-MS/MS. ER19-1409. January 26, 2022.
- DoD QSM (US Department of Defense Quality Systems Manual for Environmental Laboratories, Version 5.4, 2021)
- Woudneh, Million B., Bharat Chandramouli, Coreen Hamilton, Richard Grace, 2019, "Effects of Sample Storage on the Quantitative Determination of 29 PFAS: Observation of Analyte Interconversions during Storage", Environmental Science and Technology 53(21): 12576-12585.
- EPA. Draft Method 1633, Analysis of Per- and Polyfluoroalkyl Substances (PFAS) in Aqueous, Solid, Biosolids, and Tissue Samples by LC-MS/MS. August 2021.
- Standard Methods for the Examination of Water and Wastewater, 23rd Edition, 2017 – Total, Fixed, and Volatile Solids in Solid and Semisolid Samples, Method 2540.

18.0 REVISION HISTORY

Revisions Made from Prior Version

Section	Description of Change
8.2	Updated MeOH to Methanal[1] (Methanolic Ammonium Hydroxide (1%)

8.2	Under Bile Salts Check standard removed note about only when analyzing tissue samples or following DoD QSM protocols.
9.2.3.1	Added information about if weighted or non-weighted regression is being used.
9.3.3	Added requirement for documenting manifold ID and position for QC samples and field samples per Wisconsin audit.
10.1.1	Added “S/N ratio must be 10:1 if no confirmation ion is sued for the analyte per Wisconsin audit finding. As well as the requirement for 10 scans acquired across the peak.
11.1.1	Add Wisconsin specific requirement for method blanks
11.2.1	Added detection acceptance criteria.

Document Succession: This version replaces the following document(s):

Document Number	Version	Document Title	Effective Date:
ENV-SOP-WCOL-0158	03	PFAS by Method 1633	03/13/2023

Appendix A: Target Analyte Limits, Analytical Parameters, and Calibration

Table 1: Routine Analyte List Limits of Detection (LOD) and Limits of Quantitation (LOQ)[1]

Analyte	Aqueous (ng/L)		Leachate (ng/L)		Solid (ng/g)		Biosolid (ng/g)		AFFF by App. D (µg/L)	
	LOD	LOQ	LOD	LOQ	LOD	LOQ	LOD	LOQ	LOD	LOQ
PFBA	1.6	4	8	20	0.32	0.8	3.2	8	40	100
PFPeA	0.4	2	2	10	0.16	0.4	1.6	4	10	50
PFHxA	0.4	1	2	5	0.08	0.2	0.8	2	10	25
PFHpA	0.8	1	4	5	0.08	0.2	0.8	2	20	25
PFOA	0.8	1	4	5	0.08	0.2	0.8	2	20	25
PFNA	0.4	1	2	5	0.08	0.2	0.8	2	10	25
PFDA	0.4	1	2	5	0.08	0.2	0.8	2	10	25
PFUnA	0.8	1	4	5	0.08	0.2	0.8	2	20	25
PFDoA	0.4	1	2	5	0.08	0.2	0.8	2	10	25
PFTrDA	0.4	1	2	5	0.08	0.2	0.8	2	10	25
PFTeDA	0.8	1	4	5	0.08	0.2	0.8	2	20	25
PFBS	0.355	1	1.775	5	0.071	0.2	0.710	2	8.88	25
PFPeS	0.753	1	3.765	5	0.075	0.2	0.753	2	18.8	25
PFHxS	0.731	1	3.655	5	0.073	0.2	0.731	2	18.3	25
PFHpS	0.381	1	1.905	5	0.076	0.2	0.762	2	9.53	25
PFOS	0.742	1	3.71	5	0.074	0.2	0.742	2	18.6	25
PFNS	0.385	1	1.925	5	0.077	0.2	0.770	2	9.63	25
PFDS	0.386	1	1.93	5	0.077	0.2	0.772	2	9.65	25
PFDoS	0.388	1	1.94	5	0.078	0.2	0.776	2	9.7	25
4:2 FTS	1.5	4	7.5	20	0.3	0.8	3	8	37.5	100
6:2 FTS	4.56	5	22.8	25	0.608	0.8	6.08	8	114	125
8:2 FTS	1.536	4	7.68	20	0.307	0.8	3.072	8	38.4	100
PFOSA	0.4	1	2	5	0.04	0.2	0.4	2	10	25
NMeFOSA	0.8	1	4	5	0.04	0.2	0.4	2	20	25
NEtFOSA	0.4	1	2	5	0.08	0.2	0.8	2	10	25
NMeFOSAA	0.8	1	4	5	0.08	0.2	0.8	2	20	25
NEtFOSAA	0.8	1	4	5	0.16	0.2	1.6	2	20	25
NMeFOSE	2	10	10	50	0.8	2.0	8	20	50	250
NEtFOSE	2	10	10	50	0.8	2.0	8	20	50	250
HFPO-DA	2.4	4	12	20	0.8	1.0	8	10	60	100
ADONA	2.268	4	11.34	20	0.756	0.8	7.56	8	56.7	100
PFEESA	1.139	2	5.695	10	0.285	0.4	2.848	4	28.5	50
PFMPA	0.64	2	3.2	10	0.32	0.4	3.2	4	16	50
PFMBA	1.28	2	6.4	10	0.32	0.4	3.2	4	32	50
NFDHA	1.28	2	6.4	10	0.8	1.0	8	10	32	50
9Cl-PF3ONS	2.244	4	11.22	20	0.748	1.0	7.48	10	56.1	100
11Cl-PF3OUdS	2.268	4	11.34	20	0.756	0.8	7.56	8	56.7	100
3:3 FTCA	2	5	10	25	0.8	1.0	8	10	50	125
5:3 FTCA	10	25	50	125	4.0	5.0	40	50	250	625
7:3 FTCA	10	25	50	125	4.0	5.0	40	50	250	625

[1] Values as of effective date of this SOP. LOQ are subject to change, contact quality personnel for most current information.

Table 2: Identification and Quantification Information for Target Analytes, Extracted Internal Standards and Non-extracted Internal Standards

Compound Name	CAS Number	Compound Abbreviation	Parent Ion Mass	Quantification Ion Mass	Confirmation Ion Mass	Quantification Reference Compound
Perfluorobutanoic acid	375-22-4	PFBA	213	169	NA	13C4-PFBA
Perfluoropentanoic acid	2706-90-3	PFPeA	263	218.9	69	13C5-PFPeA
Perfluorohexanoic acid	307-24-4	PFHxA	313	268.9	118.9	13C5-PFHxA
Perfluoroheptanoic acid	375-85-9	PFHpA	362.9	319	169	13C4-PFHpA
Perfluorooctanoic acid	335-67-1	PFOA	413	369	169	13C8-PFOA
Perfluorononanoic acid	375-95-1	PFNA	463	419	219	13C9-PFNA
Perfluorodecanoic acid	335-76-2	PFDA	513	469	219	13C6-PFDA
Perfluoroundecanoic acid	2058-94-8	PFUnA	563	518.9	269.1	13C7-PFUnA
Perfluorododecanoic acid	307-55-1	PFDoA	613	569	319	13C2-PFDoA
Perfluorotridecanoic acid	72629-94-8	PFTrDA	663.0	618.9	168.9	13C2-PFDoA
Perfluorotetradecanoic acid	376-06-7	PFTeDA	713	668.9	168.9	13C2-PFTeDA
Perfluorobutanesulfonic acid	375-73-5	PFBS	298.9	80	98.8	13C3-PFBS
Perfluoropentansulfonic acid	2706-91-4	PFPeS	349	80	98.9	13C3-PFHxS
Perfluorohexanesulfonic acid	355-46-4	PFHxS	398.9	80	99	13C3-PFHxS
Perfluoroheptanesulfonic acid	375-92-8	PFHpS	449	80	98.8	13C8-PFOS
Perfluorooctanesulfonic acid	1763-23-1	PFOS	499	80	99	13C8-PFOS
Perfluorononanesulfonic acid	68259-12-1	PFNS	549	80	98.8	13C8-PFOS
Perfluorodecanesulfonic acid	335-77-3	PFDS	599	80	98.8	13C8-PFOS
Perfluorododecanesulfonic acid	79780-39-5	PFDoS	698.9	80	99	13C8-PFOS
1H,1H, 2H, 2H-Perfluorohexane sulfonic acid	757124-72-4	4:2FTS	327	306.9	80.9	13C2-4:2FTS
1H,1H, 2H, 2H-Perfluorooctane sulfonic acid	27619-97-2	6:2FTS	427	406.9	80.9	13C2-6:2FTS
1H,1H, 2H, 2H-Perfluorodecane sulfonic acid	39108-34-4	8:2FTS	527	506.9	81	13C2-8:2FTS
Perfluorooctanesulfonamide	754-91-6	PFOSA	497.9	78	478	13C8-PFOSA
N-methyl perfluorooctanesulfonamide	31506-32-8	NMeFOSA	512	219	169	D3-NMeFOSA
N-ethyl perfluorooctanesulfonamide	4151-50-2	NEtFOSA	526	219	169	D5-NEtFOSA
N-methyl perfluorooctanesulfonamidoacetic acid	2355-31-9	NMeFOSAA	570	418.9	483	D3-NMeFOSAA
N-ethyl perfluorooctanesulfonamidoacetic acid	2991-50-6	NEtFOSAA	584	418.9	526	D5-NEtFOSAA
N-methyl perfluorooctanesulfonamidoethanol	24448-09-7	NMeFOSE	616	59.1	NA	D7-NMeFOSE

Compound Name	CAS Number	Compound Abbreviation	Parent Ion Mass	Quantification Ion Mass	Confirmation Ion Mass	Quantification Reference Compound
N-ethyl perfluorooctanesulfonamidoethanol	1691-99-2	NEtFOSE	630	59.1	NA	D9-NEtFOSE
Hexafluoropropylene oxide dimer acid (GenX)	13252-13-6	HFPO-DA	285	169	184.9	13C3-HFPODA
4,8-Dioxa-3H-perfluorononanoic acid	919005-14-4	ADONA	377	251	85.1	13C3-HFPODA
9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid	756426-58-1	9Cl-PF3ONS	530.9	350.9	533→353	13C3-HFPODA
11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid	763051-92-9	11Cl-PF3OUdS	630.9	450.9	633→453	13C3-HFPODA
3-Perfluoropropyl propanoic acid (FPrPA)	356-02-5	3:3FTCA	241	177	117	13C5-PFPeA
2H,2H,3H,3H-Perfluorooctanoic acid (FPePA)	914637-49-3	5:3FTCA	341	237.1	217	13C5-PFHxA
3-Perfluoroheptyl propanoic acid (FHpPA)	812-70-4	7:3FTCA	441	317	337	13C5-PFHxA
Perfluoro(2-ethoxyethane)sulfonic acid	113507-82-7	PFEESA	315	135	83	13C5-PFHxA
Perfluoro-3-methoxypropanoic acid	377-73-1	PFMPA	229	85	NA	13C5-PFPeA
Perfluoro-4-methoxybutanoic acid	863090-89-5	PFMBA	279	85	NA	13C5-PFPeA
Nonafluoro-3,6-dioxaheptanoic acid	151772-58-6	NFDHA	295	201	85	13C5-PFHxA
Extracted Internal Standard (EIS) Compounds						
Perfluoro-n-[13C4] butanoic acid	N/A	13C4-PFBA	217	172	NA	13C3-PFBA
Perfluoro-n-[13C5] pentanoic acid	N/A	13C5-PFPeA	268	223	NA	13C2-PFHxA
Perfluoro-n-[1,2,3,4,6-13C5] hexanoic acid	N/A	13C5-PFHxA	318	273	NA	13C2-PFHxA
Perfluoro-n-[1,2,3,4-13C4] heptanoic acid	N/A	13C4-PFHpA	366.9	322	NA	13C2-PFHxA
Perfluoro-n-[13C8] octanoic acid	N/A	13C8-PFOA	421	376	NA	13C4-PFOA
Perfluoro-n-[13C9] nonanoic acid	N/A	13C9-PFNA	472	427	NA	13C5-PFNA
Perfluoro-n-[1,2,3,4,5,6-13C6] decanoic acid	N/A	13C6-PFDA	519	474	NA	13C2-PFDA
Perfluoro-n-[1,2,3,4,5,6,7-13C7] undecanoic acid	N/A	13C7-PFUnA	570	525	NA	13C2-PFDA
Perfluoro-n-[1,2-13C2] dodecanoic acid	N/A	13C2-PFDoA	615	570	NA	13C2-PFDA
Perfluoro-n-[13C2] tetradecanoic acid	N/A	13C2-PFTeDA	715	669.9	NA	13C2-PFDA
Perfluoro-1-[13C3] butanesulfonic acid	N/A	13C3-PFBS	301.9	80	NA	18O2-PFHxS
Perfluoro-1-[1,2,3-13C3] hexanesulfonic acid	N/A	13C3-PFHxS	402	80	NA	18O2-PFHxS
Perfluoro-1-[13C8] octanesulfonic acid	N/A	13C8-PFOS	507	79.9	NA	13C4-PFOS

