Remedial Investigation Work Plan

Formerly Approved Site Characterization Work Plan, March 2015 (Parsons)

New York City Economic Development Corporation

355 Food Center Drive, Bronx, New York
Site No. C203099

Submitted to:
New York State Department of Environmental Conservation
Division of Environmental Remediation
Remedial Bureau B
625 Broadway, 12th Floor
Albany, NY 12233-7020

Submitted by:

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FINAL

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Appendices

Abbreviations and Acronyms

AA	Alternatives Analysis
AOCs	Areas of Concern
BCA	Brownfield Cleanup Agreement
BCP	Brownfield Cleanup Program
BTEX	Benzene, Toluene, Ethylbenzene, and Xylenes
CAMP	Community Air Monitoring Plan
CH4	Methane
COCs	Constituents of Concern
Con Ed	Consolidated Edison Company of New York
CPP	Citizen Participation Plan
CY	Cubic Yards
DD	Decision Document
DO	Dissolved Oxygen
EDD	Electronic Data Deliverable
FCD	Food Center Drive
FER	Final Engineering Report
FSP	Field Sampling Plan
ft bgs	Feet Below Grade Surface
GEI	GEI Consultants, Inc. P. C.
GPR	Ground Penetrating Radar
H2S	Hydrogen Sulfide
HASP	Health and Safety Plan
HAZWOPER	Hazardous Waste Operations and Emergency Response
HCN	Hydrogen Cyanide
HDR	HDR, Inc.
HPFDC	Hunts Point Food Distribution Center
IRM	Interim Remedial Measure
ISS	In-Situ Stabilization
MGP	Manufactured Gas Plant
NOAA	National Oceanic and Atmospheric Administration
NOAA	National Oceanic and Atmospheric Administration
NYCEDC	New York City Economic Development Corporation
NYCRR	6 New York Codes, Rules, and Regulations
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
O2	Oxygen
ORP	Oxidation Reduction Potential
OSHA	Occupational Safety and Health Administration

PAHs	Polycyclic Aromatic Hydrocarbons
PM-10	Respirable Particulates
PPE	Personal Protective Equipment
QAPP	Quality Assurance Project Plan
QEA	Qualitative Exposure Assessment
RI	Remedial Investigation
RIR/RAWP	Remedial Investigation Report /Remedial Action Plan
RIWP	Remedial Investigation Work Plan
SB	Soil-Bentonite
SCGs	Standards, Criteria, and Guidance
SCOs	Soil Cleanup Objectives
SIR	Site Investigation Report
VOCs	Volatile Organic Compounds

Certification

I, Kevin McCarty P.G., certify that I am currently a Qualified Environmental Professional as defined in 6 NYCRR Part 375 and that this Report Remedial Investigation Work Plan (RIWP) 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).

Signature

11/27/2018
Date

1. Background and Site Description

1.1 Introduction

GEI Consultants, Inc., P. C. (GEI) has prepared this Remedial Investigation Work Plan (RIWP) on behalf of the New York City Economic Development Corporation (NYCEDC) for the property located at 355 Food Center Drive (FCD) in the borough of Bronx, New York (Site). The Site is located within the Hunts Point Peninsula and is also identified as the Meat Market. The Site is located directly north and west of FCD, and within a larger tax lot containing multiple parcels of land and properties, identified as NYC Tax Map Block 2781, Lot 500. The site is operated by NYCEDC on behalf of the New York City Department of Small Business Services (NYCSBS). The Site (Site No. C203099) was accepted into the New York State Department of Environmental Conservation (NYSDEC) Brownfield Cleanup Program (BCP) with NYCEDC, i.e., the Applicant, participating in the BCP as a Volunteer pursuant to a Brownfield Cleanup Agreement (BCA). This RIWP was adopted from the March 2015, Site Characterization Work Plan for the Former Hunts Point Gas Works Meat Market Parcel, prepared for Con Edison by Parsons. The Site Characterization Work Plan (SCWP) was prepared under the former Voluntary Cleanup Program (VCP) and was converted to be compliant with the NYSDEC BCP.

No Site conditions have been established, however, several investigations and remediations have been completed at other nearby properties that are currently also part of the BCP. The entire Hunts Point Peninsula is known to have previously been owned and operated by Consolidated Edison Company of New York (Con Edison) as a Manufactured Gas Plant (MGP).

The site location map is provided within **Appendix A** as **Figure 1**.

1.2 Objective of the RIWP

The objective of this RIWP is to obtain valid data to evaluate and define the nature, extent, and degree of impacts onsite. The data generated during the field investigation will be used to determine what risks, if any, that the onsite impacts present to public health and to the environment. Additionally, the RIWP has been designed to provide data needed to perform a remedial alternatives analysis and recommend remedial actions for the Site.

1.3 Background

Historically, the Site was part of the Con Edison MGP that operated from 1926 until the early 1960s. Gas operations included a coke/oven gas plant, a carbureted water gas plant, a light oil plant, and a liquid petroleum production area. In total, approximately 46 buildings or structures existed on the former Con Ed MGP facility that were actively involved in gas production. The facility stopped production in the early 1960s and was demolished in early 1968. Portions of the former MGP have been divided into parcels (A through F) for purposes of investigation.

The Site is located in a commercial and industrial area of the Hunts Point section of the borough of the Bronx. The Site is an approximate 48-acre lot contained within a portion of a tax lot identified on New York City tax maps as Block 2781, Lot 500. The Site is bounded to the north by the former Voluntary Cleanup Program (VCP) Sites E OU-1, E OU-2 and E-OU-3, to the east by FCD followed by the BCP 400 FCD Site containing the Krasdale Foods facility and former VCP Site F, to the south by Anheuser-Busch (VCP Site C), Sultana Citarella (BCP 600 FCD), Fulton Fish Market (VCP Site B) and Marine Transfer Station (MTS), and to the west by VCP AOU-1 and BCP Site Viele Avenue. A USGS Topographic Map is included as **Figure 1**. The Site is currently developed and occupied by multiple meat-distributing warehouses as part of The Hunts Point Cooperative Market Inc (Meat Market). A map showing the Site property boundaries is included as **Figure 2**.

Reviews of historical aerial photographs indicate that the Meat Market Parcel contained the majority of structures related to the gas works. Water gas generators, purifying boxes, coal handling equipment, coke ovens, a gas generator house, an oven/producer cooler, tar extractors, and scrubbers were present within the Site, as noted on **Figure 3**. Portions of the MGP Site began to be taken out of service in the 1950s, with the final MGP component being removed in 1962.

The Site is developed with multiple commercial buildings and is currently zoned M3-1 (Manufacturing) and owned by NYCSBS. NYCSBS/NYCEDC assumed ownership of the Site through multiple deed transactions between 1966 and 1972. The buildings presently located on the Site were constructed in the 1970s and were to be used as a cooperative market.

The Site has active utilities throughout. Existing utility maps will be reviewed, and any active site utilities will be marked-out by a surveyor. All proposed borings and monitoring well locations will be pre-cleared prior to implementation of RI activities.

1.4 Description of Local Hydrogeological Conditions

Information available in historic NYSDEC files indicates the Site is comprised almost entirely of filled land. The Site stratigraphy consists of a 10 to 15-foot thick layer of fill material. The fill material is underlain by a confining, native clay layer which is believed to be the surface of the former tidal wetland and shallow embayment. Much of Hunts Point is similarly filled with this same clay layer immediately beneath it.

Groundwater is encountered approximately 4 to 10-feet below grade surface (ftbgs) on Site. Based on the proximity to the Bronx River, groundwater is expected to flow to the east and is not expected to be impacted by tidal influences that may exist closer to the river bank. The Site is located in a minimal hazard flood zone and no wetlands or surface water bodies are present at the Site.

1.5 Project Organizational Structure and Responsibility

GEI will coordinate with NYSDEC, NYCEDC and the Meat Market to conduct the RIWP.

The drilling subcontractor will be responsible for all drilling activities to include, but not limited to, compliance with all applicable Occupational Safety and Health Administration (OSHA) regulations, personnel health and safety, installation of soil borings and groundwater monitoring wells associated with the RIWP, and any other specified tasks outlined in this RIWP.

GEI will be responsible for project management, subcontractor oversight, RIWP compliance, determination of corrective measures when needed, monitoring for health and safety, perimeter-air monitoring activities, collection of analytical samples, and maintenance of Site sampling and meteorological logs. GEI will also serve as the Site Health and Safety Officer.

The following are the key personnel or agencies involved with RIWP activities at the Site:

NYSDEC:	Ronnie E. Lee, P.E. Environmental Engineer 2 Remedial Bureau B, Section C Division of Environmental Remediation NYSDEC 625 Broadway Albany, NY 12233-7016
Drilling Subcontractor:	AARCO Environmental
GEI:	Gary Rozmus, P.E. Program Manager 110 Walt Whitman Road, Suite 204

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Remedial Party Contact:	Ms. Tracey Bell Vice President New York City Economic Development Corp. 110 William Street New York, NY 10038

Resumes of key GEI personnel for this project are included in **Appendix B**.

2. Scope of Work

All field work will be performed in accordance with the Field Sampling Plan (FSP) methods included in **Appendix C**. Analytical sampling will be performed in accordance with the Quality Assurance Project Plan (QAPP) included in **Appendix D**. A Community Air Monitoring Plan (CAMP) will be implemented during field activities and is included in **Appendix E** as a portion of the Health and Safety Plan (HASP). The locations of proposed sampling points for the RIWP are depicted in **Figure 3**.

The RIWP scope of work includes the following general tasks:

- Mobilization and Site Access
- Site Preparation
- Odor and Fugitive Dust Control and Community Air Monitoring
- Soil Boring Installation and Sampling
- Monitoring Well Installation and Development
- Monitoring Well Sampling
- Soil Vapor Point Installation and Sampling
- Material Handling
- Site Restoration
- Survey
- Reporting

2.1 Execution of the RIWP

Site work is anticipated to be performed between the hours of 7am-5pm, Monday through Friday. During working hours, the drilling subcontractor will make every effort to minimize potential community impacts. These include, but are not limited to, noise and traffic concerns associated with the execution of the RIWP, as well as efforts to prevent contaminated material from migrating offsite.

2.2 Mobilization and Site Access

The selected drilling subcontractor will work under their own HASP. GEI's HASP is included in **Appendix E**. The GEI field representative will perform a daily site safety meeting at the start of each work day for all subcontractors brought to Site. All work will be performed in accordance with OSHA, state, and industry safety standards. All onsite personnel performing intrusive activities that have the potential to come in contact with impacted materials will have the requisite 1910.120 OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) Training as well as Site-specific training prior to intrusive activities. All personnel performing work associated with this RIWP will be required to have both general and Site-specific training. The general training includes all applicable OSHA and state required training, such as 40-hour HAZWOPER and the 8-hour Refresher Training. Supervisory personnel will also have supervisory training. Site-specific training will include a review of potential Site hazards, required personal protective equipment (PPE), and Site warning and evacuation procedures.

The drilling subcontractor will apply for and obtain all necessary Federal, State, and local permits associated with the RIWP. These permits may include, but are not limited to, traffic routing, road opening, construction/zoning, etc.

The drilling subcontractor will also be responsible for contacting the New York City One Call Center (811) to request that all utilities in the area be located and marked. GEI will also provide a subcontractor to perform a private utility mark-out within the Site boundaries to clear all proposed boring locations prior to drilling.

The drilling subcontractor will mobilize all necessary labor, equipment, supplies, and materials to complete the RIWP. Lay down areas for equipment, supplies and materials, and the exclusion zone(s) and support area(s) will be identified to conduct the planned activities safely and effectively. All equipment will be decontaminated prior to arrival on the project site and will also be decontaminated prior to leaving the project Site.

Access to the Site is provided by NYCEDC.

2.3 Site Preparation

Site preparation activities necessary to provide support for the work include the establishment of work zones, support facilities, decontamination facilities, and installation of temporary security measures around work areas will be performed. The work area may change daily based on the locations of the sampling points.

2.4 Odor and Fugitive Dust Control

In accordance with NYSDEC and New York State Department of Health (NYSDOH) requirements, a CAMP will be implemented at the Site during ground intrusive activities. The objective of the CAMP is to provide a measure of protection for the downwind community (i.e., offsite receptors, including residences and businesses, and onsite workers not involved with Site RIWP activities) from potential airborne contaminant releases as a direct result of intrusive RIWP activities. Air monitoring will be performed using the following procedure during boring installation: VOCs, Hydrogen Sulfide (H_2S), Hydrogen Cyanide (HCN), Oxygen (O_2) and respirable particulates (PM-10) will be monitored in the work-zone around the drilling equipment via a stationary CAMP station set up on a tripod. Should any exceedances be noted, the CAMP station will be moved to the downwind perimeter and readings will be recorded, and corrective actions implemented, if necessary. Additionally, the monitor will be intermittently brought to the upwind perimeter for a reading to obtain background readings and/or if there is an exceedance, which will also be recorded.

2.5 Soil Sampling

A total of nineteen (19) soil borings will be advanced onsite and up to three (3) soil borings will be advanced offsite. Five (5) of the onsite soil borings will be converted to permanent monitoring wells while all of the offsite soil borings will be converted to temporary monitoring wells. **Figure 3** depicts the proposed soil boring locations. Boring locations are subject to change based on accessibility, utility clearance, and conditions encountered during the Site inspection and field activities. Additional soil borings may also be added during the course of the field investigation based on subsurface conditions encountered.

Accessibility of soil boring locations, as well as the subsurface conditions encountered, will govern the drilling techniques used. It is anticipated that soil borings will be advanced using a Geoprobe® direct push method or a Roto-Sonic drill rig. Soil borings will be advanced to the meadow mat (peat) layer, the confining clay layer or to a depth determined in the field to be sufficient for gathering subsurface data. The clay layer has historically been encountered between approximately 15-20 ftbg. If visually impacted materials are observed at the bottom of the boring, the boring will be continued until un-impacted soils are observed, bedrock is encountered, or the limit of the drilling equipment is reached. In the event that impacted materials are encountered at the interface of a confining layer, this layer will be cased off prior to deeper drilling, to help prevent vertical migration of contamination. Prior to the advancement of soil borings, all locations will be cleared for utilities and subsurface infrastructure to a depth of 5 ftbg using a mini-vac, air-knife, or by hand.

Soil samples will be collected using disposable acetate liners for the Geoprobe® direct push rig or liners for the roto-sonic drill rig. Soil samples retrieved from each boring will be visually classified for soil type, grain size, texture, moisture content, and visible evidence of staining or impacts. Each sample will also be screened for the presence of VOCs with a PID or other odors with the MultiRae.

For the onsite boring locations, two soil samples will be selected from each boring location and submitted to a laboratory for chemical analysis. The two samples will be collected as follows:

- One sample will be collected from the zone with the highest PID readings or visual impacts from the boring. If no visual impacts or elevated PID readings are observed, a sample will be collected from one-foot above the water table.
- One sample will be collected below the impacted zone or near the base of the boring to define the vertical extent of impacts at that location.

For the three (3) proposed offsite boring locations, one soil sample will be collected from the zone with the highest PID readings or visual impacts from the boring. If no visual impacts or elevated PID readings are observed, a sample will be collected one foot above water table. Additional soil samples may be collected based on field observations. All soil samples will be analyzed for Target Compound List Volatile Organic Compounds (TCL VOCs) by 8260C, Target Compound List Semi-Volatile Organic Compounds (TCL SVOCs) by 8270D, for Target Analyte List Metals (TAL Metals) by 6010B and 7471A, for Polychlorinated Biphenyls (PCBs) by 8082A and for Cyanide by 9012B. The soil samples collected from the offsite boring locations will include analysis for Pesticides by 8081B. In addition, if free phase non-aqueous phase liquid (NAPL) is encountered, representative samples may be submitted for forensic fingerprinting analysis to a lab that specializes in analyzing and determining the origin of NAPL samples.

Borings that are not converted into monitoring wells will be backfilled with non-impacted drill cuttings and grouted to the surface following completion. Borings in asphalt or concrete will be repaired and patched. Drilling equipment will be decontaminated between each boring in accordance with procedures specified in the FSP (Appendix C). Drill cuttings and decontamination water will be handled in accordance with procedures also specified in the FSP.

In addition to the samples collected from the soil borings, two (2) samples will be collected in the northwestern corner of Site where there is soil exposed at the ground surface. The soil samples will be collected from the 0-2 inch interval to evaluate potential exposures in the non-capped area.

QA/QC samples will be collected according to the QAPP (Appendix D). Additional lab analyses may be included based on field observations. Soil samples will be properly transported to a NYSDOH ELAP-certified laboratory under chain of custody procedures. Data will be provided with NYSDEC Analytical Services Protocol (ASP) Category B deliverables. A Data Usability Summary Report (DUSR) will be prepared by a data validator only if select soil samples are noted to be non-impacted and used to make a determination that no further action is required as part of the remediation. Those determinations will be made based upon field inspection.

2.6 Monitoring Well Installation and Development

The RIWP proposes the installation of five (5) flush mounted groundwater monitoring wells on the Site. The proposed monitoring well locations are shown on **Figure 3**. Monitoring wells will be installed using a track mounted Geoprobe® outfitted with 4¼" hollow-stem auger attachments or a roto-sonic drill rig. Monitoring well borings will be advanced to a depth to be determined by the field geologist as discussed in Section 2.5. If visually impacted materials are observed at the bottom of the boring, the boring will be continued until un-impacted soils are observed, bedrock is encountered, or the limit of the drilling equipment is reached.

The monitoring wells will be constructed with 2-inch ID, threaded, flush-joint, PVC casing and approximately 10 feet of 0.02-inch slot screens. The annulus around the screens will be backfilled with silica sand having appropriate size for the subsurface conditions (e.g., Morie No. 2). The screens will be placed across the water table interface to allow for the monitoring of light non-aqueous phase liquid (LNAPL), if present.

After a minimum of 24 hours, the monitoring wells will be developed until the well is reasonably free of sediment (less than 50 nephelometric turbidity units [NTU] if possible) or until the pH, temperature, and conductivity stabilize. A maximum of one to two hours of development time per well is anticipated. The level of effort, however, is dependent upon the nature of the soils at each location. Monitoring well installation, construction, development, decontamination, and investigation-derived waste handling procedures are specified in the FSP (**Appendix C)**.

In addition, three (3) offsite groundwater samples will be collected from temporary points shown on **Figure 3**. Each temporary sampling point will be installed using the same methodology as monitoring wells and with a temporary PVC casing installed approximately 5-9 ft into the water table. Sampling will be performed following removal of drilling equipment and purging of the casing of three well volumes. No development will take place for the temporary points. Following sampling, the casing will be removed, and the hole backfilled with inert material that can include sand, bentonite, and/or cement grout with unimpacted fill. The locations of the proposed wells and groundwater samples and rationale for placement are listed below:

- MW-101 – located in the up-gradient portion of the Site to determine presence and the nature and extent of MGP residues, NAPL, or other constituents. The location of the well will aid in the evaluation of potential onsite migration of containments from an offsite source and support the onsite characterization of groundwater.

- MW-102 – located in the up-gradient portion of the Site to determine presence and the nature and extent of MGP residues, NAPL, or other constituents. The location of the well will aid in the evaluation of potential onsite migration of containments from an offsite source and support the onsite characterization of groundwater.

- MW-103 – located in the side-gradient portion of the Site to determine presence and the nature and extent of MGP residues, NAPL, or other constituents. The location of the well will aid in the evaluation of potential onsite migration of containments from an offsite source and support the onsite characterization of groundwater.

- MW-104 – located in the side-gradient portion of the Site to determine presence and the nature and extent of MGP residues, NAPL, or other constituents. The location of the well will aid in the evaluation of potential onsite migration of containments from an offsite source and support the onsite characterization of groundwater.

- MW-105 – located in the down-gradient portion of the Site to determine presence and the nature and extent of MGP residues, NAPL, or other constituents. The location of the well will aid in the evaluation of potential offsite migration of containments from an onsite source and support the onsite characterization of groundwater.

- MMTW-01 – (temporary groundwater monitoring point) located along the eastern edge of the Site near Anheuser-Busch to determine if there are potential impacts from Site migrating off-site to the east.

- MMTW-02 – (temporary groundwater monitoring point) located at the southernmost edge of the Site to determine if there are potential impacts from Site migrating off-site to the south

- MMTW-03 – (temporary groundwater monitoring point) located west of and adjacent to the Site on A OU-1 to determine if there are potential impacts from Site migrating off-site to the west

2.7 Monitoring Well Sampling

Groundwater sampling is expected to be performed after well development and may commence once the water table has stabilized. A total of five (5) groundwater samples will be collected from permanent monitoring wells and three (3) samples collected from the temporary groundwater monitoring points. Prior to sampling, the headspace within each well will be measured with a PID. An oil/water level interface probe and/or a water level indicator will be used to measure the depths to the water table and thickness of any free product in the wells. The monitoring wells will be purged using low-flow purging techniques to remove a minimum of three times the volume of standing water in the well to allow for collection of a representative sample. Groundwater samples will then be collected using dedicated sampling equipment (e.g., bailer or pump tubing). Field parameter readings will be monitored during sampling including pH, oxidation reduction potential (ORP), specific conductance and dissolved oxygen (DO). All permanent and temporary monitoring wells will be analyzed for TCL VOCs by 8260C, TCL SVOCs by 8270D, TAL Metals by 6010B and 7471A, PCBs by 8082A, and total cyanide by 9012B. The samples collected from the offsite temporary monitoring wells will include analysis for Pesticides by 8081B.

QA/QC samples will be collected according to the QAPP (Appendix D). Additional lab analyses may be included based on field observations. Groundwater samples will be properly transported to a NYSDOH ELAP-certified laboratory under chain of custody procedures. Data will be provided with NYSDEC ASP Category B deliverables. A DUSR will be prepared by a data validator only if select groundwater samples are noted to be non-impacted and used to make a determination that no further action is required as part of the remediation. The determination for groundwater samples will be made following review of the analytical results.

Additional groundwater sampling for Emerging Contaminants (ECs) will be performed in the permanent monitoring wells on the Site as a separate effort. The wells will be combined with monitoring wells from adjacent and surrounding BCP Sites within Hunts Point to gather an overall condition of the larger area. A list of the specific wells to be sampled will be proposed to NYSDEC for review following installation of all monitoring wells installed as part of the BCP in the Hunts Point area. Analysis that will be performed will include EPA method 537 or ISO 25101. Sampling will be performed as per the NYSDEC Perfluorooctanoic Acid (PFOA) and Perfluorinated Compounds (PFCs) protocol provided by NYSDEC. Samples will also be analyzed for 1,4-dioxane via EPA Method 8270. The protocol for sampling of ECs is included with the FSP. It is expected that sampling for ECs will be performed on a different schedule from standard RI groundwater sampling due to the rigid protocols required for that specific sampling methodology. EC sample data will be provided with full ASP Category B deliverables and a DUSR. QA/QC samples will be collected according to the QAPP. Groundwater samples will be properly transported to a NYSDOH ELAP-certified laboratory under chain of custody procedures.

2.8 Soil Vapor Sampling

The scope of work proposed for the characterization of soil vapor onsite focuses on the potential for offsite migration as well as the potential for onsite migration of contaminants from offsite sources. The results of soil vapor and air sampling will assist in evaluating preparing a Qualitative Exposure Assessment (QEA).

The following scope of work is proposed to characterize the soil vapor at the Site:

- Install eight (8) soil vapor points in the immediate vicinity (approximately 5 feet) from monitoring well or temporary groundwater sampling locations;

- Purge and collect soil vapor samples from eight (8) points; and

- Analyze soil vapor samples for the full TO-15 analyte list of VOCs.

The locations of the proposed samples and rationale for placement are listed below. Proposed soil vapor sampling locations are shown on **Figure 3**.

- SV-01 – (offsite monitoring point) located adjacent to MMTW-01, along the eastern edge of the Site near Anheuser-Busch.
- SV-02 – (offsite monitoring point) located adjacent to MMTW-02, along the southernmost edge of Site.
- SV-03 – (offsite monitoring point) located adjacent to MMTW-03, west of and adjacent to the Site on A OU-1.

- SV-04 – located adjacent to MW-101.
- SV-05 – located adjacent to MW-103.
- SV-06 – located adjacent to MW-102.
- SV-07 – located adjacent to MW-105.
- SV-08 – (offsite monitoring point within 155 Food Center Drive Site) located to the north of Site, along the northern perimeter fenceline.

Each soil vapor probe will be installed approximately 2 feet below the parking area slab and within 5 feet of a groundwater sampling point using dedicated 1/8-inch Teflon tubing. The tubing will be implanted into the hole and the annular space sealed with bentonite to prevent ambient air from entering the area around the probe. Once the seal is secure, a "T" fitting and valve will be connected on the above-surface end of the tubing. A syringe will be used to purge the vapors in the probe and tubing of three volumes. As required by the NYSDOH, a helium (He) tracer will be used as part of the sampling process and all testing will follow the NYSDOH Soil Vapor Guidance. Prior to sample collection, the He vapor will be screened using a field meter and the measurement recorded at each soil vapor sampling location. If greater than 10% He is detected during the screening process, this will indicate excessive leakage and will require the point to be resealed or reinstalled after which tracer gas testing will be performed. Prior to sample collection, a multi-gas meter will be used to measure the concentration of O_2, CO_2, and CH_4 in each probe, to assess the subsurface chemistry (e.g. redox state). Following this procedure, the soil vapor samples will be collected in clean, batch certified, two (2) liter Summa™ canisters at flow rates no greater than 200 ml/min.

2.9 Material Handling

It is anticipated that soil cuttings and purge water will be generated during site characterization activities. Soil (from boreholes not converted to monitoring wells) that is determined to be un-impacted (no/minimal VOCs) will be returned to their original location within approximately 12 inches of the surface and then backfilled with clean fill. Non-impacted soil cuttings generated from boreholes expected to be converted to monitoring wells will be staged on-site and purge water not visibly impacted will be left to infiltrate back into the ground. Soil cuttings or purge water (impacted material) determined to be inadequate for backfill or infiltration back into the ground will be drummed, characterized and disposed of offsite in accordance with federal, state and local regulations. Used personal protective equipment (PPE) and other non-hazardous materials that come into contact with petroleum will be properly disposed of offsite.

2.10 Site Restoration

Areas where the soil borings and monitoring wells will be drilled in the Site is almost entirely an asphalt parking lot or driving surface. Any soil borings not converted to monitoring wells will be patched with asphalt or concrete once backfilled with a combination of non-impacted drill cuttings and grout

2.11 Survey

All monitoring wells and soil boring locations will be surveyed by a licensed surveying firm.

Following completion of the RIWP activities, a New York State Licensed Land Surveyor will survey all monitoring wells and soil probe locations. The elevation of each completed element will be determined to ±0.01 foot. All locations and elevations will be tied to the New York State Plane Coordinate System.

Monitoring wells installed within the Site will be surveyed for both horizontal location (northing and easting), ground level and top of casing elevation.

2.12 Reporting

Reporting is discussed in Section 5.

3. Quality Assurance/Quality Control (QA/QC) Protocols

QA/QC protocols are included in Quality Assurance Project Plan (QAPP) in **Appendix D**.

4. Health and Safety Protocols

Health and safety protocols are detailed in the HASP, which is included in **Appendix E**.

5. Data Evaluation and Remedial Investigation Report

The soil and groundwater sample results will be compared to 6 New York Codes, Rules, and Regulations (NYCRR) Part 375 Commercial Use Soil Cleanup Objectives (SCOs), NYSDOH guidance values, and the New York State Ambient Water Quality Standards and Guidance Values for Class GA Groundwater, respectively. The remedy anticipated for the Site will not address the historic fill material within the Site but will be directed primarily at the MGP-derived materials, specifically coal tar and purifier waste. The remaining material will also likely exceed Commercial SCOs and the comparison to those criteria will primarily be beneficial in determining where significant reduction in contaminants and mobility may be applicable.

5.1 Data Evaluation

The purpose of the data evaluation is to determine the extent of onsite soil and groundwater impacts and to assure that data obtained during the implementation of the RIWP are adequate in quantity and quality, and applicable to project objectives. In order to make this determination, the data will be reviewed for the quality of data coverage, compatibility of data collection methods, and completeness, with respect to meeting project objectives.

To facilitate the interpretation of data generated during the remedial investigation activities, the data will be tabulated in data summary tables. Figures showing sampling locations with the corresponding analytical results will be prepared to enhance the overall understanding of Site conditions in regard to the magnitude, location, and flow and transport of contamination.

5.2 Geologic/Hydrogeologic and Water Quality Characteristics

Geologic and hydrogeologic characterization will incorporate the results of subsurface evaluation and sampling activities, groundwater sampling and monitoring activities, as well as general hydrogeologic and hydraulic features of the Site. The characterization will set forth conclusions regarding the direction, gradients, and potential fluctuations or anomalies of shallow groundwater in the immediate vicinity of the Site.

5.3 Qualitative Exposure Assessment

The purpose of the Qualitative Exposure Assessment (QEA) is to document how people may be exposed to site contaminants and to identify and characterize the potentially exposed current population and under the reasonably anticipated future use of the site. The exposure assessment must evaluate the five elements associated with exposure pathways and describe how each of these elements pertains to the site being evaluated. The exposure pathway elements that must be addressed include: (1) a description of the contaminant source(s) including the location of the contaminant release to the environment (any waste disposal area or point of discharge) or if the original source is unknown, the contaminated environmental medium (soil, indoor or outdoor air, biota, water) at the point of exposure; (2) an explanation of the contaminant release and transport mechanisms to the exposed population; (3) identification of all potential exposure point(s) where actual or potential human contact with a contaminated medium may occur; (4) description(s) of the route(s) of exposure (i.e., ingestion, inhalation, dermal absorption); and (5) a characterization of the receptor populations who may be exposed to contaminants at a point of exposure. In addition to human exposure, the QEA will also address the potential for fish and wildlife impacts from site contaminants and the potential for onsite contamination to impact adjacent parcels. The offsite QEA will evaluate data collected from the investigation as well as existing data from offsite sampling in order to evaluate potential impacts.

5.4 Additional Field Investigations

As part of the remedial investigation, up to three (3) groundwater samples will be collected from temporary points installed offsite in up and downgradient locations in order to perform the QEA. Each temporary sampling point will be installed using the same or similar methodology as monitoring wells and with a temporary PVC casing installed approximately 5-9 ft into the water table. Sampling will be performed following removal of drilling equipment and purging of the casing of three well volumes. No development will take place for the temporary points. Following sampling, the casing will be removed, and the hole backfilled with inert material that can include sand, bentonite, cement grout or unimpacted fill. In addition, a soil sample will be collected and analyzed along with the installation and sampling of a soil vapor point. Analyses for soil and groundwater will include VOCs, SVOCs, metals, PCBs, Pesticides, and cyanide. A soil vapor point will be installed within a 5-foot radius of each boring/well to be analyzed for the full list of VOCs via TO-15. Existing data from adjacent sites will be evaluated to determine if this will satisfy the off-site sampling requirements. Data that is proposed to be acceptable will be submitted to NYSDEC for review and acceptance for use in the offsite QEA. Soil vapor sampling will also be performed within the Site boundary in order to assess the conditions prior to implementing any part of the remedial action. Testing will be performed in a manner similar to the offsite analyses.

Additional field investigations may be required as the data is developed during the implementation of the site investigation. Conditions that would warrant additional investigation include data gaps, further delineation of groundwater or soil contamination, or additional data necessary to evaluate or determine the effectiveness of a potential remedial alternative technology.

If additional investigation is required, a summary of additional investigation locations and rationale for sampling will be prepared and submitted to the NYSDEC for review during the course of this site investigation. Additional sampling may be performed prior to submittal of full data and Remedial Investigation Report (RIR) in order to condense the overall RIWP.

5.5 Remedial Investigation Report

The results of all investigation efforts, along with supporting documentation, will be provided to the NYSDEC in the form of a Remedial Investigation Report (RIR). The RIR will contain a description of the source, as well as characterizations of the geologic, hydrogeologic, soil, and water quality as determined by the investigation. Laboratory deliverables will consist of a data package that is in general accordance with NYSDEC ASP Category B data deliverable requirements. Additionally, DUSR's will be prepared by a data validator for on-site soil and groundwater samples only for samples that show no impacts and will be used to make a final determination that no further action is required for remediation. However, DUSR's will be prepared for all groundwater samples analyzed for EC's, as part of the QEA. A DUSR is not expected for soil vapor samples at this time since there is currently no standard criteria to be met for the Site contaminants of concern. All data generated as part of the RI will be submitted to NYSDEC in the appropriate Electronic Data Deliverable (EDD) format.

Based on the findings of the RI, a list of remedial action objectives will be developed with the requirement for the selected remedial measures to be protective of human health and the environment under the proposed future use scenario. Proposed SCOs for the property will also be presented based on the proposed future use of the Site. SCOs will be based on published standards, criteria, and guidance (SCGs) and other NYSDEC and NYSDOH accepted values. SCOs are at this time not anticipated to be met as the entire Site is filled with historically generated material as well as highly contaminated MGP-related waste. The Commercial SCOs will be presented in order to evaluate imported material, engineering controls and other restrictions on groundwater use.

5.6 Interim Remedial Measures

Preliminary results from the RI will be used to evaluate the necessity for an immediate response associated with a particular medium, route of exposure, or potential sensitive receptor. The Interim Remedial Measure (IRM) will be selected with the understanding that the measure should be compatible with the overall project objectives and long-term remedial action goals.

If an IRM is deemed necessary, an IRM work plan will be submitted to the NYSDEC in the RAWP, which describes the proposed measure, justification for its selection, and a schedule for the activities associated with its implementation. Depending on specific circumstances and conditions at the Site following complete implementation of IRMs, the activities associated with the IRMs may be determined to constitute complete remediation.

Should an IRM be the only remedial work required, an evaluation of the remedial action objectives, alternatives scoping, and analysis of remedial action alternatives will be performed to support that conclusion that the IRM is appropriate and that no other actions are needed.

5.7 Remedial Alternatives Scoping

Objectives of the Remedial Alternatives Evaluation

The overall objective of the remedial alternatives evaluation process is to select a remedial action. The selected remedial action will exhibit the following characteristics:

- Protection of public health and the environment;
- Attains federal and state public health and environmental requirements identified for the Site;
- Utilizes permanent solutions and alternative treatment technologies to most practical extent within proven technological feasibility and availability;
- Utilizes treatment to permanently reduce the toxicity, mobility, volume, or extent of contamination; and
- Minimizes costs.

6. Citizen Participation Activities

GEI will prepare the Citizen Participation Plan (CPP) for the Site following receipt from NYSDEC of the local community notification list. GEI will:

- Establish a Community Information Repository at the local library and local community board;
- Participate in public meetings that the NYSDEC and NYCEDC deem necessary to apprize the community of the current or proposed activities;
- Disseminate the approved fact sheets to the Site Contact List.

A description of the plan is presented below.

6.1 Description of Citizen Participation Activities

This section describes the specific citizen participation activities that are to be carried out during the implementation of the RIWP.

6.1.1 Citizen Participation Plan

The CPP will be deposited in the designated document repository.

6.1.2 RIWP

The Final RIWP will be placed on file in the document repository as well.

6.1.3 Remedial Investigation Report

The Draft RIR will be placed in the information repositories and the public will be notified of this with the fact sheet.

6.1.4 Interim Remedial Measures

If an IRM is to be implemented, the public will be involved as part of the Citizen Participation Process.

6.1.5 *Remedial Action Work Plan*

Remedial alternatives, beyond impacted soil excavation are not anticipated to be warranted for the Site but may be evaluated based on the information generated during the implementation of this RIWP, which will be summarized and presented in the RIR.

If additional remediation beyond the impacted material removal is required because other impacts are identified which require remediation, then additional steps may be needed.

Should an IRM be the only remedial work required, an evaluation of the remedial action objectives, alternatives scoping, and analysis of remedial action alternatives will be performed to support that conclusion that the IRM is appropriate and that no other actions are needed.

If further remediation is determined to be needed or if no IRM is proposed, a draft RAWP will be prepared which details the proposed remedial action plan. NYSDEC will issue a Decision Document (DD), and the DD will be placed in the document repository. A NYSDEC fact sheet will be distributed to the media on the Contact List to announce the availability of the DD for public review and comment. A fact sheet and notice of public meeting, if necessary, will be distributed by a mailing. Public comments will be solicited to aid in the preparation of the Final RAWP. The public meeting will be conducted, if required. Following the public comment period, NYSDEC will issue a DD, at which time the RAWP will be finalized.

6.1.6 Post Remedial Action

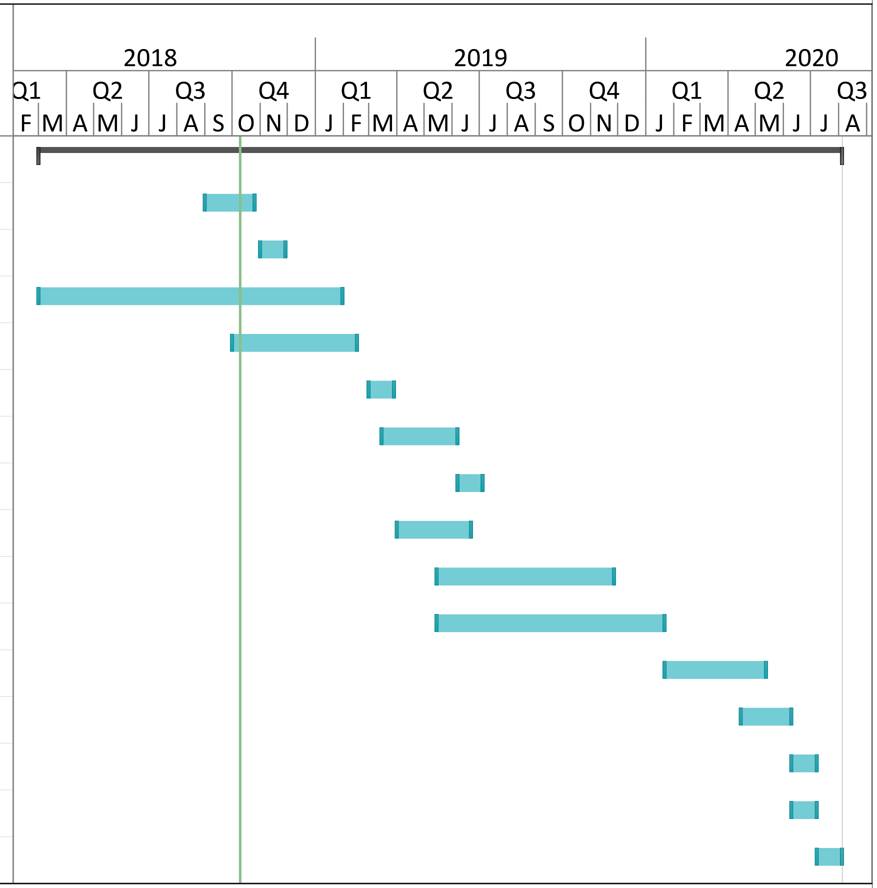
Following completion of the remedial action, or actions, two Fact Sheets will be prepared. The first will summarize the Final Engineering Report (FER) and the second will announce the issuance of the Certificate of Completion (COC). The two sheets will be combined if the FER and COC issuance occur close in time.

7. Schedule

The project schedule for implementation of the RIWP and successive remedial activities is presented below. The schedule may be affected by regulatory review time periods, contractor response timeframes, timeframes necessary to negotiate access agreements with property owners, community issues, permit review and approval timeframes, or other unknown factors. In addition, if the scope of the proposed RIWP changes as a result of negotiating access or regulatory review, then revisions to the work plan, and plans and specifications or change orders with the drilling subcontractor and/or GEI may be required and the schedule presented herein, may be impacted. Every effort, however, will be made to keep the project on the anticipated schedule.

Hunts Point - 355 Food Center Drive (Meat Market)
Proposed Project Schedule
NYCEDC

ID	Task Name	Duration	Start	Finish
1	**355 Food Center Drive**	**31.7 mons**	**Thu 3/1/18**	**Tue 8/4/20**
2	Submit RIWP	2 mons	Sat 9/1/18	Thu 10/25/18
3	DEC Approval - RIWP	1 mon	Thu 11/1/18	Wed 11/28/18
4	Implement RIWP	12 mons	Thu 3/1/18	Wed 1/30/19
5	Draft RIR	5 mons	Mon 10/1/18	Fri 2/15/19
6	DEC Approval -RIR	1 mon	Fri 3/1/19	Thu 3/28/19
7	RAWP Submittal	3 mons	Fri 3/15/19	Thu 6/6/19
8	DEC Approval - RAWP	1 mon	Fri 6/7/19	Thu 7/4/19
9	Remedial Design	3 mons	Mon 4/1/19	Fri 6/21/19
10	Contracting	7 mons	Wed 5/15/19	Tue 11/26/19
11	Implement RAWP	9 mons	Wed 5/15/19	Tue 1/21/20
12	Complete Construction	4 mons	Wed 1/22/20	Tue 5/12/20
13	Draft FER	2 mons	Wed 4/15/20	Tue 6/9/20
14	FER Approval	1 mon	Wed 6/10/20	Tue 7/7/20
15	Environmental Easement	1 mon	Wed 6/10/20	Tue 7/7/20
16	DEC Issues COC	1 mon	Wed 7/8/20	Tue 8/4/20



Project:
355 Food Center Drive
(Meat Market)

Task
Split
Milestone
Summary
Project Summary
External Tasks
External Milestone
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
Deadline
Progress
Manual Progress

8. References

FEMA. Federal Emergency Management Area National Flood Hazard Layer Web Map Service. https://hazards.fema.gov/femaportal/wps/portal/NFHLWMS.

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

NYSDEC, 2010. New York State Department of Environmental Conservation DEC Policy. Commissioner's Policy 51 – Soil Cleanup Guidance. October 21, 2010.

NYSDEC, 2007. Guidance for the Development of Quality Assurance Plans and Data Usability Summary Reports (DUSR), September 2007.

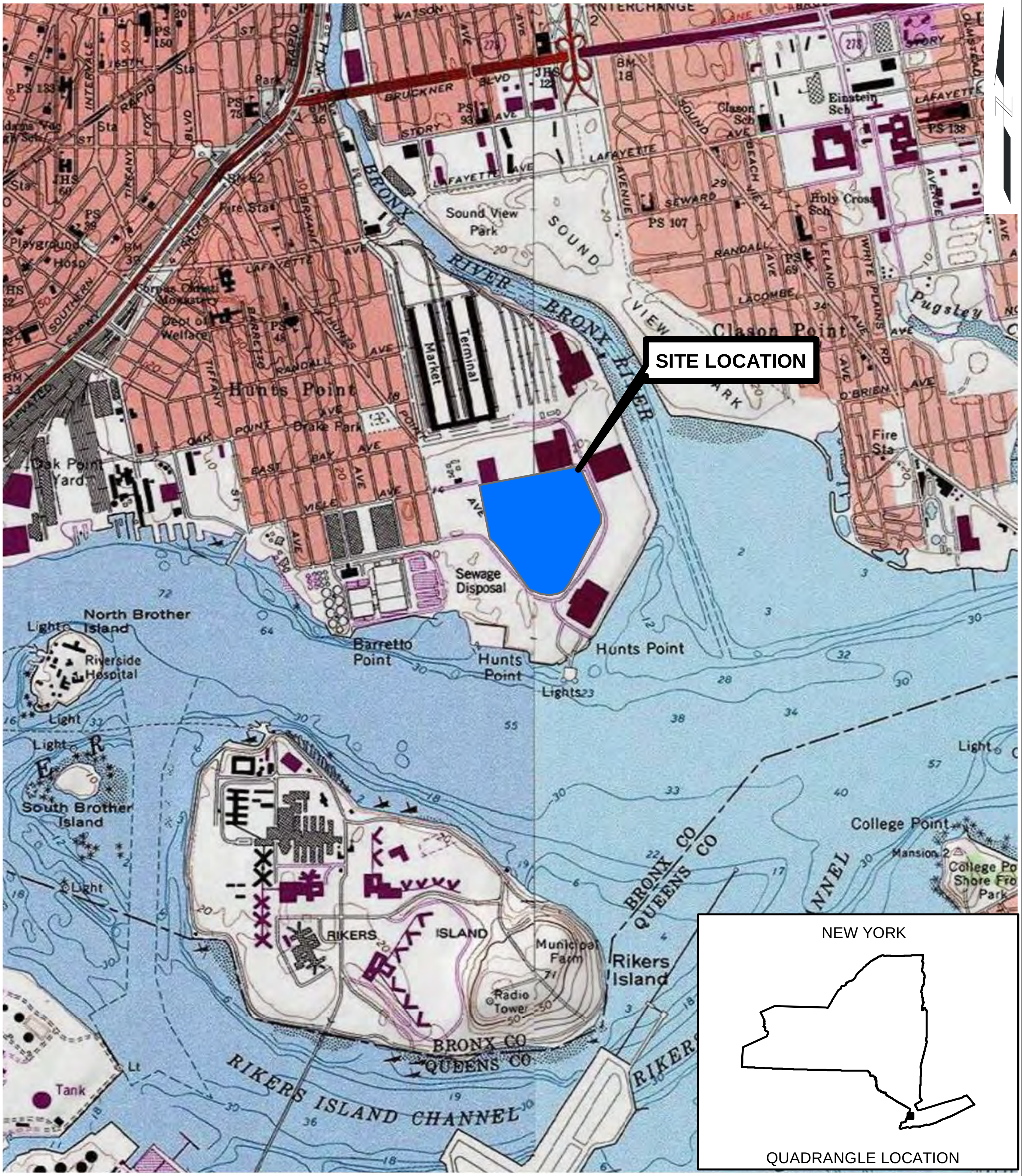
NYSDEC, 2006. 6 NYCRR Part 375 Environmental Remediation Programs. Division of Environmental Remediation, December 2006.

NYSDEC, 1998. Division of Water Technical and Operational Guidance Series (1.1.1), Ambient Water Quality Standards and Guidance Values and Effluent Limitations, as revised June 1998.

NYSDEC, undated. DER-23 Citizen Participation Handbook for Remedial Programs, Division of Environmental Remediation.

Appendix A

Site Figures



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CENTRAL PARK, NY; FLUSHING, NY
LATITUDE, LONGITUDE (WGS 1984)
40.806 DEG LAT, -73.874 DEG LONG

0 2,000 4,000

SCALE: 1" = 2000'

Remedial Investigation Work Plan Meat Market Parcel Bronx, New York	GEI Consultants	MEAT MARKET PARCEL SITE LOCATION MAP
NYC Economic Development Corporation New York, New York	Project 1800710	November 2018 Fig. 1

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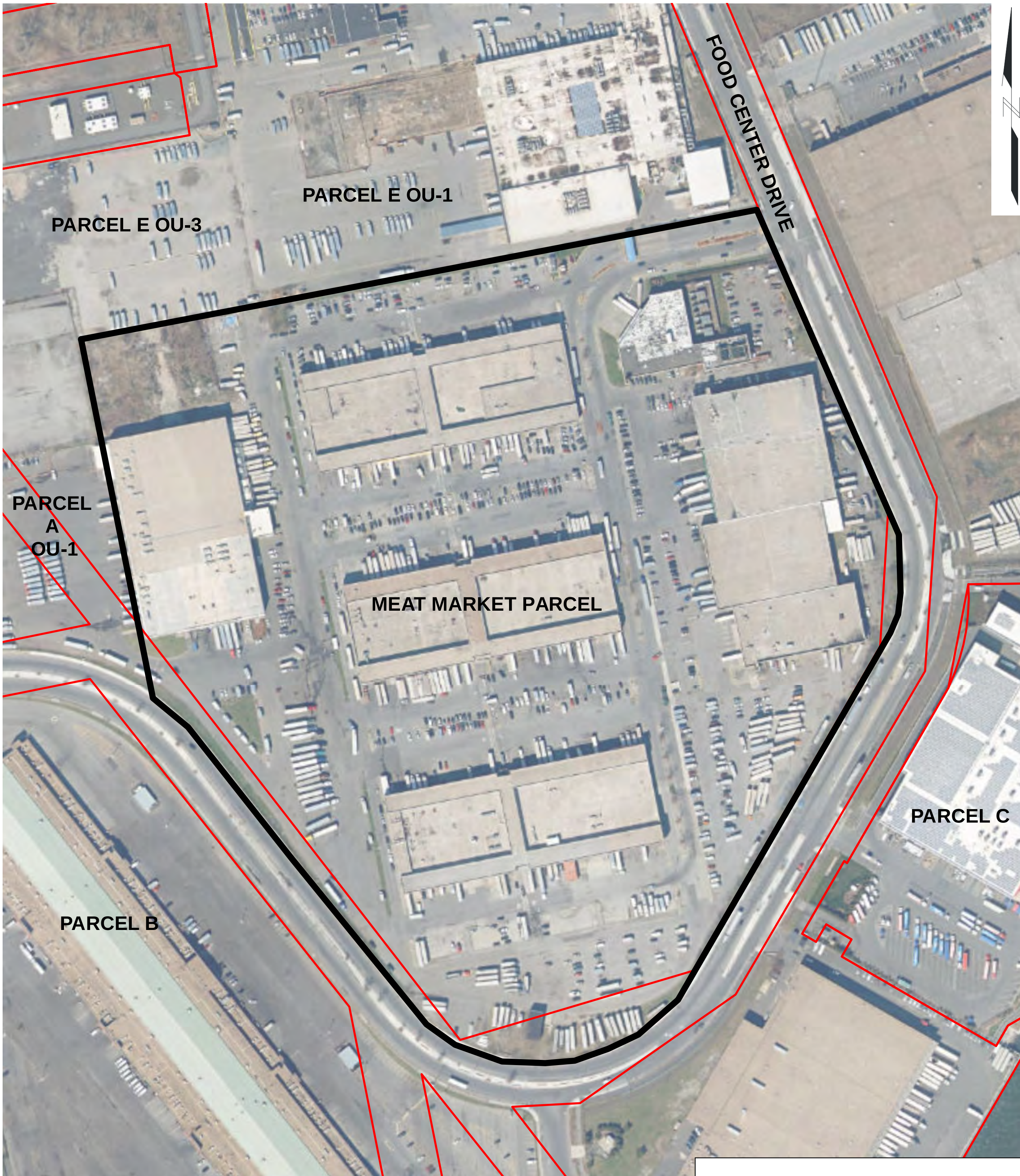

SOURCE:
1. ESRI WORLD IMAGERY
2. MAPPLUTO TAX PARCELS.

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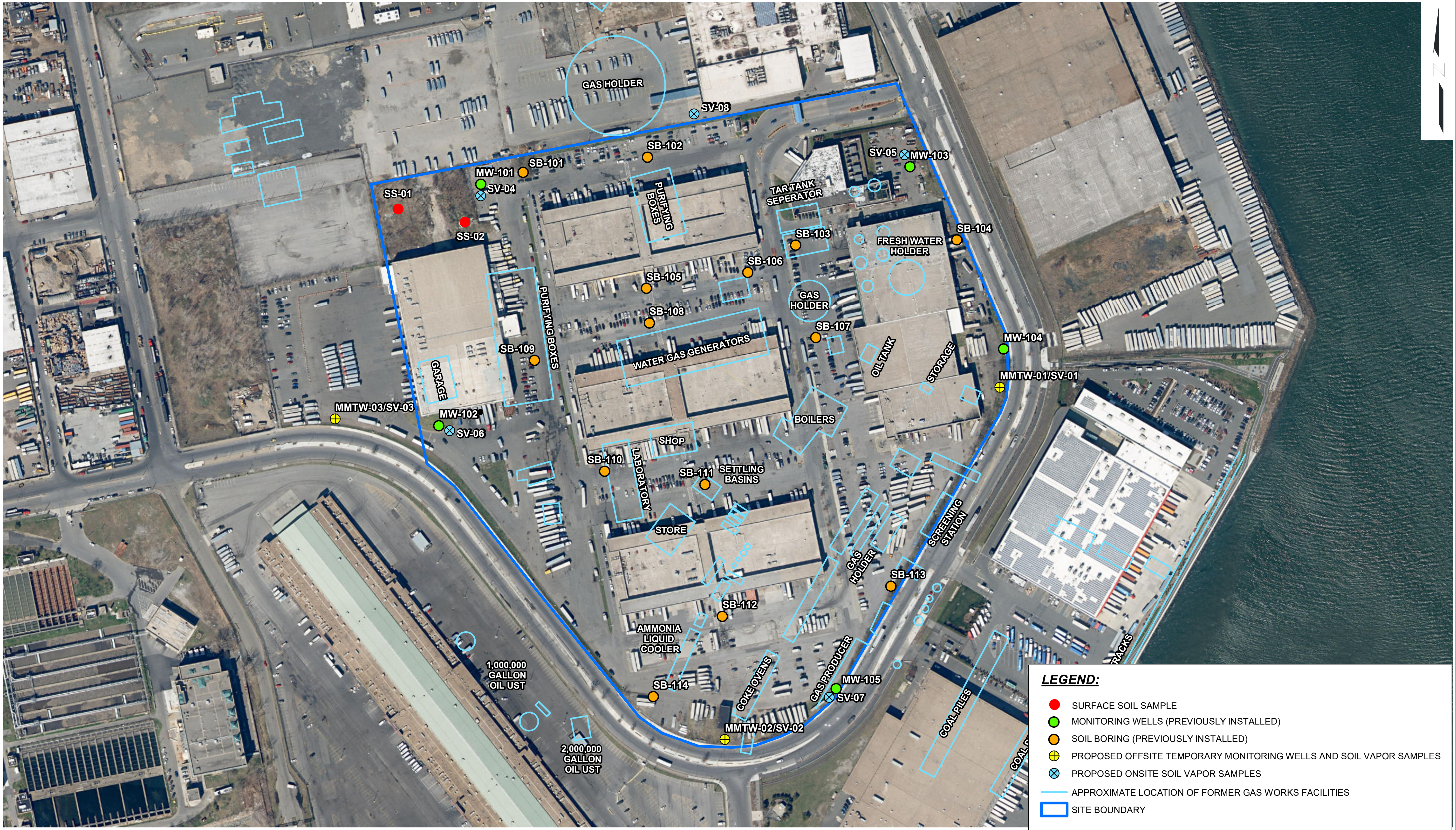
SCALE: 1" = 300'

LEGEND:
APPROX. MEAT MARKET BOUNDARY
MAPPLUTO TAX PARCELS

Remedial Investigation Work Plan Meat Market Parcel Bronx, New York	GEI Consultants	MEAT MARKET PARCEL SITE MAP
NYC Economic Development Corporation New York, New York	Project 1800710	November 2018 Fig. 2

J:\Projects\Integral\Hunts Point\Meat Market\RIWP-MeatMarketSiteMap.mxd



SOURCE:
1. ESRI WORLD IMAGERY ACCESSED VIA ARCGIS ONLINE SERVICES.
2. FORMER GAS WORK FACILITIES APPROXIMATED FROM FIGURE 3, SAMPLE LOCATION MAP, PARSONS.

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SCALE: 1" = 250'

Remedial Investigation Work Plan Meat Market Parcel Bronx, New York	GEI Consultants	MONITORING WELL, SOIL BORING, AND SOIL VAPOR LOCATION MAP
NYC Economic Development Corporation New York, New York	Project 1800710	November 2018 Fig. 3

J:\Projects\Integral\Hunts Point\Meat Market\Offsite Inv- MW Soil Boring SV Location Map.mxd

Appendix B

Key GEI Personnel Resumes

Gary Rozmus, P.E.
Senior Consultant

resume

Gary Rozmus is a recognized leader in the environmental services and Brownfield redevelopment marketplace. His expertise is in Site assessment (Phase I, II and II ESAs, soil vapor intrusion and RI/FS); remediation; Brownfield redevelopment and risk-based closure (including area-wide and site specific planning and redevelopment); environmental compliance; regulatory interaction and negotiations; permitting; impact assessments; hazardous materials management (including asbestos containing materials-ACM, lead-based paint and other building and facility hazardous materials); GIS mapping and inventory; hazardous and non-hazardous waste management; litigation support; design, construction and facility decommissioning and demolition environmental services; stormwater and wastewater management; natural resource assessments; landfill closure; emergency incident/derailment consulting response; sustainable environmental design; and real estate transaction and support.

PREVIOUS EXPERIENCE

Vice President in charge of national and regional business development and client and project management to private and public clients. Directed the corporate Brownfield Redevelopment and Transit and Rail environmental services business development groups. Developed and implemented strategic business development plans, served as client manager/point of contact and senior project manager or project manager on numerous projects.

Major clients and projects include:

Freight Railroads

CSXT: provided services to CSXT since the 1980's. This includes its corporate environmental, real estate (RPI) and law departments. These projects include the transfer of the NYC Highline to New York City for development as a promenade park and the sale of the Staten Island north shore line and St. George's railyard to NYC. The railyard has been redeveloped from a Brownfield site to a NY Yankees minor league ballpark. Hundreds of projects were performed and grew account to generate $3-4 million in annual consulting fees.

Norfolk Southern: provided services under a master services contract to the environmental, real estate and design and construction groups. These projects include the investigation and closure of sites in central NY, real estate leasing support services and facilities engineering assistance. Projects ranged up to several hundred thousand dollars.

Amtrak: provided services under a master services contract and on design and construction projects. These projects included conducting environmental compliance audits of major shop facilities, preparing environmental compliance plans and programs, facility design and bridge design. Projects ranged up to several hundred thousand dollars.

EDUCATION
M.S., Civil Engineering, Polytechnic Institute of New York
B.S., Civil Engineering, Manhattan College

EXPERIENCE IN THE INDUSTRY
43 years

EXPERIENCE WITH GEI
4 years

REGISTRATIONS AND LICENSES
Professional Engineer, NY No. 056744

CERTIFICATIONS
e-RAILSAFE Badge: e-VERIFILE.COM, Inc

MTA Metro-North Railroad Roadway Worker Procedures Training

GEI Consultants

Transit Railroads

Directed and provided senior project management support for national transit client programs including Long Island Railroad (LIRR), Metro North Railroad (MNR), NYC Transit Authority, New Jersey Transit (NJT), SEPTA and WMATA. Led the efforts to win general environmental services contracts with LIRR, MNR and NJT and led efforts to win environmental services work as part of design and construction projects with total fees in the millions of dollars range.

Public and Private Sector Clients

Directed and provided senior project management services to public clients including NYC Mayor's Office of Environmental Remediation, NYC Economic Development Corporation; Triborough Bridge and Tunnel Authority, NYS and NYC DOT, other NYC agencies, other NY municipalities; and private clients including attorneys; manufacturers/distributors-e.g. Duracell and Frito Lay, developers, communication companies and construction contractors. As Senior Vice President and principal, led the environmental services area for primarily private clients.

- Awarded an ACEC Diamond Award and ACEC National Recognition Award for developing the NYC SPEED portal (Searchable Property Environmental E-database)
- Secured and directed a multi-year Brownfield consulting services contract through the NYCEDC for the NYCMOER. Led a team of environmental planners and GIS specialists in developing the NYC SPEED portal which mapped the entire City of NY and identified vacant Brownfield sites and environmental/Phase I data for each site as well as many other informational features
- Secured and managed area-wide Brownfield contracts under eight NYSDOS Brownfield Opportunity Area (BOA) grant awards.

PROJECT EXPERIENCE

City of Mt. Vernon Canal Village Brownfield Opportunity Area (BOA) and Local Waterfront Revitalization Plan (LWRP) Study, Mt. Vernon, NY. Environmental Project Manager for the Canal Village combined BOA and LWRP project to develop a redevelopment plan for the 251-acre waterfront area which includes the industrial area in the southeast corner of the City. This area lays along the eastern edge of the city limits that coincide with the Hutchinson River and its southern boundary with the Bronx, New York City. Because this planning effort has been made possible by two separate grants being combined—New York State's BOA and LWRP programs—there are two separate project boundaries which overlap. The work will serve as a BOA Nomination Report and as a neighborhood master plan for the Canal Village and the Hutchinson River Waterfront. This project included a study of the transportation and pedestrian network; industrial sector and regional relationships; strategic redevelopment sites investigation; public outreach; climate change impacts, habitat restoration, waterfront redevelopment plans, and green infrastructure opportunities; economic and market conditions study; urban design and open space considerations; and priority/catalytic redevelopment site selections.

City of Newburgh Brownfield Opportunity Area (BOA) Project, Newburgh, NY, City of Newburgh. Environmental Task Leader for the study to create a strategy for revitalizing and redeveloping the Census Tract area of the city of Newburgh, New York. This work included analysis of local, regional, and national markets to determine best land use revitalization, inventory and analysis of brownfield sites, existing land use patterns and zoning, transportation systems and infrastructure, and natural resources and environmental features. Tasks included community outreach and participation in the BOA process and the development of a redevelopment master plan.

Remedial Investigation/Remedial Analysis, Elmira, NY, Norfolk Southern Railway Company. Project Principal responsible for project oversight of the development of a remedial investigation work plan, remedial investigation report, and remedial alternatives analysis for a former rail yard in accordance with the site's voluntary cleanup agreement with the New York State Department of Environmental Conservation. Investigative efforts included surface and subsurface soil sampling, groundwater sampling, and soil gas investigation.

Newtown Creek Brownfield Opportunity Area, Brooklyn, NY, Greenpoint Manufacturing and Design Center. Project Manager responsible for providing services related to the Newtown Creek Brownfield Opportunity Area in Brooklyn, New York. Tasks included planning, developing a public engagement strategy, attending meetings, analyzing existing conditions of the study area, developing conceptual design guidelines, completing an economic analysis, developing a geographic information system (GIS) database, and preparing project recommendations and a draft nomination plan document.

Site Remediation, Redevelopment, and Legal Support Services, Huntington, NY, Town of Huntington. Project Manager responsible for site remediation, redevelopment, expert witness, and legal support services for the Town of Huntington in the Huntington Station Brownfield Opportunity Area. The Town had obtained a property under eminent domain that had been contaminated under prior usage involving a solid waste transfer station. Acted as Senior Project Manager in charge of evaluating remedial and redevelopment alternatives and costs that would meet New York Department of State brownfield future use standards and requirements. In addition, our firm was retained to assist the Town and legal counsel in litigation between the Town and the prior owner for cost recovery purposes.

Planning Work for Brownfields Opportunity Area Nomination Study, Huntington, NY, Town of Huntington. Project Manager responsible for planning work for the preparation of a Brownfields Opportunity Area nomination study to receive New York Department of State approval for the development of the Huntington Station area.

Brownfield Cleanup Program and Vacant Properties Database, New York, NY, New York City Mayor's Office of Environmental Remediation. Assistant Project Manager assisting with the development of a database for a Brownfield Cleanup Program (BCP) to promote the redevelopment of potentially contaminated and under-used sites. The City's BCP is the first municipal program of its kind in the country, and it is intended to facilitate the fast and efficient cleanup and reuse of contaminated sites. One of the 10 brownfield initiatives is the creation of a database of historical site uses across the city that can be used to identify potential brownfield sites. This vacant property database assists in the rapid redevelopment of these sites and allows the City to measure long-term progress toward the plan's goals.

On-Call Environmental Services, Various Locations, National Railroad Passenger Corporation (Amtrak). Contract Manager/Program Director providing on-call environmental service, which included conducting assignment audits of various facilities, designing a chemical storage and equipment washing facility at the Bear Delaware shop, and preparing spill prevention control and countermeasure (SPCC) plans for various facilities. Services also included permitting and plans; derailment and emergency response; SPCC and hazardous waste contingency; geographic information systems (GIS) services; hazardous waste and RCRA; air emissions permitting, compliance, and reporting; wastewater and stormwater; due diligence investigations; remedial investigations and feasibility studies; remedial design, oversight, and operation; wetlands assessments and mitigation; environmental management system, compliance audits, and environmental training; asbestos, lead-based paint, and mold services; environmental impact statement and National Environmental Policy Act services; industrial hygiene; and brownfield redevelopment.

Long Beach Brownfield Opportunity Area Study, Long Beach, NY, City of Long Beach. Project Manager responsible for providing professional planning services for the preparation of an approvable Brownfield Opportunity Area pre-nomination study for the revitalization of the bayfront area consistent with New York State Department of State and New York State Department of Environmental Conservation requirements. The project area was along Reynolds Channel on the southern shore of Long Island that is programmed for mixed-use redevelopment, including mid-rise residential development and a waterfront promenade.

Babylon Train Wash Facility, Babylon, NY, MTA Long Island Railroad. Senior Environmental Project Manager responsible for providing services for the conceptual, preliminary, and final designs and construction services for the unmanned, automatically operated, single-direction Babylon Train Wash Facility. The facility is designed to accommodate electric and diesel-hauled trains and consists of a single-story unit masonry building adjacent to the steel-framed wash bay with metal clad siding.

Coes Neck Phase II Site Assessment, Bethpage, NY, Nassau County. Project Manager responsible for reviewing and evaluating the Coes Neck Phase II site assessment report on behalf of surrounding community groups.

Construction-Phase Services, Long Island City, Queens County, NY, MTA Long Island Railroad. Senior Environmental Project Manager responsible for providing construction-phase services for the demolition and reconstruction of Long Island City Diesel Yard in Long Island, New York. Construction-phase responsibilities included reviewing submittals, investigating field conditions, and resolving technical issues.

Environmental Services, NY, Confidential Client. Assistant Project Manager responsible for providing remediation assistance and other environmental services, including a document review and site visit; ongoing interim remedial measures (IRMs); operation and maintenance and reporting; an IRM engineering assessment; meetings and communications; troubleshooting and repair of the soil vapor extraction systems and groundwater extraction treatment system; record of decision-related services; and oil spill assistance.

Phase I Environmental Site Assessment, Hempstead, NY, Planned Parenthood of Nassau County. Project Manager responsible for performing a Phase I environmental site assessment.

Remedial Investigation/Remedial Alternative Analysis, Brooklyn, NY, Frito-Lay, Inc. Senior Project Manager responsible for providing project oversight and technical and policy assistance for a remedial investigation and alternatives analysis. The remedial investigation was conducted in accordance with New York State Department of Environmental Conservation (NYSDEC) DER-10 Guidelines. The work included a remedial investigation work plan, remedial investigation report, and supplemental remedial investigation work plan and the implementation of the supplemental remedial investigation and remedial alternatives analysis. Our firm prepared the brownfield applications and successfully worked with the NYSDEC case manager to gain acceptance into the Brownfield Cleanup Program.

General Engineering Services, Suffolk County, NY, Metron Development Services. Assistant Project Manager responsible for performing general engineering services for project development.

Hudson Line Overpass Improvements, Westchester County, NY, MTA Metro-North Railroad. Senior Environmental Project Manager responsible for providing construction supervision and inspection services for the rehabilitation of the Hudson Line stations from Hasting-on-Hudson to Ossining in Westchester County, New York. The goal of the project was to rehabilitate Hudson Line historic station overpasses and platforms, including canopies, stairs, and amenities.

Croton-Harmon Maintenance Facility Replacement Priority Repairs, Croton-on-Hudson, NY, MTA Metro-North Railroad. Senior Environmental Project Manager responsible for designing multiple fixed-facility improvements, including the preparation of design-build construction documents for a new wheel truing facility; the study and design of facility modifications and improvements to support the new M-7 fleet; and preparation of construction documents for roof and facade repairs and plumbing renovations inside and outside of the main shop facility. The new facility is a 12-bay, pre-engineered, 8,250-square-foot passenger-train maintenance facility incorporating vehicle pits for wheel-truing equipment, 3-ton bridge crane, and storage areas.

Acquisition Due Diligence Assessment and Environmental Health and Safety Compliance Audit, Fulton, NY, Crompton Corporation. Senior Project Manager responsible for a pre-acquisition due diligence assessment and regulatory compliance audit of a plastic extrusion equipment plant constructed in the early 1900s. A site survey was conducted and historical records reviewed to identify potential areas of environmental concern. Company environmental and health and safety files and practices were reviewed to assess the current status of regulatory compliance.

On-Call Services, Northport, NY, Village of Northport. Project Manager responsible for providing on-call services, including environmental, civil, geotechnical, structural, electrical and mechanical engineering, architectural, and construction management services.

Harmon Maintenance Facility Replacement, Phases I, II, and IV, Croton-on-Hudson, NY, MTA Metro-North Railroad (MNR). Environmental Task Leader for the various phases of the replacement of a rail maintenance facility. Responsibilities include providing leadership for the environmental tasks involved with the facility design and master planning efforts for the yard. Phase I included structural and facilities design, preparation of a master plan for the yard, and leadership for environmental design tasks at the yard. Our firm teamed with a construction company on a design-build contract to construct the Phase II improvements to the yard. Phase II consisted of the design and construction of several new facilities in the northern portion of the site and clearing a portion of the site for the major facilities to be constructed in Phase III and thereafter. In addition, our firm has designed a new wheel-truing facility, priority repairs to the main shop, and work to be performed at Metro-North's Ossining Substation, approximately 2 miles south of the Harmon site. Our firm was also selected to prepare the design-build documents for Croton-Harmon Yard and Shop Phase IV, Stage I, which is the latest stage of the $1.0 billion multiyear reconstruction of the century-old Harmon Shop. The Phase I, II, and IV work included assistance needed to address the environmental issues of concern, which are described below:

- Assistance to Metro-North's legal counsel in determining that the project was categorically exempt from the State Environmental Quality Review Act and National Environmental Policy Act, resulting in overall design cost savings
- Development and implementation of guidelines, which address the management of soils generated during investigation or excavation that will allow the reuse of soils on site
- Development and implementation of a geographic information system (GIS)/key database to store the chemical and geological data generated at the site
- Treatment and management of dewatering fluids discharged to the local publicly owned treatment works in accordance with permission requirements
- Asbestos, lead-based paint, and polychlorinated biphenyl (PCB) abatement
- Tank closure and construction
- Air permitting compliance
- Modifications to the facility stormwater discharge permit to include changes to the postconstruction wastewater stormwater management system
- Coverage for construction stormwater discharges under the New York State Department of Environmental Conservation State Pollutant Discharge Elimination System permit program GP-02-01
- Design of new environmental systems for the site, such as a spill control system for a new 400,000-gallon fuel oil storage tank and a fuel pad oil-water separator. Coordinated requirements with regulatory agencies.

In accomplishing these tasks, our firm took a proactive approach, and together with MNR, contacted regulatory agencies at the beginning of the project to introduce them to the project concepts and involve them in decision-making processes. We also involved the other design discipline team leaders in the process.

Croton-Harmon Maintenance Facility Replacement, Phase II, Croton-on-Hudson, NY, MTA Metro-North Railroad. Environmental Task Leader for Phase II of the replacement of the Croton-Harmon Maintenance Facility. Responsibilities included providing leadership for the environmental tasks involved with the facilities design and master planning efforts for the yard. Our firm provided design and construction assistance under a design-build contract for the Phase II work. Tasks included assisting Metro-North's legal counsel in determining that the project is categorically exempt from the requirements of New York's State Environmental Quality Review Act and the National Environmental Policy Act, which resulted in overall design cost savings; developing guidelines that address the management of soils generated during investigation or excavation activities, which allowed the reuse of petroleum-contaminated soils on site; developing and implementing a geographic information system (GIS)/key database in which to store chemical and geological data generated at the site; obtaining approval for dewatering fluids to be accepted by the local publicly owned treatment works, resulting in cost and time savings for the management of contaminated groundwater; designing new environmental systems for the site, such as a spill control system for a new 400,000-gallon fuel oil storage tank and a fuel pad oil-water separator, and coordinating the associated requirements with the regulatory agencies; obtaining coverage under New York's State Pollutant Discharge Elimination System (SPDES) Permit GP-02-01 for stormwater discharges during construction; modifying the facility's industrial stormwater SPDES permit; and modifying the facility's groundwater monitoring well network.

North White Plains Station Access and Parking Improvements, White Plains, NY, MTA Metro-North Railroad. Environmental Task Leader/Site Planning Coordinator for the preparation of an environmental impact statement pursuant to the National Environmental Policy Act of 1969 and its amendments to analyze alternatives for improved station access and parking at Metro-North's North White Plains Station, with the Federal Transit Administration acting as federal lead agency, and begin preliminary design efforts. The commuter parking capacity was 1,200 spaces, which were located in three lots on the west side of the railroad tracks and a fourth lot on the east side of the tracks. Vehicle access to the three lots located to the west of the tracks was limited to the Bronx River Parkway from the west. Significant areas of the parking facilities were located within the County's Bronx River Parkway Reservation, a sensitive environmental area. Project elements evaluated included the construction of a multilevel parking structure, improvements to existing surface parking areas, the development of remote park-and-ride lots, improved station facilities, an intermodal area, pedestrian and bicycle connections, vehicular access to parking, and the reclamation of the Bronx River Parkway Reservation areas currently used for parking.

Niantic River Bridge, Niantic, CT, National Railroad Passenger Corporation (Amtrak). Environmental Task Leader responsible for addressing asbestos and lead-based paint management and associated wetlands issues involved with the replacement of a drawbridge. The drawbridge, located on Amtrak's Northeast Corridor is an electrified, two-rack railroad with high-density rail traffic. Intercity service is operated by Amtrak, and commuter service is provided by Metro-North Railroad. Oversaw the engineering services for the final design of track, signals, communications, catenary, traction power, structural, environmental, and geotechnical analyses. Our firm was retained to perform construction-related services to maintain continuity between the designer and installation contractor.

Grand Avenue Bus Depot, Environmental Services, Queens, NY, MTA New York City Transit. Senior Project Manager responsible for providing environmental services for a $226 million design-build project for a bus and central maintenance facility. Environmental services included developing and implementing an environmental permit strategy; modifying the facility air permit as required to reflect design-build conditions; conducting a Phase I assessment; developing and implementing soils, asbestos, waste management, and dewatering plans; developing and overseeing the implementation of a construction stormwater management plan; and obtaining permits for water and wastewater discharges and storage tanks and unloading systems. Soil and waste management plans were prepared, and ongoing management of contaminated soils encountered during excavation was provided. Our field personnel documented subsurface conditions during soil excavation and handling activities. On-site responsibilities included assistance with field screening of soils, collection of laboratory samples, and documentation and tracking of excavated USTs, asbestos, drums, and other discovered items of environmental concern.

Brownfield Redevelopment, Babylon, NY, Town of Babylon. Senior Project Manager and Principal-in-Charge responsible for conducting Phase I and Phase II assessments and end-use planning and for providing other engineering services related to the brownfield redevelopment of the Straight Path Area in the Hamlet of Wyandanch. This work was funded under a U.S. Environmental Protection Agency Brownfield Grant.

Harlem Line Station Improvements, Bronx and Westchester, NY, MTA Metro-North Railroad. Environmental Task Manager responsible for asbestos and lead-paint management, including abatement, handling, and disposal during the construction of improvements to rail stations, including the design and construction of new canopies, shelter installation with heat and lighting, platform lighting upgrades and uninterruptible power supply emergency lighting systems, installation of canopy drainage and supports, tactile warning strips, platform replacements that are enclosed, new and/or extension of public address system and electric service upgrades as required, pigeon-proofing, replacement of platform edge strips, and fall protection.

Nassau Expressway Rehabilitation, Queens, NY, New York State Department of Transportation. Environmental Task Manager responsible for asbestos and lead-paint surveys and abatement design, stormwater management, and permitting involved with the final highway design (Phases V and VI) for the rehabilitation and resurfacing of Nassau Expressway/Interim Nassau Expressway - Rockaway Boulevard (from the Van Wyck Expressway to the Nassau County line), including associated ramps and certain bridges, and preliminary design, right-of-way, and final design services for the proposed multiuse (bike/pedestrian) path.

Wall Revetment, Asharoken, NY, William Gallo. Senior Project Manager responsible for providing design, permitting, and construction management for a rock revetment wall along a property on Long Island Sound. The wall was constructed on the seaward side of a sheet pile retaining wall, which was in need of rehabilitation due to severe beachfront erosion and age.

Property Purchase, Site Development, and Litigation Support and Testimony, NJ, Confidential Client. Senior Project Manager responsible for providing litigation support and testimony in a cost allocation and recovery matter regarding two adjacent properties on which environmental concerns were noted and reported. The larger, 26-acre property was a former chemical plant that had gone through an administrative consent order cleanup under the direction of the New Jersey Department of Environmental Protection, which allowed waste residuals to be capped in place and groundwater contamination to remain unremediated. The smaller, 6-acre property was a trucking terminal with a fueling island and USTs. In addition, an extensive Phase II investigation was performed to establish a pre-existing environmental baseline for both properties. The client subsequently purchased the properties and developed a rail-to-truck intermodal facility. The sites border a river, and the federal and state governments took actions against the adjacent property owners to pay for the assessment and cleanup of the river. The former property owner sued our client to have them included in the cost recovery action. We provided litigation support to our client and their attorneys and testified during the trial.

Elevated Rail, NY, Confidential Client. Senior Project Manager responsible for reviewing demolition and material management plans provided by a prospective purchaser and for providing field oversight, including split sampling. The elevated railroad structure was built around 1900 and consists of trackage and ballast in a concrete containment supported by steel columns and extends approximately 1.7 miles. Assisted in addressing liabilities associated with handling ballast, which may be affected by chemical residuals, lead-based paint on the steel work, asbestos-containing materials, and areas of potential concern throughout the abandoned line. Split samples were collected during the purchaser's waste characterization efforts to verify the analytical results and to evaluate the proposed disposal and reuse methods.

Property Purchase and Site Redevelopment, NJ, Confidential Client. Senior Project Manager responsible for a Phase I environmental site assessment of two adjacent properties. The larger property, totaling 26 acres, was a former chemical plant that had gone through an Administrative Consent Order cleanup under the direction of the New Jersey Department of Environmental Protection (NJDEP), which allowed waste residuals to be capped in place and groundwater contamination to remain unremediated. The smaller property, totaling 6 acres, was a trucking terminal with a fueling island and USTs on the property. To establish a pre-existing environmental baseline for both properties, an extensive Phase II investigation was performed. The client subsequently purchased the properties and developed a rail-to-truck intermodal facility. An asbestos survey was conducted in support of the demolition of an on-site administration building. To support redevelopment work on the 6-acre property, an 8,000-gallon gasoline and diesel fuel UST on the property was removed. When removed, the gasoline tank was found to have several holes, and a sheen of phase-separated hydrocarbons was noted on groundwater that infiltrated the excavation. The observed release was reported to NJDEP. Organics detected in the gasoline tank excavation are not organics present in gasoline and were believed to be attributable to an off-site source detected in the baseline groundwater samples. This information was submitted to NJDEP. To support the site improvement of both properties, Occupational Safety and Health Administration (OSHA) surveillance of utility line trenching on the properties was provided, due to the groundwater contamination beneath the site. This required the preparation of a comprehensive health and safety plan, and personnel were provided to monitor trenching activities.

Croton-Harmon Maintenance Facility Replacement, Phase I, Croton-on-Hudson, NY, MTA Metro-North Railroad. Environmental Task Leader responsible for providing leadership for the environmental design tasks involved with the facility design and the master planning for the yard. Our firm was the overall environmental technical lead responsible for overseeing the efforts of four environmental design subconsultants. Tasks performed included assisting Metro-North's legal counsel in determining that the project was categorically exempt from New York's State Environmental Quality Review Act and the National Environmental Policy Act, which resulted in overall design cost savings; developing guidelines to address the management of soils generated during investigation or excavation operations, which allowed the reuse of petroleum-contaminated soils on site; developing and implementing a geographic information system (GIS)/key database to store the chemical and geological data generated at the site; obtaining approval for dewatering fluids to be accepted by the local publicly owned treatment works, which resulted in cost and time savings for the management of contaminated groundwater; and designing new environmental systems for the site, such as a spill control system for a new 400,000-gallon fuel oil storage tank and a fuel pad oil-water separator, and coordinating requirements with the regulatory agencies.

Brownfields Conversion of Rail Yard, NY, Confidential Client. Senior Project Manager responsible for a site that has been redeveloped as a sports park, which includes restaurants and retail activities. This former rail yard consists of 53 acres of property, including 25 upland areas and 28 acres under water. The site was used as a locomotive and railcar servicing and maintenance facility and switchyard from 1883 to 1994. A presale environmental assessment performed by our firm showed evidence of residuals common to rail yards. Several environmental issues were addressed by removing a UST and aboveground storage tank, removing asbestos from a fire-damaged pier, closing a weigh-scale pit, and removing debris and a railcar in poor condition. The site had been leased to a car parking concession that had filled the leased area and other parts of the property with shredded asphalt shingles. Some of this material was removed from wetland-related areas in accordance with a consent order with the State.

Town Improvements, Northport, NY, Village of Northport. Senior Project Manager and Principal-in-Charge responsible for providing various architectural and engineering services. Served as a Village Engineer in providing design and construction management during the upgrade of the municipal wastewater treatment plant, design and construction management of an interim roadway retaining structure along a major village thoroughfare, engineering assistance during a hillside collapse and response from the U.S. Army Corps of Engineers, design and construction management of a domed roadway salt and sand storage facility, engineering services for the Village Planning Board and Zoning Board of Appeals for various site development projects, architectural design of a new concession and restroom facility in Steers Park, design and construction management of various roadway improvement projects throughout the Village, engineering services involved with New York State Department of Environmental Conservation stormwater discharge regulation requirements, and design and construction management for the installation of new street lamps along Main Street.

Natural Gas Pipe Line Metering Stations, Various Locations, Southeastern U.S., Confidential Client. Project Director for remedial investigations and feasibility studies at more than 200 metering stations along a major natural gas pipeline located in the southeastern United States. In the past, mercury manometers were used in the metering process. Breakage, spillage, and operations and maintenance disposal practices resulted in mercury contamination inside the buildings and in the surrounding soils and groundwater. Due to the large number of sites, our firm used a rapid assessment process that relied primarily on field-testing techniques. Our firm pioneered the use of mercury vapor industrial hygiene equipment to quickly determine the presence/absence and the relative amount of mercury contamination in soil samples. This technique allowed the measurement of mercury vapor levels at various depths in boreholes, as well as in individual soil samples. An immunoassay field test was used on a representative number of samples to more specifically describe the mercury concentrations in samples of concern. Finally, a limited number of samples were sent to the laboratory for mercury measurements in accordance with accepted laboratory protocols. A combination of this data was used to describe the extent of contamination at each of the metering stations and determine the need for and the extent of remedial actions required.

Expert Witness Services, Manhattan, NY. Expert Witness representing the owner of a property in midtown Manhattan whose tenant, an automobile service and fueling station, was decommissioning and closing the site. Fuel oil contamination was found on site, and the tenant claimed that it was not due to its operations. Provided technical and litigation support to the property owner and its attorney. Served as the plaintiff's Expert Witness in the case against Getty Oil to recover damages arising from environmental contamination allegedly caused by Getty Oil to the plaintiff's property. The court ruled in favor of the plaintiff and found Getty liable to the plaintiffs for more than $1 million.

Health and Safety Management, Oyster Bay, NY, Town of Oyster Bay. Senior Project Manager in charge of an on-call brownfield services contract, which included environmental Phase I and II investigations, end-use planning, and remedial design. Also provided health and safety consulting services and groundwater monitoring services to the Town.

LaGuardia, John F. Kennedy (JFK), and Newark Airports, New York City Metropolitan Area, NY, Various Clients. Principal-in-Charge responsible for fueling facility upgrades, site assessments, and remediation projects at three airports. Investigated the nature and extent of petroleum residuals at the LaGuardia Airport fuel farm and designed an upgrade to the tank farm and fuel truck loading area, which provided improved control of releases from the fueling operations. Rehabilitated several deep petroleum product recovery wells at the JFK Airport satellite fuel farm and investigated and remediated releases at the ramp fueling station at Newark Airport.

Illegal Landfill at a Religious Cemetery, Long Island, NY, Kaye Scholer, LLP. Senior Project Manager responsible for developing a restoration and closure plan for a cemetery. The cemetery contracted to fill 8.5 acres with about 180,000 cubic yards (CY) of soil and demolition debris to increase the area for burials. The state, however, cited the operation as a nonpermitted solid waste management facility after the contractor delivered 460,000 CY of material. The cemetery owners signed a consent order that required characterizing the fill materials and preparing a restoration plan. Local civic organizations and politicians demanded that the fill material be removed from the site. The estimated cost of removal and off-site disposal was about $20 million. It was argued that characterizing the fill was not warranted, and a site investigation/closure was proposed to verify that no environmental impacts occurred and closure of the site was in accordance with the cemetery's expansion plan. As part of the landfill closure, quarterly landfill gas monitoring is performed. The monitoring database is summarized in quarterly reports to the New York State Department of Environmental Conservation. The site is characterized by very steep slopes. Slope stability analyses were performed under various closure scenarios to evaluate alternative closure scenarios.

Environmental Site Assessment and On-Call Environmental Engineering Services, Long Island, NY, Northrop-Grumman Corporation. Senior Project Manager responsible for coordinating environmental site assessment and environmental engineering services on an on-call basis. The work included UST investigations and closure work, site investigations for soil excavation projects, asbestos investigations and abatement design and management, and environmental construction management for the closure of manufacturing facilities.

Manufacturing Research and Development Facility, NY, Confidential Client. Project Manager for the presale assessment of a former manufacturing research and development facility, consisting of a 25,000-square-foot main building and two smaller buildings on a 10-acre site. Identified cadmium and mercury residues from prior laboratory activities on building interior surfaces, equipment, and other areas. Determined acceptable metals concentrations on building surfaces and in soil through a risk assessment.

Abandoned Industrial Property, NY, Confidential Client. Environmental Task Leader in charge of a Phase I/Phase II environmental assessment of an inactive railroad property adjacent to mainline track to establish baseline conditions prior to the railroad leasing the site for industrial use. To prepare the site for future use, the owner decided to remove approximately 30,000 cubic yards of concrete and demolition debris that had been stockpiled on the site by others. Our firm was retained to characterize and manage the removal and disposal of the debris pile. The project was coordinated with the New York State Department of Environmental Conservation's Division of Solid and Hazardous Materials to obtain the Department's concurrence on the scope of the proposed project and the Division of Environmental Permits to obtain a Tidal Wetlands Permit, due to the site location adjacent to a surface water body.

Illegal Landfill on Railroad Property, NY, Confidential Client. Principal-in-Charge for a project involving an illegal landfill site on inactive railroad property. A preliminary environmental assessment of the site was conducted in 1987. In 1988, illegal dumping occurred at the site, which resulted in approximately 500,000 cubic yards of waste being landfilled at the site. A site investigation was conducted in 1994, and ongoing monitoring has been performed at the site since that time. Groundwater and surface water sampling has been conducted, and volatile organic compounds, semivolatile organic compounds, metals, pesticides, ammonia, and various other landfill leachate constituents have been found in groundwater and surface water. A phytoremediation system has been designed and installed that consists of approximately 1,000 trees planted to withdraw groundwater from two water-bearing zones beneath the site. A landfill closure plan was designed and constructed, which included dewatering and closing on-site ponds, performing site grading and development, installing a multilayer cap on the 500,000-cubic-yard waste piles with gas controls, installing stormwater control systems, and installing a groundwater recovery and recirculation system. Also served as a fact witness for the property owner in his cost recovery action against waste generators whose waste was disposed at the site.

The landfilling has been conducted on 26 acres of the overall 39 acres of the inactive railroad. During the course of the site investigation, the railroad negotiated the sale of the rail yard outside of the landfill area. The sale included the track and right-of-way. Environmental issues of concern were addressed with minimal remediation. The sale was to support a revitalization project. The adjacent property is being developed into a sports complex, including restaurants and shops.

Railroad Pre-purchase Property Assessments, Westchester County, NY, MTA Metro-North Railroad. Senior Project Manager responsible for performing prepurchase property assessments to assist this railroad client in acquiring property to expand two rail facilities.

Site Investigation for Inactive Railroad Yard, NY, Confidential Client. Senior Project Manager for a presale site investigation to identify environmental issues that could be of concern to future users of the site. The development of the site was intended to be for sports, recreational, and commercial uses. Actions were taken to address the environmental issues of concern to both the state's and the buyer's satisfaction.

Railroad UST Closures, Various Locations, U.S., Confidential Client. Senior Project Manager responsible for a UST closure program. The program was originally limited to USTs in two states but was so successful that 12 more states were included. The closure program addressed specific state compliance requirements and included the following: initial UST registration, cost recovery for eligible tanks, paperwork and schedule tracking, tank removal, sampling and analysis operations, the establishment of the extent of soil and/or groundwater contamination, the design of remedial alternatives, remedial implementation, and site closure. Provided oversight and supervision services during the various phases of the work. More than 200 USTs were closed. The tanks ranged in capacity from 100 to 20,000 gallons and included buried railcars. Soil remediation efforts included on-site bioremediation cells, off-site bioremediation, and landfilling. Implemented groundwater remediation programs at some of the sites.

Railroad Consent Order Compliance, Various Locations, U.S., Confidential Client. Senior Project Manager for several sites that were placed under a U.S. Environmental Protection Agency consent order. Assisted the client in responding to the items required by the consent order, including demolition, site cleaning, the closure of oil-water separators, the removal of drums, asbestos abatement, the removal of underground tanks, upgrades for aboveground tanks, the closure of septic systems, and the backfilling of open pits.

Remediation Services for Abandoned Railroad Yard, PA, Confidential Client. Senior Project Manager responsible for overseeing the excavation of 11 USTs and the stockpiling of 1,500 cubic yards of diesel-contaminated soils at an abandoned railroad yard. Solicited competitive bids from remedial contractors for on-site soil roasting or cold-batch asphalt recycling. Soil roasting was more cost-effective because it eliminated the need to landfill the waste. Provided oversight during the remedial work and coordinated state air and water permits. Following soil sampling to verify the treatment, the roasted soil was spread on site, graded, and seeded to close out the project.

Chemical Railcar Derailment, MI, Confidential Client. Senior Project Manager for a project involving a railcar derailment site in a residential area where more than 50,000 gallons of volatile organics and acids were released, some of which ignited. Conducted a remedial investigation that determined the nature and extent of chemical residues and their impacts on air, soil, surface water, and groundwater. Built a surface water diversion system as an interim measure to control overland flow from the area. The state initially demanded soil remediation to background levels, but a risk assessment indicated only a low exposure risk, which resulted in a significant reduction in the extent of required soil remediation. The state also initially listed the excavated soil as hazardous, but the soil was delisted on our petition. This was the first instance in the state where hazardous soil was delisted to a nonhazardous waste based on a private-party petition.

Locomotive Petroleum Spill, FL, Confidential Client. Senior Project Manager responsible for developing a cost-effective remedial action plan (RAP) to clean up soil and groundwater contaminated by approximately 4,000 gallons of diesel fuel. The RAP was based on data from soil borings and monitoring wells and called for limited soil excavation. Employed an organic vapor analyzer to delineate specific areas for excavation. Used an interceptor trench to contain and recover free product and dissolved petroleum constituents. The work was done in close coordination with the railroad to avoid disrupting normal operations. Negotiated soil cleanup levels with the state and demonstrated that it was not necessary to excavate the contaminated soil beneath the tracks. The soil and groundwater cleanup objectives were satisfied, and the state closed its file after receiving the site rehabilitation report.

Railcar Manufacturing Facility RCRA Management Plan, WV, Confidential Client. Senior Project Manager responsible for auditing waste management practices and developing a sitewide RCRA management plan at a facility that manufactures, renovates, and rebuilds approximately 40 railcars a day. The management plan integrated many diverse waste streams, including RCRA wastes, other chemical wastes, and waste oil from more than a dozen trade shops. The audit included reviewing operations in each shop and interviewing supervisors and foremen to identify chemical use, waste streams, and waste handling/disposal practices. Recommended product substitution and waste stream segregation to minimize the volume of RCRA wastes. Developed a sitewide RCRA contingency plan.

Site Investigation and Remedial Services for Inactive Railroad Yard, MD, Confidential Client. Senior Project Manager responsible for developing and managing a site investigation and subsequent remedial actions at a closed railroad yard. Facility operations had included painting, metal working, fueling, car building, and engine repair. Closure activities included site characterization, negotiations with state agencies, remedial design, bid specifications, and remedial implementation. Issues of concern included the characterization and disposal of unlabeled drummed waste; the removal of storage tanks; the remediation of soils contaminated with polychlorinated biphenyls (PCBs), chromium, and lead; the closing of two large lagoons containing petroleum-contaminated sludge and free liquids; and the removal of petroleum product floating on the water table. Closing the lagoons involved pumping off and treating approximately 200,000 gallons of water and stabilizing the lagoon sludge using lime kiln material. The remedial action was complicated by karst geology.

Railroad Service Yard Closure, IN, Confidential Client. Senior Project Manager for a preclosure investigation at a 250-acre locomotive and car service yard that found polychlorinated biphenyls (PCBs) and asbestos in buildings, hazardous residuals in underground tanks, and contaminated soil. A biological treatability study demonstrated that in situ biological treatment could remediate petroleum-impacted soil in two fueling areas.

This yard contained more than 200,000 cubic yards of cinder, and elevated concentrations of polynuclear aromatic hydrocarbons were found in many of the cinder samples. A site-specific risk assessment demonstrated that no additional remedial actions were necessary.

Regulatory Compliance Assistance, NY, Confidential Client. Senior Project Manager responsible for determining the regulatory compliance of aboveground storage tanks, USTs, and drum storage areas at an aircraft manufacturing facility. Supervised the preparation of a health and safety plan to protect workers during tank closures, site assessments, and new tank system construction. Assisted in the preparation of plans and specifications for new USTs to replace underground tanks that did not meet UST requirements or would soon be out of compliance. The new specifications for gasoline, diesel fuel, and JP-4 jet fuel tanks included secondary containment and leak detection in accordance with municipal, state, and federal regulations. Developed closure plans for waste storage areas and underground and aboveground tanks. New tanks were constructed and old tanks were removed in a sequence that avoided disrupting the plant's activities. Managed the decommissioning of 30 manufacturing buildings with 1.2 million square feet of floor space. The demolition addressed lead paint, polychlorinated biphenyls (PCBs), reinforced-concrete slabs, and utility and testing tunnels. Provided asbestos abatement design and bid-phase management services to remove asbestos-containing roofs, thermal insulation, floor tiles, and other materials from the buildings.

Bridge Rehabilitations, New York, NY, New York City Department of Transportation. Principal-in-Charge of a project team that oversaw environmental issues of concern associated with the rehabilitation of the Williamsburg, Throgs Neck, Whitestone, and Verrazano-Narrows Bridges. The principal issue of concern was the lead paint being removed during the work. The primary project activities involved worker protection to meet Occupational Safety and Health Administration (OSHA) requirements, the containment and management of lead-based paint dislodged/removed during the work, and the assessment of surrounding areas (soil, pavements, tops of buildings) where the lead may have fallen prior to and during the work. Several buildings required asbestos abatement and demolition and UST inspections and removals.

Remediation Services for U.S. Environmental Protection Agency Superfund Site, WI, Confidential Client. Senior Project Manager responsible for a remedial investigation, a feasibility study, and a remediation project. The site was a former munitions manufacturing facility that contained several landfills, waste lagoons, and areas affected by chemicals associated with the manufacturing processes. Conducted an investigation of the on- and off-site groundwater, soil, and waste. The chemicals of concern at the site included chlorinated hydrocarbons, a forge compound consisting of graphite and long-chain hydrocarbons mixed with kerosene and chlorinated solvents, polynuclear aromatic hydrocarbons, arsenic, and metals. Performed a risk assessment to define the need for remedial action at the site. Conducted a pilot study to evaluate the use of forge compound and forge compound mixed with soil as a secondary fuel in cement kilns. An 11-acre lagoon filled with up to 12 feet of forge compound was excavated, and the material was used as fuel at the kilns. Several on-site landfills were consolidated and closed in place with a soil vapor extraction system serving as the "bottom liner" for the landfill wastes.

Investigative and Remedial Services for Abandoned Industrial Property, WV, Confidential Client. Senior Project Manager responsible for investigating and remediating an abandoned property under the West Virginia Department of Environmental Protection's Voluntary Remediation Program. Historic uses of the 8.5-acre site included a railroad switching yard, a scrap metal yard, a steel mill, a tool and die operation, a wall plaster manufacturer, and a lumber warehousing operation. The involved city has been identified as a U.S. Environmental Protection Agency brownfields pilot community, and the city is interested in facilitating the development of several properties in the vicinity of the subject property. Obtained historical site information from the city and conducted a fast-track Phase I environmental assessment of the site to identify areas of potential concern. Based on the findings of the Phase I assessment, developed and implemented a site investigation work plan to assess the potential presence of residual contamination associated with former site uses. Reviewed the site investigation results in consideration of the proposed redevelopment of the site for commercial use and evaluated potential risks posed by chemical residuals in surficial and shallow soils.

Determined that the chemical residuals in the soils did not pose a risk since they will be capped under the proposed site development. Concluded that no remedial action was warranted, and the agency concurred.

Class I Railroad Freight Yard, IL, Confidential Client. Senior Project Manager responsible for obtaining a no further remediation (NFR) letter for a former railroad yard under the Illinois Environmental Protection Agency's (IEPA's) Site Remediation Program (SRP). The 24.73-acre site was used as a railroad freight yard and contained several freight houses, platforms, and many switching tracks. The freight yard was closed and dismantled in the early 1970s and has been vacant since its decommissioning. Based on the site's location, the redevelopment potential of this brownfield for multiuse, multifamily housing made it extremely attractive to potential developers. As such, the site's remediation objectives were designed to allow for unrestricted residential use. Performed an assessment that found elevated concentrations of arsenic in surficial and near-surface soils and concluded that these elevated concentrations were from historical and routine applications of arsenic-containing herbicides to the main tracks. After a sales agreement was completed with a local developer, the site was enrolled in the IEPA's SRP. Based on past site operations and the results of the initial assessment, arsenic was identified as the only chemical of concern. Performed a feasibility assessment concerning the achievement of both risk-based criteria and generic metropolitan statistical area median background values and concluded that soil excavation was the preferred remedial action to achieve a residential land use endpoint. However, reaching the risk-based criteria and/or generic background values required the excavation and disposal of a large quantity of soil. Conducted further research to assess actual arsenic soil concentrations within the city. The study addressed arsenic levels within various types of fill material that had been imported to the site and the subsequent construction of the freight yard. Based on this study, a site-specific arsenic level was calculated for the area surrounding the impacted zone. Used this information to show the IEPA that achieving default risk-based criteria and/or generic background levels was impractical. Presented an alternative remediation objective (RO) based on the statistical evaluation of data collected outside the Federal Insecticide, Fungicide, and Rodenticide Act application area and the practicality of achieving the alternative RO. The alternative RO was reviewed and accepted by the IEPA. Submitted a remedial action completion report to the IEPA that resulted in the issuance of a NFR letter for unrestricted residential use of the site. The site was sold to a local developer for redevelopment as a multifamily housing complex.

Railroad Yard and Track Redevelopment and Site Remediation, NY, Confidential Client. Senior Project Manager for a site where a land developer had illegally operated a nonpermitted landfill on property owned by a major railroad company. It was alleged that hazardous wastes, medical wastes, asbestos, construction and demolition debris, and municipal wastes had been disposed of in the landfill. Landfill leachate constituents, including hazardous substances, were found in the groundwater downgradient of the site, which is elevated relative to undeveloped wetlands to the south. Prepared a site investigation plan and a closure alternatives study to further define the site hydrogeology; increase the database on possible contaminant migration from the landfill; and identify the extent of contamination and potential impacts to human health and the environment, particularly the adjacent wetlands. Work included installing groundwater monitoring wells and sampling surface water and sediments in the wetlands. The objective of the closure alternatives study was to develop alternative closure and postclosure plans to mitigate unacceptable environmental impacts, evaluate these alternatives, and recommend a cost-effective remediation program. Successfully negotiated the acceptance of the plan and study with the state. The landfilling had been conducted on 26 acres of the 39-acre inactive railroad yard. During the course of the site investigation, the railroad negotiated the sale of the railroad yard outside of the landfill area. The sale included the track and right-of-way, a railroad bridge, and tracks connecting to existing freight lines. Environmental issues of concern were addressed with minimal remediation. This purchase was made to support revitalization. The adjacent property is being developed into a sports complex, including restaurants and shops.

Former Scrap Metal Yard, WV, Confidential Client. Senior Project Manager for a project involving a property that has been used as a railroad yard since the early 1900s. A small parcel on the property, approximately 6 acres, was leased to another party in the early 1970s and used for scrap metal salvaging and sorting. The scrap metal operations were terminated sometime in the 1980s. A subsequent inspection of the parcel by the U.S. Environmental Protection Agency identified polychlorinated biphenyls (PCBs) in the soil at two locations. In response to this finding, the property owner implemented two site investigations that focused on defining the horizontal and vertical extent of the PCBs in the soil, which indicated that approximately 4,400 cubic yards of soil were affected by the PCB residuals. A real estate developer subsequently expressed interest in purchasing and developing the parcel. Based on the environmental conditions identified at the property and the site development interest, the site was accepted into the West Virginia Department of Environmental Protection's (WVDEP's) Voluntary Remediation and Redevelopment Program. A site assessment work plan was developed and approved by WVDEP to guide the characterization of soil and groundwater at the property with respect to PCBs and other chemicals typically found at railroad yards and scrap yards. The resulting environmental monitoring database was used to assess public health and environmental risks posed by the chemical residuals under the proposed site development scenario. It was concluded that the site development plan, including building slabs, parking lots, roadways, and gardens, would provide an engineering barrier above the chemical residuals and mitigate risks to human health and the environment. As a result no active remediation was needed, saving the property owner the multimillion-dollar cleanup that would have been needed to remediate the site. The owner will thus profit by selling the property, the developer will be able to obtain property that will fit into its development plans, and both will benefit from the development and the rehabilitation of the downtown area.