Compound Name	CAS Number	Compound Abbreviation	Parent Ion Mass	Quantification Ion Mass	Confirmation Ion Mass	Quantification Reference Compound
1H,1H,2H,2H-Perfluoro-1-[1,2-13C2] hexanesulfonic acid	N/A	13C2-4:2FTS	329	81	NA	18O2-PFHxS
1H,1H,2H,2H-Perfluoro-1-[1,2-13C2] octanesulfonic acid	N/A	13C2-6:2FTS	429	81	NA	18O2-PFHxS
1H,1H,2H,2H-Perfluoro-1-[1,2-13C2] decanesulfonic acid	N/A	13C2-8:2FTS	529	81	NA	18O2-PFHxS
Perfluoro-1-[13C8] octanesulfonamide	N/A	13C8-PFOSA	505.9	78	NA	13C4-PFOS
N-methyl-d3-perfluoro-1-octanesulfonamide	N/A	D3-NMeFOSA	515	219	NA	13C4-PFOS
N-ethyl-d5-perfluoro-1-octanesulfonamide	N/A	D5-NEtFOSA	531	219	NA	13C4-PFOS
N-methyl-d3-perfluoro-1-octanesulfonamidoacetic acid	N/A	D3-NMeFOSAA	573	419	NA	13C4-PFOS
N-ethyl-d5-perfluoro-1-octanesulfonamidoacetic acid	N/A	D5-NEtFOSAA	589	418.9	NA	13C4-PFOS
N-methyl-d7-perfluorooctanesulfonamidoethanol	N/A	D7-NMeFOSE	623	59	NA	13C4-PFOS
N-ethyl-d9 -perfluorooctanesulfonamidoethanol	N/A	D9-NEtFOSE	639	59	NA	13C4-PFOS
Tetrafluoro-2-heptafluoropropoxy-13C3 -propanoic acid	N/A	13C3-HFPO-DA	287	169	NA	13C2-PFHxA
Non-Extracted Internal Standard (NIS) Compounds						
Perfluoro-n-[2,3,4-13C3] butanoic acid	N/A	13C3-PFBA	216	172	NA	NA
Perfluoro-n-[1,2-13C2] hexanoic acid	N/A	13C2-PFHxA	315	270	NA	NA
Perfluoro-n-[1,2,3,4-13C4] octanoic acid	N/A	13C4-PFOA	417	172	NA	NA
Perfluoro-n-[1,2,3,4,5-13C5] nonanoic acid	N/A	13C5-PFNA	468	423	NA	NA
Perfluoro-n-[1,2-13C2] decanoic acid	N/A	13C2-PFDA	515	470	NA	NA
Perfluoro-1-hexane[18O2] sulfonic acid	N/A	18O2-PFHxS	403	84	NA	NA
Perfluoro-n-[1,2,3,4-13C4] octanesulfonic acid	N/A	13C4-PFOS	503	80	NA	NA

Table 3: Calibration Standard Concentration (ng/mL)

Compound	L1 (ISC)	L2	L3	L4	L5 (CCV)[1]	L6	L7	L8	L9	L10
Perfluoroalkyl carboxylic acids										
PFBA	0.4	0.8	2	5	10	20	50	100	200	250
PFPeA	0.2	0.4	1	2.5	5	10	25	50	100	125
PFHxA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFHpA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFOA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFNA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFDA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFUnA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFDoA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFTrDA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
PFTeDA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
Perfluoroalkyl sulfonic acids										
PFBS	0.0887	0.1774	0.4435	1.109	2.218	4.435	11.088	22.175	44.35	55.438
PFPeS	0.0941	0.1882	0.4705	1.176	2.353	4.705	11.763	23.525	47.050	58.813
PFHxS	0.0914	0.1828	0.457	1.143	2.285	4.57	11.425	22.850	45.7	57.125
PFHpS	0.0953	0.1906	0.4765	1.191	2.383	4.765	11.913	23.825	47.65	59.563
PFOS	0.0928	0.1856	0.464	1.16	2.32	4.64	11.6	23.2	46.4	58.0
PFNS	0.0962	0.1924	0.481	1.203	2.405	4.81	12.025	24.050	48.1	60.125
PFDS	0.0965	0.193	0.4825	1.206	2.413	4.825	12.063	24.125	48.25	60.313
PFDoS	0.097	0.194	0.485	1.213	2.425	4.85	12.125	24.25	48.5	60.625
Fluorotelomer sulfonic acids										
4:2FTS	0.375	0.75	1.875	4.688	9.375	18.75	46.875	93.75	187.5	NA
6:2FTS	0.38	0.76	1.9	4.75	9.5	19	47.5	95	190	NA
8:2FTS	0.384	0.768	1.92	4.8	9.6	19.2	48	96	192	NA
Perfluorooctane sulfonamides										
PFOSA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
NMeFOSA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
NEtFOSA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
Perfluorooctane sulfonamidoacetic acids										
NMeFOSAA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
NEtFOSAA	0.1	0.2	0.5	1.25	2.5	5	12.5	25	50	62.5
Perfluorooctane sulfonamide ethanols										
NMeFOSE	1	2	5	12.5	25	50	125	250	500	625
NEtFOSE	1	2	5	12.5	25	50	125	250	500	625
Per- and polyfluoroether carboxylic acids										
HFPO-DA	0.4	0.8	2	5	10	20	50	100	200	250

Compound	L1 (ISC)	L2	L3	L4	L5 (CCV)[1]	L6	L7	L8	L9	L10
ADONA	0.378	0.756	1.89	4.725	9.45	18.9	47.25	94.5	189	236.25
PFMPA	0.2	0.4	1	2.5	5	10	25	50	100	125
PFMBA	0.2	0.4	1	2.5	5	10	25	50	100	125
NFDHA	0.2	0.4	1	2.5	5	10	25	50	100	125
Ether sulfonic acids										
9Cl-PF3ONS	0.374	0.748	1.87	4.675	9.35	18.7	46.75	93.5	187	233.75
11Cl-PF3OUdS	0.378	0.756	1.89	4.725	9.45	18.9	47.25	94.5	189	236.25
PFEESA	0.178	0.356	0.89	2.225	4.45	8.9	22.25	44.5	89	111.25
Fluorotelomer Carboxylic Acids										
3:3FTCA	0.5	1	2.5	6.25	12.5	25	62.5	125	250	312.5
5:3FTCA	2.5	5	12.5	31.25	62.5	125	312.5	625	1250	1560
7:3FTCA	2.5	5	12.5	31.25	62.5	125	312.5	625	1250	1560
Extracted Internal Standard (EIS) Compounds										
13C4-PFBA	10	10	10	10	10	10	10	10	10	10
13C5-PFPeA	5	5	5	5	5	5	5	5	5	5
13C5-PFHxA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C4-PFHpA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C8-PFOA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C9-PFNA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
13C6-PFDA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
13C7-PFUnA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
13C2-PFDoA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
13C2-PFTeDA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
13C3-PFBS	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C3-PFHxS	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C8-PFOS	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C2-4:2FTS	5	5	5	5	5	5	5	5	5	5
13C2-6:2FTS	5	5	5	5	5	5	5	5	5	5
13C2-8:2FTS	5	5	5	5	5	5	5	5	5	5
13C8-PFOSA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
D3-NMeFOSA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
D5-NEtFOSA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
D3-NMeFOSAA	5	5	5	5	5	5	5	5	5	5
D5-NEtFOSAA	5	5	5	5	5	5	5	5	5	5
D7-NMeFOSE	25	25	25	25	25	25	25	25	25	25
D9-NEtFOSE	25	25	25	25	25	25	25	25	25	25
13C3-HFPODA	10	10	10	10	10	10	10	10	10	10
Non-Extracted Internal Standard (NIS) Compounds										

Compound	L1 (ISC)	L2	L3	L4	L5 (CCV)[1]	L6	L7	L8	L9	L10
13C3-PFBA	5	5	5	5	5	5	5	5	5	5
13C2-PFHxA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C4-PFOA	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C5-PFNA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
13C2-PFDA	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
18O2-PFHxS	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
13C4-PFOS	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

[1] *This calibration point is used as the calibration verification (CCV)*

Appendix B: QC Summary and Corrective Action Table

QC Item	Frequency	Acceptance Criteria	Corrective Action	Qualification
Mass Calibration	Annually and on as-needed basis.	Must meet manufacturer's acceptance criteria.	Identify and correct source of problem, repeat.	None. Do not proceed with analysis.
Mass Calibration Verification	After each Mass Calibration performed.	Must meet manufacturer's acceptance criteria.	Identify and correct source of problem, repeat Mass Calibration.	None. Do not proceed with analysis.
ICAL	At instrument set up, after CCV failure and/or major maintenance.	Must meet one of the curve fit options presented in Section 9.2.3.	Identify and correct source of problem, repeat.	None. Do not proceed with analysis.
ICV	After Each ICAL.	All analytes must be within ± 30% of their true values. (%R)	Identify and correct source of problem, re-analyze. If repeat failure, repeat ICAL. Analysis may proceed if it can be demonstrated that the ICV exceedance has no impact on analytical measurements. For example, the ICV %R is high, CCV is within criteria, and the analyte is not detected in sample(s).	Qualify analytes with ICV out of criteria.
RT Window Position	Once per ICAL and at the beginning of the analytical window.	Position is set using the mid-point of the ICAL on the day ICAL is performed; otherwise, mid-level CCV is used.	NA	NA
RT Window Study	At method set-up and after major instrument maintenance	RT Window is ± 60 secs from RT position.	NA	NA

QC Item	Frequency	Acceptance Criteria	Corrective Action	Qualification
ISC	Daily before sample analysis.	All native compounds within ± 30% recovery.	See Section 9.2.4 for corrective actions based on circumstance. If problem persists, repeat ICAL.	No samples shall be analyzed until ISC has met acceptance criteria.
Qualitative Isomer Check	Once per ICAL and daily before sample analysis.	All required branched isomer peaks present and visibly resolved from linear peaks.	Identify and correct source of problem and reanalyze Isomer Check.	No samples shall be analyzed until Isomer Check has met acceptance criteria.
Bile Salts Check	Once per ICAL and daily before sample analysis.	Bile Salt peak detected >1 min outside RT window for PFOS.	Identify and correct source of problem and reanalyze Bile Salts Check.	No samples shall be analyzed until Bile Salts Check has met acceptance criteria.
CCV	Daily before sample analysis (ISC), after every 10 samples, and at end of analytical sequence.	All native and isotopically labelled compounds within ± 30% recovery.	See Section 9.2.4 for corrective actions based on circumstance. If problem persists, repeat ICAL.	Qualify analytes with CCV out of criteria.
Instrument Blank (IBLK) / CCB	Daily prior to analysis and after high standards, including CCV.	Must meet criteria specified in Section 11.2.1: all detections ≤1/2 LOQ.	Identify and correct source of contamination or performance issue. Reanalyze IBLK.	No samples shall be analyzed until IBLK has met acceptance criteria.
Extracted Internal Standards (EIS)	Every field sample, standard and QC sample.	Must meet criteria specified in Section 11.3. Preliminary acceptance range: 20-150% REC (based on calculated concentration).	If batch QC is acceptable, reanalyze to confirm. If confirmed, reprepare and reanalyze samples. If reprep is within acceptance, report reprep data. If failure is confirmed by reprep, qualify as matrix impacted.	Qualify outages and explain in case narrative.

QC Item	Frequency	Acceptance Criteria	Corrective Action	Qualification
Non-extracted Internal Standards (NIS)	Every field sample, standard and QC sample.	Must meet criteria specified in Section 11.3. Preliminary acceptance criteria: >30% REC (based on response).	Troubleshoot instrument performance. Reanalyze samples.	Qualify outages and explain in case narrative.
Method Blank (MB)	1 per batch of 20 or fewer samples.	Must meet criteria specified in Section 11.1.1.	If IBLK is acceptable, reanalyze MB to confirm. If confirmed, reprepare and reanalyze associated impacted samples (if sufficient sample remains). If insufficient sample remains for reprep, narrate and report data associated to unacceptable MB.	Qualify outages and explain in case narrative.
LCS/LLLCS	1 pair per batch of 20 or fewer samples.	DoD: 40-150% until in-house limits generated; must meet criteria specified in Section 11.1.2.	If most recent ISC/CCV is acceptable, reanalyze LCS to confirm. If low-failure results are confirmed, reprepare and reanalyze associated samples (if sufficient sample remains). If insufficient sample remains for reprep, narrate and report data associated to low-failure LCS. If high-failure results are confirmed and sample(s) is ND for failing compound, narrate and report sample data.	Qualify outages and explain in case narrative.
MS/MSD	1 pair per batch of 20 or fewer samples.	DoD: RSD <30% between MS/MSD	If possible, reprep to confirm.	Qualify outages and explain in case narrative.
Sample Duplicate	1 per AFFF sample.	DoD: RSD <30% between parent/DUP	If possible, reprep to confirm.	Qualify outages and explain in case narrative.

Appendix C: Sample Pre-screening Instructions

Samples that are known or suspected to contain high levels of analytes may be pre-screened using the following procedure. These are example procedures using smaller sample aliquots spiked with EIS and NIS and no clean up procedures. Other pre-screening procedures may be used.

Aqueous Samples

1. Weight out 10 (±0.1) g of sample into a 50-mL centrifuge tube.

2. Add 100 µL of EIS to the sample and vortex to mix.

3. Filter 1 mL of the sample through 0.2-µm membrane filter into a microvial. Sample is ready for instrumental analysis.

Solid Samples

1. Weigh 1.0 (±0.1) g sample into 50-mL polypropylene centrifuge tubes.

2. Add 10 mL of 0.3% methanolic ammonium hydroxide to the sample. Vortex and mix on a shaker table (or equivalent) for 10 min. Allow to settle and/or centrifuge to produce a clear extract.

3. Filter using a filter vial:

   a. Add ~400 µL of clear extract from step 2 (e.g., by adding extract until it reaches the fill line).

   b. Use filter/plunger part and filter.

4. Transfer 200 µL of filtrate to a 1 mL polypropylene autosampler vial and dilute with 10uL of EIS and 790 µL of 0.3% methanolic ammonium hydroxide to a final volume of 1 mL. The extract is now approximately 50X dilute, relative to a solid sample prepared by the protocols in Section 9. Sample is ready for instrumental analysis.

Calculate results using the equivalent sample weight computed as follows:

$$Equivalent\ Weight = Sample\ weight\ (g) x\ \frac{0.2\ mL}{10\ mL}$$

Appendix D: Aqueous Sample Subsampling Instructions

Note: Because some target analytes may be stratified within the sample (e.g., AFFF- contaminated media, surfactants), or adhere to the walls of the sample container, subsampling may only be done on a project-specific basis. Subsampling has been shown to increase uncertainty in PFAS analysis, especially on foaming samples.

If a reduced sample size is required, transfer a weighed subsample using the following subsampling procedure to a 60-mL HDPE bottle and dilute to approximately 60 mL using reagent water. This container is now considered the "sample bottle."

1. Gently invert sample 3-4 times being careful to avoid foam formation and subsample immediately (do not let stand).
2. If foam forms and more than 5 mL is required – pour sample, avoiding any foam.
3. If foaming forms and a volume less than 5 mL is required – pipette from ½ cm below the foam.
4. If no foam forms – pour or pipette based on volume required.

AFFF and FFF (F3) Concentrates

Samples composed of AFFF or F3 concentrate will be subsampled consistently, with approximately **0.02g of concentrate** aliquoted for each discrete sample preparation/analysis; each AFFF or F3 concentrate sample **must be prepared in duplicate**. After creating and documenting the subsample aliquot, add approximately 60 mL of reagent water, cap the vessel, and shake vigorously by hand for 20-30 seconds. After adding the reagent water and agitating, allow **at least 3 hours** for the subsample aliquot to fully dissolve in the water. If dissolution is incomplete after 3 hours, agitate again and wait another 3 hours; consider applying continuous agitation (orbital shaker) if full dissolution of the aliquot into water requires extended time. Following the extended dissolution time, prepared AFFF/F3 samples should be prepared and analyzed following the routine protocols for aqueous sample processing. Aqueous reporting limits (MDL/LOD/LOQ) will be used, with values adjusted to account for the actual sample aliquot, assuming 1 g/mL; this constitutes a 25000X adjustment factor for AFFF/F3 reporting limits, relative to nominal aqueous reporting limits.

APPENDIX E: MS/MSD, MS/FD SAMPLE SELECTION PROTOCOL

Background: DOD QSM 5.4, Table B-24 requires that a matrix spike (MS) sample and a matrix spike duplicate (MSD) be prepped with every prep batch. Therefore, all aqueous prep batches must include an MS/MSD pair, if possible. Prep analysts will select samples to be used for this purpose following a hierarchy of preference, as defined below:

Note: Any kind of blank (FB, TB, EB, RB, etc.) or samples designated as "DUP" by the client will not be used for MS/MSD analysis.

1. First preference is to use client-designated samples as MS/MSD samples. This designation should show up on the prep list, under comments. It is possible that SR will miss adding this comment to the sample, but this designation will be present in the COC from the client, on the right side of the COC under "Remarks/Cooler ID." When a client designates a sample to be used for MS/MSD analysis, they will typically provide us with more than 2 bottles (often 4, sometimes as many as 6).

2. Lacking a client-designated MS/MSD sample, the next preference is to use any sample received with more than 2 bottles provided. If an analyst selects a set of samples for prep in which none of the samples are client-designated for MS/MSD, the analyst should check for any samples in the set that were received with 3 or more bottles. If there is a sample with 3 or more bottles, pull 3 of them and use one for the parent sample and spike the other two for analysis as MS/MSD samples.

3. If all samples in a particular prep batch were all received in just one bottle, analysis of an MS/MSD pair will not be possible. This should be an uncommon occurrence, as prep analysts will attempt to adjust batching to ensure that every prep batch contains an MS/MSD. In lieu of an MS/MSD pair, a mid-spiked LCSD may be prepared.

APPENDIX F: AQUEOUS SAMPLE CENTRIFUGATION PROTOCOL

Background: Draft 3 of Draft Method 1633 states “Laboratories may develop other strategies for minimizing the disruptions due to SPE clogging and slow extractions,” and “a trained analyst should be able to distinguish samples with very low TSS and focus…on only those samples that might present a risk of clogging.” Therefore, whether an individual sample will require centrifugation for proper preparation will be determined and documented by the preparation analyst. Furthermore, the method states “If centrifugation is used to prevent samples with high TSS from clogging the SPE, the EISs must be spiked into the original sample container prior to centrifugation.” This protocol complies with that dictate.

Procedure:

1. Inspect the sample and consider the necessity of centrifuging. Consider any visible indications of particulate matter including settled solids collected on the bottom of the container, cloudiness and/or dark color of the sample, suspended solids within the sample, increased viscosity, etc. If uncertain, seek a second opinion from another analyst, supervisor, or operations director.

2. If, in the judgement of the preparation analyst, a sample requires centrifugation, contemporaneously make a note on the prep batch log indicating this fact.

3. Spike samples requiring centrifugation in the same manner and with the same standard volume as samples which will not be centrifuged.

4. Label a 500mL conical centrifuge bottle with the sample ID for each sample that will be centrifuged. Set them in an appropriate rack with the caps removed.

5. Vigorously shake the spiked sample and then quickly pour it into the labeled centrifuge bottle. Try to ensure that the original sample bottle is devoid of any solid material. Be careful to avoid spilling sample during the transfer process. Tightly cap each centrifuge bottle after transfers are complete.

6. Transfer capped centrifuge bottles to centrifuge, ensuring that the centrifuge carousel is symmetrically balanced. Close top and centrifuge at 3000 RPM for 6 minutes.

7. Remove centrifuge bottles and decant the centrifuged liquid off of the condensed solids, back into the original sample bottle. Try to avoid transferring any of the condensed solids from the centrifuge bottle back to the original sample bottle, while maximizing the amount of liquid decanted off of the solid portion.

8. Weigh the full, decanted original sample bottle and document in the LIMS prep batch.

9. Extract the decanted sample as normal alongside un-centrifuged samples, up to the bottle rinse and elution steps.

10. When the SPE cartridges have been dried, rinse the original sample bottle following the protocol in Section 9.3.6. Additionally, add 4mL of 1% methanolic ammonium hydroxide (1%-

MeOH) to each centrifuge bottle to rinse the inside of the centrifuge bottles and the remaining solids, as well as the cap. If the condensed solids become re-suspended while rinsing the centrifuge bottles, re-centrifugation may be required. Using a transfer pipet or mechanical pipet, transfer the 1%-MeOH rinse from the centrifuge bottle into the SPE cartridge and elute with the original sample bottle rinse into a 15mL conical centrifuge tube.

11. Add an additional volume of MeOH to the elution of all batch QC samples (MB/LCS/LCSD) to match the volume used for elution for any centrifuged sample in the prep batch. Typically, this will mean that 4mL of clean MeOH will be added directly to the SPE reservoir and eluted with the normal bottle rinses.

12. After elution, all sample extracts (client and QC) with additional elution volume shall be concentrated to ~4.5mL and brought to a final volume of ~5 mL with 1%-MeOH. Use a reference elution tube to reconstitute to the appropriate volume, similarly to the protocol in Section 9.3.4 of this SOP. This extract concentration and reconstitution should be done BEFORE adding acetic acid and dispersive carbon for cleanup; batch QC and client samples with additional container rinse volume should be processed through the same dGCB cleanup steps, following the protocols in Section 9.3.6.

13. Determine initial sample volume using the weights measured in step 8 of this appendix and the protocol in Section 9.3.6 of this SOP.

14. Generate a Non-Conformance Memo (NCM) noting which samples in the prep batch included centrifugation in the extraction process and any additional observations and/or deficiencies that were noted during the centrifugation process.

Appendix B

Pace Analytical ELAP Certification

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER

Expires 12:01 AM April 01, 2025
Issued April 01, 2024
Revised July 17, 2024

CERTIFICATE OF APPROVAL FOR LABORATORY SERVICE

Issued in accordance with and pursuant to section 502 Public Health Law of New York State

MR. TOD KOPYSCINSKI
CONTEST, A PACE ANALYTICAL LABORATORY
39 SPRUCE STREET
EAST LONGMEADOW, MA 01028

NY Lab Id No: 10899

is hereby APPROVED as an Environmental Laboratory in conformance with the National Environmental Laboratory Accreditation Conference Standards (2016) for the category ENVIRONMENTAL ANALYSES POTABLE WATER
All approved analytes are listed below:

Fuel Additives

Methyl tert-butyl ether	EPA 524.2
Naphthalene	EPA 524.2

Metals I

Arsenic, Total	EPA 200.8 Rev. 5.4
Barium, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Cadmium, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Chromium, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Copper, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Iron, Total	EPA 200.7 Rev. 4.4
Lead, Total	EPA 200.8 Rev. 5.4
Manganese, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Mercury, Total	EPA 245.1 Rev. 3.0
Selenium, Total	EPA 200.8 Rev. 5.4
Silver, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Zinc, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4

Metals II

Aluminum, Total	EPA 200.7 Rev. 4.4
Antimony, Total	EPA 200.8 Rev. 5.4
Beryllium, Total	EPA 200.8 Rev. 5.4

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Metals II

Molybdenum, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Nickel, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4
Thallium, Total	EPA 200.8 Rev. 5.4
Vanadium, Total	EPA 200.7 Rev. 4.4
	EPA 200.8 Rev. 5.4

Metals III

Boron, Total	EPA 200.7 Rev. 4.4
Calcium, Total	EPA 200.7 Rev. 4.4
Magnesium, Total	EPA 200.7 Rev. 4.4
Potassium, Total	EPA 200.7 Rev. 4.4
Sodium, Total	EPA 200.7 Rev. 4.4

Microextractables

1,2-Dibromo-3-chloropropane, Low Le	EPA 504.1
1,2-Dibromoethane, Low Level	EPA 504.1

Miscellaneous

Odor	SM 21-23 2150 B (-97)
Organic Carbon, Dissolved	SM 21-23 5310B (-00)
Organic Carbon, Total	SM 21-23 5310B (-00)
Turbidity	EPA 180.1 Rev. 2.0