Railroad Mechanical Facility, MD, Confidential Client. Senior Project Manager responsible for providing environmental and engineering management services during the investigation, decommissioning, and remediation of a railroad mechanical facility. The site consists of 45 acres occupied by 38 structures. The project included a site investigation, remedial actions, lagoon closure, storage tank decommissioning, asbestos abatement, building demolition, and floating product recovery. Performed a preliminary assessment to characterize the site and identify areas of potential environmental concern. Based on the findings of the preliminary assessment, prepared and submitted a lagoon closure plan to the Maryland Department of the Environment (MDE) for approval. Prepared contract and bidding documents, provided project and field management of the closure activities, characterized the underlying soils, and prepared a summary report for submittal to MDE. Provided construction management services during the pumping, cleaning, and dismantling of abandoned aboveground storage tanks and USTs. Prepared an assessment of the potential environmental impacts associated with each tank. Prepared specifications and contract documents for the demolition of the 38 structures at the former locomotive manufacturing, maintenance, and repair facility. The larger structures included a 25-stall roundhouse, two erecting shops, a powerhouse equipped with several boilers, an 80-foot stack, and a wastewater treatment plant. The facility had been inactive for 10 years, and most structures were in poor condition. Performed a structural survey to identify those structures that posed safety concerns due to their potential for collapse and conducted a confirmatory asbestos inspection to verify the asbestos materials and quantities identified by a previous survey. Evaluated the feasibility of a partial demolition approach to remove safety hazards, as well as the full demolition. The full demolition option was selected, and the demolition and abatement specifications were finalized. Performed oversight inspections and air monitoring throughout the duration of the asbestos abatement to make certain of compliance with project specifications and applicable regulations. Provided construction management and inspection services during construction and demolition activities. The facility demolition included the characterization of residual liquids and sludges in the on-site wastewater treatment plant and various subgrade pits, as well as disposal coordination. With the completion of demolition activities, the facility is being entered into Maryland's Voluntary Cleanup Program. Product recovery will continue, and risks posed by residual constituents will be evaluated in consideration of a commercial/retail end use. There is an interest in extending a boulevard through the site, which would create a significant amount of useful and valuable real estate and return this former railroad yard to a beneficial use.

Environmental Assessment, Remediation, and Regulatory Compliance for the Railroad Industry, Various Locations, U.S., Various Clients. Principal-in-Charge responsible for managing a firmwide team providing environmental consulting services to the railroad industry since 1987. Railroad clients have included Norfolk Southern; Conrail; Amtrak; CP Rail; the Metro-North Railroad; and the New York, Susquehanna, and Western Railway. Hundreds of tasks have been performed for these clients throughout the United States. Services provided have involved investigating and remediating railroad sites affected by a variety of chemicals, including solvents, diesel fuel, lubricating oils, gasoline, arsenic, polynuclear aromatic hydrocarbons, and metals; conducting human health and environmental risk assessments; inspecting and removing numerous UST systems and assessing and remediating spills; providing assistance during train derailments involving spilled hazardous chemicals and diesel fuel; assessing the nature and extent of chemical residues in inactive facilities and designing and overseeing the cleanup and demolition of these structures; obtaining approvals of RBCA at rail sites and for barge lines; performing Phase I and Phase II assessments of properties being sold and/or purchased; assessing hazardous material management practices across the system and assisting with the steps needed to comply with the Clean Air Act 112-R Risk Management Plan requirements; and providing wastewater, air, and hazardous/solid waste engineering services.

UST Program for a Municipality, Hempstead, NY, Town of Hempstead. Project Manager responsible for managing a detailed survey of 90 USTs owned by a town in Nassau County, New York. Developed and coordinated a tank compliance program designed to register, test, remove, and close old tanks and design and oversee the construction of new tank facilities. Negotiated tank closure criteria with the state based on risk. Coordinated a compliance program that included registration, leak testing, bidding, and oversight services during UST removal operations. Designed new tank facilities and provided construction oversight.

Site Investigations for a Class I Railroad, Various Sites, U.S., Confidential Client. Project Manager responsible for site investigations at railroad yards characterized by failed USTs and aboveground storage tanks. Primary contaminants of concern were industrial solvents and diesel fuel. Negotiated site closures with state regulators and designed remediation systems, including soil roasting, bioremediation, barriers, and product recovery and pump-and-treat systems.

Environmental Assessment LaGuardia Airport, New York, NY, Ogden Aviation Services. Principal-in-Charge of the reconstruction of a bulkhead seawall surrounding a bulk fuel storage terminal. Prepared health and safety and confined space entry plans to cover the excavation and removal of fuel-contaminated soils. Collected and analyzed soil samples to determine the concentrations of gasoline and aviation fuel to assess potential entry hazards. The entry plan allowed the confined spaces to be classified as nonpermit-required spaces, which allowed workers to enter the excavation in Level C protection. This classification was justified by pre-entry continuous air monitoring, the design of a confined space entry program, and the cleaning of the confined workspace so that the workers could avoid contact with contaminated soils.

Remedial Action Plan, FL, Confidential Client. Project Manager responsible for the cleanup of 4,000 gallons of diesel fuel released during a tank car derailment. The technology assessment identified air sparging, interceptor trenches, and a groundwater pump-and-treat system as the most feasible and cost-effective remedies. Developed and implemented a remedial action plan. Provided construction oversight during the abatement, investigation, and remedial construction to make certain that the work plan and designs were followed in a cost-effective manner.

Environmental Compliance for the Rehabilitation of the Williamsburg Bridge, New York, NY, New York City Department of Transportation. Project Manager responsible for the environmental oversight and hazardous waste and materials compliance program and a site-specific health and safety plan related to the containment, collection, and disposal of lead paint waste. Other significant issues included asbestos abatement, RCRA compliance, demolition, UST decommissioning, and soil remediation.

Pipe Line Rupture, IN, Buckeye Pipeline Company. Project Manager responsible for overseeing the installation of a groundwater pump-and-treat system after a major pipeline ruptured and released several hundred gallons of petroleum product. Evaluated the impact of the release and designed a cost-effective treatment system that met the operating parameters and the state's discharge criteria.

Site Assessment at Willow Run Airport, Detroit, MI. Project Manager responsible for directing a site assessment to document and evaluate environmental concerns at this property to prepare for long-range redevelopment. Estimated the extent of environmental problems and the risks associated with site development and identified potential funding sources to address environmental risks and liabilities. Provided a preliminary evaluation of the environmental constraints implied by redeveloping the airport and nearby properties.

Environmental Compliance for the Rehabilitation of the Whitestone and Verrazano-Narrows Bridges, New York, NY, New York City Department of Transportation. Project Manager responsible for managing air monitoring and environmental compliance assistance during the rehabilitation of two major bridges. The principal issues of concern were to protect workers, the public, and the environment from lead hazards and to manage lead paint waste in accordance with hazardous waste requirements.

Assessment of an Electronics Manufacturing Facility, NY, Confidential Client. Project Manager responsible for managing an investigation of an electronics manufacturing facility to evaluate ways to decommission and demolish the building and dispose of the debris. Supervised the oversight of the building cleaning program, which included removing asbestos-containing material and polychlorinated biphenyl (PCB) equipment prior to demolition and remediating mercury residues found on building surfaces and in on- and off-site soils. Developed building demolition and soil excavation protocols to minimize fugitive dust. Supervised the air monitoring program used to document compliance with ambient air quality standards during the work. USTs and waste disposal pits were decommissioned using negative ventilation enclosures with exhaust air treatment. Residential soil on properties adjacent to the site and residential interiors near the site were contaminated with mercury dust. Developed a sampling plan and cleanup protocol and provided oversight during the cleanup.

Wire and Cable Manufacturing Facility Decommissioning, NY, Confidential Client. Project Manager responsible for managing the decommissioning of a closed, 300,000-square-foot industrial facility located on 40 acres, which was a listed Superfund site. A site investigation and risk assessment showed that demolition workers and the public could be exposed to unacceptable levels of organics and heavy metals. The risk assessment also found that the state-approved remedy to solidify on-site soils contaminated with heavy metals was not justified because the metal concentrations were below levels of concern. The state accepted the risk assessment and rescinded its request to remediate the soil. Developed a plan to minimize the exposure risk posed by the building residues by increasing the level of worker protection and developing dust control programs during demolition in lieu of more costly building decommissioning. Asbestos insulation in the closed facility was in very poor condition, and asbestos fibers were spread throughout the building. Developed and carried out an interior cleanup plan to remove the asbestos, as well as other residuals from prior manufacturing operations. Several aboveground wastewater tanks containing cyanide residuals were cleaned and closed in place. An on-site electrical substation was vandalized, and transformers and circuit breakers containing polychlorinated biphenyls (PCBs) were damaged. Decommissioned the substation, removed the PCB fluid, and cleaned up PCB-contaminated soil.

Tool Manufacturing Facility Closure, NY, Confidential Client. Senior Project Manager responsible for directing the decommissioning of a turn-of-the-century tool manufacturing facility that consisted of forging, cutting, machining, parts washing, steel hardening, and painting operations. Fuel oil for the forges and an on-site power plant was stored in USTs. Developed a facility decommissioning plan that involved the cleanup of machinery pits and contaminated building surfaces and the demolition and disposal of the facility buildings. Asbestos was found in certain areas of the facility. Designed and carried out an asbestos abatement program. The roof of the main building was covered with corrugated asbestos roofing material. Obtained waivers from the state's full-enclosure requirements that would have increased the cost of work. Provided oversight and air monitoring services during building demolition and UST removal operations.

Aircraft Manufacturing Facility Closure and Site Redevelopment, NY, Confidential Client. Project Manager responsible for the decommissioning of 30 manufacturing buildings with 1.2 million square feet of floor space. The demolition addressed lead paint, polychlorinated biphenyls (PCBs), reinforced-concrete slabs, and utility and testing tunnels. Provided asbestos abatement design and bid-phase management services to remove asbestos-containing roofs, thermal insulation, floor tiles, and other materials from the buildings. The main plant site was redeveloped into a large-scale recreational, retail, and commercial development. Construction and demolition debris was used to fill in an existing recharge basin. This fill served as a cap for the contaminants in the basin sediments.

Superfund Assessment of a Metal Finishing Facility, WI, Confidential Client. Senior Project Manager responsible for conducting a Superfund remedial investigation/feasibility study and a risk assessment and developing arguments to support the continued discharge of groundwater contaminated by metal finishing waste into a nearby river prior to the RCRA alternate concentration limit regulations.

Site Investigation and Corrective Action Plan for a Recycling Facility, OH, Confidential Client. Project Manager responsible for developing and supervising a site investigation and multiphase RCRA corrective action program at a solvent recovery facility. Negotiated a phased soil cleanup based on continuing discharges to surface waters with limits established through a risk assessment.

Response Strategy Development for a Waste Recovery and Treatment Facility, WI, Confidential Client. Project Manager responsible for supervising and developing a CERCLA response strategy for a potentially responsible party committee at a site where groundwater contaminated by metal-working waste and solvent discharged to a river.

Remedial Program Following a Transportation Accident, MI, Confidential Client. Project Manager responsible for supervising a remedial program after a transportation accident released extremely toxic materials. Established cleanup requirements for uncommon chemicals based on a risk assessment where no cleanup protocols existed.

Site Investigation of a Textile Finishing Facility, NJ, Confidential Client. Project Manager responsible for supervising an Industrial Site Recovery Act site investigation, including soil and groundwater sampling and UST removal. Designed a petroleum recovery and in situ soil remediation system.

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers, Member

American Railway Development Association, Board of Directors and former Environmental Committee Co-chair

New York City Brownfield Partnership, Board of Directors and Former First President

Railroad Environmental Conference at University of Illinois at Urbana - Champaign (annual), Conference Moderator and Planning Committee

National Brownfield Association, Former Member of NYS Executive team and National Advisory Board

Northeast Sustainable Communities Workshop, Conference Moderator and Planner

Brownfield Renewal Magazine, Brownfield Award Judge

EPA National Brownfield Conference, Speaker and Conference Planning Committee

Sustainable Long Island Conference, Speaker and Conference Planning Committee

Kevin P. McCarty, P.G.
Senior Practice Leader

resume

Mr. Kevin McCarty is a principal geologist with more than 30 years of experience providing investigative and remediation technical advice to project managers, coordinating and supervising all section staff, preparing and commenting on work plans and progress, providing guidance on protocols/equipment/specialty contractors, and organizing/coordinating schedules of staff and equipment in the performance of investigations and remediation on a wide variety of projects. Mr. McCarty worked on a wide variety of project sites that have been involved with regulatory programs and oversight of the New York State Department of Environmental Conservation (NYSDEC). These sites have included each division within NYSDEC and have covered nearly every region within New York State. Mr. McCarty has a long and trusted relationship with all levels of NYSDEC management and works with the department regularly on interpreting and implementing program enhancements. He is highly regarded for his knowledge of solid waste management in construction projects, which encompasses material generated from both upland locations and excavations, demolition of existing structures, and material removed from underwater excavation or dredging. He has worked and continues to work with all three regions of NYSDEC in the application of environmental conservation law and the New York's Solid Waste Management Policy in creating sustainable solutions on large construction efforts.

Mr. McCarty also has extensive environmental construction management experience on above and belowground projects. He has historically managed the environmental construction management aspects for the New York City Department of Environmental Protection (NYCDEP) Bureau of Engineering Design and Construction Combined Sewer Overflow Program. He continues to work with NYCDEP and has recently rewritten the NYCDEP environmental and material management specifications for the Departments $2.1 billion dollar annual capital construction program.

PREVIOUS PROJECT EXPERIENCE

Springfield Gardens/Linden Place Beneficial Reuse, New York, NY. Served as representative of the City of New York in providing a solution to a large waterfront drainage project being managed under NYCEDC for multiple agencies. Issues included large volumes of material generated from the large basin expansion and storm buffering project in Jamaica Queens. Mr. McCarty offered a solution to the team prior to being contracted by the City and was able to present the plan to City as well as State Agency Engineers and regulators providing for multiple reuse sites all under City management. The reuse approval required State review and approval and he worked with Albany NY in a rapid manner gaining approval and managing all of the material movement, reuse and documentation for the City. The project was

EDUCATION
B.A., Geology/Earth Science, Western Connecticut State University

EXPERIENCE IN THE INDUSTRY
33

EXPERIENCE WITH GEI
1

REGISTRATIONS/CERTIFICATIONS
Professional Geologist, Pennsylvania (License No. PG0024455G), Delaware (License No. S4-0001302)

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completed in under two months and moved over 45,000 cubic yards preventing landfilling of any material. This saved multiple projects over $6 million in contract fees for disposal.

Voluntary Cleanup Agreements at a Former Manufactured Gas Plant, New York, NY. Coordinated with city and state agencies for review and approval of documents related to 13 voluntary cleanup agreements for a former manufactured gas plant site between New York City, the former utility and the State of New York under Voluntary and Brownfield Cleanup programs. Negotiated two cost recovery agreements between the City and the utility for redevelopment of individual sites by third party entity that allowed control for developer and approval status for utility with respect to planning and cost control.

Multiple New York State Landfill Cap Investigations.Managed soil and groundwater investigations at over 60 New York State Superfund dump and landfill sites throughout the State of New York to assess levels of contamination, cap appropriateness and final remedy.

Beneficial Reuse Program Development, NYCDEP, New York, NY. Designed and developing a major soil and fill reuse program for NYCDEP to utilize material generated within the area of NYC for construction capping and reuse efforts. The Program involves regulatory negotiation, presentation of capital construction information and adaptation to specifications and additional project constraints.

Development of Fulton Fish Market, New York, NY. Managed the investigation, design and implementation of the remediation combined with the full development of the Fulton Fish Market. The remedy included full design, specifications and construction management throughout the entire project. The design evaluated most efficient method of beneficial reuse for excavated material taken from an area historically used to dispose over 36,000 tons of coal tar and purifier waste. Final selection was incineration in a NYSDEC-permitted waste-to-energy facility where the material would be used for fuel. In the end, a total of 7.6 megawatts of electricity was generated and placed into the local electrical grid as well as a significant amount of steam energy that was supplied via underground piping to local industrial facilities. Project received an ACEC Diamond Award, an EPA Region 2 Phoenix Award, and 2011 New York City Sustainable Remediation Award.

Permitting, Assessment, Closure and Redevelopment of Multiple Major Oil Storage Facilities, New York, NY. Managed multiple investigations, permit conditions, spill closure remediation efforts as well as prepared demolition plans and specifications for complete removal and redevelopment of older facilities. Also handled full assessment for both sale and purchase of multiple MOSF for both operation and closure. Managed multiple aspects of one of NYC largest MOSF for over 25 years through transition and sale and continue to permit and evaluate transition of storage, leak detection systems and operational permit modifications. Managed the complete purchase evaluation, investigation, remediation and operations of an MOSF and for over 12 years functioned as environmental compliance and consultant. Following the sale of the terminal managed the demolition and closure with NYSDEC and subsequent residential redevelopment.

The Anheuser Busch/Greenway Remediation and Redevelopment, Bronx, NY. Involved the classification and reuse of over 43,000 cubic yards of material generated on adjacent construction projects to raise the development site out of the 100 year floodplain. The approval required a significant coordination effort with NYSDEC Divisions of Environmental Remediation and Solid Waste. The project created a document used by NYSDEC for other similar reuse efforts in New York. The project was completed saving NYC over $6 million in disposal of material and the developer over $.5 Million in purchasing new fill. The project was awarded the 2010 Diamond Award for environmental projects in New York State and was a National Finalist.

PROFESSIONAL AFFILIATIONS

Board of Directors and founding member for the New York City Brownfield Partnership
Board of Directors and founding member for New Partners for Community Revitalization
Member of the Downstate Soil Reuse Committee, New York City Department of Environmental Protection
Member of the New York City Brownfields Task Force
Charter Member of the Hudson Valley Brownfields Partnership Steering Committee

Jaimie L. Wargo
Senior Data Coordinator

resume

Jaimie Wargo is part of an in-house service team managing analytical and survey data flowing through the East Region for QC and regulatory comparison.

Prior to joining GEI, Ms. Wargo worked 5 ½ years as a Database Technician for a company providing food distribution software maintaining inventory; customer; vendor; accounts receivable; accounts payable and purchasing data. Her responsibilities included providing technical support to over 150 clients' via phone, fax, email and remote access; installing new software and maintaining program updates on clients' server and troubleshooting and reporting program bugs. She also conducted in house and onsite training sessions for her clients.

EDUCATION
A.A., General Studies, Manchester Community College

EXPERIENCE IN THE INDUSTRY
11 years

EXPERIENCE WITH GEI
9 year(s)

EXPERIENCE

As Coordinator of the Data Management team Ms. Wargo schedules and coordinates daily deliverables; provides day to day technical support to project staff; and works closely with Project Managers and staff to create and provide custom deliverables. She works as a laboratory liaison setting up lab deliverables and formats of electronic data and facilitating supply chains to ensure timely project delivery. This includes database setup and tracking, sample verification, troubleshooting data errors, database input, creating custom reports and invoice review. Ms. Wargo uses established database software such as EarthSoft EQuIS, MS Access, SQL, and other software programs and maintains procedures based on project needs which include generating chemical data tables with regulatory comparison and screening. She works with multiple state agencies to provide analytical data in a required specified format.

Data Management projects include:

- Erie Street Former Manufactured Gas Plant, AGL Resources, Inc., Elizabeth, NJ.
- Columbia Gas of Virginia/nisource Ap - Craford Bay Dredging-former Portsmouth Virginia Mgp, Columbia Gas of VA, Inc. /NiSource AP, Portsmouth, VA.
- Brownfield Citizen Participation Plan Site #C224162, Dca 1, Lp, Brooklyn, NY.
- Henderson Remediation, Titanium Metals Corporation, Henderson, NV.
- Former MGP Site, National Grid, Metropolitan, NY.
- Expert Consulting and Litigation Services (Confidential Client), PSEG Services Corporation, Confidential, .

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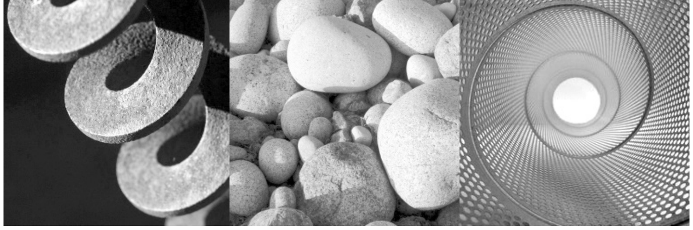
- Elmira Water Street Former MGP Remedial Investigation, New York State Electric & Gas Corp, Elmira, NY.
- Former Greenpoint MGP Site, National Grid, Brooklyn, NY.
- Halesite Former Manufactured Gas Plant, National Grid, Halesite, NY.
- Former Manufactured Gas Plant, National Grid, Sag Harbor, NY.
- Clifton Former MGP Site, National Grid, Clifton, NY.
- National Grid - Williamsburg, National Grid, Williamsburg, NY.
- Gowanus Canal Superfund Site, National Grid, Brooklyn, NY.
- Alternative Gas Sites 2009, National Grid, Long Island, NY.
- Sanford Air Monitoring Program, Sanford Gasification Plant Site Grp, Sanford, FL.
- Feasibility Study at an Urban MGP Site, Orange and Rockland Utilities, Inc., Haverstraw, NY.
- Ithaca First Street Former MGP Remedial Investigation and Workplan, New York State Electric & Gas Corp, Ithaca, NY.
- Clean Water Project - Geotechnical Services, Metropolitan District Commission, Multiple, CT.
- Stewardship Permit, MacDermid, Inc., Waterbury, CT.
- Multiple Site Characterizations, National Grid, Multiple, NY.
- Con Edison Hastings-on-Hudson, Consolidated Edison Company of NY, Hastings on Hudson, NY
- KeySpan MGP Services Program, National Grid, Various, NY.
- Sea Isle City RASR & RAW Remedial Design, FirstEnergy Corporation, Sea Isle City, NJ.

COMPUTER SKILLS

- EarthSoft EQuIS Chemistry
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft SQL Server 2012
- Microsoft Word
- Microsoft Outlook
- Adobe Acrobat
- PC Anywhere, Terminal Services, gotomeeting, VPN
- Internet and 'DOT' a dos based command prompt

Appendix C

Field Sampling Plan (FSP)



GEI Consultants

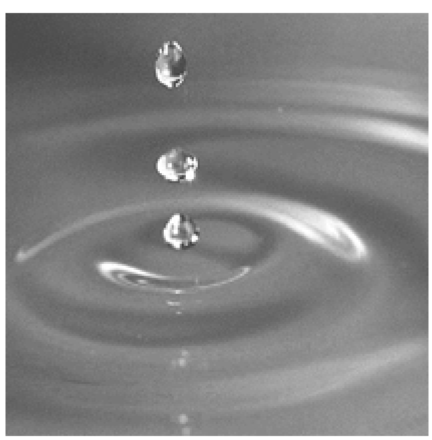
Consulting
Engineers and
Scientists

FIELD SAMPLING PLAN

355 Food Center Drive (Meat Market), Bronx, New York

Submitted to:
New York State Department of Environmental Conservation
Division of Environmental Remediation
Remedial Bureau B
625 Broadway, 12th Floor
Albany, NY 12233-7020

Submitted by:
GEI Consultants, Inc., P. C.
1385 Broadway
20th Floor
New York, NY 10018



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Abbreviations and Acronyms

AOC	Area of Concern
ASTM	American Society for Testing and Materials
BOD	Biological Oxygen Demand
BTEX	Benzene, Toluene, Ethyl Benzene, Xylenes
CAMP	Community Air Monitoring Plan
CERCLA	Comprehensive Environmental Response, Cleanup, and Liability Act
CFR	Code of Federal Regulations
COC	Chain of Custody
DL	Detection Limit
DNAPL	Dense Non-Aqueous Phase Liquid
DO	Dissolved Oxygen
DQO	Data Quality Objectives
EC	Engineering Controls
EIS	Environmental Impact Study
EPA	Environmental Protection Agency
FS	Feasibility Study
GC/MS	Gas Chromatograph/Mass Spectrometer
GIS	Geographic Information Systems
GPR	Ground-penetrating Radar
HASP	Health and Safety Plan
HDPE	High Density Polyethylene
HSO	Health and Safety Officer
IC	Institutional Controls
IDW	Investigation Derived Waste
LEL	Lower Explosive Limit
LNAPL	Light Non-Aqueous Phase Liquid
MCL	Maximum Contaminant Level (for EPA Drinking Water Standards)
MDL	Method Detection Limit
MGP	Manufactured Gas Plant
MSDS	Material Safety Data Sheet
NAPL	Non-aqueous Phase Liquids
NCP	National Contingency Plan
NPL	National Priority List
OSHA	Occupational Safety and Health Administration
PAH	Polycyclic Aromatic Hydrocarbon
PCB	Polychlorinated Biphenyl
PID	Photoionization Detector
QA/QC	Quality Assurance / Quality Control
QAPP	Quality Assurance Project Plan
QHHEA	Qualitative Health and Human Exposure Assessment
RAO	Remedial Action Objectives

RAP	Remedial Action Plan
RCRA	Resource Conservation Recovery Act
RD	Remedial Design
RI	Remedial Investigation
RFP	Request For Proposal
RP	Responsible Party
SARA	Superfund Amendments and Reauthorization Act
SCGs	Standards, Criteria, and Guidance
SMP	Site Management Plan
SOP	Standard Operating Procedure
SOW	Scope of Work or Statement of Work
SPLP	Synthetic Precipitate Leaching Procedure
STEL	Short-Term Exposure Limit
SVE	Soil Vapor Extraction
SVOC	Semi-Volatile Organic Compounds
SWMU	Solid Waste Management Unit
TCLP	Toxicity Characteristic Leaching Procedure
TIC	Tentatively Identified Compound from Mass Spectrometry
TOC	Total Organic Carbon
TOSCA	Toxic Substance Control Act
TPH	Total Petroleum Hydrocarbons
TWA	Time Weighted Average
USEPA	United States Environmental Protection Agency
UST	Underground Storage Tank
USGS	United States Geologic Survey
VOC	Volatile Organic Compounds
WP	Work Plan

MEASUREMENTS

ppm	Parts per million
ppb	Parts per billion
ppbv	Parts per billion by volume
ppmv	Parts per million by volume
bgs	Below Ground Surface
msl	Mean Sea Level
ppbv	Parts per billion by volume
µg/L	Microgram per liter
µg/Kg	Microgram per kilogram
µg/m3	Microgram per cubic meter
mg/L	Milligram per liter
mg/kg	Milligram per kilogram

1. INTRODUCTION

1.1. Introduction

This document serves as a Field Sampling Plan (FSP) for various types of environmental sampling activities that may be utilized during implementation of Site Characterizations, Remedial Investigations, Interim Remedial Measures, Feasibility Studies, Remedial Designs, and/or Remedial Actions. The primary intent of this document is to promote accuracy and consistency for field and office support operations.

This FSP encompasses a broad range of activities to improve the planning, implementation, and documentation of field and pertinent office operations. All methodologies presented in this document may not be applicable to site-specific situations. In the event of differences between the FSP and any site-specific work plan, including a work plan or a Quality Assurance Project Plan (QAPP), the provisions of the site-specific plan will prevail.

This document is organized according to the chronological sequence of typical work flow proceeding from project setup to field activities and then to data collection.

The document contains two types of guidance:

General Guidance Procedures – Documents intended to be informative and not prescriptive. The documents are designed to provide necessary background information to adequately understand associated field processes.

Standard Operating Procedures (SOPs) – Documents intended to provide the necessary procedures and notes to successfully implement the operation.

This FSP incorporates requirements including but not limited to New York State Department of Environmental Conservation (NYSDEC) Division of Environmental Remediation (DER)-10, Technical Guidance for Site Investigation and Remediation dated May 3, 2010, any applicable local, state, or federal requirements, and client requirements. Each SOP is current as of the effective date indicated in the header and will be updated as necessary.

This document has been provided to all staff performing field tasks for the client.

1.2. Site Location

The Site is located in a commercial and industrial area of the Hunts Point section of the Borough of the Bronx. The Site is an approximate 48-acre lot contained within a portion of a tax lot identified on New York City tax maps as Block 2781, Lot 500. The Site is bounded to the north by the former Voluntary Cleanup Program (VCP) Sites E OU-1, E OU-2 and E-OU-3, to the east by FCD followed by the BCP 400 FCD Site containing the Krasdale Foods facility and former VCP Site F, to the south by Anheuser-Busch (VCP Site C), Sultana Citarella (BCP 600 FCD), Fulton Fish Market (VCP Site B) and Marine Transfer Station (MTS), and to the west by VCP AOU-1 and BCP Site Viele Avenue.

1.3. Sampling Objective

To fully evaluate the extent of impacted soil, groundwater and soil vapor, to assist and inform NYCEDC of site conditions, and to aid in the remediation and redevelopment of the site. The evaluation will provide preliminary information that will be used in the initial evaluation for remedial alternatives.

1.4. Field Activities

1.4.1. Soil

An estimated nineteen (19) soil borings will be advanced onsite and three (3) soil borings will be advanced offsite using the Geoprobe® direct push method or Roto-Sonic drilling to depths ranging from approximately 15-20 ftbgs depending on observed soil conditions in the field as determined by GEI Field Personnel. Continuous sampling will be conducted until the desired depth is reached. If impacts to soil are observed at depth, the boring may be advanced further to identify vertical extent of contamination until un-impacted soils are observed, or a confining layer or bedrock refusal is reached. Prior to the advancement of soil borings, all locations will be cleared for utilities and subsurface infrastructure to a depth of 5 ftbg using minivac, air knife, or by hand.

Soil samples will be analyzed for Target Compound List Volatile Organic Compounds (TCL VOCs) by 8260C, Target Compound List Semi-Volatile Organic Compounds (TCL SVOCs) by 8270D, for Target Analyte List Metals (TAL Metals) by 6010B and 7471A, for Polychlorinated Biphenyls (PCBs) by 8082A and Cyanide by 9012A.

Soil will be inspected for visual and olfactory impacts and screened with a Photo Ionization Detector for VOCs. For the onsite soil borings, two soil samples will be collected as follows:

- One sample will be collected from the zone with the highest PID readings or visual impacts from the boring. If no visual impacts or elevated PID readings are observed, a sample will be collected from directly above the water table.
- One sample will be collected below the impacted zone or near the base of the boring to define the vertical extent of impacts at that location.

For the three (3) offsite boring locations, one soil sample will be collected from the zone with the highest PID readings or visual impacts from the boring. If no visual impacts or elevated PID readings are observed, a sample will be collected one foot above water table. Additional soil samples may be collected based on field observations. Analyses for the offsite soil samples will include those listed above as well as Pesticides by 8081B.

In addition to the samples collected from the soil borings, two (2) samples will be collected in the northwestern corner of Site where there is soil exposed at the ground surface. The soil samples will be collected from the 0-2 inch interval to evaluate potential exposures in the non-capped area.

A summary of analyses and methods can be found in **Table 1** and **Table 2** in the QAPP. The data package will include a full Category B Deliverable and a Data Usability Summary Report (DUSR) will also be prepared for those samples used to propose no further action necessary for remediation.

1.4.2. Groundwater

A total of eight (8) proposed groundwater samples will be collected (five (5) onsite and three (3) offsite). Field parameter readings will be monitored during sampling including pH, oxidation reduction potential (ORP), specific conductance and dissolved oxygen (DO). Groundwater samples will be collected utilizing the low-flow method of sampling. These monitoring wells will be analyzed for TCL VOCs by 8260C, for TCL SVOCs by 8270D, for TAL Metals by 6010B and 7471A, for PCBs by 8082A and total cyanide by 9012B. Samples collected from the offsite temporary monitoring wells will include analysis for Pesticides by 8081B. The data package will include a full Category B Deliverable and a DUSR will also be prepared for those samples used to propose no further action necessary for remediation.

1,4-dioxane will be incorporated into the field sampling effort for groundwater as part of the overall Site sampling for Emerging Contaminants (EC's). 1,4-dioxane analysis and reporting will use a method detection limit (MDL) of 0.28 micrograms per liter (ppb) using EPA method 8270. This sampling will be confined to groundwater and not soil.

PFAS sample analysis will be performed by an ELAP certified lab for EPA method 537 or ISO 25101. The preferred method for analysis is a modified EPA Method 537. The reporting limit of 2 ng/l (parts per trillion) should be targeted. If this level cannot be achieved, the NYSDEC PM will be notified. The full list of compounds for PFAS sample reporting is provided in the guidance for Groundwater Sampling for Emerging Contaminants, NYSDEC, July 2018. All samples analyzed for emerging contaminants will have a DUSR prepared as part of the Qualitative Exposure Assessment (QEA).

QA/QC samples will be collected according to the QAPP. Additional lab analyses may be included based on field observations. Groundwater samples will be properly transported to a NYSDOH ELAP-certified laboratory under chain of custody procedures. A summary of analyses and methods can be found in Table 1 and Table 2 in the QAPP.

All sampling will be conducted consistent with the FSP, QAPP, and HASP.

1.4.3. Soil Vapor

The scope of work proposed for the characterization of soil vapor onsite focuses on the potential for offsite migration as well as the potential for onsite migration of contaminants from offsite sources. A total of eight (8) vapor points are to be installed and sampled. Soil gas points will be installed within an approximate 5-foot radius of the groundwater well locations to allow for comparison of soil vapor results to groundwater samples. The results of soil vapor and air sampling will assist in evaluating future onsite engineering controls. Samples will be analyzed for the full TO-15 analyte list.

Each soil vapor probe will be installed approximately 2 ft below the parking area slab using dedicated 1/8" Teflon tubing. The tubing will be implanted into the hole and the annular space sealed with bentonite to prevent ambient air from entering the area around the probe. Once the seal is secure, a "T" fitting and valve will be connected on the above-surface end of the tubing. A syringe will be used to purge the vapors in the probe and tubing of three volumes. As required by the NYSDOH, a helium (He) tracer will be used as part of the sampling process and all testing will follow the NYSDOH Soil Vapor Guidance. Prior to sample collection, the He vapor will be screened using a field meter and the measurement recorded at each soil vapor sampling location. If He vapor is measured at greater than 10%, this will require the soil gas seal to be re-installed or a new point installed. Prior to sample collection, a multi-gas meter will be used to measure the concentration of O2, CO2, and CH_4 in each probe, to assess the subsurface chemistry (e.g. redox state). Following this procedure, the soil vapor samples will be collected in clean, batch certified, two (2) liter Summa^{TM} canisters at flow rates no greater than 200 ml/min. A slight vacuum should remain in the Summa canister prior to shipment to the lab in order to show no leakage has occurred.

A summary of analyses and methods for soil can be found in **Table 1** and **Table 2** in the QAPP. The data package will include a full Category B Deliverable. A DUSR will also be prepared for those samples used to propose no further action necessary for remediation.

2. Sampling for Emerging Contaminants (EC's)

- *Groundwater Sampling for Emerging Contaminants*, NYSDEC, July 2018
- *Collection of Groundwater Samples for Per- and Polyfluoroalkyl Substances (PFAS) from Monitoring Wells Sample Protocol*, NYSDEC, August 9, 2018

Issue: NYSDEC has committed to analyzing representative groundwater samples at remediation sites for emerging contaminants (1,4-dioxane and PFAS) as described in the below guidance.

Implementation

NYSDEC project managers will be contacting site owners to schedule sampling for these chemicals. Only groundwater sampling is required. The number of samples required will be similar to the number of samples where "full TAL/TCL sampling" would typically be required in a remedial investigation. If sampling is not feasible (e.g., the site no longer has any monitoring wells in place), sampling may be waived on a site-specific basis after first considering potential sources of these chemicals and whether there are water supplies nearby.

Upon a new site being brought into any program (i.e., SSF, BCP), PFAS and 1,4-dioxane will be incorporated into the investigation of groundwater as part of the standard "full TAL/TCL" sampling. Until an SCO is established for PFAS, soil samples do not need to be analyzed for PFAS unless groundwater contamination is detected. Separate guidance will be developed to address sites where emerging contaminants are found in the groundwater. The analysis currently performed for SVOCs in soil is adequate for evaluation of 1,4-dioxane, which already has an established SCO.

Analysis and Reporting

Labs should provide a full category B deliverable, and a DUSR should be prepared by an independent 3rd party data validator. QA/QC samples should be collected as required in DER-10, Section 2.3(c). The electronic data submission should meet the requirements provided at: https://www.dec.ny.gov/chemical/62440.html ,

The work plan should explicitly describe analysis and reporting requirements.

PFAS sample analysis: Currently, ELAP does not offer certification for PFAS compounds in matrices other than finished drinking water. However, laboratories analyzing environmental samples (ex. soil, sediments, and groundwater) are required, by DER, to hold ELAP certification for PFOA and PFOS in drinking water by EPA Method 537 or ISO 25101.

Modified EPA Method 537 is the preferred method to use for groundwater samples due to the ability to achieve 2 ng/L (ppt) reporting limits. If contract labs or work plans submitted by responsible parties indicate that they are not able to achieve similar reporting limits, the project manager should discuss this with a DER chemist. Note: Reporting limits for PFOA and PFOS should not exceed 2 ng/L.

PFAS sample reporting: DER has developed a PFAS target analyte list (below) with the intent of achieving reporting consistency between labs for commonly reportable analytes. It is expected that reported results for PFAS will include, at a minimum, all the compounds listed. This list may be updated in the future as new information is learned and as labs develop new capabilities. If lab and/or matrix specific issues are encountered for any particular compounds, the NYSDEC project manager will make case-by-case decisions as to whether particular analytes may be temporarily or permanently discontinued from analysis for each site. Any technical lab issues should be brought to the attention of a NYSDEC chemist.

Some sampling using this full PFAS target analyte list is needed to understand the nature of contamination. It may also be critical to differentiate PFAS compounds associated with a site from other sources of these chemicals. Like routine refinements to parameter lists based on investigative findings, the full PFAS target analyte list may not be needed for all sampling intended to define the extent of contamination. Project managers may approve a shorter analyte list (e.g., just the UCMR3 list) for some reporting on a case by case basis.

1,4-Dioxane Analysis and Reporting: The method detection limit (MDL) for 1,4-dioxane should be no higher than 0.35 µg/l (ppb). Although ELAP offers certification for both EPA Method 8260 SIM and EPA Method 8270 SIM, DER is advising the use of method 8270 SIM. EPA Method 8270 SIM provides a more robust extraction procedure, uses a larger sample volume, and is less vulnerable to interference from chlorinated solvents.

Full PFAS Target Analyte List

Group	Chemical Name	Abbreviation	CAS Number
Perfluoroalkyl sulfonates	**Perfluorobutanesulfonic acid**	**PFBS**	**375-73-5**
	Perfluorohexanesulfonic acid	**PFHxS**	**355-46-4**
	Perfluoroheptanesulfonic acid	PFHpS	375-92-8
	Perfluorooctanessulfonic acid	**PFOS**	**1763-23-1**
	Perfluorodecanesulfonic acid	PFDS	335-77-3
Perfluoroalkyl carboxylates	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	PFUA/PFUdA	2058-94-8
	Perfluorododecanoic acid	PFDoA	307-55-1
	Perfluorotridecanoic acid	PFTriA/PFTrDA	72629-94-8
	Perfluorotetradecanoic acid	PFTA/PFTeDA	376-06-7
Fluorinated Telomer Sulfonates	6:2 Fluorotelomer sulfonate	6:2 FTS	27619-97-2
	8:2 Fluorotelomer sulfonate	8:2 FTS	39108-34-4
Perfluorooctane-sulfonamides	Perfluroroctanesulfonamide	FOSA	754-91-6
Perfluorooctane-sulfonamidoacetic acids	N-methyl perfluorooctanesulfonamidoacetic acid	N-MeFOSAA	2355-31-9
	N-ethyl perfluorooctanesulfonamidoacetic acid	N-EtFOSAA	2991-50-6

Bold entries depict the 6 original UCMR3 chemicals

Collection of Groundwater Samples for Per- and Polyfluoroalkyl Substances (PFAS) from Monitoring Wells Sample Protocol

Samples collected using this protocol are intended to be analyzed for perfluorooctanoic acid (PFOA) and other perfluorinated compounds by Modified (Low Level) Test Method 537.

The sampling procedure used must be consistent with the NYSDEC March 1991 Sampling Guidelines and Protocols http://www.dec.ny.gov/docs/remediation_hudson_pdf/sgpsect5.pdf with the following materials limitations.

At this time acceptable materials for sampling include: stainless steel, high density polyethylene (HDPE) and polypropylene. Additional materials may be acceptable if proven not to contain PFAS. **NOTE: Grunfos pumps and some bladder pumps are known to contain PFAS materials (e.g. Teflon™ washers for Grunfos pumps and LDPE bladders for bladder pumps).** All sampling equipment components and sample containers should not come in contact with aluminum foil, low density polyethylene (LDPE), glass or polytetrafluoroethylene (PTFE, Teflon™) materials including sample bottle cap liners with a PTFE layer. Standard two step decontamination using detergent and clean water rinse will be performed for equipment that does come in contact with PFAS materials. Clothing that contains PTFE material (including GORE-TEX®) or that have been waterproofed with PFAS materials must be avoided. Many food and drink packaging materials and "plumbers thread seal tape" contain PFAS.

All clothing worn by sampling personnel must have been laundered multiple times. The sampler must wear nitrile gloves while filling and sealing the sample bottles.

Pre-cleaned sample bottles with closures, coolers, ice, sample labels and a chain of custody form will be provided by the laboratory.

1. Fill two pre-cleaned 250 mL HDPE or polypropylene bottle with the sample.
2. Cap the bottles with an acceptable cap and liner closure system.
3. Label the sample bottles.
4. Fill out the chain of custody.
5. Place in a cooler maintained at 4 ± 2º Celsius.

Collect one equipment blank for every sample batch, not to exceed 20 samples.

Collect one field duplicate for every sample batch, not to exceed 20 samples.

Collect one matrix spike / matrix spike duplicate (MS/MSD) for every sample batch, not to exceed 20 samples.

Request appropriate data deliverable (Category A or B) and an electronic data deliverable.

3. Pre-Mobilization Activities

- PM-001 Public Utility Markout and Clearance

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STANDARD OPERATING PROCEDURE

PM-001 Utility Markout and Clearance

1. Objective

Describe typical utility markout/clearance procedures prior to and during excavation. All markout procedures should be performed in accordance with local and state regulations.

Many states, by law, require that utility companies are notified before excavation begins. Actual procedures and requirements differ by state. City/state government may have additional requirements for utility markout procedures. Check the requirements in the locality before beginning. Also check with the GEI project manager to determine whether it is most appropriate for GEI or the drilling/excavation subcontractor to handle mark out and clearance.

2. Execution

Public Utility Markouts

- The drilling/excavation locations should be marked with white paint, stakes, or flags.
- The contractor should call the appropriate one call communication network for the state the work is being conducted in. Refer to the Reference section in this SOP for contact information. Contractors shall provide all necessary information to the one call system. Sample location maps may be provided to clarify sampling locations. The contractor shall provide GEI with the utility clearance ticket number.
- If necessary, contact the municipalities or other utility owners to mark their water, sewer, or other lines if they do not belong to the one call system. The contractor should keep a record of these calls.
- Utility plans, if available, should be obtained from the property owner or municipal offices.
- Prior to excavation, a visual check should be made that all utilities companies and municipalities have marked their locations. This includes looking for signs that a utility exists, and verifying that the markings agree with a visual check. If they do not, contact the appropriate utility to remark their locations.
- Utilities will generally only markout and clear utilities in roadways or other public property up to the property boundary. Owners of fiber optic cables, natural gas pipelines, and other high hazard utilities will often markout on private property if requested. The contractor should request this. See section on private utility clearance below.
- Public agencies, utilities, contractors, other associations, manufacturers and all others involved in excavation should adopt the American Public Works Association (APWA) Uniform Color Code using ANSI standard Z535.1 Safety Colors for temporary marking and utility identification, as follow:

<u>The APWA Uniform Color Code</u>

1. **White** – Proposed Excavation
2. **Pink** – Temporary Survey Markings
3. **Red** – Electric Power Lines, Cables, Conduit and Lighting Cables
4. **Yellow** – Gas, Oil, Steam, Petroleum & Gaseous Material
5. **Orange** – Communications, Alarm or Signal Lines, Cables or Conduit
6. **Blue** – Potable Water
7. **Purple** – Reclaimed Water, Irrigation and Slurry Lines
8. **Green** – Sewers and Drain Lines

However, not all organization do use these colors. Make sure the color scheme is understood.

- The excavator/contractor and consultant begins work on the scheduled work date and time (if all the facility operators have responded) taking care to find and preserve any markings that have been made.
- If markings may be disturbed during work, establish offset marks to create reference points for the underground utilities. Take photographs of the markings before starting work.
- When digging near a buried utility, the excavator/contractor and consultant should be aware of their proximity to the utility and use caution.
- If there is uncertainty about the accuracy of the markings or there are too many utilities in a given location to excavate or drill safely, consideration should be given to hand-digging the first few feet, vacuum excavation, or use of a utility location company as detailed below in Private Utility Markouts.
- Some clients may require hand or vacuum clearance to a minimum depth. Check with the GEI project manager.
- If exposing a utility, the excavator/contractor should provide proper support and protection for the utility to prevent damage. Contact the utility operator for support, guidance, or assistance.
- When the excavation is complete, the excavator/contractor should provide proper backfill for any utilities that have been exposed.

Private Utility Markouts

- Utility markouts on private property should follow the steps outlined above in public utility markouts with the additions below.
- If work is conducted on private property where public utilities may not provide markouts and the property owner cannot provide accurate utility plans, it is

recommended to use a company to determine the utility locations using one or more of the following technologies:

i. Electro-Magnetic (EM) device: This technology uses an electro-magnetic field in the subsurface to accurately locate metallic lines or non-metallic lines incorporating a metallic trace wire along their surface. The field is created either by direct contact to the pipe or tracewire, or by an induced current via radio waves.
ii. Sewer Sonde: For non-metallic lines where internal access is possible (such as clean-out ports in a sewer), a beacon or 'sonde' that emits a signal to the surface receiver as it is snaked through the pipe provides the same accuracy as the EM detector. If the internal condition of the pipe is desired, a camera can be deployed instead of a simple sonde.
iii. Ground Penetrating Radar (GPR): This technology involves radar waves reflecting to a surface receiver which provides a visual real-time map of the subsurface by which anomalies (such as pipes or tanks) may be detected. It has limitations in clay or wet soils and requires a skilled operator for interpretation. GPR should be considered for high risk utilities (e.g. PVC natural gas lines without trace wire) where line-of-sight project from site entry point to a kiosk or other building is uncertain.

- Utility markout on private property should include clearance for other types of underground structures such as underground storage tanks, septic systems, utility or access tunnels, and in-ground irrigation systems.

3. Limitations

- Markout notification time usually does not include holidays. Make sure holidays are considered and markout time is scheduled accordingly. Do not conduct excavation or drilling prior to the required wait time. Do not mark excavation locations using spray paint if it is raining or snowing enough so that the paint markings will be washed away. Consider using long stakes instead of paint if snow is predicted. Excavations within the tolerance zone should be performed with non-powered hand tools until the marked utility is exposed. The tolerance zone may be determined by the utilities, law or codes.
- When excavating close to an underground utility, it is good practice for the contractor/excavator to have a spotter assist and guide the machine operator.
- Take care not to damage the conduit or protective coating of a utility. If the excavator/contractor damages this, leave the damaged utility exposed and immediately call the utility owner.
- If contact to a gas utility occurs, notify police, fire, and emergency personnel, and evacuate employees and general public. No attempt should be made to tamper with or correct the damaged utility.

4. References

Connecticut
Name: Call-Before-You-Dig (CBYD)
Telephone: 1-800-922-4455
Website: www.cbyd.com
Wait time after notification: 2 business days (excluding holidays)
Expiration of markout: 30 days

Massachusetts, Maine, New Hampshire, Rhode Island and Vermont
Name: Dig Safe
Telephone: 1-888-DIG-SAFE or 811
Website: www.digsafe.com
Wait time after notification:
MA, ME, NH, and RI: 3 business days (excluding holidays)
VT: 2 business days (excluding holidays)
Expiration of markout: 30 days

New York State
Name: Dig Safely New York
Telephone: 1-800-962-7962
Website: www.digsafelynewyork.com
Wait time after notification: 2 business days (excluding holidays)
Expiration of markout: 30 days

New York City/Long Island
Name: New York City One Call Center
Telephone: 1-800-272-4480
Website: www.nycli1calldsi.com
Wait time after notification: 2 to 10 days (excluding holidays)
Expiration of markout: 30 days

New Jersey
Name: New Jersey One Call
Telephone: 1-800-272-1000
Website: www.nj1-call.org
Wait time after notification: 2 business days
Expiration of markout: 45 days

5. Attachment

Attachment A – Standard Utility Color Codes

6. Contact

Brian Conte
Anne Leifer

SOP PM-001

Attachment A – Standard Utility Color Codes

Color Code	Utility Description
Red	Electric
Yellow	Gas-Oil
Orange	Communications
Blue	Water
Green	Sewer
White	Proposed Excavation

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4. Field Documentation (FD)

- FD-001 Field Notebook
- FD-002 Field Observation Report
- FD-003 Sample Handling and Chain of Custody
- FD-004 Photo Documentation
- FD-006 Handheld Global Positioning Receiver Operation

STANDARD OPERATING PROCEDURE
FD-001 Field Notebook

1. Objective

Describe methods for documentation of field activities.

Documentation of site activities is a crucial part of the field investigation process. The field notebook serves as the record of field activities performed or observed during the project. It provides a factual basis for preparing field observation reports, if required, and reports to clients and regulatory agencies. Example field notes are provided in Attachment A.

2. Execution

- Use a separate all-weather bound notebook for each site/location/project number. Spiral notebooks should not be used because pages can be easily removed.
- Write neatly using black or blue pen, preferably a waterproof pen. Use of pencil is also acceptable only with approval of the project manager, such as in but not limited to, certain field conditions [e.g., cold or wet weather].
- Write the project name, project number, book number (i.e., 1 of 3), and date on the front cover. On the inside cover, identify the project name, project number, and "Return Book To:" the office address of the project manager.
- Number all of the pages of the field book starting with the first entry.
- Record activities as they occur. Record only facts and observations, regardless of whether they appear to be relevant at that time.
- Identify conditions or events that could affect/impede your ability to observe conditions (e.g. snow-covered ground surface, inability to access areas of interest).
- Neatly cross out mistakes using a single line and initial them. Erasures are not permitted.
    - If an error is made on an entry in the field notebook, the individual who made the entry should make the corrections. The corrections must be initialed and dated by the person making the correction.
- Sign or initial and date the bottom of every page with an entry if the project requires such documentation.
- Place a diagonal line through unused portions of a page.
- Record the following information upon each arrival at the site:
    - Date/time/weather.
    - GEI personnel.
    - Purpose of visit/daily objectives.
    - People (client, contractor, landowners, etc.) present upon GEI arrival.

- Record the following information during the course of the day:
    - Conversations with contractors/subcontractors, clients, visitors, GEI staff, landowners (site or abutters). If possible, record complete names, titles, and affiliations.
    - Time of arrival and departure of individuals.
    - Activities as they occur.

- Additional examples of observations to record may include and are not limited to:
    - Type and quantity of monitoring well construction materials used.
    - Use of field data sheets or electronic logging equipment (e.g. boring logs, monitoring well sampling logs, etc.).
    - Ambient air monitoring data.
    - Field equipment calibration information.
    - Locations and descriptions of sampling points.
    - Contractor/Subcontractor progress.
    - Sample media (soil, sediment, groundwater, etc.).
    - Sample collection method.
    - Number and volume of sample(s) collected and sample bottle preservatives used.
    - Sample identification number (s) and date and time of sample collection.
    - Approximate volume of groundwater removed before sampling.
    - Any field observations made such as pH, temperature, turbidity, conductivity, water level, etc.
    - References for maps and photographs of the sampling site(s).
    - Information pertaining to sample documentation: bottle lot numbers/ dates, method of sample shipments, chain-of custody record numbers, and overnight shipping numbers.
    - Surveying data (including sketches with north arrows).
    - Changes in weather.
    - Rationale for critical field decisions.
    - Recommendations made to the client representative and GEI Project Manager.
    - Site sketch of conditions at the end of the day.
    - Summary of work completed/work remaining.
    - Allow time at the end of the day to complete entries in the notebook.

3. References

New Jersey DEP Field Sampling Procedures Manual, August 2005.

ASFE Daily Field Report for Geotechnical Field Observation, 2nd Edition (2001), ASFE, Inc.

4. Attachments

Attachment A - Example Field Notes

5. Contact

Melissa Felter
Leslie Lombardo

SOP FD-001

Attachment A – Example Field Notes

Start of each day includes:
- **Date**
- **Project Number**
- **People on site**
- **Purpose of Work**
- **Weather Conditions**

Each page is numbered

7/7/01 1/2

GEI: J. SMITH
ONSITE: 0845
OFFSITE: 1020
WEATHER: SUNNY, 70°F

PURPOSE:
1) GAUGE MONITORING WELLS FOR NAPL.
2) REMOVE NAPL FROM MONITORING WELLS IF DETECTED.

DEPTH TO WATER (∇), DEPTH TO BOTTOM (DTB), AND DEPTH TO NAPL WERE GAUGED IN WELLS USING AN OIL/WATER INTERFACE PROBE.

MW301B
∇ - 3.68',
DTB - 26.52'
Depth to NAPL - ND

JLS 7/7/01

2/2

MW309B
∇ - 11.35',
DTB - 28.77'
Depth to NAPL - ND, Strong naphthalene odor.

MW308
∇ - 4.42',
DTB - 6.81'
Depth to NAPL - ND

MW302B
∇ - ~~8.60'~~ JLS 7/7/01 8.59'
DTB - 28.81'
Depth to NAPL - 27.58'
(1.23 ft NAPL)

REMOVED APPROX. 1 GAL NAPL and 1 GAL OF WATER FROM MW302B USING PERISTALTIC PUMP. TRANSFERRED NAPL/WATER MIXTURE TO DESIGNATED DRUM ON-SITE

OFFSITE: 1020

JLS 7/7/01

Errors are single line crossed out and initialed

Blank Space crossed out and initialed

Bottom of each page signed and dated

GEI Consultants

STANDARD OPERATING PROCEDURE

FD-002 Field Observation Report

1. Objective

Describe methods to generate a Field Observation Report.

The Field Observation Report is used to record a summary of activities, observations, and decisions made during the day's field work. The daily field observation report serves as a permanent record of the day's activity for the Project Manager (PM), In-House Consultant (IHC), and/or client.

2. Execution

- If required, at the close of the day's field work, a Field Observation Report should be prepared by the individual responsible for the field notebook. This report should be completed before leaving work for the day. Contents of the report should include, at a minimum, the following information:
    - A record of person(s) present at the site, time of arrival, departure times (e.g., GEI, contractor(s), client, etc.).
    - A record of the daily objective(s) and the activities performed (e.g., drilled five borings in the overburden).
    - A summary of deviation(s) from the field plan or objectives.
    - A summary of field decisions made, who made them, and the basis for such decisions.
    - A diagram, sketch, and/or map showing the location and extent of the work or other significant observation(s) made during the day.
    - Recommendations that may result from field observations and actions that may result from implementation of those recommendations.
    - A summary listing and field sketch showing location(s) of field activity.
- Submit a draft report to the PM/IHC for review. Complete any editorial changes, sign, date, and submit the report to PM/IHC for approval/signature. Field Observation Reports should be written neatly. They are not required to be typed unless specifically requested by the PM.

3. Limitations

- The Field Observation Report is not a substitute for the field notebook.
- Not all projects require daily Field Observation Reports.
- The Field Observation Report should be based primarily on factual information. Opinions, if necessary, should be identified as such. Any speculation should be clearly noted in the report as such.

- The Field Observation Report should never be released to anyone other than the PM/IHC prior to review and sign-off unless explicitly authorized by the PM/IHC.

4. References

New Jersey DEP Field Sampling Procedures Manual, August 2005

ASFE Daily Field Report for Geotechnical Field Investigations, 2nd Edition (2001), ASFE, Inc.

5. Attachments

Attachment A - Example Field Observation Report

6. Contact

Melissa Felter
Leslie Lombardo

FIELD OBSERVATION REPORT

Project :	Guard Booth Upgrades	**Date:**	November 8, 2006
Client :	ACME Industries	**Report No.**	1
Contractor:	ABC Contracting	**Page:**	1 of 2
Subcontractor:	NA	**GEI Proj. No.**	99999-0

SOP FD-002 - Attachment A – Example Field Observation Report

Time of Arrival: 0700 **Departure: 1440** **Weather: Overcast, Raining, 55^{0}F**

Persons Contacted, Company
Jane Doe, ABC Contracting

GEI Representatives
Bill Smith

Purpose of Site Visit: To observe excavation of soils for new guard booth and sidewalk.

Observations:

1. **Excavation**
   a. Areas for guard booth and sidewalk were laid out by ABC with stakes, string, and spray paint. Locations were between the pavement and wetland area; no excavation occurred in the wetland area.
   b. Staging area for soil stockpile was located to the west of the excavation, along the fenceline; polyethylene sheeting was placed beneath the pile.
   c. HDPE membrane delivered to site; stored in garage area through the inside fence.
   d. ABC crew began hand digging area for sidewalk and guard booth. Sidewalk area measured 22 feet long by 4 feet wide by 4 inches deep. Guard booth area measured 12 feet long by 10 feet wide by 9 inches deep. Utility pole and bollard locations started today.
   e. Rain continued to get worse in the afternoon; ABC covered the entire excavation and soil stockpile with poly sheeting and secured the sheeting with grade stakes.

2. **Subgrade Preparation**
   a. Subgrade preparation for the sidewalk and guard booth areas at the site is complete.

3. **Dewatering**
   a. No dewatering occurred today.

4. **Air Monitoring**
   a. During excavation, I monitored the breathing zone of the workers with an organic vapor meter (OVM). No headspace readings were measured in soil samples S-1 through S-8.

GEI Consultants

FIELD OBSERVATION REPORT

Project :	Guard Booth Upgrades	**Date:**	November 8, 2006
Client :	ACME Industries	**Report No.**	1
Contractor:	ABC Contracting	**Page:**	2 of 2
Subcontractor:	NA	**GEI Proj. No.**	99999-0


Picture 1: Sidewalk excavation and bollard layout

By: Bill Smith	**Reviewed By:**

GEI Consultants

STANDARD OPERATING PROCEDURE

FD-003 Sample Management and Chain of Custody

1. Objective

Describe methods to label sample containers, manage the samples, and prepare Chain of Custody documentation for the samples. Sample transport is also addressed.

2. Project Setup

When setting up a sampling event, inform the recipients of the samples (laboratories) and recipients of laboratory results (data group and project managers). Discuss with the laboratory the sampling media, turnaround times, and reporting limits for appropriate regulatory criteria for the site. Include the data group on correspondence so that turnaround times, data validation, and project deliverable schedules can be tracked successfully.

- Laboratory - Number of samples, analyses needed: bottle orders and holding times, turnaround times needed, reporting limits needed for regulatory criteria.
- Data group - Number of samples, analyses requested, turnaround times and reporting limits requested, data validation needed, regulatory criteria to use for tabulating results, deliverables needed, and project name and number.
- Schedule - Inform the laboratory and Data Group of schedule delays, changes to analyses, and expediting.

3. Sampling Execution

- Review the work plan prior to sampling to determine the following:
  - Sample matrix and sampling method.
  - Required analysis and sample volumes.
  - Sample container type and preservative requirements.
  - Required analysis methods and/or report formats.
  - The turnaround time required by the project.
  - If the data will be sent directly from the laboratory to the data validator, Project Manager, or Data Group.
  - Holding time restrictions for sampling media and analytical methods.
  - Sample naming convention used for this project site.
- Sample labels should be filled out using a waterproof or permanent marker or pen. Required information includes:
  - Sample ID.
  - Date and time (military time) of sample collection.
  - Project number.
  - Sample preservatives.
  - Sampler's initials.
  - Laboratory analytical methods.

- Place the label on the jar or bottle, not on the cap. Sample custody begins at this time.
- Record the above information in the field notebook.
- Individually wrap sample jars with packing material, if needed. See SOP SC-002 for guidance on packaging samples for shipment to the laboratory by way of common carrier. Place samples in a cooler with bagged ice or freezer packs (blue ice) immediately after collection. Add sufficient ice or freezer packs to cool samples to approximately 4°C.
- Complete a chain of custody (COC) for the samples as described below. GEI or laboratory COCs may be used as long as they contain fields for all required sample information as described in Section 2.1.

3.1. Chain-of-Custody (COC) Completion

- Fill out COC neatly and in permanent ink. Alternatively, an Excel version of the GEI COC is available and can be filled out electronically.
- Certain analyses (i.e. air analysis by TO-15) require specialized, laboratory issued COCs. Make sure any specialized COCs are available before sample collection.
- Record the project name and number, the sampler's name(s) and the state where the samples were collected.
- For each sample, enter the sample identification number, date and time (military time) collected, the number of sample containers, and any additional information to fulfill project, client or regulatory requirements.
- Record the type of analysis (including laboratory method; e.g. EPA-SW846 Method XX) requested and the preservative (if appropriate) in the vertical boxes.
- Field duplicates should be anonymous to the laboratory, but must be recorded for use by the Data Group. To keep track of this information, link the field duplicate with the proper sample in the field notebook. If required by the Project Manager or Data Group, also document this information on or attach a note to the GEI copy of the COC.
- Trip blanks for large sites should be named similar to the samples they are collected with so that there are not two of the same sample name for the same site. For example, "OU1TB-122509" and "OU3TB-122509" would avoid any mistakes.
- Strike incorrect entries on the COC with a single line, followed by the initials of the person making the correction, the date, and the correct entry.
- When sample custody is ready to be relinquished, complete the bottom of the form with date and time (military time) and signatures of relinquisher and receiver of samples as indicated. The sample collector is always the first signature while the analytical laboratory is the final signature. Theoretically, all individuals handling the samples between collection and laboratory should sign the form; however, if a common carrier (i.e., Federal Express, UPS) is used for shipping, GEI must identify the carrier in the 'Received by' box on the

COC. If the sampler hand delivers the samples to the laboratory, the received box must be signed by the laboratory.

- If the samples are placed in a designated secure area (e.g. GEI sample fridge), note this location in the "Received by" box on the COC.
- GEI uses both single sheet and triplicate COCs. If using the triplicate COCs (white, yellow, and pink copies), the pink copy should be retained by the sampling personnel and provided to the Data Group for proper filing. The white and yellow copies should accompany the samples to the laboratory.
- If you are using the single sheet COC, make a copy of the COC after it has been signed by the lab courier and forward it to the Data Group.
- Prior to sample shipment by common carrier, the COC must be placed inside the cooler in a Ziplock bag or other watertight package.
- If a common carrier such as FedEx is used to transport the samples to the laboratory, include the carrier tracking number and identify the carrier in the "Received by" box on the COC.
- If a courier is used to transport samples to the laboratory (lab courier or GEI personnel), the courier signs the COC in the "Received by" box.
- Place a custody seal on the cooler if shipping via common carrier.
- Transport samples to the laboratory as soon as possible. It is preferable to transport the samples directly to the laboratory from the field. Samples brought back to the office for storage prior to submission to the laboratory must be kept cold (4° C).
- Unused sampling containers/media that are sent back to the lab should be included on a separate COC.
- After the samples are sent to the laboratory, the GEI copy of the COC must be forwarded to the Data Group: datagroup@geiconsultants.com.

4. Limitations

- Keep the number of people involved in handling samples to a minimum.
- Where practical, only allow people associated with the project to handle the samples.
- Always document the transfer of samples from one person to another on the COC.
- The COC should always accompany the samples.
- Give samples positive identification at all times that is legible and written with waterproof or permanent ink.
- When sending samples via a common carrier, use one COC per package.
- Where practical, avoid sending samples from more than one site with separate COCs in a single package.

5. References

New Jersey Department of Environmental Protection, Field Sampling Procedures Manual, August 2005.

Connecticut Department of Environmental Protection, Guidance for Collecting and Preserving Soil and Sediment Samples for Laboratory

6. Attachments

Attachment A - Example Chains of Custody
Attachment B - Shipping Info Pics

7. Contact

Brian Skelly
Leslie Lombardo

Chain of Custody Record

STL-4124 (0901)

STL Connecticut
128 Long Hill Cross Road
Shelton, CT 06484
Tel: 203-929-8140

EXAMPLE ·
COC

SEVERN TRENT **STL**
Severn Trent Laboratories, Inc.

Client	GEI
Address	455 Winding Brook Dr
City / State / Zip Code	Glastonbury / CT / 06033
Project Name and Location (State)	Carroll Gardens NY
Contract/Purchase Order/Quote No.	
Project Manager	Dave Terry
Telephone Number (Area Code)/Fax Number	860 368 5300 / 860 368 5307
Site Contact	M. Felter
Lab Contact	Paul Hobart
Carrier/Waybill Number	FedEx 9383 7603 0879
Date	12-31-07
Lab Number	
Chain of Custody Number	00452
Page	1 of 1

Sample I.D. No. and Description (Containers for each sample may be combined on one line)	Date	Time	Matrix: Air	Aqueous	Sed.	Soil		Containers & Preservatives: Unpres.	H2SO4	HNO3	HCl	NaOH	ZnAc/NaOH	Analysis: VOC 8260B	SVOC 8270C	TO-15 + NAPHTHALENE	Special Instructions/ Conditions of Receipt
CGSB-01 (0-2)	12-31-07	1130				X		X						X	X		
CGSB-02 (3-4)	12-31-07	1250				X		X						X	X		
CGSB-02 (3-4) MS	12-31-07	1250				X		X						X	X		
CGSB-02 (3-4) MSD	12-31-07	1250				X		X						X	X		
CGSB-XX (5-6)	12-31-07	0800				X		X						X	X		
CGTB-123107	12-31-07	1400					TB				X			X			
CGGW-01	12-31-07	1430		X				X			X			X	X		
CGSG-01	12-31-07	0700-1500	X													X	CANISTER# 2613 REGULATOR# 779

~~NJ~~ NEW JERSEY: "CLP data package deliverables"

Possible Hazard Identification: ☐ Non-Hazard ☐ Flammable ☐ Skin Irritant ☐ Poison B ☒ Unknown

Sample Disposal: ☐ Return To Client ☒ Disposal By Lab ☐ Archive For ____ Months (A fee may be assessed if samples are retained longer than 1 month)

Turn Around Time Required: ☐ 24 Hours ☐ 48 Hours ☐ 7 Days ☐ 14 Days ☐ 21 Days ☒ Other See Contract

QC Requirements (Specify) NYS Cat B ASP deliverable Send EDD to datagroup@geiconsultants.com send to Lorie MacKinnon

	Date	Time		Date	Time
1. Relinquished By: Melissa J Felter	12-31-07	1600	1. Received By: FedEx WAYBILL 923117-4432	12-31-07	
2. Relinquished By			2. Received By		
3. Relinquished By			3. Received By		

Comments: USED FLOW CONTROLLER FOR AIR SAMPLE INCLUDED

DISTRIBUTION: WHITE - Returned to Client with Report; CANARY - Stays with the Sample; PINK - Field Copy

EXAMPLE COC

Chain-of-Custody Record

Laboratory: Accutest

Laboratory Job # (Lab use only)

Page _1_ of _1_

GEI Consultants
400 Unicom Park Dr.
Woburn, MA 01801
PH: 781.721.4000
FX: 781.721.4073

Project Information

Project Name: MWRA - Low Service Storage Tank | Project Location: Stoneham, MA

Project Number: 093400 | Project Manager: D. Aghjayan

Send Report to: rseigener@geiconsultants.com

Send EDD to: labdata@geiconsultants.com

MCP PRESUMPTIVE CERTAINTY REQUIRED – YES NO

If Yes, Are MCP Analytical Methods Required? YES NO NA

If Yes, Are Drinking Water Samples Submitted? YES NO NA

If Yes, Have You Met Minimum Field QC Requirements? YES NO NA

Sample Handling

Samples Field Filtered: YES NO NA

Sampled Shipped With Ice: YES NO

Lab Sample Number	GEI Sample ID	Collection Date	Collection Time	Matrix	No. of Bottles	Sampler(s) Initials	PCBs (None)	VPH Fractions Only (MeOH)	EPH Fractions Only (None)	SVOCs (None)	VOCs, % Solids** (MeOH)	Conductivity (None)	RCRA 8 Metals* (None)	TPH by GC/FID DRO (None)	Sample Specific Remarks
	093400-LS6-S5(19'-21')	12/29/2009	9:30	SO	3	JMR		x			x				
	093400-LS6-COMP (FILL)	12/29/2009	9:30	SO	1	JMR	x		x	x		x	x	x	
	093400-LS6-COMP (NATIVE)	12/29/2009	15:00	SO	1	JMR	x		x	x		x	x	x	
	093400-LS8-COMP	12/29/2009	14:00	SO	1	JMR	x		x	x		x	x	x	
	093400-LS9-S4 (8'-8'-5")	12/30/2009	14:30	SO	3	JMR		x			x				
	093400-LS9-COMP	12/30/2009	15:00	SO	1	JMR	x		x	x		x	x	x	

MCP Level Needed: GEI requires the most stringent Method 1 MCP standard be met for all analytes whenever possible.

Relinquished by: (signature)	Date	Time	Received by: (signature)
1. Joseph M. [signature]	12/30/09	16:30	1. GEI FRIDGE
2. GEI FRIDGE	1/4/10	1310	2. Naomi [signature]
3. Naomi [signature]	1/4/10	1310	3. [signature]
4.			4.

Turnaround Time (Business days):

Normal _X_ Other ____
10-Day ____ 7-Day ____
5-Day ____ 3-Day ____

Before submitting rush turnaround samples, you **must** notify the laboratory to confirm that the TAT can be achieved.

Additional Requirements/Comments/Remarks:

Please use MA Landfill List

* Please run TCLP analysis for RCRA 8 Metals results that exceed the 20 times rule.

** Please use % solids sample for VOC and VPH analysis of 093400-LS6-COMP (FILL), 093400-LS6-COMP (NATIVE), 093400-LS8-COMP, and 093400-LS9-COMP

Chain-of-Custody Record

Laboratory:

Laboratory Job # (Lab use only)

GEI Consultants

455 Winding Brook Drive, Suite 201
Glastonbury, CT 06033
PH: 860.368.5300
FX: 860.368.5307

Project Information

Project Name/Number:

Project Location:

Project Contact:

Phone Number:

Page __ of __

Send Report to:

Send EDD to: datagroup@geiconsultants.com

Deliverables:

If Yes, Have You Met Minimum Field QC Requirements? YES NO NA

Sample Handling

Samples Field Filtered
YES NO NA

Samples Shipped With Ice
YES NO

Lab Sample Number	GEI Sample ID	Collection Date	Collection Time	Matrix	No. of Bottles	Sampler(s) Initials	Preservative / Analysis									Sample Specific Remarks

Relinquished by	Date	Time	Received by
Relinquished by sampler: (signature) 1.	Date:	Time:	Received by: (signature) 1.
Relinquished by: (signature) 2.	Date:	Time:	Received by: (signature) 2.
Relinquished by: (signature) 3.	Date:	Time:	Received by: (signature) 3.
Relinquished by: (signature) 4.	Date:	Time:	Received by: (signature) 4.

Turnaround Time (Business days):

Normal ____ **Other** ____
10-Day ____ **7-Day** ____
5-Day ____ **3-Day** ____

Before submitting rush turnaround samples, you **must** notify the laboratory to confirm that the TAT can be achieved.

Additional Requirements/Comments/Remarks:

TestAmerica

THE LEADER IN ENVIRONMENTAL TESTING

PACKING SAMPLES FOR SHIPMENT BACK TO THE LABORATORY

A. Line cooler with bubble wrap and large plastic bag. Use absorbent pad inside the bag if bottles contain preservatives.

B. Wipe outside of bottles and put glass in individual bubble bags & seal. Place bottles & the temperature blank into cooler. Leave room for ice in between bottles & on top.

C. Place double bagged or loose ice randomly around bottles throughout the cooler.

D. Place large bag of ice or loose ice on top of the bottles. In warm weather, the cooler should be packed with as much ice as possible.

E. Close outer bag, compress excess air out of bag, twist top and knot. If necessary, use more bubble wrap to fill the dead air spaces. Place chain of custody (COC) and other paperwork in plastic bag and seal. Place on top of cooler.

F. Close cooler, place signed and dated Custody Seals over opening. Tape over the Custody Seal and seal cooler securely. Fill out overnight shipping waybill and attach to the top or handle of the cooler. Attach Saturday delivery stickers if needed. Ship according to DOT regulations.

Rev 011209

TestAmerica
THE LEADER IN ENVIRONMENTAL TESTING

PACKING SAMPLES FOR SHIPMENT BACK TO THE LABORATORY

A. Line cooler with bubble wrap and large plastic bag. Use absorbent pad inside the bag if bottles contain preservatives.

B. Wipe outside of bottles and put glass in individual bubble bags & seal. Place bottles & the temperature blank into cooler. Leave room for ice in between bottles & on top.

C. Place double bagged or loose ice randomly around bottles throughout the cooler.

D. Place large bag of ice or loose ice on top of the bottles. In warm weather, the cooler should be packed with as much ice as possible.

E. Close outer bag, compress excess air out of bag, twist top and knot. If necessary, use more bubble wrap to fill the dead air spaces. Place chain of custody (COC) and other paperwork in plastic bag and seal. Place on top of cooler.

F. Close cooler, place signed and dated Custody Seals over opening. Tape over the Custody Seal and seal cooler securely. Fill out overnight shipping waybill and attach to the top or handle of the cooler. Attach Saturday delivery stickers if needed. Ship according to DOT regulations.

Rev 011209

STANDARD OPERATING PROCEDURE

FD-004 Photo Documentation

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1. Objective

Describe methods to document and retain photographic records.

Keeping a record of photographs taken is crucial to their validity as a representation of existing conditions.

2. Execution

- Photographs of a site, individual samples, or other observations should be taken using a digital camera.
- Set the camera to record the time and date for each photograph.
- All photographic records, along with the following information, should be recorded in the field notebook (SOP FD-001).
  - If applicable, the compass direction describing the direction the photograph was taken (e.g. looking southeast). This may not apply to photographs of individual samples.
  - Brief description of what the photograph is intended to show.
- The field notebook should note who took the photographs.
- The photographs should be electronically backed up on a computer or other data storage device.
- If photographs will be used in a report, memo, or letter, they should be placed on a photograph record template and the relevant information describing the photograph should be inserted into the caption section for each photograph.

3. Limitations

- Some clients and regulatory agencies require photographs of every subsurface soil sample collected. These photographs typically include a "whiteboard" which indicates the site, the boring ID, and the depth of the sample, while logging details are recorded in the field notebook. Under these circumstances, it is not necessary to include compass directions or descriptions.

4. References

New Jersey Department of Environmental Protection, Field Sampling Procedures Manual, August 2005.

5. Attachments

Attachment A – Example of Photo Documentation Template

6. Contact

Melissa Felter
Leslie Lombardo

Attachment A – Example of Photo Documentation Template

GEI Consultants, Inc.

Project: Project Name

Location: Project Location

Photographer: K. Barber
Date: 10/25/07
Photo No.: 1
Direction: N

Comments:
Entrance of site with tree mulching operations.

Photographer: K.Barber
Date: 10/25/07
Photo No.: 2
Direction: W

Comments:
On-site building built in 1936.

STANDARD OPERATING PROCEDURE

FD-006 Handheld Global Positioning Receiver Operation

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1. Objective

Use handheld global positioning system (GPS) receivers to locate sample points and site features with "Mapping-Grade" accuracy.

Use handheld GPS receivers to "stake out" proposed sample point locations within the limits of "Mapping Grade" accuracy.

2. Execution

- Handheld GPS receivers provide a low-cost and user-friendly method for locating sample points and site features with a fair degree of horizontal accuracy.
- In simplistic terms, GPS works by measuring the distance from numerous orbiting satellites to a point on the earth surface. Individual satellites broadcast their real-time location in terms of x,y and z coordinates, and the distance from each satellite is measured as a function of the length of time that a time-stamped signal takes to reach the receiver. Built-in GPS software derives new points by intersecting the distances from known orbital locations – in much the same way that points are located by intersecting tape-measured distances from building corners or other pre-existing site features.
- Late-model handheld GPS receivers utilize a real-time differential correction technique called WAAS (Wide Area Augmentation System). This system was designed to provide greater confidence and reliability in using GPS data for commercial aircraft landing approaches, and the additional correction improves all GPS operations.
- Handheld GPS receivers display navigational information on a variety of standard pages. Although each manufacturer uses slightly different formats, all receivers toggle back and forth between the following visual presentations:
- A "satellite" page displays the relative orbital location of all GPS satellites that are currently being tracked by the receiver. The display may include information on the real-time geometrical strength of the solution: satellite intercepts that cross at right angles provide more accurate solutions than intercepts that cross at acute or obtuse angles.
- A "track" page that displays the travel path of the receiver while it is turned on, along with the relative location of recorded points. Many GPS models have a "track-back" function that will guide the user on the same path back to the starting point
- A "navigation" page that displays instantaneous location and the real-time direction and velocity of travel. Some units provide two pages to display this information in different formats. Most units will report the overall "course

made good" (straight-line bearing and distance from the starting point) at any point.

- A "waypoint" page that allows users to "Go To" a created point or previously recorded point by providing a straight-line bearing and distance to the point. The information is instantaneously updated as the user moves along; some units display a pointing arrow that directs the user to the direction of travel. Be careful of go-to lines that lead through swamps or over cliffs – if you will be travelling in difficult terrain have a paper copy of the USGS quadrangle and a compass on hand for navigation.
- Signal strength degrades significantly next to buildings and underneath tree canopy. Most GPS receivers have an "averaging" function to improve the accuracy of shielded locations. GPS users can also improve precision by locating points three times, at different times of the day. Two of the solutions will generally be closer to each other than to the third and can be averaged for a more reliable fix.
- Most GPS receivers default to latitude and longitude, but data is more accurate and easier to input and when expressed in UTM coordinates to the nearest meter. The handheld GPS setup will have a function somewhere to change to UTM. Most of Connecticut is in UTM Zone 18 but the easternmost parts are in Zone 19.
- Consult "Corpscon" the datum translator available from the National Geodetic Survey website. Corpscon translates instantly from latitude/longitude to UTM coordinates to state plane coordinates and provides tools to identify UTM Zones. Also consult the Trimble, Garmin and Magellan websites for technological improvements and discussion of advanced techniques.

3. Limitations

- Handheld GPS receivers operating in unobstructed locations are currently reckoned to provide 2-5 meter accuracy, meaning that the true location of measured points lie within an "error ellipse" with axes of 2-5 meters centered on the measured location. In other words, even under the best of conditions a real-time GPS solution may be as much as 20 feet off the true horizontal location of a point.
- Due to geodetic restrictions, vertical locations (elevations) have less than half the accuracy of horizontal locations, meaning that even under the best of conditions, a surface elevation displayed on a handheld GPS receiver may be off by more than 50 feet.
- Horizontal and vertical data derived from handheld GPS receivers should never be considered more than relatively accurate, and this level of uncertainty should be identified in any discussion of positional tolerance.

4. References

Trimble Website: .trimble.com
Garmin Website: .garmin.com

Magellan Website: .**magellan**gps.com
National Geodetic Survey: ://www.ngs.noaa.gov/

5. Contact

Doug Bonoff, PLS

5. Drilling Methods (DM)

- DM-001 General Guidance on Determination of Appropriate Drilling Methods
- DM-002 Hollow-Stem Auger
- DM-004 Sonic Drilling
- DM-004 Drive and Wash
- DM-006 GeoProbe ® Direct Push Boring
- DM-006 Monitoring Well Construction and Installation
- DM-007 Monitoring Well Construction and Installation
- DM-009 Monitoring Well Development
- DM-0010 General Guidance on Monitoring Well Abandonment

STANDARD OPERATING PROCEDURES

DM-001 General Guidance on Determination of Appropriate Drilling Methods

1. Objective

There are multiple drilling methods which can be employed based on the type of stratum (e.g. overburden or bedrock) and the end use of borehole. End uses include geotechnical investigation, subsurface soil sampling, and monitoring well installation or a combination thereof.

The following text describes different methods of drilling with considerations for their use to collect groundwater and/or subsurface soil samples. Profiles of subsurface conditions encountered and well installation details must be recorded on logs. Procedures for field documentation are provided in Section 4 - Field Documentation.

2. Hollow-Stem Augers (HSAs)

Borings can be installed in unconsolidated formations using solid-stem or hollow-stem augers (HSAs). The augers are advanced by rotation and the drill cuttings are brought to the surface by travelling up the outside of the auger flights in a screw-like manner. HSAs have the advantage of allowing the well to be installed inside the hollow stem of the auger, which prevents the borehole from collapsing. Upon reaching the planned well depth, the casing and screen are placed inside the HSAs and the flights are individually removed while the annular space around the well is filled with the filter pack and grout, as appropriate. Conversely, solid-stem augers must be completely removed from the borehole before well installation, which can lead to collapse of the borehole. For this reason, solid stem augers are seldom used for installation of monitor wells.

HSAs come in a variety of sizes and allow collection of soil samples utilizing split spoons or Shelby tubes. Samples are collected ahead of the augers for determining soil/sediment type, stratigraphy, depth to the water table, and for collecting soil samples for chemical analysis. During this process, the standard penetration test (SPT, ASTM Method D 1586) can also be performed. The HSA method also has an advantage over mud-rotary drilling techniques in that drilling mud is not used. Drilling mud can contaminate the soil samples and potentially reduce the yield of the wells.

A disadvantage of the method is that HSAs cannot be used to drill into competent bedrock or through large boulders. Also, "heaving or running sands" can be forced up inside the augers as a result of strong vertical groundwater gradients, which can hamper efforts to collect soil samples or complete well installation. Furthermore, the maximum depth achievable using HSAs, which is generally shallower than other methods, is dependent not only on the ability of the rig (e.g., horsepower, rig-torque, weight of augers etc.), but also the lithology of the material drilled.

3. Rotary Drilling

Rotary drilling methods include both direct rotary and reverse-circulation rotary. Direct rotary is more commonly used in environmental investigations, whereas reverse-circulation rotary is used in drilling large-diameter water supply wells. In direct rotary drilling the borehole is advanced by rotating the drill pipe (rods) and bit to produce a cutting action. The cuttings are removed from the borehole by continuous circulation of a drilling fluid. The fluid or "mud" is pumped down the inside of the drill pipe and is circulated back to the surface on the outside of the pipe. The fluid removes the drill cuttings from the borehole and cools and lubricates the bit. Mud used during direct rotary consists of additives (e.g., bentonite), water, or air.

Reverse-circulation rotary drilling is similar to direct rotary except the drill rigs are larger and the flow of the drilling fluid is reversed. The drilling fluid moves upward inside the drill pipes and circulates back to the borehole via settling pits. The drilling fluid returns to the borehole via gravity and moves downward in the annular space between the drill pipe and borehole wall. Drilling fluids for reverse-circulation rotary are generally water and any suspended particles picked up from the surrounding formations.

Mud-rotary methods can be used to drill in both unconsolidated and consolidated (bedrock) formations. In addition, drilling mud stabilizes the borehole and limits the potential for borehole collapse. Disadvantages of using the mud-rotary method include the difficulty in determining the depth to the water table, the potential for drilling mud to impact soil samples and dragging of contamination into deeper zones since the drill cuttings are re-circulated in the borehole. Wells installed using this method typically take longer to develop than wells installed using the HSA or air-rotary methods due to the invasion of mud filtrate into the formation.

In air-rotary drilling, compressed air is directed down the inside of the drill pipe. As in mud-rotary drilling, air removes the cuttings and lubricates the bit. However, since air has no viscosity, it cannot be used to stabilize a borehole therefore, casing must be advanced in unconsolidated formations to keep the borehole open. This is why air rotary methods are best suited for drilling in bedrock formations. The percussion-type air-rotary "hammer" bit provides the best penetration rate when drilling bedrock consisting of crystalline rock. However, when drilling above the water table, an air-rotary bit can grind the soil and bedrock to a fine powder which is blown out of the hole with air and which has the potential to be inhaled. Therefore, drilling above the water table using air-rotary methods requires the addition of potable water to the borehole for dust control. In addition, the air compressor should be of the oil-less variety, or have a filter to prevent any oil from entering the borehole.

A disadvantage of using rotary methods while drilling in unconsolidated formations is the requirement of pulling the drill pipe out of the hole each time a split-spoon soil sample is collected (and the SPT is performed). This adds up to considerable amounts of time when deep wells are being installed or when continuous split-spoon sampling is being performed. As stated above, split-spoons used to collect soil samples can become contaminated when they are advanced down a mud-filled borehole.

A special type of rotary drilling is bedrock coring, wherein a special core bit and barrel are used to retrieve relatively undisturbed core samples of the bedrock. Coring allows better characterization of bedrock lithology and other features including orientation of fractures and bedding planes, which can control contaminant migration. Core barrels can either be unoriented or oriented. An oriented core is scribed with respect to magnetic north. Although more expensive than collecting an unoriented core, this method gives the true orientation of the features encountered in the core.

Drilling fluids are generally air (air-rotary) or bentonite and/or water (mud-rotary). Water added to a borehole must be of potable quality. The source of the potable water used during the installation (and development) of monitor wells should be documented (e.g., in the Remedial Investigation Report).

Bentonite is high swelling clay with sodium montmorillonite as its primary clay mineral. Bentonite is added to water to increase the viscosity of the drilling fluid so that drill cuttings can be removed from the borehole more effectively. At the same time, the viscosity must be low enough to allow cuttings and coarse-grained particles to settle out once they are circulated out of the hole. Bentonite also adds weight to the drilling fluid, which helps to maintain borehole stability.

4. Sonic Drilling

The method involves driving a core barrel using vibration, rotation, and a downward force to collect soil samples. A sonic drill rig looks and operates very much like a conventional top-drive rotary or auger rig. The main difference is that a sonic drill rig has a specially designed, hydraulically powered drill head or oscillator, which generates adjustable high-frequency vibrational forces. The oscillator uses two eccentric, counter-rotating balance weights or rollers that are timed to direct 100 percent of the vibrational energy at 0 and 180 degrees. There is an air spring system in the drill head that insulates or separates the vibration from the drill rig itself. The sonic head is attached directly to the drill pipe or outer casing, sending the high-frequency vibrations down through the drill pipe to the bit.

A core barrel is advanced using vibration, rotation, and downward force to collect continuous soil cores up to 20 feet in length. The bit at the end of the core barrel contains carbide teeth allowing the core barrel to be advanced through most overburden, soft bedrock, and minor obstructions such as bricks and boulders. Once the core barrel has been advanced, a secondary or "over-ride" casing is advanced down to the same depth as the inner core barrel. The over-ride casing keeps the borehole from collapsing while the inner core barrel is removed. Once the core barrel is removed, the soil core is pushed out of the core barrel through the use of vibration and either air or water pressure. Soil core diameters are dependent on the size of core barrel used and range from 3 to 12 inches. The use of multiple over-ride casings of increasing diameter allows the borehole to be telescoped down through multiple confining units. The setup used in sonic drilling makes this drilling method amendable to collecting soil cores and installing wells in angled boreholes. With only the bottom of the inner and outer core barrel exposed to the aquifer at any given time, determining the location of the water table can be difficult.

While this drilling method has the capability of drilling through and providing samples of coarse gravels, boulders, and tight clays, these situations will result in slow drilling or advancement of the core barrel. The result is a hotter core barrel and a longer contact time between the core barrel and the encased soil core. The aforementioned conditions will increase the probability that the sonic method will raise the temperature of the soil core and facilitate VOC and SVOC loss.

The ability to quickly install deep borings and wells, while generating a large-diameter continuous soil core, makes this drilling technique invaluable when continuous soil sampling is needed to assess deep or complex geological situations. However, sonic drilling's high cost, relative to other drilling methods, may be prohibitive for small projects or shallow boreholes. The higher cost of the drilling method should be weighed against the cost savings incurred due to its faster drilling rate and high quality of the soil core produced.

5. GeoProbe®-Direct Push

The method involves hydraulically pushing hollow rods into the subsurface for the purpose of collecting soil and/or groundwater samples (e.g., Geoprobe®). The method can be used to collect discrete soil samples or install small-diameter wells used to collect groundwater samples.

Advantages of the direct-push method include the relatively quick collection of groundwater samples and, when used along with a mobile laboratory, collection of data in "real" time. The method allows for collection of multiple samples in a day with the potential for achieving contaminant delineation in one mobilization of the field equipment. The data can also be used to select locations of permanent monitor wells.

Disadvantages of the method include the fact that the data quality achieved is often suitable only for screening purposes. Direct-push methods typically result in very turbid samples since an oversize borehole is not produced and a filter pack is not used. Turbid samples can produce higher metal concentrations in groundwater samples since metals are typically adsorbed onto soil particles. Use of direct-push methods can also cause cross-contamination since contamination from shallow zones may be driven down to deeper zones. Due to the narrow diameter of the direct-push rods, samples are often collected with peristaltic pumps. When samples are collected for volatile organic compounds (VOCs) using peristaltic pumps, some of the volatiles may be lost due to the pressure drop produced by the suction lift. In such cases, the VOC data must be qualified accordingly. For this reason, use of the peristaltic pump for collecting groundwater samples for VOC analysis is not recommended and approval for its use should first be obtained from the project manager or geologist.

Another disadvantage of using direct-push technology for collecting groundwater samples is the potential to breech confining units. To prevent this, soil sampling using direct-push technology or conventional split-spoon sampling techniques should first be performed to identify the presence, depth and lateral extent of confining units. Pushing through confining units should be avoided if the presence of dense, non-aqueous-phase liquid (DNAPL) or very soluble compounds such as Methyl Tertiary Butyl Ether (MTBE) are suspected or the contaminant plume appears to be diving in the aquifer.

6. Contact

Gary Fuerstenberg

STANDARD OPERATING PROCEDURE

DM-002 Hollow-Stem Auger

1. Objective

Describe standard operating procedures for drilling of overburden soil borings using hollow-stem augers.

2. Execution

- Confirm that the appropriate measures have been taken for clearance of potential subsurface utilities. The responsibility for clearance may vary, depending on the client.
- Inspect the drilling rig to make sure it is clean and that the down-hole equipment has been steam-cleaned or pressure-washed. Record observations in the field notebook (See SOP FD-001).
- Observe that the augers are vertical when the first section is advanced into the ground.
- Use a 140-lb hammer to drive the sampler, unless conditions necessitate using a 300-lb hammer (see SOPs SM-001, *Split-Spoon Sampling* and SM-0003, *Soil Classification,* for details). Count and record the number of blows per 6-inch increments, confirming blow counts with driller if necessary).
- Decontaminate the split-spoon sampler after each use (see *Equipment Decontamination,* SOP QA-001) or use another decontaminated split-spoon sampler.
- Ensure that the drillers advance the augers only after they have inserted the auger plug (to prevent soil from entering the augers while advancing to the next sample interval).
- Request that the drillers remove the auger cutting bit/plug and insert the split-spoon sampler into the interior of the augers. Measure the stick-up of the rods attached to the sampler to ensure that the nose of the spoon is in virgin soil below the augers.
- Watch for signs of a soil strata change at depth during drilling (i.e., change in blow counts, change in soil color, soil wetness, soil contamination, bouncing of the drill rig, etc.). If important to the investigation, stop drilling and collect a soil sample.
- If subsurface soil samples are being collected with split-spoon samplers, ensure that the drillers use a 30-inch drop of the 140-pound hammer. The number of blow-counts for each 0.5 foot penetration provides important geotechnical data.
- Repeat until the borehole has been drilled to the desired depth.
- If a monitoring well is not installed in the soil boring, fill the boring with either cement/bentonite grout or properly-tamped and hydrated bentonite. Check with Project Manager and/or the appropriate regulatory personnel before using drill cuttings to backfill the boring.

- If a monitoring well will be installed, refer to SOP DM-007.
- Complete boring log and, if necessary, well installation logs (SOP SM-003, *Soil Classification*).
- Record boring locations on a site map and in a field notebook sketch. If the boring location will not be surveyed, measure each location from on-site reference points and record the information in the field notebook so that the location can be plotted on site figures.

3. Limitations

- In areas of significant soil contamination, hollow-stem augers may cross-contaminate upper soil layers as contaminated cuttings move up the auger flights. The potential also exists for contaminated augers to carry contamination to deeper soil strata
- If significant unanticipated contamination is encountered during drilling, stop drilling to confer with the project manager and evaluate health and safety conditions. If the borehole is to be advanced below the contaminated strata, use telescoping techniques (see SOP DM-008 *Monitoring Well Telescoping Techniques*) to avoid cross-contaminating underlying geologic strata.
- When drilling below the groundwater table in fine to medium sands, the potential exists for the phenomenon of “running sands” or “blow in” to occur. Frequent measurements inside the hollow-stem augers after the drill bit/plug is removed will indicate if running sands are present. If sands start to flow into the auger, pour clean water into the augers and keep the augers filled during sampling.
- If necessary, arrange for the storage of contaminated soil cuttings and water in drums or other appropriate containers in a secure place at the site. Containers should be labeled.
- Plan the drilling program to drill borings from the least- to most-contaminated areas. Be prepared in advance and know where alternative drilling locations are in the event that problems are encountered at each planned soil boring location. Alternative locations will need to have utility clearance.
- Down-hole drilling equipment should be steam cleaned or pressure-washed between holes unless otherwise directed by the project manager.
- Record when standard operating procedures are deviated from. The drilling inspector should also record any detected odor from the boring and depth encountered.

4. References

Standard Practice for Design and Installation of Ground Water Monitoring Wells in Aquifers (October 1990), American Society for Testing and Materials [ASTM] D5092-90

Nielsen, D.M. (1993), “Correct Well Design Improves Monitoring,” Environmental Protection, July, pp. 38-49

Standard References for Monitoring Wells (April 1991), Commonwealth of Massachusetts Department of Environmental Protection, WSC-310-91

5. Attachments

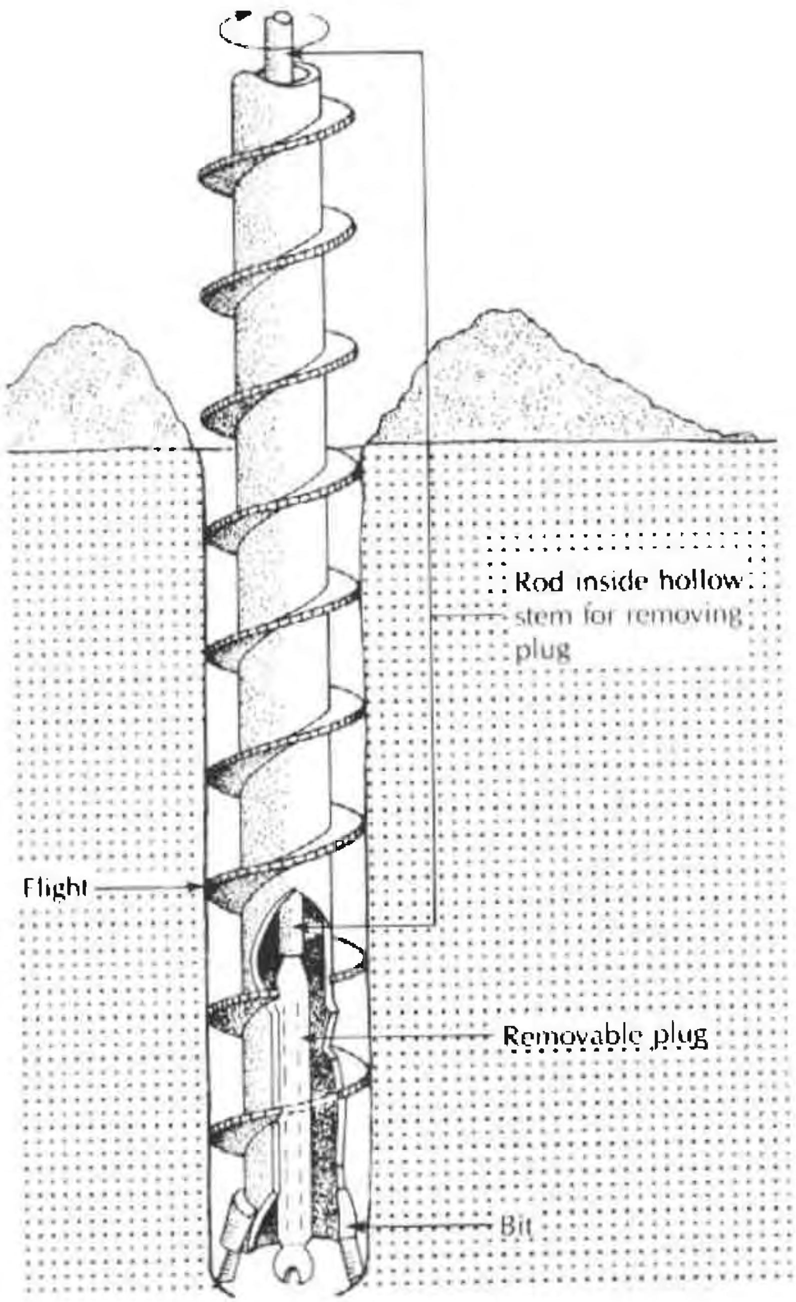
Attachment A – Hollow-Stem Auger

6. Contact

Gary Fuerstenberg
Cathy Johnson

SOP DM-002

Attachment A – Hollow Stem Auger



GEI Consultants

STANDARD OPERATING PROCEDURE

DM-003 Air Rotary Drilling with Casing

1. Objective

Describe standard operating procedures (SOP) for drilling of soil borings using casing by either the rotary method or air method.

2. Execution

- Confirm that appropriate measures have been taken for clearance of potential subsurface utilities. The responsibility for clearance may vary, depending on the client.
- Inspect the drilling rig to make sure it is clean and that the down-hole equipment has been steam-cleaned or pressure-washed. Record condition of down-hole drilling equipment. Record all observations in the field notebook (See SOP FD-001).
- Confirm that the casing (i.e., the borehole) is vertical when the first section of casing is advanced into the ground.
- For all soil samples, use a 140-lb hammer to drive the sampler, unless conditions necessitate using a 300-lb hammer (see SOP SM-001 *Split-Spoon Sampling* and SOP SM-003 *Soil Classification*–for details). Count and record the number of blows per 6-inch increments, confirming blow counts with driller if necessary.
- Decontaminate the split-spoon sampler after each use (see SOP QA-001 *Equipment Decontamination).*
- Advance the casing with the drive hammer and periodically clean out cuttings using a pneumatic hammer. A water spray and shield may be used for dust control and to control rock chips.
- Potable water should be used as the drilling fluid. If subsurface soil is sufficiently permeable to require a thicker fluid, drilling mud may be used to increase fluid viscosity, with prior approval from the project manager.
- To continue advancing the boring, additional lengths of casing are added one at a time, repeating this sequence until the required depth is reached.
- If an obstruction is encountered, the driller should attempt to penetrate the obstruction with a pneumatic hammer.
- If a monitoring well is not installed in the soil boring, fill the boring with either cement/bentonite grout or properly-tamped and hydrated bentonite. Check with Project Manager before using drill cuttings to backfill the boring.
- If a monitoring well will be installed, follow SOP DM-007.

- If the boring location is not going to be surveyed, measure each location from on-site reference points in the field notebook so that it can be relocated and plotted on figures.

3. Limitations

- To advance the boring, it may be necessary to use casing to maintain air pressure. Additional lengths of casing are then added one at a time, repeating this sequence until the required depth is reached.
- If unanticipated contamination is encountered, stop drilling to confer with the project manager and evaluate health and safety conditions.
- If the borehole is to be advanced below the contaminated strata, use telescoping techniques (see DM-008 Monitoring Well Telescoping *Techniques)* to avoid cross-contaminating underlying geologic strata.
- When drilling below the groundwater table in fine to medium sands, the potential exists for the phenomenon of "running sands" to occur. A head should be kept on the borehole at all times.
- Arrange for the storage of contaminated soil cuttings and water in drums or other appropriate containers in a secure place at the site (see SOP SC-003, *Investigation Derived Waste Management*).
- Plan the drilling program to drill borings from the least to most contaminated areas. Be prepared in advance and know where alternative drilling locations are in the event that problems are encountered at each planned soil boring location. These locations must also have been cleared by the state utility service prior to drilling.
- Document variations from standard operating procedures.

4. References

ASTM D 5782 – Guide for Use of Direct Air Rotary Drilling for Geoenvironmental Exploration and Installation of Subsurface Water-Quality Monitoring Devices

5. Contact

Gary Fuerstenberg
Cathy Johnson

STANDARD OPERATING PROCEDURE
DM-004 Sonic Drilling

1. Objective

Describe common sonic drilling procedures.