Non-Metals

Alkalinity	SM 21-23 2320B (-97)
Calcium Hardness	EPA 200.7 Rev. 4.4
Chloride	SM 21-23 4500-Cl- B (-97)
	EPA 300.0 Rev. 2.1

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Non-Metals

Color	SM 21-23 2120B (-01)
Cyanide	SM 20, 21-23 4500-CN E
Fluoride, Total	EPA 300.0 Rev. 2.1
	SM 21-23 4500-F C (-97)
Nitrate (as N)	NECi Nitrate-Reductase
Nitrite (as N)	NECi Nitrate-Reductase
Orthophosphate (as P)	EPA 300.0 Rev. 2.1
Solids, Total Dissolved	SM 21-23 2540C (-97)
Sulfate (as SO4)	ASTM D516-07, 11, 16
	EPA 300.0 Rev. 2.1

Perfluorinated Alkyl Acids

11CL-PF3OUDS	EPA 533
	EPA 537.1
4:2FTS	EPA 533
6:2FTS	EPA 533
8:2FTS	EPA 533
9CL-PF3ONS	EPA 533
	EPA 537.1
ADONA	EPA 533
	EPA 537.1
Hexafluoropropylene Oxide Dimer Acid	EPA 533
	EPA 537.1
NETFOSAA	EPA 537.1
NMEFOSAA	EPA 537.1
Nonafluoro-3,6-Dioxaheptanoic Acid	EPA 533
Perflourotridecanoic Acid (PFTRDA)	EPA 537.1
Perfluordecanoic Acid (PFDA)	EPA 533

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Perfluorinated Alkyl Acids

Perfluordecanoic Acid (PFDA)	EPA 537.1
Perfluoro-3-Methoxypropanoic Acid	EPA 533
Perfluoro-4-Methoxybutanoic Acid	EPA 533
Perfluorobutanesulfonic Acid (PFBS)	EPA 533
	EPA 537.1
Perfluorobutanoic Acid (PFBA)	EPA 533
Perfluorododecanoic Acid (PFDOA)	EPA 533
	EPA 537.1
Perfluoroheptanesulfonic Acid (PFHPS	EPA 533
Perfluoroheptanoic Acid (PFHPA)	EPA 533
	EPA 537.1
Perfluorohexanesulfonic Acid (PFHXS	EPA 533
	EPA 537.1
Perfluorohexanoic Acid (PFHXA)	EPA 533
	EPA 537.1
Perfluorononanoic Acid (PFNA)	EPA 533
	EPA 537.1
Perfluorooctanesulfonic Acid (PFOS)	EPA 533
	EPA 537.1
Perfluorooctanoic Acid (PFOA)	EPA 533
	EPA 537.1
Perfluoropentanesulfonic Acid (PFPES	EPA 533
Perfluoropentanoic Acid (PFPEA)	EPA 533
Perfluorotetradecanoic Acid (PFTA)	EPA 537.1
Perfluoroundecanoic Acid (PFUNA)	EPA 533
	EPA 537.1
PFEESA	EPA 533

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Trihalomethanes

Bromodichloromethane	EPA 524.2
Bromoform	EPA 524.2
Chloroform	EPA 524.2
Dibromochloromethane	EPA 524.2
Total Trihalomethanes	EPA 524.2

Volatile Aromatics

1,2,3-Trichlorobenzene	EPA 524.2
1,2,4-Trichlorobenzene	EPA 524.2
1,2,4-Trimethylbenzene	EPA 524.2
1,2-Dichlorobenzene	EPA 524.2
1,3,5-Trimethylbenzene	EPA 524.2
1,3-Dichlorobenzene	EPA 524.2
1,4-Dichlorobenzene	EPA 524.2
2-Chlorotoluene	EPA 524.2
4-Chlorotoluene	EPA 524.2
Benzene	EPA 524.2
Bromobenzene	EPA 524.2
Chlorobenzene	EPA 524.2
Ethyl benzene	EPA 524.2
Hexachlorobutadiene	EPA 524.2
Isopropylbenzene	EPA 524.2
n-Butylbenzene	EPA 524.2
n-Propylbenzene	EPA 524.2
p-Isopropyltoluene (P-Cymene)	EPA 524.2
sec-Butylbenzene	EPA 524.2
Styrene	EPA 524.2
tert-Butylbenzene	EPA 524.2

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MR. TOD KOPYSCINSKI
CONTEST, A PACE ANALYTICAL LABORATORY
39 SPRUCE STREET
EAST LONGMEADOW, MA 01028

NY Lab Id No: 10899

is hereby APPROVED as an Environmental Laboratory in conformance with the National Environmental Laboratory Accreditation Conference Standards (2016) for the category ENVIRONMENTAL ANALYSES POTABLE WATER
All approved analytes are listed below:

Volatile Aromatics

Toluene	EPA 524.2
Total Xylenes	EPA 524.2

Volatile Halocarbons

1,1,1,2-Tetrachloroethane	EPA 524.2
1,1,1-Trichloroethane	EPA 524.2
1,1,2,2-Tetrachloroethane	EPA 524.2
1,1,2-Trichloroethane	EPA 524.2
1,1-Dichloroethane	EPA 524.2
1,1-Dichloroethene	EPA 524.2
1,1-Dichloropropene	EPA 524.2
1,2,3-Trichloropropane	EPA 524.2
1,2-Dichloroethane	EPA 524.2
1,2-Dichloropropane	EPA 524.2
1,3-Dichloropropane	EPA 524.2
2,2-Dichloropropane	EPA 524.2
Bromochloromethane	EPA 524.2
Bromomethane	EPA 524.2
Carbon tetrachloride	EPA 524.2
Chloroethane	EPA 524.2
Chloromethane	EPA 524.2
cis-1,2-Dichloroethene	EPA 524.2
cis-1,3-Dichloropropene	EPA 524.2
Dibromomethane	EPA 524.2
Dichlorodifluoromethane	EPA 524.2
Methylene chloride	EPA 524.2
Tetrachloroethene	EPA 524.2
trans-1,2-Dichloroethene	EPA 524.2

Serial No.: 69488

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER

Expires 12:01 AM April 01, 2025
Issued April 01, 2024
Revised July 17, 2024

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Volatile Halocarbons

trans-1,3-Dichloropropene	EPA 524.2
Trichloroethene	EPA 524.2
Trichlorofluoromethane	EPA 524.2
Vinyl chloride	EPA 524.2

Serial No.: 69488

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER

Expires 12:01 AM April 01, 2025
Issued April 01, 2024
Revised May 14, 2024

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All approved analytes are listed below:

Acrylates

Acrolein (Propenal)	EPA 624.1
Acrylonitrile	EPA 8260D
	EPA 624.1

Amines

1,2-Diphenylhydrazine	EPA 8270E
2-Nitroaniline	EPA 8270E
3-Nitroaniline	EPA 8270E
4-Chloroaniline	EPA 8270E
4-Nitroaniline	EPA 8270E
Aniline	EPA 8270E
Pyridine	EPA 625.1
	EPA 8270E

Benzidines

3,3'-Dichlorobenzidine	EPA 625.1
	EPA 8270E
Benzidine	EPA 625.1
	EPA 8270E

Chlorinated Hydrocarbon Pesticides

4,4'-DDD	EPA 8081B
	EPA 608.3
4,4'-DDE	EPA 8081B
	EPA 608.3
4,4'-DDT	EPA 8081B
	EPA 608.3
Aldrin	EPA 8081B
	EPA 608.3

Serial No.: 69374

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER

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All approved analytes are listed below:

Chlorinated Hydrocarbon Pesticides

alpha-BHC	EPA 8081B
	EPA 608.3
beta-BHC	EPA 8081B
	EPA 608.3
Chlordane Total	EPA 8081B
	EPA 608.3
delta-BHC	EPA 8081B
	EPA 608.3
Dieldrin	EPA 8081B
	EPA 608.3
Endosulfan I	EPA 8081B
	EPA 608.3
Endosulfan II	EPA 8081B
	EPA 608.3
Endosulfan sulfate	EPA 8081B
	EPA 608.3
Endrin	EPA 8081B
	EPA 608.3
Endrin aldehyde	EPA 8081B
	EPA 608.3
Heptachlor	EPA 8081B
	EPA 608.3
Heptachlor epoxide	EPA 8081B
	EPA 608.3
Lindane	EPA 8081B
	EPA 608.3
Methoxychlor	EPA 8081B

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Chlorinated Hydrocarbon Pesticides

Methoxychlor	EPA 608.3
Toxaphene	EPA 8081B
	EPA 608.3

Chlorinated Hydrocarbons

1,2,3-Trichlorobenzene	EPA 8260D
1,2,4,5-Tetrachlorobenzene	EPA 8270E
1,2,4-Trichlorobenzene	EPA 625.1
	EPA 8270E
2-Chloronaphthalene	EPA 625.1
	EPA 8270E
Hexachlorobenzene	EPA 625.1
	EPA 8270E
Hexachlorobutadiene	EPA 625.1
	EPA 8270E
Hexachlorocyclopentadiene	EPA 625.1
	EPA 8270E
Hexachloroethane	EPA 625.1
	EPA 8270E

Demand

Biochemical Oxygen Demand	SM 5210B-2016
Carbonaceous BOD	SM 5210B-2016
Chemical Oxygen Demand	EPA 410.4, Rev. 2.0 (1993)

Dissolved Gases

Ethane	RSK-175
	RSK-175
Ethene (Ethylene)	RSK-175

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All approved analytes are listed below:

Dissolved Gases

Ethene (Ethylene)	RSK-175
Methane	RSK-175
	RSK-175

Fuel Oxygenates

Di-isopropyl ether	EPA 8260D
Ethanol	EPA 624.1
Methyl tert-butyl ether	EPA 8260D
	EPA 624.1
tert-amyl alcohol	EPA 8260D
tert-amyl methyl ether (TAME)	EPA 8260D
tert-butyl alcohol	EPA 8260D
	EPA 624.1
tert-butyl ethyl ether (ETBE)	EPA 8260D

Haloethers

2,2'-Oxybis(1-chloropropane)	EPA 625.1
	EPA 8270E
4-Bromophenylphenyl ether	EPA 625.1
	EPA 8270E
4-Chlorophenylphenyl ether	EPA 625.1
	EPA 8270E
Bis(2-chloroethoxy)methane	EPA 625.1
	EPA 8270E
Bis(2-chloroethyl)ether	EPA 625.1
	EPA 8270E

Low Level Polynuclear Aromatics

Acenaphthene Low Level	EPA 8270E SIM

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Low Level Polynuclear Aromatics

Acenaphthylene Low Level	EPA 8270E SIM
Anthracene Low Level	EPA 8270E SIM
Benzo(a)anthracene Low Level	EPA 8270E SIM
Benzo(a)pyrene Low Level	EPA 8270E SIM
Benzo(b)fluoranthene Low Level	EPA 8270E SIM
Benzo(g,h,i)perylene Low Level	EPA 8270E SIM
Benzo(k)fluoranthene Low Level	EPA 8270E SIM
Chrysene Low Level	EPA 8270E SIM
Dibenzo(a,h)anthracene Low Level	EPA 8270E SIM
Fluoranthene Low Level	EPA 8270E SIM
Fluorene Low Level	EPA 8270E SIM
Indeno(1,2,3-cd)pyrene Low Level	EPA 8270E SIM
Naphthalene Low Level	EPA 8270E SIM
Phenanthrene Low Level	EPA 8270E SIM
Pyrene Low Level	EPA 8270E SIM

Metals I

Barium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Cadmium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Calcium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
Chromium, Total	EPA 200.7, Rev. 4.4 (1994)

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Metals I

Chromium, Total	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Copper, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Iron, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
Lead, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Magnesium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
Manganese, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Nickel, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Potassium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
Silver, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D

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Metals I

Silver, Total	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Sodium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D

Metals II

Aluminum, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
Antimony, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Arsenic, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Beryllium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Chromium VI	EPA 7196A
	SM 3500-Cr B-2011
Mercury, Total	EPA 245.1, Rev. 3.0 (1994)
	EPA 7470A
Selenium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B

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Metals II

Selenium, Total	EPA 200.8, Rev. 5.4 (1994)
Vanadium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Zinc, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)

Metals III

Cobalt, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Molybdenum, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Thallium, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
	EPA 6020B
	EPA 200.8, Rev. 5.4 (1994)
Tin, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
Titanium, Total	EPA 200.7, Rev. 4.4 (1994)

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Mineral

Alkalinity	SM 2320B-2011
Calcium Hardness	EPA 200.7, Rev. 4.4 (1994)
Chloride	SM 4500-Cl- B-2011
	EPA 300.0, Rev. 2.1 (1993)
Fluoride, Total	EPA 300.0, Rev. 2.1 (1993)
Sulfate (as SO4)	ASTM D516-16
	EPA 300.0, Rev. 2.1 (1993)

Miscellaneous

Boron, Total	EPA 200.7, Rev. 4.4 (1994)
	EPA 6010D
Bromide	EPA 300.0, Rev. 2.1 (1993)
Color	SM 2120B-2011
Cyanide, Total	EPA 9014
	SM 4500-CN E-2016
Oil and Grease Total Recoverable	EPA 1664B
Organic Carbon, Total	SM 5310B-2014
Phenols	EPA 420.1 (Rev. 1978)
Specific Conductance	SM 2510B-2011
Sulfide (as S)	SM 4500-S2- F-2011
Turbidity	EPA 180.1, Rev. 2.0 (1993)

Nitroaromatics and Isophorone

2,4-Dinitrotoluene	EPA 625.1
	EPA 8270E
2,6-Dinitrotoluene	EPA 625.1
	EPA 8270E
Isophorone	EPA 625.1

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Nitroaromatics and Isophorone

Isophorone	EPA 8270E
Nitrobenzene	EPA 625.1
	EPA 8270E

Nitrosoamines

N-Nitrosodimethylamine	EPA 625.1
	EPA 8270E
N-Nitrosodi-n-propylamine	EPA 625.1
	EPA 8270E
N-Nitrosodiphenylamine	EPA 625.1
	EPA 8270E

Nutrient

Ammonia (as N)	SM 4500-NH3 C-2011
	EPA 350.1, Rev. 2.0 (1993)
Kjeldahl Nitrogen, Total	SM 4500-NH3 C-2011
Nitrate (as N)	EPA 300.0, Rev. 2.1 (1993)
	NECi N07-0003
Nitrate-Nitrite (as N)	NECi N07-0003
Nitrite (as N)	EPA 300.0, Rev. 2.1 (1993)
	NECi N07-0003
Orthophosphate (as P)	EPA 300.0, Rev. 2.1 (1993)
	SM 4500-P E-2011
Phosphorus, Total	SM 4500-P E-2011

Petroleum Hydrocarbons

Diesel Range Organics	EPA 8015D
	EPA 8015C
Gasoline Range Organics	EPA 8015D

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Petroleum Hydrocarbons	
Gasoline Range Organics	EPA 8015C
Phthalate Esters	
Benzyl butyl phthalate	EPA 625.1
	EPA 8270E
Bis(2-ethylhexyl) phthalate	EPA 625.1
	EPA 8270E
Diethyl phthalate	EPA 625.1
	EPA 8270E
Dimethyl phthalate	EPA 625.1
	EPA 8270E
Di-n-butyl phthalate	EPA 625.1
	EPA 8270E
Di-n-octyl phthalate	EPA 625.1
	EPA 8270E
Polychlorinated Biphenyls	
Aroclor 1016 (PCB-1016)	EPA 8082A
	EPA 608.3
Aroclor 1221 (PCB-1221)	EPA 8082A
	EPA 608.3
Aroclor 1232 (PCB-1232)	EPA 8082A
	EPA 608.3
Aroclor 1242 (PCB-1242)	EPA 8082A
	EPA 608.3
Aroclor 1248 (PCB-1248)	EPA 8082A
	EPA 608.3
Aroclor 1254 (PCB-1254)	EPA 8082A

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Polychlorinated Biphenyls

Aroclor 1254 (PCB-1254)	EPA 608.3
Aroclor 1260 (PCB-1260)	EPA 8082A
	EPA 608.3
Aroclor 1262 (PCB-1262)	EPA 8082A
Aroclor 1268 (PCB-1268)	EPA 8082A

Polynuclear Aromatics

Acenaphthene	EPA 625.1
	EPA 8270E
Acenaphthylene	EPA 625.1
	EPA 8270E
Anthracene	EPA 625.1
	EPA 8270E
Benzo(a)anthracene	EPA 625.1
	EPA 8270E
Benzo(a)pyrene	EPA 625.1
	EPA 8270E
Benzo(b)fluoranthene	EPA 625.1
	EPA 8270E
Benzo(g,h,i)perylene	EPA 625.1
	EPA 8270E
Benzo(k)fluoranthene	EPA 625.1
	EPA 8270E
Chrysene	EPA 625.1
	EPA 8270E
Dibenzo(a,h)anthracene	EPA 625.1
	EPA 8270E
Fluoranthene	EPA 625.1

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Polynuclear Aromatics

Fluoranthene	EPA 8270E
Fluorene	EPA 625.1
	EPA 8270E
Indeno(1,2,3-cd)pyrene	EPA 625.1
	EPA 8270E
Naphthalene	EPA 625.1
	EPA 8270E
Phenanthrene	EPA 625.1
	EPA 8270E
Pyrene	EPA 625.1
	EPA 8270E

Priority Pollutant Phenols

2,4,5-Trichlorophenol	EPA 625.1
	EPA 8270E
2,4,6-Trichlorophenol	EPA 625.1
	EPA 8270E
2,4-Dichlorophenol	EPA 625.1
	EPA 8270E
2,4-Dimethylphenol	EPA 625.1
	EPA 8270E
2,4-Dinitrophenol	EPA 625.1
	EPA 8270E
2-Chlorophenol	EPA 625.1
	EPA 8270E
2-Methyl-4,6-dinitrophenol	EPA 625.1
	EPA 8270E
2-Methylphenol	EPA 625.1

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CERTIFICATE OF APPROVAL FOR LABORATORY SERVICE

Issued in accordance with and pursuant to section 502 Public Health Law of New York State

MR. TOD KOPYSCINSKI *NY Lab Id No: 10899*
CONTEST, A PACE ANALYTICAL LABORATORY
39 SPRUCE STREET
EAST LONGMEADOW, MA 01028

is hereby APPROVED as an Environmental Laboratory in conformance with the National Environmental Laboratory Accreditation Conference Standards (2016) for the category ENVIRONMENTAL ANALYSES NON POTABLE WATER
All approved analytes are listed below:

Priority Pollutant Phenols

2-Methylphenol	EPA 8270E
2-Nitrophenol	EPA 625.1
	EPA 8270E
4-Chloro-3-methylphenol	EPA 625.1
	EPA 8270E
4-Nitrophenol	EPA 625.1
	EPA 8270E
Cresols, Total	EPA 625.1
	EPA 8270E
Pentachlorophenol	EPA 625.1
	EPA 8270E
Phenol	EPA 625.1
	EPA 8270E

Residue

Settleable Solids	SM 2540 F-2015
Solids, Total	SM 2540 B-2015
Solids, Total Dissolved	SM 2540 C-2015
Solids, Total Suspended	SM 2540 D-2015

Semi-Volatile Organics

1,2-Dichlorobenzene, Semi-volatile	EPA 8270E
1,3-Dichlorobenzene, Semi-volatile	EPA 8270E
1,4-Dichlorobenzene, Semi-volatile	EPA 8270E
2-Methylnaphthalene	EPA 625.1
	EPA 8270E
Acetophenone	EPA 625.1
	EPA 8270E

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NEW YORK STATE DEPARTMENT OF HEALTH
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Semi-Volatile Organics

Benzoic Acid	EPA 8270E
Dibenzofuran	EPA 8270E

Volatile Aromatics

1,2,4-Trichlorobenzene, Volatile	EPA 8260D
1,2,4-Trimethylbenzene	EPA 8260D
1,2-Dichlorobenzene	EPA 8260D
	EPA 624.1
	EPA 524.2
1,3,5-Trimethylbenzene	EPA 8260D
1,3-Dichlorobenzene	EPA 8260D
	EPA 624.1
1,4-Dichlorobenzene	EPA 8260D
	EPA 624.1
2-Chlorotoluene	EPA 8260D
4-Chlorotoluene	EPA 8260D
Benzene	EPA 8260D
	EPA 624.1
	EPA 524.2
Bromobenzene	EPA 8260D
Chlorobenzene	EPA 8260D
	EPA 624.1
	EPA 524.2
Ethyl benzene	EPA 8260D
	EPA 624.1
Isopropylbenzene	EPA 8260D
m/p-Xylenes	EPA 8260D
	EPA 624.1

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Volatile Aromatics

Naphthalene, Volatile	EPA 8260D
	EPA 624.1
n-Butylbenzene	EPA 8260D
n-Propylbenzene	EPA 8260D
o-Xylene	EPA 8260D
	EPA 624.1
p-Isopropyltoluene (P-Cymene)	EPA 8260D
sec-Butylbenzene	EPA 8260D
Styrene	EPA 8260D
	EPA 624.1
tert-Butylbenzene	EPA 8260D
Toluene	EPA 8260D
	EPA 624.1
	EPA 524.2
Total Xylenes	EPA 8260D
	EPA 624.1

Volatile Halocarbons

1,1,1,2-Tetrachloroethane	EPA 8260D
1,1,1-Trichloroethane	EPA 8260D
	EPA 624.1
1,1,2,2-Tetrachloroethane	EPA 8260D
	EPA 624.1
1,1,2-Trichloro-1,2,2-Trifluoroethane	EPA 8260D
	EPA 624.1
1,1,2-Trichloroethane	EPA 8260D
	EPA 624.1
1,1-Dichloroethane	EPA 8260D

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Volatile Halocarbons

1,1-Dichloroethane	EPA 624.1
1,1-Dichloroethene	EPA 8260D
	EPA 624.1
1,1-Dichloropropene	EPA 8260D
1,2,3-Trichloropropane	EPA 8260D
1,2-Dibromo-3-chloropropane	EPA 8260D
1,2-Dibromoethane	EPA 8260D
1,2-Dichloroethane	EPA 8260D
	EPA 624.1
	EPA 524.2
1,2-Dichloropropane	EPA 8260D
	EPA 624.1
1,3-Dichloropropane	EPA 8260D
2,2-Dichloropropane	EPA 8260D
2-Chloroethylvinyl ether	EPA 624.1
Bromochloromethane	EPA 8260D
Bromodichloromethane	EPA 8260D
	EPA 624.1
Bromoform	EPA 8260D
	EPA 624.1
Bromomethane	EPA 8260D
	EPA 624.1
Carbon tetrachloride	EPA 8260D
	EPA 624.1
Chloroethane	EPA 8260D
	EPA 624.1
Chloroform	EPA 8260D

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Volatile Halocarbons

Chloroform	EPA 624.1
	EPA 524.2
Chloromethane	EPA 8260D
	EPA 624.1
cis-1,2-Dichloroethene	EPA 8260D
	EPA 624.1
cis-1,3-Dichloropropene	EPA 8260D
	EPA 624.1
Dibromochloromethane	EPA 8260D
	EPA 624.1
Dibromomethane	EPA 8260D
Dichlorodifluoromethane	EPA 8260D
	EPA 624.1
Hexachlorobutadiene, Volatile	EPA 8260D
Methylene chloride	EPA 8260D
	EPA 624.1
	EPA 524.2
Tetrachloroethene	EPA 8260D
	EPA 624.1
trans-1,2-Dichloroethene	EPA 8260D
	EPA 624.1
trans-1,3-Dichloropropene	EPA 8260D
	EPA 624.1
trans-1,4-Dichloro-2-butene	EPA 8260D
Trichloroethene	EPA 8260D
	EPA 624.1
Trichlorofluoromethane	EPA 8260D

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Volatile Halocarbons	
Trichlorofluoromethane	EPA 624.1
Vinyl chloride	EPA 8260D
	EPA 624.1
Volatiles Organics	
1,4-Dioxane	EPA 8260D
	EPA 8270E SIM
2-Butanone (Methylethyl ketone)	EPA 8260D
2-Hexanone	EPA 8260D
4-Methyl-2-Pentanone	EPA 8260D
	EPA 624.1
	EPA 524.2
Acetone	EPA 8260D
	EPA 624.1
	EPA 524.2
Carbon Disulfide	EPA 8260D
Cyclohexane	EPA 8260D
Di-ethyl ether	EPA 8260D
Methyl acetate	EPA 8260D
Methyl cyclohexane	EPA 8260D
Tetrahydrofuran	EPA 624.1
	EPA 524.2
Vinyl acetate	EPA 8260D
Sample Preparation Methods	
	SM 4500-P B(5)-2011
	EPA 5030C
	SM 4500-CN B-2016 and C-2016