Prior to drilling confirm that utility clearance has been completed and that the drilling rig has been appropriately decontaminated.

2. Execution

- Collect soil cores in runs of 5 to 10 feet. Some sonic rigs can collect a 20 foot sample, but the process generates a significant amount of heat that may degrade sample quality.
- Classify and sample the soil located within the liner.
- Excess soil should be placed in a 55-gallon drum for disposal.
- The core barrel should be cleaned with tap water following each use.
- The core barrel is then advanced within the isolation casing to collect the next soil core interval.
- Add water between the inner core barrel and the outer override casing. This will reduce friction between the casings and adsorb heat.
- Maximize drilling advance rate. The faster the core barrel is advanced, the less likely the core barrel will heat up. Drilling with a 3-inch diameter core barrel and a 5-inch diameter override casing, instead of the standard 4-inch core barrel and 6-inch over-ride casing, may increase advance rates and reduce the potential for soil core heating.
- If a significant decrease in drilling advance rate is observed, stop drilling and remove soil that has accumulated in the core barrel. Resume drilling through the resistant material (gravel, boulder, hard clay, etc.). When the resistant material has been penetrated and the drilling advance rate increases, stop drilling and remove what material has accumulated in the core barrel.
- Wash down the core barrel with cool water to cool the core barrel and associated casing, and resume drilling.
- If a well is to be installed in the borehole, the sandpack and grout are placed as the core-barrel and over-ride casing(s) are selectively vibrated out of the ground. The vibratory action should facilitate settlement of the sandpack and grout. Upon completion, no casing is left in the ground other than the well casing and screen.

3. Limitations

- Disturbance of the soil core is most likely to occur during removal of the soil core from the core barrel. The soil cores are usually vibrated out of the core barrel into plastic bags approximately 5 feet in length. As the plastic bags are a little larger than the soil core itself, fragmentation of the soil core may occur as the core is extruded into the bag or while the bagged core is being moved in an unsupported manner. Soil conditions that are prone to disturbance include wet or dry zones that contain little or no fines, and well graded sands that contain significant volumes of water.

- If integrity of the soil core is of concern, the following procedures should be implemented:
  - Measures should be taken to ensure that the core, from the time it is extruded from the core barrel, is rigidly supported through the use of some type of cradle or carrying device.
  - The core should not be removed from its cradle until all sampling of the core has been completed. Acrylic liners are available for some core sizes and can be used to hold the core together upon removal from the core barrel.
  - If the soil is to be sampled for volatile organic compounds (VOCs), acrylic liners must be used.
  - Sampling of the soil core for VOCs or semi-volatile organic compounds (SVOCs) must be approved on a case by case basis. Proposals for VOC or SVOC soil core sampling must include provisions to minimize core fragmentation and heat generation, such as:
    - Acetate liners in the core barrel so that the soil core does not have to be extruded out of the core barrel.
    - Limit the length of soil core generated during a given downhole run.
    - Implement practices to reduce the residence time of the soil core in the core barrel.
- For the analysis of SVOCs, the use of the acetate liners is not required.
- The large diameter of the core barrel enables ground water sampling equipment to be placed inside the core barrel so that discrete depth groundwater samples can be collected during borehole advancement.

4. References

Standard Practice for Design and Installation of Ground Water Monitoring Wells in Aquifers (October 1990), American Society for Testing and Materials [ASTM] D5092-90

5. Contact

Melissa Felter

STANDARD OPERATING PROCEDURE

DM-006 Geoprobe® Direct Push Boring

1. Objective

Describe standard operating procedures (SOP) for drilling of overburden soil borings using Geoprobe® and MacroCore® technologies.

2. Execution

- Confirm that appropriate measures have been taken for clearance of potential subsurface utilities. The responsibility for clearance may vary, depending on the client.
- Inspect the drilling rig to make sure it is clean and that the down-hole equipment has been decontaminated (QA-001). Record condition of all down-hole drilling equipment.
- Make sure the sampler is fitted with a piston rod assembly to block the sample tube until the desired subsurface sample interval is attained. Upon reaching the target sample depth, the piston tip will be released and the discrete sampler device is then advanced to collect the representative sample. This reduces the volume of slough that is collected.
- When the sampler is brought to the ground surface, it should be opened immediately, and the length of recovery should be measured and recorded.
- Log the soil sample using USCS procedures (SOP SM-003). Collect analytical samples if necessary (SOP SM-001).
- Decontaminate the cutting shoe if necessary (SOP QA-001 Equipment Decontamination) and have driller reassemble the parts with a new liner.
- Repeat the procedure described above until refusal or the boring is terminated.
- Periodically verify that depths cited by drillers are accurate.

3. Limitations

- If significant unanticipated contamination is encountered during drilling, stop drilling to confer with the project manager and re-evaluate health and safety conditions.
- Arrange for the storage of contaminated soil cuttings and water in drums or other appropriate containers in a secure place at the site (see SOP SC-003, *Investigation Derived Waste Management*).
- If possible, plan the drilling program to drill borings from the least to most contaminated areas. Be prepared in advance and know where alternative drilling locations are in the event that problems are encountered at soil boring locations. These locations must also have been cleared by the state or local utility service prior to drilling.

4. References

ASTM D6001-05 Guide for Direct Push Water Sampling for Geoenvironmental Investigations, April 2005

Geoprobe Systems, "Geoprobe MacroCore MC-5 1.25-inch Light Weight Center Rod Soil Sample System SOP", Technical Bulletin No. MK 3139, November 2006

5. Attachments

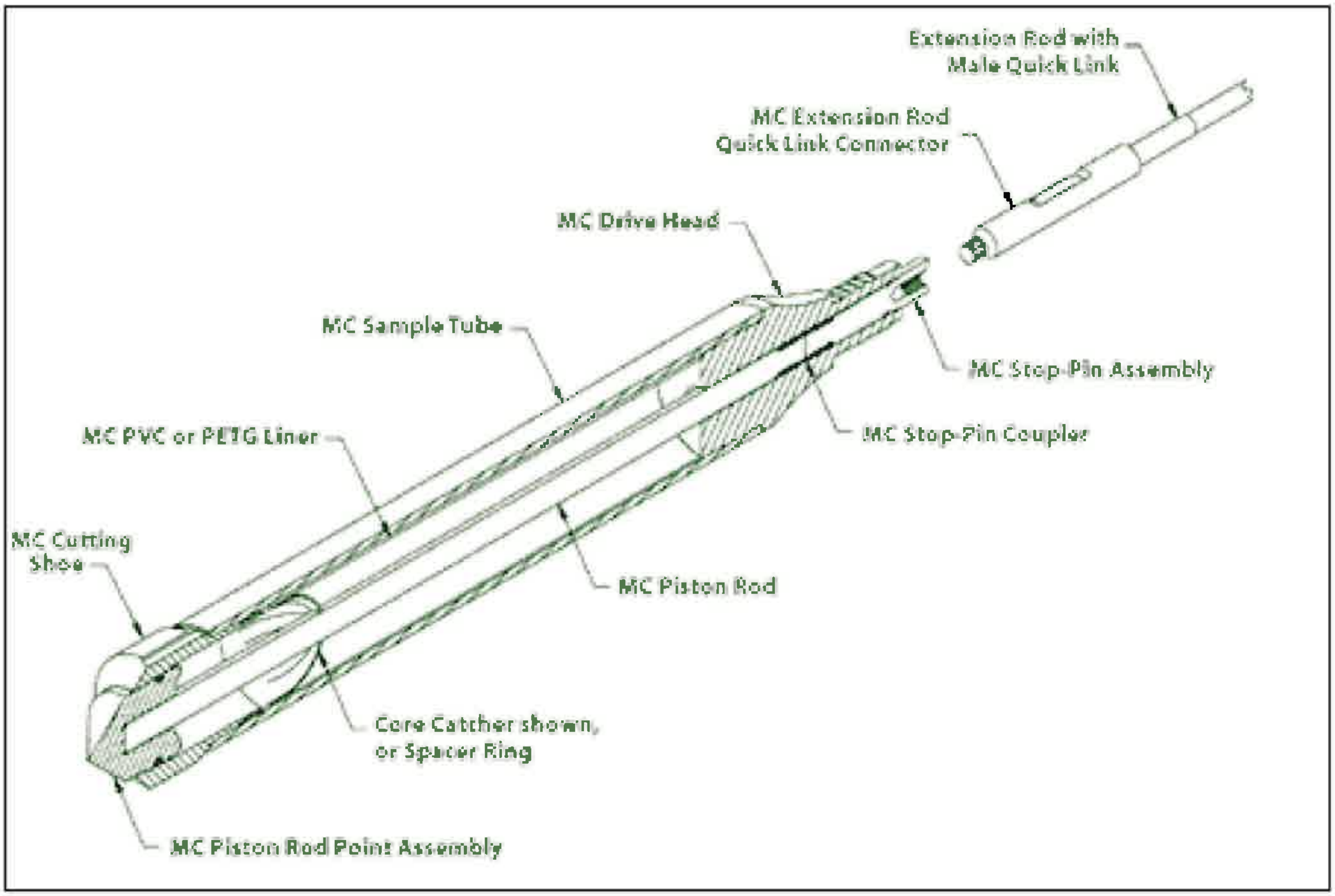
Attachment A – Geoprobe® with Macrocore® Sampler Assembly

6. Contact

Melissa Felter
Cathy Johnson

SOP DM-006

Attachment A – GeoProbe® with Macrocore® Sampler Assembly



Above: Diagram of a Macrocore® sampler

Right: A track-mounted GeoProbe ® Rig

GEI Consultants

STANDARD OPERATING PROCEDURE

DM-007 Monitoring Well Construction and Installation

1. Objective

Describe installation procedures for overburden monitoring wells screened across or below the groundwater table.

Well dimensions (well diameter, screen length, and screen slot-diameters) will be specified in the Work Plan. This SOP assumes the monitoring wells will be constructed of flush-joint PVC pipe and the screened section will have factory-slotted openings.

2. Execution

Attachment A provides a diagram of typical shallow, intermediate, and deep groundwater monitoring well construction detail. A Groundwater Monitoring Well Installation Log is in Attachment B.

- Measure and record the depth of the completed soil boring before beginning the well installation.
- If possible, measure the depth to groundwater in the borehole over a 10 to 15 minute period to ensure that the groundwater elevation has approximately stabilized. Compare the saturated soil depth estimated from split-spoon samples to the measured water level in the borehole. If drilling water has been used during boring advancement, pump the water out of the borehole to the static water depth, based on examination of the soil samples, and monitor the recovery of groundwater until the level has stabilized.
- If it is not possible to accurately measure the depth to groundwater in the borehole due to low permeability in the formation, use the saturated soil depth observed in the collected samples or measured water depth in a nearby existing monitoring well to estimate the depth to water in the borehole.
- For shallow monitoring wells, select the monitoring well screen and riser lengths so that the slotted section of the screen intersects the groundwater table. Screen lengths of 15 feet or less are preferred and 10 foot screens are most common. If the water table is seasonally high or low or if the well is in a location where the water table is likely to be tidally influenced, appropriately place the screened section to allow for the screen to intersect likely future water tables.
- For intermediate or deep wells screened entirely below the water table, select the monitoring well screen and riser lengths as described in the Work Plan. Screen lengths of 10 feet or less are preferred.
- If the borehole is deeper than the desired well depth or the bottom of the well is close to a change in soil strata, then fill the base of the borehole with bentonite. Keep in mind that bentonite swells when hydrated, and that filter

sand should be placed at the bottom of the borehole above the bentonite before installing the well.

- Prevent well materials from contacting foreign substances during installation. Precautions may include requiring the driller to wear clean gloves while handling well materials and requiring that well materials not be placed onto the ground or pavement without a protective barrier such as polyethylene sheeting being present
- Confirm that the driller installs a minimum one-inch sump with a bottom cap to the bottom of the well screen. See the Work Plan for locations that may require larger sumps.
- Monitoring wells can be constructed of either 1, 1.5, 2 or 4 inch inner diameter (ID) Schedule 40 threaded flush-jointed PVC. Refer to the work plan for the site-specific requirements. Flush-threaded well materials should be used. Do not allow the driller to use glues, as they typically contain solvents that could affect on groundwater quality.
- Stainless steel well materials may be used if required in the Work Plan. Select slot size based on grain size of the formation and on requirements in the Work Plan.
- Confirm that the driller places at least 12 inches of clean uniformly graded medium quartz filter sand pack into the base of the borehole, if required in the Work Plan.
- The driller should remove the drilling casing/augers from the borehole slowly, at a maximum of 2-foot intervals, at the same time that filter sand is added. The drillers should take frequent measurements of the depth to sand.
- Confirm that the driller has added adequate sand to surround the area around the slotted section. The filter sand should extend at least 2 feet above the top of the slotted section.
- The driller should place a bentonite seal above the filter pack. If the seal is above the water table, use at least 5-gallons of potable water to hydrate the bentonite before grouting the remaining annular space, or otherwise backfilling the remaining annular space as discussed with the Project Manager. Tamp seal. It should extend 1 to 2 feet above the filter sand.
- If required by the Work Plan, the driller should use bentonite-cement and grout the annular space from the top of the bentonite seal to the ground surface. Bentonite cement grout should be placed using tremie methods. Grout should be mixed in approximately the following proportions: 7.5 gallons water to one 94-lb bag of cement to 2-4 lbs of pulverized bentonite. The grout must be mixed using a pump (such as one on the rig) to ensure proper mixing.
- The drillers should cut the monitoring well riser at an angle or make "V"-notch in the riser pipe as a benchmark for surveying and groundwater measurements. The driller should cut the well riser so that the top of the well will be approximately 3 inches below the top of protective casing. The top of

the riser should be close enough to the top of the surface casing to allow reading of depth markings on a water level indicator tape.

- The protective surface casing is either a flush-mounted roadbox or a steel "stick up" pipe. The base of either type of casing should extend at least 1 foot into the grout below the ground surface (below the frost line) whenever possible.
- The protective casing should be set by placing cement in the annular space between the protective casing and the borehole up to the ground surface. If possible, the driller should slope the cement radially away from the protective casing at the ground surface to promote surface water runoff.
- In areas of high traffic or areas of parking lots and/or roadways where plowing occurs, set the roadbox flush with the ground surface to avoid damage to the well.
- If the well is installed in a high-traffic area and is completed with a steel "stick up" pipe, additional protection such as steel pole bumpers around the steel "stick up" pipe may be necessary.
- If possible a locking cap should be placed on the steel "stick up" pipe. If the surface casing is flush mounted, a locking expansion plug should be placed, if possible, inside the top of the well riser pipe.
- All well locations should be photodocumented in accordance with SOP FD-004 Photodocumentation.
- Label the outside of the protective well casing with a paint pen. If the well is not going to be surveyed, measure the location to nearby landmarks so that the well may be located in the future and plotted on figures. Make sure to enter this information in the field notebook). If possible, place a brightly colored stake or other identifier adjacent to the well.
- Develop the well (see SOP DM-009, *Monitoring Well Development*).

3. Limitations

- Do not screen across different hydrostratigraphic units (for example, outwash sands, confining layers or till) unless specified in the Work Plan or approved by the Project Manager.

- If the formation is composed of a material that is uniformly coarser than the filter sand, the grain size of the filter sand should be increased. Consideration should also be given to changing the slot size on the well screen. Differences in average grain size should generally not be greater than a factor of two to four times.

- Do not use drill cuttings to backfill during monitoring well installation unless specified by the work plan or project manager.

4. References

Standard Practice for Design and Installation of Ground Water Monitoring Wells in Aquifers (October 1990), American Society for Testing and Materials [ASTM] D5092-90

Nielsen, D.M. (1993), "Correct Well Design Improves Monitoring," Environmental Protection, July, pp. 38-49

Standard References for Monitoring Wells (April 1991), Commonwealth of Massachusetts Department of Environmental Protection, WSC-310-91.

5. Attachments

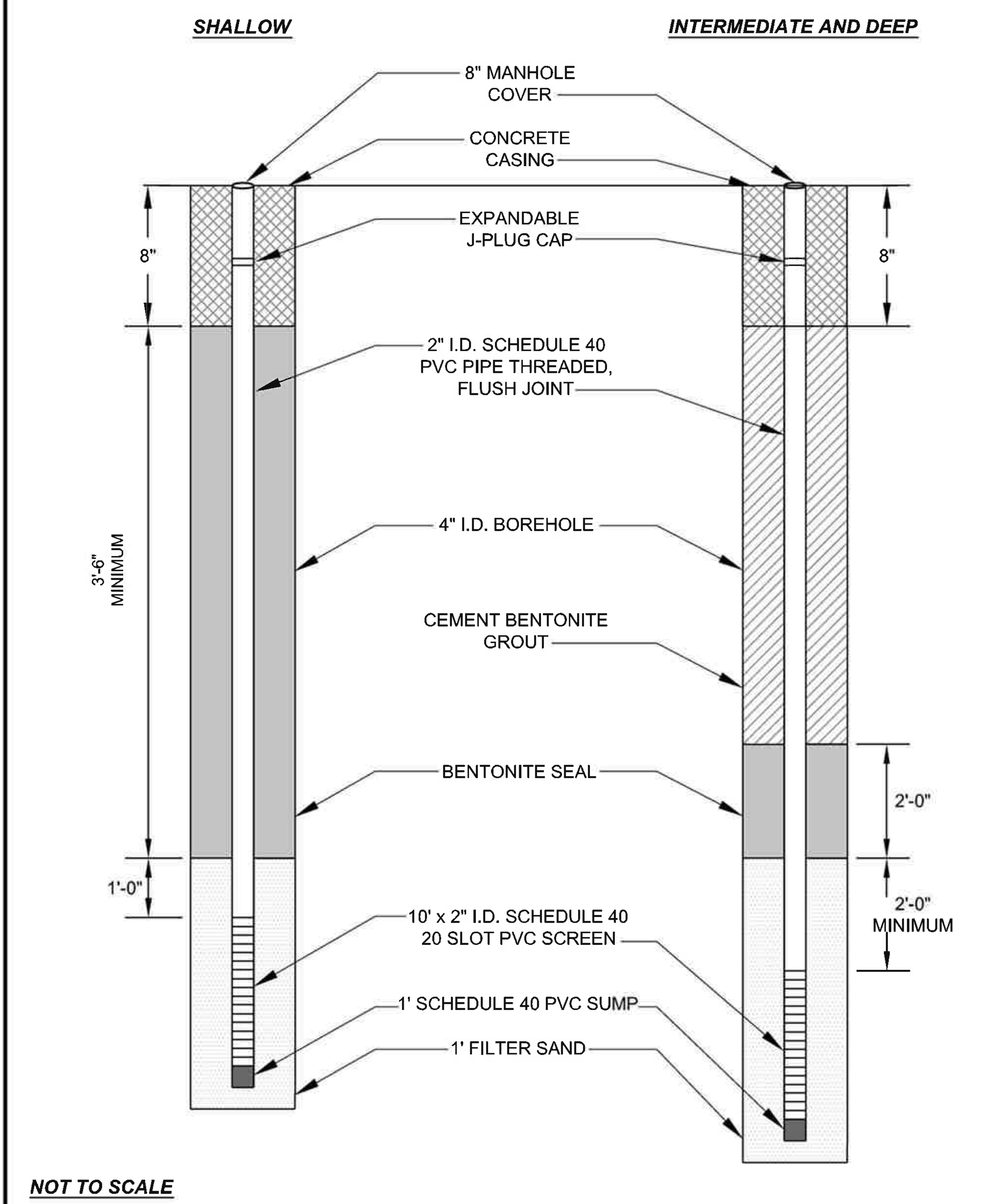
Attachment A – Typical Shallow, Intermediate, and Deep Groundwater Monitoring Well Construction Detail

Attachment B – Groundwater Monitoring Well Installation Log

6. Contact

David Terry
Anne Leifer

Attachment A - Well Detail



TYPICAL SHALLOW, INTERMEDIATE AND DEEP GROUNDWATER MONITORING WELL CONSTRUCTION DETAIL

June 2008

I:\GEI\SOPs\ Well Detail.dwg \Jun 10, 2008

Groundwater Well Installation Log	Well ID

Project ______________________ GEI Proj. No. ______________

City / Town ______________________ Location ______________

Client ______________________ N ______________

Contractor ______________________ E ______________

Driller ____________ GEI Rep. ____________ Install Date ______________

Survey Datum: ______________

Ground Elevation:

General Soil Conditions (Not to Scale)

depth

Fill

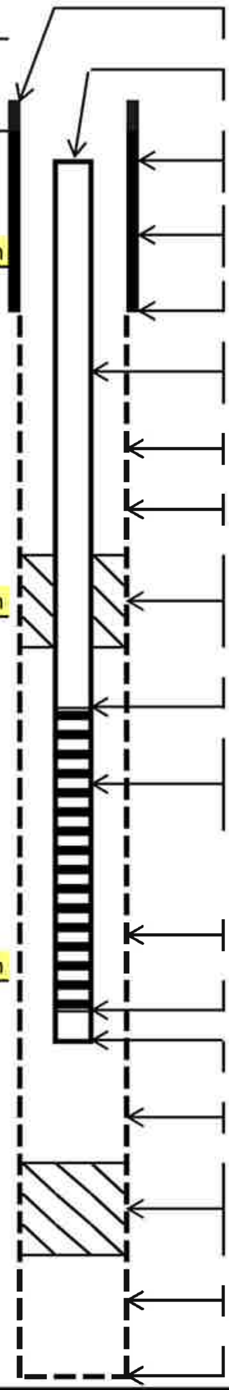
depth

Sand

depth

Till

Date	Time	Distance to ▼ below top of riser pipe



Length of Surface Casing above Ground ______________

Dist. Top of Surf. Casing to Top of Riser Pipe ______________

Type and Thickness of Seal around Surface Casing ______________

ID of Surface Casing ______________

Type of Surface Casing ______________

Depth Bottom of Surface Casing ______________

ID and OD of Riser Pipe ______________

Type of Riser Pipe ______________

Type of Backfill around Riser Pipe ______________

Diameter of Borehole ______________

Depth Top of Seal ______________

Type of Seal ______________

Depth Bottom of Seal ______________

Depth Top of Screened Section ______________

Type of Screen ______________

Description of Screen Openings ______________

ID and OD of Screened Section ______________

Type of Filter Material ______________

Depth Bottom of Screened Section ______________

Depth Bottom of Silt Trap ______________

Depth Bottom of Filter Material ______________

Depth Top of Seal ______________

Type of Seal ______________

Depth Bottom of Seal ______________

Type of Backfill below Filter Material ______________

Bottom of Borehole ______________

Notes:

GEI Consultants

STANDARD OPERATING PROCEDURE

DM-009 Monitoring Well Development

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1. Objective

Describe standard procedures to remove fluids from monitoring wells (introduced during drilling) and maximize the movement of groundwater into the well by removing fine particles in the well and sand pack around the screen.

2. Execution

To prevent cross contamination between monitoring wells, use dedicated equipment and/or appropriately decontaminated equipment to perform monitoring well development. See SOP QA-001 Equipment Decontamination and the Work Plan for more information.

For deep or large diameter monitoring wells, it may be necessary to use a re-usable pump system, such as a Grundfos pump, to develop monitoring wells.

- Calculate the volume of water in the monitoring well (one well volume) using the following table:

Well diameter (inches)	Volume (gal/ft)
1	0.04
1.5	0.09
2	0.16
3	0.36
4	0.65
6	1.50

  The equation used to establish these volumes is presented in Section 4.

- Calculate or estimate the amount of water introduced to the borehole during drilling. At a minimum, this is the amount of water that should be removed during development. Removing less water than was introduced and allowing additional time for the surrounding formation to clear of injected drilling fluids may be considered as an alternative if the volume of introduced water was large.

- Record the volume of water purged in the field notebook or on the Monitoring Well Sampling Form (Attachment A).

- Collect a sample of water from the monitoring well with the selected submersible pump (e.g. 12-volt whale pump or Grundfos pump), a bailer, or a

Waterra system. Record the physical properties (color, turbidity, odors, etc.) of the sample.

- The volume of water that should be removed will depend on the work plan, local regulatory guidance, and/or the volume of water that was introduced during drilling and well installation. Typical guidance for the removal volume includes:
    - Ten well volumes.
    - The volume of fluid added during drilling.
    - The volume required to remove enough suspended particles so that the turbidity of the water is less than 50 nephelometric turbidity units.

If needed, pump the ground water into a 5-gallon pail so that the volumetric flow rate and total water volume from the pump or bailer can be calculated.

Measure the groundwater level in the well during development to assess if the pumping rate is sufficient to create a drawdown in the well.

Observe the groundwater every few well volumes during the pumping and record the physical properties (color and turbidity).

If required by the Work Plan, conduct surging in the monitoring well. See the Work Plan for the method of well surging to be used. If surging is necessary, do so only after initial pumping at the well has occurred and fine sediments have been removed.

Slowly move the surge block up and down in the well. Periodically remove the surge block and purge the groundwater until it is relatively clear again. Start at a slow pace and progress to a faster surging action through time.

3. Limitations

Always remove groundwater with fine particles from the well before surging. The fine particles may be forced into the well screen by the surging action. They may also damage the pump.

If the ground water in the monitoring well is contaminated, the water removed during well development may need to be placed in a properly-labeled drum and disposed of in accordance with local, state, and federal regulations (see SC-003 Investigation Derived Waste).

If the soils around the well screen are composed of fine-grained silts and clays, over-pumping and mechanical surging is not recommended since these more vigorous techniques can cause mixing of the fines into the filter pack. To develop these wells, use of a bailer is recommended.

There are occasions when the turbidity of groundwater cannot be meaningfully reduced. On these occasions, a minimum of ten volumes should be removed, and the Project manager should be consulted.

Sampling of groundwater may be performed shortly after well development once the water table has stabilized. See the Work Plan for additional information.

4. References

Standard Practice for Design and Installation of Ground Water Monitoring Wells in Aquifers (October 1990), American Society for Testing and Materials [ASTM] D5092-90.

Nielsen, D.M. (1993), "Correct Well Design Improves Monitoring," Environmental Protection, July, pp. 38-49.

"The Methods & Mechanics of Well Development, Part 2 of 5," National Drillers Buyers Guide, March 1993, p. 17.

Massachusetts Department of Environmental Protection, "WSC-310-91Standard References for Monitoring Wells, Section 4.5 Decommissioning of Monitoring Wells", January 1991

U. S. EPA Environmental Response Team Standard Operating Procedure SOP: 2044 ," Monitor Well Development" REV: 0.1, 10/23/01

5. Attachments

Attachment A - Monitoring Well Sampling Form

6. Contact

Gary Fuerstenberg
Anne Leifer

MONITORING WELL SAMPLING RECORD

GEI Consultants

PID Reading ____________ Job Name ____________

Job Number ____________ By ____________ Date ____________

Location ____________ Measurement Datum ____________

Well Number ____________

Pre-Development Information Time (start) ____________

Water Level ____________ Total Depth of Well ____________

One Purge Vol ____________ Three Well Volume ____________

Water Characteristics

Color ____________ ____ Clear ____ Cloudy

Odor ____ None ____ Weak ____ Moderate ____ Strong

Any films or immiscible material ____________

Volume (gal)	Time	pH	Temp (°C)	Spec. Conductance (µS/cm)	Turbidity (NTU)	DO Conc. (mg/L)	ORP (mV)	TDS

Total Volume Removed (gal) ____________ pH ____________

Temperature (°C) ____________ Specific Conductance (µS/cm) ____________

DO Concentration (mg/L) ____________ ORP (mV) ____________

TDS ____________

Post Development Information Time (Finished) ____________

Water Level ____________ Total Depth of Well ____________

Approximate Volume Removed (gal) ____________

Water Characteristics

Color ____________ ____ Clear ____ Cloudy

Odor ____ None ____ Weak ____ Moderate ____ Strong

Any films or immiscible material ____________

Comments

STANDARD OPERATING PROCEDURE

DM-010 General Guidance on Monitoring Well Abandonment

1. Objective

Describe methods to abandon a monitoring well.

The goal of monitoring well abandonment is to seal the borehole so it cannot act as a conduit for movement of contaminants or liquids from the ground surface to the water table or between aquifers.

General procedures for well abandonment are provided below but do not supersede state or local regulations. Make sure all well abandonment procedures adhere to appropriate regulations.

2. Execution

The following methods for abandoning unconsolidated (overburden) and consolidated (bedrock) monitoring wells should be performed by a licensed drilling contractor, if required by law or regulatory authorities. The following listed methods are general guidance for abandoning monitoring wells. The Work Plan and state and local requirements should be reviewed for additional requirements.

2.1 Unconsolidated (overburden) Monitoring Wells

Unconsolidated (overburden) monitoring wells should be abandoned in the following manner, see the Work Plan for additional requirements:

- Remove the protective casing and concrete pad.
- If possible, overdrill the monitoring well casing and sand pack using hollow-stem augers or casing to at least one foot below the depth of the boring/well as indicated in the soil boring log.
- If possible, remove the monitoring well riser, sand pack, bentonite seals and grout.
- Once the well materials have been removed, add cement/bentonite grout using tremie methods starting at from the bottom of the borehole as the augers or casing are removed.
- If the well materials cannot be removed by overdrilling, the riser should be cut off at a depth of between two and five feet below the ground surface and the remaining well materials may be filled with grout using tremie methods. The grout mixture will be as specified for the well installation (see SOP DM-001 General Guidance on Determination of Appropriate Drilling Methods)
- Add grout to the point where the riser was cut off or to a depth of approximately two feet below the ground surface. From that point up to ground surface, backfill with native soil material surrounding the boring/well.

2.2 Consolidated (bedrock) Monitoring Wells

Consolidated (bedrock) monitoring wells or open holes will be abandoned in the following manner. See the Work Plan for additional requirements:

- Remove the protective casing and concrete pad;
- Remove the monitoring well materials from the hole. If the materials cannot be removed, cut off the well riser between two feet to five feet below grade. If feasible, cutting off the riser at five feet is optimal.
- Add cement/bentonite grout via tremie methods from the bottom of the well up to the ground surface. The grout mixture should be as specified for the well installation SOP DM-001 General Guidance on Determination of Appropriate Drilling Methods
- Add grout to the point where the riser was cut off or to a depth of approximately 2 feet below ground surface. From that point up to ground surface, backfill with native soil material surrounding the boring/well.

3. References

Environmental Protection Agency, Region 4, "Environmental Investigation Standard Operating Procedures and Quality Assurance Manual, Chapter 6 – Design and Installation of Monitoring Wells," November 2001.

Massachusetts Department of Environmental Protection, "313 CMR 3.00, Registration of Well Drillers and Filing of Well Completion Reports".

Massachusetts Department of Environmental Protection, "Standard References for Monitoring Wells, Section 4.6 Decommissioning of Monitoring Wells", January 1991

4. Contact

Gary Fuerstenberg
Anne Leifer

6. Sample Collection and Field Screening (SC)

- SC-001 General Guidance on Sample Collection
- SC-002 Sample Handling
- SC-003 Investigation Derived Waste
- SC-004 Head Space VOC Screening

STANDARD OPERATING PROCEDURE

SC-001 Environmental Sample Types and Sampling Strategies

1. Objective

Describe types of samples and strategic approaches to sample locations.

Refer to Attachment A for guidance on compatible sampling materials.

2. Sample Types

Grab Samples

A grab (or discrete) sample is a single aliquot (part of the sampled media) collected from a single location at a specific time.

Surface soil samples are typically “grab” samples. Volatile organic samples are always grab samples because the least amount of sample disturbance is necessary.

Composite Samples

Composite samples are non-discrete samples composed of more than one aliquot collected from different sampling locations and/or at different points in time. Analysis of composite samples produces an average value.

Composite samples are frequently collected to characterize waste soil that has been stockpiled for eventual disposal. Several grab samples are collected from the stockpile and are blended together into a single sample.

Screening Samples

Screening samples may be grab or composite in nature. However, they offer potential advantages such as rapid results and low cost. The trade-off is that they may only provide results within a range and/or they may have elevated detection limits. Screening samples are most often used to evaluate presence/absence and/or indications of the potential magnitude of impacts.

3. Sampling Strategies

Generally, there are three sampling strategies: random, systematic, and judgmental sampling.

- Random sampling involves collection of samples in a non-systematic fashion from the entire site or a specific portion of a site.
- Systematic sampling involves collection of samples based on a grid or a pattern which has been previously established.
- Judgmental sampling is the collection of all other samples. This sampling might be from areas most likely to be contaminated, areas most likely to be clean, or areas where information is lacking.

Often, a combination of these strategies is the best approach depending on the type of the suspected/known contamination, the uniformity and size of the site, the level/type of information desired, etc.

4. Attachments

Attachment A - General Guidelines for selecting equipment

5. Contacts

Jerry Zak
Ryan Hoffman

General Guidelines for selecting equipment on the basis of construction material and target analyte(s)

[✔, generally appropriate for use shown; Si, silica; Cr, chromium; Ni, nickel; Fe, iron; Mn, manganese; Mo, molybdenum; CFC, chlorofluorocarbon; B, boron]

Construction material for sampling equipment		Target analyte(s)	
Material	**Description**	**Inorganic**	**Organic**
	Plastics[1]		
Fluorocarbon ploymers[2] (other varies available for differing applications)	Chemically inert for most analytes	✔ (potential source of fluoride)	✔ (Sorption of some organics)
Polypropylene	Relatively inert for inorganic analytes	✔ (not appropriate for Hg)	**Do not use**
Polypropylene (linear)	Relatively inert for inorganic analytes	✔ (not appropriate for Hg)	**Do not use**
Polyvinyl chloride (PVC)	Relatively inert for inorganic analytes	✔ (not appropriate for Hg)	**Do not use**
Silicone	Very porous. Relatively inert for most inorganic analytes	✔ (potential source of Si)	**Do not use**
	Metals		
Stainless steel 316 (SS 316)	SS-316-metal having the greatest corrosion resistance. Comes in various grades. Used for submersible pump casing.	✔ (Potential source of Cr, Ni, Fe, and possible Mn and Mo) **Do not use** for surface water unless encasted in plastic.	✔ Do not use if corroded[3]
Stainless steel 304	Similar to SS-316, but less corrosion resistant	**Do not use**	✔ Do not use if corroded[3]
Other metals: brass, iron, copper, aluminum, galvanized and carbon steels	Refrigeration-grade copper or aluminum tubing are used routinely for collection of CFC samples	**Do not use**	✔ Routinely used for CFCs Do not use if corroded[3]
	Glass		
Glass, borosilicate (laboratory grade)	Relatively inert. Potential sorption of analytes	✔ **Do not use** for trace element analyses. Potential source of B and Si	✔

[1]Plastic used in connection with inorganic trace-element sampling should be uncolored or white. Tubing used for trace metal sampling should be cleaned by soaking in 5-10 percent HCl solution for 8-24 hours, rinsing with reagent water (metals free) and allowed to air dry in mercury-free environment. After drying, the tubing is doubled-bagged in clear polyethylene bags, serialized with a unique number, and stored until used.

[2] Fluorocarbon polymers include materials such as Teflon™, Kynar™, and Tefzel™ that are relatively inert for sampling inorganic or organic analytes. Only fluoropolymer should be used for samples that will analyzed for mercury because mercury vapors can diffuse in or out of other materials, resulting in either contaminated or biased results.

[3] Corroded/weathered surfaces are active sorption sites for organic compounds.

STANDARD OPERATING PROCEDURE

SC-002 Environmental Sample Handling

1. Objective

Describe appropriate environmental sample handling procedures.

The procedures include collection and transport of environmental samples to a laboratory for chemical analysis. Appropriate sample handling should ensure that samples are properly:

- labeled and documented;
- preserved;
- packaged; and
- transported

2. Execution

- Prior to mobilizing to the field, select a shipper or arrange for a courier for sample delivery to the laboratory. If using a shipper (i.e., FedEx or UPS) determine the time constraints for pickup requests, the location and hours of the nearest shipping office, and any size/weight restrictions.
- A waterproof or permanent ink pen should be used for all labels. The label should have an adhesive backing and be placed on the jar or bottle, not on the cap. In addition, clear packing tape can be placed over the sample label to secure it to the bottle as moisture from the samples can loosen the label adhesive.
- Record the following information on the label and in the field notebook (See SOPs FD-001 and FD-003):
  - Project number
  - Sample identification (i.e. MW-201 or SS-2)
  - Date and time (military time) of collection
  - Sampler's initials
  - Analysis methods
  - Preservative, if present
- Pre-preserved laboratory jars are preferable and should be used whenever practicable. If sample jars are not pre-preserved, add preservative as appropriate.
- At each sampling location, samples should be collected in order of volatility, most volatile first. Samples collected for volatile analysis should be placed in sample containers immediately upon retrieval of the sample.
- Aqueous samples for volatile analysis should be collected without air bubbles.
- The collection and preservation method of soil samples for volatile analysis may depend on project, client, or state regulatory requirements. Check with your Project Manager and/or SOPs SM-001 and SM-002 where appropriate.

- Care must be taken to avoid getting soils on the threads of sample jars, which can cause a faulty seal.
- If compositing samples in the field, specify the basis for composite (i.e. volume, weight, spoon recovery, etc.) and record in the field book the procedure for compositing the sample.
- Once samples have been collected and labeled, place samples in a cooler with sufficient bagged ice or freezer packs (blue ice) (if allowed) to chill samples to 4°C. If using ice, use double-bagged ice.
- Complete the chain-of-custody (COC) (SOP FD-003).
- If transporting the samples by way of a shipper:
    - i. The sample cooler should have water drains securely sealed with duct tape, both on the inside and outside of the cooler.
    - ii. Place a layer of packing material on the bottom of the cooler as a cushion.
    - iii. Individually wrap each sample bottle with bubble packing or suitable packing material and place the wrapped bottles upright in the cooler with sufficient packing material between samples to avoid breakage.
    - iv. Methanol preserved samples for volatiles analysis should be packed so they remain upright with the soil completely covered by the methanol during transport.
    - v. Place a layer of packing material on top of the sample bottles.
    - vi. Place bagged ice or freezer packs on top of the packing material. Fill the remaining space in the cooler with packing material to eliminate the possibility of vertical movement of samples.
    - vii. Place the completed and signed chain-of-custody form in a sealable plastic bag and place on top of the packing material in the cooler, or tape it to the inside lid of the cooler.
    - viii. Fill out the appropriate shipping or courier forms and attach to the top or handle of the cooler. If necessary, place the proper shipping labels on the cooler. Have the courier sign the COC form (or write pickup by FEDEX, UPS, etc. with date and time). Place a signed and dated custody seal on the cooler.
- All samples should be submitted to the laboratory as soon as possible. In many cases, same day shipping will be required by the client or the project manager. Be clear on this before beginning the field work.
- A copy of the waybills should be kept by the field supervisor to track shipments if necessary.

3. Limitations

- If samples are shipped on a Friday, call the laboratory ahead of time to confirm that personnel will be at the laboratory to receive and log-in the samples.
- During warm weather, make sure to use plenty of ice in the shipping container.

- Field personnel should be aware of analyses which have short hold times and schedule sampling events and shipping accordingly. Shipment of samples for analyses with short hold times must be arranged for in advance. Refer to the project work plan, quality assurance project plan, or state/federal regulations for holding time and preservative information. Contact the laboratory ahead of time when shipping samples with short hold time to ensure the lab is prepared for these analyses.
- For glassware containing preservatives (e.g., HCl, HNO_3), take care not to overfill the container, thus flushing the preservative out of the bottle.
- Never composite samples for VOCs in the field. Collect individual aliquots and direct the laboratory to perform compositing, if needed.
- Collection of aqueous samples should not be performed over the opening of a monitoring well. Preservatives from overfilling, a marker pen or other objects could fall into the well.
- If the recharge volume for a monitoring well is low, completely fill all volatile vials and then collect the minimum sample volume required for each remaining analysis.
- During subsurface soil sampling, if the recovery from the split-spoon sample is inadequate, if appropriate, resample the bottom of the borehole to obtain proper sample volume.
- Laboratories will homogenize and test the contents of the sample container, unless directed otherwise. Samples should not contain rocks, twigs, leaves, etc… unless these materials are of interest.

4. References

New Jersey Department of Environmental Protection, Field Sampling Procedures Manual, August 2005.

Connecticut Department of Environmental Protection, Guidance for Collecting and Preserving Soil and Sediment Samples for Laboratory

Preservation Techniques for Volatile Organic Compound (VOC) Soil Sample Analyses, WSC#99-415. Massachusetts Department of Environmental Protection.

5. Contacts

Jennifer Belonsoff
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STANDARD OPERATING PROCEDURE

SC-003 Investigation Derived Waste

1. Objective

Describe characterization and management of Investigation Derived Waste (IDW) resulting from site investigation activities.

IDW is solid and/or aqueous waste generated during environmental site investigations.

2. Execution

- Determine the suspected contamination type and impacted media based on previous investigations, available analytical data, and/or site history.
- Consider the following when selecting IDW management option(s):
  - Anticipated volume of IDW to be generated during on-site activities
  - Potential contaminants and their concentrations
  - Proximity to population centers and the potential for unauthorized site access
  - Potential exposures to workers
  - Potential for environmental impacts
  - Community concerns
  - Potential storage areas
  - Regulatory constraints
  - Potential on-site treatment options
  - Duration of storage
  - Client concerns or requirements
- Review IDW Management Options summarized in Attachment A for each media suspected of contamination.
- Select IDW Management Option(s) prior to the commencement of field activities that will generate waste materials.
- Include the selected IDW Management Option(s) in the Field Plan or other project documents.

Considerations and guidelines for IDW management for specific field tasks are provided below.

2.1. Test Pit Excavation

- Segregate contaminated soil from uncontaminated soil using visual and/or field screening methods.
- Use appropriate barrier (such as two layers of 6-ml plastic sheeting) for temporary stockpiling of contaminated soil adjacent to test pit.

- Backfill test pits with uncontaminated soil, unless otherwise directed by project manager.
- If directed by the Project Manager to return contaminated soil to the test pit, backfill soil in the same order as the soil was excavated from the test pit.

2.2. Boring/Monitoring Well Installation

- For auger borings, segregate contaminated soil (determined by visual and/or field screening methods) from uncontaminated soil during drilling. Segregate residual contaminated soil from split-spoon sampling.
- Auger cuttings or sediment generated by drive and wash may be spread around the ground surface at the boring location if it is acceptable to the client and the governing regulatory agency. If not, IDW may be placed in an appropriate area or container pending characterization and appropriate disposal. (A useful rule of thumb is to assume generation of one 55-gallon drum of cuttings for each 20 feet drilled with 7-¼-inch-I.D. augers).
- Segregate contaminated drilling fluid from uncontaminated fluid for rotary wash borings.
- Drilling fluid management options include pouring the drilling fluid on the ground near the boring location, if acceptable to the client and governing regulatory agency, or containerizing the fluid in drums or tanks.

2.3. Well Development/Sampling

Contaminated groundwater removed from wells by pumping or bailing for the purpose of well development and sampling may be poured on the ground near the well, if it is acceptable to the client and the governing regulatory agency. Otherwise, it should be containerized in drums or tanks.

2.4. Decontamination Fluids

Decontamination fluids may be poured on the ground in the vicinity of the well if approved by the project manager. Alternatively, the fluids may be containerized in drums or tanks.

2.5. Disposable Personal Protective Equipment

Disposable personal protective equipment (PPE) should be managed like any other IDW. However, with the clients' and project manager's approval, it may be removed from the site and disposed of as ordinary rubbish if it has not come into contact with contaminated materials.

3. Limitations

- The simplest IDW management option is to return the IDW to its source location.
- However, the selected IDW management options must meet state/federal regulations and have the client's approval. Consult with state/federal policies for IDW-related matters.

- The client is responsible for the disposal of IDW, should disposal be necessary.

4. References

Guide to Management of Investigation - Derived Wastes (April 1992), United States Environmental Protection Agency, Publication 9345.3-03FS.

Standard References for Monitoring Wells, Massachusetts Department of Environmental Protection, Publication No. WSC-310-91.

5. Attachments

Attachment A - Summary of Investigation Derived Waste Management Options
Attachment B - CTDEP Waste Guidance

6. Contacts

David Terry
Leslie Lombardo

Attachment A: - SUMMARY OF IDW MANAGEMENT OPTIONS
GEI Consultants, Inc. Standard Operating Procedures
Management of Investigation - Derived Waste

Type of IDW	Generation Processes	Management Options	Remarks
Soil	Boring/monitoring well installation Test pit excavation Soil sampling	Return to source location immediately after generation	Acceptable, if authorized by the client, the governing regulatory agency, and the project manager.
		Spread around boring, test pit, or original source location	Acceptable, if authorized by the client, the governing regulatory agency, and the project manager.
		Containerize and temporarily store on site	Can temporarily store in stockpiles or covered containers (i.e. drums, roll-off containers). Stockpiles must be underlain by plastic sheeting and covered with plastic sheeting. Plastic sheeting must be secure. Storage consistent with state/federal regulations.
		Send to off-site, treatment or disposal facility within appropriate timeframes	Requires proper shipping documents (i.e. manifest, Bill of Lading, etc.), analytical characterization
		Store for future treatment and/or disposal.	Storage consistent with state/federal regulations. If a RCRA hazardous waste, must meet RCRA Container/Waste Pile/Tank requirements (see notes)
		Store temporarily awaiting laboratory analysis.	Storage consistent with state/federal regulations. Can temporarily store in stockpiles or covered containers (i.e. drums, roll-off containers). Stockpiles must be underlain by plastic sheeting and covered with plastic sheeting. Plastic sheeting must be secure.
Sediment/Sludge	Sludge pit sampling Sediment sampling	Return to source immediately after generation	Acceptable, if authorized by the client, the governing regulatory agency, and the project manager.
		Store temporarily on site.	Storage consistent with state/federal regulations.
		Send to off-site facility within 90 days	Requires manifests, analytical characterization
		Store for future treatment and/or disposal.	Storage consistent with state/federal regulations. If a RCRA hazardous waste, must meet RCRA Container/Waste Pile/Tank requirements (see notes)

Attachment A: - SUMMARY OF IDW MANAGEMENT OPTIONS
GEI Consultants, Inc. Standard Operating Procedures
Management of Investigation - Derived Waste

Type of IDW	Generation Processes	Management Options	Remarks
Aqueous liquids (groundwater, surface water, drilling fluids, other wastewater)	Well installation/development Well purging during sampling Ground water discharge - pump tests Surface water sampling	Pour onto ground close to well	Non-hazardous liquids only. Should not exhibit a sheen or separate phase product. Do not discharge to the ground up-gradient of the source location. Ensure that it is permissible by local, state, and Federal regulations Is acceptable to the client, the governing regulatory agency, and the project manager.
		Store temporarily on site	If a RCRA hazardous waste, must meet RCRA Container/Waste Pile/Tank requirements (see notes)
		Send to off-site commercial treatment unit within appropriate timeframes	Refer to State regulations for appropriate timeframe. Requires appropriate shipping documents (i.e., manifest, Bill of Lading), analytical characterization
		Send to POTW	Obtain appropriate discharge permit(s)
		Store for future treatment and/or disposal.	Storage consistent with state/federal regulations. Consistent with final remedial action
		Discharge to surface water	OK if it complies with state and federal regulations. Obtain appropriate discharge permit(s).
Decontamination fluids	Decontamination of PPE and equipment	Store temporarily on site	If a RCRA hazardous waste, must meet RCRA Container/Waste Pile/Tank requirements (see notes)
		Send to off-site facility within appropriate timeframes	Requires manifests, analytical characterization
		Store for future treatment and/or disposal. Storage consistent with state/federal regulations.	Consistent with final remedial action
Disposable PPE	Sampling, drilling, and test pit excavation observation, other on-site activities	Store temporarily on site	Dispose of appropriately after characterization
		Place in on-site industrial dumpster	Project-specific determination required – must be acceptable to client and project manager
		Send to off-site facility within 90 days	Project-specific determination required
		Store for future treatment and disposal.	Storage consistent with state/federal regulations. Project-specific determination required

Notes:

1) PPE - personal protective equipment
2) POTW - publicly owned treatment works
3) Generation processes listed here are provided as examples.
   IDW may also be generated as a result of other site activities.
4) RCRA Container/Waste Pile/Tank requirements:
   Containers; 40 CFR 264 Subpart I and 265 Subpart I
   Waste Piles; 40 CFR 264 Subpart L and 265 Subpart L
   Tanks; 40 CFR 264 Subpart J and 265 Subpart J

STANDARD OPERATING PROCEDURE

SC-004 Headspace VOC Screening

1. Objective

Describe methods to obtain site-specific measurement of the total volatile organic compound (VOC) concentrations present in the headspace of a jar containing soil.

This information can be used for several purposes:

- Segregate soil based on degree of contamination.
- Identify samples for quantitative analysis of VOCs.
- Evaluate the presence or absence of VOCs in soil.

2. Execution

- A photoionization detector (PID) or flame ionization detector (FID) instrument is used to measure VOCs in jar headspace (JHS) screening.
- Select the appropriate instrument, lamp, and calibration gas for the site-specific contaminants. Calibrate the instrument in accordance with the manufacturer's instructions before JHS screening begins. Record the type of calibration gas, detector, lamp, and results of calibration in the field notebook.
- Note the highest VOC concentration that the instrument measures in air in the work area before performing JHS screening. Record this as the initial background concentration.
- Half-fill a clean, glass jar with the soil. Quickly cover the open top with one or two sheets of clean, aluminum foil and screw on the cap to tightly seal the jar. Label the jar with the sample location and sample depth.
- Allow headspace development for at least 10 minutes at an ambient temperature of 50°F or greater. Vigorously shake the jar for 15 seconds at the beginning and end of the headspace development period. When ambient temperatures are below 50°F, place the jar in a heated vehicle or building during the headspace development period.
- After headspace development, remove the screw cap to expose the foil seal. Quickly puncture the foil seal with the instrument's sampling probe and insert it to a point at about one-half of the headspace depth.
- Record the highest VOC concentration that the instrument displays as the JHS concentration. The highest concentration should occur between 2 and 5 seconds after probe insertion.

3. Limitations

- The instruments may work poorly in the rain and in freezing temperatures. Under such conditions, operate the instrument in a heated vehicle or building if possible.

- Prevent water and soil particles from entering the tip of the instrument probe. Use a filter on the instrument's probe.
- Measure background VOC conditions and perform JHS screening away from non-site-related VOC sources, such as vehicle and heavy equipment exhaust.
- The VOC concentration on the instrument's display may vary when the air contains high VOC concentrations or high moisture.
- JHS screening is a guide that helps the screener to segregate soils into broadly defined categories. JHS screening results may differ by orders of magnitude from laboratory testing results.
- Note that states may have specific procedures for field monitoring. In Massachusetts, the Massachusetts Department of Environmental Protection (DEP) requires that screening of gasoline-contaminated soil be performed in accordance with Attachment II of the DEP's policy #WSC-94-400 Interim Remediation Waste Management Policy for Petroleum Contaminated Soils. Consult this procedure or any relevant guidance documents for assistance.

4. References

Interim Remediation Waste Management Policy for Petroleum Contaminated Soils. (April 1994), Massachusetts Department of Environmental Protection, Policy #WSC-94-400.

5. Contacts

Lynn Willey
Leslie Lombardo

7. Solid Matrix Sampling (SM)

- SM-001 Soil Sampling Techniques Including Split-Spoon
- SM-002 VOC Soil Collection and Preservation Method
- SM-003 Soil Classification

STANDARD OPERATING PROCEDURE

SM-001 Soil Sampling Techniques Including Split-Spoon

1. Objective

Describe standard procedures for the collection of surface and subsurface soil samples.

The definition of "surface" soil varies considerably between regulatory organizations. Surface soils may be classified as soils between the ground surface and 2 inches below ground surface, ground surface and 6 inches below ground surface, and even as much as ground surface and 24 inches below ground surface.

The definition of subsurface soil will vary in relation to the definition of surface soil. In general, subsurface soil is everything deeper than surface soil.

Refer to state-specific regulations for the definitions of surface and subsurface soils.

2. Execution

2.1. Surface Soil Sampling

Collection of surface soil samples can be accomplished with tools such as spades, shovels, trowels, scoops, etc. A flat, pointed mason trowel to cut a block of the desired soil is helpful when undisturbed profiles are required.

- Carefully remove the top layer of soil or debris to the desired sample depth with a pre-cleaned spade.
- Using a decontaminated stainless steel scoop, plastic spoon, or trowel, remove and discard a thin layer of soil from the area which came in contact with the spade.
- If volatile organic compound (VOC) analysis is to be performed, transfer the sample directly into an appropriate labeled sample container with a stainless steel lab spoon, small diameter core device, or equivalent and secure the cap tightly.
- Place the remainder of the sample into a decontaminated stainless steel, plastic, or other appropriate container, and mix thoroughly to obtain a homogenous sample representative of the entire sampling interval.
- Either place the sample into appropriate labeled containers and secure the caps tightly; or, if composite samples are to be collected, place a sample from another sampling interval or location into the container and mix thoroughly.
- When compositing is complete, place the sample into appropriate labeled containers and secure the caps tightly.

2.2. Sampling with Hand Augers and Thin Wall Tube Samplers

Several types of augers are available; these include: bucket type, continuous flight (screw), and post-hole augers. Bucket type augers are generally better for direct sample recovery because they provide a large volume of sample in a short time. When continuous flight augers are used, the sample can be collected directly from the flights. The continuous flight augers are satisfactory when a composite of the complete soil column is desired. Post-hole augers have limited utility for sample collection as they are designed to cut through fibrous, rooted, swampy soil and generally cannot be used below a depth of approximately three feet.

2.2.1 Auger Sampling

- Clear the area to be sampled of any surface debris (e.g., twigs, rocks, litter). It may be advisable to remove the first three to six inches of surface soil for an area approximately six inches in radius around the drilling location.
- Attach the decontaminated auger bit to a drill rod extension, and attach the "T" handle to the drill rod.
- Begin augering, periodically removing and depositing accumulated soils onto a plastic sheet spread near the hole. This prevents accidental brushing of loose material back down the borehole when removing the auger or adding drill rods. It also facilitates refilling the hole, and avoids possible contamination of the surrounding area.
- After reaching the desired depth, carefully remove the auger from the hole. When sampling directly from the auger, collect the sample after the auger is removed from the hole.

2.2.2 Thin-Walled Core Sampling

- Remove auger tip from the extension rods and replace with a pre-cleaned thin wall tube sampler. Install the proper cutting tip.
- Carefully lower the tube sampler down the borehole. Gradually force the tube sampler into the soil. Do not scrape the borehole sides. Avoid hammering the rods as the vibrations may cause the boring walls to collapse.
- Remove the tube sampler, and unscrew the drill rods.
- Remove the cutting tip and the core from the device.
- Discard the top of the core (approximately 1 inch), as this may represent material knocked down from the sides of the boring and not the layer of interest. Place the remaining core into the appropriate labeled sample container.

One type of thin-wall sampler is depicted in Attachment A (this is typically used with a mechanical drill rig).

For either method, If VOC analysis is to be performed, transfer the sample into an appropriate, labeled sample container with a stainless steel lab spoon, small diameter core sampler, or equivalent and secure the cap tightly. VOC samples should be collected first to minimize the potential for losing volatiles prior to sample collection.

Place the remainder of the sample into a stainless steel, plastic, or other appropriate container and mix thoroughly to obtain a homogenous sample representative of the entire sampling interval. Then, either place the sample into appropriate, labeled containers and secure the caps tightly; or, if composite samples are to be collected, place a sample from another sampling interval into the container and mix thoroughly.

When compositing is complete, place the sample into appropriate, labeled containers and secure the caps tightly.

If another sample is to be collected in the same hole, but at a greater depth, reattach the auger bit to the drill and assembly, and follow previous steps, making sure to decontaminate the auger and tube sampler between samples.

Abandon the hole according to applicable state regulations. Generally, shallow holes can simply be backfilled with the removed soil material.

2.3. Sampling at Depth with a Split-Spoon (Barrel) Sampler

Split-spoon sampling is generally used with a mechanical drill rig to collect undisturbed soil cores of 18 or 24 inches in length. A series of consecutive cores may be extracted with a split-spoon sampler to give a complete soil column profile, or an auger may be used to drill down to the desired depth for sampling. The split-spoon is then driven to its sampling depth through the bottom of the augured hole and the core extracted. A diagram of the split-spoon sampler assembly is provided as Attachment A.

When split-spoon soil sampling is performed to gain geologic information, work should be performed in accordance with ASTM D1586-08a, "Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils". The following procedures are used for collecting soil samples with a split-spoon:

- Select the size (length and diameter) of split-spoon sampler based on the amount of soil that is needed for characterization. The ASTM standard for N-values is 1 3/8 - inch I.D (2-inch O.D.). Specify spoon size and basket type to driller prior to mobilization to the site. Split spoon samplers are typically available in 1 3/8 – and 3 – inch I.D. sizes. A larger barrel may be necessary to obtain the required sample volume. Note on the boring log where larger split spoon barrels are used because the ASTM standard penetration test does not apply when driving split spoons larger than 1 3/8 I.D. (2-inch O.D.).

- Select a soft or stiff basket for the spoon (a softer basket generally works better for loose or soft material).
- Prior to hammering the split spoon to collect the sample, verify that the split-spoon is seated at the beginning of the desired sample interval. If it is seated above the interval, have driller clean out the hole prior to sampling. Record all depth measurements relative to ground surface.
- Assemble the sampler by aligning both sides of barrel and then screwing the drive shoe on the bottom and the head piece on top. See diagram in Attachment A.
- Place the sampler in a perpendicular position on the sample material.
- For all soil samples, use a 140-lb hammer falling 30 inches to drive the sampler, unless conditions necessitate using a 300-lb hammer.
- Record in the site fieldbook or on field data sheets the length of the tube used to penetrate the material being sampled, the split-spoon inside and outside diameters, and the hammer weight,
- Count and record the number of blow counts per 6-inch increments (confirming blow counts with driller if necessary).
- Withdraw the sampler, and open by unscrewing the bit and head and splitting the barrel. The length of recovery and soil type should be recorded on the boring log. If a soil sample is desired, a decontaminated stainless steel knife or spatula should be used to divide the tube contents in half, longitudinally. If possible, avoid collecting soil that has come in contact with the walls of the spoon, and soil at the top of the spoon.
- Without disturbing the core, transfer it to appropriate labeled sample container(s) and seal tightly.
- Note any material in the nose (shoe) of the spoon.
- Immediately collect a sample for VOCs (if required by the site-specific field sampling plan) by collecting soil from the entire length of the split spoon, unless otherwise specified by the project manager. When the most impacted interval is sampled for laboratory analysis, screen the spoon with the field instrument first, then collect the soil sample for VOC analysis from the appropriate interval.

3. Limitations

- Weather conditions (e.g., frozen ground) may prevent the collection of samples and should be considered prior to sample collection.
- Tools plated with chrome or other materials should not be used.
- Be aware of local laws regarding subsurface utility clearance prior to conducting subsurface investigations. Contact DigSafe or local utility companies as required.
- Be aware of the length of the drill string, the sample depth, and the required stickup of the drill string to ensure accurate sample interval measurement.
- If drilling with hollow-stem augers, the removal of the drill string from the hole, prior to attaching the split-spoon sampler, may cause soils to be sucked up

into the augers (blow-in running sands). Upon recovery, determine if there is blow-in in the split spoon sampler. In general, blow-in is more unconsolidated than the rest of the sample and lacks stratification (do not include blow-in for recovery of sample collection).

- If soils consist of loose sands or soft clay, the drill string and sampler may advance slightly under its own weight, giving a false depth for soil collection.
- Never sample more than two spoons consecutively without advancing the augers unless material is tight. Do not let the split spoon penetrate more than it can hold.
- In many instances, groundwater will fill the auger and the split-spoon.

4. References

ASTM D1586-08a, "Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils". 2008.

United States Environmental Protection Agency, SOP 2012 "Soil Sampling", Revision 0.0, February 18, 2000.

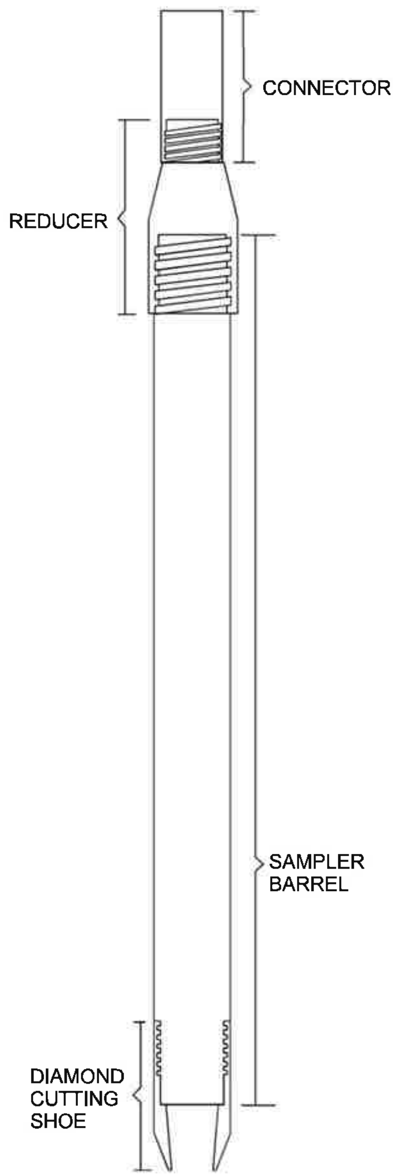
5. Attachments

Attachment A - Sampler Design Assembly

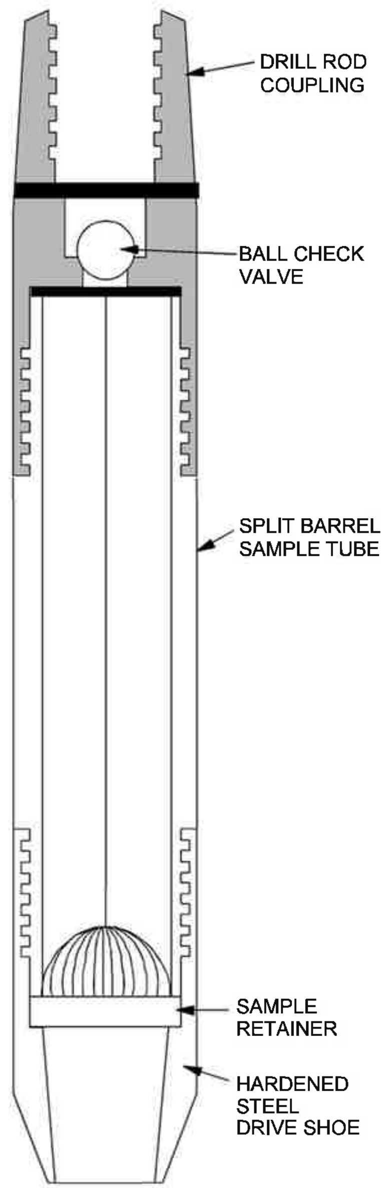
6. Contacts

Gary Fuerstenberg
Mark Ensign

THIN WALL HQ CORE SAMPLER
(2" width x 60" length)



SPLIT-SPOON SAMPLER
(2" width x 24" length)



STANDARD OPERATING PROCEDURES SM-001	GEI Consultants	**THIN WALL AND SPLIT-SPOON SAMPLERS**
NEW ENGLAND AND ATLANTIC REGIONS	June 2011	Attachment A

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STANDARD OPERATING PROCEDURE

SM-002 VOC Soil Sample Collection and Preservation Method

1. Objective

Describe methods to collect and preserve soil samples for analysis of Volatile Organic Compounds (VOCs) in accordance with the U.S. Environmental Protection Agency (EPA) Method 5035.

Some states have adopted soil sampling and preservation methods that vary from the procedures presented herein. Confirm that this method is appropriate for your project.

2. Execution

VOCs evaporate readily at normal temperatures and pressures. Care should be taken during sampling and preservation to limit the potential for VOCs to off-gas from the soil sample prior to being analyzed by the laboratory.

Soil samples should be obtained utilizing a small diameter core sampler such as a 10 milliliter (ml) plastic disposable syringe, an EnCore® sampler, an EasyDraw Syringe®. The EnCore® sampler is the only EPA-approved small diameter core sampler that can be used to collect the sample, store the sample, and transport the sample to the lab.

A separate soil sample must be collected and submitted to the laboratory for percent solids testing. At least approximately 20 grams of soil must be collected in a separate glass or plastic sampling container.

2.1. Collection and Preservation of Soil Samples

Three types of soil samples may be collected for VOCs analysis:

- High (typically >200 µg/kg) VOC concentration soil sample (Section 2.2 below)
- Low (typically 0.05-200 µg/kg) VOC concentration soil sample (Section 2.3 below)
- Synthetic Precipitation Leaching Procedure/Toxicity Characteristic Leaching Procedure (SPLP/TCLP) soil sample (Section 2.4 below)

2.2. Collection and Preservation of a Soil Sample with "High" Concentrations of VOCs (typically >200 µg/kg)

2.2.1. Option 1 – Methanol Preservation Method

Supplies include: an electronic field balance (in some cases), two VOC vials (per sample) with 10 ml methanol (the number of vials and amount of methanol might vary among labs), and a small diameter core sampler to collect an approximately 10 gram soil sample. Some labs, and EPA method 5035, specify a 5 gram soil sample. Check with the lab or project manager for the amount to collect.

Sampling Procedure:

- Weigh the VOC vials containing the methanol and record the weight. Some laboratories provide pre-weighed VOC vials.
- If you are weighing your samples, take a test sample with the sampler and weigh it to evaluate how close you are to the appropriate sample weight. If the laboratory VOC vial is pre-marked with a line, then you do not need to weigh the soil, just fill the VOC vial with soil until the methanol and soil mixture reaches the line.
- Collect the sample using the sampling device and extrude the sample into the preserved VOC vial. Be sure that the VOC vial and cap threads are free of soil, and then screw the cap tightly onto the VOC vial. Gently swirl the methanol in the VOC vial to coat the soil sample. Do not vigorously shake the vial.
- If necessary, weigh the VOC vial and record the weight. Some laboratories will weigh the vials at the lab, and it is not required in the field.
- Collect separate soil samples from the same area for percent solids and head space sampling.
- Samples must be frozen or analyzed within 14 days.

2.2.2. Option 2 – EnCore® Sampling Method

Supplies needed: One 5 or 10 ml EnCore® sampler.

Sampling Procedure:

- Label the EnCore® sampling container.
- Collect the soil sample quickly, wipe the sampler free of soil, and seal the sampler.
- Place sampler in a clean ziplock bag and place on ice in a cooler.
- Collect separate samples in separate containers for percent solids and head space sampling.
- Samples must be frozen, or preserved, or analyzed within 48 hours (requires coordination with the laboratory).

2.3. Collection and Preservation of a Soil Sample with "Low" Concentrations of VOCs (typically 0.5 to 200 µg/kg)

2.3.1. Option 1 – Water Preservation Method

Supplies required: an electronic field balance, two 40 ml VOC vials pre-weighed and containing 5 ml of water, a magnetic stirrer, and a sampling device.

Sampling Procedure:

- Use a small diameter core sampler to collect two soil samples (5 grams each) into pre-weighed 40 ml VOC vials with 5 ml of water and a magnetic stirrer. Wipe threads and cap and seal the VOC vial. Repeat for the second VOC vial.
- Weigh the VOC vials and record the weights.
- Collect separate samples in separate containers for percent solids and head space sampling.
- Samples must be frozen or analyzed within 14 days.

2.3.2. Option 2 – Collection into Unpreserved VOC Vials

Supplies required: electronic field balance, two 40 ml VOC vials pre-weighed, and a sampling device.

Sampling Procedure:

- Collect the sample using the sampling device and extrude the sample into the VOC vial. Be sure that the threads are free of soil, and cap and seal the VOC vial. Repeat for the second vial.
- Weigh the VOC vials and record the weights.
- Collect separate samples in separate containers for percent solids and head space sampling.
- Samples must be frozen or analyzed within 48 hours (requires coordination with the laboratory).

2.3.3. Option 3 – Collection in VOC Vials Preserved with Sodium Bisulfate

Supplies required: electronic field balance, two VOC vials pre-weighed with 5 ml of sodium bisulfate, a magnetic stir bar, and a sampling device.

Sampling Procedure:

- Collect the sample using the sampling device and extrude a 5 gram sample into the VOC vial containing the sodium bisulfate. Wipe threads and cap and seal the VOC vial. Repeat for the second VOC vial.
- Weigh the VOC vials and record the weights.

- Collect separate samples in separate containers for percent solids and head space sampling.
- Samples must be frozen or analyzed within 14 days.

2.3.4. Option 4 –EnCore® Sampling Method

Supplies required: two 5 gram EnCore® samplers.

Sampling Procedure:

- Label the EnCore® sampling container.
- Collect the soil sample quickly, wipe the sampler free of soil, and seal the sampler.
- Place sampler in a clean ziplock bag and place on ice in a cooler.
- Collect separate samples in separate containers for percent solids and head space sampling.
- Repeat previous steps with the second EnCore® device.
  Samples must be frozen, or preserved, or analyzed within 48 hours (requires coordination with the laboratory).

2.4. Collection of samples being analyzed for VOCs by the TCLP or SPLP method

Sampling methods for TCLP or SPLP are similar to the methods presented above. The appropriate method is determined by local regulations. If using an EnCore® sampler, a 25 gram sampler should be used.

3. General Guidance

- Each state and federal regulatory agency has unique soil preservation requirements. Always verify collection and preservation methods with governing bodies.
- Verify preservation techniques with laboratory prior to sample collection.

4. Contacts

Lynn Willey
Mark Ensign

STANDARD OPERATING PROCEDURE

SM-003 Classification of Soil Samples in the Field

1. Objective

Describe methods to classify soil samples collected in the field in a consistent manner.

2. Execution

- Describe soil samples according to *ASTM D2488-09a, Standard Practice for Description and Identification of Soils (Visual-Manual Procedure)* and Attachments A and B. This standard is the basis for the Unified oil Classification System.
- Identify and record the soil in terms of the major and minor constituents (i.e., sand gravel, silt, clay), Unified Soil Classification Symbol, sample structure, plasticity and dilatancy for fine-grained soils, color, local or geologic name if known (e.g., Boston Blue Clay or glacial till), odor, presence of iron or other staining, and presence of organic matter, shells, debris, or other unusual characteristics of the same.
- If a soil split-spoon sample contains more than one soil type (for example, the upper portion is silty sand and the lower portion is clay) describe each type separately.
- Record sampler type, blow counts, soil description, etc. on the boring log (see Attachment C).
- GEI consistently applies one modification to the ASTM standard: Use "widely graded" and "narrowly graded" instead of "well-graded" and "poorly graded," respectively.

3. Limitations

Certain projects or clients will require the use of other classification systems. Other classification systems should not be used unless specifically required by the client. If the client requires that we use the Burmister method, obtain the details from the client. An example breakdown is shown below, but some clients (MassDOT, for example) have their own breakdown.

- “and” = 35-50%
- “some” = 20-35%
- “little” = 10-20%
- “trace” = 1-10%

- Describing soil samples is often difficult during cold or wet weather. Make sure your field notes describe these conditions. When possible, collect archive samples and verify sample descriptions in the office.

- The ASTM Standard Practice for Classification of Soils for Engineering Purposes (D2487) may be used in conjunction with the Visual-Manual Method to confirm the soil classification. D2487 includes laboratory testing.

4. References

ASTM D2487-06e1, Standard Practice for Classification of Soils for Engineering Purposes (Unified Soil Classification System), ASTM, 2006.

ASTM D2488-09a, Standard Practice for Description and Identification of Soils (Visual-Manual Procedure), ASTM, 2009.

Field Guide for Soil and Stratigraphic Analysis, Midwest Geosciences Group Press, 2001-2005.

Coarse-Grained Soils Visual-Manual Descriptions, GEI Consultants, Soil Description Chart.

Fine-Grained Soils Visual-Manual Descriptions, GEI Consultants, Soil Description Chart.

5. Attachments

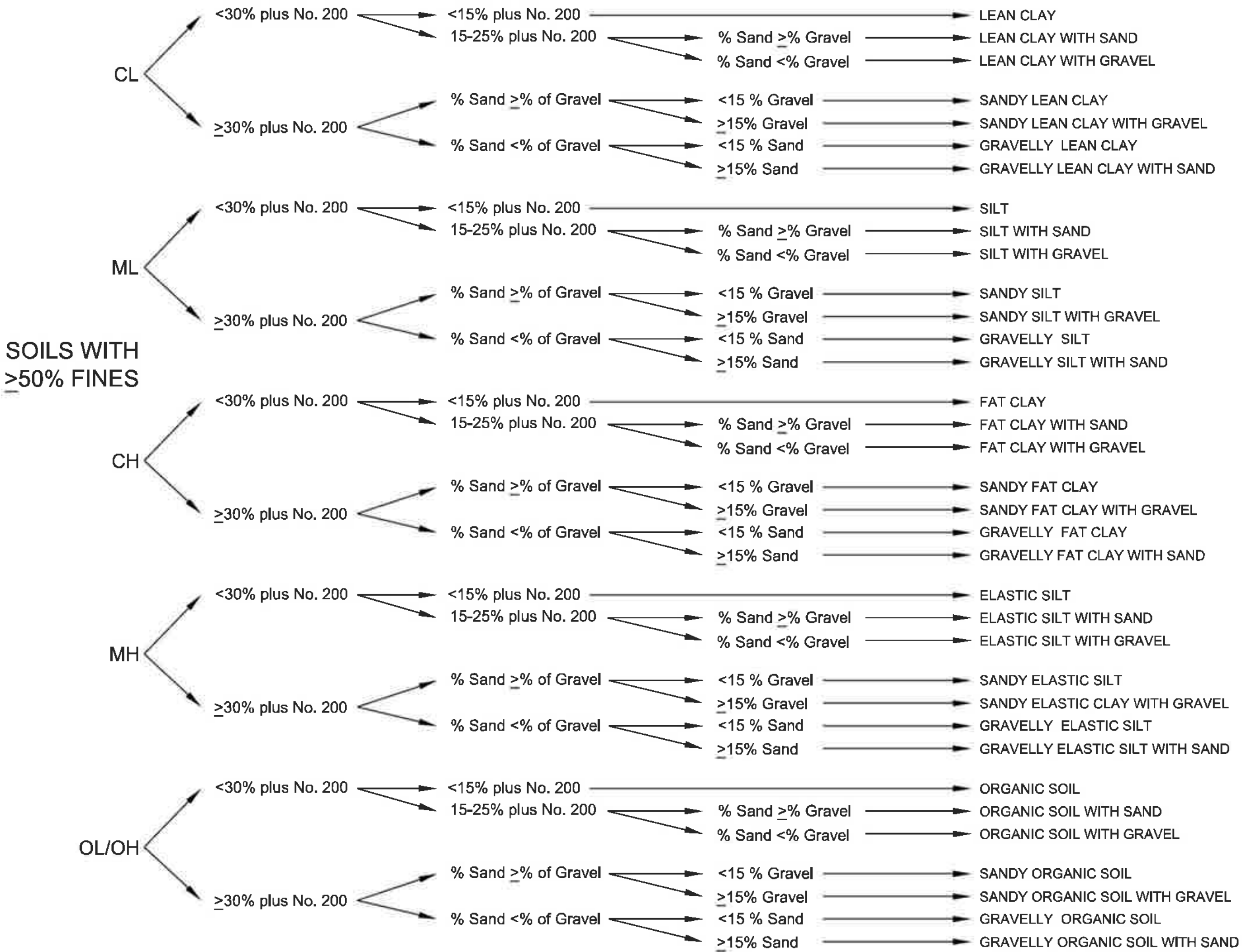
Attachment A – GEI Soil Description Charts (2007)
Attachment B – Visual Manual Descriptions with example boring log
Attachment C – Describing the Plasticity of Soil Samples

6. Contacts

Lynn Willey
Cathy Johnson

FINE-GRAINED SOILS

VISUAL-MANUAL DESCRIPTIONS



ID OF INORGANIC FINE SOILS FROM MANUAL TESTS

Symbol	Name	Dry Strength	Dilatancy	Toughness*
ML	Silt	None to low	Slow to rapid	Low or thread cannot be formed
CL	Lean Clay	Medium to high	None to slow	Medium
MH	Elastic Silt	Low to medium	None to slow	Low to medium
CH	Fat Clay	High to very high	None	High

1. GROUP NAME and (SYMBOL)
2. Describe fines, sand, and gravel components, in order of predominance. Include plasticity of fines. Include percentages of sand and gravel.
3. Color
4. Sheen, odor, roots, ash, brick, cementation, torvane and penetrometer results, etc.
5. "Fill," local name or geologic name, if known

PEAT

Peat refers to a sample composed primarily of vegetable matter in varying stages of decomposition. The description should begin: PEAT (PT) and need not include percentages of sand, gravel or fines.

CRITERIA FOR DESCRIBING PLASTICITY

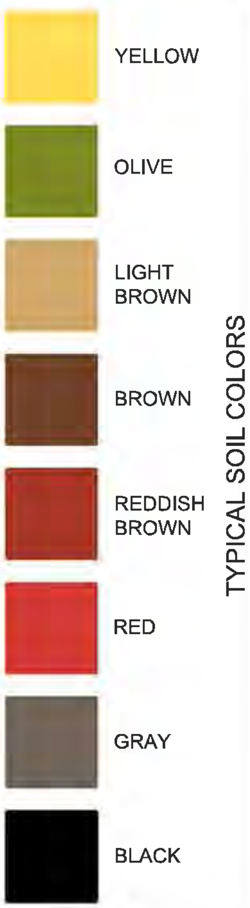
Description	Criteria
Nonplastic ML	A 1/8-in. (3 -mm) thread cannot be rolled at any water content
Low Plasticity ML, MH	The thread can barely be rolled and the lump cannot be formed when drier than the plastic limit *
Medium Plasticity MH, CL	The thread is easy to roll and not much time is required to reach the plastic limit. The thread cannot be rerolled after reaching the plastic limit. The lump crumbles when drier than the plastic limit
High Plasticity CH	It takes considerable time rolling and kneading to reach the plastic limit. The thread can be rerolled several times after reaching the plastic limit. The lump can be formed without crumbling when drier than the plastic limit

* Toughness refers to the strength of the thread near plastic limit. The lump refers to a lump of soil drier than the plastic, similar to dry strength.

GEI Consultants

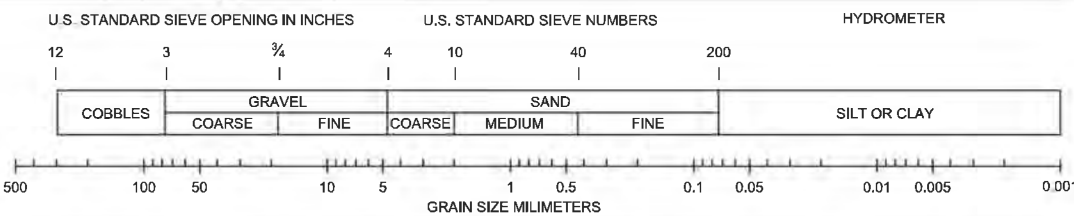
COARSE-GRAINED SOILS
VISUAL-MANUAL DESCRIPTIONS

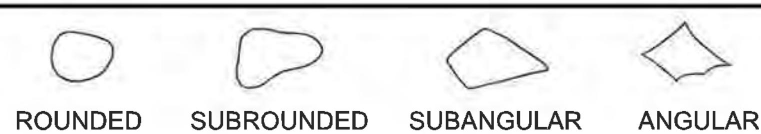
TYPICAL SOIL COLORS



SOILS WITH <50% FINES

				GROUP SYMBOL		GROUP NAME
GRAVEL % Gravel > % Sand	<5% Fines	WIDELY GRADED		GW	<15% Sand	WIDELY GRADED GRAVEL
					>15% Sand	WIDELY GRADED GRAVEL WITH SAND
		NARROWLY GRADED		GP	<15% Sand	NARROWLY GRADED GRAVEL
					>15% Sand	NARROWLY GRADED GRAVEL WITH SAND
	~10% Fines	WIDELY GRADED	Fines = ML or MH	GW-GM	<15% Sand	WIDELY GRADED GRAVEL WITH SILT
					>15% Sand	WIDELY GRADED GRAVEL WITH SILT AND SAND
			Fines = CL or CH	GW-GC	<15% Sand	WIDELY GRADED GRAVEL WITH CLAY
					>15% Sand	WIDELY GRADED GRAVEL WITH CLAY AND SAND
		NARROWLY GRADED	Fines = ML or MH	GP-GM	<15% Sand	NARROWLY GRADED GRAVEL WITH SILT
					>15% Sand	NARROWLY GRADED GRAVEL WITH SILT AND SAND
			Fines = CL or CH	GP-GC	<15% Sand	NARROWLY GRADED GRAVEL WITH CLAY
					>15% Sand	NARROWLY GRADED GRAVEL WITH CLAY AND SAND
	>15% Fines		Fines = ML or MH	GM	<15% Sand	SILTY GRAVEL
					>15% Sand	SILTY GRAVEL WITH SAND
			Fines = CL or CH	GC	<15% Sand	CLAYEY GRAVEL
					>15% Sand	CLAYEY GRAVEL WITH SAND
SAND % Sand > % Gravel	<5% Fines	WIDELY GRADED		SW	<15% Gravel	WIDELY GRADED SAND
					>15% Gravel	WIDELY GRADED SAND WITH GRAVEL
		NARROWLY GRADED		SP	<15% Gravel	NARROWLY GRADED SAND
					>15% Gravel	NARROWLY GRADED SAND WITH GRAVEL
	~10% Fines	WIDELY GRADED	Fines = ML or MH	SW-SM	<15% Gravel	WIDELY GRADED SAND WITH SILT
					>15% Gravel	WIDELY GRADED SAND WITH SILT AND GRAVEL
			Fines = CL or CH	SW-SC	<15% Gravel	WIDELY GRADED SAND WITH CLAY
					>15% Gravel	WIDELY GRADED SAND WITH CLAY AND GRAVEL
		NARROWLY GRADED	Fines = ML or MH	SP-SM	<15% Gravel	NARROWLY GRADED SAND WITH SILT
					>15% Gravel	NARROWLY GRADED SAND WITH SILT AND GRAVEL
			Fines = CL or CH	SP-SC	<15% Gravel	NARROWLY GRADED SAND WITH CLAY
					>15% Gravel	NARROWLY GRADED SAND WITH CLAY AND GRAVEL
	>15% Fines		Fines = ML or MH	SM	<15% Gravel	SILTY SAND
					>15% Gravel	SILTY SAND WITH GRAVEL
			Fines = CL or CH	SC	<15% Gravel	CLAYEY SAND
					>15% Gravel	CLAYEY SAND WITH GRAVEL





1. GROUP NAME and (SYMBOL)
2. Structure , if any. (stratified layer thicknesses, lenses, varves, gradational changes)
3. Describe sand, gravel and fines components, with percentages, in order of predominance. Include max gravel size. For test pits give percent cobbles and boulders, by volume, and include max size.
4. Color
5. Sheen, odor, roots, ash, brick, cementation, reaction with HCL, etc.
6. "Fill," local name or geologic name, if known

Describing the Plasticity of Soil Samples
M. Paster – November 2008

References ASTM D 2487 – Soil descriptions – lab
ASTM D 2488 – Soil descriptions – field
ASTM D 4318 – Atterberg limits testing

GEI Practice for Boring and Test Pit Logs

Describe the fines as:

Non-plastic
Low plasticity (The GEI laminated sheets incorrectly use "slightly plastic" for "low plasticity.")
Medium plasticity
High plasticity

Example: ~25% low plasticity fines

Toughness and dry strength:

You should use these tests to help decide how plastic the fines are. Record the results in the remarks column of the field log, but not in the soil description and not necessarily in the typed log.

On final logs, if Atterberg limits tests have been performed:

Do not use the descriptive terms non-plastic, low plasticity, etc. for samples on which Atterberg limits tests have been run. Instead, just give the percentage of fines and then report the actual Atterberg limits at the end of the description.

For example, the end of a silty sand description might be:
. . . ~25% fines, ~10% gravel max size ½ inch, gray. PL=23, LL=35.

(Atterberg limits tests are performed on the fraction of the sample finer than the No. 40 sieve, not just the fines. So the Atterberg limits data applies to the sample, not just to the fines.)

Hints:

High plasticity soils are rare in New England. If you think it's high plasticity, it's probably medium. Some Boston blue clay and some Connecticut River varved clays are high plasticity, but if you think you've found some, check with the project manager.

In New England, if ~10% fines or more, generally stick with GM, SM, ML, and CL. Occasionally GC, SC, CH. Don't use MH unless you have Atterberg limits data.

Estimating plasticity in the field, GEI guidance based on ASTM D 2488:

Plasticity	1/8-inch thread	Dry strength	Toughness
non	Cannot be rolled at any water content.	Dry specimen crumbles when handled.	Only slight pressure needed to roll thread near plastic limit.
low	Thread can barely be rolled.	Dry specimen crumbles with some finger pressure.	Slight to medium pressure needed to roll thread near plastic limit.
medium	Thread is easy to roll. Not much time needed to reach plastic limit.	Dry specimen crumbles with considerable finger pressure.	Medium pressure needed to roll thread near plastic limit.
high	Takes considerable time rolling and kneading to reach plastic limit.	Dry specimen cannot be broken with finger pressure.	Considerable pressure needed to roll thread near plastic limit.

Non-plastic vs. low plasticity:

ASTM D 2488 (soil descriptions - field) defines non-plastic and low plasticity based on the 1/8-inch thread as shown in the table above.

ASTM D 4318 (Atterberg limits testing) indicates that a sample should be called non-plastic for either of the following cases:

- The liquid limit test (dropping the cup) or the plastic limit test (rolling out the thread) cannot be performed because the plasticity is too low.
- The plastic limit is greater than or equal to the liquid limit.

Unfortunately, there are some soils that are low plasticity based on D 2488 (a thread can be rolled), but are non-plastic based on D 4318 (the liquid limit cannot be measured or PL≥LL).

GEI considers these soils to have low plasticity, because that is how they "look" and "feel." We want to document this information so that other people will have a better feel for what the soil looks like and how it behaves. So, if the soil was low plasticity based on D 2488, but non-plastic based on D 4318, that should be explained in the letter or report, and possibly in a note on the log.

BORING LOCATION	Maple Ave Sidewalk	DATE START/FINISH	2/14/07 - 2/15/07	B101
GROUND ELEVATION (NGVD)		DRILLED BY	Geologic: M. Costigan	
GROUNDWATER EL.	DATE	LOGGED BY	T. Kahl/M. Yako TOTAL DEPTH (FT) 25	PG. 1 OF 1

EL. FT.	DEPTH FT.	SAMPLE TYPE and NO.	BLOWS PER 6 IN.	PEN IN.	REC IN.	PID JAR HS / REMARKS	GRAPHIC LOG	SOIL AND ROCK DESCRIPTIONS
							FILL	4" pavement
	2.5	S1	13-9 17-14	24	0	0.5 ppm	FILL	S1: Redrove 0.5 to 3.5 ft. Recovery 11": WIDELY GRADED SAND (SW) ~85% sand, ~10% gravel to 1", <5% nonplastic fines, brown. Contains brick fragments and ash. Fill.
	5					hard drilling 3 to 4 ft, possible boulder	FILL	
		S2	7-7 11-13	24	8	2.0 ppm	FILL	S2: NARROWLY GRADED SAND WITH SILT AND GRAVEL (SP-SM) ~65% mostly fine sand, ~25% gravel to 3/4 inch ~10% non-plastic fines, brown. Fill.
	7.5	S3	9-10 2-1	24	16	0.0 ppm	FILL	S3 (0-10"): Similar to S2.
	10						ORGANICS	S3 (10"-16")": ORGANIC SILT (OL) ~100% slightly plastic fines, dark gray, organic odor, contains white shell fragments.
	12.5	S4	WOH 1-2 1	24	15	0.0 ppm	ORGANICS	
	15					hard drilling at 15.5 ft	ORGANICS	S4: Similar to S3, bot 6".
	17.5	S5	20-35 50/3"	15	8	Top of rock ~19 ft. Roller bit to 20 ft.	TILL	S5: SILTY SAND WITH GRAVEL (SM) ~60% mostly fine sand, ~25% slightly plastic fines, ~15% gravel to 1/2 inch, olive. Glacial Till.
	20						ROCK	C1: SCHIST, hard, slight weathering at joint surfaces, joints at ~30 degrees from horizontal and generally parallel to foliation, gray. Marlborough Formation.
	22.5	C1	RQD 70%	60	54	lost ~10 gallons drill fluid from 23 to 25 ft	ROCK	
	25							Bottom of Boring 25 ft Truck-mounted drill rig. 4-inch casing to 19 ft. Safety-hammer with rope and cathead for SPT. Backfilled with drill cuttings.
	27.5							
	30							

BLOWS PER 6 IN.-140 LB. HAMMER FALLING 30 IN. TO DRIVE A 2.0 IN. OD SPLIT SPOON SAMPLER
PEN-PENETRATION LENGTH OF SAMPLER OR CORE BARREL
REC-RECOVERY LENGTH OF SAMPLE
RQD-LENGTH OF SOUND CORES > 4 IN./ LENGTH CORED, %
S-SPLIT SPOON SAMPLE
U-UNDISTURBED SAMPLES, UF-FIXED PISTON, UO-OSTERBERG
⊻ GROUNDWATER

NOTES:
1: Groundwater at 10 ft depth at start of day 2/15/07.

PROJECT 07999-0
DATE

GEI Consultants

EXAMPLE SOIL DESCRIPTIONS

SANDY SILT (ML) ~60% slightly plastic fines, ~40% mostly fine sand, 1" thick layer of fine to medium sand with <20% fines, gray.

LEAN CLAY (CL) ~90% moderately plastic fines, ~10% fine sand, olive. Boston Blue Clay. Sv = 0.5, 0.5, 0.8 tsf, Qp = 1.0, 1.5, 1.6 tsf

Stratified CLAYEY SAND (SC) and WIDELY GRADED SAND (SW) SC layers 1 to 2 inches thick consist of fine sand with ~30% moderately plastic fines, gray. SW layers 1 to 4 inches thick consist of fine to coarse sand, ~10% gravel to 1/2 inch, <5% fines, brown. Hydraulic Fill.

EXAMPLE ROCK DESCRIPTIONS

(0-9"): GRANITE, hard, one piece, joint surface slightly weathered, pink.
(6-60"): PHYLLITE, joints ~ 45° generally parallel to foliation, 9" to 44" moderate to severe jointing and joint weathering. 44" to 60" single piece, green-gray.

ARGILLITE, medium hard, moderately weathered joints, gray. Cambridge Argillite.

GEOPROBE AND ROTOSONIC

When SPTs are not performed, note sample density (sands) or stiffness (clays) in description.

CRITERIA FOR DESCRIBING DILATANCY OF FINE-GRAINED SOILS

Description	Criteria
None	No visible change in the specimen
Slow	Water appears slowly on the surface of the specimen during shaking and does not disappear or disappears slowly upon squeezing.
Rapid	Water appears quickly on the surface of the specimen during shaking and disappears quickly upon squeezing.

SPT: Standard Penetration Test

30-inch drop with 140-lb hammer
1 3/4 to 2 1/4 turns around cathead
2-inch O.D. split spoon sampler

ENV'L TERMINOLOGY FOR SOIL DESCRIPTIONS

- **Ash** - Typically silt-size to medium sand-size.
- Do not use the term "cinders." This is not a technical term. Instead, use "ash," "burnt wood," "burnt material," or a similar term.
- **Coal-like material** - If it looks like coal but you aren't sure.
- **Clinker** - Vitrified (glass-like) or heat-fused material. Often burned impurities in coal. Often looks like pumice, but heavier.
- **Slag** - Similar to clinker, but normally refers to residue from metal ore processing.

- **Sheen** - Iridescent petroleum-like sheen. Not to be used for a "bacterial sheen," which can be distinguished by its tendency to break up on the water surface at angles. Petroleum sheen will be continuous and will not break up.
- **Stained** - Use with a color ("brown-stained") to indicate that the soil is stained a color other than its natural (unimpacted) color.
- **Coated** - Soil grains are coated with NAPL (oil, tar, etc.). There is not enough NAPL to saturate the pore spaces. ("Split spoon sampler coated with brown oil." "Soil grains coated with gray substance with slight gasoline-like odor.")
- **Saturated** - The entire sample pore space is saturated with NAPL. If you use this term, be sure it is not water saturating the pore spaces. Depending on viscosity, the NAPL may drain from a soil sample. ("Sample saturated with green, sticky substance.")
- **Blebs** - Discrete sphericals of NAPL in a soil matrix that was not visibly coated or saturated. ("Occasional blebs of reddish-brown tar.")
- **Oil** - Exhibits a petroleum odor, different from MGP odors.
- **Tar** - Exhibits an MGP odor (e.g. naphthalene-like odor).

- **Odors** - Use terms such as "naphthalene-like odor" or "petroleum-like odor." Use modifiers (strong, moderate, slight) to indicate odor intensity.

8. Groundwater (GW)

- GW-001 Water Level and Non-Aqueous Phase Liquid (NAPL) Measurement
- GW-002 Non-Aqueous Phase Liquid (NAPL) Recovery
- GW-003 Low Flow (Low Stress) Groundwater Sampling
- GW-004 pH and Temperature Measurement
- GW-005 Turbidity Measurement
- GW-006 Specific Conductance Measurement
- GW-007 Dissolved Oxygen Measurement
- GW-008 Temporary Groundwater Sampling Points

STANDARD OPERATING PROCEDURE

GW-001 Water Level and NAPL Measurement

1. Objective

Describe procedures to measure the depth to water and non-aqueous phase liquid (NAPL) thickness in an open borehole, cased borehole, monitoring well or piezometer.

2. Equipment and Materials

Field forms and/or field notebook.

- Decontamination fluids
- Bailer
- Weighted cotton string
- Oil/Water interface probe
- Water level meter (if oil/water interface probe is not available)

Water level and NAPL measurements can be collected by a variety of methods. A water level meter is used to collect depth to water measurements however an oil/water interface probe or other methods must be used to gauge NAPL depths. An electronic oil/water interface meter, consists of a cable divided into incremental measurements of 0.01 feet, and probe that consists of an infra-red circuit that detects the presence of a liquid, and a conductivity circuit that differentiates between conductive liquid (water) and non-conductive liquid (LNAPL or dense non-aqueous phase liquid [DNAPL] product). Typically, a steady tone and light indicate a non-conductive liquid (e.g. product) and an intermittent tone and light indicate a conductive liquid (e.g. water). Refer to the manufacturer's instructions for details. Alternately, water level and NAPL measurements can be collected using a water level meter, clear bailer and weighted cotton string. Each method of data collection is described below.

3. General Information

- The water level in a monitoring well or piezometer should be allowed to stabilize for a minimum of 24 hours after development or construction before groundwater elevation and/or NAPL measurements are collected. The water level in a borehole can be measured during drilling; however, this should be noted in the field notebook.
- Water levels in multiple wells should be collected within the shortest timeframe practicable.
- Water and NAPL levels should be measured from the designated survey point as specified by the surveyor or highest point (or "V" notch) on the PVC. If the well is new, mark the datum point with an indelible marker and note reference location in

field book. Discuss with the project manager what reference point should be used to collect water measurements for specific sites.

- Water level and/or NAPL measurements should be made before any water is removed from wells because doing so may influence groundwater levels in the area of the investigation.
- Measurements should be made approximately three times to confirm the measurement. Each time a measurement is made it should be determined to the nearest one-hundredth of a foot (0.01).
- Water level and/or NAPL measurements should first be collected at the wells that are least contaminated and proceed towards the wells that are most contaminated. Decontaminate the water level meter or oil/water interface probe prior to initial use and after use at each location. If NAPL is encountered at a well where it was previously not observed, contact your project manager before continuing.
- Refer to the oil/water interface probe or water level meter instruction manual for guidance on indicator signals, as these may differ by manufacturer.

4. Execution

4.1 Water Level and NAPL Measurements Using Interface Probe

- Open wells to the atmosphere and allow them to equilibrate prior to collecting LNAPL depth measurements.
- LNAPL Depth (if present): Measure the LNAPL/air interface by slowly lowering the interface probe to the LNAPL surface. Be ready to stop as soon as the probe signals the LNAPL surface.
- Record the depth to LNAPL.
- Groundwater Depth: Continue slowly lowering the probe until it signals the presence of water.
- Record the depth to water.
- The LNAPL thickness is determined by subtracting the water depth from the LNAPL depth.

The depth and thickness of DNAPL can sometimes be determined by slowly lowering the interface probe past the LNAPL (if present) and water layers. Record the depth to the DNAPL layer. Finally, measure the depth to the well bottom.

The DNAPL thickness is determined by subtracting the DNAPL depth from the depth to well bottom.

- Decontaminate the interface probe and tape according to SOP QA-001.
- Dispose of any NAPL-impacted debris properly.
- Check with the Project Manager if you are uncertain of the appropriate disposal method.

4.2 LNAPL Measurements Using Clear Bailer

If LNAPL is suspected at a site, an oil/water interface probe should be used when gauging water level and NAPL measurements. However, a water level meter and a clear bailer may be used instead to estimate approximate LNAPL thickness if an oil/water interface probe is not available.

- Open wells to the atmosphere and allow them to equilibrate prior to collecting LNAPL depth measurements.
- Slowly lower the water level meter until contact with fluid is indicated by the meter.
- Record the depth to fluid measurement.
- Lower a clear bailer into the well and slowly into the LNAPL. Do not submerge the bailer.
- Slowly raise the bailer out of the well and measure LNAPL thickness in the bailer using a ruler or tape measure.

Calculating Depth to Groundwater

The depth to water can be calculated as follows:

DTW = DTF + PT
DTW = Depth to Groundwater
DTF = Depth to Fluid
PT = Measured Product Thickness

Calculating Corrected Depth to Groundwater

Once the LNAPL thickness is known and the depth to groundwater is known, the corrected depth to groundwater can be calculated.

Corrected DTW = Static DTW – (PT x G)
DTW = Depth to Ground Water
PT = Measured Product Thickness
G = Specific Gravity (density of free product / density of water)

4.3 DNAPL Measurements Using Weighted Cotton String

A weighted cotton string may be used to estimate approximate DNAPL thickness.

- Secure cotton string.
- Secure clean steel nuts and/or washers.

- Tie the string to the nuts/washers, so that there is adequate weight.
- Lower the weighted string into the well slowly, until a firm bottom is sensed.
- Remove the weighed string and measure the DNAPL coated portion of the string.
- Record the thickness.
- Dispose of any NAPL-impacted debris properly. Check with the Project Manager if you are uncertain of the appropriate disposal method.

5. Health and Safety Considerations

The health and safety considerations for the work associated with this SOP, including both potential physical and chemical hazards, will be addressed in the site specific Health and Safety Plan (HASP). The collection and accumulation of NAPL presents the potential for significant hazards that need to be managed. A detailed job safety analysis (JSA) should be completed prior to the start of work.

6. Considerations

- Weak batteries in water level and oil/water interface meters frequently produce weak or gradual auditory and/or visual responses, making it difficult to accurately determine when the probe of the unit has come in contact with ground water or NAPL. As such, it is recommended that electronic ground water-level indicators be tested before they are brought out into the field.
- Electronic oil/water interface meters do not respond to distilled water. Do not use de-ionized water to test these units.
- Wells that are not vertical may result in probe contact with the side of the well casing providing a false measurement. Once the probe has come in contact with ground water in the well, water may be trapped by capillary action between the probe and the well casing. If this happens, the unit may continue to signal even after the probe has been raised above the ground water surface. The deeper the well, the more likely this problem may occur. To correct this, the cable should be raised several feet above the water and shaken to remove water from the probe. A new ground water-level measurement should then be collected. If the signals from the unit are not abrupt or reproducible, the probe and tape may need to be retrieved and dried off before trying again.
- Accumulation of sediment, organic material, or floating debris in the probe may also result in gradual or non-reproducible readings. Wells that are constructed with metal inner casings may lead to difficulties in collecting reproducible ground water-level measurements because the inner sides of the well casing are conductive.