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Sample Preparation Methods

EPA 3015A

EPA 3511

EPA 3005A

EPA 3510C

SM 4500-NH3 B-2011

SM 4500-N Org B-2011 or C-2011

EPA 9010C

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ENVIRONMENTAL ANALYSES NON POTABLE WATER
All approved subcategories and/or analytes are listed below:

Chlorinated Hydrocarbon Pesticides

Mirex	EPA 8081B
	EPA 608.3

Perfluorinated Alkyl Acids

11CL-PF3OUDS	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
4:2FTS	ENV-SOP-ELON-0004
6:2FTS	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
8:2FTS	EPA 1633 (Draft)
9CL-PF3ONS	EPA 1633 (Draft)
ADONA	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Hexafluoropropylene Oxide Dimer Acic	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
NETFOSAA	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
NMEFOSAA	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perflourotridecanoic Acid (PFTRDA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluordecanoic Acid (PFDA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoro-3-Methoxypropanoic Acid	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoro-4-Methoxybutanoic Acid	ENV-SOP-ELON-0004
Perfluorobutanesulfonic Acid (PFBS)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004

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ENVIRONMENTAL ANALYSES NON POTABLE WATER
All approved subcategories and/or analytes are listed below:

Perfluorinated Alkyl Acids

Perfluorobutanoic Acid (PFBA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorododecanoic Acid (PFDOA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoroheptanesulfonic Acid (PFHPS	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoroheptanoic Acid (PFHPA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorohexanesulfonic Acid (PFHXS	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorohexanoic Acid (PFHXA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorononanoic Acid (PFNA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorooctanesulfonic Acid (PFOS)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorooctanoic Acid (PFOA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoropentanesulfonic Acid (PFPES	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoropentanoic Acid (PFPEA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluorotetradecanoic Acid (PFTA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
Perfluoroundecanoic Acid (PFUNA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0004
PFEESA	EPA 1633 (Draft)

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ENVIRONMENTAL ANALYSES NON POTABLE WATER
All approved subcategories and/or analytes are listed below:

Perfluorinated Alkyl Acids

PFEESA	ENV-SOP-ELON-0004

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All approved analytes are listed below:

Acrylates	
Acrylonitrile	EPA 8260D
Amines	
1,2-Diphenylhydrazine	EPA 8270E
2-Nitroaniline	EPA 8270E
3-Nitroaniline	EPA 8270E
4-Chloroaniline	EPA 8270E
4-Nitroaniline	EPA 8270E
Aniline	EPA 8270E
Benzidines	
3,3'-Dichlorobenzidine	EPA 8270E
Benzidine	EPA 8270E
Characteristic Testing	
Free Liquids	EPA 9095B
Ignitability	EPA 1030
	EPA 1010A
Synthetic Precipitation Leaching Proc.	EPA 1312
TCLP	EPA 1311
Chlorinated Hydrocarbon Pesticides	
4,4'-DDD	EPA 8081B
4,4'-DDE	EPA 8081B
4,4'-DDT	EPA 8081B
Aldrin	EPA 8081B
alpha-BHC	EPA 8081B
beta-BHC	EPA 8081B
Chlordane Total	EPA 8081B
delta-BHC	EPA 8081B

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Chlorinated Hydrocarbon Pesticides

Dieldrin	EPA 8081B
Endosulfan I	EPA 8081B
Endosulfan II	EPA 8081B
Endosulfan sulfate	EPA 8081B
Endrin	EPA 8081B
Endrin aldehyde	EPA 8081B
Heptachlor	EPA 8081B
Heptachlor epoxide	EPA 8081B
Lindane	EPA 8081B
Methoxychlor	EPA 8081B
Pentachloronitrobenzene	EPA 8270E
Toxaphene	EPA 8081B

Chlorinated Hydrocarbons

1,2,3-Trichlorobenzene	EPA 8260D
1,2,4,5-Tetrachlorobenzene	EPA 8270E
1,2,4-Trichlorobenzene	EPA 8270E
2-Chloronaphthalene	EPA 8270E
Hexachlorobenzene	EPA 8270E
Hexachlorobutadiene	EPA 8270E
Hexachlorocyclopentadiene	EPA 8270E
Hexachloroethane	EPA 8270E

Haloethers

2,2'-Oxybis(1-chloropropane)	EPA 8270E
4-Bromophenylphenyl ether	EPA 8270E
4-Chlorophenylphenyl ether	EPA 8270E
Bis(2-chloroethoxy)methane	EPA 8270E

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Haloethers

Bis(2-chloroethyl)ether	EPA 8270E

Low Level Polynuclear Aromatic Hydrocarbons

Acenaphthene Low Level	EPA 8270E SIM
Acenaphthylene Low Level	EPA 8270E SIM
Anthracene Low Level	EPA 8270E SIM
Benzo(a)anthracene Low Level	EPA 8270E SIM
Benzo(a)pyrene Low Level	EPA 8270E SIM
Benzo(b)fluoranthene Low Level	EPA 8270E SIM
Benzo(g,h,i)perylene Low Level	EPA 8270E SIM
Benzo(k)fluoranthene Low Level	EPA 8270E SIM
Chrysene Low Level	EPA 8270E SIM
Dibenzo(a,h)anthracene Low Level	EPA 8270E SIM
Fluoranthene Low Level	EPA 8270E SIM
Fluorene Low Level	EPA 8270E SIM
Indeno(1,2,3-cd)pyrene Low Level	EPA 8270E SIM
Naphthalene Low Level	EPA 8270E SIM
Phenanthrene Low Level	EPA 8270E SIM
Pyrene Low Level	EPA 8270E SIM

Metals I

Barium, Total	EPA 6010D
	EPA 6020B
Cadmium, Total	EPA 6010D
	EPA 6020B
Calcium, Total	EPA 6010D
Chromium, Total	EPA 6010D
	EPA 6020B

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Metals I

Copper, Total	EPA 6010D
	EPA 6020B
Iron, Total	EPA 6010D
	EPA 6020B
Lead, Total	EPA 6010D
	EPA 6020B
Magnesium, Total	EPA 6010D
Manganese, Total	EPA 6010D
	EPA 6020B
Nickel, Total	EPA 6010D
	EPA 6020B
Potassium, Total	EPA 6010D
Silver, Total	EPA 6010D
	EPA 6020B
Sodium, Total	EPA 6010D

Metals II

Aluminum, Total	EPA 6010D
	EPA 6020B
Antimony, Total	EPA 6010D
	EPA 6020B
Arsenic, Total	EPA 6010D
	EPA 6020B
Beryllium, Total	EPA 6010D
	EPA 6020B
Chromium VI	EPA 7196A
Mercury, Total	EPA 7471B
Selenium, Total	EPA 6010D

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Metals II

Selenium, Total	EPA 6020B
Vanadium, Total	EPA 6010D
	EPA 6020B
Zinc, Total	EPA 6010D
	EPA 6020B

Metals III

Cobalt, Total	EPA 6010D
	EPA 6020B
Molybdenum, Total	EPA 6010D
	EPA 6020B
Thallium, Total	EPA 6010D
	EPA 6020B
Tin, Total	EPA 6010D

Miscellaneous

Boron, Total	EPA 6010D
Cyanide, Total	EPA 9014
Organic Carbon, Total	Lloyd Kahn Method
	EPA 9060A

Nitroaromatics and Isophorone

2,4-Dinitrotoluene	EPA 8270E
2,6-Dinitrotoluene	EPA 8270E
Isophorone	EPA 8270E
Nitrobenzene	EPA 8270E
Pyridine	EPA 8270E

Nitrosoamines

N-Nitrosodimethylamine	EPA 8270E

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Nitrosoamines

N-Nitrosodi-n-propylamine	EPA 8270E
N-Nitrosodiphenylamine	EPA 8270E

Petroleum Hydrocarbons

Diesel Range Organics	EPA 8015D
	EPA 8015C
Gasoline Range Organics	EPA 8015D
	EPA 8015C

Phthalate Esters

Benzyl butyl phthalate	EPA 8270E
Bis(2-ethylhexyl) phthalate	EPA 8270E
Diethyl phthalate	EPA 8270E
Dimethyl phthalate	EPA 8270E
Di-n-butyl phthalate	EPA 8270E
Di-n-octyl phthalate	EPA 8270E

Polychlorinated Biphenyls

Aroclor 1016 (PCB-1016)	EPA 8082A
Aroclor 1016 (PCB-1016) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1221 (PCB-1221)	EPA 8082A
Aroclor 1221 (PCB-1221) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1232 (PCB-1232)	EPA 8082A
Aroclor 1232 (PCB-1232) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1242 (PCB-1242)	EPA 8082A
Aroclor 1242 (PCB-1242) in Oil	EPA-600/4-81-045

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NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER

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Revised October 01, 2024

CERTIFICATE OF APPROVAL FOR LABORATORY SERVICE

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MR. TOD KOPYSCINSKI
CONTEST, A PACE ANALYTICAL LABORATORY
39 SPRUCE STREET
EAST LONGMEADOW, MA 01028

NY Lab Id No: 10899

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All approved analytes are listed below:

Polychlorinated Biphenyls

Aroclor 1242 (PCB-1242) in Oil	EPA 8082A
Aroclor 1248 (PCB-1248)	EPA 8082A
Aroclor 1248 (PCB-1248) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1254 (PCB-1254)	EPA 8082A
Aroclor 1254 (PCB-1254) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1260 (PCB-1260)	EPA 8082A
Aroclor 1260 (PCB-1260) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1262 (PCB-1262)	EPA 8082A
Aroclor 1262 (PCB-1262) in Oil	EPA-600/4-81-045
	EPA 8082A
Aroclor 1268 (PCB-1268)	EPA 8082A
Aroclor 1268 (PCB-1268) in Oil	EPA-600/4-81-045
	EPA 8082A

Polynuclear Aromatic Hydrocarbons

Acenaphthene	EPA 8270E
Acenaphthylene	EPA 8270E
Anthracene	EPA 8270E
Benzo(a)anthracene	EPA 8270E
Benzo(a)pyrene	EPA 8270E
Benzo(b)fluoranthene	EPA 8270E
Benzo(g,h,i)perylene	EPA 8270E
Benzo(k)fluoranthene	EPA 8270E
Chrysene	EPA 8270E
Dibenzo(a,h)anthracene	EPA 8270E

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Polynuclear Aromatic Hydrocarbons

Fluoranthene	EPA 8270E
Fluorene	EPA 8270E
Indeno(1,2,3-cd)pyrene	EPA 8270E
Naphthalene	EPA 8270E
Phenanthrene	EPA 8270E
Pyrene	EPA 8270E

Priority Pollutant Phenols

2,4,5-Trichlorophenol	EPA 8270E
2,4,6-Trichlorophenol	EPA 8270E
2,4-Dichlorophenol	EPA 8270E
2,4-Dimethylphenol	EPA 8270E
2,4-Dinitrophenol	EPA 8270E
2-Chlorophenol	EPA 8270E
2-Methyl-4,6-dinitrophenol	EPA 8270E
2-Methylphenol	EPA 8270E
2-Nitrophenol	EPA 8270E
3-Methylphenol	EPA 8270E
4-Chloro-3-methylphenol	EPA 8270E
4-Methylphenol	EPA 8270E
4-Nitrophenol	EPA 8270E
Pentachlorophenol	EPA 8270E
Phenol	EPA 8270E

Semi-Volatile Organics

1,2-Dichlorobenzene, Semi-volatile	EPA 8270E
1,3-Dichlorobenzene, Semi-volatile	EPA 8270E
1,4-Dichlorobenzene, Semi-volatile	EPA 8270E

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Semi-Volatile Organics

2-Methylnaphthalene	EPA 8270E
Acetophenone	EPA 8270E
Benzoic Acid	EPA 8270E
Dibenzofuran	EPA 8270E

Volatile Aromatics

1,2,4-Trichlorobenzene, Volatile	EPA 8260D
1,2,4-Trimethylbenzene	EPA 8260D
1,2-Dichlorobenzene	EPA 8260D
1,3,5-Trimethylbenzene	EPA 8260D
1,3-Dichlorobenzene	EPA 8260D
1,4-Dichlorobenzene	EPA 8260D
2-Chlorotoluene	EPA 8260D
4-Chlorotoluene	EPA 8260D
Benzene	EPA 8260D
Bromobenzene	EPA 8260D
Chlorobenzene	EPA 8260D
Ethyl benzene	EPA 8260D
Isopropylbenzene	EPA 8260D
m/p-Xylenes	EPA 8260D
Naphthalene, Volatile	EPA 8260D
n-Butylbenzene	EPA 8260D
n-Propylbenzene	EPA 8260D
o-Xylene	EPA 8260D
p-Isopropyltoluene (P-Cymene)	EPA 8260D
sec-Butylbenzene	EPA 8260D
Styrene	EPA 8260D
tert-Butylbenzene	EPA 8260D

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Volatile Aromatics

Toluene	EPA 8260D
Total Xylenes	EPA 8260D

Volatile Halocarbons

1,1,1,2-Tetrachloroethane	EPA 8260D
1,1,1-Trichloroethane	EPA 8260D
1,1,2,2-Tetrachloroethane	EPA 8260D
1,1,2-Trichloro-1,2,2-Trifluoroethane	EPA 8260D
1,1,2-Trichloroethane	EPA 8260D
1,1-Dichloroethane	EPA 8260D
1,1-Dichloroethene	EPA 8260D
1,1-Dichloropropene	EPA 8260D
1,2,3-Trichloropropane	EPA 8260D
1,2-Dibromo-3-chloropropane	EPA 8260D
1,2-Dibromoethane	EPA 8260D
1,2-Dichloroethane	EPA 8260D
1,2-Dichloropropane	EPA 8260D
1,3-Dichloropropane	EPA 8260D
2,2-Dichloropropane	EPA 8260D
Bromochloromethane	EPA 8260D
Bromodichloromethane	EPA 8260D
Bromoform	EPA 8260D
Bromomethane	EPA 8260D
Carbon tetrachloride	EPA 8260D
Chloroethane	EPA 8260D
Chloroform	EPA 8260D
Chloromethane	EPA 8260D
cis-1,2-Dichloroethene	EPA 8260D

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Volatile Halocarbons

cis-1,3-Dichloropropene	EPA 8260D
Dibromochloromethane	EPA 8260D
Dibromomethane	EPA 8260D
Dichlorodifluoromethane	EPA 8260D
Hexachlorobutadiene, Volatile	EPA 8260D
Methylene chloride	EPA 8260D
Tetrachloroethene	EPA 8260D
trans-1,2-Dichloroethene	EPA 8260D
trans-1,3-Dichloropropene	EPA 8260D
trans-1,4-Dichloro-2-butene	EPA 8260D
Trichloroethene	EPA 8260D
Trichlorofluoromethane	EPA 8260D
Vinyl chloride	EPA 8260D

Volatile Organics

1,4-Dioxane	EPA 8260D
	EPA 8270E SIM
2-Butanone (Methylethyl ketone)	EPA 8260D
2-Hexanone	EPA 8260D
4-Methyl-2-Pentanone	EPA 8260D
Acetone	EPA 8260D
Carbon Disulfide	EPA 8260D
Cyclohexane	EPA 8260D
Di-ethyl ether	EPA 8260D
Methyl acetate	EPA 8260D
Methyl cyclohexane	EPA 8260D
Methyl tert-butyl ether	EPA 8260D
tert-butyl alcohol	EPA 8260D

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Volatile Organics

Tetrahydrofuran	EPA 8260D
Vinyl acetate	EPA 8260D

Sample Preparation Methods

EPA 5035A-L
EPA 5035A-H
EPA 3580A
EPA 3005A
EPA 3050B
EPA 3540C
EPA 3546
EPA 3051A
EPA 3060A
EPA 9010C

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ENVIRONMENTAL ANALYSES SOLID AND HAZARDOUS WASTE
All approved subcategories and/or analytes are listed below:

Chlorinated Hydrocarbon Pesticides

Mirex	EPA 8081B

Miscellaneous

Lead in Dust Wipes	EPA 6010D
Lead in Paint	EPA 6010D

Perfluorinated Alkyl Acids

8:2FTS	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
NETFOSAA	ENV-SOP-ELON-0033
NMEFOSAA	EPA 1633 (Draft)
Perflourotridecanoic Acid (PFTRDA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluordecanoic Acid (PFDA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorobutanoic Acid (PFBA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorododecanoic Acid (PFDOA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluoroheptanoic Acid (PFHPA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorohexanoic Acid (PFHXA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorononanoic Acid (PFNA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorooctanesulfonic Acid (PFOS)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorooctanoic Acid (PFOA)	EPA 1633 (Draft)

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ENVIRONMENTAL ANALYSES SOLID AND HAZARDOUS WASTE
All approved subcategories and/or analytes are listed below:

Perfluorinated Alkyl Acids

Perfluorooctanoic Acid (PFOA)	ENV-SOP-ELON-0033
Perfluoropentanoic Acid (PFPEA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033
Perfluorotetradecanoic Acid (PFTA)	ENV-SOP-ELON-0033
Perfluoroundecanoic Acid (PFUNA)	EPA 1633 (Draft)
	ENV-SOP-ELON-0033

Sample Preparation Methods

	EPA 3050B
	EPA 3051A

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All approved analytes are listed below:

Acrylates

Acetonitrile	EPA TO-15
Acrylonitrile	EPA TO-15
Methyl methacrylate	EPA TO-15

Chlorinated Hydrocarbon Pesticides

4,4'-DDD	EPA TO-4A
4,4'-DDE	EPA TO-4A
4,4'-DDT	EPA TO-4A
Alachlor	EPA TO-4A
Aldrin	EPA TO-4A
alpha-BHC	EPA TO-4A
beta-BHC	EPA TO-4A
Chlordane Total	EPA TO-4A
Dieldrin	EPA TO-4A
Heptachlor	EPA TO-4A
Heptachlor epoxide	EPA TO-4A
Lindane	EPA TO-4A

Chlorinated Hydrocarbons

1,2,4-Trichlorobenzene	EPA TO-14A
	EPA TO-15
Hexachlorobutadiene	EPA TO-14A
	EPA TO-15

Metals II

Beryllium, Total	NIOSH 7303
Mercury, Total	NIOSH 6009

Metals III

Chromium, Total	NIOSH 7303

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Miscellaneous	
Formaldehyde	EPA TO-15
Particulate Matter	40 CFR PART 50 APP J (PM10)
Polychlorinated Biphenyls	
PCBs and Aroclors	EPA TO-10A
	EPA TO-4A
Polynuclear Aromatics	
Acenaphthene	EPA TO-13A
Acenaphthylene	EPA TO-13A
Anthracene	EPA TO-13A
Benzo(a)anthracene	EPA TO-13A
Benzo(a)pyrene	EPA TO-13A
Benzo(b)fluoranthene	EPA TO-13A
Benzo(g,h,i)perylene	EPA TO-13A
Benzo(k)fluoranthene	EPA TO-13A
Chrysene	EPA TO-13A
Dibenzo(a,h)anthracene	EPA TO-13A
Fluoranthene	EPA TO-13A
Fluorene	EPA TO-13A
Indeno(1,2,3-cd)pyrene	EPA TO-13A
Naphthalene	EPA TO-13A
	EPA TO-14A
	EPA TO-15
Phenanthrene	EPA TO-13A
Pyrene	EPA TO-13A
Purgeable Aromatics	
1,2,4-Trimethylbenzene	EPA TO-14A

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Purgeable Aromatics

1,2,4-Trimethylbenzene	EPA TO-15
1,2-Dichlorobenzene	EPA TO-14A
	EPA TO-15
1,3,5-Trimethylbenzene	EPA TO-14A
	EPA TO-15
1,3-Dichlorobenzene	EPA TO-14A
	EPA TO-15
1,4-Dichlorobenzene	EPA TO-14A
	EPA TO-15
Benzene	EPA TO-14A
	EPA TO-15
Chlorobenzene	EPA TO-14A
	EPA TO-15
Ethyl benzene	EPA TO-14A
	EPA TO-15
Isopropylbenzene	EPA TO-15
m/p-Xylenes	EPA TO-15
o-Xylene	EPA TO-15
Styrene	EPA TO-14A
	EPA TO-15
Toluene	EPA TO-14A
	EPA TO-15
Total Xylenes	EPA TO-14A
	EPA TO-15

Purgeable Halocarbons

1,1,1-Trichloroethane	EPA TO-14A
	EPA TO-15

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Purgeable Halocarbons

1,1,2,2-Tetrachloroethane	EPA TO-14A
	EPA TO-15
1,1,2-Trichloro-1,2,2-Trifluoroethane	EPA TO-14A
	EPA TO-15
1,1,2-Trichloroethane	EPA TO-14A
	EPA TO-15
1,1-Dichloroethane	EPA TO-14A
	EPA TO-15
1,1-Dichloroethene	EPA TO-14A
	EPA TO-15
1,2-Dibromo-3-chloropropane	EPA TO-14A
	EPA TO-15
1,2-Dibromoethane	EPA TO-14A
	EPA TO-15
1,2-Dichloroethane	EPA TO-14A
	EPA TO-15
1,2-Dichloropropane	EPA TO-14A
	EPA TO-15
Bromodichloromethane	EPA TO-14A
	EPA TO-15
Bromoform	EPA TO-15
Bromomethane	EPA TO-14A
	EPA TO-15
Carbon tetrachloride	EPA TO-14A
	EPA TO-15
Chloroethane	EPA TO-14A
	EPA TO-15

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Purgeable Halocarbons

Chloroform	EPA TO-14A
	EPA TO-15
Chloromethane	EPA TO-14A
	EPA TO-15
cis-1,2-Dichloroethene	EPA TO-14A
	EPA TO-15
cis-1,3-Dichloropropene	EPA TO-14A
	EPA TO-15
Dibromochloromethane	EPA TO-15
Dichlorodifluoromethane	EPA TO-14A
	EPA TO-15
Methylene chloride	EPA TO-14A
	EPA TO-15
Tetrachloroethene	EPA TO-14A
	EPA TO-15
trans-1,2-Dichloroethene	EPA TO-14A
	EPA TO-15
trans-1,3-Dichloropropene	EPA TO-14A
	EPA TO-15
Trichloroethene	EPA TO-14A
	EPA TO-15
Trichlorofluoromethane	EPA TO-14A
	EPA TO-15
Vinyl chloride	EPA TO-14A
	EPA TO-15

Volatile Chlorinated Organics

Benzyl chloride	EPA TO-14A

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Volatile Chlorinated Organics

Benzyl chloride	EPA TO-15

Volatile Organics

1,2-Dichlorotetrafluoroethane	EPA TO-14A
	EPA TO-15
1,3-Butadiene	EPA TO-14A
	EPA TO-15
1,4-Dioxane	EPA TO-15
2,2,4-Trimethylpentane	EPA TO-15
2-Butanone (Methylethyl ketone)	EPA TO-15
4-Methyl-2-Pentanone	EPA TO-15
Acetone	EPA TO-15
Acrolein (Propenal)	EPA TO-15
Carbon Disulfide	EPA TO-15
Cyclohexane	EPA TO-15
Hexane	EPA TO-15
Isopropanol	EPA TO-15
Methyl tert-butyl ether	EPA TO-15
n-Heptane	EPA TO-15
tert-butyl alcohol	EPA TO-15
Vinyl acetate	EPA TO-15

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ENVIRONMENTAL ANALYSES AIR AND EMISSIONS
All approved subcategories and/or analytes are listed below:

Metals I

Lead, Total	NIOSH 7303

Serial No.: 68625

APPENDIX D - Green Remediation Best Management Practices: Site Investigation

United States Environmental Protection Agency

Office of Land and Emergency Management (5203P)
EPA 542-F-16-002 September 2016 Update

Green Remediation Best Management Practices: Site Investigation and Environmental Monitoring

A fact sheet about the concepts and tools for using best management practices to reduce the environmental footprint of activities associated with assessing or remediating contaminated sites

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The U.S. Environmental Protection Agency (EPA) *Principles for Greener Cleanups* outline the Agency's policy for evaluating and minimizing the environmental footprint of activities involved in cleaning up contaminated sites.[1] Best management practices (BMPs) of green remediation involve specific activities to address the core elements of greener cleanups:

- Reduce total energy use and increase the percentage of energy from renewable resources.
- Reduce air pollutants and greenhouse gas emissions.
- Reduce water use and preserve water quality.
- Conserve material resources and reduce waste.
- Protect land and ecosystem services.

Overview

The need for site investigation is common to cleanups under any regulatory program. Investigative activities can occur at all points in the cleanup process, from initial site assessment through waste site closeout. A site investigation generally is undertaken to:

- Confirm the presence or absence of specific contaminants.
- Delineate the nature and extent of environmental contamination.
- Identify contaminant sources.
- Provide data for assessing potential risk to human health or the environment.
- Gather data for determining if a remedial or removal action should be taken.
- Identify site characteristics affecting remedial design, construction or operation.