- In some cases, a rubber grommet or metal centralizer may need to be placed on the probe so that it cannot contact the inner casing.
- Well gauging equipment should be properly decontaminated between wells and piezometers to avoid cross contamination.
- Water levels in wells may be influenced by changes in river stages, pumping of nearby wells, precipitation, tides, etc.
- Using a bailer to estimate LNAPL thickness can result in inaccuracies because successful use of the bailer is dependent upon the expertise of the operator and assumes the check valve does not leak upon retrieval.
- The optical sensor on interface probes may become damaged if solvents are used to clean NAPL from the probes.
- The optical sensor may become smeared when used to measure NAPL, rendering pinpoint accuracy to an estimate at best.
- Close attention to decontamination procedures will improve accuracy, operational life, and reduce the risk of cross contamination with other wells.
- LNAPL thickness can be affected by fluctuations in the water table. In some cases, an LNAPL's thickness may decrease when the water table rises, while its thickness increases as the water table drops. In other cases, fluctuating water tables may cause sudden appearances and disappearances of LNAPL layers.
- Monitoring points with LNAPL can pose a problem when measuring the level of groundwater. Floating LNAPL can depress the groundwater level in a monitoring well or piezometer and distort the measurement. Therefore, the Corrected Depth (CD) formula shown above should be applied to groundwater level measurements in monitoring points where LNAPL are present:
- Some interface probes are factory-calibrated based on an assumed conductivity of NAPL and water, both of which may vary. An interface probe that is functioning properly may not be able to discern different NAPLs at all sites.
- An interface probe may not successfully provide both LNAPL and DNAPL measurements in the same well because the probe is coated by LNAPL and loses its ability to detect DNAPL.
- DNAPL, in particular, may be only slightly heavier than water, or may be neutrally buoyant. As a result, it can be easily disturbed. Once it is disturbed, meaningful measurements can be difficult or impossible to obtain. As such, all tapes or probes used for measurements should be used slowly.

7. References

U.S. EPA Environmental Response Team Standard Operating Procedures SOP: 2043,"Water Level Measurement" REV: 0.0, 2/11/00

U.S. EPA Environmental Response Team Standard Operating Procedures SOP: 2044," Monitor Well Development" REV: 0.1, 10/23/01.

8. Contacts

Brian Conte – (860) 368-5412 Glastonbury
Mark Ensign – (781) 721-4010 Boston
Ryan Hoffman – (781) 721-4091 Boston

STANDARD OPERATING PROCEDURE
GW-002 Non-Aqueous Phase Liquid (NAPL) Recovery

1. Objective
Provide procedural guidance for routine recovery of non-aqueous phase liquids (NAPL).

2. Equipment and Materials
The following materials and equipment may be necessary for this procedure:

- SOP GW-001 Water Level and NAPL Measurement
- Oil/water interface probe
- Appropriate pump and required tubing/piping
- Double check valve bailers and string
- Drums or buckets for NAPL collection
- Proper personal protective equipment (PPE) including gloves and protective eyewear
- Drum labels
- Field data sheets or logbooks
- Decontamination supplies and plastic sheeting
- Additional equipment identified by site-specific work plan and health and safety plan (HASP)

3. General Information
Refer to SOP GW-001 and record the depth to NAPL and depth to water measurements If you are using an oil/water interface probe, first check to see if the unit is functioning correctly. Note: De-ionized water will not provide a correct reading. Check the interface probe battery and replace if necessary.

Interface probes usually distinguish between NAPL and water by sounding solid or intermittent tones. See the manufacturer's instructions for details.

4. Execution

4.1 General Measurement Procedures
Using an oil/water interface probe will provide a depth to water and a depth to NAPL in each monitoring well. Refer to probe manual to determine changes between liquid types (water, light non-aqueous phase liquid [LNAPL] and dense non-aqueous phase liquid [DNAPL]). To achieve accurate depth measurements, ensure the oil/water interface

probe is decontaminated (GEI SOP QA-001) prior to and between each measurement taken at each well.

To calculate the volume of NAPL in monitoring wells with well diameters specified below, use the following respective equations:

Light non-aqueous Phase Liquid (LNAPL) Volume

$$LNAPL\ V = (DTW - P_1) \times C$$

Dense Non-Aqueous Phase Liquid (DNAPL) Volume

$$DNAPL\ V = (TD - P_2) \times C$$

Where, V = Volume
DTW = Depth to Water
TD = Total Depth
P_1 = Depth to LNAPL
P_2 = Depth to DNAPL

Conversion factors (C) for wells based on well diameter size are noted in the table below.

Well Diameter (inches)	Conversion Factor (liters)	Conversion Factor (gallons)
2	0.6178	0.1632
4	2.4711	0.6528
6	5.561	1.469

Note: Well diameter sizes are noted for outer diameter. Conversion factors assume Schedule 40 PVC riser and screen, if well is constructed of different material appropriate conversion factors must be used to calculate accurate NAPL volume.

Once measurements have been taken and calculations have been made, collection of NAPL may commence.

4.2 NAPL Collection Procedures

Collection of NAPL shall be accomplished using common recovery techniques or technologies including:

- Peristaltic pump
- Bailer

Some projects require on-going NAPL recovery efforts. For these projects installation of dedicated recovery methods should be considered.

Special care shall be taken to prevent any recovered NAPL from spilling or coming into contact with the ground and sampling personnel. This includes the use of proper personal protective equipment (PPE), including gloves and protective eyewear (Tyvek® if necessary), along with plastic sheeting set beneath the pump, tubing, and collection container (sealed top 55-gallon drum or 5-gallon bucket with lid), and the surrounding work area. A site-specific work plan, HASP and job specific job safety analysis need to be developed prior to the start of work. The specific operating procedures for common recovery methods are discussed in the following sections.

4.2.1 Sampling and Recovery via Peristaltic Pump:

LNAPL

- Take and record the required measurements prior to commencing pumping.
- Cut a length of poly tubing (T1) that is long enough to extend approximately 12-inches beyond the LNAPL layer. Cut an additional length of poly tubing (T2) that will be connected to the discharge side of the peristaltic pump silicone tubing that is long enough to extend from the pump to the NAPL collection container. Cut a length of silicone tubing (approximately 8-inches) for use in the peristaltic pump head.
- Insert the silicone tubing into the peristaltic pump head. Check the flow direction of the pump to ensure that the pump will be removing fluid and not pumping air into the well when removal begins.
- Insert T1 into the intake side of the silicone tubing. Lower the intake side into the well and secure in place just below the top of LNAPL.
- Insert T2 into the discharge side of silicone tubing and secure to the NAPL collection container with a clamp.
- Turn pump flow rate to lowest setting. Turn the pump on and slowly increase the pump rate to begin LNAPL removal from the well. Use the oil/water interface meter to measure the depth to LNAPL. Lower the intake tubing as necessary until all of the LNAPL has been recovered from the well.
- Once the LNAPL has been recovered from the well, collect and preserve a sample if required, in accordance with laboratory standards.
- Following completion of LNAPL recovery, disconnect the tubing from the pump, secure the well and road box, and clean/decontaminate the pump and oil/water interface probe, prior to moving to the next location.
- Impacted tubing will either be containerized for proper disposal or left in well for reuse.

DNAPL

- Take and record the required measurements prior to commencing pumping.
- Cut a length of poly tubing (T1) that is long enough to extend to the bottom of the well including additional length to attach to the pump intake. Cut an additional length of poly tubing (T2) that will be connected to the discharge side of the

peristaltic pump silicone tubing that is long enough to extend from the pump to the NAPL collection container. Cut a length of silicone tubing (approximately 8-inches) for use in the peristaltic pump head.

- Insert the silicone tubing into the peristaltic pump head. Check the flow direction of the pump to ensure that the pump will be removing fluid and not pumping air into the well when removal begins.
- Insert T1 into the intake side of the silicone tubing. Lower the intake side into the well and secure in place just above the bottom of the well.
- Insert T2 into the discharge side of silicone tubing and secure to the NAPL collection container with a clamp.
- Turn pump flow rate to lowest setting. Turn the pump on and slowly begin to remove DNAPL from the well. DNAPL removal will be complete when the pump begins to discharge water. Use the oil/water interface meter to check the DNAPL thickness during the removal process. Take care not to pump an excessive amount of water.
- Once the DNAPL has been purged from the well, collect and preserve a sample if required, in accordance with laboratory standards.
- Following completion of DNAPL recovery, disconnect the tubing from the pump, secure the well and road box, and clean/decontaminate the pump and oil/water interface probe, prior to moving to the next location.
- Impacted tubing will either be containerized for proper disposal or left in well for reuse.

4.2.2 Sampling and Recovery via Double Check Valve Bailer:

LNAPL

- Take and record the required measurements prior to commencing bailing.
- Ensure the work area is covered in plastic sheeting to avoid potential spills of water and/or NAPL.
- Tie the bailer to a piece of string that will allow the bailer to reach just below the LNAPL layer. Use the oil/water interface meter to determine the appropriate depth.
- Using slow and controlled motions while lowering (and raising) the bailer to the appropriate depth, commence bailing LNAPL out of the well and draining the bailer directly into collection container.
- Once the LNAPL has been purged from the well, collect and preserve a sample, if required, in accordance with laboratory standards.

DNAPL

- Take and record the required measurements prior to commencing bailing.
- Ensure the work area is covered in plastic sheeting to avoid potential spills of water and/or NAPL.
- Tie the bailer to a piece of string that will allow the bailer to reach the bottom of the well.
- Using slow and controlled motions while lowering (and raising) the bailer to the bottom, commence bailing DNAPL out of the well and draining the bailer directly into collection container.
- Once the DNAPL has been purged from the well, collect and preserve a sample, if required, in accordance with laboratory standards.

4.3 Waste Management and Disposal

Investigation derived waste should be managed in accordance with GEI SOP SC-003. DNAPL waste management and disposal should be evaluated on a site by site basis.

4.4 Troubleshooting Information

If there are any performance problems with the oil/water interface probe which result in inability to achieve the proper measurements presented in Section 5.1, or if there are any problems with the peristaltic pump, consult the appropriate section of the probe instruction manual for the checkout and self-test procedures. If the problem persists, consult the manufacturer's customer service department immediately for further instructions.

Lower temperatures can affect the ability to pump and/or bail NAPL. Weather should be taken into consideration when scheduling gauging and recovery sampling events.

4.5 Data and Records Management

All information pertaining to maintenance of the oil/water interface probe and the peristaltic pump shall be maintained in the project file. Field measurements (depth to water, NAPL, etc.) and all calculations (NAPL column length, volume of NAPL, etc.) shall be recorded on the appropriate field data sheets or in the logbook consistent with GEI SOP Section 5.

4.6 Limitations

- NAPL gauging and recovery can be challenging and requires adaptive thinking. A variety of measurement and collection techniques may be necessary to properly execute the work.
- Exposure to NAPL can accelerate the required maintenance/replacement intervals for tools and equipment.

5. Health and Safety Considerations

The health and safety considerations for the work associated with this standard operation procedure, including both potential physical and chemical hazards, will be addressed in the site specific Health and Safety Plan (HASP). The collection and accumulation of NAPL presents the potential for significant hazards that need to be managed. A detailed JSA should be completed prior to the start of work.

6. References

U.S. EPA. Ground Water Issue: Dense Non-aqueous Phase Liquids, EPA/540/4-91-002, March 1991.

7. Contact

Jerry Zak (860) 368-5404 Glastonbury

STANDARD OPERATING PROCEDURE

GW-003 Low Flow (Low Stress) Groundwater Sampling

1. Objective

Describe methods to collect groundwater samples most likely to produce results that represent aquifer conditions.

Low-flow purging is limited to wells that, with sustained pumping, exhibit no continuous drawdown.

2. Execution

- Prior to groundwater sampling consult with the project manager to confirm that the type of pump is appropriate and consistent with the approved work plan.
- Record activities in the field notebook (see SOP FD-001 Field Notebook) and on a Monitoring Well Sampling Record such as the examples in Attachment A. Use a separate form for each sampling location and event. You may forego the forms and record all information in the field notebook if the Project Manager approves.
- Calibrate pH, temperature, Specific Conductance (SC), turbidity, Dissolved Oxygen (DO), and Oxidation-Reduction Potential (ORP) on the meter(s). Use calibration methods provided by the manufacturer of the equipment. Note that appropriate calibration for dissolved oxygen requires a water saturated air environment, along with measured temperature and barometric pressure.
- Begin with the monitoring well believed to have the least contaminated groundwater and proceed systematically to the well with the most contaminated groundwater. Check the well, the lock, and the locking cap for damage or evidence of tampering.
- Slowly and gently measure the depth to water with a water level probe and/or oil-water interface probe. Do not measure depth to well bottom at this time (wait until sampling has been completed). Measure water level in accordance with SOP GW-001 Water Level Measurement.
- Attach new polyethylene or Teflon lined tubing to the sampling pump and the flow-through cell that contains the meter probes.
- Slowly and gently insert new polyethylene or Teflon lined tubing to the pump intake (or use dedicated tubing that remains in the well) and to the middle of the saturated screened interval or to the pre-determined sampling depth.
- The tubing intake should be kept at least two (2) feet above the bottom of the well to prevent disturbance or suspension of any sediment or Non-Aqueous Phase Liquid (NAPL) present in the bottom of the well. Record the depth of the pump intake.

- If possible, position your sampling equipment and tubing so that it is in the shade. The goal is to minimize the effect of sunlight raising the temperature of water being collected.
- Start the pump on the lowest setting and increase slowly until flow begins. Adjust the pumping rate so that drawdown in the well is minimal (0.3 feet or less, is desirable but not mandatory). Use a pumping rate between 100 to 1,000 milliliters per minute (mL/min) (or approximately 0.1 to 1 quarts per minute). Measure flow rate on the pump or using a graduated container every 3 to 5 minutes and record. The minimum purge volume will be twice the combined volumes of the sampling string (i.e. pump, tubing, and flow-through cell).
- While purging, record water levels every 3 to 5 minutes and monitor and record the water quality indicator parameters: pH, temperature, specific conductance (SC), dissolved oxygen (DO), and turbidity. If specified in the field sampling plan also include ORP.
- Purging is complete when, after three consecutive measurements, the water quality parameters have stabilized as follows:
    - pH (+/- 0.1 standard units)
    - temperature (+/- 3%)
    - SC (+/- 3%)
    - turbidity (+/- 10% if >5 NTU; if 3 values are <5 NTU, consider the values as stabilized)
    - DO (+/-10% if >0.5 mg/L; if 3 values are <0.5 mg/L, consider the values as stabilized)
    - ORP (+/- 10 mV)
- Dispose of purge water according to the field plan.

Sample Collection:

- Following purge, remove the discharge tubing from the flow-through cell. Do not disturb pump and tubing between stabilization and sample collection.
- Fill sample containers directly from the sampling device in order of decreasing volatility (i.e., Volatile Organic Compounds (VOC) samples are collected first; see SOP SC-002 Sampling Handling). Fill all containers from the discharge end of the tubing. Collect samples at a flow rate equal to the steady state purge rate.
- If not using a dedicated pump, remove sampling device and decontaminate (see SOP QA-001 Equipment Decontamination). Discard used tubing.
- Store samples in a cooler on ice for transport to the laboratory.
- Measure depth to bottom of well.

- Secure the well cap.

3. Limitations

- Prior to departure for the field, obtain available information on well construction for use in field investigation (i.e., screen and riser material, well diameter and depth, screened interval, optimum sampling depth, etc.).
- If possible, when using dedicated equipment, install equipment into well at least 24 hours before sample collection to minimize disturbance of the water column and/or suspension of sediments or NAPL on bottom.
- If water quality indicator parameters do not stabilize after removing 3 to 5 well volumes or 2 hours, contact the Project Manager. Three options will be available: 1) continue purging until stabilization; 2) discontinue purging and do not sample; or 3) discontinue purging and sample.
- The key indicator parameter for VOCs is DO. The key indicator parameter for all other samples is turbidity.
- Fill all sample containers with minimal turbulence by allowing the groundwater to flow from the tubing gently down the inside of the container.
- Consult with the project manager before field filtering samples for metals if using low-flow sampling.
- Be aware of any preservatives in the sample bottles and handle with care, in accordance with the Health and Safety Plan.

4. References

Standard Reference for Monitoring Wells (April 19, 1991), Massachusetts DEP, DEP Publication No. WSC-310-91.

Reproducible Well-Purging Procedures and VOC Stabilization Criteria for Ground Water Sampling (1994), M.J. Barcelona, H. A. Wehram, and M.D. Varljen, Ground Water, Vol. 32, No. 1, 12-22.

Low-Flow Purging and Sampling of Ground Water Monitoring Wells with Dedicated Systems (1995), R.W. Puls, and C.J. Paul, Groundwater Monitoring and Review, Summer 1995 116-123.

Low Stress (Low Flow) Purging and Sampling Procedure for the Collection of Groundwater Samples from Monitoring Wells (2010), EQASOP-GW 001 Low Stress (Low Flow) SOP, Revision 3, U.S. Environmental Protection Agency, Region I, January 19, 2010.

Ground Water Sampling Procedure Low Stress (Low Flow) Purging and Sampling, (1998), Ground-Water Sampling SOP, Final, U.S. Environmental Protection Agency, Region II, March 16, 1998.

RCRA Ground-Water Monitoring: Draft Technical Guidance, (1993), U.S. Environmental Protection Agency, EPA/530-R-93-001.

To Filter, or Not to Filter, That is the Question, (1997), Special Topics Subcommittee Letter Report EPA-SAF-EEC-LTR-97-011, April 29, 1997, Meeting, U.S. Environmental Protection Agency, Science Advisory Board Environmental Engineering Committee, September 5, 1997.

Should Filtered or Unfiltered Groundwater and Surface Water Samples be Collected for the Risk Assessment?, (1995), MCP Q&A: Subparts I and J, Special #4, Bureau of Waste Site Cleanup, Massachusetts Department of Environmental Protection (DEP), February, 1995.

5. Attachments

Attachment A - Monitoring Well Sampling Record

6. Contacts

Brian Conte
Saskia Oosting

MONITORING WELL SAMPLING RECORD

PID Reading ____________ Job Name ____________

Job Number ____________ By ____________ Date ____________

Location ____________ Measurement Datum ____________

Well Number ____________

Pre-Development Information Time (start) ____________

Water Level ____________ Total Depth of Well ____________

One Purge Vol ____________ Three Well Volume ____________

Water Characteristics

Color ____________ ____ Clear ____ Cloudy

Odor ____ None ____ Weak ____ Moderate ____ Strong

Any films or immiscible material ____________

***Volume* (gal)**	**Time**	**pH**	**Temp (°C)**	**Spec. Conductance (µS/cm)**	**Turbidity (NTU)**	**DO Conc. (mg/L)**	**ORP (mV)**	**TDS**

Total Volume Removed (gal) ____________ pH ____________

Temperature (°C) ____________ Specific Conductance (µS/cm) ____________

DO Concentration (mg/L) ____________ ORP (mV) ____________

TDS ____________

Post Development Information

Time (Finished) ____________

Water Level ______________

Total Depth of Well ____________

Approximate Volume Removed (gal) ________________________________

Water Characteristics

Color ________________________ ____ Clear _____ Cloudy

Odor _____ None _____ Weak ____ Moderate _____ Strong

Any films or immiscible material ____

Comments

Low-Flow Groundwater Sampling Form

Project number and name ____________________ Sampling personnel ____________________ Sample date __________ Well ID __________

Well location description: ____________________

Well Construction

Well diameter ____________________

Well measurement point ____________________

Roadbox condition ____________________

Well screen interval ____________________

Well depth ____________________

Sampling Information

Initial depth to water ____________ Time: ____________

Sample intake depth ____________________

Pump type and ID ____________________

Stabilized flow rate ____________________

Stabilized flow rate = flow rate with no further drawdown

Samples Collected

VOCs 8260	☐
SVOCs 8270	☐
VPH	☐
EPH	☐
Metals	☐
PCBs	☐
Other	☐

Field values at time of sample collection:

Time: __________ Depth to water: __________

Sp.Cond. __________ mS/cm

DO __________ mg/L

ORP __________ mV

pH __________ s.u.

Temp. __________ °C

Turb. __________ NTU

Cumulative Time (min.)	Volume (gal)	Water depth (ft)	Temp. (°C)	Sp.Cond. (mS/cm)	D.O. (mg/L)	pH (s.u.)	ORP (mV)	Turb. (NTU)
Typical Groundwater Values			5 to 15	0.05 to 5	0 to 4	5 to 7	-100 to +500	aim for <10

Sample Information:

Sample ID ____________________

Sample Time: ____________________

Color: ____________________

Turbidity: ____________________

Field Filtered YES / NO Analyses: __________

Filter type: ____________________

Odor/Sheen/NAPL ____________________

Duplicate Collected YES / NO

If yes, duplicate ID: ____________________

Purge water disposal? to ground drummed other:

Well Volume Conversion:

Diam. (in)	Factor (gal/ft)
1	0.04
1.5	0.09
2	0.16
4	0.65
6	1.50

well volume =
3.14 x (r)^2 x 7.48 gal/ft
where r = 1/2 diameter in ft

Stabilization Criteria:

Sp.Cond. +/- 3%
DO +/- 10%
ORP +/- 10 mV
pH +/- 0.1 Std Units
Temp. +/- 3%
Turb. +/- 10% if values >1 NTU

Guidance:

1 Position tubing at midpoint of saturated screened interval

2 Minimize drop in water level and purge until parameters are stable

3 Disconnect flow thru cell during sampling

4 Call Project Manager if issues arise (e.g. stabilization takes more than 2 hrs, well goes dry, odd data).

5 For VPH and VOC samples, if stabilization flow rate is less than 200 ml/min, contact PM

Notes: ____________________

STANDARD OPERATING PROCEDURE

GW-004 pH and Temperature Measurement

1. Objective

Describe methods for measuring the pH and temperature of liquids using a combination pH/temperature meter.

2. Execution

Calibration

- Calibrate the meter according to the equipment manufacturer's instructions at the beginning of each day of use. Calibration for pH shall be performed using at least two buffer solutions. Solutions chosen should be similar to the expected pH of the liquids tested (pH 7 and 4 buffer solutions are preferred in most cases for groundwater or surface water measurements).
- Check calibration at the end of the day by reading the two solutions used in calibration. Also perform additional field checks as needed based on observed readings (i.e., inconsistent readings). Record measurements and time of measurement in the field book or sample sheet. If the readings are outside +/– 0.2 pH units, recalibrate the meter.

Sample Measurement

- Immediately prior to testing a sample, decontaminate testing container and probe assembly with one rinse of distilled water. Do not use methanol to rinse the probe. Methanol rinses could damage the probe.
- Gently dry the probe with a paper towel and shake beaker to remove excess solution. Visually inspect the bottom of the probe to ensure that liquid or sediment is not trapped between outer casing and probe.
- Pour the sample into the testing container and insert both temperature and pH probe. Stir sample for 30 seconds using both probes. Let the probes equilibrate in the sample solution for another 30 seconds. Measure and record the temperature. Measure and record pH reading after stabilization or 60 seconds, whichever is sooner. A reading has stabilized if pH units have not changed +/– 0.1 pH units during a 30 second period.
- Record pH to the nearest 0.1 unit and temperature to the nearest whole number.

3. Limitations

- Coatings and particulates may affect the response of the probe; more thorough cleaning using a weak alconox solution and distilled water rinse and gently wiping the probe surface with a paper towel may be required to clean the surface of the probe.

- Temperature affects both the response of the instrument to pH and the actual pH of the sample. The Automatic Temperature Compensation (ATC) function compensates for the variation in the response of the meter only. Therefore, the pH must always be reported with temperature.
- The probe is a fragile thin glass bulb surrounded on three sides by a plastic casing. Care must be taken in handling the probe to avoid breakage.
- Do not use buffer solutions past their expiration date.

4. References

Standard Methods for the Examination of Water and Wastewater, 18th Edition, Method 4500-H. American Public Health Association (1992).

5. Contacts

Brian Conte
Saskia Oosting

STANDARD OPERATING PROCEDURE

GW-005 Turbidity Measurement

1. Objective

Describe calibration and use of a Hach nephelometer/turbidimeter.

The meter is used to measure turbidity of liquids by quantifying how much light passes through them. Turbidiity readings are required to be read using a portable (e.g Hach) instrument directly from the tubing before going through the flow-through cell.

This SOP is specific to a Hach turbidimeter. Follow manufacturer's recommendations for other meters.

2. Execution

i. Turn the meter "ON".
ii. Rinse the sample cell 3 times with distilled water.
iii. Fill the cell to the fill line with distilled water and then cap the cell.
iv. Wipe off excess water and streaks with a non-abrasive lint-free paper or cloth (preferably lens paper).
v. Open the cover and insert the cell (arrow to the front) into the unit and close the cover.
vi. Press "READ" and wait for the 'light bulb' icon to go off. Record the reading.
vii. Using the Gelex standards, repeat steps above. Record all measurements (note anomalies).
viii. Fill the cell with sample liquid to the fill line (about 15 mL) and replace the cap on the cell.
ix. Wipe off excess water and any streaks with a non-abrasive lint-free paper or cloth (lens paper).
x. Press "I/O" and the instrument will turn on. Place the meter on a flat, sturdy surface. Do not hold the instrument while making measurements.
xi. Insert the sample cell, arrow to the front, in the instrument. Close the lid.
xii. Select manual or automatic range selection by pressing the range key.
xiii. Use signal average mode if the sample causes a noisy signal (display changes constantly). Select signal averaging mode by pressing the "Signal Average" key.
xiv. Press Read. The display will show "---- NTU" and then the turbidity in NTU. Record the result after the lamp symbol turns off.
xv. Rinse the cell with distilled water.
xvi. Confirm the validity of the sample measurement by double-checking with one of the Gelex standards.

xvii. Periodically check the turbidity meter during the day by using the Gelex secondary standards provided.

xviii. Perform a post calibration at the end of the day and record all measurements.

3. Limitations

If the turbidity measurements are for National Pollutant Discharge Elimination System (NPDES) reporting purposes, all samples with values above 40 NTU must be diluted with turbidity free water (e.g. distilled water) and sample turbidity is calculated by multiplying the reading of the diluted sample by the dilution factor.

4. References

Standard Methods for the Examination of Water and Wastewater, 18th Edition, Method 4500-H. American Public Health Association (1992).

5. Contacts

Brian Conte
Saskia Oosting

STANDARD OPERATING PROCEDURE

GW-006 Specific Conductance Measurement

1. Objective

Describe standard methods to measure conductivity of water using a field conductivity meter.

2. Execution

- Calibrate the meter according to equipment manufacturer's instructions at the beginning of each day of use. Calibration shall be performed using a standard KCl or other solution recommended by the manufacturer.
- Record the make, model, and serial or identification number of the instrument and calibration information in the field notebook.
- Check calibration at the end of the day by measuring the standard used in calibration and record in field book. Also perform additional field checks as needed based on observed readings (i.e., inconsistent readings). If the readings are outside +/- 0.02 mS/cm, the meter must be recalibrated. Initial calibration should be conducted under the same conditions (i.e., temperature, and location) of field testing.
- Immediately prior to testing a sample, decontaminate testing container and probe assembly with distilled water.
- Gently dry the probe with a paper towel and shake container to remove excess solution.
- Pour sample into the container and insert probe. Stir sample with the probe for approximately 10 seconds. Let the probe equilibrate in the sample solution for another 30 seconds. Measure conductivity and record in the field notebook.
- Record conductivity to the nearest whole number.

3. Limitations

- Oily coatings and particulates may affect the probe's response; more thorough cleaning using a weak alconox solution and distilled water rinse and gently wiping the probe surface may be required to clean the surface of the probe.
- If sample liquid is contaminated, (e.g. stained, conductance >0.75 mS/cm), rinse probe with distilled water immediately after measuring sample to minimize fouling of probe.
- Do not use calibration solutions past their expiration date.

4. References

Standard Methods for the Examination of Water and Wastewater, 18th Edition, Method 4500-H. American Public Health Association (1992).

5. Contact

Brian Conte
Saskia Oosting

STANDARD OPERATING PROCEDURE

GW-007 Dissolved Oxygen Measurement

1. Objective

Describe calibration and field use of dissolved oxygen meter.

2. Execution

- Place instrument in the intended operating position (vertical, tilted, or horizontal) before it is prepared for use and calibrated.
- Recalibration may be necessary when the instrument operating position is changed.
- Attach the prepared probe to the Probe connector of the instrument and adjust the retaining ring finger tight. Check that membrane is intact and check for presence of air bubbles under membrane. If bubbles are present or membrane is damaged, prepare probe again according to manufacturer's instruction.
- Place approximately 1/8 inch of water into the bottom of the calibration cup. Place the probe into the cup and engage only one thread of the calibration cup onto the probe to ensure that the DO probe is readily vented to the atmosphere. Make sure the DO and temperature probes are not in contact with the water. Wait approximately 10 minutes for the air in the calibration cup to become water saturated and for the temperature to equilibrate.
- Calibrate meter according to the procedures outline in the instrument manual. Calibrate probe to a zero oxygen solution provided by manufacturer, and water saturated air.
- The calibration procedure may require correction factors or input of site-specific barometric pressure and temperature. Correction factors can be found at:

  http://water.usgs.gov/owq/FieldManual/Chapter6/6.2_v2.1.pdf

- Otherwise, use appropriate instruments at the site to determine temperature and pressure.
- Perform Dissolved Oxygen Measurement using the following procedure:
  i. Submerge probe in flow-through chamber or water body.
  ii. Gently raise and lower probe in sample.
  iii. Allow sufficient time for probe to stabilize to sample temperature and dissolved oxygen.
  iv. Read and record the temperature and the value of the dissolved oxygen in mg/L.
  v. Document field analysis data and general observations in the field log book or groundwater sampling sheet.

3. Limitations

- Collect DO measurements in the field during sampling. Storing samples in containers will alter the DO concentration of the sample.
- Detection Limit (DL) = 0.1 mg/L for 0-10 mg/L range; do not record values less than Detection Limit: a zero reading is recorded < 0.1 mg/L.

4. References

Standard Methods for the Examination of Water and Wastewater, 18th Edition, Method 4500-H. American Public Health Association (1992).

5. Contacts

Brian Conte
Saskia Oosting

STANDARD OPERATING PROCEDURE

GW-008 Temporary Groundwater Sampling Points

1. Objective

To define the procedures for installation of temporary groundwater sampling points (hereafter referred to as well point) for measuring depth to groundwater and collecting groundwater samples. Well points may aid in the placement of permanent monitoring wells.

A well point is a small diameter (1-2 inch) probe constructed of continuously wrapped stainless steel or wrapped stainless steel gauze screen over perforated carbon steel pipe. No filter or gravel pack is used in the installation.

Well point installations are not the only type of temporary monitoring wells. Alternative temporarily well constructions should be discussed with the project manager and may be more appropriate based on-site conditions.

2. Execution

2.1. Installation

- The well point can be placed with the use of a conventional hollow-stem auger rig, Geoprobe®, slide hammer, jack hammer, rotary hammer, or by hand.

- The well point may be driven through the unsaturated zone only in known "clean" soils. Driving the well point through contaminated soil may carry contamination downward with the point resulting in analytical sample results which are biased high. In areas with contamination above the desired screening zone, the well points should be installed with the aid of either hollow-stem augers or Geoprobe®, to "case off" contamination from the upper layer.

- If the well point is to be installed in an oversized (20% larger than the well point) pre-drilled hole, the hollow-stem augers or bull drive point must be advanced to a point which is just above the targeted sample zone. The well point is then placed in the hole and advanced beyond the bottom of the hole by hammering or pushing into place. The use of pre-drilled holes will reduce clogging of well point screens when driving.

- If the well point is used for piezometeric data, make a survey mark on top of the casing as a reference point for water level measurements.

- Caution must be used when using well points in areas of contaminated soil. Possible cross contamination may be introduced to the screen as it passes through the zone of contamination.

2.2. Sampling Procedures

Development of a well point is not required prior to sampling. Sampling of groundwater or collecting piezometric data must be performed by one of several recommended methods described in this manual.

After sample collection, (See Groundwater Sampling SOP) the well point is removed by back hammering or pulling the tool out with the rig hydraulics.

3. References

ASTM D6001 - 05 Standard Guide for Direct-Push Water Sampling for Geoenvironmental Investigations

Standard Methods for the Examination of Water and Wastewater, 18th Edition, Method 4500-H. American Public Health Association (1992).

Ground Water and Wells. Johnson Division, UOP Inc.; St. Paul, Minn. 1982. p277-294.

Ground Water Manual - A Water Resources Technical Publication; U.S. Dept. of Interior, Bureau of Reclamation. Government Printing Office, Washington DC 1977.

Standard References for Monitoring Wells (April 1991), Commonwealth of Massachusetts Department of Environmental Protection, WSC-310-91.

4. Contacts

Brian Conte
Saskia Oosting

9. Soil Gas Sampling (SG)

- SG-001 General Guidance on Soil Vapor Intrusion Evaluations
- SG-002 Soil Vapor Sample Collection
- SG-003 Sub-slab Soil Vapor Sample Collection
- SG-004 Ambient Air Sample Collection

STANDARD OPERATING PROCEDURE

SG-001 General Guidance on Soil Vapor Intrusion Evaluations

1. Objective

The goal of a soil vapor intrusion evaluation is to assess whether complete exposure pathways of soil vapor to indoor air exist. A complete exposure pathway exists if vapors from constituents are migrating through various pathways into residential or commercial buildings at concentrations that may result in an unacceptable human health risk. If a complete exposure pathway does not exist, then further assessment of soil vapor intrusion is not required.

Depending on the status of investigation performed at the site it may be appropriate to approach an evaluation of soil vapor intrusion at different tiers. If little work has been performed relative to the potential for contaminants to affect soil vapor near a structure, then a screening level assessment is an appropriate first step. However, if a plume is well delineated and the potential for groundwater impacts, or nearby source material, to affect soil vapor near a potential receptor structure is well understood, then it may be more appropriate to directly develop and implement a soil vapor and/or indoor air sampling plan. To accommodate the potential varied states of knowledge when a vapor intrusion evaluation is required, a flexible approach is needed that incorporates the following elements.

- SOP SG-002 Soil Vapor Sample Collection
- SOP SG-003 Sub-Slab Soil Vapor Collection
- Indoor Air Sampling
- SOP SG-004 Ambient Air Sample Collection

Soil vapor intrusion evaluations should be approached on a site-specific basis and depending on the site-specific setting and proximity to impacted groundwater or source material, it may be appropriate to proceed in a hierarchical fashion through each tier of evaluation or a variety of tiers may be combined and implemented simultaneously. The SOPs presented in this SOP address each of these sampling procedures.

2. Execution

2.1. Implementation Triggers

Soil vapor intrusion evaluations may be implemented at various times based on event triggers throughout the Site Characterization (SC), Remedial Investigation (RI), and site remedial action plan. The following event triggers would require the implementation of this soil vapor intrusion investigation.

- Identification of a potential complete exposure pathway
- Private property owner request for sampling

- State or Federal administrative order

2.2. Factors Affecting Soil Vapor Intrusion

Prior to conducting a soil vapor intrusion assessment at a private property, an analysis of the factors contributing to the migration of soil vapor to indoor air should be conducted. The completion of this analysis should take into account the two types of factors: environmental and building factors.

2.2.1. Environmental Factors

Environmental factors include site specific conditions in the subsurface and above the ground surface that may affect the rate and direction at which soil vapor may migrate.

The soil and groundwater conditions between the contamination and the residential/commercial building should be evaluated and recorded in any soil vapor intrusion investigation. If the SC/RI has been completed, then the data are available for this review. If the SC/RI has not been completed, then at a minimum the nature and extent of impacted soil and/or groundwater between the site and the residential/commercial building should be defined.

After compiling the necessary site-specific data, that information should be reviewed to determine groundwater conditions at the site. The potential for man-made or natural preferential pathways for vapor migration in the vadose zone and/or for groundwater migration in the saturated zone should also be determined at this time.

- The depth to groundwater below the residential or commercial building will be determined. For example, in cases where groundwater intersects the foundation there is no vadose zone to collect a sub-slab sample. In cases where the groundwater is close to the foundation, there is a risk of causing/exacerbating groundwater intrusion through the foundation during periods of high groundwater.

Additional Site Observations

- Direction of groundwater flow from the contaminant source to the residential or commercial building;
- The location, depth, extent, and concentration of potential constituents in unsaturated soil and groundwater on the property; and,
- Presence of an overlying water bearing zone that does not have impacts beneath the residential or commercial building. An un-impacted shallow water zone will significantly retard or completely prohibit the potential for deeper impacted groundwater to affect soil vapor.
- Potential "smear zones" (residual non-aqueous phase liquid (NAPL) present at depths over which the water table fluctuates) should also be identified as they may also affect the rate of soil vapor migration.
- Location, depth, extent of NAPL, if present.

Soils which are highly organic, wet, and/or of low permeability should be identified. If these soils are present beneath a structure and above impacted groundwater or soil, they may effectively shield the building from potential vapor intrusion. Conversely, dry and porous soils underlying a building may provide a less inhibited soil vapor intrusion pathway. The limits of backfill surrounding residential or commercial building should be also noted.

2.2.2. Building Factors

Building Factors include the physical characteristics, such as structure, floor layout, air flow, and physical conditions. These conditions will be documented during the evaluation. The New York State Department of Health (NYSDOH) Center for Environmental Health's Indoor Air Quality Questionnaire and Building Inventory form is presented in Attachment A. At a minimum, the following information should be recorded.

- Building foundation construction characteristics (basement, footers, crawl spaces, etc), including potential preferential vapor intrusion pathways such as foundations cracks and utility penetrations.
- Basement wall materials (hollow block, stone, or poured concrete, etc.)
- Presence of an attached garage.
- Recent renovations to the building such as new paint or new carpet.
- Mechanical heating/cooling equipment that may affect air flow.
- Use and storage of petroleum products such as home heating oil storage tanks, underground storage tanks (USTs), or kerosene heaters.
- Recent use of petroleum-based finish or other products containing volatile organic compounds (VOCs).
- Areas of pavement on the property should also be identified in the event sub slab vapor sampling is not feasible or appropriate due to a high groundwater table. Paved areas could serve as surrogate locations in lieu of sub slab soil vapor sampling if high water table conditions exist.

The construction materials and integrity of the floor of the structure closest to the potential point of entry for soil vapor (basement level or first floor for slab-on-grade constructions) should be identified. In addition to the foundation type and integrity, this survey should note any preferential pathways (utility lines/pipes, sumps, etc.) that may exist within the bottom-most level of the structure.

The operation and presence of heating systems, including fireplaces and clothes dryers, may create a pressure differential between the structure and the outside environment, causing an increase of migration of soil vapor into the building. The NYSDOH guidance document suggests limiting indoor air sampling to the heating season (with the exception of immediate inhalation hazard situations), which is roughly defined as November 15th to March 31st. However, sampling may be completed at any time during the year for any sampling completed in response to a request by a community member. In situations where non-heating season sampling has taken place, consideration should be given to re-sampling the property within the heating season. The operation of HVAC systems should be noted on the building inventory form (Attachment A).

During the initial building assessment and visit, and again when sub-slab soil vapor and/or indoor air sampling are performed, differential pressure measurements between indoor air, ambient air, and soil vapor should be collected and recorded to document the potential effect building conditions have on soil vapor migration.

2.2.3. Property Visit

A property visit will be conducted prior to sampling. During the site visit, technical representatives will complete site visit observations, inventories and occupant questionnaire forms (Appendix A). During the course of the interview, observations will be made to identify any potential areas or issues of concern or the presence of any odors, and if sampling appears necessary, identify potential sampling points and general building characteristics. The questionnaire is also used to identify potential sources and activities that may interfere with sampling results. The questionnaire will specifically address the activities of the occupant's (e.g., smoking, work place activities) that may contribute to indoor air concentrations of volatile chemicals.

The responses to the questionnaire will be evaluated and a determination will be made as to whether additional investigation is required.

2.2.4. Chemical Inventory

The chemical inventory complements the identification of the building factors affecting soil vapor intrusion. The chemical inventory will identify the occurrence and use of chemicals and products throughout the building. These products can be used to develop an indoor environmental profile. A separate inventory should be prepared for each room on the floor being tested as well as any other indoor areas physically connected to the areas being tested. Inventories will include product names, chemical ingredients, or both. If possible, photographs of the products should be taken of the location and condition of the inventoried products and the photographic records should be indexed with the inventory records. The products inventory can also be used to document odors and if possible portable vapor monitoring equipment measurements should be taken and recorded. A product inventory will be repeated prior to each round of testing at the building. If available, the volatile ingredients should be recorded for each product. If the ingredients are not listed on the label, record the manufacturer's name and address or phone number if available. The product inventory form is presented in Attachment A.

2.2.5. Water Table Conditions and Vapor Intrusion Assessment Approach

Sub-slab soil vapor sampling is intended to evaluate the potential for vapor intrusion. However, there are circumstances where collection of sub-slab soil vapor samples may not be feasible if the water table is near, at, or above the elevation of a buildings foundation slab. An evaluation of the water table elevation relative to the building slab should be made before attempting to install a sub-slab vapor sampling point.

If the water table is found to be sufficiently below the building slab and sub-slab vapor sampling can be performed, then the following Low Water Table Scenario should be followed.

2.2.5.1. Low Water Table Scenario

If the water table elevation is lower than the basement slab, then the following samples should be collected.

- Sub-slab soil vapor samples
- Indoor air samples from basement level
- Indoor air samples from main living space (First floor)
- Outdoor ambient air sample

If the water table is deemed to be at too high of an elevation to allow sub-slab vapor sampling, then alternate means of evaluating the potential for vapor intrusion must be employed. If a building has a groundwater sump, the sump should be evaluated to determine if there is water present in the sump and if that water is representative of groundwater or if the water is stagnant. If water in the sump represents groundwater, then a sample from the sump should be collected. The High Water Scenario below summarizes the methods to evaluate potential vapor intrusion if sub-slab vapor sampling cannot be conducted due to high groundwater conditions.

2.2.5.2. High Water Table Scenario

If the water table elevation is higher than the basement slab, then the following tasks should be performed.

- Determine if a sump pump is present and actively pumping water.
- If sump is actively pumping, collect a sample of groundwater from the sump.
- Collect an indoor air sample from basement level.
- Collect an indoor air sample from main living space (first floor).
- Identify exterior soil vapor sample location near foundation (outside of foundation backfill) and preferably beneath a surrogate vapor cap (e.g. paved driveway, patio).
- Collect soil vapor samples from exterior soil vapor location
- Collect an outdoor ambient air sample.

3. References

USEPA modified Method TO-15 and helium via ASTM D-1945.

Section 2.7.1 of the New York State Department of Health (NYSDOH) Final Guidance for Evaluating Soil Vapor Intrusion in the State of New York*, dated October 2006.*

4. Attachments

Attachment A - NYSDOH Center for Environmental Health's Indoor Air Quality Questionnaire and Building Inventory Form

5. Contact

Chris Berotti

ATTACHMENT A

Off-Site Property Sampling Documentation Form

Property Location/Address: ______________________________

Property: _____________________________

Sampling Date: _____________________________

Property Location/Address: ______________________________
Property: ____________________________
Sampling Date: ____________________________

Preparer's Name: ______________________________ Date/Time Prepared: ______________

Preparer's Affiliation: ______________________________ Phone No.: ________________

Purpose of Investigation: ____

1. OCCUPANT Interviewed: Yes ☐ No ☐

Last Name: ____________________________ First Name: ___________________________

Address: ____

County: ______________________

Home Phone: __________________________ Office Phone: _________________________

Number of Occupants/persons at this location _______ Age of Occupants_________________

2. OWNER OR LANDLORD (Check if same as occupant __) Interviewed: Yes ☐ No ☐

Last Name: ____________________________ First Name: ___________________________

Address: ____

County: ______________________

Home Phone: __________________________ Office Phone: _________________________

3. CONTACT NAME (Check if same as Occupant ____, Owner ____)

Last Name: ____________________________ First Name: ___________________________

Address: ____

County: ______________________

Home Phone: __________________________ Office Phone: _________________________

4. PROPERTY LOCATION: ____

Relative to Site:

Direction ________ Direction to Nearest Cross Street: _________

Distance ________ Distance to Nearest Cross Street: _________

Surrounding Land Use:

North: ________________ East: ________________

South: ________________ West: ________________

Property Location/Address: ______________________________
Property: ____________________________
Sampling Date: ____________________________

5. **PROPERTY BOUNDARIES**

Delineate the boundaries of the property (on a separate project map, outline property location, private well location, septic/leachfield location, groundwater flow, compass direction, windrose.)

6. **BUILDING CONSTRUCTION**

Type of Building (Circle appropriate response)

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

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

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

If multiple units, how many? ________

If the property is commercial, type?

Business Type(s) ____________________________________

Does it include residences (i.e., multi-use)? Yes □ No □

If yes, how many? ______

Other characteristics:

Number of floors______ Building age______

Is the building insulated? Yes □ No □ How air tight? Tight / Average / Not Tight

Construction Material ___________________________________

7. **BASEMENT AND CONSTRUCTION CHARACTERISTICS**

Does the building have a basement and/or crawl space, or is it slab-on-grade construction?

____

Describe the construction of the basement/crawl space (Circle all that apply)

a. Above grade construction:	wood frame	concrete	stone	brick
b. Basement type:	full	crawlspace	slab	other ________

Property Location/Address: ______________________________
Property: _____________________________
Sampling Date: _____________________________

c. Basement floor:	concrete	dirt	stone	other ________
d. Basement floor surface:	uncovered	covered	covered with ____________	
e. Concrete floor:	unsealed	sealed	sealed with _____________	
	unpainted	painted	painted with ____________	
f. Foundation walls:	poured	block	stone	other ________
g. Foundation walls:	unsealed	sealed	sealed with _____________	
h. The basement is:	wet	damp	dry	moldy
i. The basement is:	finished	unfinished	partially finished	

Does your basement have a sump? Yes ☐ No ☐

Is, is there water in the sump? Yes ☐ No ☐

Describe sump conditions:____

____

Have you observed standing water in your basement? Yes ☐ No ☐

If so, what is the frequency of this observation? _____________During rain events? ☐

Have you observed sheen atop the standing water? Yes ☐ No ☐

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

Are there any cracks in the floor of your basement? Yes ☐ No ☐

Description: ____

____

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

Description: ____

____

What activities occur in the finished basement?

Description: ____

____

Approximately how many hours per day (or week) do you spend in your basement? __________

8. HEATING, VENTING AND AIR CONDITIONING

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

Property Location/Address: ______________________________
Property: ______________________________
Sampling Date: ______________________________

Hot Air Circulation	Hot Water Baseboard	Steam Radiation
Electric Baseboard	Heat Pump	Wood Stove
Space Heaters	Radiant Floor	Outdoor wood boiler

Unvented Kerosene Heater Other ______________________________

The primary type of fuel used is:

Fuel Oil	Natural Gas	Electric
Kerosene	Propane	Solar
Wood	Coal	Other? ____________________

Time of use of each type of heating? ____

Domestic hot water tank fueled by: ____

Boiler/furnace located in: Basement Outdoors Main Floor Other________________

Air conditioning: Central Air Window units Open Windows None

Are there air distribution ducts present? Yes ☐ No ☐

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

____
____
____
____

Type of insulation (e.g. blown, fiber, etc.)? ____

Does building have energy efficient windows (e.g. double paned) Yes ☐ No ☐

Was weather-stripping recently added/upgraded? Yes ☐ No ☐

Particleboard used in construction? Yes ☐ No ☐

9. OCCUPANCY

Property Location/Address: ______________________________
Property: _____________________________
Sampling Date: _____________________________

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

10. BULK PETROLEUM STORAGE

Aboveground storage tank on the property Yes ☐ No ☐

If yes, how old is tank? _______________ Condition? __________________

Last inspected? _______________ Location: ____________________

Describe conduits to building (type, location, and entry portal condition): _________________

____

Underground storage tank on the property. Yes ☐ No ☐

If yes, how old is tank? _______________ Condition? __________________

Last inspected? _______________ Location: ____________________

Describe conduits to building (type, location, and entry portal condition): _________________

____

11. WATER AND SEWAGE

Water Supply:

Public Water Drilled Well Driven Well Dug Well Other ______________

Is there use of groundwater water for irrigation purposes? Yes ☐ No ☐

Sewage Disposal:

Public Sewer Septic Tank Leach Field Dry Well Other ______________

12. FACTORS THAT MAY INFLUENCE INDOOR AIR QUALITY

a. Is there an attached garage? Yes ☐ No ☐

If not, is there a separate garage or carport? Yes ☐ No ☐

b. Does the garage have a separate heating unit? Yes ☐ No ☐ NA ☐

Property Location/Address: ______________________________
Property: _____________________________
Sampling Date: _____________________________

c. Are petroleum-powered machines or vehicles stored in the garage (e.g., lawnmower, ATV, car)
Yes ☐ No ☐ NA ☐ Please specify__________________

Is gasoline stored in the garage? Yes ☐ No ☐

Quantity? ________________

d. Has the building ever had a fire? Yes ☐ No ☐

When?_________________

e. Is a kerosene or unvented gas space heater present? Yes ☐ No ☐

Where? ________________

f. Is there a workshop or hobby/craft area? Yes ☐ No ☐

Where & Type? ________________

g. Is there smoking in the building? Yes ☐ No ☐

How frequently? _______________

h. Have cleaning products been used recently? Yes ☐ No ☐

When & Type? ________________

i. Have cosmetic products been used recently? Yes ☐ No ☐

When & Type? ________________

j. Has painting/staining been done in the last 6 months? Yes ☐ No ☐

Where & When? _______________

Is house paint stored inside? Yes ☐ No ☐

Where? _______________

k. Is there new carpet, drapes or other textiles? Yes ☐ No ☐

Where & When? _______________

l. Have air fresheners been used recently? Yes ☐ No ☐

When & Type? ________________

m. Is there a kitchen exhaust fan? Yes ☐ No ☐

If yes, where vented?____________

n. Is there a bathroom exhaust fan? Yes ☐ No ☐

If yes, where vented?____________

o. Is there a clothes dryer? Yes ☐ No ☐

If yes, is it vented outside? Yes ☐ No ☐

p. Has there been a pesticide/chemical fertilizer application? Yes ☐ No ☐

Property Location/Address: ______________________________
Property: ______________________________
Sampling Date: ______________________________

When & Type?____

Conducted by Owner or Private Yard Service ___________________________

Is yard waste/trash burned on-site? Yes ☐ No ☐

Do any of the building occupants use solvents at work? Yes ☐ No ☐

(e.g., chemical manufacturing or laboratory, auto mechanic or auto body shop, painting, fuel oil delivery, boiler mechanic, pesticide application, cosmetologist

If yes, what types of solvents are used? ____

If yes, are their clothes washed at work? Yes ☐ No ☐

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

Yes, Use dry-cleaning regularly (weekly) No

Use dry-cleaning infrequently (monthly or less) Unknown

Yes, work at a dry-cleaning service

Is there a radon mitigation system for the building/structure? Yes ☐ No ☐

Date of Installation: ____________

Is the system active or passive? Active ☐ Passive ☐

Are there any recent/past improvements to building? Yes ☐ No ☐

Interior painting? ____

Any landscaping improvements that involved bringing fill on site? Yes ☐ No ☐

Other ____

Approximately when (how long ago) did these improvements occur? ______________

Does anyone living here engage in any of the following activities or hobbies?

a. Art projects (e.g. oil painting, ceramics, pottery, stained glass, metal sculpture)

Yes ☐ No ☐

Name: ____________________________ Age: _________ Sex: _____________

Name: ____________________________ Age: _________ Sex: _____________

Property Location/Address: ______________________________
Property: ______________________________
Sampling Date: ______________________________

b. Furniture refinishing Yes ☐ No ☐

Name: ______________________________ Age: __________ Sex: ______________

Name: ______________________________ Age: __________ Sex: ______________

c. Model building(e.g. planes,boats,cars) Yes ☐ No ☐

Name: ______________________________ Age: __________ Sex: ______________

Name: ______________________________ Age: __________ Sex: ______________

d. Gardening Yes ☐ No ☐

Name: ______________________________ Age: __________ Sex: ______________

Name: ______________________________ Age: __________ Sex: ______________

e. Automotive work Yes ☐ No ☐

Name: ______________________________ Age: __________ Sex: ______________

Name: ______________________________ Age: __________ Sex: ______________

f. Ammunition reloading Yes ☐ No ☐

Name: ______________________________ Age: __________ Sex: ______________

Name: ______________________________ Age: __________ Sex: ______________

Is there a wood burning stove? Yes ☐ No ☐

If so, how frequently is it used?

____

____

Is there a barbeque grill? Yes ☐ No ☐

If so, how frequently is it used? What is the type of fuel?

____

____

Has the building ever had fumigation? Yes ☐ No ☐

Property Location/Address: ______________________________
Property: _____________________________
Sampling Date: _____________________________

If so, when and how frequently? Type?

____

____

13. ODOR SUMMARY

Have the occupants observed any unusual odors? ____________________________________

____

____

____

____

History of odor observation – date of onset, duration, severity, etc.

____

____

____

____

____

____

____

14. PRODUCT INVENTORY

Record the specific products found in building that have the potential to affect indoor air quality on the attached product inventory form.

15. INDOOR SKETCH

Draw a plan view sketch (on grid paper) of the basement, first floor, and any other floor where sampling was conducted in the building as well as any outdoor sample locations. Indicate air sampling locations, possible indoor air pollution sources and PID meter readings. If the building does not have a basement, please note.

Property Location/Address: ___________________________
Property: ___________________________
Sampling Date: ___________________________

Product Inventory
Off-Site Property Sampling Documentation
Soil Vapor Intrusion Investigation

Property Address:	**Performed by:**
Date of Inventory:	**Field Instrument Make & Model:**

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

Notes

* Describe the condition of the product containers as Unopened (UO), Used (U), or Deteriorated (D)

** Photographs of the front and back of product containers can replace the handwritten list of chemical ingredients. However, the photographs must be of good quality and ingredient labels must be legible.

STANDARD OPERATING PROCEDURE

SG-002 Soil Vapor Sample Collection

1. Objective

This procedure outlines the general steps to collect soil vapor samples. The site-specific Sampling and Analysis Work Plan should be consulted for proposed sample locations, sample depths, and sampling duration.

2. Execution

Permanent and temporary soil vapor probes should be installed using the procedures outlined below. All soil vapor probes should be installed using a direct-push drill rig (e.g., Geoprobe® or similar), hand auger, or manually using a slide hammer.

2.1. Document Field Conditions

Document pertinent field conditions prior to installation of any probe points.

- Record weather information (precipitation, temperature, barometric pressure, relative humidity, wind speed, and wind direction) at the beginning of the sampling event. Record substantial changes to these conditions that may occur during the course of sampling. The information may be measured with on-site equipment or obtained from a reliable source of local measurements (e.g., a local airport). Data should be obtained for the past 24 to 48 hours.
- If sampling near a commercial or industrial building, uses of volatile chemicals during normal operations of the facility should be identified.
- Outdoor plot sketches should be drawn that include the site, area streets, neighboring commercial or industrial facilities (with estimated distance to the site), outdoor air sampling locations (if applicable), and compass orientation (North);
- Any pertinent observations should be recorded, such as odors and readings from field instrumentation.

2.2. Soil Vapor Point Installation Specifications

Each soil vapor point should be constructed as follows:

- Six-inch stainless steel Geoprobe® AT86 series Permanent Implants (soil vapor screens) or equivalent and threaded to an (expendable) stainless steel anchor point.
- The implants should be fitted with inert Teflon or stainless steel tubing of laboratory or food grade quality.
- The annular space surrounding the vapor screen interval and a minimum of 6-inches above the top of the screen should be filled with a porous backfill

material (e.g., glass beads or coarse silica sand) to create a sampling zone 1 foot in length.

For temporary points, a hydrated bentonite surface seal should be created at the surface to minimize infiltration. For permanent points, the additional measures described below should be included.

- The soil vapor points should be sealed above the sampling zone with a bentonite slurry for a minimum distance of 3 feet (or to grade, whichever is smaller) to prevent ambient air infiltration.
- If needed, the remainder of the borehole should be backfilled with clean material.
- A protective casing should be set around the top of the point tubing and grouted in place to the top of the bentonite to minimize infiltration of water or ambient air, as well as to prevent accidental damage to the soil vapor point.
- The tubing top should be fitted with a Swagelok® and cap to prevent moisture and foreign material from infiltrating the tubing.

2.3. Soil Vapor Sample Collection

Soil vapor samples should be collected as indicated in the work plan and in accordance with applicable state or federal guidance documents. Specifically, samples from the points should be collected as follows:

- Permanent soil vapor points should not be sampled or purged for a minimum of 24 hours after installation. Temporary points may be purged and sampled immediately following installation.
- Document pertinent field conditions prior to sampling as described above.
- A suction pump should be used to remove a minimum of three implant volumes from the soil vapor points prior to sampling. Include the volume of any additional tubing added to affix sampling equipment and the annular space between the probe and the native material if sand or glass beads were used.
- The purge rate shall not exceed 0.2 liters per minute.
- Samples should be collected for volatile organic compounds (VOCs) in an individually laboratory certified clean 1-liter SUMMA® canister (or equivalent) using a certified flow controller calibrated for the anticipated sample duration (4 minutes). The regulator flow rate should not exceed 0.2 liters per minute.
- A helium tracer gas should be used to identify any potential migration or short circuiting of ambient air during sampling as described below.
- Remove the protective brass plug from the canister. Connect the pre-calibrated flow controller to the canister.
- Record the identification numbers for the canister and flow controller.
- Record the initial canister pressure on the vacuum gauge (check equipment-specific instructions for taking this measurement). A canister with a significantly different pressure than originally recorded by the testing

laboratory should not be used for sampling. Record these numbers and values on the chain-of-custody form for each sample.

- Connect the tubing from the soil vapor probe to the flow controller.
- Open the valve on the canister. Record the time that the valve was opened (beginning of sampling) and the canister pressure on the vacuum gauge.
- Photograph the canister and the area surrounding the canister.
- Monitor the vacuum pressure in the canister routinely during sampling.
- Stop sample collection when the canister still has a minimum amount of vacuum remaining. Check with the laboratory supplying the canister and flow controller for the ideal final vacuum pressure. Typically, the minimum vacuum is between 2 and 5 inches of mercury, but not zero. If there is no vacuum remaining, the sample should be rejected and collected again in a new canister.
- Record the final vacuum pressure and close the canister valve. Record the date and time that sample collection was stopped.
- Remove the flow controller from the canister and replace the protective brass plug.
- Attach labels/tags (sample name, time/date of sampling, etc.) to the canister as directed by the laboratory.
- Place the canister and other laboratory-supplied equipment in the packaging provided by the laboratory.
- Enter the information required for each sample on the chain-of-custody form, making sure to include the identification numbers for the canister and flow controller, and the initial and final canister pressures on the vacuum gauge.
- Samples should be analyzed for VOCs and naphthalene via modified USEPA modified Method TO-15 and helium via ASTM D-1945.
- Include the required copies of the chain-of-custody form in the shipping packaging, as directed by the laboratory. Maintain a copy of the chain-of-custody for the project file.
- Deliver or ship the samples to the laboratory as soon as practical.
- All laboratory analytical data should be validated by a data validation professional in accordance with the USEPA Contract Laboratory Program National Functional Guidelines for Organic Data Review, January 2005 and the USEPA Region II Standard Operating Procedure (SOP) for the Validation of Organic Data modified to accommodate the USEPA Method TO-15 and natural gas analysis by ASTM D-1945.

2.4. Tracer Gas Evaluation

The tracer gas evaluation provides a means to evaluate the integrity of the soil vapor probe seal and assess the potential for introduction of ambient air into the soil vapor sample.

A tracer gas evaluation should be conducted on the each temporary soil vapor probe to be sampled in a sampling event. A tracer gas evaluation should be conducted on the each permanent soil vapor probe during the initial sampling event and a minimum of 10% of the soil vapor probes during subsequent sampling events.

The following tracer gas evaluation procedure uses helium as a tracer gases which can be measured through laboratory analysis or by a portable detector.

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

- Make sure the chamber is suitably sealed to the ground surface.
- Introduce the tracer gas into the chamber. The chamber should have tubing at the top of the chamber to introduce the tracer gas into the chamber and a valved fitting at the bottom to let the ambient air out while introducing tracer gas. Close the valve after the chamber has been enriched with tracer gas at concentrations >10%.
- The chamber should have a gas-tight fitting or sealable penetration to allow the soil vapor sample probe tubing to pass through and exit the chamber.
- After the chamber has been filled with tracer gas, attach the sample probe tubing to a pump that should be pre-calibrated to extract soil vapor at a rate of no more than 0.2 liters per minute. Purge the tubing using the pump. Calculate the volume of air in the tubing and probe and purge one to three tubing/probe volumes prior collecting an analytical sample or using a portable device to measuring the tracer gas concentration.
- Samples collected from vapor points during a tracer gas evaluation should be analyzed for VOCs and naphthalene via modified USEPA modified Method TO-15 and helium via ASTM D-1945.
- Alternately, a tracer gas detector may be used to verify the presence of the tracer gas in the chamber by affixing it to the valve fitting at the bottom of the chamber. The tracer gas detector may also be used to measure the tracer gas concentration in the pump exhaust during purging. If used, then record the tracer gas concentrations in the chamber and in the soil vapor sample.
- Based on the concentrations of the tracer gas detected during analysis or direct measurement, determine whether additional gas tracer evaluations are necessary.

If the evaluation on a probe indicates a high concentration of tracer gas in the sample (>10% of the concentration of the tracer gas in the chamber), then the surface seal is not sufficient and requires improvement via repair or replacement prior to commencement subsequent sample collection.

A non-detectable level of tracer gas is preferred, however, if the evaluation on a probe indicates a low potential for introduction of ambient air into the sample (<10% of the concentration of the tracer gas in the chamber), then proceed with the soil vapor sampling. While lower concentrations of tracer gas are acceptable, the impact of the detectable leak on sample results should be evaluated in the sampling report.

3. References

USEPA modified Method TO-15 and helium via ASTM D-1945

Section 2.7.1 of the New York State Department of Health (NYSDOH) Final Guidance for Evaluating Soil Vapor Intrusion in the State of New York*, dated October 2006.*

4. Contact

Chris Berotti

STANDARD OPERATING PROCEDURE

SG-003 Sub-slab Soil Vapor Collection

1. Objective

This procedure outlines the general steps to collect sub-slab soil vapor samples. The site-specific Sampling and Analysis Work Plan should be consulted for proposed sample locations, sample depths, and sampling duration.

2. Execution

Permanent and temporary sub-slab soil vapor probes will be installed using the procedures outlined below. All sub-slab soil vapor probes will be installed using a direct-push drill rig (e.g., Geoprobe® or similar), hand auger, or manually using a slide hammer.

2.1. Document Field Conditions

Document pertinent field conditions prior to installation of any probe locations.

- Record weather information (precipitation, temperature, barometric pressure, relative humidity, wind speed, and wind direction) at the beginning of the sampling event. Record substantial changes to these conditions that may occur during the course of sampling. The information may be measured with on-site equipment or obtained from a reliable source of local measurements (e.g., a local airport). Data should be obtained for the past 24 to 48 hours. Record the indoor conditions (temperature, heating/cooling system active, windows open/closed, etc.).
- Measure the differential pressure at the building. Measure the indoor and outdoor barometric pressure using a high resolution device. Where possible, measure the sub-slab barometric pressure at the sampling point.
- If sampling near a commercial or industrial building, uses of volatile chemicals during normal operations of the facility should be identified.
- Indoor floor plan sketches should be drawn that include the floor layout with sampling locations, chemical storage areas, garages, doorways, stairways, location of basement sumps or subsurface drains and utility perforations through building foundations, heating, ventilating and air conditioning (HVAC) system air supply and return registers, compass orientation (North), footings that create separate foundation sections, and any other pertinent information should be completed;
- Outdoor plot sketches should be drawn that include the building site, area streets, outdoor air sampling locations (if applicable), compass orientation (north), and paved areas.
- Any pertinent observations should be recorded, such as odors and readings from field instrumentation.

2.2. Sub-Slab Soil Vapor Point Installation Specifications

Each sub-slab soil vapor point will be constructed as follows:

- Drill an approximately 3/8-inch hole through the slab. If necessary, advance the drill bit 2-3 inches into the sub-slab material to create an open cavity.
- Using dedicated inert Teflon or stainless steel tubing of laboratory or food grade quality, insert the inlet of the tubing to the specified depth below the slab. For permanent installation, only stainless steel tubing and fittings will be used.
- For permanent point installations, the annular space surrounding the vapor probe tip will be filled with a porous backfill material (e.g., glass beads or coarse silica sand) to cover 1-inch of the above the tip of the probe.
- Seal the annular space between the hole and the tubing using an inert non-shrinking sealant such as melted 100% beeswax, permagum grout, putty, etc. For permanent installations, cement may be used.
- For permanent points, a protective casing will be set around the top of the point tubing and grouted in place minimize infiltration of water or ambient air, as well as to prevent accidental damage to he permanent point.
- The tubing top will be fitted with a Swagelok® and cap to prevent moisture and foreign material from infiltrating the tubing.

In cases where sub-slab sampling is impractical or infeasible, a surrogate location (attached garage, concrete patio, asphalt driveway, etc.) may be used if it is representative of sub-slab conditions. In surrogate locations, the vapor sampling point may be installed in accordance with SOP SG-002 Soil Vapor Collection.

2.3. Sub-Slab Soil Vapor Sample Collection

Sub-slab soil vapor samples will be collected as indicated in the site-specific Sampling and Analysis Work Plan and in accordance with state or Federal guidance documents. Specifically, sub-slab samples from the points will be collected as follows:

- Document pertinent field conditions prior to sampling as described above.
- A suction pump will be used to remove one to three implant volumes from the sub-slab soil vapor points prior to sampling. Include the volume of any additional tubing added to affix sampling equipment and the annular space between the probe and the native material if sand or glass beads were used.
- The purge rate shall not exceed 0.2 liters per minute.
- Samples will be collected in an individually laboratory certified clean 1-liter SUMMA® canister (or equivalent) using a certified flow controller calibrated for the anticipated sample duration (4 minutes). The regulator flow rate will not exceed 0.2 liters per minute.
- A helium tracer gas will be used to identify any potential migration or short circuiting of ambient air during sampling as described below.

- Remove the protective brass plug from the canister. Connect the pre-calibrated flow controller to the canister.
- Record the identification numbers for the canister and flow controller.
- Record the initial canister pressure on the vacuum gauge (check equipment-specific instructions for taking this measurement). A canister with a significantly different pressure than originally recorded by the testing laboratory should not be used for sampling. Record these numbers and values on the chain-of-custody form for each sample.
- Connect the tubing from the sub-slab soil vapor probe to the flow controller.
- Open the valve on the canister. Record the time that the valve was opened (beginning of sampling) and the canister pressure on the vacuum gauge.
- Photograph the canister and the area surrounding the canister.
- Monitor the vacuum pressure in the canister routinely during sampling.
- Stop sample collection when the canister still has a minimum amount of vacuum remaining. Check with the laboratory supplying the canister and flow controller for the ideal final vacuum pressure. Typically, the minimum vacuum is between 2 and 5 inches of mercury, but not zero. If there is no vacuum remaining, the sample will be rejected and collected again in a new canister.
- Record the final vacuum pressure and close the canister valve. Record the date and time that sample collection was stopped.
- Remove the flow controller from the canister and replace the protective brass plug.
- Attach labels/tags (sample name, time/date of sampling, etc.) to the canister as directed by the laboratory.
- Place the canister and other laboratory-supplied equipment in the packaging provided by the laboratory.
- Enter the information required for each sample on the chain-of-custody form, making sure to include the identification numbers for the canister and flow controller, and the initial and final canister pressures on the vacuum gauge.
- Samples will be analyzed for volatile organic compounds (VOCs) and naphthalene via modified USEPA modified Method TO-15 and helium via ASTM D-1945
- Include the required copies of the chain-of-custody form in the shipping packaging, as directed by the laboratory. Maintain a copy of the chain-of-custody for the project file.
- Deliver or ship the samples to the laboratory as soon as practical.
- All laboratory analytical data will be validated by a data validation professional in accordance with the USEPA Contract Laboratory Program National Functional Guidelines for Organic Data Review, January 2005 and the USEPA Region II Standard Operating Procedure (SOP) for the Validation of Organic Data modified to accommodate the USEPA Method TO-15 and natural gas analysis by ASTM D-1945.

2.4. Tracer Gas Evaluation

The tracer gas evaluation provides a means to evaluate the integrity of the sub-slab soil vapor probe seal and assess the potential for introduction of indoor air into the sub-slab soil vapor sample. A tracer gas evaluation should be conducted on the each temporary sub-slab soil vapor probe to be sampled in a sampling event. A tracer gas evaluation should be conducted on the each permanent sub-slab soil vapor probe during the initial sampling event and a minimum of 10% of the sub-slab soil vapor probes during subsequent sampling events.

The following tracer gas evaluation procedure uses helium as a tracer gases which can be measured through laboratory analysis or by a portable detector.

- Retain the tracer gas around the sub-slab sample probe by filling an air-tight chamber (such as a plastic bucket) positioned over the sample location.
- Make sure the chamber is suitably sealed to the ground surface.
- Introduce the tracer gas into the chamber. The chamber will have tubing at the top of the chamber to introduce the tracer gas into the chamber and a valved fitting at the bottom to let the ambient air out while introducing tracer gas. Close the valve after the chamber has been enriched with tracer gas at concentrations >10%.
- The chamber will have a gas-tight fitting or sealable penetration to allow the sub-slab soil vapor sample probe tubing to pass through and exit the chamber.
- After the chamber has been filled with tracer gas, attach the sample probe tubing to a pump that will be pre-calibrated to extract sub-slab soil vapor at a rate of no more than 0.2 lpm. Purge the tubing using the pump. Calculate the volume of air in the tubing and purge one to three tubing volumes prior collecting an analytical sample or using a portable device to measuring the tracer gas concentration.
- Samples collected from vapor points during a tracer gas evaluation will be analyzed for VOCs and naphthalene via modified USEPA modified Method TO-15 and helium via ASTM D-1945.
- Alternately, a tracer gas detector may be used to verify the presence of the tracer gas in the chamber by affixing it to the valve fitting at the bottom of the chamber. The tracer gas detector may also be used to measure the tracer gas concentration in the pump exhaust during purging. If used, then record the tracer gas concentrations in the chamber and in the soil vapor sample.
- Based on the concentrations of the tracer gas detected during analysis or direct measurement, determine whether additional gas tracer evaluations are necessary:

If the evaluation on a probe indicates a high concentration of tracer gas in the sample (>10% of the concentration of the tracer gas in the chamber), then the surface seal is not sufficient and requires improvement via repair or replacement prior to commencement subsequent sample collection.

A non-detectable level of tracer gas is preferred; however, if the evaluation on a probe indicates a low potential for introduction of ambient air into the sample (<10% of the concentration of the tracer gas in the chamber), then proceed with the soil vapor sampling. While lower concentrations of tracer gas are acceptable, the impact of the detectable leak on sample results should be evaluated in the sampling report.

3. References

USEPA modified Method TO-15 and helium via ASTM D-1945.

Section 2.7.1 of the New York State Department of Health (NYSDOH) Final Guidance for Evaluating Soil Vapor Intrusion in the State of New York, dated October 2006.

4. Contact

Chris Berotti

STANDARD OPERATING PROCEDURE

SG-004 Ambient Air Sample Collection

1. Objective

Describe procedures to collect ambient air samples. The site-specific Work Plan should be consulted for proposed sample locations and sampling duration.

2. Execution

2.1. Document Field Conditions

Document pertinent field conditions prior to sample collection:

- Record weather information, if available (such as precipitation, temperature, barometric pressure, relative humidity, wind speed, and wind direction) at the beginning of the sampling event. Record substantial changes to these conditions that may occur during the course of sampling. The information may be measured with on-site equipment or obtained from a reliable source of local measurements (e.g., a local airport). Data should be obtained for at least the past 12 hours.
- If sampling near a commercial or industrial building, uses of volatile chemicals during normal operations of the facility should be identified.
- Outdoor plot sketches should be drawn that include the site, area streets, neighboring commercial or industrial facilities (with estimated distance to the site), outdoor air sampling locations (if applicable), and compass orientation (North).
- Any pertinent observations should be recorded, such as odors and readings from field instrumentation.

2.2. Sample Collection

- Samples should be collected in laboratory-certified clean SUMMA® canister (or equivalent) using a flow controller calibrated for the anticipated sample duration (1-hour, 8-hour, etc.). The regulator flow rate should not exceed 0.2 liters per minute.
- Place the canister at the sampling location. If the sample is collected from breathing height (e.g., 3 to 5 feet above ground), then mount the canister on a stable platform such that the sample inlet should be at the proper height.
- Remove the protective brass plug from canister. Connect the pre-calibrated flow controller to the canister.
- Record the identification numbers for the canister and flow controller.
- Record the initial canister pressure on the vacuum gauge (check equipment-specific instructions for taking this measurement). A canister with a significantly different pressure than originally recorded by the testing laboratory should not be used for sampling. Record these numbers and values on the chain-of custody form for each sample.

- Connect the tubing to the flow controller.
- Open the valve on the canister. Record the time that the valve was opened (beginning of sampling) and the canister pressure on the vacuum gauge.
- Photograph the canister and the area surrounding the canister.
- If possible, monitor the vacuum pressure in the canister routinely during sampling. During monitoring, note the vacuum pressure on the gauge.
- Stop sample collection after the scheduled duration of sample collection but make sure that the canister still has a minimum amount of vacuum remaining. Check with the laboratory supplying the canister and flow controller for the ideal final vacuum pressure. Typically, the minimum vacuum is between 2 and 5 inches of mercury, but not zero. If there is no vacuum remaining, call the laboratory and discuss the sample viability with them. Determine whether another sample will be taken after sharing the laboratory's opinion with your project manager.
- Record the final vacuum pressure and close the canister valves. Record the date and time that sample collection was stopped.
- Remove the flow controller from the canister and replace the protective brass plug.
- Attach labels/tags (sample name, time/date of sampling, etc.) to the canister as directed by the laboratory.
- Place the canister and other laboratory-supplied equipment in the packaging provided by the laboratory.
- Enter the information required for each sample on the chain-of-custody form, making sure to include the identification numbers for the canister and flow controller, and the initial and final canister pressures on the vacuum gauge.
- Include the required copies of the chain-of-custody form in the shipping packaging, as directed by the laboratory. Maintain a copy of the chain-of-custody for the project file.
- Deliver or ship the samples to the laboratory as soon as practical.

3. References

USEPA modified Method TO-15 and helium via ASTM D-1945

Section 2.7.1 of the New York State Department of Health (NYSDOH) Final Guidance for Evaluating Soil Vapor Intrusion in the State of New York*, dated October 2006.*

4. Contacts

Chris Berotti
Bill Simons

10. Quality Control – Quality Assurance (QA)

- QA-001 Equipment Decontamination
- QA-002 Field Quality Control Procedures

GEI Consultants

STANDARD OPERATING PROCEDURE
QA-001 Equipment Decontamination

1. Objective

This SOP describes methods used to decontaminate reusable sampling equipment for projects that require collection of organic and inorganic analytical samples. The goal is to minimize cross-contamination between samples. This maximizes confidence that field samples will be representative of specific locations and conditions.

Refer to the work plan or project manager to determine if different decontamination methods are acceptable.

2. Execution

- All contractor-provided equipment (augers, rods, spoons, backhoe buckets) should be decontaminated by steam cleaning or pressure washing prior to coming on site. If there is doubt about cleanliness of drilling tools, they should be decontaminated before use at the site.
- Sampling equipment decontamination is a sequential procedure consisting of the following steps:
    - Alconox-solution wash (or equivalent non-phosphate detergent)
    - Potable water rinse
    - A ten percent reagent grade nitric acid wash should be used to strip potential inorganic contaminants from sampling devices.
    - Laboratory grade 100 percent methanol, should be used to strip potential organic contaminants from sampling devices.
    - Three distilled/deionized water rinses.
- Alconox solution is a mixture of approximately 1 cup of Alconox per 1 gallon of potable water. Alconox solution wash requires scrubbing the equipment with a brush soaked in Alconox solution to remove visible contamination or dirt from sampling devices.
- Split-spoon samplers must be decontaminated prior to collecting each sample. The procedure follows:
    - Overall wash and scrub in a bucket of Alconox solution
    - Potable water rinse.
    - 10% nitric rinse
    - 100% laboratory grade methanol rinse
    - Three distilled-water rinses.

  The same procedure is applied to all devices that may contact soil or groundwater slated for analytical samples - spoons and knifes used to inspect or sample soils; water level indicators; oil/water interface probes.

Equipment used for well development of multiple wells must be decontaminated between wells.

Pumps and tubing should be flushed using a minimum of one gallon of Alconox-solution followed by a gallon of potable water. Some projects may require methanol (in much lower quantities) and distilled water instead of or in addition to the Alconox-solution and potable water.

For pumps and tubing, a final rinse of the sampling equipment may be performed with the water being sampled.

Equipment blanks measure the effectiveness of the decontamination procedures. Blanks should be collected per guidance provided in QA-002, Field Quality Control Samples.

3. Limitations

- Do not store the deionized/distilled water in polyethylene bottles, use Nalgene, glass, or Teflon. Polyethylene may leach phthalates.
- Do not attempt to decontaminate string or rope - replace it.
- Due to eye and skin absorption hazards, safety glasses and gloves must be worn when handling decontamination solvents.
- Decontamination procedures may also require modification based on state or federal requirements.
- Steam cleaning or pressure washing with potable water is generally an acceptable decontamination method for drilling equipment (i.e., augers). Check with the work plan.
- Dedicated equipment need not be decontaminated beyond initial decontamination prior to field use.

4. References

Environmental Response Team (ERT), US EPA. Sampling Equipment Decontamination, SOP No. 2006, Revision 0.0. August 11, 1994.

US EPA Region 9. Sampling Equipment Decontamination, SOP No. 1230, Revision 1.September 1999.

5. Contacts

Brian Conte
Bill Simons

STANDARD OPERATING PROCEDURE

QA-002 Field Quality Control Samples

1. Objective

Field Quality Control (QC) samples are used to monitor the reproducibility and representativeness of field sampling. The QC samples are handled, transported, and analyzed in the same manner as the associated field samples. QC samples may include trip blanks, equipment blanks, and field duplicates.

2. Execution

2.1. Trip blanks

- Used to monitor possible sources of contamination from transport, storage, inadequate bottle cleaning, or laboratory methodologies.
- Sample containers filled at the laboratory with analyte-free water are transported to and from the site, and are not opened until time of analysis.
- Trip blanks are stored with the sample containers prior to and after field activities and remain with the collected samples until analyzed.
- Generally, one trip blank per volatiles analysis (e.g. volatile organic compounds) shipment.
- Consider submitting a trip blank when sample shipment is by Fed Ex or other large carrier, or laboratory courier.
- Trip blanks should be recorded in the field notebook and on the chain-of-custody that same as all other samples.

2.2. Equipment blanks

- Equipment blanks (also known as equipment rinsate blanks) are used to monitor possible sources of contamination associated with sample collection. Monitors on-site sampling environment, sampling equipment decontamination, sample container cleaning, the suitability of sample preservatives and analyte-free water, and sample transport and storage conditions
- Equipment blanks are collected by pouring laboratory supplied or distilled or deionized water over sampling tools that have been decontaminated per the work plan, into sample containers.
- Equipment blanks are stored with the associated field samples until submitted for analysis.
- Generally collected when site conditions indicate site related contamination is a concern. Check project-specific work plan and/or quality assurance project plan for required frequency.
- Prepare equipment blanks immediately after the equipment is cleaned in the field and before leaving the sampling site.
- Prepare equipment blanks by rinsing the decontaminated sampling equipment set with the appropriate type of analyte-free water and collecting the rinse water in appropriate sample containers.

- If a potable water rinse is the typical final step, collect the equipment blank with analyte-free water after the potable water rinse.
- Equipment blanks should be recorded in the field notebook and on the chain-of-custody that same as all other samples.

2.3. Field Duplicates

- Used to evaluate the precision and representativeness of the sampling procedures.
- Field duplicates are two samples collected from the same location using the same procedures. Both samples are submitted to the laboratory as individual samples with different sample identification.
- Field duplicates from groundwater sampling for all analyses except volatiles analysis are collected by alternating filling sample containers from the same sampling device. Field duplicates for volatiles analysis are filled sequentially.
- Soil or sediment field duplicates are collected by homogenizing the sample for all analyses except volatiles. The homogenized sample is then divided into two equal portions and placed in separate sample containers. Field duplicates for volatile analysis are collected at two adjacent sampling locations.
- Each sample is assigned different sample identifications.
- Field duplicates are generally collected at frequency of 1/20 samples. Check project-specific work plan and/or quality assurance project plan for required frequency.
- All field QC samples should be labeled in the field and submitted “blind” to the laboratory – as if they are separate, primary samples.
- Field duplicates should be recorded in the field notebook and on the chain-of-custody that same as all other samples.
-

2.4. Matrix-Spike samples (MS/MSD)

- Matrix spike and matrix spike duplicate samples (MS/MSDs) are environmental samples that are spiked in the laboratory or in the field with a known concentration of a target analyte(s) to verify percent recoveries.
- Matrix spike and matrix spike duplicate samples are primarily used to check sample matrix interferences. They can also be used to monitor error due to laboratory bias and poor precision. However, a data set of at least three or more results is necessary to statistically distinguish between laboratory performance and matrix interference.
- Generally, the laboratory is required to extract and analyze MS or MS / MSDs at a minimum frequency of 5% of samples being analyzed for the target analyte(s). If the project or client criteria require an MS or MS/MSD, collect sufficient volume in the appropriate containers, and designate the sample to be used as the MS or MS/MSD on the chain of custody.
- Calculate the percent recovery for all spiked analytes for both the MS and MSD. For MS/MSDs also calculate the relative percent difference (RPD). The

RPD for each spiked analyte is calculated using the amount detected not percent recovery. If your data will be subjected to validation, the % recovery and the RPD will generally be determined by the validator.

2.5. Typical QA/QC Frequency

- QA/QC frequency is determined by project, client or regulatory criteria and should be verified prior to sample collection. Generally, QA/QC samples are collected according to the frequency described below:

Duplicate Samples	One per sampling event, one per 10 samples collected, or one every two weeks, whichever comes first.
Equipment Blanks	For each equipment type that is not dedicated or disposable - one per sampling event, one per 20 samples collected, or one every two weeks, whichever comes first.
Trip Blanks	One per sample delivery group, or in each cooler containing VOC soil or aqueous samples, depending on project.
MS or MS / MSDs	One MS or MS/MSD per sampling event, one per 20 samples collected, or one every two weeks, whichever comes first.

3. Limitations

- Trip blanks must never be opened in the field.
- Trip blanks are usually for VOCs only because less volatile compounds are not likely to cross-contaminate other samples by simply being in close proximity.
- Laboratory-grade water must be used during the collection of equipment blanks.
- Field duplicates must have different sample identifications.

4. References

Test Methods for Evaluating Solid Waste, Physical/Chemical Methods (November 1986), U.S. Environmental Protection Agency Department of Solid Waste, Washington, D.C.

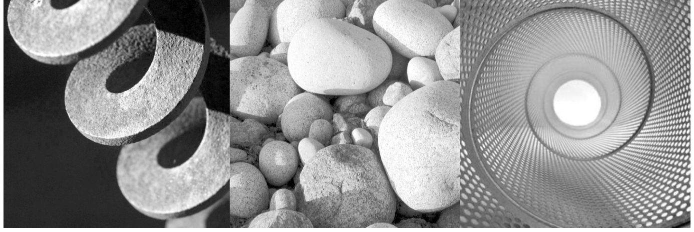
U.S. Environmental Protection Agency Office of Emergency and Remedial Response, 1990, Quality assurance/quality control guidance for removal activities: EPA/540/G-90/004, Sampling QA/QC Plan and Data Validation Procedures Interim Final, April, 1990.

5. Contact

Brian Conte
Pat King

Appendix D

Quality Assurance Project Plan (QAPP)



Consulting
Engineers and
Scientists

Quality Assurance Project Plan

355 Food Center Drive, Bronx, New York

Site No. C203099

Submitted to:

New York State Department of Environmental Conservation
Division of Environmental Remediation
Remedial Bureau B
625 Broadway, 12th Floor
Albany, NY 12233-7020

Submitted by:

GEI Consultants, Inc., P. C.
1385 Broadway
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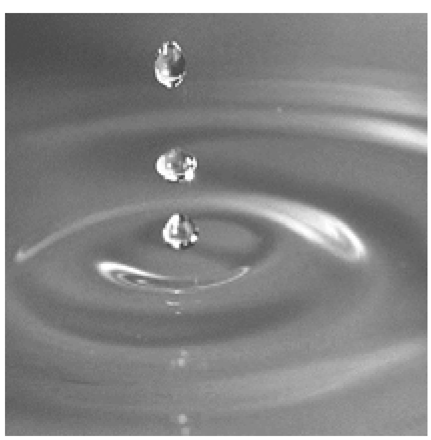
October 2018



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Abbreviations and Acronyms

ASP	Analytical Service Protocol
BOD	Biological Oxygen Demand
CAS	Chemical Abstracts Service
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHMM	Certified Hazardous Materials Manager
CMS	Chip Measurement System
CLP	Contract Laboratory Protocol
COC	Chain Of Custody
COD	Chemical Oxygen Demand
DQO	Data Quality Objective
DO	Dissolved Oxygen
DUSR	Data Usability Summary Report
ELAP	Environmental Laboratory Approval Program
EPA	United States Environmental Protection Agency
FSP	Field Sampling Plan
GC/MS	Gas Chromatography/Mass Spectroscopy
GEI	GEI Consultants, Inc.
H2M	H2M Labs, Inc.
LCS	Labortory Control Sample
LEL	Lower Explosive Limit
LEP	Licenced Environmental Professional (Connecticut)
MDL	Method Detection Limit
MPH	Master of Public Health
MS	Matrix Spike
MSD	Matrix Spike Duplicate
NTU	Nephelometric Turbidity Unit
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
ORP	Oxidation Reductioin Potential
PAH	Polycyclic Aromatic Hydrocarbon
PCE	Perchloroethylene (also know as tetrachloroethene)
PID	Photoionization Detector
PM	Project Manager
PQL	Practical Quantification Limit
QA	Quality Assurance
QAPP	Quality Assurance Project Plan
QC	Quality Control
RCRA	Resource Conservation Recovery Act
RIWP	Remedial Investigation Work Plan
RL	Reporting Limit
RPD	Relative Percent Difference
RSD	Relative Standard Deviation
SD	Standard Deviation
SOP	Standard Operating Procedures

SVOC	Semi-volatile Organic Compound
TAL	Target Analyte List
TCL	Target Compound List
TCL+30	Target Compound List Plus 30
TCLP	Toxicity Characteristic Leaching Procedure
TIC	Tentatively Identified Compounds
TOC	Total Organic Carbon
USDOT	United States Department of Transporation
VOC	Volatile Organic Compound

Quality Assurance Glossary

"Alteration" means altering a sample collected for analysis in any way other than by adding a preservative, such as nitric acid to lower pH. Examples of alteration include, but are not limited to: filtering, settling and decanting, centrifuging and decanting, and acid extracting.

"Analytical Services Protocol" or "ASP" means the NYSDEC's compendium of approved EPA and NYSDEC laboratory methods for sample preparation and analysis and data handling procedures.

"Correlation Sample" means a sample taken, when using a field-testing technology, to be analyzed by an ELAP-certified laboratory to determine the correlation between the laboratory and field analytical results.

"Confirmatory Sample" means a sample taken after remedial action is expected to be complete to verify that the cleanup requirements have been met. This term has the same meaning as "post remediation sample."

"Contract laboratory program" or "CLP" means a program of chemical analytical services developed by the United States Environmental Protection Agency (EPA) to support CERCLA.

"Data Usability Summary Report, (DUSR)" is a document that provides a thorough evaluation of the analytical data to determine whether or not the data, as presented, meets the site/project specific criteria for data quality and use.

"Effective solubility" means the theoretical aqueous solubility of an organic constituent in groundwater that is in chemical equilibrium with a separate phase mixed product (product containing several organic chemicals). The effective solubility of a particular organic chemical can be estimated by multiplying its mole fraction in the product mixture by its pure phase solubility.

"Environmental Laboratory Accreditation Program" or "ELAP" means a program conducted by the New York State Department of Health (NYSDOH), which certifies environmental laboratories through onsite inspections and evaluation of principles of credentials and proficiency testing.

"Filtration" means the filtering of a groundwater or surface water sample, collected for metals analysis, at the time of collection and prior to preservation. Filtering includes, but is not limited to, the use of any membrane, fabric, paper or other filter medium, irrespective of pore size, to remove particulates from suspension.

"**Final delineation sample**" means a sample taken as an endpoint sample, used to make a decision regarding the extent of contamination at a site, which is to be analyzed by an ELAP-certified laboratory.

"Intermediate Sample" means a sample taken during the investigation process that will be followed by another sampling event to confirm that remediation was successful or to confirm that the extent of contamination has been defined to below a level of concern.

"Method detection limit" or "MDL" means the minimum concentration of a substance that can be measured and reported with a 99 percent confidence that the analyte concentration is greater than zero and is determined from the analysis of a sample in a given matrix containing the analyte.

"Minimum reporting limit" means the lowest concentration at which an analyte can be detected and which can be reported with a reasonable degree of accuracy. It is the lowest concentration that can be measured, a lab-specific number, developed from minimum detection limits, and is also referred to as the practical quantitation limit (PQL).

"Nephelometric Turbidity Unit" or "NTU" is the unit by which turbidity in a sample is measured.

"Non-targeted compound" means a compound detected in a sample using a specific analytical method that is not a targeted compound, a surrogate compound, a system monitoring compound, or an internal standard compound.

"Practical quantitation level" or "PQL" means the lowest quantitation level of a given analyte that can be reliably achieved among laboratories within the specified limits of precision and accuracy of a given analytical method during routine laboratory operating conditions.

"Preservation" means preventing the degradation of a sample due to precipitation, biological action, or other physical/chemical processes between the time of sample collection and analysis. The most common examples involve refrigeration at 4 degrees Celsius and lowering sample pH by the addition of acid to keep dissolved metals in solution or to reduce the biodegradation of dissolved organic analytes.

“PAH” means polycyclic aromatic hydrocarbon as defined by USEPA Method 8270.

“Quality assurance” or “QA” means the total integrated program for assuring the reliability of monitoring and measurement data, which includes a system for integrating the quality planning, quality assessment, and quality improvement efforts to meet data end-use requirements.

“Quality assurance project plan” or “QAPP” means a document, which presents in specific terms the policies, organization, objectives, functional activities, and specific quality assurance/quality control activities designed to achieve the data quality goals or objectives of a specific project or operation.

“Quality control” or “QC” means the routine application of procedures for attaining prescribed standards of performance in the monitoring and measurement process.

“Semi-volatile organic compound” or “SVOC” means compounds amenable to analysis by extraction of the sample with an organic solvent. For the purposes of this section, semi-volatiles are those target compound list compounds identified in the statement of work in the current version of the EPA Contract Laboratory Program.

“Target analyte list” or “TAL” means the list of inorganic compounds/elements designated for analysis as contained in the version of the EPA Contract Laboratory Program Statement of Work for Inorganics Analysis, Multi-Media, Multi-Concentration in effect as of the date on which the laboratory is performing the analysis. For the purpose of this chapter, a Target Analyte List scan means the analysis of a sample for Target Analyte List compounds/ elements.

“Targeted compound” means a hazardous substance, hazardous waste, or pollutant for which a specific analytical method is designed to detect that potential contaminant both qualitatively and quantitatively.

“Target compound list plus 30” or “TCL+30” means the list of organic compounds designated for analysis (TCL) as contained in the version of the EPA "Contract Laboratory Program Statement of Work for Organics Analysis, Multi-Media, Multi-Concentration" in effect as of the date on which the laboratory is performing the analysis, and up to 30 non-targeted organic compounds (plus 30) as detected by gas chromatography/mass spectroscopy (GC/MS) analysis. For the purposes of this chapter, a Target Compound List+30 scan means the analysis of a sample for Target Compound List compounds and up to 10 non-targeted volatile organic compounds and up to 20 non-targeted semi-volatile organic compounds using GC/MS analytical methods. Non-targeted compound criteria should be pursuant to the version of the EPA “Contract Laboratory Program Statement of Work for

Organics Analysis, Multi-Media, Multi-Concentration" in effect as of the date on which the laboratory is performing the analysis.

"Tentatively identified compound or TIC" means a chemical compound that is not on the target compound list but is detected in a sample analyzed by a GC/MS analytical method. TICs are only possible with methods using mass spectrometry as the detection technique. The compound is tentatively identified using a mass spectral instrumental electronic library search and the concentration of the compound estimated.

"Unknown compound" means a non-targeted compound which cannot be tentatively identified. Based on the analytical method used, the estimated concentration of the unknown compound may or may not be determined.

"Volatile organic compounds" or "VOC" means organic compounds amenable to analysis by the purge and trap technique. For the purposes of this chapter, analysis of volatile organics means the analysis of a sample for either those priority pollutants listed as amenable for analysis using EPA method 624 or those target compounds identified as volatiles in the version of the EPA "Contract Laboratory Program Statement of Work for Organics Analysis, Multi-Media, Multi-Concentration" in effect as of the date on which the laboratory is performing the analysis.

"**Waste oil"** means used and/or reprocessed engine lubricating oil and/or any other used oil, including but not limited to: fuel oil, engine oil, gear oil, cutting oil, transmission fluid, oil storage tank residue, animal oil, and vegetable oil, which has not subsequently been refined.

"Well development" means the application of energy to a newly installed well to establish a good hydraulic connection between the well and the surrounding formation. During development, fine-grained formation material that may have infiltrated the sand pack and/or well during installation is removed, allowing water from the formation to enter the well without becoming turbid and unrepresentative of groundwater in the formation.

1. Purpose

GEI Consultants, Inc. P.C. (GEI) has prepared this Quality Assurance Project Plan (QAPP) to address analytical groundwater, soil and soil vapor sampling at the Meat Market Parcel, Bronx, New York (the Site). The QAPP is a companion document and attachment to the *Remedial Investigation Work Plan (RIWP)*. The QAPP presents the project scope and goals, organization, objectives, sample handling procedures and Quality Assurance Quality Control (QA/QC) procedures associated with the site.

Furthermore, this QAPP identifies project responsibilities, prescribes guidance and specifications to make certain that:

- Samples are identified and controlled through sample tracking systems and chain-of-custody (COC) protocols.
- Field and laboratory analytical results are valid and usable by adherence to established protocols and procedures.
- All aspects of the investigation, from field to laboratory are documented to provide data that are technically sound and legally defensible.

The requirements of this QAPP apply to all contractor activities as appropriate for their respective tasks.

This QAPP was prepared based upon guidance provided by the United States Environmental Protection Agency (EPA) and New York State Department of Environmental Conservation (NYSDEC) including:

- *DER-10, Technical Guidance for Site Investigation and Remediation.* New York State Department of Environmental Conservation. *May 3, 2010.*
- *Analytical Service Protocol,* New York State Department of Environmental Conservation. *July 2005.*
- *US EPA Requirements for Quality Assurance Project Plans for Environmental Data Operations (EPA QA/R-5, March 2001).*
- *Guidance for Quality Assurance Project Plans (EPA QA/G-5, December 2002).*

2. Project Goals and Objectives

A RIWP has been developed to develop a remedial analysis of the 355 Food Center Drive BCP Site (Meat Market) located om Food Center Drive in the borough of Bronx, New York (Site). Soil will be sampled and analyzed for TCL VOCs, TCL SVOCs, TAL Metals, PCBs, and Cyanide. Groundwater samples will be collected and analyzed for TCL VOCs, TCL SVOCs, TAL Metals, PCBs, total and free cyanide, and emerging contaminants (PFAS and 1,4-dioxane). Soil vapor samples will be collected and analyzed for BTEX and naphthalene.

The RIWP program will include:

- Soil borings
- Soil vapor probes
- Groundwater monitoring well installations
- Soil field screening
- Soil analytical sampling
- Soil vapor sampling
- Groundwater analytical sampling

3. Project Organization and Responsibility

GEI is responsible for the implementation of the scope of work associated with the RIWP, including the supervision of contractors, field activities, and the evaluation and interpretation of data. GEI will perform the sampling activities and coordinate submittal of samples to testing laboratories. The project organization and key personnel for GEI are listed below:

In-House Consultant: Errol Kitt

Program Manager: Gary Rozmus

Project Manager: Kevin McCarty

Field Team Leader: Stacey Ng

Quality Assurance Officer: Jaimie Wargo

GEI Corporate Health & Safety Officer: Steven Hawkins, CSP

Data Manager: Brian Skelly

The primary responsibilities of each of these personnel are described in the following table.

Key Project Personnel and Responsibilities		
Position	**GEI Personnel**	**Areas of Responsibilities**
In-House Consultant	Errol Kitt	▪ Provide strategic guidance of project activities ▪ Client contact regarding strategic issues ▪ Review of project deliverables
Program Manager	Gary Rozmus	▪ Overall program oversight ▪ Project management ▪ Project schedule ▪ Client contact regarding project related issues ▪ Personnel and resource management ▪ Review of project submittals ▪ Budgeting
Project Manager	Kevin McCarty	▪ Client contact regarding project related issues ▪ Coordination of contractors ▪ Technical development and implementation of RIWP and related documents ▪ Personnel and resource management ▪ Preparation and review of project submittals ▪ Budgeting
Field Team Leader	Stacey Ng	▪ Client contact regarding project related issues on day to day basis as part of field operations ▪ Coordination of contractors ▪ Implementation of RIWP and Field Sampling ▪ Plan personnel and resource management ▪ Preparation of project submittals

Key Project Personnel and Responsibilities		
Position	**GEI Personnel**	**Areas of Responsibilities**
Quality Assurance Officer	Jaimie Wargo	▪ QA/QC for sampling and laboratory performance
Data Manager	Brian Skelly	▪ Manage raw data from the laboratory ▪ Maintain copies of COCs in the project file

Chemtech, located in Mountainside, New Jersey, has been selected to perform the following standard analytical chemistry parameters for soil, soil vapor and groundwater samples including:

- Volatile Organic Compounds (VOCs) according to EPA Method 8260
- Semi-Volatile Organic Compounds (SVOCs) according to EPA Method 8270
- Target Analyte List (TAL) Metals according to EPA Method 6010B/7471A
- Polychlorinated Biphenyls (PCBs) according to EPA Method 8082A
- Total Cyanide according to EPA Method 9012B
- Pesticides according to EPA Method 8081B (offsite soil and groundwater samples only)
- Per- and Polyfluoroalkyl Substances (PFAS) in groundwater according to EPA Method 537/ISO 25101
- 1,4-dioxane in groundwater according to EPA Method 8270-SIM
- Full analyte list according to EPA Method TO-15

Chemtech's relevant certifications are summarized in the following table.

Chemtech Certifications		
Location	Responsible Agency	Certification
New York	New York State Department of Health	Environmental Laboratory Approval Program (ELAP) for potable water/non-potable water, solid and hazardous waste Contract Laboratory Protocol (CLP): 11376
	New York State Department of Conservation	July 2005 Analytical Service Protocol (ASP)
United States	United States Environmental Protection Agency	CLP-Lab: CHEMMED [VOCs/SVOCs/Inorganics/Pesticides/ PCBs/Herbicides/Cyanide]

Table 1 provides a summary of soil, soil vapor, and groundwater analyses while **Table 2** provides a summary of quality assurance samples, holding times, and analysis for each media.

4. Quality Assurance Objectives

This section establishes the QA objectives for measurements that are critical to the project. The QA objectives are developed for relevant data quality indicators. These indicators include the method detection limit (MDL), reporting limit (RL), precision, accuracy, completeness, representativeness, and comparability. The data quality objectives (DQOs) are based on project requirements and ensure: (1) that the data generated during the project are of known quality and (2) that the quality is acceptable to achieve the project's technical objectives.

Quantitation Limits are laboratory-specific and reflect those values achievable by the laboratory performing the analyses. However, in order to ensure that the analytical methodologies are capable of achieving the DQOs, measurement performance criteria have been set for the analytical measurements in terms of accuracy, precision, and completeness. The analytical methods to be used at this site will provide a level of data quality and can be used to evaluate potential impacts to soil, soil vapor, and groundwater compared to New York State Standards, Criteria and Guidance values, and for purposes of risk assessment.

The overall QA objective is to develop and implement procedures for field sampling, chain-of-custody, laboratory analysis, and reporting which will provide results that are scientifically valid, and the levels of which are sufficient to meet DQOs. Specific procedures for sampling, chain of custody, laboratory instruments calibration, laboratory analysis, reporting of data, internal quality control, and corrective action are described in other sections of the QAPP.

The data quality indicators are presented in subsections 4.1 through 4.6. Procedures to assess the data quality indicators are given below in Section 13.

4.1 Required Quantification Limit

The required quantification limit is the quantitative analytical level for individual analytes needed to make decisions relative to the objectives of the project. Quantitative limits may be expressed as the MDL or some quantitative level defined in terms relative to the program. It should be noted that there is some ambiguity in the definitions and use of terms that define quantification limits. The MDL presented herein is a well-defined and accepted entity, although attainable only under ideal laboratory conditions.

Method Detection Limit: The MDL is the minimum concentration of a substance that can be measured and reported with 99 percent confidence that the analyte concentration is greater than zero. MDL is determined from analysis of a sample in a given matrix type containing the analyte.

Practical Quantitation Limit: The practical quantitation limit (PQL) [also referred to as the reporting limit (RL)] is the concentration in the sample that corresponds to the lowest concentration standard of the calibration curve.

4.2 Accuracy

Accuracy is the closeness of agreement between an observed value and an accepted reference value. The difference between the observed value and the reference value includes components of both systematic error (bias) and random error.