Site investigation as well as long-term environmental monitoring typically involve a range of technologies and techniques to gather field measurements and collect analytical samples of soil and groundwater and often surface water, sediment, soil gas or indoor air. Investigation also may involve searching for underground storage tanks, drums or other buried objects, or evaluating demolition material containing asbestos, lead-based paint or other toxic products. Many of the same techniques and technologies may be used in later stages of a cleanup to evaluate ongoing performance of a remedy; determine the need for any modification to a remedial system; or track factors influencing anticipated closeout of a cleanup project. At certain points, site investigation and environmental monitoring both rely on data analysis or verification conducted by offsite laboratories.

Water monitoring at the New Idria Mercury Mine Superfund site in California involves use of time-interval sampling devices powered by solar energy. Collected sampling data are transmitted via satellite to a website accessible by project staff. This approach supplies a renewable source of onsite energy and reduces the frequency of staff visits to this remote site. Ongoing investigation of this site led to removal actions in 2011 and 2015.

Project Planning

Integration of green remediation BMPs early during the project design phase will help reduce cumulative environmental footprints of a cleanup. The BMP integration process involves selecting BMPs most suitable for the site's unique contamination scenario, potential remedies and anticipated site reuse. BMPs to be considered when planning a site investigation include:

- Schedule activities for suitable seasons to reduce the amount of fuel needed for heating or cooling equipment and supplies.
- Select service providers, product suppliers and analytical laboratories from the local area and consolidate the service and delivery schedules.

The ASTM *Standard Guide for Greener Cleanups* outlines a process for identifying, screening and selecting BMPs to minimize the environmental footprint of site-specific cleanup activities.[2]

- Identify local sources of trucks and machinery equipped with advanced emission controls and of cleaner alternative fuels.[3]
- Identify the nearest facility to be used for disposing of hazardous waste.
- Establish electronic networks for data transfers, team decisions and document preparation, and select electronic products through tools such as the Electronic Product Environmental Assessment Tool (EPEAT).[4]
- Reduce travel through increased teleconferencing and compressed work hours.
- Select facilities with green policies for worker accommodations and meetings.
- Integrate sources of onsite renewable energy to power hand-held devices, portable equipment, and stationery monitoring systems.

Product and service acquisitions provide opportunities to integrate BMPs when planning a site investigation. New contracts awarded by EPA for remediation environmental services at Superfund sites, for example, now require contractors to explore and implement strategies to reduce energy and water usage, promote carbon neutrality, promote industrial materials reuse and recycling, and protect and preserve land resources.[5]

Development of a well-conceived dynamic sampling plan can help assure that data truly representing a site are collected at the project onset, consequently minimizing remobilization of field crews and equipment. Systematic planning, which is a critical component of optimized strategies for investigating hazardous waste sites, involves identifying key decisions to be made, developing a conceptual site model (CSM) to support decision making, and evaluating decision uncertainty along with approaches for actively managing that uncertainty. The CSM combines analytical data with historical information to identify data gaps and allows for refinement as additional data become available.

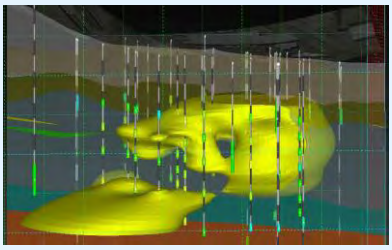
Field Activities

Fewer field mobilizations typically lead to reduced fuel consumption and associated air emissions and often less disturbance to the land and local ecosystems. BMPs that can help minimize mobilization during site investigation and environmental monitoring include:

- Use in situ data loggers to monitor water quality parameters and water levels, as an alternative to frequent sample collection or physical measurement.
- Install solar-powered telemetry systems to remotely transmit logging data.
- Use dynamic work plans involving real-time field measurements, which can immediately provide data to help determine the next activity during a given sampling event.

Technologies for collecting real-time data are typically non-invasive or minimally invasive; examples include:

- Direct sensing equipment such as the membrane interface probe, laser-induced or X-ray fluorescence sensors and cone penetration tests.
- Immunoassay, colorimetric and other field test kits to screen soil and groundwater contaminants.
- Portable vapor/gas detection systems using photoionization or flame ionization for screening purposes.
- Soil gas surveys involving instruments such as SUMMA canisters to determine the presence, composition and distribution of volatile organic compounds (VOCs) in the vadose zone and water table.
- Portable gas chromatography/mass spectrometry for analyzing fuel-related compounds and VOCs in soil and groundwater.
- Ground penetrating radar, magnetometers, and other geophysical survey instrumentation to locate metal objects and delineate disposal areas.



At Well 12A within the Commencement Bay-South Tacoma Channel Superfund site in Washington, high-resolution characterization data and 3D visualization were used to develop a robust CSM. The CSM helped quantify contaminant mass in soil and groundwater, delineate discrete treatment zones and prioritize remediation design approaches. This refined, minimally invasive strategy for site characterization significantly accelerated site cleanup, saving an estimated $1 million in treatment costs. Additionally, use of passive sampling devices for long-term monitoring avoided generation of purge water while saving more than $100,000 in the first five years of monitoring alone.

Other BMPs typically applying to site investigation and environmental monitoring focus on conserving and protecting water and using environmentally friendly products, such as:

- Deploy passive sampling devices, which involve no well purging.
- Use supplemental techniques to map the source and extent of a contaminated groundwater plume, such as analyzing core samples taken from rapid-growing trees.
- Employ a closed-loop graywater washing system to decontaminate trucks or machinery.
- Steam-clean or use phosphate-free detergents instead of organic solvents or acids to decontaminate sampling equipment.
- Use plastic sheeting or portable wash pads to contain and collect decontamination fluids and prevent their entrance into storm drains or groundwater.

- Treat potentially contaminated purge water through use of technologies such as activated carbon filtration prior to discharge to storm drains or waterways.
- Quickly restore disturbed areas of vegetation serving as stormwater controls.
- Use biodegradable lubricants and hydraulic fluids.
- Choose groundwater monitoring equipment made of noncorrosive material.

Yet other BMPs concern design and installation of groundwater wells to be used for sampling and monitoring. Relevant BMPs include:

- Design investigative wells in ways that allow for maximum reuse during remediation or to meet water demands of ongoing or future site activities.
- Integrate a horizontal well network where feasible as an alternative to a greater number of vertical wells.
- Choose a multi-port sampling system in wells intended for monitoring, to minimize the total number of wells needing to be installed.
- Use minimally invasive drilling techniques such as direct-push or sonic technology whenever feasible to reduce drilling duration, avoid or minimize use of water, and prevent or reduce generation of cuttings and associated disposal of investigation-derived waste (IDW).
- Use dual tube technology during drilling, which allows collection of continuous soil cores and later reuse of the same boreholes for site investigation, remediation or monitoring.
- Use an electric top drive system to minimize use of hydraulic fluids when rotary drills are used.
- Segregate and screen drill cuttings for potential use such as onsite backfill if allowed under applicable state or federal cleanup programs; use of an organic vapor analyzer may significantly improve or accelerate the screening process.
- Use environmentally friendly pipe dope for drill pipes and casings.
- Emplace mats to limit ground surface disturbance at drilling locations.

Use of passive diffusion bag (PDB) sampling techniques in 56 wells at the Joint Base Lewis McChord Superfund site in Washington significantly reduced the environmental footprint of sampling activities. When compared to using low-flow sampling techniques in other wells, PDB use achieved a:

- 54% reduction in energy used.
- 55% reduction in greenhouse gas emissions.
- 63% reduction in criteria pollutants.

The footprint reductions were driven by demonstrated reductions in the amount of field time, which leads to fewer vehicle miles traveled and associated fuel consumption. A two-person team was able to sample 12 of the wells per day when using PDBs but only five wells per day if using low-flow methods.[6]

Materials and Waste Management

Site investigation and environmental monitoring activities typically involve using an assortment of manufactured products such as personal protective equipment (PPE), sample containers and routine business materials. BMPs concerning green purchasing of such products include:

- Choose products with recycled and biobased contents such as agricultural or forestry waste instead of petroleum-based ingredients.
- Choose products, packing material and equipment that have reuse or recycling potential.
- Choose products manufactured through processes involving nontoxic chemical alternatives.

A comprehensive list of tools and resources for materials management decision-making is available in EPA's *Sustainable Materials Management in Site Cleanup* engineering issue paper.[7]

IDW generation and management frequently account for a significant portion of the environmental footprint of site investigation. IDW includes drill cuttings, well purge water, spent carbon from filtration equipment, reagents used with environmental field test kits, non-reusable or contaminated PPE and solutions for decontaminating non-disposable PPE and equipment. Reducing the volume of generated IDW will decrease the need for waste containers such as 55-gallon storage drums and for treating IDW onsite or disposing of it at a waste facility. Recommended BMPs to reduce the volume of routine waste or IDW, while often decreasing materials consumption, include:

- Compress the number of days needed for a given round of sampling.
- Minimize the need for disposable single-use items such as plastic bags.
- Designate collection points for items that are locally recyclable, such as metal, plastic or glass containers and paper or cardboard.
- Select test kits that generate less waste, such as soil samplers with reusable handles for coring syringes.
- Collect hydraulic fluids and lubricants for recycling at suitable local facilities.
- Maximize use of environmentally friendly additives such as ascorbic acid to preserve or stabilize collected samples, if compatible with target analytes and anticipated analytical methods.[10]

Use of EPA's *Spreadsheets for Environmental Analysis*[8] to estimate the footprint of cleanup activities at the Grants Chlorinated Solvents Plume Site indicated that laboratory analysis (including sample collection and preparation and offsite transport) accounted for approximately 10% of the energy- and carbon dioxide (equivalent)-related footprint of operating, maintaining and monitoring the remedy.[9] As a result, optimization of the sampling program is underway to reduce the frequency of sample collection and analysis.

Laboratory Support

Use of fixed-base laboratories for analytical services may significantly contribute to the environmental footprint of site investigation and environmental monitoring when considering offsite as well as onsite contributions. Green remediation BMPs concerning analytical support include:

- Use a mobile laboratory or portable analytical equipment, particularly for screening purposes and when rapid analytical results are needed.
- Specify EPA analytical methods involving procedures that need relatively low volumes of samples or solvents and generate less waste, such as solid phase micro extraction (SPME), pressurized fluid extraction, microwave extraction, and supercritical fluid extraction when possible. For example, SPME is a single-step process using little or no solvents and taking up to 70% less time.
- Choose fixed laboratories demonstrating a strong commitment to environmental performance, such as routine use of management practices identified by the International Institute for Sustainable Laboratories.[11]

Attributes of high-performing laboratories include:

- Optimized ventilation rates in light of the mixing factor of particular pollutants being removed from the laboratory; simply maximizing ventilation results in unnecessary energy expenditure (and may diminish safety conditions).
- Use of energy recovery devices and systems to reduce energy consumption for interior heating and cooling.
- Use of energy-efficient equipment for ventilation, refrigeration and lighting.
- Use of energy consumption controls such as programmable thermostats, window glass tinting and ample insulation.
- Cooling tower operation with a high concentration ratio, which increases the number of times water circulates before it is bled off and discharged; cooling accounts for an estimated 30-60% of water used in multipurpose laboratories.[12]
- Integration of solenoid valves, timers or other controls on equipment used in processes requiring flowing water.
- Use of less hazardous materials; for example, toluene may substitute for benzene as a solvent.
- Implementation of purchasing strategies and inventory controls that minimize disposal of excess materials.
- Recycling of liquid waste; for example, non-halogenated solvents may be used offsite as fuel blending feedstock.
- Recycling of materials such as clean glass or plastic containers, drums, electronics, and steel or aluminum instrumentation.

Acquisition of laboratory services supporting remedial investigation at the Diaz Chemical Corporation Superfund site in Holley, New York, included specifications meeting EPA greener cleanup policy. The selected laboratory employs practices such as:

- Recycling all paper products and shipping materials.
- Using energy-efficient lighting.
- Maintaining a paperless reporting and invoicing program.
- Minimizing waste through use of EPA-approved microscale methods.

Similar procurement requirements for subcontractor drilling activities reduced the investigative footprint by:

- Using direct-push technology.
- Deploying trucks equipped with advanced emission controls.
- Minimizing waste through waste oil and scrap recycling.

This fact sheet provides an update on information compiled in the December 2009 "Site Investigation" fact sheet (EPA 542-F-09-004), in collaboration with the Greener Cleanups Subcommittee of the EPA Technical Support Project's Engineering Forum.

To view BMP fact sheets on other topics, visit CLU-IN Green Remediation Focus: www.clu-in.org/greenremediation.

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