Accuracy in the field is assessed through the adherence to all field instrument calibration procedures, sample handling, preservation, and holding time requirements, and through the collection of equipment blanks prior to the collection of samples for each type of equipment being used (e.g., sample liners, drilling shoe, or stainless–steel sampling implements).

The laboratory will assess the overall accuracy of their instruments and analytical methods (independent of sample or matrix effects) through the measurement of “standards,” materials of accepted reference value. Accuracy will vary from analysis to analysis because of individual sample and matrix effects. In an individual analysis, accuracy will be measured in terms of blank results, the percent recovery (%R) of surrogate compounds in organic analyses, or %R of spiked compounds in matrix spikes (MSs), matrix spike duplicates (MSDs) and/or laboratory control samples (LCSs). This gives an indication of expected recovery for analytes tending to behave chemically like the spiked or surrogate compounds.

4.3 Precision

Precision is the agreement among a set of replicate measurements without consideration of the “true” or accurate value: i.e., variability between measurements of the same material for the same analyte. In environmental sampling, precision is the result of field sampling and analytical factors. Precision in the laboratory is easier to measure and control than precision in the field. Replicate laboratory analyses of the same sample provide information on analytical precision; replicate field samples provide data on overall measurement precision. The difference between the overall measurement precision and the analytical precision is attributed to sampling precision. Precision is measured in a variety of ways including statistically, such as calculating variance or standard deviation. The difference between the overall measurement precision and the analytical precision is attributed to sampling precision.

Precision in the field is assessed through the collection and measurement of field duplicates. Field duplicates will be collected at a frequency of one per twenty investigative samples per matrix per analytical parameter, with the exception of the waste characterization parameters. Precision will be measured through the calculation of relative percent differences (RPDs) as described below in subsection 13.2. The resulting information will be used to assess sampling and analytical variability. Duplicate samples are described below in subsection 5.1.3. **Table 2** summarizes the number of duplicates per media sampled.

Precision in the laboratory is assessed through the calculation of RPD for duplicate samples. For organic analyses, laboratory precision will be assessed through the analysis of MS/MSD samples and field duplicates. For the inorganic analyses, laboratory precision will be assessed through the analysis of matrix duplicate pairs and field duplicate pairs. MS/MSD samples or matrix duplicate pairs will be performed at a frequency of one per twenty primary samples per matrix. Duplicate samples are described below in subsection 5.1.3. **Table 2** summarizes the number of duplicates per media sampled.

4.4 Completeness

Completeness is a measure of the amount of valid data obtained from a measurement system compared to the amount that was expected to be obtained under normal conditions. "Normal conditions" are defined as the conditions expected if the sampling plan was implemented as planned. The objective for completeness is a sufficient amount of valid data to achieve a predetermined statistical level of confidence. Critical samples must be identified and plans must be formulated to secure requisite valid data for these samples.

Field completeness is a measure of the amount of 1) valid measurements obtained from all the measurements taken in the project and 2) valid samples collected. The field completeness objective is greater than 90 percent.

Laboratory completeness is a measure of the amount of valid measurements obtained from all valid samples submitted to the laboratory. The laboratory completeness objective is greater than 95 percent.

To ensure that these percentages are met, materials for crucial parameters will be retained if re-sampling is required and strict adherence to holding times will be required.

4.5 Representativeness

Representativeness is a qualitative parameter that expresses the degree to which data accurately and precisely represents either a characteristic of a population, parameter variations at a sampling point, a process condition, or an environmental condition within a defined spatial and/or temporal boundary. To ensure representativeness, the sampling locations have been selected to provide coverage over a wide area and to highlight potential trends in the data.

Representativeness is dependent upon the proper design of the sampling program and will be satisfied by ensuring that any future work plans are followed and that proper sampling, sample handling, and sample preservation techniques are used.

Representativeness in the laboratory is ensured by using the proper analytical procedures, appropriate methods, and meeting sample-holding times.

4.6 Comparability

Comparability is a qualitative parameter that expresses the confidence with which one data set can be compared to another. Comparability is dependent upon the proper design of the sampling program and will be satisfied by ensuring that the RIWP is followed and that proper sampling techniques are used. Maximization of comparability with previous data sets is expected because the sampling design and field protocols are consistent with those previously used.

Comparability is dependent on the use of recognized EPA or equivalent analytical methods and the reporting of data in standardized units. To facilitate data comparison, the data-reporting format as presented below will be used:

- Conventions (units reported as): for solids (weight/unit weight [i.e., mg/kg]); for liquids (weight/unit volume [i.e., µg/L]); for air (weight/unit volume [i.e., µg/m3]).
- Use common chemical name with corresponding chemical abstracts service (CAS) code.
- Report all data for soils on a dry-weight basis.

5. Sampling Plan

Environmental sampling will include subsurface soil, purifier waste and groundwater. Direct push (Geoprobe®) will be the method used for obtaining subsurface soil samples. Groundwater samples will be collected utilizing low-flow sampling methods. Sampling methods and procedures are presented in the Field Sampling Plan (FSP) of the RIWP.

5.1 Sample Type, Location, and Frequency

5.1.1 Soil Samples

Subsurface soil samples will be collected using the Geoprobe® drilling method. The depth, location and number of soil borings will be specified in a job specific Work Plan. Surface soil samples will also be collected in the 0-2 inch interval. Soil samples will be collected and submitted for laboratory analysis in general accordance with the RIWP and FSP (Appendix C). Probes will be advanced throughout the site to evaluate the horizontal and vertical extent of impacts, assess the condition of soils to be left onsite, evaluate potential sources, and assist in the presentation of remedy recommendations. A summary of soil vapor samples and analysis is presented in **Table 1.**

5.1.2 Groundwater Samples

Low-flow groundwater samples will be collected from the permanent on-site and temporary off-site monitoring wells. Groundwater samples will be collected and submitted for laboratory analysis in general accordance with the RIWP and FSP. Water quality parameters including temperature, pH, turbidity, salinity, dissolved oxygen (DO), oxidation reduction potential (ORP), and specific conductance, will be collected prior to laboratory analysis. A summary of groundwater samples and analysis is presented in **Table 1**.

5.1.3 Soil Vapor Samples

Soil vapor samples will be collected and submitted for laboratory analysis in general accordance with the RIWP. Soil vapor samples will be collected and submitted for laboratory analysis in general accordance with the RIWP and FSP. A summary of soil vapor samples and analysis is presented in **Table 1.**

5.1.4 Field QC Sample Collection

Field QC samples are used to monitor the reproducibility and representativeness of field sampling activities. The field QC samples are handled, transported and analyzed in the same manner as the associated field samples. Field QC samples will include equipment blanks, trip blanks, field duplicates and MS/MSDs. The quantity, field QC sample type and analysis is detailed on **Table 2**.

Equipment Blank Samples are used to monitor the adequacy of decontamination procedures and possible sources of contamination such as potential laboratory methodologies. Equipment blanks will consist of laboratory-supplied, distilled or de-ionized water and will be used to check for potential contamination of the equipment which may cause sample contamination. Equipment blanks will be collected by routing the distilled water through a decontaminated piece of sampling equipment or disposable sampling equipment into laboratory supplied bottles. Non-dedicated field equipment will be decontaminated as specified below in subsection 5.3. Equipment blanks will be submitted to the laboratory at a frequency of one per 20 samples per matrix per type of equipment being used per parameter. Equipment blanks will only be collected if non-dedicated sampling equipment is used.

Trip Blank Samples will consist of analyte free water and will be prepared by the laboratory. Trip blanks are used to assess the potential for VOC contamination of samples due to contaminant migration during sample shipment and storage. Trip blanks will be transported to the project location unopened, stored with the site characterization samples, and kept closed until analyzed by the laboratory. Trip blanks will be submitted to the laboratory at a frequency of one per cooler which contains samples submitted for VOC analysis.

Field Duplicate Samples, also referred to as blind duplicate samples, are two samples that are submitted from the same interval using the same sample procedures. Field duplicates will be used to assess the sampling and analytical reproducibility. Both samples are collected utilizing the same methods and are submitted for the same laboratory analysis however different sample identification numbers are used. Field duplicates will be submitted at a frequency of one per 20 samples for all matrices and all parameters.

MS/MSD Samples are two additional aliquots of the same sample submitted for the same parameters as the original sample. However, the additional aliquots are spiked with the compounds of concern. Matrix spikes provide information about the effect of the sample matrix on the measurement methodology. MS/MSDs will be submitted at a frequency of one per 20 investigative samples per matrix for organic and inorganic parameters. MS/MSDs will not be completed for waste characterization sampling activities.

Refer to **Table 2** for a summary of QC sample preservation and container requirements.

5.2 Sample Preservation and Containerization

The analytical laboratory will supply the sample containers for the chemical samples. These containers will be cleaned by the manufacturer to meet or exceed all analyte specifications established in the latest EPA's Specifications and Guidance for Contaminant-Free Sample Containers. Certificates of analysis are provided with each bottle lot and maintained on file to document conformance to EPA specifications. The containers will be pre-preserved, where appropriate. Sample preservation and containerization details are outlined in **Table 2**.

5.3 Equipment Decontamination

All non-dedicated sampling equipment shall be cleaned between each use in the following manner:

- Wash/scrub with a biodegradable degreaser ("Simple Green") if there is oily residue on equipment surface.
- Tap water rinse.
- Wash and scrub with Alconox (or non-phosphate soap) and water mixture.
- Tap water rinse.
- Equipment will be wrapped in polyethylene plastic or aluminum foil for storage or transportation from the designated decontamination area to the sampling location, where appropriate.

6. Documentation and COC

6.1 Sample Collection Documentation

6.1.1 Field Notes

Field notes documenting field activities will be maintained in a field notebook in general accordance with the FSP. Field logbooks will provide the means of recording the chronology of data collection activities performed during the investigation. The logbook will be a bound notebook with water-resistant pages. Logbook entries will be dated, legible, and contain accurate and inclusive documentation of the activity. No erasures or obliterations of field notes will be made. If an incorrect entry is made, the information will be crossed out with a single strike mark, which is signed and dated by the sampler. The correction shall be written adjacent to the error.

6.1.2 COC Records

Sample custody is discussed in detail below in subsection 6.2. COC records are initiated by the samplers in the field. The field portion of the custody documentation should include:

- The project name
- Signature(s) of sampler (s) responsible for sample custody
- Sample ID number
- Date and time of collection
- Whether the sample is grab or composite
- Names of individuals involved in sampling
- Air bill or other shipping number (if applicable)

On a regular basis (daily or on such a basis that all holding times will be met), samples will be transferred to the custody of the respective laboratories, via third-party commercial carriers or via laboratory courier service. Sample packaging and shipping procedures, and field COC procedures are described below in subsection 6.2.1 of this Plan. Sample receipt and log-in procedures at the laboratory are described below in subsection 6.2.2 of this Plan.

6.1.3 Sample Labeling

Each sample will be labeled with a pre-printed adhesive label using indelible ink. The label should include the date and time of collection, sampler’s initials, tests to be performed, preservative (if applicable), and a unique identification. The following identification scheme will be used:

PRIMARY SAMPLES TYPES	QA/QC SAMPLE TYPES
SOIL SAMPLES Boring -ID (SAMPLE DEPTH-FEET) SB-01 (10-15) **GROUNDWATER SAMPLES** Monitoring Well-ID MW-01S	**FIELD BLANKS** SAMPLE-ID – [DATE] SS-FB-033110 **MATRIX SPIKE/DUP** SAMPLE [ID] [DEPTH] [EITHER MS OR MSD] SS-01 (10-15) MS/MSD **TRIP BLANKS** SAMPLE- ID [DATE] TB-033110 **BLIND DUPLICATES** SAMPLE -ID [DATE] DUP-XX-033110

This sample label contains the authoritative information for the sample. Inconsistencies with other documents will be settled in favor of the vial or container label unless otherwise corrected in writing from the field personnel collecting samples or the Data Manager and/or the Project QA Officer.

6.1.4 Sample Handling

Samples will be handled in general accordance with the FSP.

6.2 Sample Custody

The COC provides a record of the custody of any environmental field sample from the time of collection to the delivery to the laboratory. Custody is one of several factors that are necessary for the admissibility of environmental data as evidence in a court of law. Custody procedures help to satisfy the two major requirements for admissibility: relevance and authenticity. Sample custody is addressed in three parts: field sample collection, laboratory analysis, and final evidence files.

A sample is considered to be under a person's custody if:

- The item is in the actual possession of a person
- The item is in the view of the person after being in actual possession of the person
- The item was in the actual physical possession of the person but is locked up to prevent tampering
- The item is in a designated and identified secure area

6.2.1 Field Custody Procedures

Samples will be collected following the sampling procedures indicated in the FSP. A summary of samples and collection methods are provided above in Section 5 of this QAPP. Documentation of sample collection is described above in subsection 6.1. Sample COC and packaging procedures are summarized below. These procedures will ensure that the samples will arrive at the laboratory with the COC intact.

- The field sampler is personally responsible for the care and custody of the samples until they are transferred or dispatched properly. Field procedures have been designed such that as few people as possible will handle the samples.
- All bottles will be identified by the use of sample labels with sample numbers, sampling locations, date/time of collection, and type of analysis. The sample numbering system is presented above in subsection 6.1.3.
- Sample labels will be completed for each sample using waterproof ink unless prohibited by weather conditions.
- Samples will be accompanied by a completed COC form. The sample numbers and locations will be listed on the COC form. When transferring the possession of samples, the individuals relinquishing and receiving will sign, date, and note the time on the record. This record documents the transfer of custody of samples from the sampler to another person, to a mobile laboratory, and to the laboratory facility.
- All shipments will be accompanied by the COC record identifying the contents. The original record will accompany the shipment, and copies will be retained by the sampler and provided to the data manager and placed in the project files.
- Samples will be properly packaged for shipment and dispatched to the appropriate laboratory for analysis, with a separate signed custody record enclosed in and secured to the inside top of each sample box or cooler. Shipping containers will be secured with strapping tape and custody seals for shipment to the laboratory. The custody seals will be attached to the cooler and covered with clear plastic tape after being signed by field personnel.
- If the samples are sent by common carrier, the air bill will be used. Air bills will be retained as part of the permanent documentation. Commercial carriers are not required to sign off on the custody forms since the custody forms will be sealed inside the sample cooler and the custody seals will remain intact.
- Samples remain in the custody of the sampler until transfer of custody is completed. This consists of delivery of samples to the laboratory sample custodian, and signature of the laboratory sample custodian on COC document as receiving the samples and signature of sampler as relinquishing samples.

6.2.2 Laboratory Custody Procedures

After accepting custody of the shipping containers, the laboratory will document the receipt of the shipping containers by signing the COC record. The laboratory will:

- Examine the shipping containers to verify that the custody tape is intact
- Examine all sample containers for damage
- Determine if the temperature required for the requested testing program has been maintained during shipment and document the temperature on the COC records
- Compare samples received against those listed on the COC
- Verify that sample holding times have not been exceeded
- Examine all shipping records for accuracy and completeness
- Determine sample pH (if applicable) and record on COC forms
- Sign and date the COC immediately (if shipment is accepted) and attach the air bill
- Note any problems associated with the coolers and/or samples on the cooler receipt form and notify the laboratory project manager, who will be responsible for contacting the GEI data manager
- Attach laboratory sample container labels with unique laboratory identification and test
- Place the samples in the proper laboratory storage.

Following receipt, samples will be logged in according to the following procedure:

- The samples will be entered into the laboratory tracking system. At a minimum, the following information will be entered: project name or identification, unique sample numbers (both client and internal laboratory), type of sample, required tests, date and time of laboratory receipt of samples, and field ID provided by field personnel.
- The completed COC, air bills, and any additional documentation will be placed in the project file.

7. Calibration Procedure

7.1 Field Instruments

Field instruments will be calibrated according to the manufacturer's specifications. Air monitoring instruments will be calibrated to a known reference gas standard and ambient air outside the work zone. Calibration will be completed daily. If concentrations of VOCs are encountered above the reference gas standard, the soil screening photoionization detector (PIDs) may be calibrated or re-checked against the reference gas standard. Water quality meters will be calibrated with known reference solutions. All calibration procedures performed will be documented in the field logbook and will include the date/time of calibration, name of person performing the calibration, reference standard used, and the readings. The following equipment may be used during sampling activities.

Subsurface Soil Sampling Activities:

- RAE Systems MiniRAE 3000 (PID) with 10.6 eV lamp or equivalent.

Groundwater Sampling Activities:

- Horiba U22 or equivalent.

7.2 Laboratory Instruments

Calibration procedures for a specific laboratory instrument will consist of initial calibrations, initial calibration verifications, and/or continuing calibration verification. Detailed descriptions of the calibration procedures for a specific laboratory instrument are included in the laboratory's quality assurance plan, which describe the calibration procedures, their frequency, acceptance criteria, and the conditions that will require recalibration.

The laboratory quality plan for Chemtech is located in **Appendix A**.

8. Sample Preparation and Analytical Procedures

Analytical samples will be collected in general accordance with the FSP and as specified in the RIWP. **Table 1** provides sample collection matrices for soil, soil vapor, and groundwater.

9. Data Reduction and Reporting

Appropriate QC measures will be used to ensure the generation of reliable data from sampling and analysis activities. Proper collection and organization of accurate information followed by clear and concise reporting of the data is a primary goal in this project. Data Management will be performed under the direction of Jaimie Wargo, Senior Technician – Data Management.

9.1 Field Data Evaluation

Measurements and sample collection information will be transcribed directly into the field logbook or onto standardized forms. If errors are made, results will be legibly crossed out, initialed and dated by the person recording the data, and corrected in a space adjacent to the original (erroneous) entry. Reviews of the field records by the field team leader, site manager, and project manager will ensure that:

- Logbooks and standardized forms have been filled out completely and that the information recorded accurately reflects the activities that were performed.
- Records are legible and in accordance with good record keeping procedures, i.e., entries are signed and dated, data are not obliterated, changes are initialed, dated, and explained.
- Sample collection, handling, preservation, and storage procedures were conducted in accordance with the protocols described in the FSP and Work Plan, and that any deviations were documented and approved by the appropriate personnel.

9.2 Analytical Data

Laboratory deliverables will consist of an original hard copy data package that is in general accordance with NYSDEC ASP Category B data deliverable requirements. All data generated as part of the remedial investigation (RI) will be submitted to NYSDEC in the appropriate Electronic Data Deliverable (EDD) format. Data Usability Summary Reports (DUSRs) will be prepared by a data validator if specific samples show no impacts and will be used to make a final determination that no further action is required. Additionally, DUSR’s will be prepared for all groundwater samples analyzed for emerging contaminants (PFAS and 1,4-dioxane), regardless of the status of contamination. DUSR’s will not be prepared for soil vapor samples at this time since there is currently no standard criteria to be met for the Site contaminants of concern.

10. Internal Quality Control

Laboratory and field quality internal control checks will be used to ensure the data quality objectives. At a minimum, this will include:

- Matrix spike and/or matrix spike duplicate samples
- Matrix duplicate analyses
- Laboratory control spike samples
- Instrument calibrations
- Instrument tunes for VOC 8260B analyses
- Method and/or instrument blanks
- Surrogate spikes for organic analyses
- Internal standard spikes for VOC 8260B analyses
- Detection limit determination and confirmation by analysis of low-level calibration standard

Field quality control samples, as identified in **Table 2**, will include:

- Equipment blanks as outlined
- Field duplicate samples as outlined
- Trip blanks as outlined
- MS/MSDs as outlined

11. Performance and System Audits

Audits are an independent means of: 1) evaluating the operation or capability of a measurement system, and 2) documenting the use of QC procedures designed to generate data of known and acceptable quality.

Field audits may be completed to assess sample collection protocols, determine the integrity of COC procedures, and evaluate sample documentation and data handling procedures. Field audits may be scheduled by the QA officer, Project Manager (PM), site manager or in-house consultant, at their discretion. Written records of audits and any recommendations for corrective action will be submitted to the PM.

The QA officer is the interface between management and project activities in matters of project quality. The QA officer will review the implementation of the QAPP. Reviews will be conducted at the completion of field activities and will include the results of any audits and an evaluation of the data quality.

12. Preventative Maintenance

Preventative maintenance will be performed on field equipment in accordance with the manufacturer's recommendations. Preventative maintenance to rented field equipment will be provided by Pine Environmental Services.

Laboratory equipment calibration and maintenance procedures are specified in Chemtech's laboratory quality assurance manual provided in **Appendix A**.

13. Specific Procedures to Assess Data Quality Indicators

QC analyses conducted as a part of the testing program will provide a quantitative quality assessment of the data generated and their adherence to the data quality indicators. The data quality indicators ensure that the quality assurance objectives for the project are met.

13.1 Detection Limits

13.1.1 Method Detection Limit

The MDL is defined as follows for all measurements:

MDL = (t[n-1,1-a=0.99]) x (s)

where: s = standard deviation of the replicate analysis,
t(n-1, 1-a=0.99) = student's t-value for a one-sided, 99 percent confidence level and a standard deviation estimate with n-1 degrees of freedom

The MDLs calculated by the laboratory are determined under ideal conditions. MDLs for environmental samples are dependent on the sample aliquot, the matrix, the concentration of analyte, and interference present in the matrix, the percent of moisture, dilution factor, etc. The MDL for each sample analysis will be adjusted accordingly.

13.1.2 *Reporting Limit*

The RL is the concentration of an analyte in the sample that corresponds to the lowest concentration standard of the calibration curve. As with the MDLs, the RLs are dependent on the sample aliquot, the final sample volume, the percent of moisture, dilution factor, etc.

The RL is determined as follows:

$$RL = \frac{Lowest\ conc.\ std\ (ng)}{Volume\ injected\ (uL)}\ x\ \frac{Sample\ aliquot\ (mL\ or\ g)}{Final\ volume\ (mL)}\ x\ DF\ x\ \frac{100}{(100\ \text{-}\ \%M)}$$

where: DF = dilution factor, including all dilutions or lost samples not accounted for in a sample aliquot/final volume ratio

%M = percent moisture for solid samples.

13.2 Precision

Variability will be expressed in terms of the RPD when only two data points exist. The RPD is calculated as:

$$RPD = \frac{(Larger\ Value\ \text{-}\ Smaller\ Value)}{[(Larger\ Value + Smaller\ Value)/2]}\ x\ 100\%$$

For data sets greater than two points, the percent relative standard deviation (percent RSD) is used as the precision measurement. It is defined by the equation:

$$Percent\ RSD = \frac{Standard\ Deviation}{Mean}\ x\ 100\%$$

Standard deviation (SD) is calculated as follows:

$$SD = \sqrt{\sum_{i=1}^{n} \frac{(y_i - y)^2}{n - 1}}$$

where: SD = standard deviation

yi = measured value of the ith replicate

y = mean of replicate measurements

n = number of replicates

For measurements such as pH, where the absolute variation is more appropriate, precision is usually reported as the absolute range (D) of duplicate measurements:

$$D = \left| \text{first measurement - second measurement} \right|$$

or as the absolute standard deviation previously given. RPD, %RSD, and D are independent of the error of the analyses and reflect only the degree to which the measurements agree with each other, not the degree to which they agree with the true value for the parameter measured.

13.3 Accuracy

Accuracy is related to the bias in a measurement system. Accuracy describes the degree of agreement of a measurement with a true value. Accuracy will be expressed as percent recovery for each matrix spike analyte by using the following equation:

$$\%\ Recovery = \frac{Css - Cus}{Csa}\ X\ 100\%$$

where:	Css	=	measured concentration in spiked sample
	Cus	=	measured concentration in unspiked sample
	Csa	=	known concentration added to the sample

Accuracy for a measurement such as pH is expressed as bias in the analysis of a standard reference sample according to the equation:

$$\text{Bias} = pH_m - pH_t$$

where:	pH_m	=	measured pH
	pH_t	=	the true pH of the standard reference sample

13.4 Completeness

Data completeness is a measure of the amount of usable data resulting from a measurement effort. For this program, completeness will be defined as the percentage of valid data obtained compared to the total number of measurements necessary to achieve our required statistical level of confidence for each test. The confidence level is based on the total number of samples.

Data completeness is calculated as:

$$Completeness = \frac{Number\ of\ valid\ data\ points}{Number\ of\ data\ points\ necessary\ for\ confidence\ level}\ x\ 100\%$$

The completeness goal is to generate a sufficient amount of valid data. It is anticipated that 95 percent of the data will be complete. Data validation criteria discussed in Section 9 of this QAPP will be used to determine data completeness. Any data deficiencies and their effect on project goals will be evaluated in the DUSR.

13.5 Representativeness

Representativeness is a qualitative statement that expresses the extent to which the sample accurately and precisely represents the characteristics of interest of the study. Representativeness is primarily concerned with the proper design of the sampling program and is best ensured by proper selection of sampling locations and the taking of a sufficient number of samples. It is addressed by describing the sampling techniques, the matrices sampled, and the rationale for the selection of sampling locations, which are discussed in the FSP and RIWP.

13.6 Comparability

Comparability is a qualitative parameter expressing the confidence that one set of data can be compared to another. Comparability is possible only when standardized sampling and analytical procedures are used.

14. Corrective Action

If unacceptable conditions are identified as a result of audits or are observed during field sampling and analysis, the PM, Field Team Leader, and QA officer will document the condition and initiate corrective procedures. The specific condition or problem will be identified, its cause will be determined, and appropriate action will be implemented.

The entire sampling program will be under the direction of the PM and QA officer. The emphasis in this program is on preventing problems by identifying potential errors, discrepancies, and gaps in the data collection, laboratory analysis, and interpretation process. Any problems identified will be promptly resolved. Likewise, follow-up corrective action is always an option in the event that preventative corrective actions are not effective.

The acceptance limits for the sampling and analyses to be conducted in this program will be those stated in the method or defined by other means in the Work Plan and FSP. Corrective actions are likely to be immediate in nature and most often will be implemented by the contracted laboratory analyst or the PM. The corrective action will usually involve recalculation, reanalysis, or repeating a sample run.

14.1 Immediate Corrective Action

Corrective action in the field may be needed when the sample requirements are changed (i.e., more/less samples, sampling locations other than those specified in the Work Plan), or when sampling procedures and/or field analytical procedures require modification, etc. due to unexpected conditions. The field team may identify the need for corrective action. The Field Team Leader, Site Manager, and PM will approve the corrective action and notify the QA officer. The PM and QA officer will approve the corrective measure. The Field Team Leader and Site Manager will ensure that the corrective measure is implemented by the field team.

Corrective actions will be implemented and documented in the field record book. Documentation will include:

- A description of the circumstances that initiated the corrective action
- The action taken in response
- The final resolution
- Any necessary approvals

Corrective action in the laboratory will be completed in accordance with the quality assurance procedures located in **Appendix A**. Any corrective actions completed by the laboratory will be documented in both the laboratory's corrective action files, and the narrative data report sent from the laboratory to the PM. If the corrective action does not rectify the situation, the laboratory will contact the PM, who will determine the action to be taken and inform the appropriate personnel.

If potential problems are not solved as an immediate corrective action, the contractor will apply formalized long-term corrective action if necessary.

Tables

Table 1. Summary of Samples and Analysis
355 Food Center Drive
Bronx, New York

Matrix	Parameter	Analytical Method	Field Samples (a) Field Samples	Field Duplicate	MS/MSD (Total)	Sub- Total	QC Blanks Trip Blank	Total
Soil Samples	PCBs	EPA SW 8082	43	3	3/3	50	0	52
	TCL VOCs	EPA SW 8260B	43	3	3/3	50	1	53
	TCL SVOCs	EPA SW 8270C	43	3	3/3	50	0	52
	Cyanide	EPA SW 9012A	43	3	3/3	50	0	52
	TAL Metals	EPA SW 6010B/7471A	43	3	3/3	50	0	52
	Pesticides	EPA SW8081B	3	1	1/1	6	0	6
Groundwater Samples	PCBs	EPA SW 8082	8	1	1/1	11	0	11
	TCL VOCs	EPA SW 8260B	8	1	1/1	11	2 (b)	13
	TCL SVOCs	EPA SW 8270C	8	1	1/1	11	0	11
	Total Cyanide	EPA SW9012B	8	1	1/1	11	0	11
	TAL Metals	EPA SW6010B/7470A	8	1	1/1	11	0	11
	Pesticides	EPA SW8081B	3	1	1/1	6	0	6
	TAL PFAS	EPA Method 537/ISO 25101	5	1	1/1	8	0	8
Soil Vapor Samples	VOCs	EPA Method TO-15	8	1	0	9	0	9
Free Product Samples	Hydrocarbon Fingerprinting	Modified Method 8100	TBD (c)	-	-	-	-	-

(a) - Field Duplicate, Matrix Spike and Matrix Spike Duplicates collected at a rate of one each for every 20 samples.
(b) - Trip blanks will be collected for each day a groundwater VOCs sample is sent to the laboratory
(c) - TBD - To be determined. The number of free product samples collected for analysis (if any) will be determined in the field
BTEX - Benzene, Toluene, Ethylbenzene, and Xylene
VOCs - Volatile Organic Compounds
SVOCs - Semi-Volatile Organic Compounds
PCBs - Polychlorinated Biphenyls
TCL - Total Compound List
TAL - Target Analyte List
PFAS - Per- and Polyfluoroalkyl Substances
EPA - Environmental Protection Agency
Samples will be analyzed in accordance with the Field Sampling Plan

Table 2. Analytical Methods/Quality Assurance Summary Table
355 Food Center Drive
Bronx, New York

Media	Number of Proposed Samples	QA/QC Samples				Total Number of Samples	Analytical Parameters	Method	Preservative	Holding Time	Container
		TB	FB**	DUP	MS/MSD						
Soil	41	1/Cooler	1/20	1/20	1/20	TBD	TCL VOCs	8260B	Cool to 4°C	48 hours to lab prep, then 14 days preserved	(3) 40-mL vials (2 with stir bars) or (3) 5-gram Encores
	41	NA	1/20	1/20	1/20	TBD	TCL SVOCs	8270D	Cool to 4°C	10 days	(1) Wide mouth 4-oz. clear glass jar
	41	NA	1/20	1/20	1/20	TBD	TAL Metals	6010B/7471A	Cool to 4°C	28 days for mercury; 6 months for other metals	(1) Wide mouth 2-oz. clear glass jar
	41	NA	1/20	1/20	1/20	TBD	PCBs	8082A	Cool to 4°C	14 days	(1) Wide mouth 4-oz. clear glass jar
	41	NA	1/20	1/20	1/20	TBD	Cyanide	9012B	Cool to 4°C	14 days	(1) Wide mouth 2-oz clear glass jar
	3	NA	1/20	1/20	1/20	TBD	Pesticides	8081B	Cool to 4°C	14 days	(1) Wide mouth 2-oz clear glass jar
Groundwater	8	1/Cooler	1/20	1/20	1/20	TBD	TCL VOCs	8260B	pH<2 with HCl, Cool to 4°C	14 days	(2-3)* 40 mL-VOA vials w/HCL
	8	NA	1/20	1/20	1/20	TBD	TCL SVOCs	8270D	Cool to 4°C	7 days	(1-2)* 1-liter amber glass
	8	NA	1/20	1/20	1/20	TBD	TAL Metals	6010B/7471A	pH<2 with HNO3 Cool to 4°C	28 days for mercury; 6 months for other metals	(1) 100-500* mL Polyethylene container w/HNO3
	8	NA	1/20	1/20	1/20	TBD	PCBs	8082A	Cool to 4°C	7 days until extraction, 40 days after extraction	(1-2)* 1-liter amber glass
	8	NA	1/20	1/20	1/20	TBD	Cyanide (total)	9012B	NaOH, Cool to 4°C	14 days	(1) 50 mL-amber glass w/NaOH
	5	NA	1/20	1/20	1/20	TBD	1,4 Dioxane	8270-SIM	Cool to 4°C	7 days	(1-2)* 1-liter amber glass
	3	NA	1/20	1/20	1/20	TBD	Pesticides	8081B	Cool to 4°C	7 days	(1-2)* 1-liter amber glass
	5	NA	1/20	1/20	1/20	TBD	TAL PFAS	537	Trizma, Cool to 4°C	14 days until extraction, 28 days after extraction	(3)* 250-mL HDPE or polypropylene containers
Soil Vapor	8	NA	NA	1/20	NA	TBD	VOCs	USEPA Method TO-15	None	30 Days	(1) 2-liter, stainless steel SUMMA canister

Notes:
*Sample volume required dependent on laboratory
**Field blanks will only be collected if non-dedicated sampling equipment is used

VOCs - Volatile organic compounds
SVOCs - Semivolatile organic compounds
PCBs - Polychlorinated Biphenyls
PFAS - Per- and Polyfluoroalkyl Substances
TCL - Target Compound List
TAL - Target Analyte List

°C- Degrees Celsius
L - Liter
oz. - Ounce
mL - Milliliter
TBD - To be Determined

Appendix A

Chemtech Laboratory Quality Assurance Manual (electronic only)

QUALITY ASSURANCE MANUAL

CHEMTECH

284 Sheffield Street
Mountainside, NJ 07092
Tel: (908) 789-8900

Document Control Number: A2040129

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Date Effective: August 2, 2017

Approved By:

Divya Mehta Technical Director	8/1/2017 Date
Himanshu Prajapati QA/QC Director	8/01/2017 Date

INTRODUCTION

The Chemtech Quality Program, outlined in this document, has been prepared to meet the requirements of ISO/IEC DIS 17025 and National Environmental Laboratory Accreditation Program (NELAP). The program establishes all Quality Assurance (QA) policies and Quality Control (QC) procedures to follow in order to ensure and document the quality of the analytical data produced by the Laboratory. The Quality Program is reviewed periodically and revisions are implemented as required.

Chemtech Standard Operating Procedures (SOPs) provide explicit instructions on the implementation of each element of the plan and assure that compliance with the requirements of the plan is achieved. All employees are required to adhere to the requirements of the SOP's in performing their specific job functions. SOP's are reviewed periodically and revisions are implemented as required when change occurs.

The goal of the Quality Program is to consistently produce accurate, defensible analytical data through the implementation of sound and useful Quality Assurance/Quality Control management practices. The plan will ensure that Chemtech, its employees and client expectations are achieved.

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1. QUALITY POLICY

1.1 CHEMTECH MISSION

Chemtech will be recognized as a dynamic, professional organization, which provides high quality analytical services to the environmental market.

It will consistently meet client expectations while providing a challenging work environment for its employees and acceptable profit margins for its shareholders.

1.2 POLICY STATEMENT

Chemtech is committed to the production of analytical data meeting specific defined quality standards and to continue improvements in all areas of our operation. As a result of having a focus on environmental analyses, an emphasis is placed on timelines of work, meeting data quality objectives, and the legal defensibility of the data. Each operation maintains a local perspective in its scope of services and client relations and maintains a national perspective in terms of quality. Chemtech has policies and procedures to avoid involvement in any activities that would diminish confidence in its competence, impartiality, judgment or operational integrity. Under the guidance of this quality assurance manual, a level of quality, which is acceptable on a national and international scale, is upheld in all Chemtech laboratory operations. Chemtech management is committed to be compliant with 2009 TNI Standard and NELAP policies. Chemtech will comply with the requirements in Department of Defense Quality Systems Manual for Environmental laboratories, Version 5.0 for all DOD work.

Our corporate goal for all segments of Chemtech operations is to have uniform products and service quality standards, while encouraging local variation to meet state regulations and customer specifics needs. The process of achieving this goal entails continuous evaluation and action. Chemtech management requires documentation of existing practices and improvement action plans at every stage in the analytical measurement process. Documentation is fundamental to the demonstration and management of quality practices in environmental analytical laboratories.

Chemtech management is committed to continually improve the quality system. The importance of meeting customer requirements, operating in accordance with statutory and regulatory requirements, and operating in accordance with Chemtech's documented ethics policy is communicated to all personnel and stressed at all levels of work.

A spirit of innovation is an essential element to the success of Chemtech in solving the complicated analytical problems encountered with environmental samples. This spirit, combined with the discipline and detail oriented attention required to provide the level of service expected by our customers, is what makes Chemtech stands out among others in this field. This same spirit is what drives continuous quality improvement and is the keystone to the Chemtech quality program.

1.3 ANNUAL REVIEWS AND PLANNING

As part of 2009 TNI Standard requirement, the QA/QC Director produces an annual report to the Management to discuss deficiencies, corrective actions and planning for the upcoming year. All corrective actions in the laboratory are documented and updated in the Corrective Action Report Database. These Corrective Action Reports are also graphed. The QA/QC Director submits this report to the Management in the second half of the year and the management performs annual review and planning based on this report. The issues discussed in the report are New Certifications, New Instrumentation, Performance Evaluation, Assessment, Quality Assurance Programs, Change in Volume and type of work, Customer Feedback and Goals for the next year.

2. ORGANIZATION AND MANAGEMENT

2.1 ORGANIZATIONAL ENTITY

Chemtech, located in Mountainside, New Jersey, is a privately held independent analytical laboratory established in 1967. Chemtech is incorporated in the State of New York and registered to do business in the State of New Jersey. Our Directors, many of who are also major shareholders are acutely aware of the dynamics of our industry, the changing technology, and need for capital investment. Capital for investment in technology and expansion is mainly derived from operating profits and our shareholders. We have been successful in acquiring the necessary equipment, software and automation necessary to be a leader in the analytical community.

2.2 MANAGEMENT RESPONSIBILITIES

Objective: The laboratory has an established chain of command as detailed in the Organizational Chart. The responsibilities of the management staff are linked to the President of Chemtech who establishes the strategy and direction for all company activities.

President: Primarily responsible for all operations and business activities. Develops and implements strategies, initiatives and direction for the company. Delegates authority to Laboratory Directors, all Managers, and Quality Assurance/Quality Control Director to conduct day-to-day operations and execute quality assurance duties.

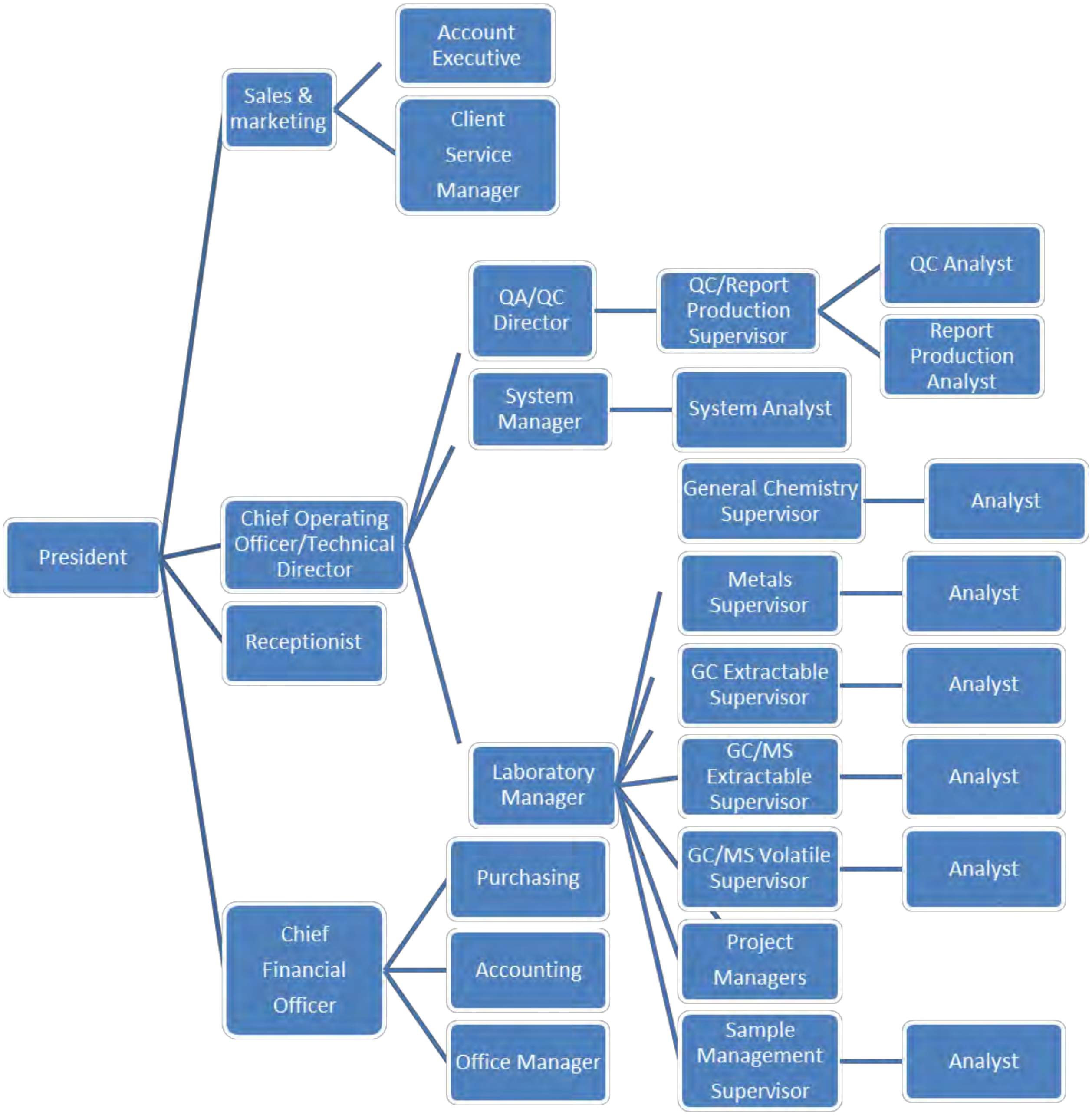
Chief Operating Officer/Technical Director: Facilitates uniformity and focus in all aspects of the company's technical affairs; including, Quality Assurance, Information Systems, and Organic and Inorganic technical direction. Strives to align the strategies, initiative and direction of technical affairs with the strategic direction of the company. Reports to the President.

Quality Assurance/Quality Control (QA/QC) Director: Implements, supervises, and facilitates responsibility for all QA activities established by the Quality Program. Reports to the Chief Operating Officer/Technical Director.

Laboratory Manager: Plans, directs, and controls the day-to-day company's operational performance expectations. Reports to the Chief Operating Officer/Technical Director.

Department Manager: Supervise, plans, directs, and controls the day-to-day responsibility of a specific laboratory department. Report to Laboratory Manager.

Department Supervisors: Supervise day-to-day responsibility of a specific laboratory department. Report to Department Manager.


President
Sales & marketing
Account Executive
Client Service Manager
Chief Operating Officer/Technical Director
QA/QC Director
QC/Report Production Supervisor
QC Analyst
Report Production Analyst
System Manager
System Analyst
General Chemistry Supervisor
Analyst
Laboratory Manager
Metals Supervisor
Analyst
GC Extractable Supervisor
Analyst
GC/MS Extractable Supervisor
Analyst
GC/MS Volatile Supervisor
Analyst
Project Managers
Sample Management Supervisor
Analyst
Receptionist
Chief Financial Officer
Purchasing
Accounting
Office Manager

3. RELATIONSHIP BETWEEN MANAGEMENT, TECHNICAL OPERATIONS, SUPPORT SERVICES, AND QUALITY SYSTEM

Objective: The members of the management team have defined responsibility for the Quality Program. The development and implementation of the Quality Program is the responsibility of Quality Assurance/Quality Control Director. The implementation and operation of the Program is the responsibility of the operations management.

President: Responsible for all quality activities including the overall responsibility of implementing the Program. Authorizes the QA/QC Director to design, implement, and coordinate the Program.

Chief Operating Officer/Technical Director: Responsible for executing and coordinating the Program in all laboratory departments. Responsible to certify and document that personnel have the appropriate education and/or technical background to perform the tests for which the laboratory is accredited to perform. Responsible for the development and implementation of corrective actions, including the authority to delegate Quality Program implementation responsibilities. Is the primary alternate in the absence of the QA/QC Director or Laboratory Manager.

Quality Assurance/Quality Control Director: Responsible for the establishment, execution, support, training, monitoring of the Quality Program & document control. Identifies all product, process, or operational defects through statistical monitoring and audits including implementation of corrective action. Audits corrective actions for compliance with the Program. Is the primary alternate in the absence of the Technical Director for QA/QC related issues.

Laboratory Manager: Responsible for coordinating and monitoring the requirements of the Quality Program in the laboratory. Assures that subordinates follow the requirements of the Quality Program. Implement corrective actions as necessary to address quality deficiencies. Is the primary alternate in the absence of Technical Director for technical issues, and the primary alternate in the absence of Department Managers or Department Supervisors.

Department Managers: Responsible for implementing the requirements of the Quality Program in their departments. To assure all subordinates and analysts follow the requirements of the Quality Program. Implement corrective actions as necessary to address quality deficiencies.

Department Supervisors: Responsible for implementing the requirements of the Quality Program within their department. To assure all analysts follow the requirements of Quality Program. Implement corrective actions as necessary to address quality deficiencies.

Analysts: Responsible for applying the requirements of the Quality Program to the analyses they perform. To evaluate QC data and initiate corrective action for quality control deficiencies within their control. Implement corrective actions as directed by superiors.

Support Services: Sample Management, MIS, Client Services and the Account Executives are responsible for applying the applicable requirements of the Quality Program to their specific tasks.

4. JOB DESCRIPTION OF KEY PERSONNEL

Objective: Job descriptions of key positions are defined to communicate a clear understanding of the duties and responsibilities including reporting relationships.

President: Responsible for all business activities including the strategic direction, mission and expectations of the company. Builds a strong, cohesive management team that is constantly focused on improving the operating, technical and financial performance of the company.

Chief Operating Officer/Technical Director: Coordinates the operational activities and the technical direction of the laboratory. Responsible to certify and document that personnel have the appropriate education and/or technical background to perform the tests for which the laboratory is accredited to perform. Develops the strategy to evaluate new methods, technology and objectives. Provides assistance and leadership to management teams to implement new innovated technologies. Reports to the President.

Quality Assurance/Quality Control Director: Establishes and audits the company quality program. Provides technical assistance to ensure that the procedure and data quality is technically sound, legally defensible and consistently meets the objectives of the QA Manual. Reports to the Technical Director.

System Manager: Provides the operational support for all information systems. Develops and implements MIS software to meet the strategic and technical goal of the company. Reports to the Technical Director.

Client Service Manager: Responsible for the planning, directing and control of the Sample Management Department and the Project Management staff. Supervises the sample log in operation and coordinates the project management activities. Communicates client expectations to the laboratory regarding analytical and reporting requirements. Reports to the President.

Laboratory Manager: Provides the technical, operational and administrative leadership through planning, allocation and management of personnel and equipment resources. Maintains a clearly qualified model of laboratory capacity. Uses this model as a basis for controlling the flow of work into and through the laboratory. Reports to the Technical Director.

Department Manager: Directs, plans and controls the operations of the department. Supervises daily production to ensure compliance with the requirements of the Quality Program and client expectations. Reports to the Laboratory Manager.

Department Supervisor: Provides supervision and directions for the group. Implements the daily analysis schedule. Ensures that the group and the analytical data are in compliance with the Quality Program. Reports to the Department Manager.

5. APPROVED SIGNATORIES

Objective: For traceability of data and related documents procedures are required which detail the authorization of signature approvals of data and information within Chemtech. A log of signatures and initials of all the analytical staff is maintained in the QA/QC office for cross-reference check.

5.1 SIGNATURE AUTHORITY

President: Authorizes contracts and binding agreements.

Chief Operating Officer/Technical Director: Approves the QA policy and SOP's and approves final reports in the absence of QC supervisor and QA/QC Director.

Quality Assurance/Quality Control Director: Approves SOP's, and the QA Plan. Approves final reports in the absence of QC supervisor.

5.2 SIGNATURE REQUIREMENT: All laboratory activities, commencing with sample receipt through the release of data, are approved by appropriate personnel by initialing or signing and dating the documents. A document signed or initialed by an employee, is within their limits of authority. All raw data are initialed and dated by the analyst conducting the analysis. All signatures and initials can be cross-referenced to the signatures and initial log.

5.3 SIGNATURE AND INITIAL LOG: The QA/QC office keeps a record of all signatures and initials of all technical personnel. New technical employee's signatures and initials are added to their training file. Ex-employee signatures are kept on file. The QA/QC office also keeps a common log for the record of "Signature & Initial" of all employees. This log is updated annually in the beginning of the year. This log contains signature and initial of upper management as well. If any new employees hired in between then their signature and initial are also added in this log.

6. PERSONNEL TRAINING

Objective: To ensure that all analysts are properly trained, acquire an adequate amount of experience prior to performing independent analyses and maintain technical competence. These factors are an essential part of the laboratory QA Program. Chemtech uses personnel who are employed by, or are under contract to Chemtech. Where contracted and additional technical key support personnel are used, Chemtech ensures that such personnel are supervised and competent and that they work in accordance with Chemtech's quality system.

6.1 **EMPLOYEE ORIENTATION AND TRAINING:** All new employees go through a training period which includes introducing new personnel to Chemtech company policies, QA/QC practices, safety and health, and ethics training in addition to training related to their job functions. The training period extends approximately 1 to 6 months, depending upon the level of experience of the individual.

6.2 **PERSONNEL QUALIFICATIONS AND TRAINING:** All technical employees at Chemtech fulfill the educational, work experience, and training requirements for their positions as outlined in their job description. As workload permits, Chemtech encourages cross training of personnel as appropriate.

All employees must undergo laboratory health and safety training and ethics training and must read laboratory QA Manual. A signed and dated statement from each technical employee that they have read, understood, and is using the latest version of the laboratory QA manual and SOP's is maintained in their training file.

A signed and dated statement from each employee that they have read, acknowledged and understood their personal ethical and legal responsibilities is kept in their training record.

The analysts are also required to take any QA/QC training (Introduction to Quality Assurance and specialized QC courses) provided by the QA/QC Director.

6.3 **TECHNICAL SKILLS:** Analysts are initially qualified by education with a minimum of a BS degree in Chemistry, Physical and/or Biological sciences, wherever required. Every new analyst is trained, regardless of education and outside experience, in the individual analytical procedures by a senior analyst. All Chemtech analyst capabilities are determined initially with Initial Demonstration of Capability studies.

When new equipment is purchased, appropriate Chemtech personnel are trained locally by the manufacturer, vendor or at the manufacturer's training course.

Any significant change to an analytical system requires that the analyst perform an initial demonstration of precision and accuracy, and recalibration of the instrument. For example, replacing a column in a gas chromatograph, cleaning the mass spectrometer ion source, etc.

6.4 **TRAINING RECORDS:** Training records for technical employees are kept in the QA office. The Technical Director certifies and document's that all technical employees have the appropriate education and/or technical background to perform the tests for which the laboratory is accredited to perform. It is the responsibility of each employee to assure that records of completed training are provided to the QA/QC Director to update his/her personnel file.

In addition to the ethics and QA manual statements, the employee record file contains: read receipts of SOP's, a Demonstration of Capability for each accredited method that he/she performs; documentation of any training courses, seminars, and/or workshops; and documentation of continued proficiency to perform each test.

Continued analyst proficiency can be achieved by one of the following: acceptable performance of blind samples for each accredited method that he/she performs; through the analysis of Laboratory Control Samples - at least four consecutive Laboratory Control Samples with acceptable levels of precision and accuracy.

6.5 **Training requirements for key positions:** Training requirements are assigned depending on the position and department the employee is in.

QA/QC Director: The QAQC Director must have ample knowledge of the laboratory procedures, have at least 5 years of laboratory experience preferably in Organics and have at least 2 years of data review procedures training.

Department Manager- A department manager must have at least 3 years of experience in the area of Supervision. Must have proper training in methodology and the skill to organize, schedule and train personnel for a successful operation of their department.

Department Supervisor: A department supervisor must have at least 2 years of experience in the area they are to supervise. Be able to write SOPs

7. ETHICS POLICY

Chemtech provides comprehensive analytical testing services for the qualitative and quantitative assessment of environmental contaminants. Our services are used to meet various regulatory permitting and reporting requirements, determine compliance for both State and Federal environmental regulations to assess potential present and future environmental liability or health risks.

Our policy is to conduct our business with honesty and integrity; to produce accurate and usable data, and provide our employees with guidelines leading to an understanding of the ethical and quality standard required by Chemtech.

All laboratory employees, from top management to entry level, must receive formal data integrity training on annual basis.

7.1 CODE OF ETHICS: Chemtech is managed in accordance with the following principals:
To produce analytical test results that are accurate and meet the requirements of our Quality program.

To operate our laboratory in a manner that protects the environment, as well as the health and safety of all our employees.

To provide employees with guidelines leading to an understanding of the ethical and quality standards required by Chemtech.

To report analytical data without any considerations or self-interests.

To provide analytical services in a confidential, truthful, and candid manner.

To abide by all Federal, State, and Local regulations that affects our business.

To have processes to ensure that its management and personnel are free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work.

7.2 EMPLOYEE ETHICS TRAINING: Each employee receives ethics training once hired and must sign an Employee Ethics Statement. During the ethics training, an employee is made aware of the ethical and legal responsibilities including potential punishments and penalties for improper, unethical or illegal actions. The Employee Ethics Training program is updated annually (or more frequently if required). Ethics

Training is given to all employees annually. QA manager is sending Ethics Power Point Presentation along with Ethics Policy SOP P-252 to all employees. All employees are asked to go through Ethics Power Point Presentation as well as Ethics Policy SOP P-252. All employees are asked to generate a read receipt for Ethics Power Point Presentation as well as Ethics Policy SOP P-252 after the completion of Ethics training.

7.3 **CONFIDENTIAL REPORTING OF DATA INTEGRITY ISSUES:** CHEMTECH has set up a procedure for Confidential Data Reporting of Data Integrity Issues. A locked box labeled as “Comments/Suggestions” has been kept in common cafeteria. This box has been kept such a way that it does not come in the view of security camera. At any time any employee wants to report an issue related to data integrity without disclosing their identity then they can do that by leaving a comment in “Comments/Suggestions” box. This box is always locked and operated by CHEMTECH’s President only.

8. FACILITIES AND RESOURCES FOR NEW ANALYTICAL PROJECTS AND IMPLEMENTING CLIENT REQUIREMENTS

Objective: To ensure that appropriate facilities and resources are available to meet the demand for new analytical projects and process to implement client requirements.

8.1 **REVIEW OF NEW ANALYTICAL PROJECTS:** A Project Chronicle (PC) is prepared by the Account Executive prior to a quotation preparation and/or an award, and presented to the Technical Director and his staff for review and comments. The PC outlines all the client requirements and includes copies (if available) of the clients Quality Assurance Project Plan (QAPP), Statement of Work (SOW) and contractual provisions. The PC and associated information are scanned and stored on the network for future reference.

A "Kick Off Meeting" chaired by the Technical Director is scheduled to discuss the PC and its associated information. Project Management, the QA/QC Director, Laboratory Manager, including appropriate Department Managers/Supervisors, Sample Management and MIS staff are present to familiarize themselves with the requirements, and are asked to participate in the planning and implementation of the project. Client is notified at the time of submitting the bid if CHEMETCH cannot able to meet requested QC standards or CHEMTECH is not certified to analyze any method/parameter. If possible CHEMTECH also suggest an alternate certified method.

8.2 **RESOURCE AVAILABILITY:** Chemtech maintains a 30,000 square foot laboratory designed for maximum efficiency and safety. There is a redundancy of equipment to ensure ample equipment resources. The laboratory is adequately staffed by a highly skilled group of chemists with diversified experience in environmental analysis; and managed by a knowledgeable team of professionals who are committed to quality and client satisfaction.
The laboratory management maintains a clearly defined model of laboratory capacity based upon historical data. This model is the basis for controlling resources, management of personnel and equipment, including the flow of work into and through the laboratory.

8.3 **NEW WORK COORDINATION:** Project Management coordinates the project logistics with the client and Sample Management in addition to overseeing the analytical progress through the laboratory. Sample

Management initiates the Log-In process, which includes requirements, detailed in the PC and Quotation.

Prior to release of data to the client, the Department Managers, Supervisors, and the QC/Report Production staff review the data for completeness, accuracy, and conformance with applicable regulatory and clients requirements.

9. CLIENT CONFIDENTIALITY

Objective: To design and implement policies and procedures to protect the confidentiality and proprietary rights of our clients.

9.1 CLIENT CONFIDENTIALITY:

Information related to a Client and or a Project are entered and stored in Chemtech's LIMS SQL Server. Employees with the appropriate level of authority enter the information. Security levels within Chemtech's system define an individual's access to information levels. Information on the Server is backed up at defined intervals, and the backup information is stored offsite. Refer to P229-Computer Backup and Security SOP and P232-Data Storage SOP. Computer Security training has been given to all employees once when they are hired.

Analytical data is prepared in a report format, as required by the client. The report is copied and scanned electronically. A paginated copy of the report or the original copy is distributed as directed by the client while the scanned copy and related information is kept on site in the Document Storage Area on our LIMS Server. The employee's security authorization levels limit access to the Document Storage Area or the LIMS Server. The files are archived for a period of five years.

Electronic data stored in Chemtech's database is protected by a variety of systems including, Virtual Private Networks (VPS), firewalls, log in user names and passwords. A Gateway system is also employed to restrict access to specific users based upon their authorization level.

Reports or client information requested by a third party must be accompanied by written authorization from our Client. Client information is released when directed by a subpoena from a court with valid jurisdiction. The Client is promptly notified of the subpoena requesting their information.

Keeping the National Security Concern in consideration any information regarding CHEMTECH's Client's or Client's Report will not be released to a third party or any government agency unless there is a written authorization provided by our client or government agency.

10. CLIENT COMPLAINTS AND RESOLUTIONS

Objective: To establish a system to address and resolve client complaints regarding any laboratory activity. The process for dealing with complaints must include a procedure, documentation, corrective action, and monitoring of the implemented corrective action. Chemtech will co-operate with the client or their representatives to clarify the client's request and to monitor the laboratory's performance in relation to the work performed, provided that Chemtech ensures confidentiality to other clients.

10.1 PROCEDURE: When a client calls or e-mails an inquiry regarding a project or a report to the Project Manager (PM), the PM receiving the call (or e-mail) summarizes the client issue or requests the client to mail/fax any questions. Once a formal request is received, the PM communicates to the QA/QC Director, who prepares a Corrective Action (CA) report form, which includes the client name, laboratory project numbers(s), and summary of issues. The CA report form is assigned a three digit tracking number, by the QA/QC Director. The CA report form is submitted to the Technical Director, who assigns the CA report form to the affected department supervisor to review, comment and correct the issue within 24 hours. All technical and data reporting inquiries are submitted to the QA/QC Director for review. Once the response comes back from the laboratory, the QC Supervisor and QA/QC Director reviews it, and if satisfactory, the CA report form is filed in the QA/QC office. The client is sent the corrected information.

10.2 DOCUMENTATION: Client's complaints are documented using CA report form, which originates from the QA/QC Director's office. The original communication (phone log, e-mail, or fax) is kept in the PM office while closed CA report form is filed in the QC office. The CA report contains the date and name of the person receiving the complaint, a description of the complaint, source of the complaint, the resolution, and any written material accompanying the complaint. The CA database is updated by QA/QC office to which only QA/QC Director has access. A database is maintained where client inquiries are logged-in including date, client name, project number, department in question, and a summary of the inquiry and CA taken.

10.3 CORRECTIVE ACTION: The CA report is entered in a database to monitor systematic defects. The appropriate department supervisor must deal with the complaint by responding to the inquiry. The response must address the issue(s) and provide an explanation and resolution. The response may involve reprocessing of data and issuing a revised data report. The QA/QC Director reviews the CA for a persistent defect in case the respective SOP needs modifications. Refer to P210-Corrective Action Report SOP.

10.4 QA/QC AUDITING: The CA is entered in a database to monitor systematic defects. The QA/QC Director investigates complaints and promptly audits all areas of activity to assure that the CA implemented has resolved the defect. If the defect persists, the QA/QC Director, and Department Manager and Supervisor develop and implement an effective process. When the defect is resolved, monitoring is incorporated as a part of the annual system audit. For detailed information on client inquiries refer to the SOP for handling client inquiries. At any time when CHEMTECH finds out that there was an issue with client's data which may have affected the validity of results, then first CHEMTECH will evaluate and confirm the defect. Once it is confirmed, CHEMTECH make necessary correction with data and notify associated client within 7 days.

10.5 CLIENT FEEDBACK SURVEY: CHEMTECH is sending Log in Summary, Fax Data, Hard copy data, Electronic Data Deliverables & invoices to client via email. In that email, CHEMTECH has included a link using which client survey can be generated. CHEMTECH is also taking survey on website at **www.chemtech.net.** CHEMTECH president is responsible for handling client survey data. CHEMTECH president is notifying sales staff, project managers, laboratory manager, QA/QC director, QC Supervisor and laboratory supervisors about the negative and positive feedbacks. Negative feedbacks from clients are used to improve the affected area of CHEMTECH. Positive feedbacks are used for getting new business from other clients.

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11. SAMPLE MANAGEMENT PROCESS

Objective: To establish a system to process client requests for analytical services and samples upon arrival at the laboratory. Refer to P204-Chain of Custody SOP and P250-Log in SOP for detailed information for sample receipt, containers and all other related information.

11.1 CONTAINER ORDER REQUEST: Project Managers prepare a Container Order Request from the information detailed on the Project Chronicle (PC) and provide a copy to Sample Management in order to initiate a sampling event.

11.2 SAMPLE CONTAINER PREPARATION AND SHIPMENT: All bottle orders prepared from the Container Order Requests are prepared with bottles that are certified pre-cleaned by the manufacturer according to US EPA specifications. Reagent grade preservatives are added to the bottles at the laboratory. All preservative solutions are checked to assure that they are free of contamination. Chemtech utilizes laboratory reagent water for trip and field blanks.

Bottle orders are prepared by sample management department. The bottles are then relinquished from Sample Management to the appropriate courier. When the bottles arrive at the client destination, the courier will then relinquish custody of the bottles to the client or the client designee.

Samples arrive at the laboratory via Chemtech couriers, common carrier, or client delivery. All shipments and deliveries of samples are received through the shipping & receiving door located in the rear of the facility. All deliveries enter in the same location and go directly to the sample room. The SOP's for Chain of Custody (CoC) P204 Chain of Custody SOP and Sample Acceptance and Receipt P250-Log-in Procedure SOP are followed.

Sample Management personnel sign for all shipments received and notify the Sample Custodian immediately. The samples are then relinquished to the Sample Custodian.

A sample or sample container is considered to be in custody if: it is in the persons' actual possession; it is in the person's view after being in their physical possession; it was in their possession and then locked in a refrigerator or sealed in a cooler; it is in a designated secure area.

11.3 SAMPLE ACCEPTANCE

Upon receipt of sample coolers at the laboratory, coolers are examined for damaged or broken custody seals. Records of the condition of the custody seals and coolers are recorded on the Project Track Ticket Detail. If seals and coolers are intact, the sample acceptance procedure is continued. If they are not intact, the appropriate Laboratory Project Manager (PM) is notified. The PM will seek guidance from the client whether to proceed with the analysis of the samples or discard or send back the samples. The PM will communicate information given by the Client to Sample Management via Project Track Ticket Detail.

11.4 SAMPLE RECEIPT

Once the samples have been accepted, the sample receipt process begins. Sample Management will issue the Project ID, which will be documented on the CoC and on the respective cooler. Sample Management will then give a yellow copy of the CoC to the Project Manager. The Project Manager will generate Login-Guidance based on the CoC review. The Sample Custodian will line up the samples according to the CoC and begin comparing the information documented on the CoC to the samples received. Any deviation noted from the CoC or non-conformance is recorded on the Project Track Ticket Detail and communicated to the appropriate Laboratory Project Manager.

11.5 SAMPLE CUSTODIAN RESPONSIBILITIES

The Sample Custodian must take a cooler temperature soon after sample receipt and record it on the Laboratory Chronicle and the Field CoC. This will verify that the samples were transported and received at the required temperature.

The Sample Custodian must ensure that samples are received in good condition and ensure that samples listed on the CoC are all present. The Sample Custodian must compare the sample identification on the CoC to the labels on the bottles, and make sure that the information on the CoC exactly matches the bottle labels. Verification that enough volume has been received for the sample tests requested and absence of headspace for volatile analysis must be noted.

The Sample Custodian must ensure that all samples are properly preserved. Appropriate preservation of samples is determined by checking the pH of the samples. Sample Management Staff are issued a reference table that lists the tests methods utilized and their appropriate preservation techniques. The pH of the samples is checked, and any discrepancies are recorded on the Laboratory Chronicle and communicated to the client.

The Sample Custodian must sign the CoC and other documentation received with the samples. Documentation of custody is initiated when the field sampler is collecting the samples. Custody documentation includes all information that provides a clear record of the sample identification, time of collection, and collection chronology. This record is kept on Chemtech or Client CoC Forms.

The Sample Custodian must place the samples in storage or relinquish to the appropriate laboratory analyst after labeling the samples with the unique laboratory number, as will be automatically assigned by the software when samples are logged in the LIMS. Refer to P250-Log-in Procedure SOP.

11.6 SAMPLE MANAGEMENT STAFF RESPONSIBILITIES

Sample Management staff must review the Field CoC submitted by the Sample Custodian once login is created based on Login Guidance from the PM. Sample Management staff must compare the Login Guidance to the Field CoC and ensure that all information on the Login Guidance follows the CoC. If not, contact the appropriate PM for further guidance. The PM should resolve all discrepancies between the Login Guidance and the CoC prior to signing off the project. Once the discrepancies are resolved the PM will issue a Record of Communication to document the client's instructions.

Upon receipt of the yellow copy of the CoC, the Project Manager will create a Login Guidance. Sample Management will proceed to login the samples based on the Login Guidance. Create a folder with the original Field CoC, the sample and delivery tickets, any third party delivery documentation, and the login report.

If samples are received for short hold-time analysis (hold times less than 72 hours) after 5:30pm, then samples are relinquished to the laboratory without login. Samples relinquished by the sample management personnel and received by the analytical department analyst are documented on a copy of the CoC.

11.7 SUBCONTRACTED ANALYSIS

Projects sometimes contain analyses that Chemtech does not perform. In order to give a high level of service to our clients, Chemtech will subcontract these analyses to other laboratories. All subcontracted laboratories must meet vigorous standards set forth by QA/QC Department as well as standards established for the environmental laboratory industry. A documented procedure is followed to qualify laboratories for subcontracting and a list in maintained in our QA/QC

Department. Procedures have also been established to assure that CoC is maintained and the subcontract laboratory achieves all client objectives.

Note: For DoD work: Subcontracting laboratories must have an established and documented laboratory quality system that complies with DoD QSM requirements, must be approved by the specific DoD component, must be able to generate acceptable results from PT sample analysis, must receive project-specific approval from DoD client before any samples are analyzed, and must identify those samples requiring special reports (e.g. MCL exceedance).

A subcontracted laboratory must provide our QA/QC Department the following information in order to be used as a subcontractor: a valid state certification for the required tests, Quality Assurance Plan, PT Studies for the required tests, and copies of the SOP's for the required tests.

The subcontracting procedure is a documented procedure that is initiated by an Account Executive. The Account Executive is responsible for ensuring that the subcontracted laboratory meets all client specifications. When a client issues a Scope of Work, the Account Executive thoroughly reviews the document. If subcontracting is required, the Account Executive will consult the established subcontracting list that is issued by the QA/QC Department. If a particular analysis is not conducted by one of these approved laboratories, the Account Executive must then request that QA/QC Director locates and approves a laboratory for the requested analysis.

Once a subcontract laboratory is found, the Account Executive must contact the laboratory to communicate the client's requirements and request a quotation from the laboratory. The Account Executive then creates a Project Chronicle that documents the client requirements, the subcontract laboratory to be used, and attaches a quote to this document. The Project Chronicle is an electronic document available to all appropriate personnel. This procedure is followed prior to the receipt of samples from the client.

When the client calls to order the bottles for the project, the PM initiates a Container Order Request from the information documented on the Project Chronicle. The Container Order Request includes the information for the subcontract laboratory as well as any special bottle instructions for the subcontracted tests, and is given to Sample Management. Sample Management then creates the bottle order and sends it to the client.

Upon receipt of the samples, the Sample Custodian will give a copy of the CoC to the Client Service Manager. The Client Service Manager will then create a subcontract chain of custody and procure a Purchase Order from Accounting. This documentation is given to Sample Management to send to the subcontract laboratory along with the samples. A copy of this documentation is retained and placed in the login folder and double-checked by the appropriate Project Manager.

All subcontracted samples are logged into the LIMS System to allow for sample tracking and data reporting. A PM will track the samples to ensure that client deadlines and specifications are met. Once the data packages arrive from the subcontract laboratory, the PM will check the report for completeness. If the data package is deficient, the PM will immediately notify the subcontract laboratory to remediate the deficiencies. The report is then passed to the QA/QC Department. All data that is subcontracted is clearly designated.

11.8 SAMPLE STORAGE

Chemtech maintains a 40-foot walk-in refrigerator that contains a multitude of shelves. Sample Management staff maintains the storage chart manually that indicates the locations in the refrigerator that are either used or empty. While assigning sample storage location, sample custodian looks for available shelves by checking the sample storage chart, and then crosses off that shelf location on the chart to indicate that the shelf is now occupied. All samples, with the exception of volatiles, are kept in this refrigerator. The refrigerator temperature is monitored constantly and recorded once a day. The refrigerator temperature is also monitored using a data logger over the weekend. All shelves in the walk-in refrigerator are identified with a code. The Sample Custodian assigns samples to a refrigerator shelve and gives the shelve location to Sample Management to login with the sample information. This documented procedure allows the samples to be found very easily.

The volatile refrigerators are located in the Volatile Department and kept secure. All Volatile refrigerators are also monitored for temperature. The temperature is recorded every day on a log page. Samples for Volatile Organic analysis are stored separately from other samples. Samples suspected of containing high levels of Volatile Organic Compounds are further isolated from other Volatile Organic samples.

Back-up refrigerators are available should any mechanical problem present itself. All samples are securely moved to the backup refrigerators if necessary.

Only the Sample Custodians are permitted access to sample storage. Analysts create a sample request electronically and send the request to the Sample Custodians. Once received, the Sample Custodians fill out the appropriate paperwork and issue the samples to the Analysts.

Periodically throughout the day, the Sample Custodians will pick up samples from the laboratory and sign them back into storage. Analysts will submit a signed work list to the Sample Custodian along with the samples when they finished with the samples. All samples must be back in refrigeration at the end of a shift and the chain of custody is required to be kept at all times.

12. ANALYTICAL CAPABILITIES

Analytical Fraction	Soil/Solid Matrix Methods	Aqueous Matrix Methods
Volatile Organics by GC/MS	SW 5030B/5030C/8260B/C SW 5035/8260B/C SOM01.2, SOM02.3	SW 5030B/5030C/SW 8260B/C SW5035/SW 8260B/C EPA 524.2 EPA 624 SOM01.2, SOM02.3
Volatile Organics by GC	SW 8015B/8015C/8015D	SW 8015B/8015C/8015D
Semi volatiles by GC/MS	SW 3510C/SW 8270C SW 3520C/SW 8270C SW 3541/SW 8270C/D SW 3580A/SW 8270C/8270D SOM01.2, SOM02.3	EPA 625 SW 3510C/SW 8270C/8270D SW 3520C/SW 8270C/8270D SW 3541/SW 8270C/D SW 3580A/SW 8270C/8270D SOM01.2, SOM02.3
Semi volatiles by GC	SW 8015B/8015C/8015D	SW 8015B/8015C/8015D
Explosives by HPLC	SW 8330/8330A	SW 8330/8330A
Pesticides &/ or PCBs	SW 3510C/SW 8081A&/or 8082 SW 3520C/SW 8081A&/or 8082 SW 3541/SW 8081A/8081B&/or 8082/8082A SW 3580A/SW 8081A/8081B&/or 8082/8082A SOM01.2, SOM02.3	SW 3510C/SW 8081A/8081B&/or 8082/8082A SW 3520C/SW 8081A/8081B&/or 8082/8082A SW 3541/SW 8081A/B &/or 8082/8082A SW 3580A/SW 8081A/8081B&/or 8082/8082A EPA 608 SOM01.2, SOM02.3
Chlorinated Herbicides	SW 8151A	SW 8151A
Volatile Organics by GC/MS	Air Matrix Method: TO-15	
Metals	SW 6010B/6010C SW 6020/6020A SW 7471A/7471B SW 3050B ILM05.4 ISM01.2, ISM01.3, ISM02.3	EPA 200.7 EPA 245.1 SW 6010B/6010C SW 6020/6020A SW 7470A SW 3005A SW 3010A ISM01.2, ISM01.3, ISM02.3
Wet Chemistry		
Acidity	------	ASTM D1067-92
Acidity	------	SM 2310 B-11
Alkalinity	------	SM 2320 B-11

Analytical Fraction	Soil/Solid Matrix Methods	Aqueous Matrix Methods
Alkalinity, Bicarbonate	------	SM 2320 B-11
Ammonia	------	SM 4500-NH3 B plus G-11
Anions: Bromate Bromide Chloride Fluoride Nitrate Nitrite Orthophosphate Sulfate Chlorate Chlorite	SW 9056	EPA 300.0
Biochemical Oxygen Demand (BOD5)	------	SM 5210B-11
Bromide	------	EPA 300.0
Carbonaceous BOD (cBOD)	------	SM 5210B-11
Cation-Exchange Capacity	SW 9080 SW 9081	------
Chemical Oxygen Demand (COD)	------	SM 5220D-11
Chloride	SW 9056	EPA 300.0 SM 4500-Cl C-11
Color	------	SM 2120B-11
Conductivity	SW 9050A	EPA 120.1 SM 2510 B-11
Corrosivity	SW 9045C/9045D	SW 9040B/9040C
Corrosivity Toward Steel	SW 1110	SW 1110A
Cyanide	SW 9010C SW 9012B SW 9014	SM 4500-CN C-11 & E-11 SW 9010C SW 9012B SW 9014
Cyanide-Amenable	SW 9010C	SM 4500-CN C-11,G-11
Dissolved Oxygen	-----	SM 4500-O G-11 SM 4500-O C-11
Extractions	SW 3610/3610B SW 3620C SW 3630/3630C SW 3640A SW 3660/3660B SW 3665	SW 3610/3610B SW 3620C SW 3630/3630C SW 3640A SW3660/3660B SW 3665

Analytical Fraction	Soil/Solid Matrix Methods	Aqueous Matrix Methods
Flashpoint	SW 1030	SW 1010A
Foaming Agents	-----	SM 5540 C-11
Fluoride	SW 9056	EPA 300.0
Hardness, Calcium	------	EPA 200.7 SW 6010B/6010C SW 6020/6020A
Hardness, Total	------	EPA 200.7 SM 2340C SW 6010B/6010C SW 6020/6020A
Hexavalent Chromium	SW 3060A/SW 7196A	SM 3500-Cr D-11
Ignitability	SW 1030	SW 1010A
Methylene Blue Active Substances (MBAS) Surfactants	------	SM 5540 C-11
Nitrate	SW 9056	EPA 300.0
Nitrate/Nitrite	------	EPA 300.0
Nitrite	SW 9056	EPA 300.0 SM 4500 NO2 B-11
Odor	------	SM 2150 B-11
Oil & Grease	SW 9071B	EPA 1664A
Orthophosphate	SW 9056	EPA 300.0 SM 4500-P,E-11
Paint Filter Test	------	SW 9095
pH	SW 9040B SW 9045C/9045D	SM 18 4500-H B-11 SW 9040B/9040C SW 9041A
Phenolics	SW 9065	EPA 420.1
Phosphorus, Ortho	SW 9056	EPA 300.0 EPA 365.3 SM 4500 P-E-11
Phosphorus, Total	EPA 365.3	------
Residual Chlorine	-----	SM 4500-Cl G-11
Settleable Solids	------	SM 2540 F-11
Silica	--------------	EPA 200.7
SPLP Extraction	SW 1312	SW 1312
Sulfate	SW9038 SW9056	EPA 300.0 SW 9056, SW 9038 SM 426C 15th Ed

Analytical Fraction	Soil/Solid Matrix Methods	Aqueous Matrix Methods
Sulfide	SW 9030B SW 9031 SW 9034	SW 9030B SW 9031 SW 9034 SM 4500 S E 18th Ed
Sulfide, Acid Soluble & Insoluble	SW 9030B	SW 9030B SW 9031
TCLP Leaching Procedure	SW 1311	SW 1311
Temperature	SW 2550B	SM 2550B-11
Total Dissolved Solids (TDS)	------	SM 2540 C-11
Total Kjeldahl Nitrogen (TKN)	------	SM 4500-N Org B or C & SM 4500-NH3 B plus G-11
Total Organic Carbon (TOC)	SW 9060 Lloyd Kahn	SW 9060 SM 5310 B-11
Total Solids (TS)	------	SM 2540 B-11
Total Suspended Solids (TSS)	------	SM 2540 D-11
Total Volatile Solids (TVS)	------	EPA 160.4
Turbidity	------	EPA 180.1 SM 2130 B-11
Volatile Suspended Solids (VSS)	------	EPA 160.4

13. MAJOR EQUIPMENT

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC/MS SEMI VOA Lab							
GC	BNA-M	Agilent 7890B G3442B	CN14443036	December 2014	December 2014	BNA Lab	New
MSD	BNA-M	Agilent 5977 G7039A	US1446M402	December 2014	December 2014	BNA Lab	New
Auto Sampler	BNA-M	Agilent G4514A	CN14380099	December 2014	December 2014	BNA Lab	New
Injector Tower	BNA-M	Agilent G4513A	CN14410227	December 2014	December 2014	BNA Lab	New
Controller	BNA-M	Agilent G4514A	CN14380099	December 2014	December 2014	BNA Lab	New
Computer	BNA-M	HP	2UA4380G5N	December 2014	December 2014	BNA Lab	New
GC	BNA-B	Hewlett Packard 5890	2750A18411	July 1994	July 2001	BNA Lab	Used
MSD	BNA-B	Hewlett Packard 5971 Series	3188A03673	July 1994	July 2001	BNA Lab	Used
Auto Sampler	BNA-B	Hewlett Packard 18596B	3021A21493	July 1994	July 2001	BNA Lab	Used
Injector Tower	BNA-B	Hewlett Packard 7673 A	2704A04914	July 1994	July 2001	BNA Lab	Used
Controller	BNA-B	Hewlett Packard 7673 A 18594B	320A28097	July 1994	July 2001	BNA Lab	Used
Computer	BNA-B	Minta	93001897	July 1994	July 2001	BNA Lab	Used
GC	BNA-E	Hewlett Packard 6890 Series	4500030441	Dec 2002	Jan 2003	BNA Lab	New
MSD	BNA-E	Hewlett Packard 5973	4591422501	Dec 2002	Jan 2003	BNA Lab	New
Auto Sampler	BNA-E	Agilent 7683 Series	4514413296	Dec 2002	Jan 2003	BNA Lab	New
Injector Tower	BNA-E	Agilent 7683 Series	CN13922355	Dec 2002	Jan 2003	BNA Lab	New
Computer	BNA-E	Hewlett Packard Vectra VL 420 DT	4522100267	Dec 2002	Jan 2003	BNA Lab	New
GC	BNA-F	Hewlett Packard 6890 Series	CN10525020	Oct. 2006	Oct. 2006	BNA Lab	New
MSD	BNA-F	Hewlett Packard 5975	4552430204	Oct. 2006	Oct. 2006	BNA Lab	New
Auto Sampler	BNA-F	Agilent 7683 Series	CN52033154	Oct. 2006	Oct. 2006	BNA Lab	New
Injector Tower	BNA-F	Agilent 7683 Series	CN52025140	Oct. 2006	Oct. 2006	BNA Lab	New
Computer	BNA-F	Hewlett Packard Vectra VL 420 DT	------	Oct. 2006	Oct. 2006	BNA Lab	New
GC	BNA-G	Hewlett Packard 6890 Series	US00029768	July 2011	July 2011	BNA Lab	New
MSD	BNA-G	Hewlett Packard 5973	US92522714	July 2011	July 2011	BNA Lab	New
Auto Sampler	BNA-G	18596C	3506A38037	July 2011	July 2011	BNA Lab	New
Injector Tower	BNA-G	HP 6890 Series	3600A45484	July 2011	July 2011	BNA Lab	New
Controller	BNA_G	G1512 A	US72001994	July 2011	July 2011		
Computer	BNA-G	Dell Windows XP	GVC4B71	July 2011	July 2011	BNA Lab	New
Refrigerator	BNA-Ref-1	Roper	ED2933135	May 1999	July 2001	BNA Lab	Used
Refrigerator	BNA-Ref-2	White Westinghouse	------	June 2006	June 2006	BNA Lab	New

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC SEMI VOA Lab							
Refrigerator	BNA-Ref-3	Frigidaire	WA81100949	1999	Mar. 2008	BNA Lab	Used
HPLC	HPLC-B	Hewlett Packard Series 1100 DAD	JP73007001/ US72101011/ US72101340	May 1999	July 2001	Pest Lab	Used
Auto sampler	HPLC-B	Hewlett Packard 1313 AS	US72102636	May 1999	July 2001	Pest Lab	Used
Computer	HPLC-B	HP Vectra XA	US73465640	May 1999	July 2001	Pest Lab	Used
HPLC	HPLC-L	Hewlett Packard Series 1100 DAD	US64402121 US72101011 JP73007001	Oct. 2006	Oct. 2006	Pest Lab	Used
Auto sampler	HPLC-L	Hewlett Packard 1313 AS	Us80603781	Oct. 2006	Oct. 2006	Pest Lab	Used
Computer	HPLC-L	HP Vectra XA	------	Oct. 2006	Oct. 2006	Pest Lab	Used
HPLC	HPLC-N	Hewlett Packard Series 1100 DAD	------	------	2013	Pest Lab	Used
Degasser	HPLC-N	G1322A	JP73010099	------	2013	Pest Lab	Used
QuatPump	HPLC-N	G1310A	US72101878	------	2013	Pest Lab	Used
Auto Sampler	HPLC-N	G1313A ALS	DE33224630	------	2013	Pest Lab	Used
Column Compartment	HPLC-N	G1316A	DE11610394	------	2013	Pest Lab	Used
Detector	HPLC-N	G1314A Variable Wavelength UV Detector	JP43825742	------	2013	Pest Lab	Used
ECD	ECD-Q	Agilent 7890B G3440B	CN14493092	December 2014	December 2014	Pest Lab	New
Auto Sampler	ECD-Q	Agilent 4514A	CN13060033	December 2014	December 2014	Pest Lab	New
Inject Tower	ECD-Q	Agilent 4513A	CN1441091	December 2014	December 2014	Pest Lab	New
Controller	ECD-Q	Agilent 4514A	CN13060033	December 2014	December 2014	Pest Lab	New
Computer	ECD-Q	HP	2UA4380G89	December 2014	December 2014	Pest Lab	New
ECD	ECD-R	Agilent 7890B G3440B	CN14493093	December 2014	December 2014	Pest Lab	New
Auto Sampler	ECD-R	Agilent 4514A	CN11480026	December 2014	December 2014	Pest Lab	New
Inject Tower	ECD-R	Agilent 4513A	CN14410180	December 2014	December 2014	Pest Lab	New
Controller	ECD-R	Agilent 4514A	CN11480026	December 2014	December 2014	Pest Lab	New
Computer	ECD-R	HP	2UA4380G1C	December 2014	December 2014	Pest Lab	New
ECD	ECD-D	Agilent Technologies 6890N	CN10521041	June 2005	June 2005	Pest Lab	New
Auto Sampler	ECD-D	Agilent 7683	CN52033127	June 2005	June 2005	Pest Lab	New
Inject Tower	ECD-D	Agilent 7683B	CN51825037	June 2005	June 2005	Pest Lab	New
Computer	ECD-D	Dell	CN-0G1494-70821-359-25-KF	June 2005	June 2005	Pest Lab	New
ECD	ECD-E	Hewlett Packard 5890 Series II	2541A06937	May 1999	July 2001	Pest Lab	Used

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC SEMI VOA Lab							
Auto Sampler	ECD-E	HP 7673A	3120A26762	May 1999	July 2001	Pest Lab	Used
Inject Tower	ECD-E	HP 7673	2718A08998	May 1999	July 2001	Pest Lab	Used
Controller	ECD-E	HP 7673A	2906A13936	May 1999	July 2001	Pest Lab	Used
FID	FID-E	Agilent Tech 6890N	CN10410002	June 2005	June 2005	Pest Lab	New
Auto Sampler	FID-E	Agilent 7683	CN41128296	June 2005	June 2005	Pest Lab	New
Inject Tower	FID-E	Agilent Tech	CN41235695	June 2005	June 2005	Pest Lab	New
Computer	FID-E	Dell	J2YZZ31	June 2005	June 2005	Pest Lab	New
GC	ECD_L	HP 6890N	US10217093	------	2004	GC Lab	------
ECD	ECD_L	ECD1	U44268	------	2004	GC Lab	------
ECD	ECD_L	ECD2	U44267	------	2004	GC Lab	------
Injector	ECD_L	HP 7683	CN32631493	------	2004	GC Lab	------
Auto Sampler	ECD_L	------------------	CN53536388	------	2004	GC Lab	------
GC	ECD_O	HP 6890N	US10417011	------	2004	GC Lab	------
ECD	ECD_O	ECD1	U6937	------	2004	GC Lab	------
ECD	ECD_O	ECD2	U6936	------	2004	GC Lab	------
Injector	ECD_O	HP 7683	CN41536014	------	2004	GC Lab	------
Auto Sampler	ECD_O	------------------	CN41528555	------	2004	GC Lab	------
GC	ECD_P	HP 6890N	US10329046	------	2004	GC Lab	------
ECD	ECD_P	ECD1	U5759	------	2004	GC Lab	------
ECD	ECD_P	ECD2	U5760	------	2004	GC Lab	------
Injector	ECD_P	HP 7683	CN21224536	------	2004	GC Lab	------
Auto Sampler	ECD_P	------------------	CN32224158	------	2004	GC Lab	------

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC SEMI VOA Lab							
FID	FID-A&B	Hewlett Packard	3033A32320	Oct. 2007	Oct. 2007	Pest Lab	Used
Auto Sampler	FID-A&B	ALS2016 Tekmar	92231005	June 2008	July 2008	Pest Lab	Used
Computer	FID-A&B	Ultra	-------------	Oct. 2007	Oct. 2007	Pest Lab	Used
Controller	FID-A&B	LCS 2000 Tekmar	93257007	June 2008	June 2008	Pest Lab	Used
FID	FID-C&D	Agilent Tech 6890N	CN10805006	Oct. 2007	Oct. 2007	Pest Lab	New
Auto Sampler	FID-C&D	Agilent Tech	CN80347096	Oct. 2007	Oct. 2007	Pest Lab	New
Tower 1	FID-C	Agilent Tech	CN80346457	Oct. 2007	Oct. 2007	Pest Lab	New
Tower 2	FID-D	Agilent Tech	CN80346490	Oct. 2007	Oct. 2007	Pest Lab	New
Computer	FID-C&D	Dell	CN-0G3022-42940-3AT-029T	Oct. 2007	Oct. 2007	Pest Lab	New
Refrigerator	GC ext-Ref 2	Hot Point	LA21203733	May 1999	May 2015	Pest Lab	Used
Refrigerator	GC ext-Ref 3	GE	ST734619	Feb. 2009	Feb. 2009	Pest Lab	New
Refrigerator	GC ext-Ref 1	Gibson	PN182574-76	April 2016	April 2016	Pest Lab	Used
Refrigerator	GC ext-Ref 5	Frigidaire	WA92101209	June 2009	June 2009	Pest Lab	New
Instrument	**Lab ID**	**Manufacturer Description**	**Serial Number**	**Year Purchased**	**Date placed in service at this location**	**Current Location**	**Condition Received (used, new, recondition)**
GC/GC MS VOA Lab							
MSD	MSVOA-D	Hewlett Packard 5972	3341A00913	August 2013	August 2013	VOA Lab	Refurbished
GC	MSVOA-D	Hewlett Packard 5890 Series II	3033A31948	May 1999	July 2001	VOA Lab	Used
Auto Sampler	MSVOA-D	ENCON Evolution EST	CENTS 309071013	August 2013	August 2013	VOA Lab	New
Concentrator	MSVOA-D	ENCON Evolution EST	CENTS 309071013	August 2013	August 2013	VOA Lab	New
Computer	MSVOA-D	DELL Dimension 3000	1318635-0008	August 2013	August 2013	VOA Lab	Used

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC/GC MS VOA Lab							
MSD	MSVOA-F	Hewlett Packard 5971 Series	3118A02237	May 1999	July 2001	VOA Lab	Used
GC	MSVOA-F	Hewlett Packard 5890 Series II	3108A34429	May 1999	July 2001	VOA Lab	Used
Concentrator	MSVOA-F	OI 4660 Eclipse	338466642P	July 2001	July 2001	VOA Lab	Recondition
Auto Sampler	MSVOA-F	OI4552	14293	July 2001	July 2001	VOA Lab	Recondition
Computer	MSVOA-F	Dell Dimension 2350	93007037	May 1999	July 2001	VOA Lab	Used
MSD	MSVOA-U	Agilent 5977A	US1446L416	December 2014	December 2014	VOA Lab	New
GC	MSVOA-U	Agilent 7890B	CN14443026	December 2014	December 2014	VOA Lab	New
Auto Sampler	MSVOA-U	Atomx Tekmar	US14262011	December 2014	December 2014	VOA Lab	New
Computer	MSVOA-U	HP	Z230	December 2014	December 2014	VOA Lab	New
MSD	MSVOA-H	Hewlett Packard 5971 Series	3188A03008	May 1999	July 2001	VOA Lab	Used
GC	MSVOA-H	Hewlett Packard 5890	2750A17849	May 1999	July 2001	VOA Lab	Used
Concentrator	MSVOA-H	OI Eclipse 4660	A401466023P	2004	Feb 2004	VOA Lab	Used
Auto Sampler	MSVOA-H	EST Archon	12971	May 1999	July 2001	VOA Lab	Used
Computer	MSVOA-H	MINTA ACER 32X	83007353	May 1999	July 2001	VOA Lab	Used
MSD	MSVOA-I	Hewlett Packard 5972 Series	3188A03673	June 1992	July 2001	VOA Lab	Used
GC	MSVOA-I	Hewlett Packard 5890 Series II	3235A45496	June 1992	July 2001	VOA Lab	Used
Concentrator	MSVOA-I	OI 4660 Eclipse	338466643P	2003	March 2003	VOA Lab	New
Auto Sampler	MSVOA-I	OI Archon 5100A	12225	2003	March 2003	VOA Lab	Used
Computer	MSVOA-I	Dell	A4054664199	June 1992	July 2001	VOA Lab	Used
MSD	MSVOA-K	Hewlett Packard 5971A Series	3188A03008	December 2002	Jan 2003	VOA Lab	New
GC	MSVOA-K	Hewlett Packard 5890 Series II	3235A45495	December 2002	Jan 2003	VOA Lab	New

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC/GC MS VOA Lab							
P&T 2	MSVOA-K	OI Analytical 4560	N249460496	December 2002	Jan 2003	VOA Lab	New
Auto Sampler	MSVOA-K	OI Analytical 4552	13843	December 2002	Jan 2003	VOA Lab	New
Computer	MSVOA-K	EXPERT Group	______	December 2002	Jan 2003	VOA Lab	New
MSD	MSVOA-L	Agilent 5975	US52430266	2004	March 2004	VOA Lab	New
GC	MSVOA-L	Agilent 6890N	CN10524059	2004	March 2004	VOA Lab	New
Concentrator	MSVOA-L	Entech 7100A	1224	2004	March 2004	VOA Lab	New
Auto Sampler	MSVOA-L	Entech 7016CA	----------------	2004	March 2004	VOA Lab	New
Computer	MSVOA-L	Dell XP	-----------------	2004	March 2004	VOA Lab	New
MSD	MSVOA-M	Agilent 5971	3118A02663	2004	March 2004	VOA Lab	New
GC	MSVOA-M	Agilent 5890	2429A02327	2004	March 2004	VOA Lab	New
Concentrator	MSVOA-M	Entech 7100A	1129	2004	March 2004	VOA Lab	New
Auto Sampler	MSVOA-M	Entech 7500/7016CA	----------------	2004	March 2004	VOA Lab	New
Computer	MSVOA-M	Dell XP	-----------------	2004	March 2004	VOA Lab	New
GC	MSVOA_R	HP 6890N	CN10414059	------	2004	VOA Lab	------
MS	MSVOA_R	HP 5973	US40620571	------	2004	VOA Lab	------
Auto Sampler	MSVOA_R	OI4552	13576	------	2004	VOA Lab	------
Concentrator	MSVOA_R	Tekmar 3100 P&T	95195004	------	2004	VOA Lab	------
Computer	MSVOA_R	Dell Dimension 8300	55274-OEM-0011903-00102	------	2010	VOA Lab	------
GC	MSVOA_T	HP 6890N	US10244019	------	2004	VOA Lab	------
MS	MSVOA_T	HP 5973	US21864274	------	2004	VOA Lab	------
Auto Sampler	MSVOA_T	OI 4552	13694	------	2004	VOA Lab	------
Concentrator	MSVOA_T	OI 4660	A405466417P	------	2004	VOA Lab	------

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
GC/GC MS VOA Lab							
Computer	MSVOA_T	Dell Dimension 8300	55274-OEM-0011903-00102	------	2010	VOA Lab	------
GC	MSVOA_N	HP 7890	CN12061053	May 2012	May 2012	VOA Lab	------
MS	MSVOA_N	HP 5975C	US11483919	May 2012	May 2012	VOA Lab	------
Auto Sampler	MSVOA_N	Tekmar	US12017004	May 2012	May 2012	VOA Lab	------
Concentrator	MSVOA_N	Tekmar	US12017004	May 2012	May 2012	VOA Lab	------
Computer	MSVOA_N	HP Compaq	------	May 2012	May 2012	VOA Lab	------
GC	MSVOA_V	HP 7890B	CN16333185	Oct 2016	Oct 2016	VOA Lab	New
MS	MSVOA_V	HP 5977B	US1635M037	Oct 2016	Oct 2016	VOA Lab	New
Auto Sampler	MSVOA_V	ATOMX	US16173008	Oct 2016	Oct 2016	VOA Lab	New
Concentrator	MSVOA_V	ATOMX	US16173008	Oct 2016	Oct 2016	VOA Lab	New
Computer	MSVOA_V	HP Z240	2UA6331LKZ	Oct 2016	Oct 2016	VOA Lab	New
Refrigerator	VOA-Ref-1	Frigidaire	WB50332890	June 2005	June 2005	VOA Lab	New
Refrigerator	VOA-Ref-2	Frigidaire	WB50332901	June 2005	June 2005	VOA Lab	New
Refrigerator	VOA-Ref-3	Sanyo	911246533	May 1999	July 2001	VOA Lab	Used
Refrigerator	VOA-Ref-4	Glenco	JJ-371503	May 1999	July 2001	VOA Lab	Used
Refrigerator	VOA-Ref-5	Beverage Air KR48-IAS	7054308	May 1999	July 2001	VOA Lab	Used
Refrigerator	VOA-Ref-6	True Refrigerator T-72	682166	May 1999	July 2001	VOA Lab	Used
Oven	VOA-Oven 1	Fisher Scientific 230F	2876	May 1999	July 2001	VOA Lab	Used
Scale	VOA SC-1	Mettler PE 300	E28222	May 1999	July 2001	VOA Lab	Used
Instrument	**Lab ID**	**Manufacturer Description**	**Serial Number**	**Year Purchased**	**Date placed in service at this location**	**Current Location**	**Condition Received (used, new, recondition)**
Metals Lab							
ICAP	P-4	Thermo Scientific ICAP series 6000	20070701	Mar. 2007	Mar. 2007	Metals Lab	New
Autosampler	P-4	Thermo Scientific CETAC ASX-520	121363A520	Mar. 2007	Mar. 2007	Metals Lab	New
Circulator	P-4	Thermo Scientific Neslab Merlin M33	110134043	Mar. 2007	Mar. 2007	Metals Lab	New

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
			Metals Lab				
Computer	P-4	Dell	---------------	Mar. 2007	Mar. 2007	Metals Lab	New
ICAP	P-5	Thermo Scientific ICAP series 6000	20081906	June 2008	June 2008	Metals Lab	New
Autosampler	P-5	Thermo Scientific CETAC ASX-520	1018173A520	June 2008	June 2008	Metals Lab	New
Circulator	P-5	Thermo Scientific Neslab Thermoflex 900	0110220301120 829	June 2008	June 2008	Metals Lab	New
Computer	P-5	Dell	---------------	June 2008	June 2008	Metals Lab	New
ICP MS	P-6	Thermo Elemental	X0315	Dec 2003	Feb 2004	Metals Lab	New
Auto Sampler	P-6	ASX-510 Autosampler	120308ASX	Dec 2003	Feb 2004	Metals Lab	New
Circulator	P-6	Thermo Neslab (Water Circulator)	109223014	Dec 2003	Feb 2004	Metals Lab	New
Computer	P-6	IBM	KLAT783	Nov 2013	Nov 2013	Metals Lab	New
ICP MS	P-7	Agilent Technologies	JP14410463	December 2014	December 2014	Metals Lab	New
Auto Sampler	P-7	Agilent Technologies ASX-500	US1014101A52 0	December 2014	December 2014	Metals Lab	New
Heat Exchanger	P-7	Agilent Technologies	3F1491167	December 2014	December 2014	Metals Lab	New
Computer	P-7	HP	2UA4380G2Y	December 2014	December 2014	Metals Lab	New
ICP MS	P-8	Agilent Technologies	JP17141814	February 2017	May 2017	Metals Lab	New
Auto Sampler	P-8	Agilent Technologies SPS-4	AU16401968	February 2017	May 2017	Metals Lab	New
Heat Exchanger	P-8	Agilent Technologies	6H1720664	February 2017	May 2017	Metals Lab	New
Computer	P-8	HP	2UA6373LST	February 2017	May 2017	Metals Lab	New
Mercury Analyzer	CV-1	Leeman Labs HYDRA II AA Automated Mercury Analyzer	64244	June 2011	Dec 2011	Metals Lab	New

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
Metals Lab							
Computer	CV-1	Dell	--------------	June 2011	Dec 2011	Metals Lab	New
Mercury Analyzer	CV-2	Leeman Labs Hydra AA Automated Mercury Analyzer	62598	June 2002	June 2002	Metals Lab	New
Computer	CV-2	Dell	CJ85K11	June 2002	June 2002	Metals Lab	New
Oven	M Oven-1	Lab-Line Model 3512	0700-0078	May 1999	July 2001	Metals Digestion Lab	Used
Scale	M SC-1	Adventurer Pro	8027100143	June 2006	June 2006	Metals Digestion Lab	New
Instrument	**Lab ID**	**Manufacturer Description**	**Serial Number**	**Year Purchased**	**Date placed in service at this location**	**Current Location**	**Condition Received (used, new, recondition)**
General Chemistry Lab							
Scale	M SC-2	Adam Highland HCB 1002	AE75803678	September 2013	September 2013	Metals Digestion Lab	New
Scale	M SC-3	Adam Highland HCB 1002	AE75803679	September 2013	September 2013	Metals Digestion Lab	New
Digestion Block	Dig Block # 1	Environmental Express	6083 CECW2808	May 2010	May 2010	Metals Digestion Lab	New
Digestion Block	Dig Block # 2	Environmental Express	8297 CECW43568	August 2012	August 2012	Metals Digestion Lab	New
Digestion Block	Dig Block # 3	Environmental Express	8379 CECW3685	September 2012	September 2012	Metals Digestion Lab	New
Digestion Block	Hg Dig Block # 1	Environmental Express	8211 CECW3498	July 2013	July 2013	Metals Digestion Lab	New
Digestion Block	Hg Dig Block # 2	Environmental Express	8211 CECW3500	June 2012	June 2012	Metals Digestion Lab	New
Digestion Block	Hg Dig Block # 3	Environmental Express	615CECD814	April 2001	April 2001	Metals Digestion Lab	New
on Chromatograph	IC-1	Metrohm 761 Compact Ion Chromatograph	17610020/09119	June 2002	June 2002	General Chemistry Lab	New

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
General Chemistry Lab							
Sample Processor	IC-1	Metrohm 766	62041430	June 2002	June 2002	General Chemistry Lab	New
Computer	IC-1	Micron	13186350008	June 2002	June 2002	General Chemistry Lab	New
Ion Chromatograph	IC-2	Metrohm 838Compact Ion Chromatograph	-----	June 2005	June 2005	General Chemistry Lab	New
Sample Processor	IC-2	IC838 Advanced Sample Processor	18300024004129	June 2005	June 2005	General Chemistry Lab	New
Interface	IC-2	Interface 830	1830002004179	June 2005	June 2005	General Chemistry Lab	New
Detector	IC-2	Detector 819	1819001003166	June 2005	June 2005	General Chemistry Lab	New
Pump	IC-2	Metrohm Pump 818	1818011004182	June 2005	June 2005	General Chemistry Lab	New
Separation Center	IC-2	Metrohm 820	1820023004135	June 2005	June 2005	General Chemistry Lab	New
Liquid Handling Unit	IC-2	Metrohm 833	183001004142	June 2005	June 2005	General Chemistry Lab	New
Incubator	Incubator-3	Forma-Scientific Model 3918 Incubator	60147-89	May 1999	July 2001	General Chemistry Lab	Used
Scale	WC SC-1	Mettler AE 200	J39330	May 1999	July 2001	General Chemistry Lab	Used
Scale	WC SC-2	Mettler AE200	J39333	May 1999	July 2001	General Chemistry Lab	Used
Scale	WC SC-3	Sartorius TE2145	22250964	------	2006	General Chemistry Lab	------
COD Digestion Block	COD Block # 1	HACH Hot Plate 16500-10	880711134	May 1999	July 2001	General Chemistry Lab	Used
COD Digestion Block	COD Block # 2	COD Reactor HACH	971100016836	------	2004	General Chemistry Lab	------
Stirrer Hot Plate	WC S-1	Torrey Pine Scientific	50000055	Nov 2014	Nov 2014	General Chemistry Lab	New

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
General Chemistry Lab							
Stirrer Hot Plate	WC S-2	Torrey Pine Scientific	50000056	Nov 2014	Nov 2014	General Chemistry Lab	New
Tumbler	T-1	Env. Express	------	June 1997	July 2001	General Chemistry Lab	New
Tumbler	T-2	Env. Express	------	June 1997	July 2001	General Chemistry Lab	New
Zero Headspace Extractor	ZHE-1	ZHE	3745-ZHE	June 1997	July 2001	General Chemistry Lab	New
Zero Headspace Extractor	ZHE-2	ZHE	3740-12-BRE	May 1999	July 2001	General Chemistry Lab	Used
pH Meter	WC pH meter-1	Thermo Orion 350	014070	July 2004	July 2004	General Chemistry Lab	New
pH Probe	WC pH Probe-1	Thermo Orion 9106 BNWP	R01	February 2004	February 2004	General Chemistry Lab	New
Konelab	Konelab	Konelab	P4719011	Dec 2002	Jan 2003	General Chemistry Lab	new
Computer	Konelab	Dell	2000-256036	Dec 2002	Jan 2003	General Chemistry Lab	new
Refrigerator	WC-Ref-1	Frigidaire	LA23205322	May 1999	July 2001	General Chemistry Lab	used
Refrigerator	WC-Ref-2	GE	WR844752	June 2013	June 2013	General Chemistry Lab	used
Cabiner Dessicator	1WCD	Boekel	----------------	------	2004	General Chemistry Lab	------
Cabiner Dessicator	2WCD	Boekel	---------------	------	2004	General Chemistry Lab	------
Oven	WC-Oven 2	VWR 1305U	01202393	Dec 1997	July 2001	General Chemistry Lab	Used
Oven	WC- Oven 3	VWR 1305U	01203788	May 1999	July 2001	General Chemistry Lab	Used
Spectrophotome ter	Spectropho tometer-1	Hach DR/2010 Spectrophotometer	971100006417	May 1999	July 2001	General Chemistry Lab	used
Turbidimeter	WC-Turbidimet er-1	HACH 2100N	09090C025745	------	2004	General Chemistry Lab	------

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
General Chemistry Lab							
Conductance Meter	WC Conductance Meter-1	YSI Model 35 Conductance Meter	K8002530	May 1999	July 2001	General Chemistry Lab	used
Muffle Furnace	Muffle Furnace	Paragon Q11	418333	May 1999	July 2001	General Chemistry Lab	used
Midi Cyanide	MC-1	Andrews Glass (Cyanide Distillation)	ABX0409	May 1999	July 2001	General Chemistry Lab	used
Midi Cyanide	MC-2	Andrews Glass (Cyanide Distillation)	S06771	2002	2002	General Chemistry Lab	New
TOC Analyzer	TOC	Tekmar Appolo 9000	US03227003	Aug 2003	Aug 2003	General Chemistry Lab	new
TOC Boat Sampler	TOC	Rosemount Dohrmann-183	9311029	Aug 2003	Aug 2003	General Chemistry Lab	new
Auto-Titrator	Titrator	Titroline Alpha	441912	March 2004	March 2004	General Chemistry Lab	new
Auto-Titrator Sampler	Titrator	TW Alpha 16 Sample Changer	00472248	March 2004	March 2004	General Chemistry Lab	new
Digestor	Digestor	Westco Easy Digest 40/20	1102	March 2003	March 2003	General Chemistry Lab	new
Ignitability/ Flash Point Instrument	IGN-1	Koehler closed cup (Penske substitute)	R61091858	March 2004	April 2004	General Chemistry Lab	new
Dissolved Oxygen meter	DO Meter	YSI 5000 Dissolved Oxygen Meter	98C0951AB	May 1999	July 2001	General Chemistry Lab	Used
BOD Probe	BOD Probe H-1	DO Probe, YSI Model S010	13M100172	------	2004	General Chemistry Lab	------
Grain Size Seive Shaker	MDGEO-1	RO-TAP RX-29	21049	------	2004	General Chemistry Lab	------
Autoclave	MDA1	All American Pressure Steam Sterilizer 25X	0011555	------	2004	General Chemistry Lab	------
Puck-Mill Grinder	MDMI#1	Labtechnics LM1-P	9202634	------	2008	Sample Management	------
Hot Plate	EX HP-1	Corning PC-35	-------------	May 1999	July 2001	General Chemistry Lab	Used

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
Sample Management							
Refrigerator	SM Ref-2	White Westinghouse (Ice Packs)	BA93101799	May 1999	July 2001	Sample Management	used
Walk in Refrigerator	SM-Walk in-1	Bally (10' X 38')	--------------	May 1999	July 2001	Sample Management	used
Temperature Gun	Temperature Gun	Mannix Model # IRT4	----------------	2005	2005	Sample Management	New
PID	PID # 3	RAE Systems	592-918947	May 2017	May 2017	Sample Management	New
PID	PID # 4	RAE Systems	592-920032	May 2017	May 2017	Sample Management	New
Instrument	**Lab ID**	**Manufacturer Description**	**Serial Number**	**Year Purchased**	**Date placed in service at this location**	**Current Location**	**Condition Received (used, new, recondition)**
Extractions Lab							
N-EVAP	N-EVAP	Organomation Nitrogen Evaporation System	------------	May 1999	July 2001	Extractions Lab	used
Water Bath	EX-WB-1	Boekel	------------	May 1999	July 2001	Extractions Lab	used
Water Bath	EX-WB-2	Boekel	------------	May 1999	July 2001	Extractions Lab	used
Water Bath	EX-WB-3	Boekel	------------	May 1999	July 2001	Extractions Lab	used
Water Bath	EX-WB-4	Boekel	------------	May 1999	July 2001	Extractions Lab	used
Water Bath	EXT Water Bath#2	Boekel	------------	July 2012	July 2012	Extractions Lab	------
Water Bath	EXT Water Bath#3	Boekel	------------	July 2012	July 2012	Extractions Lab	------
GPC	GPC-1	Accuprep JZ Scientific	03B-1060-3.0	2003	March 2003	Extractions Lab	used
S-Evaporator	Evaporator-1	Organomation Analytical Evaporator	10688	May 1999	July 2001	Extractions lab	used
Oven	EX Oven-2	Fisher 117G	----------------	May 1999	July 2001	Extractions Lab	Used
ASE	ASE-1	Dionex Accelerated Extraction	03010456	March 2003	October 2003	Extractions Lab	new
ASE	ASE-2	Dionex Accelerated Extraction	03060034	March 2003	October 2003	Extractions Lab	new
ASE	ASE-3	Dionex Accelerated Extraction	03060032	March 2003	October 2003	Extractions Lab	new
Ultrasonic Bath	Sonicator Bath	Bransonic Ultrasonic Cleaner 8510	RPA020497187 E	March 2004	March 2004	Extractions Lab	new

Instrument	Lab ID	Manufacturer Description	Serial Number	Year Purchased	Date placed in service at this location	Current Location	Condition Received (used, new, recondition)
Extraction Lab							
Turbovap II	Turbovap	Zymark	TV9751N7885	**1997**	**July 2001**	Extractions Lab	**New**
Refrigerator	EX Ref-1	Gibson	LA23601205	May 1999	July 2001	Extractions Lab	used
Touch Vortexer	Vortex	Glas-Col	263248	May 1999	July 2001	Extractions Lab	Used
Centrifuge	Centrifuge	Damon/IEC Division	AE0921	**1984**	**July 2001**	Extractions Lab	**New**
Scale	EX-SC-1	Mettler PM 4600	975690	May 1999	July 2001	Extractions Lab	used
Scale	EX SC-2	Ohaus GA110	1348	2000	July 2001	Extractions Lab	Used
Scale	EX SC-3	Sartorius A 200S	36100008	2000	July 2001	Extractions Lab	Used
Soxtherm	SOX-1	Soxtherm	4032298	Feb 2004	March 2004	Extractions Lab	New
Soxtherm	SOX-2	Soxtherm	4040032	Feb 2004	March 2004	Extractions Lab	New
Soxtherm	SOX-3	Soxtherm	4031744	Feb 2004	March 2004	Extractions Lab	New
Soxtherm	SOX-4	Soxtherm	4031743	Feb 2004	March 2004	Extractions Lab	New
SPE DEX Extractor	SPE-1	Horizon 4790 series	04-0509	2004	2004	Extractions Lab	New
SPE DEX Extractor	SPE-2	Horizon 4790 series	04-0510	2004	2004	Extractions Lab	New
SPE DEX Extractor	SPE-3	Horizon 4790 series	04-0507	2004	2004	Extractions Lab	New
SPE DEX Extractor	SPE-4	Horizon 4790 series	04-0508	2004	2004	Extractions Lab	New
ROT-X-TRACT-LC	LL-Extractor-1	Organomation Liquid-Liquid extractor	--------------	Nov 2005	Nov 2005	Extractions Lab	New
ROT-X-TRACT-LC	LL-Extractor-2	Organomation Liquid-Liquid extractor	60079	2016	January 2016	Extractions Lab	New
SPE DEX Controller	SPE Controller	Horizon	04-0433	**2004**	**2004**	Extractions Lab	**New**
Shaker	Shaker-1	Shaker	11302197	**--------**	**December 2013**	Extractions Lab	**Used**
GPC	GPC-2	Accuprep J2 Scientific	PLH 1548-1.1	**July 2015**	**July 2015**	Extraction Lab	**New**
Lab Oven	EXT Oven-1	Quincy Lab	30 GC Oven	**---------**	**June 2015**	Extraction Lab	**Used**

14. DOCUMENT CONTROL

Objective: To establish a system in order to have all information related to the production of analytical data controlled, protected, and stored to ensure its integrity and traceability. The system must ensure that only most recent version of required documentation is used by the appropriate personnel in the laboratory. Insure that invalid or obsolete documents are promptly removed from all points of issue or use, or otherwise assured against unintended use. All internal regulatory documents including the QA manual, SOP's, software, and equipment user's manuals are subject to document control. Obsolete documents retained for either legal or knowledge preservation purposes will be marked with the date that the document became obsolete.

Quality Assurance Manual: The QA Manual outlines how Chemtech plans, implements, and assesses the effectiveness of QA/QC control actions in the functioning of its analytical services.

Standard Operating Procedures (SOP's): An SOP is a written document, which details the method of an operation, analysis or action whose techniques and procedures are thoroughly prescribed, and which is accepted as the method for performing certain routine or repetitive task. SOP's are an integral part of consistent quality laboratory work.

14.1 DOCUMENT OVERSIGHT: The QA/QC Director is responsible for the document control system and maintains a current list of controlled documents, their location, and revision number. The QA/QC Director and Technical Director approve all newly released operating procedures and any revision to controlled documents. QC Supervisor is keeping track of all laboratory log books, temperature logs, hood logs and refrigerator logs.

14.2 DISTRIBUTION OF CONTROLLED DOCUMENTS: Controlled documents are signed by QA/QC Director and Technical Director. Copies of documents not signed or assigned a control number are considered uncontrolled documents. All departments supervisor can access the electronic copy of the updated document control of the QA Manual, SOP's, and any other related documents from the server. With the document, the supervisor receives a distribution document log that is signed and returned to the QA Office to be filed in a binder. This distribution log has the name of the document the printed name of the person receiving it, the signature and date of distribution.

Electronic copy of current applicable SOP (analytical, administrative, and or procedural) and QA Manual are saved on server. The original document of each outdated SOP or QA manual is retained in the QA/QC office as well as on the server.

14.3 DOCUMENT REVISIONS: All laboratory documents under document control are reviewed at least annually and revised as appropriate. Document revisions may be requested due to a change in procedure; an added procedure; internal review of the laboratory procedures, personnel, facility, equipment, policy and/or procedures; implementation of new contracts/regulations.

For work performed under the USEPA SOW for Organic analysis Multi-Media, Multi-Concentration SOM01.X and SOW for Inorganic Superfund Methods Multi-Media Multi-Concentration Methods ISM01.X, the QAP must be revised when the following circumstances occur:

- USEPA modifies the technical requirements of the SOW or contract.
- USEPA notifies Chemtech of deficiencies in the QAP.
- USEPA notifies Chemtech of deficiencies resulting from USEPA's review of the laboratory performance.
- Chemtech's organization, personnel, facility, equipment, policy or procedures change.
- Chemtech identifies deficiencies resulting from the internal review of the organization, personnel, facility, equipment, policy or procedure changes.

The QAP will be revised within 14 days of when the circumstances listed above result in a discrepancy. The changes are highlighted and a copy is sent to USEPA Regional CLP PO and QATS.

A request to change a document is initiated on a "Corrective Action Report". The Technical Director and QA/QC Director review the requested change. The QA/QC Director is responsible for updating the appropriate document once a change has been approved.

Whenever corrections are required to a controlled document pending the re-issue of the document, a corrective action report will be generated. The corrected data will be entered manually by hand on the hard copy of the document, with initial and date, and the reason for the change. The changes will be approved by all persons originally approving the document. The corrected copy will be replaced in electronic copy, as applicable. A revised document will be re-issued as soon as practicable. Altered or new text in the SOP or QAM will be highlighted.

Any changes in electronically stored data are identified by storing the file as a revised version, keeping the original file intact and tracing the changes to the data to the user login ID.

These changes will be communicated to the affected personnel by replacing all copies with the revised version. Read receipts and/or training documents will be signed by the affected personnel, documenting that the affected changes are read and understood, and followed as soon as the changes are approved. The read receipts/training documents are maintained in the employee training file.

14.4 STANDARD OPERATING PROCEDURES (SOP's): Three (3) types of SOP's are used at Chemtech.

14.4.1 **Analytical SOP**: Provides stepwise instructions to an analyst on how to perform a particular analysis.

14.4.2 **Administrative SOP**: Details the process of documentation of all administrative activities.

14.4.3 **Procedural SOP**: Provides instructions and information for support activities in the laboratory.

Each SOP developed is assigned a unique document control number. SOP's are reviewed annually and updated if necessary. SOP's can be edited more frequently if systematic errors dictate a need for process change or the originating regulatory agency promulgates a new revision of the method. All SOPs are reviewed annually by associated Lab chemist & Lab supervisor. CHEMTECH's SOP Management program will highlight SOPs when their annual review date comes near. At that point of time QA manager ask Lab supervisor to review SOP with lab chemist. If there is any change require than lab chemist notify lab supervisor. Lab supervisor notifies QA manager about the change. Then QA manager update that SOP in SOP management program with a new revision number, effective date & a comment with the reason for updating SOP. Once SOP is revised by QA manager in SOP management Program, it has to be approved by lab chemist followed by lab supervisor, QA/QC Director and Technical Director. Then a read receipt for that SOP will be generated for all associated lab personnel. In case when no changes required for a SOP at the time of annual review then only date reviewed will be updated in SOP management Program. The revision number & effective date will not change for that SOP.

SOP's are maintained in electronic format on CHEMTECH LIMS network server. A list of available SOPs is enclosed as Section 27.

All SOPs are reviewed annually and changes are suggested by associated Laboratory Analyst or Laboratory Supervisor or Laboratory Manager or QC Supervisor or QA/QC Director. For any reason if SOP needs to be updated in the middle of the year then a corrective action report is generated for that particular change. Associated Laboratory Analyst and Laboratory Supervisor are notified for this change with effective date. Laboratory Analyst and Laboratory supervisor acknowledge this change by putting their initial and date on that corrective action report which is then attached with related SOP. This corrective action report will be attached with SOP until next annual review when this change will be incorporated in SOP.

14.5 **LOGBOOK CONTROL:** Laboratory logbooks maintained at Chemtech are preprinted, numbered and include a title which identifies the purpose of the logbook. Some Laboratory logbooks are maintained electronically as well. Each logbook indicates the instrument name, manufacturer, model number and a Chemtech identification number. All quality control activities are recorded in the logbooks. Refer to P243-Manual Integration Policy and Electronic Logbook SOP, P254-Purchases and Supplies SOP and P255-Maintenance SOP.

All logbook entries must be completed and reviewed. For any corrections made to the logbook entries, Refer to P226-Corrections SOP.

Active logbooks are maintained in the laboratory and retired logbooks are maintained in the QA/QC office or archived on the server. Refer to P232-Data Storage SOP. Laboratory staff may keep two recent sequentially dated logbooks of the same type in order to simplify review of recently conducted analysis.

14.6 **ANALYTICAL DOCUMENT MAINTENANCE AND STORAGE:** Analytical data logbooks and clients reports are retained for five years unless specified otherwise. After five years, the analytical data and reports are systematically destroyed. The data is retained for ten years for clients from Massachusetts.

Projects completed in the current year are maintained in the Report Production area. All other analytical data, reports, and logbooks are kept in the Document Storage Area. The electronically scanned data are archived on LIMS Server. Levels of authorization limit access to Document Storage Area and the LIMS Server. Refer to P229-Computer Backup and Security SOP, P231-Data Archive SOP and P232-Data Storage SOP.

CHEMTECH has generated an access log for long term data storage. As this log indicates each box which will be stored at long term data storage place will have description on Box along with number on it. When this box will be placed at long tern data storage place the access log will be updated with Box number, Box Description, Storage location, Stored by signature and date. At any time someone wants to access that box will have to update access log with Box number, Box Description, Storage location, Accessed by signature and date.

In the event of an ownership change all appropriate regulatory agencies will be notified. As a condition of the ownership change the buyer will be requested to maintain all records and reports prior to the time of legal transfer.

In the event of a bankruptcy all appropriate regulatory agencies and clients will be notified. They will be given the opportunity to retrieve their records and reports within 30 days of notification. The records and reports will be destroyed after the 30 days notification period has expired.

14.7 **PERSONNEL RECORDS:** The QA/QC office maintains personnel folders for all analytical staff members. These folders document that analysts have received instructions for their job related activities including read receipts for SOP's and the QA Manual. Personnel records also include health and safety training received and a signed ethics agreement, in addition to technical training records, demonstration of capability, and precision and accuracy for the tests.

14.8 **INTERNAL AUDITS:** The QA/QC Director conducts annual internal audits of the laboratory activities to verify that the laboratory operations continue to comply with the requirements of the quality system, the latest version of the TNI standard, DOD QSM, and all applicable state and federal program requirements. The internal audit program addresses all elements of the quality system, including the environmental testing activities. Internal Audits are planned activity. The QA/QC Director follows a schedule for Internal Audit. The QA/QC Director can make changes in schedule depending on the work situation and availability of Laboratory personnel. General Chemistry Laboratory Internal Audit is conducted in First quarter followed by Sample management and QA/QC Department in second quarter. Extraction, Metals/Mercury and Semi-Volatile Laboratory Internal Audit is conducted in third quarter. Internal Audit for Volatile, Air and Pesticide Laboratory are conducted in fourth quarter.

When audit findings cast a doubt on the effectiveness of the operations or on the correctness or validity of the laboratory's environmental test results, corrective actions are taken. Clients are notified in writing if investigations show that the laboratory results may have been affected.
The project manager notifies the clients promptly, in writing, within 48 hours, of any event such as identification of defective measuring or test

equipment that casts doubt on the validity of results given in any test report or amendment to a report.

The area of activity audited, the audit findings and corrective actions that arise from them are recorded. The management ensures that these actions are discharged within the agreed time frame, per P210-Corrective-Preventive Action SOP.
Follow-up audit activities verify and record the implementation and effectiveness of the corrective action taken.

A review is conducted with respect to any evidence of inappropriate actions or vulnerabilities related to data integrity. Discovery of potential issues is handled in a confidential manner until such time as a follow up of evaluation, full investigation, or other appropriate actions have been completed and issues clarified. All investigations that result in finding of inappropriate activity are documented and include any disciplinary actions involved, corrective actions taken, and all appropriate notifications of client. All documentation of these investigation and actions taken are maintained for at least five years.

14.9 **MANAGEMENT REVIEWS:** The executive management conducts a review of the laboratory's quality system and environmental testing activities annually to ensure their continuing suitability and effectiveness, and to introduce necessary changes or improvements. The review takes account of:

- The suitability of policies and procedures
- Reports from managerial and supervisory personnel
- The outcome of recent internal audits
- Corrective and preventive actions
- Assessments by external bodies
- The results of inter-laboratory comparisons or proficiency tests
- Changes in the volume and type of work
- Client feedback
- Complaints and other relevant factors, such as quality control activities, resources and staff training.

Findings from the management reviews and the actions that arise from them are recorded. The management ensures that those actions are carried out within an appropriate and agreed timescale, per P210-Corrective-Preventive Action SOP. The records of review findings and actions are maintained.

15. TRACEABILITY OF MEASUREMENTS

Objective: To establish procedures for achieving traceability of measurements between a measured value and a national reference standard.

15.1 METRIC MEASUREMENTS – THERMOMETER AND BALANCE CALIBRATION: Verification and/or validation of balances and thermometers are performed with National Institute of Standards and Technology (NIST) traceable standards. All new thermometers used in the laboratory are calibrated prior to their use and all thermometers are calibrated annually. A tag attached to the calibrated thermometer documents the date it was calibrated and any correction factor if necessary. The calibration readings are recorded in a logbook. Test equipment used in the laboratory requiring temperature control is assigned a separate calibrated thermometer. The temperature is recorded daily in a temperature log for all required equipment. Refer to SOP ID P208 - Thermometer Calibration SOP.

Class S Calibration weights are used to calibrate all the balances used in the laboratory. Calibration checks are performed on a daily basis and recorded in a logbook. Refer to P209-Scale Calibration SOP. An annual balance calibration is conducted by a certified agency or organization. Calibration certificates include the location of the equipment, model, serial number, manufacturer and sensitivity information. This information is maintained in the QA/QC office.

15.2 CHEMICAL STANDARDS: All reference and working standards used for calibration must be NIST traceable and have a traceability certificate. Vendors provide a traceability certificate for all chemical standards, which include a lot number and expiration date. Working standards are prepared from the vendor traceable standards and are documented in the “Standard Preparation Logbook (Electronic)” and include the vendor lot number, dates of preparation, and preparer’s initials and date. Refer to individual method SOPs for Standard Preparation information. Reagents are checked for contamination by analyzing the Method Blank. . Refer to P220-Traceability SOP. Analytical standards are verified and documented. Refer to P202-Reagent Check SOP. The certificates of traceability are affixed to the logbook (Electronic) to keep a permanent record. The vials, in which working standards are kept, are labeled with the lot number, preparation date, and expiration date. All reagents that do not have an expiration date from the manufacturer will be labeled as expiring 10 years from the date the reagent container was opened. All expired standards must be stored separately from the working standards.

16. CALIBRATION AND VERIFICATION OF TEST PROCEDURES

Objective: To ensure that instrumentation is performing to predetermined operational standard prior to the analysis of any samples and that the data are of known quality and appropriate for a given regulatory agency requirements must be established by the laboratory.

16.1 ORGANIC TEST PROCEDURES

Tuning Criteria for GC/MS Instruments: Each GC/MS system must pass the performance criteria for 4-Bromofluorobenzene (BFB) or Decafluorotriphenylphosphine (DFTPP) before any samples, standards or blanks can be analyzed. The tuning standard must meet the criteria specified in each analytical SOP. The chromatogram should not contain any baseline drift and the peaks should be symmetrical. Each GC/MS system must be tuned every 12 hours for SW846 methods, OLM04.2 and SOM01.1 analyses and 24 hours for 600 series methods.

Initial Calibration: Second source standards are obtained from a different manufacturer than the original standards, unless one is not available and are used to verify the initial calibration. An initial calibration is run on all instruments. Initial calibration is rerun when continuing calibration criteria cannot be met. The criterion for an initial calibration curve consists of a minimum of five points for SW846 Methods, OLM04.2 and SOM01.1 analyses and a minimum of three points for 600 series methods. The lowest standard analyzed must be equal to or less than the reporting limit, however, the five points are specified in the analytical SOP for CLP work. The response factor (RF) must be calculated for all compounds. The Relative Standard Deviation (RSD) is used to determine linearity. See individual SOPs for limits, criteria and allowances. The system performance check compounds (SPCC) are checked for SW 846 methods for a minimum average response factor. These compounds must meet the minimum response factors specified in each analytical SOP. If the minimum average response factor for any SPCC does not meet the criteria then corrective action is required and the GC/MS system recalibrated. The initial calibration verification must be successfully completed prior to running any samples.

If more stringent standards or requirements are included in a mandated test method or by regulation, Chemtech will demonstrate that such requirements are met. If it is not apparent which standard is more stringent, then the requirements of the regulation or mandated test method are to be followed.

Continuing Calibration Verification (CCV): The initial calibration curve for each compound of interest is checked and verified once every 12 hours for SW846 methods, OLMO4.2 and SOM01.1 analyses, and once every 24 hours for 600 series methods. This is accomplished by analyzing a midpoint calibration standard and verifying all continuing calibration criteria for a given method are met. Sample, blank, and QC standards cannot be analyzed unless a CCV meets method criteria. For further details refer to the individual SOP's.

Formulas:

$$RF = \frac{\text{Area of compound x Concentration of ISTD}}{\text{Area of ISTD x Concentration of compound}}$$

$$\%\ RSD = \frac{SD}{RF} \times 100$$

where **SD** is the standard deviation for all compounds and **RF** is the average response factor

When the %RSD exceeds criteria for any analyte, a linear regression of the instrument response versus the concentration of the standards is performed for 600 series and SW846 methods. The regression will produce the slope and intercept terms for a linear equation in the form

$$y = ax + b,$$

where:

y = instrument response (peak area or height)
a = slope of the line(also called the coefficient of x)
x = concentration of the calibration standard
b = intercept

- The use of linear regression may not be used as a rationale for reporting results below the calibration range demonstrated by the analysis of the standards.
- The regression calculation will generate a correlation coefficient(r).

In order to be used for quantitative purposes, the correlation coefficient must be greater or equal to 0.99

16.2 INORGANIC TEST PROCEDURES

Balance Calibration: All balances are calibrated each day with 3 class "S" weights covering the expected range of analysis and recorded in the balance calibration logbook (Electronic). Refer to P209-Scale Calibration SOP. The non-reference weights are calibrated annually using reference weights and the results are recorded. The accuracy of the reference weights is certified every five years. An outside contractor certifies each balance for accuracy once a year. A calibration sticker is placed on the balance and all associated information is maintained in the QA/QC department.

Titrant Standardization: All titrants used in the laboratory are standardized when opened to verify the titrant's normality in duplicate. These values are recorded in the appropriate analytical logbook. Each titrant must be within 90-110% of the known value. If not, the titrant is restandardized.

Instrument Calibration: An initial calibration is run on all instruments. Refer to individual method SOPs for method-specific calibration requirements.

Mercury analyzer must be calibrated using blank and 5 standards in graduated amounts that define the linear range of analysis. The correlation coefficient for the curve must be ≥ 0.995.

Spectrophotometric analyses are calibrated by using a blank and minimum 5 standards. The correlation coefficient must be ≥ 0.995, or as defined in the analytical SOP

If any calibration curve has a correlation coefficient < 0.995, corrective action is taken and a new calibration curve is analyzed. Samples, blanks, and standards are not analyzed until the curve passes the criteria. For all calibrations the lowest standard analyzed must be equal to or less than the reporting limit.

Formula: $y = ax \pm b$,

where:
y = instrument response (peak area or height)
a = slope of the line(also called the coefficient of x)
x = concentration of the calibration standard
b = intercept

Initial Calibration Verification (ICV): Second source standards are obtained from a different manufacturer than the original standards, whenever possible, or a different lot number from the same manufacturer is obtained, unless one is not available, and are used to verify the initial calibration. The ICV must be performed immediately after calibration of each analysis, as applicable. This is accomplished by analyzing a midpoint calibration standard. The ICV must have a percent recovery as specified in the individual method SOP. If the criterion is not met, corrective action must be taken. If the source of the problem can be determined after corrective action has been taken, a new calibration MUST be generated. Samples, blank, and QC standards cannot be analyzed unless the ICV meets method criteria. The initial calibration shall be verified and documented for every analyte at each wavelength used for analysis.

Continuing Calibration Verification (CCV): CCV analysis is performed at a frequency specified in each method SOP. The CCV must be analyzed at the beginning of the run and after the last analytical sample, or as applicable per method SOP. The CCV concentration is at or near the midpoint of the calibration curve and is analyzed at every wavelength used for the analysis of each analyte. The CCV results must fall within the control limits specified in each analytical SOP.

Thermometer Calibration: Every liquid–in-glass thermometer used in the laboratory is certified annually, electronic and other non-liquid-in-glass thermometers are verified quarterly, against a NIST certified thermometer, which is traceable to the manufacturer. The certified reference thermometer has calibration verified annually. All data is recorded in a controlled logbook.

pH meter Calibration: Each pH meter is calibrated daily at pH of 4, 7, 10 and then checked with a ICV (pH 7) buffer solution. The calibration is recorded in the pH logbook along with the date and time of calibration. When the pH meter is used for longer than three hours, check pH at 7.0 (first source) every three hours. The pH cannot differ by more than ± 0.2 pH units from the standard buffer value or the meter must be recalibrated.

Spectrophotometer Wavelength Check: A wavelength check of each spectrophotometer is performed annually against Platinum/Cobalt standards and recorded in the maintenance logbook. If the wavelength does not meet the manufacturer's specified conditions, service is performed on the instruments.

Autoclave test strip: A temperature sensitive tape is used to verify the content of each autoclave run is processed.

Linear range Verification & Calibration for ICP - Metals: Linear range verification is performed for all ICP instruments. A series of calibration standards are analyzed over a broad range of concentration and data from these analyses are used to determine the valid analytical range for the instrument. ICP instrument calibration is routinely performed using a single standard at a concentration within the linear range and a blank.

17. CALIBRATION, VERIFICATION, AND MAINTENANCE OF EQUIPMENT

Objective: To establish a system to ensure accurate calibration and maintenance of all laboratory equipment. All instrument maintenance activities must be recorded in the instrument logbooks. Instrument should be labeled as a dedicated piece of equipment when an instrument is used for a unique activity.

17.1 **INSTRUMENT CALIBRATION:** Instruments are calibrated according to the requirements set forth by the manufacturer or as dictated by the respective SOP's for the test method for which the instruments are used. The frequency and type of maintenance and calibration activity performed must be documented in the instrument logbook. If an instrument is out of working order, out of calibration or in need of repair, a tag is affixed to the instrument directing the analysts to use another instrument.

Support instruments are calibrated and verified using NIST traceable reference standards over the range of use. Balances, ovens, incubators, water baths, freezers, and refrigerators are checked daily if in use and readings are recorded in their respective logbooks.

Refer to analytical method SOPs for method-specific calibration requirements. Also Refer to P244-Calibration policy SOP.

17.2 **INSTRUMENT MAINTENANCE:** Some instruments are purchased with a service contract. If a service contract is purchased, it is recorded in the logbook along with a contact phone number. Refer to P227-Services and Daily Maintenance SOP and P255-Maintenance SOP. Calibration is necessary after instrument repair and prior to using any new instrument. Instrument servicing includes routine cleaning and the repair and/or replacement of any faulty parts. For further information refer to the instrument manual or the SOP for the test method the equipment is used.

17.3 **CALIBRATION/MAINTENANCE LOG:** Each instrument has an associated maintenance and calibration logbook (Electronic). The interval maintenance/ calibrations are guided by the manufacturer's instructions or as often as needed based on individual instrument performance. It may be modified by user's experience and frequency of use. The instrument is identified on the first page of the logbook. The logbook must document the calibration and maintenance of the instrument.

18. VERIFICATION PRACTICES

Objective: To establish a process for the verification practices in effect to assure adherence to the Quality Assurance Plan. A system for proficiency testing, use of reference materials, and internal QC schemes must be in place in order to ensure compliance.

18.1 PROFICIENCY TESTING (PT) PROGRAMS:

External PT Samples: Chemtech participates in NYSDOH Potable, Non Potable and Solid/Hazardous Categories and USEPA CLP. The results are used to evaluate the ability of the laboratory to produce accurate data. PT reports and raw data are retained in the laboratory for a minimum of five years. These records include results and supporting documentation of analyses of test samples and all related Quality Control analysis. The laboratory participates in the PT from other providers as well, e.g., client specific PT samples, Environmental Resources Association (ERA), Phenova and Absolute Standards.

All PT samples are handled (i.e. managed, analyzed and reported) in the same manner as real environmental samples utilizing the same staff, methods as used for routine analysis of that analyte, procedures, equipment, facilities, and frequency of analysis. When analyzing a PT sample, the same calibration, laboratory quality control and acceptance criteria, sequence of analytical steps, number of replicates and other procedures are used as when analyzing routine samples.

Chemtech does not send any PT sample, or a portion of a PT sample, to another laboratory for any analysis for which it seeks accreditation, or is accredited. Chemtech does not knowingly receive any PT sample or a portion of a PT sample from another laboratory for any analysis for which the sending laboratory seeks accreditation, or is accredited. Chemtech management or staff does not communicate with any individual at another laboratory (including intra-company communication) concerning the PT sample. Chemtech management or staff does not attempt to obtain the assigned value of any PT sample from their PT provider.

Internal PT Samples: The QA/QC Director is responsible for administering an in-house blind check sample program, at QA/QC Director's discretion. Quality control samples are obtained from the EPA and from a private supplier. The known samples are blindly introduced into the system as a typical sample and analyzed as such. The results are reported to the QA/QC Director and evaluated.

This process allows for close monitoring of the accuracy of laboratory analyses on blind samples. If a problem is discovered, the QA/QC Director brings it to the attention of the Company President and Laboratory and Department Manager. With the assistance of the Technical Director, the cause of the problem is determined and appropriate corrective action is taken. Another blind sample is sent through the laboratory to confirm the problem has been resolved.

18.2 **USE OF REFERENCE MATERIAL AND SUPPLIES:** The laboratory purchases external reference samples from known vendors. All reference samples are certified and the laboratory maintains the manufacturer's Certificate of Analysis on file. Pre-certified and pre-cleaned supplies are purchased for DoD Work. Each lot of supplies is analyzed to ensure that no target analytes are present at concentrations above ½ Reporting Limit for DoD Work.

18.3 **INTERNAL QUALITY CONTROL PROCEDURES:** The data acquired from QC procedures are used to judge the analytical quality of the data, to determine the need for a corrective action, and to interpret results after the implementation of corrective actions. Each test method SOP details the QC procedures to be followed.

Method Blank: A method blank is an aliquot of reagent water for aqueous samples and an aliquot of a solid matrix, whenever possible, carried through the entire sample preparation and analytical procedure. A method blank must not contain any target analyte(s) at concentrations that exceed method requirements. If it does, the source of contamination must be removed or minimized before proceeding with sample analysis.

Note: For DoD Work: A method blank must not contain any analyte at ≥1/2 Reporting Limit and for common laboratory contaminants, no analyte must be present at ≥ Reporting Limit. If method blank contamination does not meet criteria, reprocess the associated samples in a subsequent preparation batch, except when sample analysis results in non-detect. If no sample volume remains for reprocessing, then results will be reported with appropriate data qualifiers.

Laboratory Control Samples (LCS): A LCS is an aliquot of reagent water for aqueous samples and aliquot of a solid matrix, whenever possible, spiked with the target analyte list analyzed with each batch of samples to demonstrate the method accuracy within acceptance QC limits. The results are used to determine batch acceptance. Each method SOP includes detailed QC procedures and QC limits.

Sample Duplicates: Sample duplicates are performed to measure analytical precision. One duplicate sample must be analyzed from each group of samples of similar matrix type for each batch of 20 samples. If a duplicate result falls outside QC limits the original sample and the duplicate sample data are regarded as unreliable and may necessitate corrective action.

Matrix Spikes: Matrix spikes are analyzed at a frequency of one per twenty samples to measure analytical precision and accuracy of the specified matrix. If precision and accuracy are out of QC limits, corrective action is required.

Surrogate Spikes: Surrogates are organic compounds that are similar in behavior to the target analytes but are not found in nature. They are added to all blanks, samples, and standards except the tuning standards at a concentration specified in relevant SOP's. All surrogates must meet the recovery limits specified in each SOP. If any surrogate does not meet the limits, the sample must be reanalyzed.

Internal Standard: An internal standard (IS) is a known amount of standard added to a test portion of a sample as a reference for evaluating and controlling the precision and bias of the applied analytical method. Retention time (RT) for an IS is also compared to reference standards to assure that target analytes can be located by their individual relative RT. If the criteria for IS response or RT criteria are not achieved corrective action is required, e.g., recalibration and reanalysis.

Sample Analysis: The analyst is responsible for performing all QC requirements before and after analyzing the sample to make sure that required QC criteria are met. If the sample QC criteria are not met, the analyst must take corrective action to rectify any problems. If the analyst is not able to remediate the issue, then must notify the supervisor who will take necessary corrective action.

Storage Blank, GPC Blank and Blank Spike analysis: Storage and GPC Blank and GPC Blank Spikes are logged weekly every Monday, and monitored by the QA/QC Director. Storage Blanks are analyzed to ensure that cross-contamination has not affected the sample results. GPC Blank and Blank Spike samples are monitored to ensure efficiency of the GPC cleanup process. GPC Blank and Blank Spike may not be performed weekly, if no samples are processed through GPC. However, the GPC Blank and Blank spike must be performed whenever GPC cleanup is performed.

Data Package Review: Data review is performed at different levels to assure that all QC criteria are met. The analyst conducting the analysis performs first data review. The data is then submitted for supervisory review. The final review of the data is conducted in the QC department before the data are released to the client. The QA/QC Director conducts a spot check review of the completed data packages. For further details refer to "Procedures for Audits and Data Review" section of this QA Manual and P201-Data Review SOP.

Monitoring Quality Control Limits: Quality Control data generated from duplicate analysis and matrix spikes/matrix spike duplicates are monitored and plotted on Quality Control Charts. Control Charts are monitored quarterly. Refer to P211-Control Charts SOP. Chemtech utilizes the Quality Control charts to identify data trends and assure that all tests are within control.

Chemtech records the theoretical or true value, then calculates and plots the mean value. In general, our warning limits are ±2 Standard Deviations from the true value. Corrective action is taken when ±3 Standard Deviations from the mean value are encountered. The Percent Recovery for all quality control samples must be within the limits stated in the method.

In addition to control chart limits, the laboratory uses limits of 75-125% and RPD limits of ±20% for inorganic analysis. For organic analysis %R limits and RPD limits as stated in applicable methods are used.

In control charts application, any points beyond the control limits indicate an out of control situation. When data points are out of statistical control, Chemtech investigates the source of the statistical perturbation. When an out-of-control situation occurs, analyses must be stopped immediately until the problem has been identified and resolved. The control charts are also utilized to identify trends, which can be checked and resolved before the system goes out-of-control.

Annual Quality Audits: An annual quality review of the system is important to ensure that laboratory management can continue to be confident that all measures are being taken to produce the highest quality of data and services. Annual audits, along with day-to-day data review, provide effective means for ensuring that QC activities are being implemented and that each analyst performs in a manner consistent with the quality system. The QA/QC Director conducts the audits, which are scheduled and announced in advance. For further details refer to the "Data Review and Internal Quality Audits" section of this manual.

18.4 EXTERNAL QUALITY CONTROL PROCEDURES: Chemtech participates in hardcopy and electronic data audits as required, in addition to on-site evaluations performed by various agencies and clients.

19. LABORATORY MANAGEMENT POLICY FOR PERMITTED DEPARTURES FROM DOCUMENTED POLICIES AND PROCEDURES

Objective: To establish a process for an event which requires departure from the documented policies and procedures.

19.1 **PROCEDURE:** The Technical Director, Laboratory Manager, and QA/QC Director have the responsibility for ensuring that all personnel adhere to the laboratory's policies. A departure from documented policies is allowed if fully documented and approved by the appropriate level of authority. Documentation of the departure includes the reason for the departure, the effected SOP(s), intended results of the departure and the actual results. The client will be informed of any deviation from the contract.

If the departure affects data, the client is notified before conducting the analysis for approval. This departure is also noted in the case narrative of the final report.

If the Client requests a method modification that represents a significant departure from a reference method, the client must acknowledge in writing the authorization of the modification. The acknowledgment can be in the form of a contract modification or signing the quotation acceptance page.

The quotation details the analytical requirements including the test methods for the project, the acceptance page to be signed by the client, states that "the quotation accurately describes the analytical requirements".

20. CORRECTIVE ACTIONS FOR TESTING DISCREPANCIES

Objective: To establish a system for actions taken in response to non-conformance reports issued during performance, data review, or a client complaint. The goal of the corrective action program is to correct and monitor out-of-control events, which effect the integrity of analytical results. All conditions that adversely impact data quality must be identified and corrected.

20.1 OUT-OF-CONTROL EVENTS: Out-of-control situations are identified through analytical data validation procedures. An out-of-control event is a situation, which results in the development of unacceptable results. Once a problem has been identified, the QA/QC Director must contact the department supervisor using the Corrective Action (CA) report form. The supervisor must initiate investigation into cause, and must ensure that corrective action is implemented and is effective. The CA must be documented on the (CA) report form and filed in QA/QC office. Refer to Corrective Action SOP for details of the corrective action report forms.

There are many situations that present an out-of-control situation. Contamination, percent recoveries and duplicate variations that are not within control limits, and failing calibrations are examples of situations considered out-of-control. Whenever a situation of this nature is encountered, Chemtech diligently develops the appropriate corrective action.

20.2 CORRECTIVE ACTION PROCESS: A corrective action is a response to an out-of-control event, which brings back a system to produce acceptable results. Corrective actions taken to control an event can be: stop analytical work immediately; identify the symptom of the out-of-control event; identify the cause of the out-of-control event; implement a corrective action; confirm that a return to control has been achieved by analyzing reference samples; document entire process by completing a CA Report Form; complete and return the CA Report Form to the QA/QC office.

20.3 DEPARTURES FROM DOCUMENTED POLICIES AND PROCEDURES: Method SOP's provide QC acceptance criteria and specific protocols for corrective actions. When testing discrepancies are detected such as out-of-control QC, the analyst must follow the corrective action protocol as described in the applicable method SOP.

Technical Director and QA/QC Director first approve any corrective action taken that is not mentioned in the SOP. This action is recorded in the CA Report Form and is documented in the electronic database of corrective actions. If necessary, the method SOP is than revised to incorporate the corrective action to make it a part of SOP for future uses.

20.4 **CORRECTIVE ACTION MONITORING:** Laboratory Manager, Department Managers and QA/QC Director routinely monitor corrective actions implemented in the laboratory for effectiveness and to ensure that the deficiency has been completely removed from the system. If the deficiency still exists after a given period of time, the corrective action is reevaluated and modified.

21. REPORTING ANALYTICAL RESULTS

Objective: To ensure that the reported results are accurate, clear, objective, and unambiguous. The contents of the final report must include all necessary information and must be clear and understandable for the end-user.

21.1 REQUIRED DOCUMENTATION: All documentation used to approve and defend reported data must be collected and should be available and referenced so it can be found at any time it may be needed. Chemtech reports meet all applicable regulatory and client requirements. Electronic reports can be customized to meet the client specific requirements.

Documentation for Sample Identification: Includes at minimum sample identification, chain-of-custody, Field QC, if any and any other related documents.

Documentation of the Analytical Performance: Analytical method used and method detection limit (MDL), reporting limit (RL), limit of detection (LOD), or limit of quantitation (LOQ), as required; Instrumentation (manufacturer, model, performance checks); Calibration data (initial and continuing); Detailed analytical work (raw data, run logs, standard and reagent preparation, calculations)

QA/QC Documentation and Data: Analysis of blanks; Source of QC check standards; Preparation of spike stock solution.

Checks and Validation of Analytical Data: QC review Checklists; Corrective actions (when applicable); Date and signature of approval of the reportable data of each parameter tested; Date and signature for approval of the final report.

21.2 SIGNIFICANT FIGURES IN ANALYTICAL REPORTS: Numerical data are often obtained with more digits than are justified by their accuracy and precision, therefore must be reported by the accuracy of the analytical method.

The number of significant figures refers to the number of digits reported for the value of a measured or calculated quantity indicating the accuracy and precision of the value. Nonzero integers always count as significant figures. Leading zeros are zeros that precede all the zero digits and do not count as significant figures. The zeros simply indicate the position of the decimal point.

Captive zeros are zeros between nonzero digits, and always count as significant figures. Trailing zeros are zeros at the right end of the number and are significant only if the number contains a decimal point. At Chemtech the results are reported to two significant figures.

When rounding a number carry at least one digit beyond the last significant digit throughout all calculations. Round the final result by changing all digits beyond the last significant digit to zeros; drop these zeros if they are to the right of the decimal point. Refer to P225-Rounding Rules SOP.

21.3 **UNITS USED TO EXPRESS ANALYTICAL RESULTS:** Units used to express analytical results depend on the analytical method used, the concentration of the analytes, and the matrices of the sample analyzed.

The most common unit used to express results is milligrams per liter (mg/L), which is equal to parts per million (ppm) or milligrams per kilogram (mg/Kg). Other units used are microgram per liter (μg/L), which is equal to parts per billion (ppb) or micrograms per kilogram (μg/Kg).

21.4 **REPORT CONTENTS:** The final report includes the following information:

Client Information: name and address of the client

Project Information: Client project name and location (if specified by the client)

Chemtech Reference Information: Chemtech project number

Evidence Receipt: Description and identification of samples, chain-of-custody

Case narrative (if applicable): Description and/or identification of analysis performed with a description of deviations from the SOP if required

Summary and Results: Analytical results supported by raw data, chromatograms, initial calibration and continuous calibration, etc.

Report is sequentially numbered and all raw data and chromatograms are initialed and dated by the analyst. The final report is signed and dated by the QC supervisor. Refer to P201-Data Review SOP.

21.5 DATA COLLECTION , REDUCTION, REPORTING AND VALIDATION PROCEDURE

Data collection:
All data is collected from the instrumentation electronically. This data is then transferred electronically to a data processing computer were the data is revised and verified for method adherence and compliance.

For some analysis the data cannot be transferred electronically. The data is then entered manually to the reporting software and verified by a peer review.

Data reduction:
Analyst then processes the data and saves all instrument data collected in a designated folder in Mars (data storage server). The data is then brought electronically into the data reporting system where the data is reviewed against the method requirements and QC limits.

Data reporting:
Once the data is approved, the forms are printed. The data package is arranged with the necessary forms, depending on the method and client specifications. Once the data package is complete, the package is then brought to the Reporting Department for review and validation.

Data validation:
The first review is done in the lab by the analyst performing the analysis with the help of the reporting software (EISC), which contains all the method requirements.

Supervisor for the department performs a secondary review.

The last review is done at the reporting department were data reviewers go through the data package in detail and verify compliance with the method and client requirements.

22. DATA REVIEW AND INTERNAL QUALITY AUDITS

Objective: To design a process to assess compliance of laboratory activities with the operational requirements of the QA manual and to evaluate the performance of all analytical departments. The validation of data must be accomplished by a data review procedure.

22.1 DATA REVIEW: At Chemtech there are several stages for the data review/validation process. The analyst performing the analysis conducts the first data review. The supervisor reviews the data after the analyst review. The QC/Report Production performs the final review.

Analyst Review: The analyst is responsible for ensuring that all work performed meets the specifications and criteria outlined in the Statement of Work. They are to double-check all aspects of their analyses, including instrumental conditions, QA/ QC limits, calculations, and compound identification. When manual integration's are performed, the raw data records shall include a complete audit trail for those manipulations. Raw data output showing the results of the manual integration's, a notation of the rationale for the manual integration, including the date and initials/signature of the person performing the manual operation must be included in the raw data file.

Supervisor Review: Supervisor performs a technical data review to ensure that proper analytical sequence was employed, all QA/QC criteria were met, compounds were properly identified and flagged if required, correct standard, dilutions, and calculations were made.

Quality Control/Report Production Review: The completed data is reviewed by the QC/Report Production. Sample information from the sample receiving documentation is compared to in-house laboratory information to ensure consistency. The data are checked for general completeness, compliance, and QA/QC requirements, and random calculations are performed. If a quality control measure is found to be out of control, and the results are to be reported, all samples associated with the failed quality control measure will be reported with the appropriate data qualifier(s).

If a defect is identified in the data package, that can be corrected before the data are released to the client, the data package is returned to the laboratory for corrections. Immediate action is taken by the affected department to rectify the problem and corrected data package is returned to QC/Report Production office for review and final release of the data.

Spot Check Review by QA/QC Director: The QA/QC Director performs spot-check reviews about 10% of the data before they are released to the client. He/she focuses on all elements of data deliverables including sample identification, sample custody documentation, analytical quality control, and client specifications and requirements.

22.2 INTERNAL QUALITY SYSTEM AUDITS: Annual internal audits are conducted under the direction of the QA/QC Director. These audits are used to detect and correct any specific problems. The audit involves a thorough laboratory inspection to evaluate the following areas: adherence to all laboratory procedures as specified in applicable New Jersey, Pennsylvania, New York and other state or federal program regulations; verification of methodology; adherence to all method QC requirements; frequency of duplicates, spikes, blanks, and QC sample analyses; maintenance of documentation in adherence with good laboratory practices; and verification that laboratory equipment, supplies, and reagents are properly maintained. The internal audits cover all laboratory and support systems and include the analyst qualifications and training documents.

A comprehensive audit checklist is used for the department to be audited based on the method SOP and includes the cycle of a sample analysis beginning from sample receiving till the disposal of the sample and the release of data to the client. Checklists are revised annually to incorporate corrective actions initiated during the previous year to be followed up and to ensure that the corrective actions are taken and followed in the affected areas. Refer to Internal Audit Report for a copy of the latest checklists. Deficiencies are noted on the checklist and CA reports are issued to the area being audited.

Findings of the audit are documented and copies of the findings are given to the Company President, the Technical Director, the Laboratory Manager, and the Department Supervisor. A copy of the findings is also provided to the analyst. Any problems and their prospective resolutions are discussed among the QA/QC Director, Technical Director, and Department Supervisor. After an agreed upon time period, it is the responsibility of the QA/QC Director to ensure that the required corrective action has been implemented. All audit documents are kept on file by the QA/QC Director in the QA office.

23. ELECTRONIC DATA

Objective: To establish a system to control, verify, validate and document computer software used by LIMS.

23.1 Software: To ensure that the software that is used to collect, analyze, process and/or maintain LIMS Raw Data, SOP's are established, approved and managed for:

Testing and quality assurance methods to ensure that all LIMS software accurately performs its intended functions, including acceptance criteria, tests to be used, personnel responsible for conducting the tests, documentation of test results, and test review and approval.

Change control methods that include instructions for requesting, testing, approving, documenting and implementing changes. When indicated, change control methods shall also include reporting and evaluating problems, as well as implementing corrective actions.

23.2 Documentation: Documentation is established and maintained to demonstrate the validity of all software used in the LIMS and includes:

A description of the software and functional requirements; a listing of all algorithms and formulas; and as they occur, testing and quality assurance, installation and operation/enhancement, and retirement.

23.3 Security: SOP's are established to implement appropriate security procedures to assure the integrity of LIMS data are adequate. Computer security training is given to all employees once when they are hired. Username and Passwords are changed on regular basis.

23.4 Electronic Audit: The organics laboratory uses two different software packages to collect the data and two different software packages to produce the report. Both the volatiles and semi-volatiles departments use the combination of Hewlett Packard (HP) Chemstation/Enviroforms and EISC to collect and produce reports. GC volatiles only use TurboChrom software to process and quantitate the data. TurboChrom generates 3 separate files. The raw files contain no quantitation, only the output from the instrument. The .TXT files contain a process file, and the rpt. file contains a detailed report table. The raw file cannot be tampered with or changed. This file is protected by the software to preserve the original output. The PST/PCB data is collected on a different version of Chemstation and the EISC software is used to produce the reports. HP and EISC have set up security for the data itself and there is no way to effect any changes to the raw data. The quantitation is similarly secured by the software in that any data produced has information on it that can be used to determine its origin.

24. GLOSSARY

1. Acceptance Criteria: specified limits placed on characteristics of an item, process, or service defined in requirement documents.

2. Analytical Detection Limit: the smallest amount of an analyte that can be distinguished in a sample by a given measurement procedure throughout a given confidence interval.

3. Analyst: the designated individual who performs the "hands-on" analytical methods and associated techniques and who is the one responsible for applying required laboratory practices and other pertinent quality controls to meet the required level of quality.

4. Audit: a systematic evaluation to determine the conformance to quantitative and qualitative specifications of some operational function or activity.

5. Calibration: to determine, by measurement or comparison with a standard, the correct value of each scale reading on a meter, instrument, or other device. The levels of the applied calibration standard should bracket the range of planned or expected sample measurements.

6. Chain of custody: an unbroken trail of accountability that ensures the physical security of samples and includes the signatures of all who handle the samples.

7. Confidential Business Information: Information that an organization designates as having the potential of providing a competitor with inappropriate insight into its management, operation or products.

8. Confirmation: verification of the identity of a component through the use of an approach with a different scientific principle from the original method. These may include, but are not limited to: second column confirmation; alternate wavelength, derivatization, mass spectral interpretation, alternative detectors or additional cleanup procedures.

9. Corrective Action: the action taken to eliminate the causes of an existing nonconformity, defect or other undesirable situation in order to prevent recurrence.

10. Data Audit: a qualitative and quantitative evaluation of the documentation and procedures associated with environmental measurements to verify that the resulting data are of acceptable quality.

11. Demonstration of Capability: a procedure to establish the ability of the analyst to generate acceptable accuracy.

12. Document Control: the act of ensuring that documents and revisions are proposed, reviewed for accuracy, approved for release by authorized personnel, distributed properly and controlled to ensure use of the correct version at the location where the prescribed activity is performed.

13. Holding Times: the maximum times that samples may be held prior to analysis and still be considered valid or not compromised.

14. Laboratory: a defined facility performing environmental analyses in a controlled and scientific manner.

15. Laboratory Control Sample (lab fortified blank, blank spike, QC check sample): a sample matrix, free from the analytes of interest, spiked with verified known amounts of analytes from a source independent of the calibration standards or a material containing known and verified amounts of analytes. It is generally used to establish intra-laboratory or analyst specific precision and bias or to assess the performance of all or a portion of the measurement system.

16. Manager: the individual designated as being responsible for the overall operation, all personnel, and the physical plant of the environmental laboratory.

17. Method Detection Limit : the minimum concentration of a substance an analyte that can be measured and reported with 99% confidence that the analyte concentration is greater than zero and is determined from analysis of a sample in a given matrix containing the analyte.

18. NELAC standards: the plan of procedures for consistently evaluating and documenting the ability of laboratories performing environmental measurements to meet nationally defined standards established by the National Environmental Laboratory Accreditation Conference or TNI (The NELAC Institute).

19. Nonconformance: An indication or judgement that a product or service has not met the requirements of the relevant specifications, contract or regulation; also the state of failing to meet the requirements.

20. Precision: the degree to which a set of observations or measurements of the same property, obtained under similar conditions, conform to themselves; a data quality indicator.

21. Preservation: refrigeration and/or reagents added at the time of sample collection to maintain the chemical and/or biological integrity of the sample.

22. Proficiency testing: a means of evaluating a laboratory's performance under controlled conditions relative to a given set of criteria through analysis of unknown samples provided by an external source.

23. Quality Assurance: an integrated system of activities involving planning, quality control, quality assessment, reporting and quality improvement to ensure that a product or service meets defined standards of quality with a stated level of confidence.

24. Quality Assurance Plan: a formal document describing the detailed quality control procedures by which the quality requirements defined for the data and decisions pertaining to a specific project are to be achieved.

25. Quality Control Sample: an uncontaminated sample matrix spiked with known amounts of analytes from a source independent from the calibration standards. It is generally used to establish intra-laboratory or analyst specific precision and bias or to assess the performance of all or a portion of the measurement system.

26. Quality System: a structured and documented management system describing the policies objectives, principles, organizational authority, responsibilities, accountability and implementation plan of an organization for ensuring quality in its work processes products and services. The quality system provides the framework for planning, implementing, and assessing work performed by the organization and for carrying out required QA and QC.

27. Raw data: any original factual information from a measurement activity or study recorded in a laboratory notebook, worksheets, records memoranda, notes, or exact copies thereof that are necessary for the reconstruction and evaluation of the report of the activity or study.

28. Record Retention: The systematic collection, indexing and storing of documented information under secure conditions.

29. Reference Method: a method of known and documented accuracy and precision issued by an organization recognized as competent to do so.

30. Reporting Limit: A specific concentration at or above the lower quantitation limit that is reported to the client with confidence. It is often defined on a project-specific basis. If set by the client below the lower quantitation limit, method modification is required or the client will be required to accept the lowest technically valid value that can be provided by the laboratory.

31. Standard Operating Procedures: a written document which details the method of an operation, analysis or action whose techniques and procedures are thoroughly prescribed and which is accepted as the method for performing certain routine or repetitive tasks.

32. Technical Director: individuals who has overall responsibility for the technical operation of the environmental testing laboratory.

33. Traceability: the property of a result of a measurement whereby it can be related to appropriate standards, generally international or national standards, through an unbroken chain of comparisons

25. REFERENCES

1. ISO/IEC DIS 17025: 2005. General requirements for the competence of calibration and testing laboratories.

2. 2009 TNI Standard

3. DOD Quality Systems Manual for Environmental Laboratories Version 5.0

26. CERTIFICATION LIST AND RESUMES OF KEY PERSONNEL

26.1 Certification List – Mountainside NJ

STATE	STATUS	LABORATORY ID	Certification Categories
NJ-NELAP	Certified	20012	DW, WW, SHW, Air
NY-ELAP	Certified	11376	DW, WW, SHW, Air
CONNECTICUT	Certified	PH-0649	DW, WW, SHW
MAINE	Certified	2012025	DW,WW,SHW
MARYLAND	Certified	296	DW
NEW HAMPSHIRE	Certified	255413	DW,WW,SHW
PENNSYLVANIA	Certified	68-548	DW
TEXAS	Certified	T10470448-10-1	WW
USDA	Certified	P330-16-00372	Soil Permit
USEPA	CLP Inorganic & Organic	CHM	metals, cyanide, volatile, semi-volatile, pesticide, PCB
DoD ELAP (L-A-B)	Certified	L2219	WW, SHW, Air

26.2 Key Employee Resume (additional resumes available upon request)

NAME: ***Divyajit Mehta*** **POSITION: Laboratory Director/Chief Operating Officer**

RESPONSIBILITIES: Responsible for all technical efforts of the Laboratory to meet all terms and conditions of EPA contract as well as all of CHEMTECH's clients. Experienced in the analysis of inorganic soil and water samples according to the requirements of the EPA Superfund, Contract Laboratory Program. Hands on experience in the use of the modern analytical instrumentation and wet chemical techniques. Currently responsible for the overall technical performance of the laboratory. Review the technical and QA/QC requirements during the analysis. Oversees the laboratory operations and compliance with all regulations.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
Gujarat University INDIA	1979	1982	*CHEMICAL* ENGINEERING		*BS, 1982*
NJIT	1984		*CHEMICAL ENGINEERING*		MS INCOMPLETE

Professional Experience

Name & Address of Employer: *CHEMTECH* *MOUNTAINSIDE, NJ 1/99-Present*	**Responsibilities included**: Oversee overall technical laboratory performance and compliance with regulations and contracts. Responsible for Corporate Health and Safety program.
Title of Position: *CHIEF OF OPERATIONS/LABORATORY DIRECTOR*	
Name & Address of Employer: CHEMTECH *ENGLEWOOD, NJ 1/89-1/99*	**Responsibilities included:** Responsible for the technical efforts of the inorganic department and compliance with EPA contract
Title of Position: *INORGANIC MANAGER*	

Professional Skills

Hands on experience in a variety of instruments such as GC/MS, ICP, GC and various Wet chemistry techniques.
Various training such NELAC training, instrument training and other seminars related with the Analytical procedures and instrumentation.

Computer Skills

Computer literate- MS Office- MS Word, MS Excel, MS Power Point
Use and design of Environmental Data Reduction Software
Enviroquant & Enviroforms, LIMS- Sample Master, EISC data reduction Software.

Other Achievements or Awards

Divyajit has completed various training in the Environmental field. Examples of these are: Inorganic Data validation training, Region II Organic data validation, Sample Master LIMS advance course, ICP training course and others. OSHA 40-hour Training Certified

Title of Position & Dates: *Project Management Director, 1/2008 – 2/2009*	

NAME: **Himanshu N. Prajapati** **POSITION:** QA/QC Director

Dates: 02/2013 – Present

RESPONSIBILITIES: Enforcement of all QA/QC requirements as per EPA, CLP protocols and all state regulations, Internal Audit of the lab, write and annually update Standard Operating Procedures, Assure that lab QA/QC practices are kept by conducting Internal Audit Annually, Verify all QC Client Contract compliance and Screening, Provide clients with technical support upon request, Development and maintenance of corrective action reports, regulatory and client document review, monitor external assessments, monitor compliance of lab systems with quality system guidelines established by federal and state agencies.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
L.D. College of Engineering Ahmedabad, Gujarat, India	1993	1997	***Chemical Engineering***	***NA***	***B.E. Chemical Engineering***
Stevens Institute of Technology NJ, USA	1999	-	***MS Chemical Engineering***	NA	

Professional Experience

Name & Address of Employer: ***CHEMTECH 284 Sheffield Street Mountainside, NJ 07092***	**Responsibilities Included:** Responsible for review of CLP packages, maintenance and troubleshooting of instruments, training other lab personnel in Semi-Volatile analysis and instrumentation. Prepare and analyze proficiency samples. Schedule work flow for other analysts.
Title of Position: *GC/MS Extractables Supervisor**; 10/02-02/13***	
Name & Address of Employer: ***CHEMTECH 284 Sheffield Street Mountainside, NJ 07092***	**Responsibilities Included:** Assist supervisor with all aspects of data deliverable production, review data based on SW-846, CLP and 40 CFR methodology, depending on project requirement. Verify all QC requirements, contract compliance, screening and method requirements
Title of Position: ***QC Analyst; 9/04-12/04***	
Name & Address of Employer: ***CHEMTECH 284 Sheffield Street Mountainside, NJ 07092***	**Responsibilities Included:** Perform BNA analysis as per EPA 600 series, SW 846 and CLP protocols. Assist supervisor with SOPs updates. Update LIMS system. Troubleshoot instrument.
Title of Position: GC/MS Analyst; 04/00-10/02	

ΥFor additional information please see attachment.

Professional Skills

Proficient with the analysis of samples for inorganic & organic parameters.

Computer Skills

MS Office- Word and Excel
Data Processing software

NAME: **Umangi Modi** **POSITION:** GC/MS Analyst

Dates: August 2015 – Present

RESPONSIBILITIES: Analyze samples using SW846, EPA CLP and 600 series methods. Prepare and analyze proficiency samples. Responsible for maintenance and troubleshooting of instruments.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
NJIT	-	December 2012	***Environmental Science***	-	***Master of Science***

Professional Experience

Name & Address of Employer: ***CHEMTECH 284 Sheffield Street Mountainside, NJ 07092***	**Responsibilities Included:** Perform General Chemistry analysis based on EPA 40 CFR series, SW 846 and CLP protocols. Assist supervisor with SOPs updates. Update LIMS system. Troubleshoot instrument
Title of Position: ***General Chemistry Analyst; 5/2014-08/2015***	

YFor additional information please see attachment.

Computer Skills

MS Office- Word and Excel
Data Processing software

NAME: Rajesh Parikh **POSITION:** Extraction Supervisor

DATES: March 2011-Present

RESPONSIBILITIES: Supervision of Extractions department, schedule and coordinate workflow for the extractions analysts. Extract samples for BNA, Pesticides, PCBs, Herbicides and TPH based on EPA 600 series, SW 846 and CLP methodologies. Updating LIM system. Review and updating of Extractions SOPs. Troubleshoot instrument. Prep and Analysis of Oil and Grease based on method SW 1664.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
University of Baroda India	1967	1971	***Chemistry***		***BS 1970***

Professional Experience

Name & Address of Employer / Title of Position	Responsibilities included
Name & Address of Employer: ***CHEMTECH*** 284 Sheffield St, Mountainside, NJ 07092 **Title of Position:** ***Extraction Analyst, June 2003-March 2011***	**Responsibilities included:** Extract samples for BNA, Pesticides, PCBs, Herbicides and TPH based on EPA 600 series, SW 846 and CLP methodologies. Assist supervisor with SOPs updates. Update LIMS system. Troubleshoot instrument. Prep and Analysis of Oil and Grease based on method SW 1664.
Name & Address of Employer: ***Godak Mills*** India **Title of Position:** ***Chemist Jan 1977-Nov 2002***	**Responsibilities included:** Testing and analysis of raw materials and Dyes. Analysis of In-process and finished products.
Name & Address of Employer: Calico Mills India **Title of Position:** Chemist Jan 1972-Dec 1976	**Responsibilities included:** Testing and analysis of raw materials and Dyes. Analysis of In-process and finished products.

ΥFor additional information please see attachment.

Professional Skills

Computer Skills

Microsoft Office 2000-Excel, Windows

NAME: Jaswal Sarabjit **POSITION: Metals Analysis Supervisor**

Dates: 12/89 to Present

RESPONSIBILITIES: Supervision of Metals departments. Flow of work; analyses of samples within holding times, scheduling of work with the analysts, verify the test results performed by analysts. Technical data review of analyses (ICP data run – Methods 6010, 200.7, CLP, Hg data run – Methods 7470, 7471, 245.1, CLP. Report preparation and handle centralize computer system for analytical reports.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
Punjab University, India	*1976*	*1981*	***Chemistry***	------	***BS; 1981***

Professional Experience

Name & Address of Employer: CHEMTECH 205 Campus Plaza 1, Edison, NJ 08837 **Title of Position & Dates:** ***Laboratory Chemist;*** ***7/88 to 12/89***	**Responsibilities included:** Analyses of General Chemistry and Metals parameters including cyanide, nitrate-nitrite, TKN, TDS, TSS, BOD, COD, TOC, hardness, etc. of wastewater, drinking water, soil, and sludges. Reporting of data as required.
Name & Address of Employer: JCT Mills (Nylon Plant). **Title of Position & Dates:** ***Laboratory Chemist;*** ***1/83 to 11/85***	**Responsibilities included:** Analysis of General Chemistry methods.

Professional Skills

- Experience in EPA methods, NYSDOH, NJDEP, and CLP requirements.
- Hands on experience for running ICP/Hg analyzer, TOC, Lachate, UV spectrophotometer, etc.
- Troubleshooting of above-mentioned instruments.

Computer Skills

MS Office – MS Word, MS Excel, MS PowerPoint

NAME: Ugochukwu Amadioha **POSITION: GC Extractables Supervisor**

DATES: MAY 06 – PRESENT

RESPONSIBILITIES: Supervision of Pesticide/PCB department, co-ordination of workflow in the department, analysis of samples within the specified holding times, scheduling the work with the analysts, and training of the new employees.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
COLLEGE OF NEW JERSEY	*1999*	*2003*	***Biology***	**------**	***BS 2003***

Professional Experience

Name & Address of Employer: CHEMTECH Mountainside, NJ 07092 **Title of Position:** ***GC and GC/MS analyst;*** ***10/04-05/06***	**Responsibilities included:** VOC water, soil and gases analysis by method EPA 600 and SW846. Operate Archon autosampler, GC FID. Prepare standards. Follow GLP. Daily calibration of lab scales, refrigerators, autoclaves.
Name & Address of Employer: Roche Molecular systems Branchburg, NJ **Title of Position:** ***PCR Control Scientist;*** ***06/05-02/06***	**Responsibilities included:** Support manufacturing of Qualitative standards and Internal Controls for Polymerase Chain Reaction kits. Operate PCR instruments and Real Time PCR. Review controlled testing and manufacturing documents.
Name & Address of Employer: Medco Health Solution, LLC Parsippany, NJ **Title of Position:** *Customer Services Representative;* *10/03-08/04*	**Responsibilities included:** Educate members about prescription drug benefits managed by Medco Health and on plan attributes as it relates to copay, deductible, Out of Pocket expenses and CAP.

Professional Skills

Lab Techniques in Cell and Molecular Biology and Genetics: PAGE and Agrose Gel Electrophoresis. Protein purification, DNA isolation, Column Affinity Chromatography, PCR and Restrictive Fragment Analysis, Pour Plating, Colony Isolation, and Aseptic techniques.

NAME: Mildred V. Reyes **POSITION: QC Supervisor**

DATES: Feb.2006-Present

RESPONSIBILITIES: Supervision of data deliverable production, data review based on SW-846, CLP and 40 CFR methodologies. Verify QC requirements, contract compliance and screening requirements.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
UNIVERSITY OF PUERTO RICO	*1982*	*1987*	***Biology***	**------**	***BS 1987***

Professional Experience

Name & Address of Employer: CHEMTECH Mountainside, NJ 07092 **Title of Position:** *QA/QC Director* *2002-2006*	**Responsibilities included:** Enforcement of QA/QC requirements, Internal Audit of the lab, Write and update SOP, Verify QC Client Contract Compliance and Screening, Provide clients with technical support.
Name & Address of Employer: CHEMTECH Mountainside, NJ 07092 **Title of Position:** ***QA/QC Supervisor*** ***1999-2002***	**Responsibilities included:** Supervision of all aspects of data deliverable production, data review of GC/MS Volatile and Semi volatile, Pesticides, PCBs, Herbicides, Metals and Wet Chemistry based on SW 846, EPA, CLP and 40 CFR methodologies. Verify all QC requirements, contract compliance, screening and requirements.
Name & Address of Employer: Analab/ICM Division 205 Campus Plaza 1, Edison, NJ 08837 **Title of Position:** ***GC, Supervisor*** ***1995-1999***	**Responsibilities included**: Supervision of four GC analysts; coordination of work flow and schedule; technical review of all data generated for GC Volatile, Pest, PCB Herbicides analysis; instrument trouble shooting and other technical problems.

Name & Address of Employer: Cycle Chem, INC Elizabeth, NJ **Title of Position:** *Production Chemist* *1993-1995*	**Responsibilities included:** Perform daily lab analysis on disposal material based on SW 846 and 40 CFR requirements. Analysis included PCB analysis, Metals and Wet Chemistry; inventory of all incoming samples
Name & Address of Employer: Safety Kleen, Linden, NJ **Title of Position:** ***Laboratory Technician*** ***1990-1993***	**Responsibilities included:** Senior Technician overseen laboratory operations during night shift. Perform daily lab analysis, which included Volatile Organic analysis, PCB analysis, and Wet Chemistry**.**

Other Achievements or Awards

Environmental Laboratories Seminar
Internal Assessment Training

Professional Skills

GC Volatile, Pesticides, PCBs, Herbicides analysis by GC using EPA, SW 846 and 40 CFR methodology.
ASP and CLP deliverable.

Computer Skills

MS Office- MS Excel, MS Word, MS Power Point
Use of Environmental data reduction software

NAME: **Snehal Mehta** **POSITION:** ***Sample Management Supervisor***

Dates: Jan.01 - Present

RESPONSIBILITIES: Login samples. Prepare bottle orders and receiving samples, sample custodian.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
Gujrat University	1993	1996	***Chemistry***	-----	***BS, 1996***

Professional Experience

Name & Address of Employer: Kroma Dyestuffs Ltd., India	**Responsibilities included:** Analyze soil, water and sludge analysis. Supervision of analysts. Data and technical review.
Title of Position & Dates: ***Analytical Chemist*** ***1994-1997***	

Computer Skills

MS Office – MS Word, MS Excel, MS PowerPoint

NAME: Semsettin (Sam) Yesiljurt **POSITION: GC/MS Analyst (Volatile)**

Dates: 7/2001 – Present

RESPONSIBILITIES: Analyze and QA/QC water and soil samples using SW 846 8000 series and EPA 600 series methods. Preparing data packages to be reported to the client. Keeping track of projects pertaining to the department. Troubleshooting of instruments and other technical problems according to methodology.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
Gazi University ***Ankara, Turkey***	*1976*	*1980*	***Chemical Engineering***	**------**	***BS, 1980***

Professional Experience

Name & Address of Employer: CHEMTECH Consulting 205 Campus Plaza, Raritan Ctr. Edison NJ **Title of Position & Dates:** ***GC Analyst*** ***7/99 – 7/01***	**Responsibilities included:** Analyze and QA/QC water and soil samples using SW 846 8000 series and EPA 600 series methods for Pest, PCB, Herb. Preparing data packages to be reported to the client. Troubleshooting of instruments and other technical problems according to methodology.
Name & Address of Employer: All Test Environmental Lab **Title of Position & Dates:** ***GC/MS analyst,*** ***2/99 – 7/99***	**Responsibilities included:** Analyze and QA/QC water and soil samples using SW 846 8000 series and EPA 600 series methods.
Name & Address of Employer: Technion **Title of Position & Dates** *GC/MS Analyst 8/96-2/99*	**Responsibilities included:** Analyze and QA/QC water and soil samples using SW 846 8000 series and EPA 600 series methods.
Name & Address of Employer: Technion **Title of Position:** ***GC Analyst 4/93-8/96***	**Responsibilities included:** Analyze and QA/QC water and soil samples using SW 846 8000 series and EPA 600 series methods.

Professional Skills

- Troubleshooting of GC/MS, Tekmar autosampler
- Data package production using Enviroforms and EISC software
- Acquisition and analysis of samples using Enviroquant and RTE software
- ASP Deliverables, CLP Deliverables

Computer Skills

MS Office – MS Word, MS Excel, MS PowerPoint
Use of Environmental Data Reduction Software – Enviroquant & Enviroform, EISC, LIMS

NAME: Mohammad Ahmed **POSITION: Laboratory Manager**

Dates: Nov. 2005 - Present

RESPONSIBILITIES: Responsible for all technical efforts of the Laboratory to meet all terms and conditions of CHEMTECH clients. Hands-on experience in the use of modern analytical instrumentation and wet chemical techniques. Currently responsible for the overall technical performance of the laboratory. Review technical and QA/QC requirements during the analysis. Oversee the laboratory operations and compliance with all regulations.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
University of Punjab	1996	2001	*Science*	-----	*BS, 2001*

Professional Experience

Name & Address of Employer / Title of Position & Dates	Responsibilities
Name & Address of Employer: CHEMTECH Mountainside, NJ **Title of Position & Dates:** *Laboratory Manager Nov. 2005-Present*	**Responsibilities included:** Oversee all technical laboratory performance and compliance with regulations and contracts.
Name & Address of Employer: Naturex **Title of Position & Dates:** *Senior Chemist Oct.2005-Nov.2006*	**Responsibilities included:** Responsible for SOP prep. and review, method development, perform analysis using different instruments, calibrate and maintain instruments.
Name & Address of Employer: Garden State Laboratories **Title of Position & Dates:** *Team Leader May 2001-Oct.2005*	**Responsibilities included:** Supervise organic department, oversee sampling projects, produce monthly reports, supervise PT analysis.
Name & Address of Employer: Accutest laboratories **Title of Position & Dates:** *Senior Chemist Sept..2002-Oct.2003*	**Responsibilities included:** Responsible for laboratory audits, review data, create SOPs, perform organic and inorganic analysis.

Professional Skills

- Hands on experience in a variety of instruments such as GC/MS, ICP, GC, and various Wet chemistry methods.

Computer Skills

- ***MS Office – MS Word, MS Excel***
- Use of Environmental Data Reduction Software – Enviroquant, EISC, LIMS

NAME: Jacob Tsvik **POSITION: Systems Manager**

DATES: October 2004- Present

RESPONSIBILITIES: Quality Control of all computer systems, including hardware, software, documentation and procedures. Generates and updates the automated deliverables in accordance to client specifications. Installation, training, maintenance and operation of programs as they pertain to providing open architecture systems that promote adaptability, efficiency, reliability and system integration. Develop, design and implement CHEMTECH's LIMS system. Develop US Army. US Navy and US Air Force and commercial client EDDs based on each individual requirement.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
COPE Institute, NY	1995	2002	-----	-----	***2002***
University of Technology, Ukraine	1978	1983	-----	-----	BS, Engineering

Professional Experience

Employer / Position	Responsibilities
Name & Address of Employer: Bris Avrohom, Hillside, NJ **Title of Position & Dates:** Field Network Technician, 06/2002 – 03/2004	**Responsibilities included:** Support users for Network Client Installation and support, Install and setup Windows 95/98 and Windows NT, 2000, XP workstations and create user accounts, home directories, assign permissions to shares. Install 3com cards, hubs, test connectivity. Provide Level 1, 2 support. Perform system backup. Resolve service interruptions.
Name & Address of Employer: BLS Technology Inc., Brooklyn, NY **Title of Position & Dates:** Consultant, 08/1996 – 03/2002	**Responsibilities included:** Physical inventory, Asset tag placement, Maintain and troubleshoot entire network, Administer domain accounts, Software installation and troubleshooting, Install and support Client 32, Deal with TCP/IP address, Upgrade and repair desktop computers.
Name & Address of Employer: J & R Computer World, NY **Title of Position & Dates:** Computer Technician, 01/1995 – 07/1996	**Responsibilities included:** Upgrade and repair desktop and laptop computers, Install and configure external and internal devices, Heavy phone troubleshooting and support, on-site troubleshooting and user orientation.

Professional Skills

Windows NT, 2000, XP, Linux system, Microsoft Office, PC and PC components, laptops, cables and adapters, NIC, Routers, Hubs, Switches, Cables and connectors, UPS, Printers, Scanners, Modems, ISDN, DSL, Video equipment.

Computer Skills

- ***MS Office 2000, C, C++, Basic, Java 2.0, HTML Languages***
- ***Windows, Linux, MD DOS***
- SQL Server 7.0

NAME: ***Amit Patel*** **POSITION:** ***General Chemistry Supervisor***

Dates: ***October 2010-Present***

RESPONSIBILITIES: Perform General Chemistry analysis as per SW846 protocol. Update LIMS system. Troubleshoot instruments. Train new staff.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
Gujarat University	1996	2000	*Chemical Engineering*	-----	*Gujarat University*

Professional Experience

Name & Address of Employer: 02/05 – 10/10 **Title of Position & Dates:** *GC/MS Volatiles Supervisor* **Name & Address of Employer:** 02/05 – 10/10 **Title of Position & Dates:** *GC/MS Volatiles Supervisor*	**Responsibilities included:** Analyze and QA/QC water and soil samples using SW 846 8000 series, EPA CLP and EPA 600 series methods. Preparing data packages to be reported to the client. Keeping track of projects pertaining to the department. Troubleshooting of instruments and other technical problems according to methodology.
Name & Address of Employer: Sanghi Industries Ltd. **Title of Position & Dates:** *Assistant Engineer, 11/02 – 10/04* **Name & Address of Employer:** Sanghi Industries Ltd. **Title of Position & Dates:** *Assistant Engineer, 11/02 – 10/04*	**Responsibilities included:** Worked as assistant engineer in cement plant using 100% lignite as fuel.

Professional Skills

- Project on Thionile Chloride
- Seminar on Composting – a solid waste management system

Computer Skills

MS Office- MS Excel, MS Word, MS Power Point
Use of Environmental data reduction software

NAME: ***Kurt Hummler*** **POSITION**: ***Project Manager***

Dates: Feb. 1998 - Present

RESPONSIBILITIES: Responsible for setting up client projects and maintaining direct client contact throughout the project to ensure that all client requirements are fulfilled.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
University of North Carolina	1987	1991	***Political Science***	-----	***BA***

Professional Experience

Name & Address of Employer: CHEMTECH 284 Sheffield Street Mountainside, NJ **Title of Position & Dates:** Project Manager, Feb. 1998-Present	**Responsibilities included:** Responsible for communicating with client and laboratory all information pertaining to the project.
Name & Address of Employer: Lab Resources Inc. **Title of Position & Dates:** Project/Marketing Manager, 08/97 – 01/98	**Responsibilities included:** Responsible for marketing and managing the project.
Name & Address of Employer: Core Labs, Inc. **Title of Position & Dates:** Project Manager, 02/92 – 05/97	**Responsibilities included:** Worked as project manager.

Computer Skills

MS Office – MS Word, MS Excel, MS PowerPoint

NAME: **Emanuel Hedvat** **POSITION:** **President**

RESPONSIBILITIES: Primarily responsible for all operations and business activities. Develop and implement strategies and initiatives. Responsible for growth and direction of Chemtech. Responsible for the profitability of the company, the quality of analyses performed and the high level of service provided to clients. Delegate authority to Laboratory Directors, all Managers, and Quality Assurance/Quality Control Director to conduct day-to-day operations and execute quality assurance duties.

Educational Background

College/University	Dates Attended		Major	Minor	Degree & Date
	From	To			
Fairleigh Dickenson University			Chemistry	---	BS
Fairleigh Dickenson University			Chemistry	**---**	***MS, 1983***

Professional Experience

Name & Address of Employer: Chemtech	Responsibilities included:
Title of Position & Dates: ***President***	Oversee overall laboratory performance and compliance. Maintain quality service. Discuss analytical requirements with Disposal facilities and Regulatory Agencies. Develop Sampling and Analysis Plans. Create Site Maps. Generate Electronic Diskette Deliverables for interpretation of analytical results as per Disposal Facility requirements. Perform sampling per regulatory agency requirements.

Professional Skills

Mr Hedvat has over 25 years of experience in the environmental testing industry including on-site laboratories. With extensive experience in corporate management. He has conducted numerous field chromatography studies at various US Navy bases. Developed and implemented numerous analytical techniques in support of remedial investigations studies. His knowledge on environmental testing stems from having served as Laboratory Director, Field Services Director and Project Management Director.

Computer Skills

Microsoft office 2003; excel, word, power point

Other Achievements or Awards

Active Registration and Awards:
American Chemical Society
American Society for Testing & Materials
Water Pollution Control Federation
Society of American Military Engineers

27. Laboratory SOP List

(a list of current SOP revisions and reviewed dates available upon request)

Document Title	Document Control Number
Quality Assurance Manual	A2040129
Chemical Hygiene Plan	A2040232
Conflict of Interest Plan	A2070189
Affirmative Action Program Executive	A2070190
AAP Section 503 and 4212-01	A2070191
Procedural SOPs	
P201-Data Review	A2040102
P202-Reagent Check	A2040103
P203-Laboratory Limits and Demonstration of Capability	A2040104
P204-Chain-of-Custody Procedure	A2040139
P205-Chemical Waste Disposal	A2040106
P207-ASTM Type II Water	A2040108
P208-Thermometer Calibration	A2040109
P209-Scale Calibration	A2040110
P210-Corrective-Preventative Action	A2040111
P211-Control Charts	A2040112
P212-Water Purity	A2040113
P213-Calibration of Auto Pipettes	A2040114
P214-Subcontracting	A2040115
P215-Hood Calibration	A2040116
P216-Calibration and Temperature Setting	A2040117
P217-Glassware Cleaning	A2040118
P218-Chemical Storage	A2040119
P219-Disposal of Chemicals	A2040120
P220-Traceability	A2040121

Document Title	Document Control Number
P222-Standard Operating Procedure Preparation	A2040123
P223-Material Safety Data and Records	A2040126
P224-Bottle Preparation	A2070104
P225-Rules for Rounding	A2040124
P226-Corrections	A2040127
P227-Service and Daily Maintenance	A2040127
P228-Storage and Disposal of PCB Materials	A2040139
P229-Computer Backup and Storage	A2070074
P230-Sample Aliquot	A2070075
P231-Data Archive	A2070076
P232-Data Storage	A2040105
P234-Field Sampling	A2070091
P235-Worklist	A2070098
P236-Fax Procedure	A2070099
P237-Training	A2070105
P238-Field Chlorine Test	A2070130
P241-Air Canister Cleanup	A2070133
P243-Manual Integration Policy and Electronic Logbook	A2070146
P244-Calibration Policy	A2070147
P250-Log-in Procedure	A2040128
P251-Quotation Project Chronicle	A2070151
P252-Ethics Policy	A2070178
P253-Uncertainty Policy	A2070179
P254-Purchasing and Supplies	A2070194
P255-Maintenance	A2070195
P256-Storage Blank	A2070196
P257-Foreign Soils	A2070201

Document Title	**Document Control Number**
GC VOC SOPs	
M8015B/C-GRO	A2040028
MRSK-175	A2070198
GCMS VOC SOPs	
M524.2-DWVOA	A2040035
M64/SM6210B-MSVOA	A2040037
M8260B/C-SWGCMSVOA	A2040038
MTO15-Air VOC	A2070131
MSOM02.4-GCMS VOA	A3040273
MSOM02.4-GCMS VOA Trace	A3040274
Extractions SOPs	
M3510C,3580A-Extraction SVOC	A2040001
M3510C,3580A-Extraction DRO	A2040002
M3510C,3580A-Extraction PCB	A2040004
M3510C,3580A-Extraction Pesticide	A2040005
M3610-Alumina Cleanup	A2070036
M3620C-Florisil Cleanup	A2070037
M3630-Silica Gel Cleanup	A2070038
M3640A-GPC Cleanup	A2070039
M3660B-Sulfur Cleanup	A2070040
M3665A-Sulfuric Acid Cleanup	A2070041
M3545A-Pressurized Fluid Extraction	A2070091A
M3520C-Pest/PCB Liquid-Liquid Extraction	A2070100
M3541-ASE Extraction	A2070095
MSOM02.4-Sample Preparation	A3040269
M3535A-HPLC Explosives Preparation	A2070137
M8330/A-Explosives Salting Preparation	A2070138

Document Title	**Document Control Number**
O.17-CWA Breakdown Product Extraction from Solids	A2070207
O.18-CWA Breakdown Product Extraction from Water	A2070208
O.19-White Phosphorus Extraction from Soil	A2070257
O.20-White Phosphorus Extraction from Water	A2070258
P.1-Biological Tissue Homogenization	A2070282
P.5-Percent Lipid Determination	A2070283
GCMS SVOC SOPs	
M625-BNA	A2040030
M8270C/D-BNA	A2040031
MSOM02.4-SVOC	A3040272
M8330A-Nitroaromatics	A2040007
L.2-Explosives Residues by 8330A/8330B	A2070203
M.4-CWA Breakdown Products by GCMS	A2070211
M.5-White Phosphorus Analysis by GCMS	A2070265
GC SVOC SOPs	
M608-WW Pesticide PCB	A2040017
M8015B/C-DRO	A2040018
M8081A/B-Pesticide	A2040020
M8082/A=PCB	A2040021
M8151A-Herbicide	A2040022
M8015B-Fingerprint	A2070141
MOLC03.2-Pesticide PCB	A2040023
MSOM02.4-PCB	A3040270
MSOM02.4-Pesticide	A3040271
MNJDEP-EPH	A2070199
MOQA-QAM-025-TPH	A2070182

Document Title	Document Control Number
Metals SOPs	
M3005A-Digestion	A2040143
M3010A-Digestion	A2040011
M3050B-Digestion	A2070023
M7470A-Mercury	A2040095
M7471A/B-Mercury	A2040096
M200.7-Trace Elements	A2070019
M200.7/2340B-Hardness	A2040097
M6010B/C-Trace Elements	A2040091
M6010-SM2340B-Hardness	A2070192
M200.8-Trace Elements	A2070103
M6020/A-Metals ICPMS	A2070102
MILM05.4HGS-Mercury in Soil	A2070158
MILM05.4HGW-Mercury in Water	A2070155
MILM05.4-Metals ICPMS	A2070156
MILM05.4-Trace Metals	A2070153
MISM01.2-Trace Metals	A2070198
MISM01.2-Metals ICPMS	A2070199
MISM01.2-Mercury in Soil	A2070200
MISM01.2-Mercury in Water	A2070201
MISM01.3-Mercury in Soil	A2070285
MISM01.3-Mercury in Water	A2070286
MISM01.3-Trace Metals	A2070288
MISM01.3-Metals ICPMS	A2070287
MPM10-Digestion	A2070189
P.3-Biological Tissue Digestion	A2070281
MISM02.4-Trace Metals	A3040267
MISM02.4-Metals ICPMS	A3040266

Document Title	**Document Control Number**
MISM02.4-Mercury in Soil	A3040264
MISM02.4-Mercury in Water	A3040265
General Chemistry SOPs	
M1010A-Flash Point	A2040041
M1110-Corrosivity	A2040043
M1311-TCLP	A2040044
MSM2540B/160.4&SM2540G-Total Solids and Total Volatile Solids	A2040046
M180.1-Turbidity	A2040048
M300.0-Inorganic Anions	A2040050
M3060A/7196A-Hexavalent Chromium	A2040051
MSM3500-Cr B-Hexavalent Chromium	A2040058
M365.3/SM4500-P E,B5	A2040061
MSM5210B-BOD&CBOD	A2040063
MSM4500-Cl G-Residual Chlorine	A2040065
MSM4500-SO4 E-Sulfate	A2040067
M9010C-Total, Ammenable & Reactive Cyanide	A2040077
M9040C-pH	A2040081
M9045C-pH	A2040082
M9060/A-TOC	A2040083
MAVS	A2040087
MLloyd Kahn TOC	A2040088
M120.1-Conductivity	A2070007
MSM2150B-Odor	A2070021
MSM2320B-Alkalinity	A0010001
MSM2120B-Color	A2070020
M5220C/D-COD	A2070010
MSM4500-H B-pH	A2070045
M5540C-MBAS	A2070048

Document Title	Document Control Number
M9041A-pH	A2070049
M9056/A-Inorganic Anions	A2070050
M9065-Phenolics	A2070051
M9071B-Oil&Grease	A2070053
M9080-Cation Exchange	A2070054
M9081-Cation Exchange	A2070055
M9095A/B-Free Liquids	A2070056
M-Percent Solids	A2070004
M1312-SPLP	A2070068
M1664A-Oil&Grease	A2040047
MSM4500-NH3 B,G/H-Ammonia	A2040057
M9012A/B-Total, Ammenable & Reactive Cyanide	A2070088
M9030B-Sulfide	A2070070
M9050A-Conductivity	A2070090
M1030-Ignitability	A2070064A
M9034/SM4500-S F-Sulfide	A2070069
M420.1-Phenolics	A2070106
M1498-REDOX Potential	A2070089
M9038-Sulfate	A2070134
MILM05.4CN-Cyanide	A2070154
M-Percent Solids (ILM05.4)	A2070157
MASTM D1037-92-Acidity	A2070161
MISM02.4-Cyanide	A3040263
M-Percent Solids (ISM02.4)	A3040268
MSM2130B-Turbidity	A2070159
MSM2510B-Conductivity	A2070164
MSM2540C-Total Dissolved Solids	A2070173
MSM2540D-Total Suspended Solids	A2070172

Document Title	Document Control Number
MSM2540F-Settleable Solids	A2070174
MSM2550B-Temperature	A2070160
MSM4500-Cl C, E-Chloride	A2070162
MSM4500-CN C,E-Cyanide	A2070168
MSM4500-CN C,G-Amenable Cyanide	A2070169
MSM4500-O C-Dissolved Oxygen	A2070165
MSM4500-O G-Dissolved Oxygen	A2070166
MSM4500-SO3 B-Sulfite	A2070175
MSM4500-NO2 B-Nitrite	A2070163
MSM4500-NOrg B or C-TKN	A2070176
M9013-Cyanide Distillation	A2070171
M9031-Sulfide	A2070177
MHACH8146-Ferrous Iron	A2070193
MHACH8110-Formaldehyde	A2070190
MSM5310C-TOC	A2070167
M9014-Reactive Cyanide	A2070069A
MSM4500-CO2 C-Carbon Dioxide	A2070199
MSM2520B-Salinity	A2070254
MSM1500-KMnO4-Potassium Permanganate	A2070255
MLOI-Loss on Ignition	A2070280
MISM01.2-Cyanide	A2070202
MISM01.3-Cyanide	A2070289
J.21-Nitrocellulose	A2070213

28. NELAC Certificate and Parameter List

Current certificates and certified scopes available upon request

Appendix E

Health and Safety Plan (HASP) and Community Air Monitoring Plan (CAMP)

Consulting
Engineers and
Scientists

Health and Safety Plan

Hunts Point Meat Market
355 Food Center Drive
Bronx, New York

Prepared For:
New York City Economic Development Corporation
110 William Street
New York, NY 10038

Submitted by:
GEI Consultants, Inc., P.C.
1385 Broadway
20th Floor
New York, NY 10018
(212)-687-8282

October 2018

Project No. 1800710

Kevin McCarty
Senior Practice Lead

Jeena Sheppard
Regional Health and Safety Officer

Table of Contents

Tables

Appendices

1. Emergency Contact Information

Table 1. Emergency Contact Information

Important Phone Numbers	
Local Police:	911
Fire Department:	911
Ambulance:	911
Hospital and Occupational Clinic Information *(See Attached Maps and Directions in Appendix A)*	
Lincoln Medical Hospital: 234 E 149th Street Bronx, New York 10451 **MedCare Urgent Care:** 1643 Westchester Ave Bronx, NY 10472	(718) 579-5000 (718) 328-1900
Contacts	
Project Manager: Kevin McCarty	(212) 845-9965 office (917) 510-5147 cell
Corporate Health and Safety Officer: Steve Hawkins	(860) 368-5348 office (860) 916-4167 cell
Regional Health and Safety Officer: Jeena Sheppard	(856) 291-5663 office (856) 298-7138 cell
GEI People Team:	(781) 721-4117 Boston (916) 631-4596 Sacramento
Medcor Triage	1-800-775-5866
Client Contact: Tracey Bell	(212) 312-3752 office (347) 771-3200 cell
Other Information	
Contractor Requesting/Performing Utility Clearance	AARCO Environmental Services
Nearest Telephone Location (or alternate means of communication)	On-site Cellular

2. Background

2.1 General

Engineer GEI Consultants, Inc., P.C. (GEI)
1385 Broadway, 20th Floor
New York, New York, 10018

Project Name Hunts Point Meat Market
355 Food Center Drive
Bronx, New York 10474

This Health and Safety Plan (HASP) establishes policies and procedures to protect GEI personnel from the potential hazards posed by the activities at the Hunts Point Meat Market, 355 Food Center Drive, Bronx, New York. GEI is working in partnership with the New York City Economic Development Corporation (NYCEDC) as the Remedial Team for the remedial investigation of the Site located at 355 Food Center Drive (Hunts Point Meat Market), Brownfield Cleanup Program (BCP) #: C203099. Reading of the HASP is required of on-site GEI personnel and will be reviewed by GEI subcontractors.

Subcontractors will prepare their own Site-specific HASP and may use this as a guide. The plan identifies measures to minimize accidents and injuries, which may result from project activities or during adverse weather conditions. A copy of this HASP will be maintained on site for the duration of the work.

Included in Section 1 and Appendix A is a route to the nearest medical facility from the Site with directions and contact information. Safety data sheets (formerly known as Material Safety Data Sheets [MSDS]), specific to chemicals that may be used while working at the Site, are in Appendix B. Appendix C details the signs, symptoms, care and procedures to both heat and cold stress. Appendix D includes the Tailgate Safety Briefing form, the Project Safety Briefing form, the Accident/Incident Report Form and the Near Miss Reporting Form. Appendix E contains the GEI Health and Safety (H&S) Standard Operating Procedures (SOPs) that apply to this project. Appendix F contains the Site-specific Community Air Monitoring Plan (CAMP).

2.2 Project Description

The primary objective of the site investigation is to characterize potential soil and groundwater impacts from former Manufactured Gas Plant (MGP) operations located in the subsurface of the Site.

To meet these objectives, field activities will consist of the oversight of soil boring and monitoring well installation activities (as performed by a subcontractor under their own Health and Safety Plan), and soil groundwater, and soil vapor sampling activities as performed by GEI. The CAMP will be implemented during all ground intrusive and dust-generating activities.

Grab soil and/or groundwater samples for site characterization purposes will be collected and screened with a properly calibrated photoionization detector (PID). Soil and groundwater samples will be collected by GEI personnel.

2.3 Site Description

The Site is located in a commercial and industrial area of the Hunts Point section of the Borough of the Bronx. The Site is an approximate 48-acre lot contained within a portion of a larger tax lot identified on New York City tax maps as Block 2781, Lot 500. The Site is bounded to the north by the former Voluntary Cleanup Program (VCP) Sites E OU-1, E OU-2 and E-OU-3, to the east by FCD followed by the BCP 400 FCD Site containing the Krasdale Foods facility and former VCP Site F, to the south by Anheuser-Busch (VCP Site C), Sultana Citarella (BCP 600 FCD), Fulton Fish Market (VCP Site B) and Marine Transfer Station (MTS), and to the west by VCP AOU-1 and BCP Site Viele Avenue. The Site is currently developed and occupied by multiple meat-distributing warehouses as part of The Hunts Point Cooperative Market, Inc. (Meat Market).

Reviews of historical aerial photographs indicate that the Meat Market Parcel contained the majority of structures related to the former gas works. Water gas generators, purifying boxes, coal handling equipment, coke ovens, a gas generator house, an oven/producer cooler, tar extractors, and scrubbers were present within the Site. Portions of the MGP Site began to be taken out of service in the 1950s, with the final MGP component being removed in 1962.

The Site is developed with multiple commercial buildings and is currently zoned M3-1 (Manufacturing) and owned by New York City Small Business Services (NYCSBS). NYCSBS/NYCEDC assumed ownership of the Site through multiple deed transactions between 1966 and 1972. The buildings presently located on the Site were constructed in the 1970s and were to be used as a cooperative market.

The Site has active utilities throughout. Existing utility maps will be reviewed, and any active site utilities will be marked-out by a surveyor. All proposed borings, monitoring well, and soil vapor sampling locations will be pre-cleared prior to implementation of the remedial investigation (RI) activities.

3. Statement of Safety and Health Policy

GEI is committed to providing a safe and healthy work environment for its employees. To maintain a safe work environment, GEI has established an organizational structure and a Corporate Health and Safety Program to promote the following objectives:

- Reduce the risk of injury, illness, and loss of life to GEI employees.
- Maintain compliance with federal, state, and other applicable safety regulations; and minimize GEI employees' work exposure to potential physical, chemical, biological, and radiological hazards.

Safety policy and procedure on any one project cannot be administered, implemented, monitored, and enforced by any one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project from management down to all employees.

Each GEI employee must understand their value to the company; the costs of accidents, both monetary, physical, and emotional; the objective of the safety policy and procedures; the safety rules that apply to the safety policy and procedures; and what their individual role is in administering, implementing, monitoring, and compliance of their safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding, and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented.

4. Hazard/Risk Analysis

The potential hazards associated with site conditions and activity hazards related to GEI on-site activities have been identified in this section.

4.1 Special Site Conditions or Concerns

- Chemical/Contaminant Exposure – MGP-related wastes (coal tar and purifier waste)
- Traffic – The majority of work on the project site will be in an active parking lot of a food distribution center. Semi-trailers and other vehicles are constantly driving around the site.
- Drill Rig/Equipment – Drilling contractor will use track-mounted rotary drill rigs. Specific attention given to rotating equipment, pinch points, and overhead equipment.
- Cold Stress/Heat Stress – dependent on time of year the work is performed.
- Bio hazards (insect bites, poison ivy, etc.) – Biting or stinging insects may be present at the site.
- Inclement weather/hazardous winter conditions – Cold stress, slippery surfaces, and icy conditions are possible dangers.
- Utilities- utility lines are present throughout the facility.

Safety equipment will include: Hard hat, safety vest, safety boots, safety glasses, nitrile gloves, cones for work area, first aid kit, fire extinguisher, eye wash bottles, adequate supply of drinking water and electrolyte fluids, hand cleaner, insect repellent, sunscreen, and cell phone.

4.2 Activity Hazard Analysis

The potential hazards for this project associated with site conditions and activity hazards associated with GEI on-site activities have been identified in Table 2. General hazards and control measures that are applicable to all site activities are identified in the General Hazards section. The site-specific tasks, potential hazards, and control measures established to reduce the risk of injury or illness are identified in the Activity Hazard section of Table 2. Health and Safety SOPs for routine hazards and common site conditions are referenced in the table below and included in Appendix E.

Table 2. Activity Hazard Analysis

General Hazards **These Hazards Apply to All Site Activities**	**Control Measure**
Chemical / Contaminant Exposure – Skin and eye injury/irritation	• Wear Level D protective clothing, safety glasses, safety boots, Nitrile gloves. • Dispose of gloves after use and wash hands. • Avoid contact with pooled liquids and limit contact with contaminated soils/groundwater. • See SOP HS-009
Cold Stress – Hypothermia, Frostbite	• Take breaks in heated shelters when working in extremely cold temperatures. • Drink warm liquids to reduce the susceptibility to cold stress. • Wear protective clothing (recommended three layers: an outside layer to break the wind, a middle layer to provide insulation, and an inner layer of cotton of synthetic weave to allow ventilation). • Wear a hat and insulated boots. • Keep a change of dry clothing available in case clothes become wet. • Do heavy work during the warmer parts of the day and take breaks from the cold. • If possible shield work areas from drafts of wind and use insulating material on equipment handles when temperatures are below 30°F • Watch for symptoms of cold stress. (see Appendix C in HASP)
Driving	• Employees must wear their safety belt while in a moving vehicle. • Vehicle accidents will be reported in accordance with GEI's accident reporting procedures. • Vehicles will be properly maintained and safely operated (refer to GEI's Fleet Maintenance Program). • Employees will follow safe driving behaviors, which include limiting distractions such as manipulating radios or other equipment that may cause a distraction. Employees should not exceed the posted speed limit and should maintain a safe distance between other vehicles. • Use defensive driving techniques. • Driving distance and time after a 12-hour shift should not exceed 30 miles or 30 minutes (whichever is greater). • See SOP HS-004

General Hazards **These Hazards Apply to All Site Activities**	**Control Measure**
Heat stress – Fainting, Fatigue, Heat Stroke	• Increase water intake while working. • Increase number of rest breaks and/or rotate workers in shorter work shifts. Rest in cool, dry areas. • Watch for signs and symptoms of heat exhaustion and fatigue. • Plan work for early morning or evening during hot months. • Use ice vests when necessary. • In the event of heat stroke, bring the victim to a cool environment and initiate first aid procedures. • See Appendix C of the HASP
Inclement Weather	• Listen to local forecasts for warnings about specific weather hazards such as tornados, thunder storms, and flash floods. • If the storms produce thunder and/or lightning, leave the work area immediately and move to a safe area. • Discuss an action plan prior to the severe weather. • Wear appropriate PPE for the type of weather that could be encountered. • Stop work until conditions are suitable. Take cover in vehicles or shelter as appropriate. • See SOP HS-010
Insects – Bites, Stings, Allergic Reactions	• Apply insect repellent prior to performing field work and as often as needed throughout the work shift • Wear proper protective clothing (work boots, socks and light colored clothing) • Wear shoes, long pants with bottoms tucked into boots or socks, and a long-sleeved shirt when outdoors for long periods of time, or when many insects are most active (between dawn and dusk). • Field personnel who may have insect allergies should have bee sting allergy medication on site and should provide this information to the SSO and the CHSO prior to commencing work. • See SOP HS-001
Physical Injury – Slips, Trips and Falls	• Wear PPE that properly fits, is in good condition and appropriate for the activities and hazards. • Maintain good visibility of the work area. • Avoid walking on uneven, steeply sloped or debris ridden ground surfaces. • Plan tasks prior to preforming them including an activity hazard analysis. • Keep trafficked areas free from slip/trip/fall hazards. • Wear shoes with traction. • Avoid traversing steep areas in slippery conditions. • Do not carry heavy objects to sampling areas, on steeply sloped areas, or where steep areas must be traversed to arrive at sample points.

General Hazards **These Hazards Apply to All Site Activities**	**Control Measure**
Repetitive Motion Injury - Standing, Squatting, and Bending Over	• Take regular breaks and do not work in unusual positions for long periods of time. • Walk and stretch between tasks. • See SOP HS-025
Utilities – Shock, Electrocution, Fire, Explosion	• A thorough underground utility survey must be conducted prior to intrusive activities. Coordination with utility locating services, property owner(s) or utility companies must be conducted. • Utilities are to be considered live or active until documented otherwise. • For overhead utilities within 50 feet, determine with the utility company the appropriate distance. Minimum distance for clearance is based on voltage of the line. • If exposing a utility, proper support and protection must be provided so that the utility will not be damaged. • If a gas line is contacted, the contractor must notify police, fire, and emergency personnel, and evacuate employees according to the site evacuation procedures. No attempt should be made to tamper with or correct the damaged utility. • See SOP HS-014
Vehicular Traffic – Struck by injury, crushing	• Increase visibility of the work area to others by using cones, flags, barricades, proper lighting and caution tape to define work area. • Use a "spotter" to locate oncoming vehicles. • Use vehicle to block work area. • Engage police detail for all work conducted in appropriate areas. • Wear high-visibility, reflective vest at all times. • Maintain minimum DOT defined distances to other traffic lanes. • See SOP HS-016.

Activity	Potential Hazard	Control Measures
Carrying Equipment	Heavy lifting, strains/sprains, slips/trips/falls, pinch points	• Use proper lifting techniques as defined in the heavy lifting activity analysis below • Wear the proper type of glove to protect hands against sharp edges and skin/soft tissue injuries • Wear appropriate footwear • Be aware of hard to grip and hold items that may force your hand or wrist into awkward, stressful positions and cause disorders like tendinitis or carpal tunnel syndrome • Take breaks when carrying items frequently and/or for long distances • Do not over reach when picking up or placing items. • Use the buddy system when necessary • When climbing ladders, maintain three points of contact at all times. DO NOT carry equipment up or down ladders unless it is in a secure backpack or similar hands-free shoulder-strap bag or case. Lower or raise larger equipment by crane or rope
Cutting Cores	Cuts/lacerations	• Use care when cutting cores. Use mechanical shears, electric knife or self-retracting safety blade when handling cores. • Eliminate hazard by having the drillers open the cores for you. • When using cutting tools, follow the safety precautions listed below: • Keep free hand out of the way. • Secure work if cutting through thick material. • Use only sharp blades; dull blades require more force that results in less knife control. • Pull the knife through the object and away from your body; pulling motions are easier to manage. • Do not put the knife in your pocket. • Wear leather or Kevlar® gloves when using knives or blades, or when removing sharp objects caught or dangling in sampling gear.
Dense Non-Aqueous Phase Liquid (DNAPL) Gauging and Recovery	Contaminant Exposure, Repetition, Slips/Trips/Falls	• Wear proper PPE during sampling including Tyvek or Tyvek apron with sleeves, Nitrile gloves, and face shield/safety glasses. • Take regular breaks and do not work in unusual positions for long periods of time. • Keep trafficked areas free from slip/trip/fall hazards.
Drilling Oversight/ Sampling/ Well Installation	Contaminant Exposure, Noise, Contact with Utilities, Cuts/Scrapes, Heavy Lifting, Repetition, Slips/Trips/Falls	• Wear hardhat; high visibility reflective safety vest; steel-toed, steel-shank boots or composite toe and shank; safety glasses; Nitrile/neoprene gloves; and earplugs. • Confirm utility locate has been completed. • Confirm adequate clearance from overhead utilities. • Dispose of gloves after use and wash hands. • Take regular breaks and do not work in unusual positions for long periods of time. • Keep trafficked areas free from slip/trip/fall hazards. • If cutting through concrete, follow the work practices and respiratory protection recommended in Table 1 of the GEI Silica Program based on the type of equipment being used to cut through the concrete.

Activity	Potential Hazard	Control Measures
Drum Handling	Contaminant Contact Cuts or Abrasions Heavy Lifting , Slips/Trips/F alls	• Wear proper PPE during sampling including nitrile gloves and safety glasses and face shield as appropriate. • Use proper dollies or drum moving tools. • Use applicable tools to open/close drum lids. • Do not handle drums with bulging sides. • Dispose of gloves after use and wash hands. • Wear work gloves over nitrile gloves. • Use proper lifting techniques. • Ask fellow worker for help. • Keep trafficked areas free from slip/trip/fall hazards. • See SOP HS-003
Groundwater Sampling	Contaminant Exposure, Heavy Lifting, Repetition, Slips/Trips/Falls	• Wear hardhat; high visibility reflective safety vest; steel-toed, steel-shank boots or composite toe and shank; safety glasses and Nitrile/neoprene gloves. • Dispose of gloves after use and wash hands. • User proper lifting techniques. • Take regular breaks and do not work in unusual positions for long periods of time. • Keep trafficked areas free from slip/trip/fall hazards.
Heavy Lifting	Back injury, knee injury	• Use proper lifting techniques. • Ask fellow worker for help. • Use a mechanical lifting device or a lifting aid where appropriate. • If you must lift, plan the lift before doing it. • Check your route for clearance. • Bend at the knees and use leg muscles when lifting. • Use the buddy system when lifting heavy or awkward objects. • Do not twist your body while lifting. • See SOP HS-025
Heavy Equipment – Working Near	Struck-by, caught-in-between equipment, crushing, pinch points	• Wear hardhat; high visibility reflective safety vest; steel-toed, steel-shank boots or (electrical hazard) EH-rated safety boots with composite toe and shank; safety glasses; nitrile/neoprene gloves; and earplugs. • Identify yourself and your work location to heavy equipment operators, so they may incorporate you into their operations. • Coordinate hand signals with operators. • Stay Alert! Pay attention to equipment backup alarms and swing radii. • Wear a high-visibility, reflective vest when working near equipment or motor vehicle traffic. • Position yourself in a safe location when filling out logs talking with the contractor. • Notify the contractor immediately if any problems arise. • Do not stand or sit under suspended loads or near any pressurized equipment lines. • Do not operate cellular telephones in the vicinity of heavy equipment operation. • See SOP HS-018

Activity	Potential Hazard	Control Measures
Soil Sampling/Soil Vapor Sampling	Contaminant Exposure, Cuts/Scrapes, Heavy Lifting, Repetition, Slips/Trips/Falls	• Wear hardhat; high visibility reflective safety vest; steel-toed, steel-shank boots or composite toe and shank; safety glasses; Nitrile/neoprene gloves; and earplugs as necessary. • Dispose of gloves after use and wash hands. • Wear work gloves over nitrile gloves. • Excavation entry will be allowed only with proper sloping or shoring. • Take regular breaks and do not work in unusual positions for long periods of time. • Keep trafficked areas free from slip/trip/fall hazards.
Managing MGP Purifier Waste	Contaminant exposure	• Purifier waste is a mix of wood shavings and iron oxide used to adsorb sulfur and cyanide compounds. MGP tar may be present in purifier waste. The waste was typically burned to reduce its volume for disposal, so it may have a burnt odor. • Purifier waste contains high concentrations of sulfur and cyanide. It may evolve hydrogen cyanide gas, or turn bright blue due to oxidation of cyanide compounds. • Work in well ventilated spaces and use gloves when handling this waste material. • **Monitor for hydrogen cyanide with an appropriate gas meter in the breathing zone when working with purifier waste.**
Waste Characterization	Contaminant Contact Wear proper PPE during sampling including nitrile gloves and safety glasses. Cuts or Abrasions, Slips/Trips/Falls	• Wear proper PPE during sampling including nitrile gloves and safety glasses. • Dispose of gloves after use and wash hands. • Wear work gloves over nitrile gloves. • Keep trafficked areas free from slip/trip/fall hazards.

Personal Protective Equipment (PPE) is the initial level of protection based on the activity hazards and Site conditions which have been identified. Upgrades to respiratory protection may be required based on the designated Action Levels found in Section 9. General on-site provisions will include: extra nitrile, leather, and/or Kevlar gloves, extra protective coveralls (e.g. Tyvek®) with boot covers, drinking water and electrolyte fluids, reflective vest, first aid kit, fire extinguisher, hearing protection, and washing facilities.

If Site conditions suggest the existence of a situation more hazardous than anticipated, the Site personnel will evacuate the immediate area. The hazard, the level of precautions, and the PPE will then be re-evaluated with the assistance and approval of the Corporate Health and Safety Officer (CHSO) and the Project Manager (PM).

4.3 Personal Safety

Field activities have the potential to take employees into areas which may pose a risk to personal safety. The following websites (sources) have been researched to identify potential crime activity in the area of the project:

- www.crimereports.com: No crimes identified in the past 30 days within a mile of the Site.
- www.cityrating.com/crimestatistics.asp: Crime in New York is higher than the New York and national averages.
- www.crimemapping.com: No crimes identified in the past 30 days within a mile of the Site.
- www1.nyc.gov/site/nypd/stats/crime-statistics/borough-and-precinct-crime-stats.page: New York City's 41st Precinct, located within 2 miles of Site, identifies 739 incidents that have occurred this year, accessed October 22, 2018.

To protect yourself, take the following precautions:

- If deemed necessary by the PM, use the buddy system (teams of a minimum of two persons present);
- Let the Site Safety Officer (SSO) know when you begin work in these areas and when you leave;
- Call in regularly;
- Pay attention to what is going on around you; and
- If you arrive in an area and it does not look safe to get out of your vehicle, lock the doors and drive off quickly but safely.

Employees must not knowingly enter into a situation where there is the potential for physical and violent behaviors to occur. If employees encounter hostile individuals or a confrontation develops in the work area, suspend work activities, immediately leave the area of concern, and contact local 911 for assistance. Notify the SSO and Safety Team (Corporate Health and Safety Officer and Regional Health and Safety Officers – SafetyTeam@geiconsultants.com) of any incidents once you are out of potential danger.

In the event of an emergency, prompt communications with local emergency responders is essential. At least one charged and otherwise functioning cell phone to facilitate emergency communications will be on-site. Confirmation of cellular phone operation will be confirmed at the start of each working day.

4.3.1 Handling Drums and Containers

Regulations for handling drums and containers are specified by Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.120(j). Potential hazards associated with handling drums include vapor generation, fire, explosions, and possible physical injury. Handling of drums/containers during the Site investigation and remediation activities may be necessary. If drum/container handling is necessary, it will be performed in accordance with applicable regulations.

4.3.2 Electrical Hazards

4.3.2.1 Utilities

The Site may have shallow, buried utilities and also overhead utilities in certain areas. It will be necessary for parties disturbing the existing ground surface and conducting operations with heavy equipment having high clearances to exercise caution in performing project-related work with respect to the presence of utilities. Utility companies with active, buried lines in the Site area will be asked by the Contractor performing intrusive activities to mark their facilities. Employees will use these data to choose work locations.

4.3.2.2 Underground Utilities

No excavating, drilling, boring, or other intrusive activities will be performed until an underground utility survey, conducted by knowledgeable persons or agencies, has been made. This survey will identify underground and in-workplace utilities such as the following:

- Electrical lines and appliances;
- Telephone lines;
- Cable television lines;
- Gas lines;
- Pipelines;
- Steam lines;
- Water lines;
- Sewer lines; and/or
- Pressurized air lines.

The location of utilities will be discussed with GEI employees and subcontractors during a Site Safety Briefing. Identified utilities should be marked or access otherwise restricted to avoid chance of accidental contact.

Even when a utility search has been completed, drilling, boring, and excavation should commence with caution until advanced beyond the depth at which such utilities are usually located. Utilities will be considered "live" or active until reliable sources demonstrate otherwise.

4.3.2.3 Overhead Utilities

Overhead transmission and distribution lines will be carried on towers and poles which provide adequate safety clearance over roadways and structures. Clearances will be adequate for the safe movement of vehicles and for the operation of construction equipment.

Overhead or above-ground electric lines should be considered active until a reliable source has documented them to be otherwise. Elevated work platforms, ladders, scaffolding, man-lifts, and drill or vehicle superstructures will be erected a minimum of 20 feet (the actual distance is dependent upon the voltage of the line) from overhead electrical lines until the line is de-energized, grounded, or shielded so arcing cannot occur between the work location or superstructure.

4.3.3 Heat Stress

Employees may be exposed to the hazards associated with heat stress when ambient temperatures exceed 70ºF. Employees should increase water intake while working in conditions of high heat. Enough water should be available so that each employee can consume 1 quart of water per hour. In addition, they should increase number of rest breaks and/or rotate employees in shorter work shifts. Employees should rest in cool, dry, shaded areas for at least 5 minutes. Employees should not wait until they feel sick to cool down. Watch for signs and symptoms of heat exhaustion and fatigue. In the event of heat stroke, bring the victim to a cool environment, call for help, and initiate first aid procedures

The procedures to be followed regarding avoiding heat stress are provided in Appendix C – Heat Stress Guidelines and in GEI's Heat Stress program.

4.3.4 Cold Stress

Employees may be exposed to the hazards of working in cold environments. Potential hazards in cold environments include frostbite, trench foot or immersion foot, hypothermia, as well as slippery surfaces, brittle equipment, and poor judgment. The procedures to be followed regarding avoiding cold stress are provided in Appendix C – Cold Stress Guidelines and in GEI's Cold Stress program.

4.3.5 Noise

Noise is a potential hazard associated with the operation of heavy equipment, power tools, pumps, and generators. Employees who will perform suspected or established high noise tasks and operations will wear hearing protection. If deemed necessary by the SSO, the CHSO will be consulted on the need for additional hearing protection and the need to monitor sound levels for Site activities. Other employees who do not need to be in proximity of the noise should distance themselves from the equipment generating the noise.

4.3.6 Slips, Trips, and Falls

Working in and around the Site may pose slip, trip, and fall hazards due to slippery and uneven surfaces. Excavation at the Site may cause uneven footing in trenches and around the soil piles. Steep slope and uneven terrain conditions at the Site are also a primary concern. GEI employees will wear proper foot gear and will employ good work practice and housekeeping procedures to minimize the potential for slips, trips, and falls.

4.3.7 Manual Lifting

Manual lifting of objects and equipment may be required. Failure to follow proper lifting technique can result in back injuries and strains. Employees should use a buddy system and/or power equipment to lift heavy loads whenever possible and should evaluate loads before trying to lift them (i.e., they should be able to easily tip the load and then return it to its original position). Carrying heavy loads with a buddy and proper lifting techniques include: 1) make sure footing is solid; 2) make back straight with no curving or slouching; 3) center body over feet; 4) grasp the object firmly and as close to your body as possible; 5) lift with legs; and 6) turn with your feet, don’t twist.

4.3.8 Projectile Objects and Overhead Dangers

Overhead dangers, including but not limited to falling debris and equipment, can occur while operating drill rigs. GEI employees will maintain a minimum distance from large overhead operations and to maintain proper communication with heavy equipment operators and their handlers, should work necessitate their presence beyond the minimum safety distance. Proper PPE will be worn during these types of activities including steel-toed/shank boots, safety vests, and hard hats.

4.3.9 Cuts and Lacerations

The core sampling program may require employees to use powered cutting tools (circular saw or shears) or a hooked knife to cut open the sample liner. Safety box cutters will be utilized for routine operations such as opening boxes of supplies or cutting rope or string. When using cutting tools, follow the safety precautions listed below:

- Keep free hand out of the way.
- Secure work if cutting through thick material.
- Use only sharp blades; dull blades require more force that results in less knife control.
- Pull the knife through the object and away from your body; pulling motions are easier to manage.
- Do not put the knife in your pocket.
- Wear leather or Kevlar® gloves when using knives or blades, or when removing sharp objects caught or dangling in sampling gear.

4.4 Chemical Hazards

The characteristics of compounds at the Site are discussed below for information purposes. Adherence to the safety and health guidelines in this HASP should reduce the potential for exposure to the compounds discussed below.

4.4.1 Coal Tar and Coal Tar Products

Coal tar products, which are semi-volatile organic compounds (SVOCs) consist of a mixture of acenaphthene, acenaphthylene, anthracene, benz(a)anthracene, benzo(b)fluoranthene, benzo(k)fluorethene, benz(a)pyrene, benzo(e)pyrene, benzo(g,h,i)peryline, chrysene, dibenz(a,h)anthracene, fluoranthene, fluorene, indeno(1,2,3cd)pyrene, 2-methyl naphthalene, naphththalene, phenanthrene, phenols, pyrene.

Coal tar products such as those listed above may cause contact dermatitis. Direct contact can be irritating to the skin and produce itching, burning, swelling, and redness. Direct contact or exposure to the vapors may be irritating to the eyes. Conjunctivitis may result from prolonged exposure. Coal tar is considered to be very toxic, if ingested. High levels of exposure to coal tar, though not anticipated during work activities conducted during this project, may increase the risk of cancer including lung, kidney, and skin cancer. Naphthalene is also an eye and skin irritant and can cause nausea, headache, fever, anemia, liver damage, vomiting, convulsions, and coma. Poisoning may occur by ingestion of large doses, inhalation, or skin absorption.

The major route of entry for the work activities to be conducted at this Site is through direct contact. Exposure is most likely when handling soil and water samples. Inhalation may occur when the soil is disturbed causing respirable and nuisance dust particles to become airborne.

4.4.2 Purifier Waste

4.4.2.1 Cyanide

Cyanide compounds are common by-products of manufactured gas production. Hydrogen cyanide is toxic because it is a chemical asphyxiate. It replaces the oxygen in the blood and thereby suffocates the cells. Ferro cyanides are not considered toxic because the hydrogen cyanide ion is bound too tightly to the iron and cannot therefore replace the oxygen. It takes a great amount of heat and/or acid to release cyanide gas from the ferro cyanide molecule; therefore, hydrogen cyanide is not a concern at this Site.

4.4.2.2 Hydrogen Sulfide

Hydrogen sulfide is another common by-product of manufactured gas production. Exposure to lower concentrations can result in eye irritation, a sore throat and cough, shortness of breath, and fluid in the lungs. These symptoms usually go away in a few weeks. Long-term, low-level exposure may result in fatigue, loss of appetite, headaches, irritability, poor memory, and dizziness. Breathing very high levels (> 800 parts per million [ppm]) of hydrogen sulfide can cause death within just a few breaths. The primary route of exposure is through inhalation and therefore respiratory protection is the primary control against exposure to hydrogen sulfide.

4.4.3 Heavy Metals

Exposure to high concentrations of arsenic can cause dermatitis, gastrointestinal disturbances, peripheral neuropathy, respiratory irritation, and hyper pigmentation of skin. Chronic exposure to arsenic has resulted in lung cancer in humans.
Exposure to high concentrations of aluminum can cause irritation of the eyes, skin, and the respiratory system.

Exposure to high concentrations of antimony can cause irritation of eyes, skin, nose, throat, and mouth; coughing; dizziness; headache; nausea, vomiting, diarrhea; stomach cramps; insomnia; anorexia; and could be unable to smell properly. Chronic exposure to antimony can produce respiratory effects that include antimony pneumoconiosis (inflammation of the lungs due to irritation caused by the inhalation of dust), alterations in pulmonary function, chronic bronchitis, chronic emphysema, inactive tuberculosis, pleural adhesions, irritation; cardiovascular effects (increased blood pressure, altered EKG readings and heart muscle damage) and gastrointestinal disorders in humans.

Exposure to high concentrations of beryllium can result in “beryllium sensitization”, which is an allergic response to beryllium. Symptoms of the disease include cough, shortness of breath, fatigue, fevers, skin rash, and night sweats. In the later stages, lung tissue becomes scarred. In severe cases, the right side of the heart may be strained due to increased pressure in the pulmonary artery from lung damage.

Exposure to high concentrations of cadmium can cause acute symptoms such as pulmonary edema, dyspnea (breathing difficulty), cough, chest tightness and pain; headache; chills, muscle aches; nausea, vomiting, diarrhea; loss of the sense of smell), mild anemia; and is considered a potential occupational carcinogen.

Exposure to chromium can cause acute symptoms such as irritation of the eyes, nose and throat as well as wheezing and coughing. Chronic effects include nosebleeds, nasal congestion, dermatitis, and loss of sight.

Exposure to high concentrations of copper through inhalation can cause irritation of the eyes, nose, pharynx, nasal septum. Ingestion may cause a metallic taste. Skin irritation may result from direct contact with skin. Damage to the liver and kidneys may occur.

No adverse health effects are associated with environmental exposure to iron. Target organs for iron via ingestion of iron (most often in supplement form) are the liver, cardiovascular system, and kidneys. Exposure to high concentrations of iron through ingestion can cause salivation nausea, vomiting, diarrhea, and abdominal pain.
Exposure to lead may cause acute symptoms such as eye irritation, weakness, weight loss, abdominal pain, and anemia. Chronic exposure to lead may result in kidney disease, effects to the reproductive system, blood forming organs, and CNS.

Lead and arsenic are regulated by specific OSHA standards. They are 29 CFR 1910.1025/1926.52 and 29 CFR 1910.1018/1926.1118, respectively. These standards include specific requirements for air monitoring, signs and labels, training and medical surveillance.

Exposure to high concentrations of manganese can cause manganism, metal fume fever, flu-like fever, and kidney damage.

Exposure to high concentrations of nickel may cause sensitization dermatitis, allergic asthma, and pneumonitis. Exposure to mercury can cause dizziness, salivation nausea, vomiting, diarrhea, constipation, emotional disturbance, and kidney injury. Chronic exposure to mercury can cause CNS damage.

Exposure to high concentrations of selenium can cause mucous membrane irritation, coughing, sneezing, shortness of breath, chills, headaches, hypotension, and CNS depression. Chronic exposure to selenium could cause bronchial irritation, gastrointestinal distress, excessive fatigue, and skin discoloration.

Exposure to high concentrations of thallium can cause nausea, diarrhea, abdominal pain, vomiting; tremor; chest pain, pulmonary edema; convulsions, psychosis; liver, kidney damage; and alopecia.

Vanadium may cause greenish-black discoloration of the tongue, and is possibly carcinogenic to humans. Long-term or repeated exposure to vanadium may have effects on the respiratory tract, resulting in chronic rhinitis and chronic bronchitis.

Exposure to high concentrations of zinc through ingestion can cause abdominal pain, nausea, vomiting, and diarrhea. Chronic exposure can lead to low blood pressure, jaundice, and seizures.

These metals are at environmental concentrations and are not expected to be at concentrations that exposure symptoms would occur. As with SVOCs, the primary route of exposure is through inhalation of dust particles when soil is disturbed and becomes airborne.

4.4.4 Polychlorinated Biphenyls

Polychlorinated Biphenyls (PCBs) have previously been encountered during MGP site investigations at other sites. PCBs have historically been used from a number of sources including, but not limited to; electrical systems, hydraulic oils, lubricants, cutting oils, printer's ink, and asphalt. Exposure to PCBs can occur through unbroken skin without immediate pain or irritation. PCBs detected at the site are at environmental concentrations and are not expected to be at concentrations that exposure symptoms would occur. Acute effects of exposure to high concentrations of PCB can include eye, skin, nose, and throat irritation. Chronic effects of PCB exposure can include skin swelling and redness, gastro-intestinal disturbances, and neurological effects such as headache, dizziness, nervousness, and numbness of extremities. PCBs are suspected human carcinogens that can cause liver cancer. PCBs can accumulate in fatty tissues and result in health effects after the initial exposure has occurred. The primary route of exposure for PCBs is inhalation, dermal contact, and ingestion.

4.4.5 Semi-Volatile Organic Compounds

Semi-volatile organic compounds (SVOCs) usually consist of a mixture of acenaphthene, acenaphthylene, anthracene, benz(a)anthracene, benzo(b)fluoranthene, benzo(k)fluorethene, benz(a)pyrene, benzo(e)pyrene, benzo(g,h,i)peryline, chrysene, dibenz(a,h)anthracene, fluoranthene, fluorene, indeno(1,2,3cd)pyrene, 2-methyl naphthalene, naphththalene, phenanthrene, phenols, and pyrene.

These compounds are at environmental concentrations and are not expected to be at concentrations that exposure symptoms would occur. SVOCs such as those listed above may cause contact dermatitis. Direct contact can be irritating to the skin and produce itching, burning, swelling, and redness. Direct contact or exposure to the vapors may be irritating to the eyes. Conjunctivitis may result from prolonged exposure. Many SVOCs are considered to be very toxic, if ingested. High levels of exposure to SVOCs, though not anticipated during work activities conducted during this project, may increase the risk of cancer including lung, kidney, and skin cancer. Naphthalene is also an eye and skin irritant and can cause nausea, headache, fever, anemia, liver damage, vomiting, convulsions, and coma. Poisoning may occur by ingestion of large doses, inhalation, or skin absorption.
The major route of entry for the work activities to be conducted at this Site is through direct contact. Exposure is most likely when handling soil and water samples. Inhalation may occur when the soil is disturbed causing respirable and nuisance dust particles to become airborne.

4.4.6 Volatile Organic Compounds

Volatile organic chemicals (VOCs), such as benzene, toluene, ethyl benzene, and xylene (BTEX) are present as soil and groundwater contaminants, and in some cases chemical components in non-aqueous phase liquids (NAPL) such as oil or tar within soils. These compounds are at environmental concentrations and are not expected to be at concentrations that exposure symptoms would occur. These compounds generally have a depressant effect on the Central Nervous System (CNS), may cause chronic liver and kidney damage, and some are suspected human carcinogens. Benzene is a known human carcinogen. Acute exposure may include headache, dizziness, nausea, and skin and eye irritation. The primary route of exposure to VOCs is through inhalation and therefore respiratory protection is the primary control against exposure to VOCs.

Evaluation of Organic Vapor Exposure

Air monitoring reduces the risk of overexposure by indicating when action levels have been exceeded and when PPE must be upgraded or changed. Action Levels for VOCs and dust with associated contingency plans for the work zone are discussed within Section 9 of this HASP and in the CAMP (Appendix F of the HASP).

Exposure to organic vapors will be evaluated and/or controlled by:

- Monitoring air concentrations for organic vapors in the breathing zone with a photoionization detector (PID) or a flame ionization detector (FID).
- When possible, engineering control measures will be utilized to suppress the volatile organic vapors. Engineering methods can include utilizing a fan to promote air

circulation, utilizing volatile suppressant foam, providing artificial ground cover, or covering up the impacted material with a tarp to mitigate volatile odors.

- When volatile suppression engineering controls are not effective and organic vapor meters indicate concentrations above the action levels, then appropriate respiratory protection (i.e., air purifying respirator with organic vapor cartridge) will be employed.

Evaluation of Skin Contact and Absorption

Skin contact by contaminants may be controlled by use of proper hygiene practices, PPE, and good housekeeping procedures. The proper PPE (e.g., Tyvek®, gloves, safety glasses) as described in Section 5 will be worn for activities where contact with potential contaminated media or materials are expected.

SDSs for decontamination chemicals and laboratory reagents that may be used on Site are included in Appendix B. Specific chemical hazards information from the occupational health sources are summarized in Table 3.

Table 3. Chemical Data

Compound	CAS #	ACGIH TLV	OSHA PEL	Route of Exposure	Symptoms of Exposure	Target Organs	Physical Data
Hydrogen cyanide	74-90-8	4.7 ppm (5 mg/m^3) STEL [skin]	10 ppm (11 mg/m^3) [skin]	Inhalation Ingestion Absorption Skin/Eye Contact	Asphyxia; weakness, headache, confusion; nausea, vomiting; increased rate and depth of respiration or respiration slow and gasping; thyroid, blood changes	CNS, CVS, thyroid, blood	Colorless or pale-blue liquid or gas (above 78°F) with a bitter, almond-like odor. VP: 630 mmHg IP: 13.60 eV
Hydrogen sulfide	7783-06-4	10 ppm TWA, 15 ppm STEL	20 ppm C, 50 ppm [10-min. Maximum peak]	Inhalation Skin/Eye Contact	Irritation eyes, respiratory system; apnea, coma, convulsions; conjunctivitis, eye pain, lacrimation (discharge of tears), photophobia (abnormal visual intolerance to light), corneal vesiculation; dizziness, headache, fatigue, irritability, insomnia; gastrointestinal disturbance; liquid: frostbite	Eyes, respiratory system, CNS	Colorless gas with a strong odor of rotten eggs. VP: 17.6 atm IP: 10.46 eV
Arsenic	7440-38-2	0.01 mg/m^3	0.01 mg/m^3 A.L. .005mg/m3	Inhalation Skin Absorption Ingestion Skin Contact	Ulceration of nasal septum, dermatitis, GI disturbances, peripheral neuropathy, respiratory irritation, hyperpigmentation of skin, potential carcinogen	Liver, kidneys, skin, lungs, lymphatic system	Metal: Silver-gray or tin-white, brittle, odorless solid FP: NA IP: NA LEL: NA UEL: NA VP: 0 mm
Benzene	71-43-2	0.5 ppm (Skin)	1 ppm TWA 5 ppm STEL	Inhalation Skin Absorption Ingestion Skin Contact	Irritation of eyes, skin, nose, respiratory system, giddiness, headache, nausea; staggering gait, fatigue, anorexia, weakness, dermatitis, bone marrow depression, potential carcinogen	Eyes, skin, CNS, bone marrow, blood	FP: 12º F IP: 9.24 eve LEL: 1.2% UEL:7.8% VP: 75 mm

Table 3. Chemical Data

Compound	CAS #	ACGIH TLV	OSHA PEL	Route of Exposure	Symptoms of Exposure	Target Organs	Physical Data
Carbon Disulfide	75-15-10		30 ppm C	Inhalation, ingestion, skin absorption, skin contact, eye contact	Dizziness, headache, poor sleep, lassitude, anxiety	Eyes, respiratory system, Central Nervous System	Vapor Pressure: 297 mmHg, Ionization Potential: 10.08 eV
Chromium (Chromic Acid and Chromates)	1333-82-0	0.05 mg/m^3	0.1 mg/m^3	Inhalation Ingestion Skin Contact	Irritates respiratory system, nasal, septum perforation, liver and kidney damage, leucocytosis (increased blood leucocytes), leukopenis (reduced blood leucocytes), moncytosis (increased monocytes), Eosinophilia, eye injury, conjunctivitis, skin ulcer, sensitivity dermatitis, potential carcinongen	Blood, respiratory system, liver, kidney, eyes, skin, lung cancer	FP:NA IP:NA VP: Very Low LEL: NA UEL: NA
Ethylbenzene	100-41-4	100 ppm	100 ppm	Inhalation Ingestion Skin Contact	Eye, skin, mucous membrane irritation; headache; dermatitis, narcosis; coma	Eyes, skin, respiratory system, CNS	FP: 55º F IP: 8.76 eV LEL: 0.8% UEL:6.7% VP: 7 mm
Lead	7439-92-1	0.050 mg/m^3	0.05 mg/m^3 A.L. 0.03 mg/m3	Inhalation Ingestion Skin Contact	Weakness, insomnia; facial pallor; pal eye, anorexia, weight loss, malnutrition; constipation, abdominal pain, colic; anemia; gingival lead line; tremor; paralysis of wrist and ankles; irritates eyes, hypo tension	Eyes, GI tract, CNS, kidneys, blood, gingival tissue	A heavy, ductile, soft, gray solid. FP: NA IP: NA LEL: NA UEL: NA VP: 0 mm
Mercury	7439-97-6	0.025 mg/m^3	0.10 mg/m3	Inhalation Ingestion Skin Contact Skin Absorption	Irritates eyes and skin, chest pain, cough, difficulty breathing, bronchitis, pneumonitis, tremor, insomnia, irritability, indecision, headache, fatigue, weakness, stomatitis, salivation, Gastrointestinal disturbance, weight loss, proteinuria	Eyes, skin, respiratory tract, central nervous system	Silver-white, heavy odorless liquid FP: NA IP:? LEL: NA UEL:NA VP: 0.0012 mm

Table 3. Chemical Data

Compound	CAS #	ACGIH TLV	OSHA PEL	Route of Exposure	Symptoms of Exposure	Target Organs	Physical Data
Naphthalene	91-20-3	10 ppm (52 mg/m3) TWA, 15 ppm (79 mg/m3) STEL	10 ppm (50 mg/m^3) TWA	inhalation, skin absorption, ingestion, skin and/or eye contact	Irritation eyes; headache, confusion, excitement, malaise (vague feeling of discomfort); nausea, vomiting, abdominal pain; irritation bladder; profuse sweating; jaundice; hematuria (blood in the urine), renal shutdown; dermatitis, optical neuritis, corneal damage	Eyes, skin, blood, liver, kidneys, central nervous system	FP: 174 F IP: 8.12 eV, LEL: 0.8% UEL:6.7%, VP: 0.08 mm
Toluene	108-88-3	50 ppm	200 ppm	Inhalation Skin Absorption Ingestion Skin Contact	Eye, nose irritation; fatigue, weakness, confusion, euphoria, dizziness, headache; dilated pupils, tearing of eyes; nervousness, muscle fatigue, insomnia, tingling in limbs; dermatitis	Eyes, skin, respiratory system, CNS, liver, kidneys	FP: 40o F IP: 8.82 eV LEL: 1.1% UEL:7.1% VP: 21 mm
VOCs1	NA	0.5 ppm (Skin)	0.5 ppm TWA 2.5 ppm STEL	Inhalation, Skin Absorption, Ingestion, Skin Contact	Irritate eyes and skin; headaches; dizziness; nausea; kidney; liver damage; depress CNS	Skin, eyes, liver, kidney, CNS	Colorless volatile liquid, sometimes with a sweet or solvent odor
Xylene	1330-20-7	100 ppm	100 ppm	Inhalation Skin Absorption Ingestion, Skin Contact	Eye, skin, nose, throat irritation; dizziness, excitement, drowsiness; incoordination, staggering gait; corneal damage; appetite loss, nausea, vomiting, abdominal pain; dermatitis	Eyes, skin, respiratory system, Central Nervous System, GI tract, blood, liver, kidneys	FP: 90o F LEL: 0.9% UEL: 6.7% VP: 9 mm

Abbreviations:

°F = degrees Fahrenheit
ACGIH = American Conference of Industrial Hygienists
A.L. = Action Level
atm = atmosphere
C = ceiling limit, not to be exceeded
CAS # = chemical abstract services number

IP = Ionization Potential
LEL = Lower explosive limit
mg/m^3 = micrograms per cubic meter
min = minute
mm = millimeter
mmHg = millimeters of mercury

Table 3. Chemical Data

Compound	CAS #	ACGIH TLV	OSHA PEL	Route of Exposure	Symptoms of Exposure	Target Organs	Physical Data

CNS = Central Nervous System
CTPV = Coal Tar Pitch Volatiles
CVS = Cardiovascular System
eV = electron volt
f/cc = fibers per cubic centimeter
FP = Flash point
GI = Gastro-intestinal
H2S = Hydrogen Sulfide
HCN = Hydrogen Cyanide
hr = hour
N/A = not applicable
OSHA = Occupational Safety and Health Administration
PAH = Polycyclic Aromatic Hydrocarbons
PCB = Polychlorinated Biphenyls
PEL = Permissible exposure limit
ppm = parts per million
Skin = significant route of exposure
STEL = Short-term exposure limit (15 minutes)
TWA = Time-weighted average (8 hours)
VP = vapor pressure approximately 68°F in mm Hg

4.5 Biological Hazards

Employees working on this project should be aware of the potential biological hazards at this Site. Each is discussed in detail below:

4.5.1 Mosquito- Borne Disease – West Nile Virus

West Nile encephalitis is an infection of the brain caused by the West Nile virus, which is transmitted by infected mosquitoes. Following transmission from an infected mosquito, West Nile virus multiplies in the person's blood system and crosses the blood-brain barrier to reach the brain. The virus interferes with normal CNS functioning and causes inflammation of the brain tissue. However, most infections are mild and symptoms include fever, headache, and body aches. More severe infections may be marked by headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, paralysis, and rarely, death. Persons over the age of 50 have the highest risk of severe disease.

Prevention centers on public health action to control mosquitoes and on individual action to avoid mosquito bites. To avoid being bitten by the mosquitoes that cause the disease, use the following control measures:

If possible, stay inside between dusk and dark. This is when mosquitoes are most active. When outside (between dusk and dark), wear long pants and long-sleeved shirts. Spray exposed skin with an insect repellent, preferably containing DEET.

4.5.2 Wasps and Bees

Wasps (hornets and yellow-jackets) and bees (honeybees and bumblebees) are common insects that may pose a potential hazard to the field team if work is performed during spring, summer, or fall. Bees normally build their nests in the soil. However, they use other natural holes such as abandoned rodent nests or tree hollows. Wasps make a football-shaped, paper-like nest either below or above the ground. Yellow-jackets tend to build their nests in the ground but hornets tend to build their nests in trees and shrubbery. Bees are generally more mild-mannered than wasps and are less likely to sting. Bees can only sting once while wasps sting multiple times because their stinger is barbless. Wasps sting when they feel threatened. By remaining calm and not annoying wasps by swatting, you lessen the chance of being stung.

Wasps and bees inject a venomous fluid under the skin when they sting. The venom causes a painful swelling that may last for several days. If the stinger is still present, carefully remove it with tweezers. Some people may develop an allergic reaction (i.e. anaphylactic shock) to a wasp or bee sting. If such a reaction develops, seek medical attention at once. If a GEI employee is allergic to bees or wasps notify the SSO and if, needed, the location of the epi pen.

4.5.3 Sun Exposure

Employees are encouraged to liberally apply sunscreen, with a minimum sun protection factor (SPF) of 15, when working outdoors to avoid sunburn and potential skin cancer, which is associated with excessive sun exposure to unprotected skin. Additionally, employees should wear safety glasses that offer protection from ultraviolet A and B (UVA/UVB) rays.

5. Personal Protective Equipment

The PPE specified in Table 4 represents PPE selection required by 29 CFR 1910.132, and is based on the Activity Hazard Analysis of Section 4 (Table 2). Specific information on the selection rationale activity can be found in the GEI Health and Safety Manual.

The PPE program addresses elements, such as PPE selection based on Site hazards, use and limitations, donning and doffing procedures, maintenance and storage, decontamination and disposal, training and proper fitting, inspection procedures prior to / during / and after use, evaluation of the effectiveness of the PPE program, and limitations during temperature extremes, heat stress, and other appropriate medical considerations. A summary of PPE for each level of protection is in Table 4.

Table 4. Site-Specific PPE

Task	PPE Level	Site-Specific Requirements	Respirator
Mobilization/Demobilization			
Reconnaissance	D	Hard hat, safety glasses, steel toe/shank safety boot, reflective vest, leather work gloves, hearing protection as needed	D - None
Mobilization/Demobilization of Equipment and Supplies	D	Hard hat, safety glasses, steel toe/shank safety boot, reflective vest, leather work gloves, hearing protection as needed	D – None
Establishment of Site Security, Work Zones, and Staging Area	D	Hard hat, safety glasses, steel toe/shank safety boot, reflective vest, leather work gloves, hearing protection as needed	D - None
Construction			
Drilling, Groundwater Well Installation, Sampling	D	Hard hat, safety glasses, steel toe/shank safety boot with overboot as needed, reflective vest, leather work gloves as needed, nitrile gloves, hearing protection as needed, Tyvek as needed	Level D initially, Level C-If action levels exceeded (see Section 9 of HASP)
Hazardous Materials Assessment			
Sampling: Soil and groundwater	D	Hard hat, safety glasses, steel toe/shank safety boot with overboot as needed, reflective vest, leather work gloves as needed, nitrile gloves, hearing protection as needed, Tyvek as needed	D - None
Demolition/Remediation Observation			
Observe Contractor Activities	D	Hard hat, safety glasses, steel toe/shank safety boot with overboot as needed, reflective vest, leather work gloves as needed, nitrile gloves, hearing protection as needed, Tyvek as needed	D - None

Use of Level A or Level B PPE is not anticipated. If conditions indicating the need for Level A or Level B PPE are encountered, personnel will leave the Site and this HASP will be revised with oversight of the CHSO or GEI personnel will not re-enter the Site until conditions allow.

For most work conducted at the site, Level D PPE will include long pants, hard hats, safety glasses with side shields, and steel toe/shank or EH-rated safety boots. When work is conducted in areas where non-aqueous phase liquid (NAPL) or tar-saturated soil is anticipated, employees will wear, at a minimum, modified Level D PPE, which can include Tyvek® coveralls and safety boots with overboots.

5.1 OSHA Requirements for PPE

Personal protective equipment used during the course of this field investigation must meet the following OSHA standards:

Table 5. OSHA Standards for PPE

Type of Protection	Regulation	Source
Eye and Face	29 CFR 1910.133	ANSI Z87.1 1968
Respiratory	29 CFR 1910.134	ANSI Z88.1 1980
Head	29 CFR 1910.135	ANSI Z89.1 1969
Foot	29 CFR 1910.136	ANSI Z41.1 1999 or ASTM F-2412-2005, and ASTM F-2413-2005

CRF = Code of Federal Regulations
ANSI = American National Standards Institute
ASTM = American Society For Testing and Materials

On-site GEI personnel who have the potential to don a respirator must have a valid fit test certification and documentation of medical clearance. The CHSO will maintain such information on file for on-site personnel. The PM will obtain such information from the subcontractor's site supervisor prior to the initiation of such work. Both the respirator and cartridges specified for use in Level C protection must be fit-tested prior to use in accordance with OSHA regulations (29 CFR 1910.134). Air purifying respirators cannot be worn under the following conditions:

- Oxygen deficiency (less than 20.7%).
- Imminent Danger to Life and Health (IDLH) concentrations.
- If contaminant levels exceed designated use concentrations.

6. Key Project Personnel/Responsibilities and Lines of Authority

6.1 GEI Personnel

• Kevin McCarty	Project Manager
• Gary Rozmus	Project Engineer
• Richard Crockett	Site Safety Officer
• Richard Crockett	Field Personnel
• Stacey Ng	Field Personnel
• Michael Bohuski	Field Personnel
• Steve Hawkins	Corporate Health and Safety Officer
• Jeena Sheppard	Regional Health and Safety Officer

The implementation of health and safety at this project location will be the shared responsibility of the PM, the CHSO, Regional Health and Safety Officer (RHSO), the SSO, other GEI personnel implementing the proposed scope of work.

6.1.1 GEI Project Manager

The PM, Kevin McCarty, is responsible for confirming that the requirements of this HASP are implemented. Some of the PM's specific responsibilities include:

- Conducting and documenting the Project Safety Briefing for GEI project employees and forwarding the signed form (Appendix D) to the Safety Team;
- Verifying that the GEI staff selected to work on this program are sufficiently trained for Site activities;
- Assuring that personnel to whom this HASP applies, including subcontractor personnel, have received a copy of it;
- Providing the CHSO with updated information regarding conditions at the Site and the scope of Site work;
- Providing adequate authority and resources to the on-site SSO to allow for the successful implementation of necessary safety procedures;
- Supporting the decisions made by the SSO and CHSO;
- Maintaining regular communications with the SSO and, if necessary, the CHSO;

- Verifying that the subcontractors selected by GEI to work on this program have completed GEI environmental, health and safety requirements and has been deemed acceptable for the proposed scope of work; and
- Coordinating the activities of GEI subcontractors and confirming that they are aware of the pertinent health and safety requirements for this project.

6.1.2 GEI Corporate Health and Safety Officer

The CHSO is the individual responsible for the review, interpretation, and modification of this HASP. Modifications to this HASP which may result in less stringent precautions cannot be undertaken by the PM or the SSO without the approval of the CHSO. Specific duties of the CHSO include:

- Writing, approving, and amending the HASP for this project;
- Advising the PM and SSO on matters relating to health and safety on this Site;
- Recommending appropriate PPE and safety equipment to protect personnel from potential Site hazards;
- Conducting accident investigations; and
- Maintaining regular contact with the PM and SSO to evaluate Site conditions and new information which might require modifications to the HASP.

6.1.3 GEI Site Safety Officer

GEI field staff are responsible for implementing the safety requirements specified in this HASP. However, one person will serve as the SSO. For this program, Richard Crockett, will serve as the SSO. The SSO will be on-site during all activities covered by this HASP. The SSO is responsible for enforcing the requirements of this HASP once work begins. The SSO has the authority to immediately correct situations where noncompliance with this HASP is noted and to immediately stop work in cases where an immediate danger is perceived. Some of the SSO's specific responsibilities include:

- Conducting/attending the Project Safety Briefing prior to beginning work, and subsequent safety meetings as necessary;
- Conduct daily Safety Tailgate meeting in accordance with NYCEDC requirements (can be combined with "pre-entry") briefing for Site-related work;
- Verifying that personnel to whom this HASP applies have attended and participated in the Project Safety Briefing and subsequent safety meetings that are conducted during the implementation of the program;

- Maintaining a high level of health and safety consciousness among employees implementing the proposed activities;
- Procuring the air monitoring instrumentation required and performing air monitoring for investigative activities;
- Procuring and distributing the PPE and safety equipment needed for this project for GEI employees;
- Verifying that PPE and health and safety equipment used by GEI is in good working order;
- Verifying that the selected contractors are prepared with the correct PPE and safety equipment and supplies;
- Notifying the PM of noncompliance situations and stopping work in the event that an immediate danger situation is perceived;
- Monitoring and controlling the safety performance of personnel within the established restricted areas to confirm that required safety and health procedures are being followed;
- Stopping work in the event that an immediate danger situation is perceived; and
- Reporting accident/incident and preparing accident/incident reports, if necessary.

6.1.4 GEI Field Personnel

GEI field personnel covered by this HASP are responsible for following the health and safety procedures specified in this HASP and for performing their work in a safe and responsible manner. Some of the specific responsibilities of the field personnel are as follows:

- Reading and signing the HASP in its entirety prior to the start of on-site work;
- Attending and actively participating in the required Project Safety Briefing prior to beginning on-site work and any subsequent safety meetings that are conducted during the implementation of the program;
- Stopping work in the event that an immediate danger situation is perceived;
- Bringing forth any questions or concerns regarding the content of the HASP to the PM or the SSO, prior to the start of work;
- Reporting accidents, injuries, and illnesses, regardless of their severity, to the SSO, CHSO, and HR; and
- Complying with the requirements of this HASP and the requests of the SSO.

6.1.5 Lines of Authority will be as follows:

On Site – GEI will have responsibility for safety of its employees during the work performed at the Site Hunts Point Meat Market. GEI's field representative will have a cell phone available to contact the appropriate local authorities, in the event of an emergency. GEI's field representative will be available for communication with the GEI PM and with the NYCEDC representative.

GEI employees have the authority to stop work activities if an unanticipated hazard is encountered or a potential unsafe condition is observed. The GEI employee should contact the Corporate Health and Safety Officer and the Project Manager to discuss the stop work conditions and potential control methods that can be implemented.

6.2 Subcontractors

GEI has subcontracted the following firms to assist in performing work on this project:

Subcontractor Name	Contact Name
AARCO Environmental Services	Roger Terlaga
	Office: (631) 586-5900
	Cell: (516) 351-1879

GEI requires its subcontractors to work in a responsible and safe manner. Subcontractors hired by GEI are required to submit documentation of their safety practices as part of GEI's Subcontractor Management Program for evaluation and approval before the start of work. Subcontractors for this project will be required to develop their own HASP for protection of their employees, but, at a minimum, must adhere to applicable requirements set forth in this HASP.

7. TRAINING PROGRAM

7.4 HAZWOPER Training

In accordance with OSHA Standard 29 CFR 1910.120 "Hazardous Waste Operations and Emergency Response" (HAZWOPER) responders will, at the time of job assignment, have received a minimum of 40 hours of initial health and safety training for hazardous waste site operations. At a minimum, the training will have consisted of instruction in the topics outlined in the standard. Personnel who have not met the requirements for initial training will not be allowed to work in any Site activities in which they may be exposed to hazards (chemical or physical). Proof of training will be submitted to the PM or his/her representative prior to the start of field activities.

7.5 Annual 8-Hour Refresher Training

Annual 8-hour refresher training will be required of hazardous waste site field personnel in order to maintain their qualifications for fieldwork. The training will cover a review of 29 CFR 1910.120 requirements and related company programs and procedures. Proof of current 8-hour refresher training will be submitted to the PM or his/her representative prior to the start of field activities.

7.6 Supervisor Training

Personnel acting in a supervisory capacity will have received 8 hours of instruction in addition to the initial 40-hour training. In addition supervisors will have 1 year of field experience and training specific to work activities (i.e., sampling, construction observation, etc.)

7.7 Site-Specific Training

Prior to commencement of field activities, the PM or the SSO will verify GEI field personnel assigned to the project will have completed training that will specifically address the activities, procedures, monitoring, and equipment used in the Site operations. It will include Site and facility layout, hazards, and emergency services at the Site, and will highlight the provisions contained within this HASP and applicable GEI H&S SOPs (Appendix E). This training will be documented on the Project Safety Briefing Form Appendix D). The signed form will be forwarded to the Safety Team at SafetyTeam@geiconsultants.com. In addition, GEI personnel will sign the plan to document that they understand the hazards and control measures presented and agree to comply with the procedures established in the HASP. Personnel that have not received project-specific training will not be allowed on-site.

7.8 On-Site Safety Briefings

Other GEI personnel will be given health and safety briefings daily by the SSO or field representative to assist GEI personnel in safely conducting work activities. The briefing will include GEI subcontractors. The briefings can include information on new operations to be conducted, changes in work practices, or changes in the Site's environmental conditions, as well as periodic reinforcement of previously discussed topics. The briefings will also provide a forum to facilitate conformance with safety requirements and to identify performance deficiencies related to safety during daily activities or as a result of safety inspections. Documentation of these briefings will be recorded in the GEI field book, if the project duration is less than 5 days. If the project is longer than 5 days, the Tailgate Safety Briefing Form (Appendix D) will be used to document briefings. The meetings will also be an opportunity to periodically update the employees on monitoring results.

7.9 First Aid and CPR

The PM will verify that GEI field staff has current certifications in first aid and Cardiopulmonary Resuscitation (CPR), so that emergency medical treatment is available during field activities. The training will be consistent with the requirements of the American Red Cross Association. GEI employees also attend annual Bloodborne Pathogens training in compliance with OSHA regulations.

7.10 OSHA 10-hour Construction Safety Training

GEI employees will have received 10-hour construction safety training through the OSHA Outreach Training Program when required for a specific site, client, or based on the type work activities that are being performed. This training provides employees with an awareness level training in recognizing and preventing the hazards associated with the construction industry. Employees receive training in hazard identification, avoidance, control, and prevention; not OSHA standards. The training implies an increased level of safety training has become a widely known standard for OSHA orientation training in the construction industry. The PM will verify that GEI staff requiring this training has an OSHA issued completion card.

8. Medical Surveillance Program

GEI maintains a continuous, corporate, medical surveillance program that includes a plan designed specifically for field personnel engaged in work at sites where hazardous or toxic materials may be present. GEI's CHSO and is responsible for the administration and coordination of medical evaluations conducted for GEI's employees at branch office locations. Comprehensive examinations are given to GEI field personnel on an annual or biennial basis (as determined to be appropriate by the CHSO) participating in hazardous waste operations. The medical results of the examinations aid in determining the overall fitness of employees participating in field activities.

Under the CHSO's supervision, field personnel undergo a complete initial physical examination, including a detailed medical and occupational history, before they participate in hazardous waste site investigations. Extensive annual/biennial reexaminations are also performed. Upon completion of these tests, personnel are certified by an occupational health physician as to whether they are fit for field work in general, and fit to use respiratory protection.

If a GEI employee or other project worker shows symptoms of exposure to a hazardous substance and wishes to be rechecked, he/she will be directed to the nearest area hospital or medical facility.

GEI subcontractor personnel that will enter any active waste handling or other active non-"clean" area must certify that they are participating in a medical surveillance program that complies with OSHA regulations for hazardous waste operations (i.e., 29 CFR 1910.120 and 29 CFR 1926.65). Proof of medical clearance will be submitted to the GEI PM or SSO prior to the start of field activities.

9. Atmospheric Monitoring

Air monitoring will be performed to identify and quantify airborne levels of hazardous substances and safety and health hazards in order to determine the appropriate level of worker protection needed on-site in the event that intrusive work is conducted. Work requiring air monitoring includes any ground-intrusive/dust-generating activity, including but not limited to, the installation of soil borings, monitoring wells, pre-clearing, and excavation oversight. Additionally, PID screening of all soils during drilling or excavation activities and well head space will be conducted during groundwater sampling activities.

GEI will conduct work zone monitoring for on-site GEI employees during intrusive activities only. GEI will monitor and document daily Site conditions and operations and inform field representatives of results. ***If Action Levels are exceeded, the SSO will immediately implement Site action(s) according to Table 6 below and notify the PM and Safety Team***.

A community air monitoring program (CAMP) will be implemented during all soil investigation and/or remedial activities and is included as Attachment F within the HASP.

The following air monitoring equipment will be on site:

- PID with 10.6 eV lamp or equivalent
- Particulate Meter (PM-10 capable)
- Multi-gas meter: lower explosive limit (LEL) / oxygen (O_2) / hydrogen sulfide (H_2S) / hydrogen cyanide (HCN) or carbon monoxide (CO) meter

9.1 Equipment Use

9.1.1 Calibration

Air monitoring equipment will be calibrated and maintained in accordance with manufacturer's requirements. Calibrations will be recorded in the project notes daily or on a daily calibration form.

9.1.2 Photoionization Detector

Organic vapor concentrations will be measured using a PID during intrusive activities. During intrusive operations, organic vapor concentrations will be measured continuously. Organic vapor concentrations will be measured upwind of the work site(s) to determine background concentrations at least twice a day, (once in the morning and once in the afternoon). The SSO will interpret monitoring results using professional judgment and according to the alert and Action Limits set forth in the associated Site Work Plan.

9.1.3 Particulate Meter

A particulate meter will be used to measure airborne particulate matter during intrusive activities. Monitoring will be continuous and readings will be averaged over a 15-minute period for comparison with the Action Levels. Monitoring personnel will make a best effort to collect dust monitoring data from downwind of the intrusive activity. If off-site sources are considered to be the source of the measured dust, upwind readings will also be collected.

9.1.4 Multi-Gas Meter

A multi-gas meter will be used to monitor for combustible gases and O_2 content in the work zone during intrusive activities. The meter will also be equipped with an H_2S sensor and an HCN sensor. H_2S monitoring will be completed every 15 minutes or, if a sulfur odor is present, monitoring will be continuous. HCN monitoring will be completed every 15 minutes or, if an almond odor is detected, monitoring will be continuous.

9.2 Action Levels

Table 6 provides a summary of real time air monitoring Action Levels and contingency plans for work zone activities. The below Action Levels are determined by halving the Permissible Exposure Limits (PELs) or Threshold Limit Values (TLVs) as set forth by OSHA and the American Conference of Government Industrial Hygienists (ACGIH). O_2 values are based on the maximum use limits of a full face respirator if oxygen were being displaced by a chemical.

Table 6. Real-Time Work Zone and Perimeter Air Monitoring Action Levels

Air Monitoring Instrument	Monitoring Location	Action Level (above background)	Site Action
PID	Work Zone	< 5.0 ppm	Continue working. No respiratory protection is required.
		> 5.0 ppm	Stop work, withdrawal from work area, institute engineering controls, if levels persist, upgrade to Level C.
O_2 Meter	Work Zone	< 20.7%	Stop work, withdraw from work area, ventilate area, notify PM and CHSO.
		> 21.1%	Stop work, withdraw from work area, notify PM and CHSO.
H_2S Meter	Work Zone	< 5.0 ppm	Continue working. No respiratory protection is required.
		> 5.0 ppm	Stop work, cover excavation, withdraw from work area, institute engineering controls, notify PM and CHSO.
HCN Meter	Word Zone	< 3.0 ppm	Continue working. No respiratory protection required.
		> 3.0 ppm	Stop work, cover excavation, withdraw from work area, institute engineering controls, notify PM and CHSO.
Particulate Meter	Work Zone	<100 µg/m^3	Continue working. No respiratory protection required.
		>100 µg/m^3	Implement work practices to reduce/minimize airborne dust generation, e.g., spray/misting of soil with water. Stop and re-evaluate work activities if dust concentration is above 150 µg/m^3.

10. Site Control Measures

10.1 Site Zones

Site zones are intended to control the potential spread of contamination and to assure that only authorized individuals are permitted into potentially hazardous areas. A three-zone approach will be utilized. It will include an Exclusion Zone (EZ), Contamination Reduction Zone (CRZ) and a Support Zone (SZ). Specific zones will be established on the work site by the Contractor when operations begin for each task requiring such delineation.

This project is being conducted under the requirements of 29 CFR 1910.120, and any personnel working in an area where the potential for exposure to Site contaminants exists, will only be allowed access after proper training and medical documentation.

The following will be used for guidance in revising these preliminary zone designations, if necessary.

Support Zone – The SZ is an uncontaminated area that will be the field support area for most operations. The SZ provides for field team communications and staging for medical emergency. Appropriate sanitary facilities and safety equipment will be located in this zone. Potentially contaminated personnel/materials are not allowed in this zone.

Contamination Reduction Zone – The CRZ is established between the EZ and the SZ. The CRZ contains the contamination reduction corridor and provides an area for decontamination of personnel and portable hand-held equipment, tools and heavy equipment. A personnel decontamination area will be prepared at each exclusion zone. The CRZ will be used for EZ entry and egress in addition to access for heavy equipment and emergency support services.

Exclusion Zone – Activities which may involve exposure to Site contaminants, hazardous materials, and/or conditions should be considered an EZ. This zone will be clearly delineated by cones, tapes, or other means. The Contractor may establish more than one EZ where different levels of protection may be employed or different hazards exist. The size of the EZ will be determined by the Contractor allowing adequate space for the activity to be completed, field members, and emergency equipment.

The Contractor is responsible for constructing, maintaining, and enforcing the zones.

10.2 Buddy System

GEI personnel should be in line-of-site or communication contact with another on-site person. The other on-site person should be aware of his or her role as a “buddy” and be able to provide assistance in the event of an emergency. A copy of this plan will be given to any person acting as a GEI "buddy" for informational purposes.

10.3 Sanitation for Temporary Work Sites

Sanitation requirements identified in the OSHA Standard 29 CFR 1926.51 "Sanitation" specifies that employees working at temporary project sites have at least one sanitary facility available to them. Sanitary facilities are located within the "Powerhouse" building of the Meat Market facility.

10.4 Illumination

Illumination requirements identified by OSHA are directed to work efforts inside buildings and/or during non-daylight hours. Activities planned for the Site are anticipated to occur outside during daylight hours. However, if work areas do not meet illumination requirements, they will be equipped with appropriate illumination that meets or exceeds requirements specified in OSHA Standard 29 CFR 1926.56 "Illumination." Employees will not work on sites that are not properly lighted.

10.5 Smoking

Smoking is prohibited at or in the vicinity of hazardous operations or materials. Where smoking is permitted, safe receptacles will be provided for smoking materials.

10.6 Alcohol and Drug Abuse Prevention

Alcohol and drugs will not be allowed on the Site. Project personnel under the influence of alcohol or drugs will not be allowed to enter the Site.

11. Incident Reporting

GEI will report incidents involving GEI personnel or subcontractor personnel, such as: lost time injuries, injuries requiring medical attention, near miss incidents, fires, fatalities, accidents involving the public, chemical spills, vehicle accidents, and property damage. The following steps must be followed when an incident occurs:

1. In life-threatening situations, immediately call 9-1-1.
2. Stop work activity to address any injury, illness, property damage, spill or other emergency.
3. **Immediately** report any incidents to your Supervisor/Project Manager and Regional Health & Safety Officer.
4. If your injury or illness is not life-threatening, call Medcor Triage at 1-800-775-5866 to speak with a medical professional.
5. Complete an Incident Report Form **immediately** after addressing the incident.

For vehicle accidents involving another vehicle or damage to property, the employee will take pictures of each vehicle or property involved in the incident and obtain a police report. In some municipalities police will not be dispatched to a non-injury accident, but every effort needs to be made to try and obtain the report.

The Incident Report Form and the Near Miss Reporting Form can be found in Appendix D, on the GEI Health and Safety smartphone app, or on the Safety page of the GEI Intranet. To report subcontractor injuries or incidents, follow the same verbal reporting procedures and submit an email describing the event to the PM and the Safety Team.

11.1 Injury Triage Service

If a GEI employee experiences a work related injury that is not life-threatening, the employee will initiate a call to Medcor Triage at 1-800-775-5866. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a health professional at a clinic within GEI's workers compensation provider network. GEI employees are still required to follow our Accident Reporting procedures as listed above.

12. Decontamination Procedures

12.1 Heavy Equipment Decontamination

Heavy equipment decontamination will be performed by the Contractor within the limits of the on-site decontamination pad in accordance with the contract specifications. A steam generator and brushes will be used to clean demolition equipment and other tools. No heavy equipment will be permitted to leave the Site unless it has been thoroughly decontaminated.

Wastewater from the heavy equipment and personnel decontamination areas will be collected and disposed of in accordance with applicable state and federal regulations. The Contractor will be responsible for ultimate disposal of investigation-derived wastes.

12.2 Decontamination Equipment Requirements

The following equipment, if required, should be in sufficient supply to implement decontamination procedures for GEI's equipment.

- Buckets
- Alconox™ detergent concentrate
- Hand pump sprayers
- Long handled soft bristle brushes
- Large sponges
- Bench or stool(s)
- Methanol and/or Nitric Acid
- Liquid detergent and paper towels
- Plastic trash bags

The Contractor performing decontamination procedures is responsible for verifying that the above materials, as required for their operation, are in sufficient supply.

13. Supplemental Contingency Plan Procedures

13.1 Hazard Communication Plan

GEI personnel have received hazard communication training as part of their annual health and safety training and new employee health and safety orientation training. Hazardous materials used on the Site will be properly labeled, stored, and handled. SDS will be available to potentially exposed employees.

13.2 Fire

In the event of a fire personnel will evacuate the area. GEI's field representative will contact the local fire department with jurisdiction and report the fire. Notification of evacuation will be made to the PM and the Safety Team. The field representative will account for GEI personnel and subcontractor personnel and report their status to the PM.

13.3 Medical Support

In case of minor injuries, on-site care will be administered with the Site first aid kit. For serious injuries, call 911 and request emergency medical assistance. Seriously injured persons should not be moved, unless they are in immediate danger. Notify the PM and the Safety Team of the emergency.

Section 1 and Table 1 of this HASP contain detailed emergency information, including directions to the nearest hospital, and a list of emergency services and their telephone numbers. In addition, Appendix A includes maps to the hospital and/or occupational health clinic. GEI field personnel will carry a cellular telephone.

13.4 Severe Weather

The contingency plan for severe weather includes reviewing the expected weather to determine if severe weather is in the forecast. Severe weather includes high winds over 30 miles per hour (mph), heavy rains or snow squalls, thunderstorms, tornados, and lightning storms. If severe weather is approaching, the decision to evacuate GEI personnel and subcontractor personnel from the Site will be the responsibility of GEI's field representative. Notification of evacuation will be made to the PM and the Safety Team. The field representative will account for GEI personnel and subcontractor personnel and report their status to the PM. If thunder and lightning are present, work can resume 30 minutes after the last clap of thunder or flash of lightning.

13.5 Spills or Material Release

If a hazardous waste spill or material release occurs, if safe, the SSO or their representative will immediately assess the magnitude and potential seriousness of the spill or release based on the following:

- SDS for the material spilled or released;
- Source of the release or spillage of hazardous material;
- An estimate of the quantity released and the rate at which it is being released;
- The direction in which the spill or air release is moving;
- Personnel who may be or may have been in contact with the material, or air release, and possible injury or sickness as a result;
- Potential for fire and/or explosion resulting from the situation; and
- Estimates of area under influence of release.

If the spill or release is determined to be within the on-site emergency response capabilities, the SSO will verify implementation of the necessary remedial action. If the release is beyond the capabilities of the Site personnel, personnel will be evacuated from the immediate area and the local fire department will be contacted. The SSO will notify the PM and the Safety Team.

14. Health and Safety Plan Sign-Off

GEI personnel conducting site activities will be familiar with the information in this HASP. After reviewing this plan, please sign the copy in the project files, and bring a copy of the plan with you to the Site. By signing this site-specific HASP you are agreeing that you have read, understand, and will adhere to the provisions described in this plan while working on the Project Site below.

Site Name: 355 Food Center Drive (Hunts Point Meat Market)

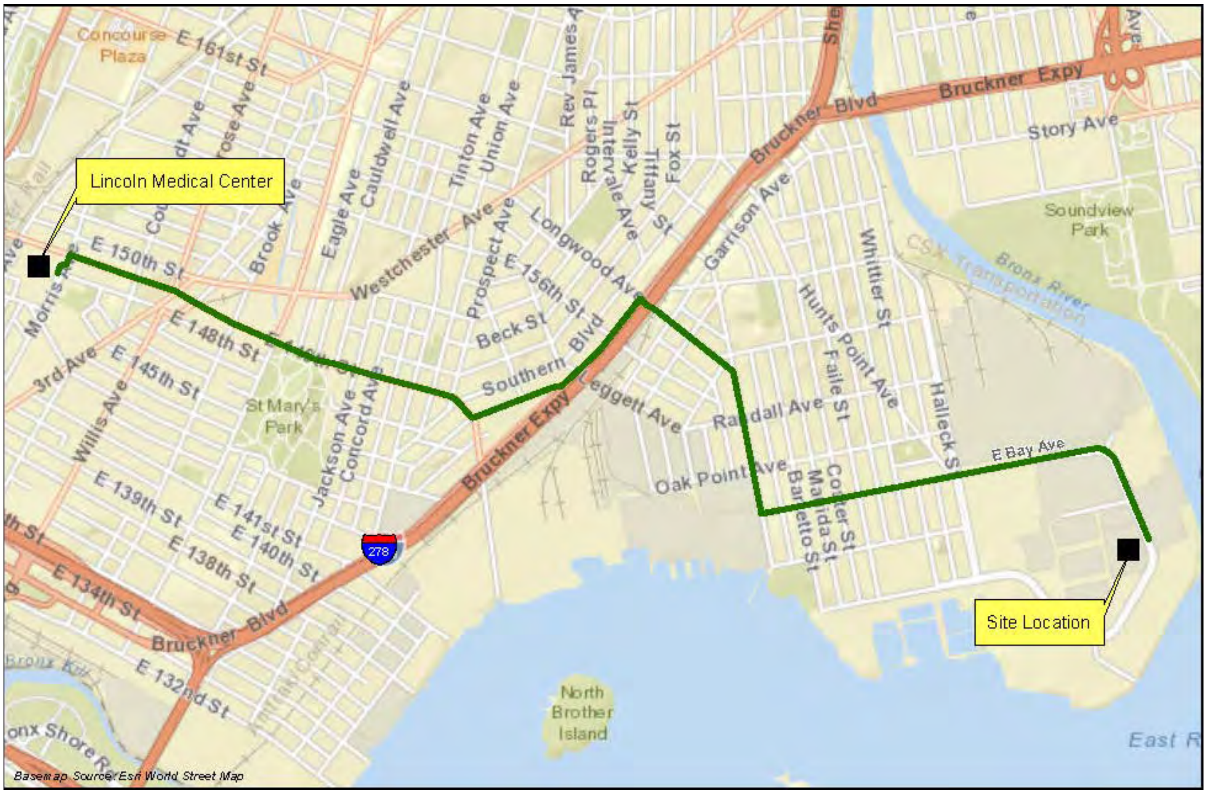
Investigation: Remedial Investigation

GEI Project No: 1800710

Print Name	Signature
Project Manager: Kevin McCarty	

Appendix A

Map to Hospital and Occupational Health Clinic


Lincoln Medical Center
Site Location
Concourse Plaza
E 161st St
E 150th St
E 148th St
E 145th St
E 156th St
E 141st St
E 140th St
E 139th St
E 138th St
E 134th St
E 132nd St
Brook Ave
Eagle Ave
Cauldwell Ave
Tinton Ave
Union Ave
Rev James A
Rogers Pl
Intervale Ave
Kelly St
Tiffany St
Fox St
Westchester Ave
Prospect Ave
Longwood Ave
Beck St
Southern Blvd
Leggett Ave
Bruckner Expy
Bruckner Blvd
Garrison Ave
Hunts Point Ave
Whittier St
Faile St
Halleck St
Randall Ave
Oak Point Ave
Barretto St
Manida St
E Bay Ave
Story Ave
Soundview Park
Bronx River
3rd Ave
Willis Ave
Morris Ave
St Mary's Park
Jackson Ave
Concord Ave
278
North Brother Island
East R
Basemap Source: Esri World Street Map

Google Maps | 355 Food Center Dr, Bronx, NY 10474 to Lincoln Medical Center | Drive 3.5 miles, 20 min

355 Food Center Dr

Bronx, NY 10474

Take Food Center Dr, E Bay Ave, Tiffany St and Longwood Ave to Timpson Pl

9 min (2.1 mi)

1. Head northwest on Food Center Dr toward Hunts Point Co Op Market — 0.3 mi
2. Keep left to stay on Food Center Dr — 0.3 mi
3. Continue onto E Bay Ave — 0.5 mi
4. Turn right onto Tiffany St — 0.4 mi
5. Turn left onto Longwood Ave — 0.3 mi
6. Turn left onto Bruckner Blvd — 0.3 mi
7. Turn right onto Leggett Ave — 33 ft
8. Turn left onto Bruckner Blvd — 249 ft
9. Slight right onto Timpson Pl — 1 min (0.2 mi)

Follow E 149th St

9 min (1.1 mi)

10. Turn right onto E 149th St — 1.1 mi
11. Turn left onto Morris Ave — 154 ft
12. Turn right
    Destination will be on the right — 53 s (213 ft)

Lincoln Medical Center

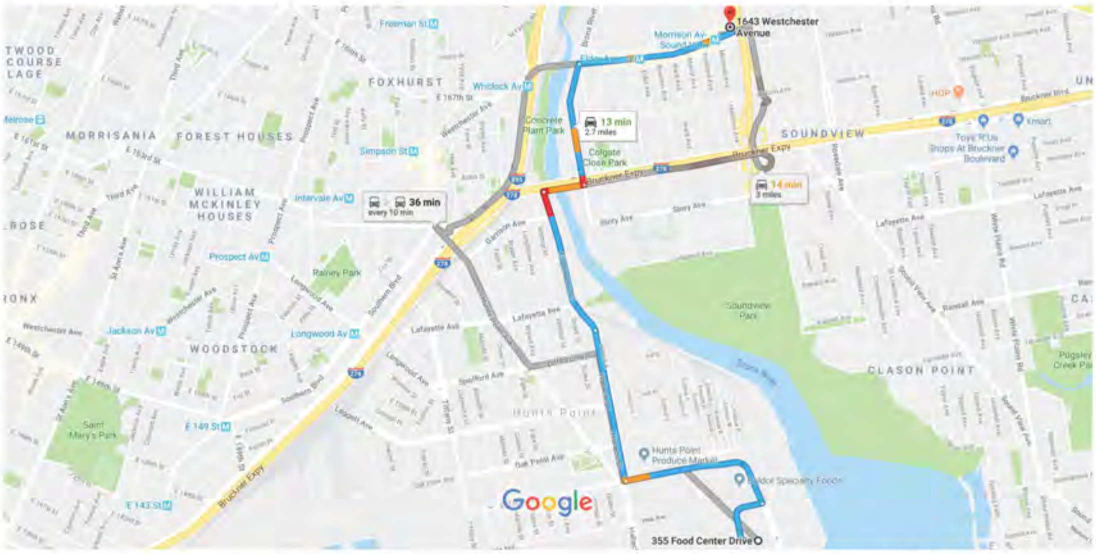
234 E 149th St, Bronx, NY 10451

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you

Google Maps

355 Food Center Dr, Bronx, NY 10474 to 1643 Westchester Ave, Bronx, NY 10472

Drive 2.7 miles, 13 min



Map data ©2018 Google 1000 ft

355 Food Center Dr

Bronx, NY 10474

Follow Hunts Point Co Op Market to Food Center Dr

1 min (0.2 mi)

1. Head west toward Hunts Point Co Op Market

66 ft

2. Turn right onto Hunts Point Co Op Market

0.2 mi

Continue on Food Center Dr. Take Halleck St and Edgewater Rd to Westchester Ave

13 min (2.5 mi)

3. Turn left onto Food Center Dr

0.5 mi

4. Turn right onto Halleck St

0.5 mi

5. Continue onto Edgewater Rd

0.5 mi

6. Turn right onto Bruckner Blvd

0.1 mi

7. Turn left at the 1st cross street onto Bronx River Ave

0.4 mi

8. Turn right onto Westchester Ave
   Destination will be on the left

0.5 mi

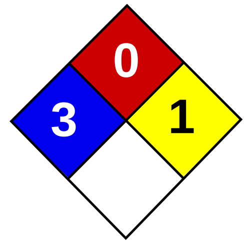
1643 Westchester Ave

Bronx, NY 10472

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Appendix B

Safety Data Sheets



Health	3
Fire	0
Reactivity	1
Personal Protection	

Material Safety Data Sheet
Hydrochloric acid MSDS

Section 1: Chemical Product and Company Identification

Product Name: Hydrochloric acid

Catalog Codes: SLH1462, SLH3154

CAS#: Mixture.

RTECS: MW4025000

TSCA: TSCA 8(b) inventory: Hydrochloric acid

CI#: Not applicable.

Synonym: Hydrochloric Acid; Muriatic Acid

Chemical Name: Not applicable.

Chemical Formula: Not applicable.

Contact Information:

Sciencelab.com, Inc.
14025 Smith Rd.
Houston, Texas 77396

US Sales: **1-800-901-7247**
International Sales: **1-281-441-4400**

Order Online: ScienceLab.com

CHEMTREC (24HR Emergency Telephone), call:
1-800-424-9300

International CHEMTREC, call: 1-703-527-3887

For non-emergency assistance, call: 1-281-441-4400

Section 2: Composition and Information on Ingredients

Composition:

Name	CAS #	% by Weight
Hydrogen chloride	7647-01-0	20-38
Water	7732-18-5	62-80

Toxicological Data on Ingredients: Hydrogen chloride: GAS (LC50): Acute: 4701 ppm 0.5 hours [Rat].

Section 3: Hazards Identification

Potential Acute Health Effects:
Very hazardous in case of skin contact (corrosive, irritant, permeator), of eye contact (irritant, corrosive), of ingestion, . Slightly hazardous in case of inhalation (lung sensitizer). Non-corrosive for lungs. Liquid or spray mist may produce tissue damage particularly on mucous membranes of eyes, mouth and respiratory tract. Skin contact may produce burns. Inhalation of the spray mist may produce severe irritation of respiratory tract, characterized by coughing, choking, or shortness of breath. Severe over-exposure can result in death. Inflammation of the eye is characterized by redness, watering, and itching. Skin inflammation is characterized by itching, scaling, reddening, or, occasionally, blistering.

Potential Chronic Health Effects:
Slightly hazardous in case of skin contact (sensitizer). CARCINOGENIC EFFECTS: Classified 3 (Not classifiable for human.) by IARC [Hydrochloric acid]. MUTAGENIC EFFECTS: Not available. TERATOGENIC EFFECTS: Not available. DEVELOPMENTAL TOXICITY: Not available. The substance may be toxic to kidneys, liver, mucous membranes, upper respiratory tract, skin, eyes, Circulatory System, teeth. Repeated or prolonged exposure to the substance can produce target

organs damage. Repeated or prolonged contact with spray mist may produce chronic eye irritation and severe skin irritation. Repeated or prolonged exposure to spray mist may produce respiratory tract irritation leading to frequent attacks of bronchial infection. Repeated exposure to a highly toxic material may produce general deterioration of health by an accumulation in one or many human organs.

Section 4: First Aid Measures

Eye Contact:
Check for and remove any contact lenses. In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Cold water may be used. Get medical attention immediately.

Skin Contact:
In case of contact, immediately flush skin with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Cover the irritated skin with an emollient. Cold water may be used.Wash clothing before reuse. Thoroughly clean shoes before reuse. Get medical attention immediately.

Serious Skin Contact:
Wash with a disinfectant soap and cover the contaminated skin with an anti-bacterial cream. Seek immediate medical attention.

Inhalation:
If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention immediately.

Serious Inhalation:
Evacuate the victim to a safe area as soon as possible. Loosen tight clothing such as a collar, tie, belt or waistband. If breathing is difficult, administer oxygen. If the victim is not breathing, perform mouth-to-mouth resuscitation. WARNING: It may be hazardous to the person providing aid to give mouth-to-mouth resuscitation when the inhaled material is toxic, infectious or corrosive. Seek immediate medical attention.

Ingestion:
If swallowed, do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Loosen tight clothing such as a collar, tie, belt or waistband. Get medical attention immediately.

Serious Ingestion: Not available.

Section 5: Fire and Explosion Data

Flammability of the Product: Non-flammable.

Auto-Ignition Temperature: Not applicable.

Flash Points: Not applicable.

Flammable Limits: Not applicable.

Products of Combustion: Not available.

Fire Hazards in Presence of Various Substances: of metals

Explosion Hazards in Presence of Various Substances: Non-explosive in presence of open flames and sparks, of shocks.

Fire Fighting Media and Instructions: Not applicable.

Special Remarks on Fire Hazards:
Non combustible. Calcium carbide reacts with hydrogen chloride gas with incandescence. Uranium phosphide reacts with hydrochloric acid to release spontaneously flammable phosphine. Rubidium acetylene carbides burns with slightly warm hydrochloric acid. Lithium silicide in contact with hydrogen chloride becomes incandescent. When dilute hydrochloric acid is used, gas spontaneously flammable in air is evolved. Magnesium boride treated with concentrated hydrochloric acid produces spontaneously flammble gas. Cesium acetylene carbide burns hydrogen chloride gas. Cesium carbide ignites in contact with hydrochloric acid unless acid is dilute. Reacts with most metals to produce flammable Hydrodgen gas.

Special Remarks on Explosion Hazards:

Hydrogen chloride in contact with the following can cause an explosion, ignition on contact, or other violent/vigorous reaction: Acetic anhydride AgClO + CCl4 Alcohols + hydrogen cyanide, Aluminum Aluminum-titanium alloys (with HCl vapor), 2-Amino ethanol, Ammonium hydroxide, Calcium carbide Ca3P2 Chlorine + dinitroanilines (evolves gas), Chlorosulfonic acid Cesium carbide Cesium acetylene carbide, 1,1-Difluoroethylene Ethylene diamine Ethylene imine, Fluorine, HClO4 Hexalithium disilicide H2SO4 Metal acetylides or carbides, Magnesium boride, Mercuric sulfate, Oleum, Potassium permanganate, beta-Propiolactone Propylene oxide Rubidium carbide, Rubidium, acetylene carbide Sodium (with aqueous HCl), Sodium hydroxide Sodium tetraselenium, Sulfonic acid, Tetraselenium tetranitride, U3P4 , Vinyl acetate. Silver perchlorate with carbon tetrachloride in the presence of hydrochloric acid produces trichloromethyl perchlorate which detonates at 40 deg. C.

Section 6: Accidental Release Measures

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. Poisonous liquid. Stop leak if without risk. Absorb with DRY earth, sand or other non-combustible material. Do not get water inside container. Do not touch spilled material. Use water spray curtain to divert vapor drift. Use water spray to reduce vapors. 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 the product is not present at a concentration level above TLV. Check TLV on the MSDS and with local authorities.

Section 7: Handling and Storage

Precautions:
Keep locked up.. Keep container dry. Do not ingest. Do not breathe gas/fumes/ vapor/spray. Never add water to this product. In case of insufficient ventilation, wear suitable respiratory equipment. If ingested, seek medical advice immediately and show the container or the label. Avoid contact with skin and eyes. Keep away from incompatibles such as oxidizing agents, organic materials, metals, alkalis, moisture. May corrode metallic surfaces. Store in a metallic or coated fiberboard drum using a strong polyethylene inner package.

Storage: Keep container tightly closed. Keep container in a cool, well-ventilated area.

Section 8: Exposure Controls/Personal Protection

Engineering Controls:
Provide exhaust ventilation or other engineering controls to keep the airborne concentrations of vapors below their respective threshold limit value. Ensure that eyewash stations and safety showers are proximal to the work-station location.

Personal Protection:
Face shield. Full suit. Vapor respirator. Be sure to use an approved/certified respirator or equivalent. Gloves. Boots.

Personal Protection in Case of a Large Spill:
Splash goggles. Full suit. Vapor respirator. Boots. Gloves. A self contained breathing apparatus should be used to avoid inhalation of the product. Suggested protective clothing might not be sufficient; consult a specialist BEFORE handling this product.

Exposure Limits:
CEIL: 5 (ppm) from OSHA (PEL) [United States] CEIL: 7 (mg/m3) from OSHA (PEL) [United States] CEIL: 5 from NIOSH CEIL: 7 (mg/m3) from NIOSH TWA: 1 STEL: 5 (ppm) [United Kingdom (UK)] TWA: 2 STEL: 8 (mg/m3) [United Kingdom (UK)]Consult local authorities for acceptable exposure limits.

Section 9: Physical and Chemical Properties

Physical state and appearance: Liquid.

Odor: Pungent. Irritating (Strong.)

Taste: Not available.

Molecular Weight: Not applicable.

Color: Colorless to light yellow.

pH (1% soln/water): Acidic.

Boiling Point:
108.58 C @ 760 mm Hg (for 20.22% HCl in water) 83 C @ 760 mm Hg (for 31% HCl in water) 50.5 C (for 37% HCl in water)

Melting Point:
-62.25°C (-80°F) (20.69% HCl in water) -46.2 C (31.24% HCl in water) -25.4 C (39.17% HCl in water)

Critical Temperature: Not available.

Specific Gravity:
1.1- 1.19 (Water = 1) 1.10 (20%and 22% HCl solutions) 1.12 (24% HCl solution) 1.15 (29.57% HCl solution) 1.16 (32% HCl solution) 1.19 (37% and 38%HCl solutions)

Vapor Pressure: 16 kPa (@ 20°C) average

Vapor Density: 1.267 (Air = 1)

Volatility: Not available.

Odor Threshold: 0.25 to 10 ppm

Water/Oil Dist. Coeff.: Not available.

Ionicity (in Water): Not available.

Dispersion Properties: See solubility in water, diethyl ether.

Solubility: Soluble in cold water, hot water, diethyl ether.

Section 10: Stability and Reactivity Data

Stability: The product is stable.

Instability Temperature: Not available.

Conditions of Instability: Incompatible materials, water

Incompatibility with various substances:
Highly reactive with metals. Reactive with oxidizing agents, organic materials, alkalis, water.

Corrosivity:
Extremely corrosive in presence of aluminum, of copper, of stainless steel(304), of stainless steel(316). Non-corrosive in presence of glass.

Special Remarks on Reactivity:
Reacts with water especially when water is added to the product. Absorption of gaseous hydrogen chloride on mercuric sulfate becomes violent @ 125 deg. C. Sodium reacts very violently with gaseous hydrogen chloride. Calcium phosphide and hydrochloric acid undergo very energetic reaction. It reacts with oxidizers releasing chlorine gas. Incompatible with, alkali metals, carbides, borides, metal oxides, vinyl acetate, acetylides, sulphides, phosphides, cyanides, carbonates. Reacts with most metals to produce flammable Hydrogen gas. Reacts violently (moderate reaction with heat of evolution) with water especially when water is added to the product. Isolate hydrogen chloride from heat, direct sunlight, alkalies (reacts vigorously), organic materials, and oxidizers (especially nitric acid and chlorates), amines, metals, copper and alloys (e.g. brass), hydroxides, zinc (galvanized materials), lithium silicide (incandescence), sulfuric acid(increase in temperature and pressure) Hydrogen chloride gas is emitted when this product is in contact with sulfuric acid. Adsorption of Hydrochloric Acid onto silicon dioxide results in exothmeric reaction. Hydrogen chloride causes aldehydes and epoxides to violently polymerize. Hydrogen chloride or Hydrochloric Acid in contact with the folloiwng can cause explosion or ignition on contact or

Special Remarks on Corrosivity:

Highly corrosive. Incompatible with copper and copper alloys. It attacks nearly all metals (mercury, gold, platinium, tantalum, silver, and certain alloys are exceptions). It is one of the most corrosive of the nonoxidizing acids in contact with copper alloys. No corrosivity data on zinc, steel. Severe Corrosive effect on brass and bronze

Polymerization: Will not occur.

Section 11: Toxicological Information

Routes of Entry: Absorbed through skin. Dermal contact. Eye contact. Inhalation.

Toxicity to Animals:
Acute oral toxicity (LD50): 900 mg/kg [Rabbit]. Acute toxicity of the vapor (LC50): 1108 ppm, 1 hours [Mouse]. Acute toxicity of the vapor (LC50): 3124 ppm, 1 hours [Rat].

Chronic Effects on Humans:
CARCINOGENIC EFFECTS: Classified 3 (Not classifiable for human.) by IARC [Hydrochloric acid]. May cause damage to the following organs: kidneys, liver, mucous membranes, upper respiratory tract, skin, eyes, Circulatory System, teeth.

Other Toxic Effects on Humans:
Very hazardous in case of skin contact (corrosive, irritant, permeator), of ingestion, . Hazardous in case of eye contact (corrosive), of inhalation (lung corrosive).

Special Remarks on Toxicity to Animals:
Lowest Published Lethal Doses (LDL/LCL) LDL [Man] -Route: Oral; 2857 ug/kg LCL [Human] - Route: Inhalation; Dose: 1300 ppm/30M LCL [Rabbit] - Route: Inhalation; Dose: 4413 ppm/30M

Special Remarks on Chronic Effects on Humans:
May cause adverse reproductive effects (fetoxicity). May affect genetic material.

Special Remarks on other Toxic Effects on Humans:
Acute Potential Health Effects: Skin: Corrosive. Causes severe skin irritation and burns. Eyes: Corrosive. Causes severe eye irritation/conjuntivitis, burns, corneal necrosis. Inhalation: May be fatal if inhaled. Material is extremely destructive to tissue of the mucous membranes and upper respiratory tract. Inhalation of hydrochloric acid fumes produces nose, throat, and larryngeal burning, and irritation, pain and inflammation, coughing, sneezing, choking sensation, hoarseness, laryngeal spasms, upper respiratory tract edema, chest pains, as well has headache, and palpitations. Inhalation of high concentrations can result in corrosive burns, necrosis of bronchial epithelium, constriction of the larynx and bronchi, nasospetal perforation, glottal closure, occur, particularly if exposure is prolonged. May affect the liver. Ingestion: May be fatal if swallowed. Causes irritation and burning, ulceration, or perforation of the gastrointestinal tract and resultant peritonitis, gastric hemorrhage and infection. Can also cause nausea, vomitting (with "coffee ground" emesis), diarrhea, thirst, difficulty swallowing, salivation, chills, fever, uneasiness, shock, strictures and stenosis (esophogeal, gastric, pyloric). May affect behavior (excitement), the cardiovascular system (weak rapid pulse, tachycardia), respiration (shallow respiration), and urinary system (kidneys- renal failure, nephritis). Acute exposure via inhalation or ingestion can also cause erosion of tooth enamel. Chronic Potential Health Effects: dyspnea, bronchitis. Chemical pneumonitis and pulmonary edema can also

Section 12: Ecological Information

Ecotoxicity: Not available.

BOD5 and COD: Not available.

Products of Biodegradation:
Possibly hazardous short term degradation products are not likely. However, long term degradation products may arise.

Toxicity of the Products of Biodegradation: The products of degradation are less toxic than the product itself.

Special Remarks on the Products of Biodegradation: Not available.

Section 13: Disposal Considerations

Waste Disposal:

Waste must be disposed of in accordance with federal, state and local environmental control regulations.

Section 14: Transport Information

DOT Classification: Class 8: Corrosive material

Identification: : Hydrochloric acid, solution UNNA: 1789 PG: II

Special Provisions for Transport: Not available.

Section 15: Other Regulatory Information

Federal and State Regulations:
Connecticut hazardous material survey.: Hydrochloric acid Illinois toxic substances disclosure to employee act: Hydrochloric acid Illinois chemical safety act: Hydrochloric acid New York release reporting list: Hydrochloric acid Rhode Island RTK hazardous substances: Hydrochloric acid Pennsylvania RTK: Hydrochloric acid Minnesota: Hydrochloric acid Massachusetts RTK: Hydrochloric acid Massachusetts spill list: Hydrochloric acid New Jersey: Hydrochloric acid New Jersey spill list: Hydrochloric acid Louisiana RTK reporting list: Hydrochloric acid Louisiana spill reporting: Hydrochloric acid California Director's List of Hazardous Substances: Hydrochloric acid TSCA 8(b) inventory: Hydrochloric acid TSCA 4(a) proposed test rules: Hydrochloric acid SARA 302/304/311/312 extremely hazardous substances: Hydrochloric acid SARA 313 toxic chemical notification and release reporting: Hydrochloric acid CERCLA: Hazardous substances.: Hydrochloric acid: 5000 lbs. (2268 kg)

Other Regulations:
OSHA: Hazardous by definition of Hazard Communication Standard (29 CFR 1910.1200). EINECS: This product is on the European Inventory of Existing Commercial Chemical Substances.

Other Classifications:

WHMIS (Canada):
CLASS D-2A: Material causing other toxic effects (VERY TOXIC). CLASS E: Corrosive liquid.

DSCL (EEC):
R34- Causes burns. R37- Irritating to respiratory system. S26- In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. S45- In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible).

HMIS (U.S.A.):

Health Hazard: 3

Fire Hazard: 0

Reactivity: 1

Personal Protection:

National Fire Protection Association (U.S.A.):

Health: 3

Flammability: 0

Reactivity: 1

Specific hazard:

Protective Equipment:
Gloves. Full suit. Vapor respirator. Be sure to use an approved/certified respirator or equivalent. Wear appropriate respirator when ventilation is inadequate. Face shield.

Section 16: Other Information

References:
-Hawley, G.G.. The Condensed Chemical Dictionary, 11e ed., New York N.Y., Van Nostrand Reinold, 1987. -SAX, N.I. Dangerous Properties of Indutrial Materials. Toronto, Van Nostrand Reinold, 6e ed. 1984. -The Sigma-Aldrich Library of Chemical Safety Data, Edition II. -Guide de la loi et du règlement sur le transport des marchandises dangeureuses au canada. Centre de conformité internatinal Ltée. 1986.

Other Special Considerations: Not available.

Created: 10/09/2005 05:45 PM

Last Updated: 05/21/2013 12:00 PM

SAFETY DATA SHEET

Isobutylene

Airgas
an Air Liquide company

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)

Product use : Synthetic/Analytical chemistry.

Synonym : 1-Propene, 2-methyl-; Isobutene; Isobutylene; 1-Propene, 2-methyl- (isobutene)

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 cause frostbite.
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 when ambient temperature exceeds 52°C/125°F. 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)

CAS number/other identifiers

CAS number : 115-11-7

Product code : 001031

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 specialised 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 contact with eyes, skin and clothing. 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. Store and use away from heat, sparks, open flame or any other ignition source. Use explosion-proof electrical (ventilating, lighting and material handling) equipment. Use only non-sparking tools. Empty containers retain product residue and can be hazardous. 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.

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. Keep container tightly closed and sealed until ready for use. 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).

Section 8. Exposure controls/personal protection

Control parameters

Occupational exposure limits

Ingredient name	Exposure limits
Isobutylene	**ACGIH TLV (United States, 3/2015).** 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	: Use a properly fitted, air-purifying or air-fed respirator complying with an approved standard if a risk assessment indicates this is necessary. 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. [Liquefied compressed gas.]
Color	: Colorless.
Molecular weight	: 56.12 g/mole
Molecular formula	: C4-H8
Boiling/condensation point	: -6.9°C (19.6°F)
Melting/freezing point	: -140.7°C (-221.3°F)
Critical temperature	: 144.75°C (292.6°F)
Odor	: Characteristic.
Odor threshold	: Not available.
pH	: Not available.
Flash point	: Closed cup: -76.1°C (-105°F)
Burning time	: Not applicable.
Burning rate	: Not applicable.
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	: 0.263 g/l
Partition coefficient: n-octanol/water	: 2.34
Auto-ignition temperature	: 465°C (869°F)
Decomposition temperature	: Not available.
SADT	: Not available.

Section 9. Physical and chemical properties

Viscosity : Not applicable.

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.

Section 11. Toxicological information

Information on the likely routes of exposure : Not available.

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.
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

Section 12. Ecological information

Mobility in soil

Soil/water partition coefficient (K_{OC}) : Not available.

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	-	-	-	-	-
Environment	No.	No.	No.	No.	No.
Additional information	**Limited quantity** Yes. **Packaging instruction** **Passenger aircraft** Quantity limitation: Forbidden. **Cargo aircraft** Quantity limitation: 150 kg **Special provisions** 19, T50	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	-	-	**Passenger and Cargo Aircraft**Quantity limitation: 0 Forbidden **Cargo Aircraft Only** Quantity limitation: 150 kg

"Refer to CFR 49 (or authority having jurisdiction) to determine the information required for shipment of the product."

Section 14. Transport information

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 73/78 and the IBC Code : Not available.

Section 15. Regulatory information

U.S. Federal regulations : **TSCA 8(a) CDR Exempt/Partial exemption**: Not determined

United States inventory (TSCA 8b): This material is listed or exempted.

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 : Fire hazard
Sudden release of pressure

Composition/information on ingredients

Name	%	Fire hazard	Sudden release of pressure	Reactive	Immediate (acute) health hazard	Delayed (chronic) health hazard
Isobutylene	100	Yes.	Yes.	No.	No.	No.

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

International lists

National inventory

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 : This material is listed or exempted.

Malaysia : Not determined.

Section 15. Regulatory information

New Zealand : This material is listed or exempted.

Philippines : This material is listed or exempted.

Republic of Korea : This material is listed or exempted.

Taiwan : This material is listed or exempted.

Canada

WHMIS (Canada) : Class A: Compressed gas.
Class B-1: Flammable gas.

CEPA Toxic substances: This material is not listed.
Canadian ARET: This material is not listed.
Canadian NPRI: This material is listed.
Alberta Designated Substances: This material is not listed.
Ontario Designated Substances: This material is not listed.
Quebec Designated Substances: This material is not listed.

Section 16. Other information

Canada Label requirements : Class A: Compressed gas.
Class B-1: Flammable gas.

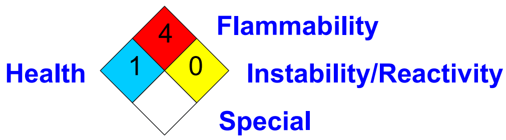
Hazardous Material Information System (U.S.A.)

Health	1
Flammability	4
Physical hazards	2

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 are not required on SDSs 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 mark of the National Paint & Coatings Association (NPCA). HMIS® materials may be purchased exclusively from J. J. Keller (800) 327-6868.

The customer is responsible for determining the PPE code for this material.

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
Flam. Gas 1, H220 Press. Gas Liq. Gas, H280	Expert judgment Expert judgment

History

Date of printing : 7/11/2016

Date of issue/Date of revision : 7/11/2016

Date of previous issue : No previous validation

Section 16. Other information

Version : 0.01

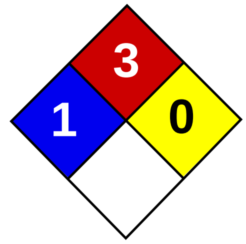
Key to abbreviations : ATE = Acute Toxicity Estimate
BCF = Bioconcentration Factor
GHS = Globally Harmonized System of Classification and Labelling of Chemicals
IATA = International Air Transport Association
IBC = Intermediate Bulk Container
IMDG = International Maritime Dangerous Goods
LogPow = logarithm of the octanol/water partition coefficient
MARPOL 73/78 = International Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978. ("Marpol" = marine pollution)
UN = United Nations

References : Not available.

Indicates information that has changed from previously issued version.

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.



Health	2
Fire	3
Reactivity	0
Personal Protection	H

Material Safety Data Sheet
Methyl alcohol MSDS

Section 1: Chemical Product and Company Identification

Product Name: Methyl alcohol

Catalog Codes: SLM3064, SLM3952

CAS#: 67-56-1

RTECS: PC1400000

TSCA: TSCA 8(b) inventory: Methyl alcohol

CI#: Not applicable.

Synonym: Wood alcohol, Methanol; Methylol; Wood Spirit; Carbinol

Chemical Name: Methanol

Chemical Formula: CH3OH

Contact Information:

Sciencelab.com, Inc.
14025 Smith Rd.
Houston, Texas 77396

US Sales: **1-800-901-7247**
International Sales: **1-281-441-4400**

Order Online: ScienceLab.com

CHEMTREC (24HR Emergency Telephone), call:
1-800-424-9300

International CHEMTREC, call: 1-703-527-3887

For non-emergency assistance, call: 1-281-441-4400

Section 2: Composition and Information on Ingredients

Composition:

Name	CAS #	% by Weight
Methyl alcohol	67-56-1	100

Toxicological Data on Ingredients: Methyl alcohol: ORAL (LD50): Acute: 5628 mg/kg [Rat]. DERMAL (LD50): Acute: 15800 mg/kg [Rabbit]. VAPOR (LC50): Acute: 64000 ppm 4 hours [Rat].

Section 3: Hazards Identification

Potential Acute Health Effects:
Hazardous in case of skin contact (irritant), of eye contact (irritant), of ingestion, of inhalation. Slightly hazardous in case of skin contact (permeator). Severe over-exposure can result in death.

Potential Chronic Health Effects:
Slightly hazardous in case of skin contact (sensitizer). CARCINOGENIC EFFECTS: Not available. MUTAGENIC EFFECTS: Mutagenic for mammalian somatic cells. Mutagenic for bacteria and/or yeast. TERATOGENIC EFFECTS: Classified POSSIBLE for human. DEVELOPMENTAL TOXICITY: Not available. The substance is toxic to eyes. The substance may be toxic to blood, kidneys, liver, brain, peripheral nervous system, upper respiratory tract, skin, central nervous system (CNS), optic nerve. Repeated or prolonged exposure to the substance can produce target organs damage. Repeated exposure to a highly toxic material may produce general deterioration of health by an accumulation in one or many human organs.

Section 4: First Aid Measures

Eye Contact:
Check for and remove any contact lenses. Immediately flush eyes with running water for at least 15 minutes, keeping eyelids open. Cold water may be used. Get medical attention.

Skin Contact:
In case of contact, immediately flush skin with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Cover the irritated skin with an emollient. Cold water may be used.Wash clothing before reuse. Thoroughly clean shoes before reuse. Get medical attention immediately.

Serious Skin Contact:
Wash with a disinfectant soap and cover the contaminated skin with an anti-bacterial cream. Seek immediate medical attention.

Inhalation:
If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention immediately.

Serious Inhalation:
Evacuate the victim to a safe area as soon as possible. Loosen tight clothing such as a collar, tie, belt or waistband. If breathing is difficult, administer oxygen. If the victim is not breathing, perform mouth-to-mouth resuscitation. WARNING: It may be hazardous to the person providing aid to give mouth-to-mouth resuscitation when the inhaled material is toxic, infectious or corrosive. Seek immediate medical attention.

Ingestion:
If swallowed, do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Loosen tight clothing such as a collar, tie, belt or waistband. Get medical attention immediately.

Serious Ingestion: Not available.

Section 5: Fire and Explosion Data

Flammability of the Product: Flammable.

Auto-Ignition Temperature: 464°C (867.2°F)

Flash Points: CLOSED CUP: 12°C (53.6°F). OPEN CUP: 16°C (60.8°F).

Flammable Limits: LOWER: 6% UPPER: 36.5%

Products of Combustion: These products are carbon oxides (CO, CO2).

Fire Hazards in Presence of Various Substances:
Highly flammable in presence of open flames and sparks, of heat. Non-flammable in presence of shocks.

Explosion Hazards in Presence of Various Substances:
Risks of explosion of the product in presence of mechanical impact: Not available. Explosive in presence of open flames and sparks, of heat.

Fire Fighting Media and Instructions:
Flammable liquid, soluble or dispersed in water. SMALL FIRE: Use DRY chemical powder. LARGE FIRE: Use alcohol foam, water spray or fog.

Special Remarks on Fire Hazards:
Explosive in the form of vapor when exposed to heat or flame. Vapor may travel considerable distance to source of ignition and flash back. When heated to decomposition, it emits acrid smoke and irritating fumes. CAUTION: MAY BURN WITH NEAR INVISIBLE FLAME

Special Remarks on Explosion Hazards:
Forms an explosive mixture with air due to its low flash point. Explosive when mixed with Choroform + sodium methoxide and diethyl zinc. It boils violently and explodes.

Section 6: Accidental Release Measures

Small Spill:
Dilute with water and mop up, or absorb with an inert dry material and place in an appropriate waste disposal container.

Large Spill:
Flammable liquid. Poisonous liquid. Keep away from heat. Keep away from sources of ignition. Stop leak if without risk. Absorb with DRY earth, sand or other non-combustible material. Do not get water inside container. Do not touch spilled material. Use water spray to reduce vapors. Prevent entry into sewers, basements or confined areas; dike if needed. Call for assistance on disposal. Be careful that the product is not present at a concentration level above TLV. Check TLV on the MSDS and with local authorities.

Section 7: Handling and Storage

Precautions:
Keep locked up.. Keep away from heat. Keep away from sources of ignition. Ground all equipment containing material. Do not ingest. Do not breathe gas/fumes/ vapor/spray. Wear suitable protective clothing. In case of insufficient ventilation, wear suitable respiratory equipment. If ingested, seek medical advice immediately and show the container or the label. Avoid contact with skin and eyes. Keep away from incompatibles such as oxidizing agents, metals, acids.

Storage:
Store in a segregated and approved area. Keep container in a cool, well-ventilated area. Keep container tightly closed and sealed until ready for use. Avoid all possible sources of ignition (spark or flame).

Section 8: Exposure Controls/Personal Protection

Engineering Controls:
Provide exhaust ventilation or other engineering controls to keep the airborne concentrations of vapors below their respective threshold limit value. Ensure that eyewash stations and safety showers are proximal to the work-station location.

Personal Protection:
Splash goggles. Lab coat. Vapor respirator. Be sure to use an approved/certified respirator or equivalent. Gloves.

Personal Protection in Case of a Large Spill:
Splash goggles. Full suit. Vapor respirator. Boots. Gloves. A self contained breathing apparatus should be used to avoid inhalation of the product. Suggested protective clothing might not be sufficient; consult a specialist BEFORE handling this product.

Exposure Limits:
TWA: 200 from OSHA (PEL) [United States] TWA: 200 STEL: 250 (ppm) from ACGIH (TLV) [United States] [1999] STEL: 250 from NIOSH [United States] TWA: 200 STEL: 250 (ppm) from NIOSH SKIN TWA: 200 STEL: 250 (ppm) [Canada] Consult local authorities for acceptable exposure limits.

Section 9: Physical and Chemical Properties

Physical state and appearance: Liquid.

Odor: Alcohol like. Pungent when crude.

Taste: Not available.

Molecular Weight: 32.04 g/mole

Color: Colorless.

pH (1% soln/water): Not available.

Boiling Point: 64.5°C (148.1°F)

Melting Point: -97.8°C (-144°F)

Critical Temperature: 240°C (464°F)

Specific Gravity: 0.7915 (Water = 1)

Vapor Pressure: 12.3 kPa (@ 20°C)

Vapor Density: 1.11 (Air = 1)

Volatility: Not available.

Odor Threshold: 100 ppm

Water/Oil Dist. Coeff.: The product is more soluble in water; log(oil/water) = -0.8

Ionicity (in Water): Non-ionic.

Dispersion Properties: See solubility in water.

Solubility: Easily soluble in cold water, hot water.

Section 10: Stability and Reactivity Data

Stability: The product is stable.

Instability Temperature: Not available.

Conditions of Instability: Heat, ingnition sources, incompatible materials

Incompatibility with various substances: Reactive with oxidizing agents, metals, acids.

Corrosivity: Non-corrosive in presence of glass.

Special Remarks on Reactivity:
Can react vigorously with oxidizers. Violent reaction with alkyl aluminum salts, acetyl bromide, chloroform + sodium methoxide, chromic anhydride, cyanuirc chlorite, lead perchlorate, phosphorous trioxide, nitric acid. Exothermic reaction with sodium hydroxide + chloroform. Incompatible with beryllium dihydride, metals (potassium and magnesium), oxidants (barium perchlorate, bromine, sodium hypochlorite, chlorine, hydrogen peroxide), potassium tert-butoxide, carbon tetrachloride, alkali metals, metals (aluminum, potassium magnesium, zinc), and dichlormethane. Rapid autocatalytic dissolution of aluminum, magnesium or zinc in 9:1 methanol + carbon tetrachloride - sufficiently vigorous to be rated as potentially hazardous. May attack some plastics, rubber, and coatings.

Special Remarks on Corrosivity: Not available.

Polymerization: Will not occur.

Section 11: Toxicological Information

Routes of Entry: Absorbed through skin. Eye contact. Inhalation. Ingestion.

Toxicity to Animals:
WARNING: THE LC50 VALUES HEREUNDER ARE ESTIMATED ON THE BASIS OF A 4-HOUR EXPOSURE. Acute oral toxicity (LD50): 5628 mg/kg [Rat]. Acute dermal toxicity (LD50): 15800 mg/kg [Rabbit]. Acute toxicity of the vapor (LC50): 64000 4 hours [Rat].

Chronic Effects on Humans:
MUTAGENIC EFFECTS: Mutagenic for mammalian somatic cells. Mutagenic for bacteria and/or yeast. TERATOGENIC EFFECTS: Classified POSSIBLE for human. Causes damage to the following organs: eyes. May cause damage to the following organs: blood, kidneys, liver, brain, peripheral nervous system, upper respiratory tract, skin, central nervous system (CNS), optic nerve.

Other Toxic Effects on Humans:
Hazardous in case of skin contact (irritant), of ingestion, of inhalation. Slightly hazardous in case of skin contact (permeator).

Special Remarks on Toxicity to Animals: Not available.

Special Remarks on Chronic Effects on Humans:

Passes through the placental barrier. May affect genetic material. May cause birth defects and adverse reproductive effects(paternal and maternal effects and fetotoxicity) based on animal studies.

Special Remarks on other Toxic Effects on Humans:

Section 12: Ecological Information

Ecotoxicity: Ecotoxicity in water (LC50): 29400 mg/l 96 hours [Fathead Minnow].

BOD5 and COD: Not available.

Products of Biodegradation:
Possibly hazardous short term degradation products are not likely. However, long term degradation products may arise.

Toxicity of the Products of Biodegradation: The products of degradation are less toxic than the product itself.

Special Remarks on the Products of Biodegradation:
Methanol in water is rapidly biodegraded and volatilized. Aquatic hydrolysis, oxidation, photolysis, adsorption to sediment, and bioconcentration are not significant fate processes. The half-life of methanol in surfact water ranges from 24 hrs. to 168 hrs. Based on its vapor pressure, methanol exists almost entirely in the vapor phase in the ambient atmosphere. It is degraded by reaction with photochemically produced hydroxyl radicals and has an estimated half-life of 17.8 days. Methanol is physically removed from air by rain due to its solubility. Methanol can react with NO2 in pollulted to form methyl nitrate. The half-life of methanol in air ranges from 71 hrs. (3 days) to 713 hrs. (29.7 days) based on photooxidation half-life in air.

Section 13: Disposal Considerations

Waste Disposal:
Waste must be disposed of in accordance with federal, state and local environmental control regulations.

Section 14: Transport Information

DOT Classification: CLASS 3: Flammable liquid.

Identification: : Methyl alcohol UNNA: 1230 PG: II

Special Provisions for Transport: Not available.

Section 15: Other Regulatory Information

Federal and State Regulations:
Connecticut hazardous material survey.: Methyl alcohol Illinois toxic substances disclosure to employee act: Methyl alcohol Illinois chemical safety act: Methyl alcohol New York release reporting list: Methyl alcohol Rhode Island RTK hazardous substances: Methyl alcohol Pennsylvania RTK: Methyl alcohol Minnesota: Methyl alcohol Massachusetts RTK: Methyl alcohol Massachusetts spill list: Methyl alcohol New Jersey: Methyl alcohol New Jersey spill list: Methyl alcohol Louisiana spill reporting: Methyl alcohol California Directors List of Hazardous Substances (8CCR 339): Methyl alcohol Tennesse Hazardous Right to Know : Methyl alcohol TSCA 8(b) inventory: Methyl alcohol SARA 313 toxic chemical notification and release reporting: Methyl alcohol CERCLA: Hazardous substances.: Methyl alcohol: 5000 lbs. (2268 kg)

Other Regulations:
OSHA: Hazardous by definition of Hazard Communication Standard (29 CFR 1910.1200). EINECS: This product is on the European Inventory of Existing Commercial Chemical Substances.

Other Classifications:

WHMIS (Canada):
CLASS B-2: Flammable liquid with a flash point lower than 37.8°C (100°F). CLASS D-1B: Material causing immediate and serious toxic effects (TOXIC). CLASS D-2A: Material causing other toxic effects (VERY TOXIC). Class D-2B: Material causing other toxic effects (TOXIC).

DSCL (EEC):
R11- Highly flammable. R23/24/25- Toxic by inhalation, in contact with skin and if swallowed. R39- Danger of very serious irreversible effects. R39/23/24/25- Toxic: danger of very serious irreversible effects through inhalation, in contact with skin and if swallowed. S7- Keep container tightly closed. S16- Keep away from sources of ignition - No smoking. S36/37- Wear suitable protective clothing and gloves. S45- In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible).

HMIS (U.S.A.):

Health Hazard: 2

Fire Hazard: 3

Reactivity: 0

Personal Protection: h

National Fire Protection Association (U.S.A.):

Health: 1

Flammability: 3

Reactivity: 0

Specific hazard:

Protective Equipment:
Gloves. Lab coat. Vapor respirator. Be sure to use an approved/certified respirator or equivalent. Wear appropriate respirator when ventilation is inadequate. Splash goggles.

Section 16: Other Information

References:
-SAX, N.I. Dangerous Properties of Indutrial Materials. Toronto, Van Nostrand Reinold, 6e ed. 1984. -Material safety data sheet emitted by: la Commission de la SantÃ© et de la SÃ©curitÃ© du Travail du QuÃ©bec. -Hawley, G.G.. The Condensed Chemical Dictionary, 11e ed., New York N.Y., Van Nostrand Reinold, 1987. LOLI, HSDB, RTECS, HAZARDTEXT, REPROTOX databases

Other Special Considerations: Not available.

Created: 10/10/2005 08:23 PM

Last Updated: 05/21/2013 12:00 PM

MATERIAL SAFETY DATA SHEET

ALCONOX®

Prepared to U.S. OSHA, CMA, ANSI, Canadian WHMIS, Australian WorkSafe, Japanese Industrial Standard JIS Z 7250:2000, and European Union REACH Regulations

SECTION 1 - PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NAME:	**ALCONOX®**	
CHEMICAL FAMILY NAME:	Detergent.	
PRODUCT USE:	Critical-cleaning detergent for laboratory, healthcare and industrial applications	
U.N. NUMBER:	Not Applicable	
U.N. DANGEROUS GOODS CLASS:	Non-Regulated Material	
SUPPLIER/MANUFACTURER'S NAME:	Alconox, Inc.	
ADDRESS:	30 Glenn St., Suite 309, White Plains, NY 10603. USA	
EMERGENCY PHONE:	**TOLL-FREE in USA/Canada**	800-255-3924
	International calls	813-248-0585
BUSINESS PHONE:	914-948-4040	
DATE OF PREPARATION:	May 2011	
DATE OF LAST REVISION:	February 2008	

SECTION 2 - HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW: This product is a white granular powder with little or no odor. Exposure can be irritating to eyes, respiratory system and skin. It is a non-flammable solid. The Environmental effects of this product have not been investigated.

US DOT SYMBOLS

Non-Regulated

CANADA (WHMIS) SYMBOLS

EUROPEAN and (GHS) Hazard Symbols

Signal Word: **Warning!**

EU LABELING AND CLASSIFICATION:

Classification of the substance or mixture according to Regulation (EC) No1272/2008 Annex 1
EC# 205-633-8 This substance is not classified in the Annex I of Directive 67/548/EEC
EC# 268-356-1 This substance is not classified in the Annex I of Directive 67/548/EEC
EC# 231-838-7 This substance is not classified in the Annex I of Directive 67/548/EEC
EC# 231-767-1 This substance is not classified in the Annex I of Directive 67/548/EEC
EC# 207-638-8 Index# 011-005-00-2
EC# 205-788-1 This substance is not classified in the Annex I of Directive 67/548/EEC

GHS Hazard Classification(s):
Eye Irritant Category 2A

Hazard Statement(s):
H319: Causes serious eye irritation

Precautionary Statement(s):
P260: Do not breath dust/fume/gas/mist/vapors/spray
P264: Wash hands thoroughly after handling
P271: Use only in well ventilated area.
P280: Wear protective gloves/protective clothing/eye protection/face protection/

Hazard Symbol(s):
[Xi] Irritant

Risk Phrases:
R20: Harmful by inhalation
R36/37/38: Irritating to eyes, respiratory system and skin

Safety Phrases:
S8: Keep container dry
S22: Do not breath dust
S24/25: Avoid contact with skin and eyes

HEALTH HAZARDS OR RISKS FROM EXPOSURE:

ACUTE: Exposure to this product may cause irritation of the eyes, respiratory system and skin. Ingestion may cause gastrointestinal irritation including pain, vomiting or diarrhea.

CHRONIC: This product contains an ingredient which may be corrosive.

TARGET ORGANS: ACUTE: Eye, respiratory System, Skin CHRONIC: None Known

SECTION 3 - COMPOSITION and INFORMATION ON INGREDIENTS

HAZARDOUS INGREDIENTS:	CAS #	EINECS #	ICSC #	WT %	HAZARD CLASSIFICATION; RISK PHRASES
Sodium Bicarbonate	144-55-8	205-633-8	1044	33 - 43%	HAZARD CLASSIFICATION: None RISK PHRASES: None
Sodium (C10 – C16) Alkylbenzene Sulfonate	68081-81-2	268-356-1	Not Listed	10 – 20%	HAZARD CLASSIFICATION: None RISK PHRASES: None
Sodium Tripolyphosphate	7758-29-4	231-838-7	1469	5 - 15%	HAZARD CLASSIFICATION: None RISK PHRASES: None
Tetrasodium Pyrophosphate	7722-88-5	231-767-1	1140	5 - 15%	HAZARD CLASSIFICATION: None RISK PHRASES: None
Sodium Carbonate	497-19-8	207-638-8	1135	1 - 10%	HAZARD CLASSIFICATION: [Xi] Irritant RISK PHRASES: R36
Sodium Alcohol Sulfate	151-21-3	205-788-1	0502	1 – 5%	HAZARD CLASSIFICATION: None RISK PHRASES: None
Balance of other ingredients are non-hazardous or less than 1% in concentration (or 0.1% for carcinogens, reproductive toxins, or respiratory sensitizers).					

NOTE: ALL WHMIS required information is included in appropriate sections based on the ANSI Z400.1-2004 format. This product has been classified in accordance with the hazard criteria of the CPR and the MSDS contains all the information required by the CPR, EU Directives and the Japanese Industrial Standard *JIS Z 7250: 2000*.

SECTION 4 - FIRST-AID MEASURES

Contaminated individuals of chemical exposure must be taken for medical attention if any adverse effect occurs. Rescuers should be taken for medical attention, if necessary. Take copy of label and MSDS to health professional with contaminated individual.

EYE CONTACT: If product enters the eyes, open eyes while under gentle running water for at least 15 minutes. Seek medical attention if irritation persists.

SKIN CONTACT: Wash skin thoroughly after handling. Seek medical attention if irritation develops and persists. Remove contaminated clothing. Launder before re-use.

INHALATION: If breathing becomes difficult, remove victim to fresh air. If necessary, use artificial respiration to support vital functions. Seek medical attention if breathing dificulty continues.

INGESTION: If product is swallowed, call physician or poison control center for most current information. If professional advice is not available, do not induce vomiting. Never induce vomiting or give diluents (milk or water) to someone who is unconscious, having convulsions, or who cannot swallow. Seek medical advice. Take a copy of the label and/or MSDS with the victim to the health professional.

MEDICAL CONDITIONS AGGRAVATED BY EXPOSURE: Pre-existing skin, or eye problems may be aggravated by prolonged contact.

RECOMMENDATIONS TO PHYSICIANS: Treat symptoms and reduce over-exposure.

MATERIAL SAFETY DATA SHEET

ALCONOX®

SECTION 5 - FIRE-FIGHTING MEASURES

FLASH POINT: Not Flammable

AUTOIGNITION TEMPERATURE: Not Applicable

FLAMMABLE LIMITS (in air by volume, %): Lower (LEL): NA Upper (UEL): NA

FIRE EXTINGUISHING MATERIALS: As appropriate for surrounding fire. Carbon dioxide, foam, dry chemical, halon, or water spray.

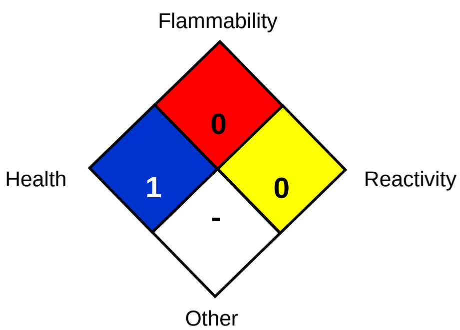
UNUSUAL FIRE AND EXPLOSION HAZARDS: This product is non-flammable and has no known explosion hazards.

Explosion Sensitivity to Mechanical Impact: Not Sensitive.

Explosion Sensitivity to Static Discharge: Not Sensitive

SPECIAL FIRE-FIGHTING PROCEDURES: Incipient fire responders should wear eye protection. Structural firefighters must wear Self-Contained Breathing Apparatus and full protective equipment. Isolate materials not yet involved in the fire and protect personnel. Move containers from fire area if this can be done without risk; otherwise, cool with carefully applied water spray. If possible, prevent runoff water from entering storm drains, bodies of water, or other environmentally sensitive areas.

NFPA RATING SYSTEM



HMIS RATING SYSTEM

HAZARDOUS MATERIAL IDENTIFICATION SYSTEM

HEALTH HAZARD (BLUE)	**1**
FLAMMABILITY HAZARD (RED)	**0**
PHYSICAL HAZARD (YELLOW)	**0**

PROTECTIVE EQUIPMENT

EYES	RESPIRATORY	HANDS	BODY
	See Sect 8		See Sect 8

For Routine Industrial Use and Handling Applications

Hazard Scale: **0** = Minimal **1** = Slight **2** = Moderate **3** = Serious **4** = Severe * = Chronic hazard

SECTION 6 - ACCIDENTAL RELEASE MEASURES

SPILL AND LEAK RESPONSE: Personnel should be trained for spill response operations.

SPILLS: Contain spill if safe to do so. Prevent entry into drains, sewers, and other waterways. Sweep, shovel or vacuum spilled material and place in an appropriate container for re-use or disposal. Avoid dust generation if possible. Dispose of in accordance with applicable Federal, State, and local procedures (see Section 13, Disposal Considerations).

SECTION 7 - HANDLING and STORAGE

WORK PRACTICES AND HYGIENE PRACTICES: As with all chemicals, avoid getting this product ON YOU or IN YOU. Wash thoroughly after handling this product. Do not eat, drink, smoke, or apply cosmetics while handling this product. Avoid breathing dusts generated by this product. Use in a well-ventilated location. Remove contaminated clothing immediately.

STORAGE AND HANDLING PRACTICES: Containers of this product must be properly labeled. Store containers in a cool, dry location. Keep container tightly closed when not in use. Store away from strong acids or oxidizers.

SECTION 8 - EXPOSURE CONTROLS - PERSONAL PROTECTION

EXPOSURE LIMITS/GUIDELINES:

Chemical Name	CAS#	ACGIH TWA	OSHA TWA	SWA
Sodium Bicarbonate	144-55-8	10 mg/m³ Total Dust	15 mg/m³ Total Dust	10 mg/m³ Total Dust
Sodium (C10 – C16) Alkylbenzene Sulfonate	68081-81-2	10 mg/m³ Total Dust	15 mg/m³ Total Dust	10 mg/m³ Total Dust
Sodium Tripolyphosphate	7758-29-4	10 mg/m³ Total Dust	15 mg/m³ Total Dust	10 mg/m³ Total Dust
Tetrasodium Pyrophosphate	7722-88-5	5 mg/m³	5 mg/m³	5 mg/m³
Sodium Carbonate	497-19-8	10 mg/m³ Total Dust	15 mg/m³ Total Dust	10 mg/m³ Total Dust
Sodium Alcohol Sulfate	151-21-3	10 mg/m³ Total Dust	15 mg/m³ Total Dust	10 mg/m³ Total Dust

Currently, International exposure limits are not established for the components of this product. Please check with competent authority in each country for the most recent limits in place.

VENTILATION AND ENGINEERING CONTROLS: Use with adequate ventilation to ensure exposure levels are maintained below the limits provided below. Use local exhaust ventilation to control airborne dust. Ensure eyewash/safety shower stations are available near areas where this product is used.

The following information on appropriate Personal Protective Equipment is provided to assist employers in complying with OSHA regulations found in 29 CFR Subpart I (beginning at 1910.132) or equivalent standard of Canada, or standards of EU member states (including EN 149 for respiratory PPE, and EN 166 for face/eye protection), and those of Japan. Please reference applicable regulations and standards for relevant details.

RESPIRATORY PROTECTION: Based on test data, exposure limits should not be exceeded under normal use conditions when using Alconox Detergent. Maintain airborne contaminant concentrations below guidelines listed above, if applicable. If necessary, use only respiratory protection authorized in the U.S. Federal OSHA Respiratory Protection Standard (29 CFR 1910.134), equivalent U.S. State standards, Canadian CSA Standard Z94.4-93, the European Standard EN149, or EU member states.

EYE PROTECTION: Safety glasses. If necessary, refer to U.S. OSHA 29 CFR 1910.133 or appropriate Canadian Standards.

HAND PROTECTION: Use chemical resistant gloves to prevent skin contact.. If necessary, refer to U.S. OSHA 29 CFR 1910.138 or appropriate Standards of Canada.

BODY PROTECTION: Use body protection appropriate to prevent contact (e.g. lab coat, overalls). If necessary, refer to appropriate Standards of Canada, or appropriate Standards of the EU, Australian Standards, or relevant Japanese Standards.

SECTION 9 - PHYSICAL and CHEMICAL PROPERTIES

PHYSICAL STATE:	Solid
APPEARANCE & ODOR:	White granular powder with little or no odor.
ODOR THRESHOLD (PPM):	Not Available
VAPOR PRESSURE (mmHg):	Not Applicable
VAPOR DENSITY (AIR=1):	Not Applicable.
BY WEIGHT:	Not Available
EVAPORATION RATE (nBuAc = 1):	Not Applicable.
BOILING POINT (C°):	Not Applicable.
FREEZING POINT (C°):	Not Applicable.
pH:	9.5 (1% aqueous solution)
SPECIFIC GRAVITY 20°C: (WATER =1)	0.85 – 1.1
SOLUBILITY IN WATER (%)	>10% w/w
COEFFICIENT OF WATER/OIL DIST.:	Not Available
VOC:	None
CHEMICAL FAMILY:	Detergent

SECTION 10 - STABILITY and REACTIVITY

STABILITY: Product is stable
DECOMPOSITION PRODUCTS: When heated to decomposition this product produces Oxides of carbon (COx)
MATERIALS WITH WHICH SUBSTANCE IS INCOMPATIBLE: Strong acids and strong oxidizing agents.
HAZARDOUS POLYMERIZATION: Will not occur.
CONDITIONS TO AVOID: Contact with incompatible materials and dust generation.

SECTION 11 - TOXICOLOGICAL INFORMATION

TOXICITY DATA: Toxicity data is available for mixture:

CAS# 497-19-8 LD50 Oral (Rat)	4090 mg/kg
CAS# 497-19-8 LD50 Oral (Mouse)	6600 mg/kg
CAS# 497-19-8 LC50 Inhalation (Rat)	2300 mg/m³ 2H
CAS# 497-19-8 LC50 Inhalation (Mouse)	1200 mg/m³ 2H
CAS# 7758-29-4 LD50 Oral (Rat)	3120 mg/kg
CAS# 7758-29-4 LD50 Oral (Mouse)	3100 mg/kg
CAS# 7722-88-5 LD50 Oral (Rat)	4000 mg/kg

SUSPECTED CANCER AGENT: None of the ingredients are found on the following lists: FEDERAL OSHA Z LIST, NTP, CAL/OSHA, IARC and therefore is not considered to be, nor suspected to be a cancer-causing agent by these agencies.
IRRITANCY OF PRODUCT: Contact with this product can be irritating to exposed skin, eyes and respiratory system.
SENSITIZATION OF PRODUCT: This product is not considered a sensitizer.
REPRODUCTIVE TOXICITY INFORMATION: No information concerning the effects of this product and its components on the human reproductive system.

SECTION 12 - ECOLOGICAL INFORMATION

ALL WORK PRACTICES MUST BE AIMED AT ELIMINATING ENVIRONMENTAL CONTAMINATION.
ENVIRONMENTAL STABILITY: No Data available at this time.
EFFECT OF MATERIAL ON PLANTS or ANIMALS: No evidence is currently available on this product's effects on plants or animals.

EFFECT OF CHEMICAL ON AQUATIC LIFE: No evidence is currently available on this product's effects on aquatic life.

SECTION 13 - DISPOSAL CONSIDERATIONS

PREPARING WASTES FOR DISPOSAL: Waste disposal must be in accordance with appropriate Federal, State, and local regulations, those of Canada, Australia, EU Member States and Japan.

SECTION 14 - TRANSPORTATION INFORMATION

US DOT; IATA; IMO; ADR:
THIS PRODUCT IS NOT HAZARDOUS AS DEFINED BY 49 CFR 172.101 BY THE U.S. DEPARTMENT OF TRANSPORTATION.
PROPER SHIPPING NAME: Non-Regulated Material
HAZARD CLASS NUMBER and DESCRIPTION: Not Applicable
UN IDENTIFICATION NUMBER: Not Applicable
PACKING GROUP: Not Applicable.
DOT LABEL(S) REQUIRED: Not Applicable
NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK NUMBER (2004): Not Applicable
MARINE POLLUTANT: None of the ingredients are classified by the DOT as a Marine Pollutant (as defined by 49 CFR 172.101, Appendix B)

U.S. DEPARTMENT OF TRANSPORTATION (DOT) SHIPPING REGULATIONS:
This product is not classified as dangerous goods, per U.S. DOT regulations, under 49 CFR 172.101.
TRANSPORT CANADA, TRANSPORTATION OF DANGEROUS GOODS REGULATIONS:
This product is not classified as Dangerous Goods, per regulations of Transport Canada.
INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA):
This product is not classified as Dangerous Goods, by rules of IATA:
INTERNATIONAL MARITIME ORGANIZATION (IMO) DESIGNATION:
This product is not classified as Dangerous Goods by the International Maritime Organization.
EUROPEAN AGREEMENT CONCERNING THE INTERNATIONAL CARRIAGE OF DANGEROUS GOODS BY ROAD (ADR):

This product is not classified by the United Nations Economic Commission for Europe to be dangerous goods.

SECTION 15 - REGULATORY INFORMATION

UNITED STATES REGULATIONS

SARA REPORTING REQUIREMENTS: This product is not subject to the reporting requirements of Sections 302, 304 and 313 of Title III of the Superfund Amendments and Reauthorization Act., as follows: None

TSCA: All components in this product are listed on the US Toxic Substances Control Act (TSCA) inventory of chemicals.

SARA 311/312:

Acute Health: Yes Chronic Health: No Fire: No Reactivity: No

U.S. SARA THRESHOLD PLANNING QUANTITY: There are no specific Threshold Planning Quantities for this product. The default Federal MSDS submission and inventory requirement filing threshold of 10,000 lb (4,540 kg) may apply, per 40 CFR 370.20.

U.S. CERCLA REPORTABLE QUANTITY (RQ): None

CALIFORNIA SAFE DRINKING WATER AND TOXIC ENFORCEMENT ACT (PROPOSITION 65): None of the ingredients are on the California Proposition 65 lists.

CANADIAN REGULATIONS:

CANADIAN DSL/NDSL INVENTORY STATUS: All of the components of this product are on the DSL Inventory

CANADIAN ENVIRONMENTAL PROTECTION ACT (CEPA) PRIORITIES SUBSTANCES LISTS: No component of this product is on the CEPA First Priorities Substance Lists.

CANADIAN WHMIS CLASSIFICATION and SYMBOLS: This product is categorized as a Controlled Product, Hazard Class D2B as per the Controlled Product Regulations

EUROPEAN ECONOMIC COMMUNITY INFORMATION:

EU LABELING AND CLASSIFICATION:

Classification of the mixture according to Regulation (EC) No1272/2008. See section 2 for details.

AUSTRALIAN INFORMATION FOR PRODUCT:

AUSTRALIAN INVENTORY OF CHEMICAL SUBSTANCES (AICS) STATUS: All components of this product are listed on the AICS.

STANDARD FOR THE UNIFORM SCHEDULING OF DRUGS AND POISONS: Not applicable.

JAPANESE INFORMATION FOR PRODUCT:

JAPANESE MINISTER OF INTERNATIONAL TRADE AND INDUSTRY (MITI) STATUS: The components of this product are not listed as Class I Specified Chemical Substances, Class II Specified Chemical Substances, or Designated Chemical Substances by the Japanese MITI.

INTERNATIONAL CHEMICAL INVENTORIES:

Listing of the components on individual country Chemical Inventories is as follows:

Asia-Pac:	Listed
Australian Inventory of Chemical Substances (AICS):	Listed
Korean Existing Chemicals List (ECL):	Listed
Japanese Existing National Inventory of Chemical Substances (ENCS):	Listed
Philippines Inventory if Chemicals and Chemical Substances (PICCS):	Listed
Swiss Giftliste List of Toxic Substances:	Listed
U.S. TSCA:	Listed

SECTION 16 - OTHER INFORMATION

PREPARED BY: Paul Eigbrett Global Safety Management, 10006 Cross Creek Blvd. Suite 440, Tampa, FL 33647

ANNEX:

IDENTIFIED USES OF ALCONOX® AND DIRECTIONS FOR USE

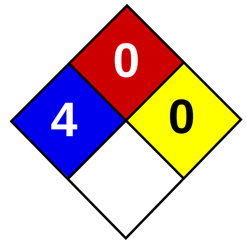
Used to clean: Healthcare instruments, laboratory ware, vacuum equipment, tissue culture ware, personal protective equipment, sampling apparatus, catheters, tubing, pipes, radioactive contaminated articles, optical parts, electronic components, pharmaceutical apparatus, cosmetics manufacturing equipment, metal castings, forgings and stampings, industrial parts, tanks and reactors. Authorized by USDA for use in federally inspected meat and poultry plants. Passes inhibitory residue test for water analysis. FDA certified.

Used to remove: Soil, grit, grime, buffing compound, slime, grease, oils, blood, tissue, salts, deposits, particulates, solvents, chemicals, radioisotopes, radioactive contaminations, silicon oils, mold release agents.

Surfaces cleaned: Corrosion inhibited formulation recommended for glass, metal, stainless steel, porcelain, ceramic, plastic, rubber and fiberglass. Can be used on soft metals such as copper, aluminum, zinc and magnesium if rinsed promptly. Corrosion testing may be advisable.

Cleaning method: Soak, brush, sponge, cloth, ultrasonic, flow through clean-inplace. Will foam—not for spray or machine use.

Directions: Make a fresh 1% solution (2 1/2 Tbsp. per gal., 1 1/4 oz. per gal. or 10 grams per liter) in cold, warm, or hot water. If available use warm water. Use cold water for blood stains. For difficult soils, raise water temperature and use more detergent. Clean by soak, circulate, wipe, or ultrasonic method. Not for spray machines, will foam. For nonabrasive scouring, make paste. Use 2% solution to soak frozen stopcocks. To remove silver tarnish, soak in 1% solution in aluminum container. RINSE THOROUGHLY—preferably with running water. For critical cleaning, do final or all rinsing in distilled, deionized, or purified water. For food contact surfaces, rinse with potable water. Used on a wide range of glass, ceramic, plastic, and metal surfaces. Corrosion testing may be advisable.



Health	3
Fire	0
Reactivity	0
Personal Protection	

Material Safety Data Sheet
Nitric acid, 65% MSDS

Section 1: Chemical Product and Company Identification

Product Name: Nitric acid, 65%

Catalog Codes: SLN2161

CAS#: Mixture.

RTECS: Not applicable.

TSCA: TSCA 8(b) inventory: Water; Nitric acid, fuming

CI#: Not applicable.

Synonym: Nitric Acid, 65%

Chemical Name: Not applicable.

Chemical Formula: Not applicable.

Contact Information:

Sciencelab.com, Inc.
14025 Smith Rd.
Houston, Texas 77396

US Sales: **1-800-901-7247**
International Sales: **1-281-441-4400**

Order Online: ScienceLab.com

CHEMTREC (24HR Emergency Telephone), call:
1-800-424-9300

International CHEMTREC, call: 1-703-527-3887

For non-emergency assistance, call: 1-281-441-4400

Section 2: Composition and Information on Ingredients

Composition:

Name	CAS #	% by Weight
Water	7732-18-5	35
Nitric acid, fuming	7697-37-2	65

Toxicological Data on Ingredients: Nitric acid, fuming: VAPOR (LC50): Acute: 244 ppm 0.5 hours [Rat]. 344 ppm 0.5 hours [Rat].

Section 3: Hazards Identification

Potential Acute Health Effects:
Very hazardous in case of skin contact (corrosive, irritant, permeator), of eye contact (irritant, corrosive), of ingestion, . Slightly hazardous in case of inhalation (lung sensitizer). Liquid or spray mist may produce tissue damage particularly on mucous membranes of eyes, mouth and respiratory tract. Skin contact may produce burns. Inhalation of the spray mist may produce severe irritation of respiratory tract, characterized by coughing, choking, or shortness of breath. Prolonged exposure may result in skin burns and ulcerations. Over-exposure by inhalation may cause respiratory irritation. Severe over-exposure can result in death. Inflammation of the eye is characterized by redness, watering, and itching. Skin inflammation is characterized by itching, scaling, reddening, or, occasionally, blistering.

Potential Chronic Health Effects:
CARCINOGENIC EFFECTS: Not available. MUTAGENIC EFFECTS: Not available. TERATOGENIC EFFECTS: Not available. DEVELOPMENTAL TOXICITY: Not available. The substance may be toxic to lungs, mucous membranes, upper respiratory

tract, skin, eyes, teeth. Repeated or prolonged exposure to the substance can produce target organs damage. Repeated or prolonged contact with spray mist may produce chronic eye irritation and severe skin irritation. Repeated or prolonged exposure to spray mist may produce respiratory tract irritation leading to frequent attacks of bronchial infection.

Section 4: First Aid Measures

Eye Contact:
Check for and remove any contact lenses. In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Cold water may be used. Get medical attention immediately.

Skin Contact:
In case of contact, immediately flush skin with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Cover the irritated skin with an emollient. Cold water may be used.Wash clothing before reuse. Thoroughly clean shoes before reuse. Get medical attention immediately.

Serious Skin Contact:
Wash with a disinfectant soap and cover the contaminated skin with an anti-bacterial cream. Seek immediate medical attention.

Inhalation:
If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention immediately.

Serious Inhalation:
Evacuate the victim to a safe area as soon as possible. Loosen tight clothing such as a collar, tie, belt or waistband. If breathing is difficult, administer oxygen. If the victim is not breathing, perform mouth-to-mouth resuscitation. WARNING: It may be hazardous to the person providing aid to give mouth-to-mouth resuscitation when the inhaled material is toxic, infectious or corrosive. Seek immediate medical attention.

Ingestion:
If swallowed, do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Loosen tight clothing such as a collar, tie, belt or waistband. Get medical attention immediately.

Serious Ingestion: Not available.

Section 5: Fire and Explosion Data

Flammability of the Product: Non-flammable.

Auto-Ignition Temperature: Not applicable.

Flash Points: Not applicable.

Flammable Limits: Not applicable.

Products of Combustion: Not available.

Fire Hazards in Presence of Various Substances: of combustible materials

Explosion Hazards in Presence of Various Substances:
Explosive in presence of reducing materials, of organic materials, of metals, of alkalis. Non-explosive in presence of open flames and sparks, of shocks.

Fire Fighting Media and Instructions: Not applicable.

Special Remarks on Fire Hazards:
Flammable in presence of cellulose or other combustible materials. Phosphine, hydrogen sulfide, selenide all ignite when fuming nitric acid is dripped into gas. (Nitric Acid, fuming)

Special Remarks on Explosion Hazards:
Reacts exlposively with metallic powders, carbides, cyanides, sulfides, alkalies and turpentine. Can react explosively with many reducing agents. Arsine, phosphine, tetraborane all oxidized explosively in presence of nitric acid. Cesium and rubidium

acetylides explode in contact with nitric acid. Explosive reaction with Nitric Acid + Nitrobenzene + water. Detonation with Nitric Acid + 4-Methylcyclohexane. (Nitric acid, fuming)

Section 6: Accidental Release Measures

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. Oxidizing material. Poisonous liquid. Stop leak if without risk. Absorb with DRY earth, sand or other non-combustible material. Do not get water inside container. Avoid contact with a combustible material (wood, paper, oil, clothing...). Keep substance damp using water spray. Do not touch spilled material. Use water spray curtain to divert vapor drift. Use water spray to reduce vapors. 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 the product is not present at a concentration level above TLV. Check TLV on the MSDS and with local authorities.

Section 7: Handling and Storage

Precautions:
Keep locked up.. Keep container dry. Keep away from heat. Keep away from sources of ignition. Keep away from combustible material.. Do not ingest. Do not breathe gas/fumes/ vapor/spray. Never add water to this product. In case of insufficient ventilation, wear suitable respiratory equipment. If ingested, seek medical advice immediately and show the container or the label. Avoid contact with skin and eyes. Keep away from incompatibles such as reducing agents, combustible materials, organic materials, metals, acids, alkalis, moisture. May corrode metallic surfaces. Store in a metallic or coated fiberboard drum using a strong polyethylene inner package.

Storage:
Keep container tightly closed. Keep container in a cool, well-ventilated area. Separate from acids, alkalies, reducing agents and combustibles. See NFPA 43A, Code for the Storage of Liquid and Solid Oxidizers. Do not store above 23°C (73.4°F).

Section 8: Exposure Controls/Personal Protection

Engineering Controls:
Provide exhaust ventilation or other engineering controls to keep the airborne concentrations of vapors below their respective threshold limit value. Ensure that eyewash stations and safety showers are proximal to the work-station location.

Personal Protection:
Face shield. Full suit. Vapor respirator. Be sure to use an approved/certified respirator or equivalent. Gloves. Boots.

Personal Protection in Case of a Large Spill:
Splash goggles. Full suit. Vapor respirator. Boots. Gloves. A self contained breathing apparatus should be used to avoid inhalation of the product. Suggested protective clothing might not be sufficient; consult a specialist BEFORE handling this product.

Exposure Limits:
TWA: 2 STEL: 4 (ppm) from ACGIH (TLV) [United States] TWA: 2 STEL: 4 from OSHA (PEL) [United States] Consult local authorities for acceptable exposure limits.

Section 9: Physical and Chemical Properties

Physical state and appearance: Liquid.

Odor: Acrid. Disagreeable and choking. (Strong.)

Taste: Not available.

Molecular Weight: Not applicable.

Color: Colorless to light yellow.

pH (1% soln/water): Acidic.

Boiling Point: 121°C (249.8°F)

Melting Point: -41.6°C (-42.9°F)

Critical Temperature: Not available.

Specific Gravity: 1.408 (Water = 1)

Vapor Pressure: 6 kPa (@ 20°C)

Vapor Density: 2.5 (Air = 1)

Volatility: Not available.

Odor Threshold: 0.29 ppm

Water/Oil Dist. Coeff.: Not available.

Ionicity (in Water): Not available.

Dispersion Properties: See solubility in water, diethyl ether.

Solubility:
Easily soluble in cold water, hot water. Soluble in diethyl ether.

Section 10: Stability and Reactivity Data

Stability: The product is stable.

Instability Temperature: Not available.

Conditions of Instability: Incompatible materials

Incompatibility with various substances:
Highly reactive with alkalis. Reactive with reducing agents, combustible materials, organic materials, metals, acids.

Corrosivity:
Extremely corrosive in presence of aluminum, of copper. Non-corrosive in presence of glass, of stainless steel(304), of stainless steel(316), of brass.

Special Remarks on Reactivity:
A strong oxidizer. Reacts violently with alcohol, organic material, turpene, charcoal. Violent reaction with Nitric acid + Acetone and Sulfuric acid. Nitric Acid will react with water or steam to produce heat and toxic, corrosive and flammable vapors. (Nitric acid, fuming)

Special Remarks on Corrosivity:
In presence of traces of oxides, it attacks all base metals except aluminum and special chromium steels. It will attack some forms of plastics, rubber, and coatings. No corrosive effect on bronze. No corrosivity data for zinc, and steel

Polymerization: Will not occur.

Section 11: Toxicological Information

Routes of Entry: Absorbed through skin. Dermal contact. Eye contact. Inhalation. Ingestion.

Toxicity to Animals:
LD50: Not available. LC50: Not available.

Chronic Effects on Humans:

Contains material which may cause damage to the following organs: lungs, mucous membranes, upper respiratory tract, skin, eyes, teeth.

Other Toxic Effects on Humans:
Extremely hazardous in case of inhalation (lung corrosive). Very hazardous in case of skin contact (corrosive, irritant, permeator), of eye contact (corrosive), of ingestion, .

Special Remarks on Toxicity to Animals: LDL - Lowest Published Lethal Dose [Human] - Route: Oral; Dose: 430 mg/kg (Nitric acid, fuming)

Special Remarks on Chronic Effects on Humans:
May cause adverse reproductive effects (effects on newborn and fetotoxicity) based on animal data. (Nitric acid, fuming)

Special Remarks on other Toxic Effects on Humans:
Acute Potential Health Effects: Skin: Severely irritates skin. Causes skin burns and may cause deep and penetrating ulcers of the skin with a characteristic yellow to brownish discoloration. May be fatal if absorbed through skin. Eyes: Severely irritates eyes. Causes eye burns. May cause irreversible eye injury. Ingestion: May be fatal if swallowed. Causes serious gastrointestinal tract irritation or burns with nausea, vomiting, severe abdominal pain, and possible "coffee grounds" appearance of the vomitus . May cause perforation of the digestive tract. Inhalation: May be fatal if inhaled. Vapor is extremely hazardous. Vapor may cause nitrous gas poisoning. Effects may be delayed. May cause irritation of the mucous membranes and respiratory tract with burning pain in the nose and throat, coughing, sneezing, wheezing, shortness of breath and pulmonary edema. Other symptoms may include nausea, and vomiting. Chronic Potential Health Effects: Repeated inhalation may produce changes in pulmonary function and/or chronic bronchitis. It may also affect behavior (headache, dizziness, drowsiness, muscle contaction or spasticity, weakness, loss of coordinaton, mental confusion), and urinary system (kidney faillure, decreased urinary output after several hours of

Section 12: Ecological Information

Ecotoxicity: Not available.

BOD5 and COD: Not available.

Products of Biodegradation:
Possibly hazardous short term degradation products are not likely. However, long term degradation products may arise.

Toxicity of the Products of Biodegradation: The products of degradation are less toxic than the product itself.

Special Remarks on the Products of Biodegradation: Not available.

Section 13: Disposal Considerations

Waste Disposal:
Waste must be disposed of in accordance with federal, state and local environmental control regulations.

Section 14: Transport Information

DOT Classification: Class 8: Corrosive material

Identification: : Nitric acid UNNA: 2031 PG: II

Special Provisions for Transport: Marine Pollutant

Section 15: Other Regulatory Information

Federal and State Regulations:
New York release reporting list: Nitric acid, fuming Rhode Island RTK hazardous substances: Nitric acid, fuming Pennsylvania RTK: Nitric acid, fuming Florida: Nitric acid, fuming Minnesota: Nitric acid, fuming Massachusetts RTK: Nitric acid, fuming

New Jersey: Nitric acid, fuming TSCA 8(b) inventory: Water; Nitric acid, fuming SARA 302/304/311/312 extremely hazardous substances: Nitric acid, fuming SARA 313 toxic chemical notification and release reporting: Nitric acid, fuming 65% CERCLA: Hazardous substances.: Nitric acid, fuming: 1000 lbs. (453.6 kg);

Other Regulations: OSHA: Hazardous by definition of Hazard Communication Standard (29 CFR 1910.1200).

Other Classifications:

WHMIS (Canada):
CLASS D-1A: Material causing immediate and serious toxic effects (VERY TOXIC). CLASS D-2A: Material causing other toxic effects (VERY TOXIC). CLASS E: Corrosive liquid.

DSCL (EEC):
R8- Contact with combustible material may cause fire. R35- Causes severe burns. S23- Do not breathe gas/fumes/vapour/ spray [***] S26- In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. S36- Wear suitable protective clothing. S45- In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible).

HMIS (U.S.A.):

Health Hazard: 3

Fire Hazard: 0

Reactivity: 0

Personal Protection:

National Fire Protection Association (U.S.A.):

Health: 4

Flammability: 0

Reactivity: 0

Specific hazard:

Protective Equipment:
Gloves. Full suit. Vapor respirator. Be sure to use an approved/certified respirator or equivalent. Wear appropriate respirator when ventilation is inadequate. Face shield.

Section 16: Other Information

References: Not available.

Other Special Considerations: Not available.

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Appendix C

Heat Stress and Cold Stress Guidelines

Heat Stress Guidelines

Form	Signs & Symptoms	Care	Prevention[3]
Heat Rash	Tiny red vesicles in affected skin area. If the area is extensive, sweating can be impaired.	Apply mild lotions and cleanse the affected area.	Cool resting and sleeping areas to permit skin to dry between heat exposures.
Heat Cramps	Spasm, muscular pain (cramps) in stomach area and extremities (arms and legs).	Provide replacement fluids with minerals (salt) such as Gatorade.	Adequate salt intake with meals[1]. ACCLIMATIZATION[2]
Heat Exhaustion	Profuse sweating, cool (clammy) moist skin, dizziness, confusion, pale skin color, faint, rapid shallow breathing, headache, weakness, and/or muscle cramps.	Remove from heat, sit or lie down, rest, replace lost water with electrolyte replacement fluids (water, Gatorade) take frequent sips of liquids in amounts greater than required to satisfy thirst.	ACCLIMATIZATION[2] Adequate salt intake with meals[1], only during early part of heat season. Ample water intake, frequently during the day.
Heat Stroke	HOT Dry Skin. Sweating has stopped. Mental confusion, dizziness, nausea, chills, severe headache, collapse, delirium, and/or coma.	HEAT STROKE IS A MEDICAL EMERGENCY • Remove from heat. • COOL THE BODY AS RAPIDLY AS POSSIBLE by immersing in cold (or cool) water, or splash with water and fan. • Call for Emergency Assistance. • Observe for signs of shock.	ACCLIMATIZATION[2] Initially moderate workload in heat (8 to 14 days). Monitor worker's activities.

Footnotes:

1.) American diets are normally high in salt, sufficient to aid acclimatization. However, during the early part of the heat season, (May, June), one extra shake of salt during one to two meals per day may help, so long as this is permitted by your physician. Check with your personal physician.

2.) ACCLIMATIZATION - The process of adapting to heat is indicated by worker's ability to perform hot jobs less fluid loss, lower concentrations of salt loss in sweat, and a reduced core (body) temperature and heart rate.

3.) Method to Achieve Acclimatization - Moderate work or exercise in hot temperatures during early part of heat season. Adequate salt (mineral) and water intake. Gradually increasing work time in hot temperatures. Avoid alcohol. Normally takes 8 to 14 days to achieve acclimatization. Lost rapidly, if removed from strenuous work (or exercise) in hot temperature for more than approximately 5 days.

Cold Stress Guidelines

Stress	Symptoms	What to do
Mild Hypothermia	• Body Temp 98 to 90°F • Shivering • Lack of coordination, stumbling, fumbling hands • Slurred speech • Memory loss • Pale, cold skin	• Move to warm area • Stay active • Remove wet clothes and replace with dry clothes or blankets • Cover the head • Drink warm (not hot) sugary drink
Moderate Hypothermia	• Body temp 90 to 86°F • Shivering stops • Unable to walk or stand • Confused and/or irrational	• All of the above, plus: o Call 911 o Cover all extremities completely o Place very warm objects, such as hot packs on the victim's head, neck, chest, and groin
Severe Hypothermia	• Body temp 86 to 78°F • Severe muscle stiffness • Very sleepy or unconscious • Ice cold skin • Death	• Call 911 • Treat victim very gently • Do not attempt to re-warm
Frostbite	• Cold, tingling, stinging, or aching feeling in the frostbitten area, followed by numbness • Skin color turns red, then purple, then white or very pale skin • Cold to the touch • Blisters in severe cases	• Call 911 • Do not rub the area • Wrap in soft cloth • If help is delayed, immerse in warm (not hot) water
Trench Foot	• Tingling, itching, or burning sensation • Blisters	• Soak feet in warm water, then wrap with dry cloth bandages • Drink a warm (not hot) sugary drink

Appendix D

Forms

Please complete this form and send it to your Branch Manager, HR and CHSO ***within 24 hours*** of the incident.

GEI Consultants

Accident/Incident Report Form

SECTION A — ACCIDENT/INCIDENT DETAILS

EMPLOYEE INFORMATION:

Name: ______________________

Home Address: ______________________
Street Address City State Zip Code

Contact Information: ( ) ______ ( ) ______
Primary Secondary

Date of Birth: ______________________

Date of Hire: ______________________

Branch: ______________________

Supervisor: ______________________

OTHER INJURED (IF APPLICABLE):

Name: ______________________

Home Address: ______________________
Street Address City State Zip Code

Contact Information: ( ) ______ ( ) ______
Primary Secondary

Date of Birth: ______________________

Date of Hire: ______________________

Branch: ______________________

Supervisor: ______________________

Date and Time Accident/Incident	Date and Time Reported
____/____/____ Month Day Year	____/____/____ Month Day Year
____ A.M. ____ P.M.	____ A.M. ____ P.M.

LOCATION OF INCIDENT/ACCIDENT

Project Name: ______________________

Client and Location: ______________________

or ______________________

Office Location: ______________________

INCIDENT TYPE:
(Check All That Applies)

- ☐ **Personal Injury/Illness**
- ☐ **Vehicle Accident**
- ☐ **Property Damage**
- ☐ **Environmental Spill**
- ☐ **Other**

WITNESS INFORMATION

Name: ______________________

Contact Number: ______________________

Company: ______________________

WHAT HAPPENED TO THE INJURED PARTY: ☐First Aid Administered ☐Refused Treatment/Transport ☐Transported to Hospital ☐Returned to Work ☐ Went Home ☐ Went to Physician ☐ Unknown

Clinic/Hospital or Treating Physician: ______________________ Phone: ______
Name Street Address City State Zip Code

SECTION B — PERSONAL INJURY

Cause of Injury: ______________________

Part of Body Injured: ______________________ Multiple Injuries: ☐Y ☐N

Was PPE worn when injured? : ☐Y ☐N What PPE was worn? ______________________

WAS INJURY A RESULT OF THE USE A MOTOR VEHICLE: ☐ **YES** ☐ **NO** **(If yes, complete Section C)**

GEI Consultants

Please complete this form and send it to your Branch Manager, HR and CHSO ***within 24 hours*** of the incident.

Accident/Incident Report Form

SECTION C AUTO ACCIDENT ONLY

DRIVER/VEHICLE INFORMATION

Name of Insured: ______________________

Department: ______________________

Driver's License Number: ______________________

DOB: ____/____/____ State: ______________________

Description of Vehicle: License Plate Number: __________

Make: ________ Model: ________ Year:_____ Color:________

Owner: ______________________

Name of Other Driver: ______________________

Driver's License Number: ______________________

State: ______________________

Description of Vehicle: License Plate Number: __________

Make: ________ Model:______ Year:_____ Color:________

Insurance Carrier: ______________________

Policy Number: ______________Ph. Number:______________

SECTION D PROPERTY DAMAGE OR CHEMICAL RELEASE ONLY

Type of Damage(s): ______________________

Cause of Damage(s): ______________________

Type of Chemical Released (if known): ______________________

Quantity of Chemical Released: ______________________

Spill Measures Employed: ______________________

SECTION E NATURE OF ACCIDENT/INCIDENT AND EXTENT OF INJURIES/DAMAGES

(Please give a detailed description of what happened. Attach a sketch or picture if applicable)

I hereby certify that the above information is true and correct to my understanding of this accident/incident.

Employee/Preparer's Name ______________________ **Date and Time** ______________________

GEI Consultants

Please complete this form and send it to your Branch Manager, HR and the Safety Team ***within 24 hours*** of the near miss.

Near Miss Report Form

NEAR MISS DETAILS

Employee Name: ____________________

Phone Number: ____________________

Branch: ____________________

Supervisor: ____________________

Date and Time Accident/Incident	Date and Time Reported	LOCATION OF NEAR MISS
____/____/____ Month Day Year ____ A.M. ____ P.M.	____/____/____ Month Day Year ____ A.M. ____ P.M.	**Project Name:** ____ **Client and Location:** ____ or ____ **Office Location:** ____

WHAT HAPPENED?

(Please give a detailed description of what happened. Attach photos or a sketch, if applicable.)

____

____

____

____

____

☐ **Photos were Taken**

WHAT WAS DONE?

(Please give a detailed description of what was done to prevent and incident from occurring.)

____

____

____

____

____

____

☐ **I have verbally contacted a member of the Safety Team and my Supervisor.**

____________________ ____________________

Employee/Preparer's Name **Date and Time**

Project Safety Briefing Form

Project Number:	**Project Name:**
Date:	**Time:**
Briefing Conducted by:	**Signature:**

This sign-in log documents that a project specific-briefing was conducted in accordance with the site-specific HASP and GEI's H&S policy. GEI personnel who perform work on site are required to attend this project briefing. Applicable health and safety SOPs and any additional hazards are also required to be reviewed during this briefing. Prior to the start of the project or upon the start of a new on-site project team member, this form must be completed. Please email this completed form to:

SafetyTeam@geiconsultants.com

TOPICS COVERED (check all those covered):

SOP HS-001 Biological Hazards		SOP HS-025 Manual Lifting	
SOP HS-002 Bloodborne Pathogens		SOP HS -26 Hazard Identification	
SOP HS-003 Container Management		SOP HS-27 Confined Space Entry for Sanitary Sewers	
SOP HS-004 Driver Safety		SOP HS-28 Safe Trailer Use	
SOP HS-005a Electrical Safety		SOP HS-29 Overtime and Fatigue Management	
SOP HS-005b Lockout/Tagout		Accident Reporting Procedures	
SOP HS-006 Excavation/Trenching		Changes to the HASP	
SOP HS-008a Hand Tools (Non-Powered)		Cold Stress	
SOP HS-008b Powered Hand Tools		Confined Space	
SOP HS-009 Hazardous Substances Management		Decon Procedures	
SOP HS-010 Inclement Weather		Exposure Guidelines	
SOP HS-011 Ladders		General PPE Usage	
SOP HS-012 Noise Exposure		Heat Stress	
SOP HS-013 Nuclear Density Gauge		Hearing Conservation	
SOP HS-014 Utility Markout		Lockout/Tagout	
SOP HS-015 Respirator Fit Test		Personal Hygiene	
SOP HS-016 Traffic Hazards		Respiratory Protection	
SOP HS-017 Water Safety		Review of Hazard Evaluation	
SOP HS-018 Working Around Heavy Equipment		Site Control	
SOP HS-019 Rail Safety		Site Emergency Procedures	
SOP HS-020 Aerial Lift		Slips, Trips, Falls	
SOP HS-021 Mobile Equipment		Other (Specify):	
SOP HS-022 Aquatic Ecological Survey/Electrofishing		Other (Specify):	
SOP HS-023 Scaffolding		Other (Specify):	
SOP HS-024 Wilderness Safety		Other (Specify):	

Personnel Sign-in List

Printed Name	**Signature**

Daily Safety Briefing and Site Visitor Sign-In

Project Number:	**Project Name:**
[1]**Date:**	**Time:**
Briefing Conducted by:	**Signature:**

This sign-in log documents the tailgate briefing conducted in accordance with the site specific HASP. Personnel who perform work operations on site are required to attend each briefing and to acknowledge receipt of each briefing, daily.

TOPICS COVERED (check all those covered):

☐ Accident Reporting Procedures	☐ Heat Stress	☐ Site Emergency Procedures	☐ Other:
☐ Changes to the HASP	☐ Hearing Conservation	☐ Slips, Trips, Falls	☐ Other:
☐ Cold Stress	☐ Lockout/Tagout	☐ Traffic Safety	☐ Other:
☐ Confined Space	☐ Personal Hygiene	☐ Other:	☐ Other:
☐ Decon Procedures	☐ Respiratory Protection	☐ Other:	☐ Other:
☐ Exposure Guidelines	☐ Review of Hazards	☐ Other:	☐ Other:
☐ General PPE Usage	☐ Site Control	☐ Other:	☐ Other:

Daily Safety Topic Description:

Personnel Sign-in List

Printed Name	Signature	Company Name	Time-In	Time-Out

[1] This form is applicable for *only* 1 day of site activity.

Appendix E

GEI's Health and Safety SOPs

STANDARD OPERATING PROCEDURES

SOP No. HS-001 Biological Hazards

1.1 Objective

The objective of this Standard Operating Procedure (SOP) is to prevent or limit the potential for GEI personnel to encounter biological hazards during field activities.

1.2 General

This SOP is intended for use by employees engaged in work with the potential for contact with biological hazards such as animals, insects, plants, and sewage. The site-specific health and safety plan (HASP) should include a hazard assessment for the project that identifies the potential for encounters with biological hazards and the control methods to be implemented by GEI employees. These hazards must be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.3 Mammals

During some site operations, animals such as stray or domesticated dogs or cats, raccoons, snakes, bears, rats, bats, etc. may be encountered. Employees should use discretion and attempt to avoid contact with animals. If these animals present a problem, efforts will be made to remove these animals from the site by contacting a licensed animal control technician.

1.3.1 Rabies

The rabies virus is transmitted through the bite of an infected animal or contact with saliva or brain/nervous system tissue of an infected animal. The rabies virus infects the central nervous system, causing disease in the brain. The early symptoms of rabies in people are fever, headache, and general weakness or discomfort. As the disease progresses, more specific symptoms appear and may include insomnia, anxiety, confusion, slight or partial paralysis, excitation, hallucinations, agitation, hypersalivation (increase in saliva), difficulty swallowing, and hydrophobia (fear of water). Death usually occurs within days of the onset of these symptoms.

If you are bitten or think you may be exposed, wash any wounds immediately and thoroughly with soap and water. Then go to the hospital emergency room and notify the Project Manager and the People Safety Team. The doctor, possibly in consultation with the state or local health department, will decide if you need a rabies vaccination. Decisions to start series of vaccinations will be based on your type of exposure and the animal you were exposed to, as well as laboratory and surveillance information for the geographic area where the exposure occurred. If possible have someone document what type of animal it was, how it was behaving prior to the bite, what caused it to bite the employee, and if it's not a domestic animal that would be easy to find again in the future, try to get animal control on site to capture it. An Incident Report Form must be completed and submitted, per GEI's Incident reporting procedures. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

1.4 Insects and Arachnids

Insects, including bees, wasps, hornets, mosquitoes, ticks, spiders, etc., may be present at a job site making the chance of a bite/sting possible. Some individuals may have a severe allergic reaction to an insect bite or sting that can result in a life-threatening condition. Some insect bites can transmit diseases such as Lyme disease or a virus such as West Nile. The following is a list of preventive measures:

- Apply insect repellent prior to performing field work and as often as needed throughout the work shift.
- Wear proper personal protective equipment (PPE), including protective clothing (work boots, socks, and light colored clothing).
- Wear shoes, long pants with bottoms tucked into boots or socks, and a long-sleeved shirt when outdoors for long periods of time, or when many insects are most active (between dawn and dusk).
- When walking in wooded areas, avoid contact with bushes, tall grass, or brush as much as possible.
- Field personnel who have or may have insect allergies must have insect allergy medication onsite and must inform the Site Safety Officer (SSO) and the People and Safety Team of their particular allergy prior to commencing work.
- Field personnel should perform a self-check at the end of the day for ticks.

1.4.1 Tick-borne Diseases

Lyme Disease

Lyme disease is caused by infection from a deer tick that carries a spirochete (a bacterium). During the painless tick bite, the spirochete may be transmitted into the bloodstream, often after feeding on the host for 12 to 24 hours. The ticks that cause the disease are often no bigger than a poppy seed or a comma in newsprint. The peak months for human infection are from May to September.

Symptoms appear in three stages. First symptoms usually appear from 2 days to a few weeks after a person is bitten by an infected tick. Symptoms usually consist of a ring-like red rash on the skin where the tick was attached. The rash is often bulls-eye like with red around the edges and clear in the center. The rash may be warm, itchy, tender, and/or "doughy." This rash appears in only 60 to 80 percent of infected persons. An infected person also has flu-like symptoms of a stiff neck, chills, fever, sore throat, headache, fatigue, and joint pain. These symptoms often disappear after a few weeks.

The second stage symptoms, which occur weeks to months later include meningitis, severe headache, drooping of the muscles on the face, called Bell's Palsy, encephalitis, numbness, withdrawal, and lethargy. These symptoms may last for several weeks to several months. Third stage symptoms, which occur months or years later include arthritis, heart problems, and loss of memory. The third stage symptoms may mimic multiple sclerosis and Alzheimer's disease.

When in areas that could harbor deer ticks, employees should wear light color clothing, and visually check themselves and check and be checked by another employee when coming from wooded or vegetated areas. If a GEI employee has a tick bite, the People and Safety Team and Project Manager must be contacted immediately. The employee will be offered the option for medical treatment by a physician, which typically involves antibiotics. An Incident Report form must be completed in compliance with the Incident Reporting procedures. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

If personnel feel sick or have signs similar to those mentioned above, the SSO and the People and Safety Team must be notified immediately.

Figure 1: From left to right, the deer tick adult female, adult male, nymph, and larva on a centimeter scale.

How to Remove a Tick

A tick can be removed from the skin by pulling gently at the head with tweezers. If tweezers are not available, use tissue paper or cloth to grasp the tick. It is important to grasp the tick as close to the site of attachment and use a firm steady pull to remove it. Wash hands immediately after with soap and water. The affected area should also be washed with soap and water, then disinfected with an antiseptic wipe, if available. All mouth parts must be removed from the skin. If the tick was removed by breaking off the mouth parts, an irritation or infection may occur because the organism that is causing the disease can still enter the body through the skin.

Treatment for Lyme Disease

Treatment with antibiotics is effective and recovery is usually complete. For first stage symptoms, antibiotics are usually given orally. However, treatment for second and third stage symptoms is prolonged and recovery may take longer. Antibiotic treatment is usually provided intravenously for second and third stage Lyme disease.

Babesiosis

The deer tick can also cause Babesiosis, an infection of the parasite Babesia Microti. Symptoms of Baesiosis may not be evident, but may also include fever, fatigue and hemolytic anemia lasting from several days to several months. Babesiosis is most commonly diagnosed in the elderly or in individuals whose immune systems are compromised. If there are no signs or symptoms of Babesiosis, usually no treatment it needed. If an employee believes they might have Babesiosis they'll see a physician to be tested. Treatment usually consists of taking prescription medications for 7 to 10 days.

Ehrlichiosis

Ehrlichiosis is a tick-borne disease which can be caused by either of two different organisms. Human monocytic ehrlichiosis (HME) is caused by *Ehrlichia chaffeensis*, which is transmitted by the lone star tick (*Amblyomma americanum*). Human granulocytic anaplasmosis (HGA), previously known as human granulocytic ehrlichiosis (HGE), is caused by *Anaplasma phagocytophilia*, which is transmitted by the deer tick (*Ixodes scapularis*).

Ehrlichiosis is transmitted by the bite of infected ticks, including the deer tick and the lone star tick. The symptoms of HME and HGE are the same and usually include fever, muscle aches, weakness and headache. Patients may also experience confusion, nausea, vomiting and joint pain. Unlike Lyme disease or Rocky Mountain spotted fever, a rash is not common. Infection usually produces mild to moderately severe illness, with high fever and headache, but may occasionally be life-threatening or even fatal. Symptoms appear 1 to 3 weeks after the bite of an infected tick. However, not every exposure results in infection. For those that become infected a drug called Doxcycline will be prescribed.

Rocky Mountain Spotted Fever

Rocky Mountain spotted fever is a tick-borne disease caused by a rickettsia (a microbe that differs somewhat from bacteria and virus). In the eastern United States, children are infected most frequently, while in the western United States, disease incidence is highest among adult males. Disease incidence is directly related to exposure to tick-infested habitats or to infested pets. Rocky Mountain spotted fever is characterized by a sudden onset of moderate to high fever (which can last for 2-3 weeks), severe headache, fatigue, deep muscle pain, chills and rash. The rash begins on the legs or arms, may include the soles of the feet or palms of the hands and may spread rapidly to the trunk or rest of the body. Symptoms usually appear within 2 weeks of the bite of an infected tick. Like Ehrlichiosis the prescription drug Doxcycline is the first line treatment option.

1.4.2 Mosquito-Borne Disease

West Nile Virus

West Nile Virus is a mosquito-borne infection transmitted through the bite of an infected mosquito. The symptoms of West Nile Virus can be asymptomatic (no symptoms) or in more serious cases can lead to West Nile Fever. West Nile Fever can include fever, headache, tiredness, body ache, an occasional rash on the trunk of the body, and swollen lymph glands, In severe cases, people have developed West Nile Encephalitis or Meningitis which symptoms include fever, headache, neck stiffness, tremors, coma, and in some cases death. The incubation period for the disease is usually 2 to 15 days. The symptoms can range from a few days to several weeks. Most mosquitoes are not infected and the chance of infection from a mosquito bite of an on-site employee is very small.

1.5 Repellants

The following precautions will be used to help reduce the risk of mosquito bites:

Reduce mosquito-breeding areas by making sure wheelbarrows, buckets, and other containers are turned upside down when not used so that they do not collect standing water. According to the Environmental Protection Agency (EPA), many mosquitoes can breed in pooled water that’s minimal enough to fill a bottle cap.

Wear shoes, long pants with bottoms tucked into boots or socks, and a long-sleeved shirt when outdoors for long periods of time, or when many mosquitoes are most active (between dawn and dusk).

Use mosquito repellant according to the manufacturer’s directions when outdoors for long periods of time and when mosquitoes are most active.

Centers for Disease Control and Prevention (CDC) evaluation of information contained in peer-reviewed scientific literature and data available from the EPA has identified several EPA-registered products that provide repellent activity sufficient to help people avoid the bites of disease carrying mosquitoes. Products containing these active ingredients typically provide reasonably long-lasting protection:

- **DEET** (Chemical Name: N,N-diethyl-m-toluamide or N,N-diethly-3-methyl-benzamide)
- **Picaridin** (KBR 3023, Chemical Name: 2-(2-hydroxyethyl)-1-piperidinecarboxylic acid 1-methylpropyl ester)

- **Oil of Lemon Eucalyptus** or **PMD** (Chemical Name: para-Menthane-3,8-diol) the synthesized version of oil of lemon eucalyptus
- **IR3535** (Chemical Name: 3-[N-Butyl-N-acetyl]-aminopropionic acid, ethyl ester)
- **Permethrin** (3-Phenoxybenzyl (1RS)-cis,trans-3-(2,2-dichlorovinyl) -2,2-dimethylcyclopropanecarboxylate) **–** Permethrin kills ticks and can be used on clothing (but not skin)

The EPA characterizes the active ingredients DEET and Picaridin as “conventional repellents” and Oil of Lemon Eucalyptus, PMD, and IR3535 as “biopesticide repellents”, which are derived from natural materials.

In general, higher concentrations of active ingredient provide longer duration of protection, regardless of the active ingredient, although concentrations above approximately 50 percent do not offer a marked increase in protection time. Products with less than 10 percent active ingredient may offer only limited protection, often from 1 to 2 hours. Products that offer sustained release or controlled release (micro-encapsulated) formulations, even with lower active ingredient concentrations, may provide longer protection times. Regardless of what product you use, if you start to get mosquito bites reapply the repellent according to the label instructions or remove yourself from the area with biting insects if possible.

Clothing and other products can be purchased pre-treated, or products can be treated using EPA-registered products. Permethrin is the only pesticide approved by the EPA for these uses. Permethrin binds tightly to the fabrics, resulting in little loss during washing and minimal transfer to the skin. Permethrin is poorly absorbed through the skin, although sunscreens and other products may increase the rate of skin absorption.

If you decide to use permethrin-treated clothing, consider these tips:

- Read the application instructions carefully and apply the product according to the label directions. Do not over-treat products.
- Permethrin treatments are only intended for use on fabrics; do not apply them directly to the skin or other items.
- Do not apply permethrin to clothing while it is being worn.
- Apply the product to clothing outdoors in well ventilated areas that are protected from wind.
- Hang treated fabrics outdoors and allow them to dry completely before wearing them.
- Wash permethrin treated clothing separately from other clothing items.

1.6 Poisonous Plants

The potential for contact with poisonous plants, such as poison ivy, oak, and sumac exists when performing fieldwork in wooded or boggy areas. Urushiol, an oily organic allergen found in plants, can cause an allergic reaction when in contact with the leaves or vines.

Poison ivy can be found as vines on tree trunks or as upright bushes. Poison ivy consists of three leaflets with notched edges. Two leaflets form a pair on opposite sides of the stalk, and the third leaflet stands by itself at the tip. Poison ivy is red in the early spring and turns shiny green later in the spring. Poison ivy grows throughout much of North America, including all states east of the Rocky Mountains. It is normally found in wooded areas, especially along edge areas where the tree line breaks and allows sunshine to filter through. It also grows in exposed rocky areas, open fields, and disturbed areas.

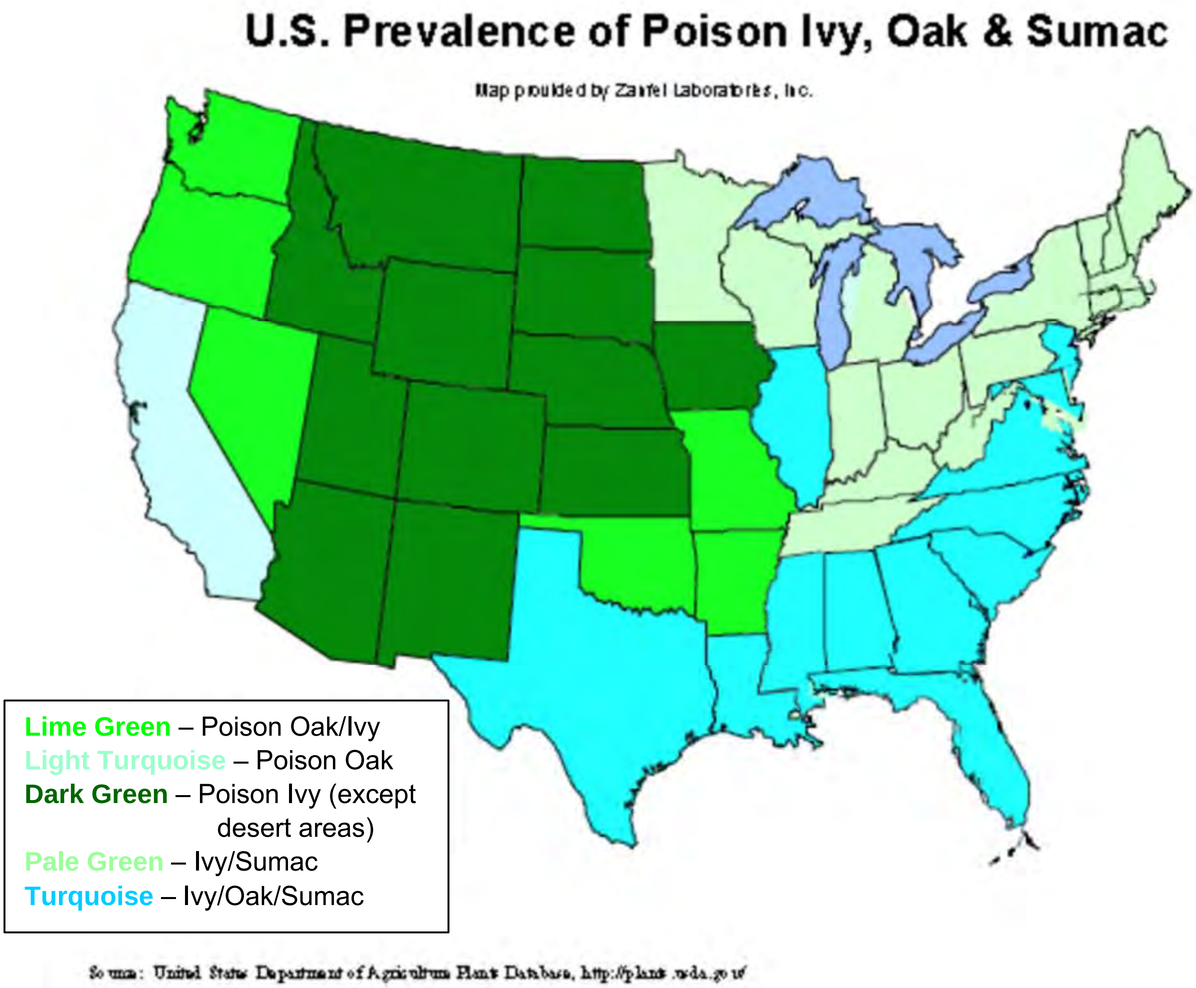
Poison oak can be present as a sparsely-branched shrub. Poison oak can grow anywhere in the United States with the exception of Hawaii, Alaska, and some southwest areas that have desert climates. Poison oak is similar to poison ivy in that it has the same leaflet configuration; however, the leaves have slightly deeper notches.

Poison sumac can be present in the form of a flat-topped shrub or tree. It has fern-like leaves, which are velvety dark green on top and pale underneath. The branches of immature trees have a velvety "down." Poison sumac has white, "hairy" berry clusters. Poison sumac grows exclusively in very wet or flooded soils, usually in swamps and peat bogs, in the eastern United States.

Poison Ivy

Poison Oak

Poison Sumac



To prevent exposure to these poisonous plants:

- Wear proper PPE, including long sleeves, long pants, boots, and gloves.
- Barrier skin creams, such as lotion containing bentoquatum (Tecnu®), may offer some protection prevent the occurrence of exposure symptoms.
- Contact with poison ivy, sumac, or oak may lead to a skin rash, characterized by reddened, itchy, blistering skin which needs first aid treatment. Employees with known allergies should identify themselves to the SSO or Project Manager prior to starting field work as a precautionary measure. If you believe you have contacted one of these plants:
  - Immediately wash skin thoroughly with soap and water, taking care not to touch your face or other body parts.
  - Contact the People and Safety Team and Project Manager immediately after caring for affected skin.

- Wash exposed clothing separately in hot water with detergent.

- After use, clean tools, and soles of boots with rubbing alcohol or soap and lots of water. Urushiol can remain active on the surface of objects for up to 5 years.
- If a rash occurs, contact the People and Safety Team and complete and submit an Incident Report Form. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

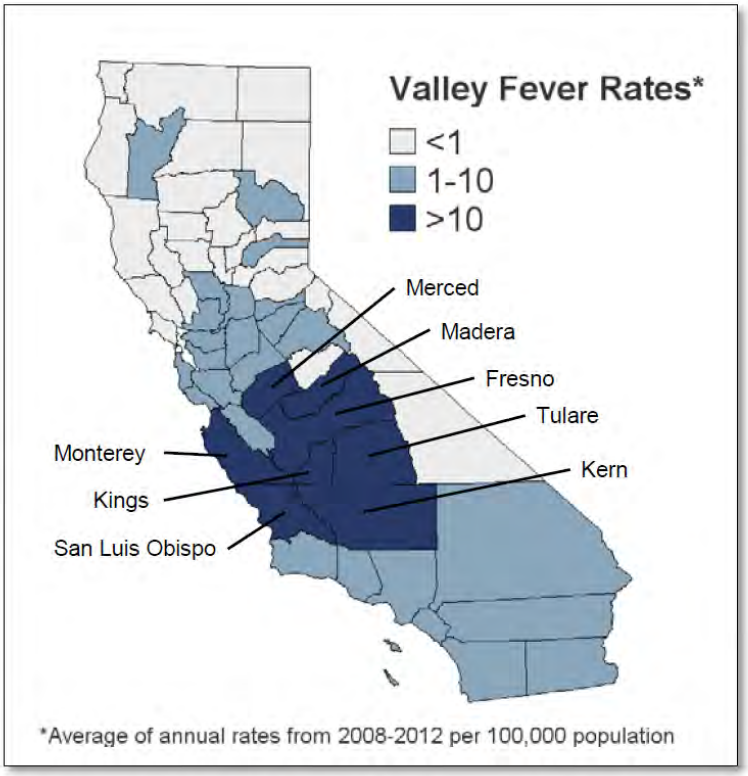
1.7 Sewage and Bacterial Impacted Sediments

Some project work may be conducted at sites that serve or have served as a combined sewer overflow and consequently may have received untreated sanitary sewage from numerous sources. Decomposed sewage can potentially be encountered within sites and their sediments. Sediments could contain soil and marine microorganisms, and bacterium associated with sewage. Many of these bacterium can cause illness through ingestion, direct contact, or the inhalation of a bio-aerosol possibly in the form of dust. Potential respiratory exposure to biological agents can also occur through the inhalation of aerosols produced during sediment handling activities. PPE as identified in the site-specific HASP will be worn to minimize potential exposures. Employees will follow the decontamination or disposal procedures identified in the HASP.

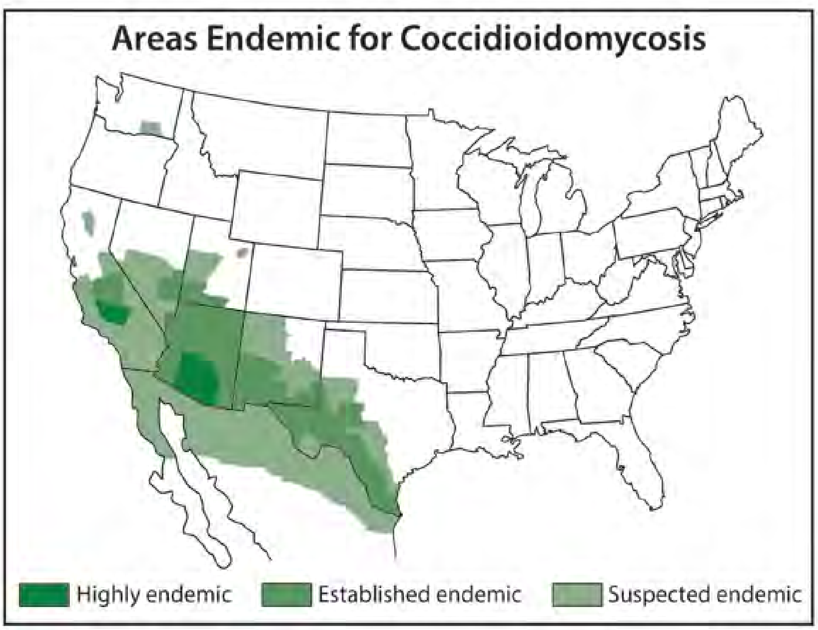
1.7.1 Fungal Spores in Soil – Valley Fever

Valley Fever is an illness that usually affects the lungs. It is caused by the fungus *Coccidioides immitis* that lives in the top 2 to 12 inches of soil in many parts of California. When fungal spores are present, any work activity that disturbs the soil, such as digging, grading, or other earth moving operations, or vehicle operation on dirt roads, can cause the spores to become airborne, therefore increasing the risk of Valley Fever. All employees on sites where the fungus is present, and who are exposed to dusty conditions and wind-blown dusts are at increased risk of becoming infected.

Valley Fever fungal spores are too small to be seen, and there is no reliable way to test the soil for spores before working in a particular place. Valley Fever can be found throughout the southwestern United States, parts of Mexico, and South America. Some California counties consistently have Valley Fever fungus present in the soil. In these regions Valley Fever is considered endemic. Health departments track the number of cases of Valley Fever illness that occur. This information is used to map illness rates as seen on the figures below from the Center of Disease Control Valley Fever Awareness website.



Rates of reported Valley Fever cases in California counties from 2008–2012. Darkest colored counties had the highest rates of Valley Fever.



When present, symptoms usually occur between 7 to 21 days after breathing in spores, and can include:

- Cough
- Fever
- Chest pain
- Headache
- Muscle aches
- Rash on upper trunk or extremities
- Joint pain in the knees or ankles
- Fatigue

Symptoms of Valley Fever can be mistaken for other diseases such as the flu (influenza) and TB (tuberculosis), so it is important for employees to obtain medical care for an accurate diagnosis and possible treatment.

While there is no vaccine to prevent Valley Fever, the following important steps must be taken in order to limit risk:

- Determine if the worksite is in an endemic area. Contact the local health department for more information about the risk in the county GEI is performing work that may disturb soils.
- Prepare work plans and work practices that reduce employee's exposure, which may include:
    - Provide air conditioned cabs with properly maintained dust filters for vehicles that generate heavy dust and make sure employees keep windows and vents closed.
    - Suspend work during heavy winds.
- When exposure to dust is unavoidable, National Institute for Occupational Safety and Health (NIOSH)-approved respiratory protection with particulate filters rated as N95, N99, N100, P100, or High Efficiency Particulate Air (HEPA) must be provided. The Project Manager must work with the Safety Team to develop and implement a respiratory protection program in accordance with California's Occupational Safety and Health Administration (Cal/OSHA's) Respiratory Protection standard (8 CCR 5144) for the project.
- Take measures to reduce transporting spores offsite, such as:
    - Clean tools, equipment, PPE, and vehicles before transporting offsite.
    - If employee's clothing is likely to be heavily contaminated with dust, provide coveralls and change rooms, and showers where possible.

1.8 Injury Reporting

If a GEI employee suffers an injury, bite, or sting on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Safety Officer.

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, Human Resources, and/or the receipt of the Incident Report Form, the Regional Health & Safety Officer (RHSO) will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.9 Limitations

Follow safety procedures as defined in the site-specific HASP. Appropriate PPE must be worn correctly to provide the intended level of protection.

1.10 References

http://www.cdc.gov/ncidod/dvbid/westnile/index.htm
http://www.cdc.gov/ncidod/dvbid/westnile/qa/insect_repellent.htm
http://www.epa.gov/pesticides/health/mosquitoes/insectrp.htm
http://www.cdc.gov/niosh/topics/lyme/
Protecting Yourself from Ticks and Mosquitoes, NIOSH Fast Facts, Publication No. 2010-119
http://npic.orst.edu/pest/mosquito/ptc.html
http://www.cdc.gov/features/valley-fever-10-things/
https://www.cdph.ca.gov/HealthInfo/discond/Documents/VFGeneral.pdf
https://blog.epa.gov/blog/tag/mosquitoes/

1.11 Attachments

None

1.12 Contact

Health&SafetyTeam@geiconsultants.com

1.13 Review History

- June 2016
- June 2014
- November 2013
- October 2010

STANDARD OPERATING PROCEDURE
HS-004 Driver Safety

1.1 Objective

GEI has implemented a Safe Driving Program to encourage safe driving habits and promote the ongoing safety of our staff and the communities where we work. For more information, refer to the Operation of Vehicles section of GEI's Employee Handbook.

This Standard Operating Procedure (SOP) provides requirements and recommendations to minimize the potential risks while operating or riding in a motor vehicle.

1.2 General

GEI employees will adhere to the following requirements when operating a vehicle while conducting business on behalf of GEI. These requirements apply to GEI-owned, rental, and personal vehicles used to conduct GEI business:

- Employees must maintain a valid and current driver's license.
- Employees using a personal vehicle for work-related travel must have proper insurance coverage that meets the requirements in the state in which they reside.
- Employees must wear their safety belt while in a moving vehicle.
- Vehicle incidents will be reported in accordance with GEI's Incident Reporting procedures (*refer to* GEI's Safety App for smart phones or the Safety page on the GEI intranet.).
- Vehicles will be properly maintained and safely operated (*refer to* GEI's Fleet Maintenance Program).
- Employees will follow safe driving behaviors, which include limiting distractions such as manipulating radios or other equipment that may cause a distraction. Employees should not exceed the posted speed limit and should maintain a safe distance between other vehicles.
- When parking a vehicle at a job site, the employee should position the vehicle in a manner which reduces or eliminates the need to operate the vehicle in reverse. It is recommended, a safety cone should be placed at the rear of the vehicle after parking the vehicle and be removed prior to moving the vehicle. This precautionary measure makes the employee aware of other vehicles, equipment, and structures within the backup radius of the vehicle.

When driving an unfamiliar vehicle (rental or GEI-owned), it is the driver's responsibility to orient themselves to the vehicle by:

- Walking around the vehicle to observe the condition of the vehicle and hazards that could be within the travel path.
- Becoming familiar with the size of the vehicle.
- Note if the vehicle has anti-lock braking system (ABS[1]).
- Adjusting mirrors (rear and side).
- Adjust seats to be situated as far back as safely practical, away from the air bag, located in the steering wheel.
- Becoming familiar with dashboard, center console, and steering controls.
- Locating the turn signals, windshield wipers, lights, emergency flashers, and the heating, air conditioning, and defrost controls.

1.3 Driving Defensively

Driving defensively means not only taking responsibility for oneself and actions but also keeping an eye on "the other guy." Good defensive drivers may be able to anticipate what the other driver will do next. GEI recommends the following guidelines to help reduce risks while driving:

- Do not start the vehicle until each passenger and any belongings are secured in the vehicle.
- Remember that driving above or below the speed limit can increase the likelihood of a collision.
- Be aware of impaired drivers; if a car is straddling the center line, weaving, making wide turns, stopping abruptly, or responding slowly to traffic signals, the driver may be impaired or using a cellular telephone. Avoid an impaired driver by turning right at the nearest corner or exiting at the nearest exit.
    - If it appears that an oncoming car is crossing into your lane, pull over to the roadside, sound the horn, and flash the headlights.
    - If an unsafe or suspicious driver is observed, notify the police.
- Follow the rules of the road. Do not contest the "right of way" or try to race another car during a merge. Always be respectful of other motorists.

[1] ABS is a mechanism that allows the wheels on a vehicle to maintain contact with the surface of the road, based on inputs from the driver (braking), to prevent the wheels from locking up (ceasing rotation) and to avoid an uncontrolled skid.

- Allow large vehicles, including tractor trailers, extra breaking distance, turning radius, and avoid traveling in the other driver's blind spots.
- Do not follow too closely. GEI employees should use a minimum of "3-second following distance."
- While driving, be cautious, aware, and responsible.
- Use extra caution, observe road signs, and reduce speed in construction areas and school zones.
- Always be aware of pedestrians, bicyclists, and motorcyclists.

1.4 Cellular Phone Use and Other Distractions

Refer to the *Portable Communication Device Use While Driving* section of the GEI Employee Handbook for GEI's policy on the use of cellular telephones while operating a vehicle.

1.5 Drugs and Alcohol

The use of illegal drugs or alcohol is prohibited when driving a vehicle on GEI business. Be aware of the side effects of prescription and over-the-counter medications which can impair an employee's ability to drive.

1.6 Adverse Driving Conditions

When operating a vehicle, its possible adverse driving conditions may be encountered. Below is a list of possible conditions and how they can be mitigated.

1.6.1 Driving at Night

Vision maybe limited at night due to impairment of the driver's depth perception, color recognition, and peripheral vision. Another factor adding danger to night or early morning driving is fatigue. Drowsiness makes driving more difficult by dulling concentration and slowing reaction time. Effective measures to minimize these hazards by preparing the car and following guidelines:

- Check the headlights to ensure they are properly aimed. If you notice the headlights are not properly aimed, report it to the Branch Manager, or if applicable the rental car agent. Misaimed headlights blind other drivers and reduce the driver's ability to see the road.
- In addition to the known hazards of consuming alcohol prior to driving, night driving can potentially be affected because the recovery rate of glare from headlights is prolonged. Thus reducing your ability to see.

- Smoking in GEI vehicles and rentals is not permitted. When driving a personal vehicle for business, avoid smoking while driving. Nicotine and carbon monoxide may hamper night vision.
- Observe driving safety as soon as the sun goes down. Twilight is one of the most difficult times to drive, because the eyes' pupils are constantly changing to adapt to the growing darkness Always use headlights at dusk and at dawn; lights will not help the driver see better in early twilight, but they will make it easier for other drivers to see your car. Drive at a speed that allows you to see the road that is within the headlights span. Driving in a manner that prevents you from seeing hazards as they are illuminated is known as overdriving the headlights; it may be necessary for the driver to reduce speed to be prepared to brake within the illuminated area of the headlights.
- If an oncoming vehicle does not lower beams from high to low, avoid glare by watching the right edge of the road and using it as a steering guide.
- The driver should make frequent stops for light snacks and exercise. If the driver is too tired to drive, stop in a safe area and get some rest.

1.6.2 Snow/Freezing Conditions

When snow and ice are present, be prepared by following these winter driving safety tips.

1.6.2.1 Prepare the Vehicle Before a Snowstorm

- Check under the hood and take a look at the vehicles cooling system. Make sure the vehicle contains adequate antifreeze and the hoses are in good condition.
- Test heaters and defrosters ahead of time to make sure they are in good working condition.
- Test the windshield wipers and check the condition of the wiper blades. If wipers leave streaks on the windshields, replace the blades at the next possible opportunity. Keep the receipt to expense the cost with GEI or with the car rental company.
- It is recommended that a windshield washer/antifreeze solution is used during winter conditions.
- Check the lights on the vehicle and periodically clear them of snow and dirt.
- Vehicle batteries need extra power in cold conditions. Make sure the battery's terminals are clean and cables are secure.
- Determine if the vehicle has a anti-lock brake (ABS) system.
- Keep the gas tank at least half-full in the winter to help avoid gas line freeze up.

1.6.2.2 Driving During and After a Snowstorm

- Wear sunglasses to aid in limiting reflection from snow.
- Be aware of blind spots created by snow banks.
- Be extra cautious of pedestrians and other vehicles in intersections.
- Allow extra time for braking and increase the distance between your car and the car immediately in front of the car.
- Reduce speed and do not exceed the posted limit.
- If the tires starts to lose traction, remove the foot off the gas and gradually reduce speed. Accelerate slowly once traction is regained.
- If the vehicle starts to skid, and does not have anti-lock brakes, steer into the skid. This will bring the back end of the car in line with the front. Avoid using the brakes. If the vehicle does have anti-lock brakes, firmly brake as you steer into the skid.

1.6.3 Driving In the Rain

To prevent losing control of the car on wet pavement, take these preventive measures.

- Prevent skids by driving slowly and carefully, especially on curves.
- Steer and brake with a light touch.
- When necessary to stop or slow, do not brake hard or lock the wheels.
- Maintain mild pressure on the brake pedal.

Skidding
If the car begins to skid, ease the foot off the gas, and carefully steer the car in the direction you want the front of the car to go. For cars without anti-lock brakes, avoid using the brakes. This procedure, known as “steering into the skid,” will bring the back end of the car in line with the front. If the car has anti-lock brake systems (ABS), brake firmly as you steer into the skid.

Hydroplaning
Hydroplaning happens when the water in front of the tires builds up faster than the car’s weight can push it out of the way. The water pressure causes the car to lose contact with the road surface and slide on a thin layer of water between the tires and the road. At this point, the car can be completely out of contact with the road, making it possible for the driver to skid or drift out of the lane, or even off the road.

To avoid hydroplaning, keep the tires properly inflated and maintain good tread on the tires. If tires need to be replaced on a company vehicle, notify the branch manager or their designee. Slow down when roads are wet, and stay away from puddles. Try to drive in the tire tracks left by the cars in front of the vehicle. If the car begins to hydroplane, do not brake or turn suddenly. This could throw the car into a skid. Ease the foot off the gas until the car slows; accelerate slowly once traction is regained. If braking is needed, do so gently with light pumping actions. If the car has ABS, brake normally; the car's computer will mimic a pumping action, as necessary.

If weather conditions worsen to the point where the driver is not comfortable driving, pull the vehicle over to a safe location until conditions improve. Do not drive during severe weather conditions. Do not attempt to drive on roads with standing water or that have been flooded. Find an alternate route if these conditions exist.

1.6.4 Off Road

If operation of a vehicle is required off public or private roads or in situations where four-wheel-drive vehicles are required, the appropriate vehicle for the situation will be used.

Be sure any gear or equipment is secured inside the vehicle so it doesn't bounce around while the vehicle is off-road.

- Know the underside of the vehicle. Look under the vehicle and learn where the lowest-hanging parts are located so they are not damaged.
- Scout tricky terrain on foot. Don't hesitate to get out of the vehicle to examine, up close, the terrain and soil conditions. And be sure to scout out what's on the other side of a hill ahead of time so there are no surprises.
- Drive cautiously. Drive, "as slow as possible, as fast as necessary." Remember to use the gears to efficiently manage engine power, braking, and torque.
- Create a mental picture. Look ahead and visualize the paths to the vehicle will travel. Follow those paths.
- Drive straight up and down hills. Avoid diagonal lines that put the vehicle in a situation where it might roll.

1.7 Driver Training

GEI employees are required to complete driver safety training every 3 years. This training is managed by the People Team and will be assigned through GEI's e-learning provider.

1.8 Injury Reporting

GEI employees will report incidents involving GEI personnel or subcontractor personnel, such as: lost time injuries, injuries requiring medical attention, near miss incidents, fires, fatalities, accidents involving the public, chemical spills, vehicle accidents, and property damage. The following steps must be followed when an incident occurs:

1. In life-threatening situations, immediately call 9-1-1.
2. Stop work activity to address any injury, illness, property damage, spill or other emergency.
3. **Immediately** report any incidents to your Supervisor/Project Manager and Regional Health & Safety Officer.
4. If your injury or illness is not life-threatening, call Medcor Triage at 1-800-775-5866 to speak with a medical professional.
5. Complete an Incident Report Form **immediately** after addressing the incident. Report forms are available on GEI's Safety App (for smart phones) and on the Safety page on the GEI intranet.

For vehicle accidents involving another vehicle or damage to property, the employee will take pictures of each vehicle or property involved in the incident and obtain a police report. In some municipalities police will not be dispatched to a non-injury accident, but every effort needs to be made to try and obtain the report.

1.8.1 Injury Triage Service

If a GEI employee experiences a work-related injury that is not life-threatening, the employee will initiate a call to Medcor Triage at 1-800-775-5866. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a health professional at a clinic within GEI's workers compensation provider network. GEI employees are still required to follow our Accident Reporting procedures as listed above.

1.9 Limitations

Follow safety procedures as defined in the site-specific HASP.

1.10 References

National Safety Council
Oklahoma Safety Council
GEI Consultants, Inc. Employee Handbook

1.11 Attachments

None

1.12 Contact

SafetyTeam@geiconsultants.com

1.13 Review History

- December 2017
- November 2016
- May 2014
- November 2013
- January 2011

STANDARD OPERATING PROCEDURES

SOP NO. HS-009 Hazardous Substances Exposure Management

1.1 Objective

This Standard Operating Procedure (SOP) is intended to outline the steps GEI employees will take to identify potential hazards associated with exposure to hazardous substances, the risks associated with these hazards, and the proper controls to use to minimize exposure. The site-specific health and safety plan (HASP) should include a hazard assessment for the project that identifies the potential of encountering a hazardous substance and the control methods to be implemented by GEI employees. These hazards should be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.2 General

A hazardous substance is any substance that has one or more of the following intrinsic properties:

- Explosiveness
- Flammability
- Ability to oxidize
- Human toxicity (acute or chronic)
- Corrosiveness (to human tissue or metal)
- Ecotoxicity (with or without bioaccumulation)
- Capacity, on contact with air or water, to develop one or more of the above properties

1.3 Hazard Identification

An initial identification of hazards should be done based on a review of available documents including lists of chemicals used on site, analytical data from soil, surface water, groundwater, air, spill history, site history, equipment on site, maps, photos, and a preliminary survey.

Once hazardous substances are identified the regulated exposure limits need to be identified. Each substance may have a state/federal exposure value for each of the following (if applicable):

Action Level – An airborne level, typically one-half of the permissible exposure limit (PEL) designated in Occupational Safety and Health Administration’s (OSHA’s) substance-specific standards, 29 CFR 1910, Subpart Z, calculated as an

8-hour time weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.

Ceiling Limit – The exposure limit a worker's exposure may never exceed.

Sampling and Analytical Error – A statistical estimate of the uncertainty associated with a given exposure measurement.

Short-Term Exposure Limit (STEL) – The average exposure to a contaminant to which a worker may be exposed during a short time period (typically 15-30 minutes).

Time Weighted Average (TWA) – The average exposure to a contaminant over a given period of time, typically 8 hours.

1.4 Risk Identification

Once the presence and concentrations of specific hazardous substances and health hazards have been established, the risks associated with these substances will be identified. GEI employees and GEI subcontractors who will be working on the site will be informed of risks that have been identified.

Risks to consider include, but are not limited to:

- Potential exposures exceeding the permissible exposure limits and published exposure levels
- Potential Immediately Dangerous to Life and Health (IDLH) concentrations
- Potential skin absorption and irritation sources
- Potential eye irritation sources
- Potential hazardous atmospheres, including oxygen deficiency and fire and explosion hazards

1.5 Engineering Controls, Work Practices, and Personal Protective Equipment for Employee Protection

Engineering controls, work practices, and personnel protective equipment (PPE) for substances regulated in OSHA Subpart G (Occupational Health and Environmental Control) and Subpart Z (Toxic and Hazardous Substances) will be implemented in to protect employees from exposure to hazardous substances and safety and health hazards.

1.5.1 Elimination/Substitution

The first control method should be to try and eliminate or substitute the hazards with a safer alternative. This is the most effective solution as shown is Figure 1 below. If you can remove the hazard than you no longer need to find a way to protect the employee from it. Or you can substitute a different piece of equipment or chemical to use that doesn't pose the same hazard and doesn't create a new one.

1.5.2 Engineering Controls

Engineering controls implement physical change to the workplace, which eliminates/reduces the hazard on the job/task. Examples include:

- Change the process to minimize contact with hazardous chemicals
- Isolate or enclose the process
- Use of wet methods to reduce generation of dusts or other particulates
- General dilution ventilation
- Use of fume hoods

1.5.3 Administrative Controls (Work Practices)

Administrative controls establish efficient processes or procedures to help protect the employee. Examples of these are:

- Rotate job assignments
- Adjust work schedules so that workers are not overexposed to a hazardous chemical

1.5.4 Personal Protective Equipment

The use of PPE to reduce exposure to risk factors is the last line of defense. All other options should be exhausted before use of PPE. Examples of PPE are:

- Chemical protective clothing
- Respiratory protection
- Gloves
- Eye or hearing protection
- Steel toe boots

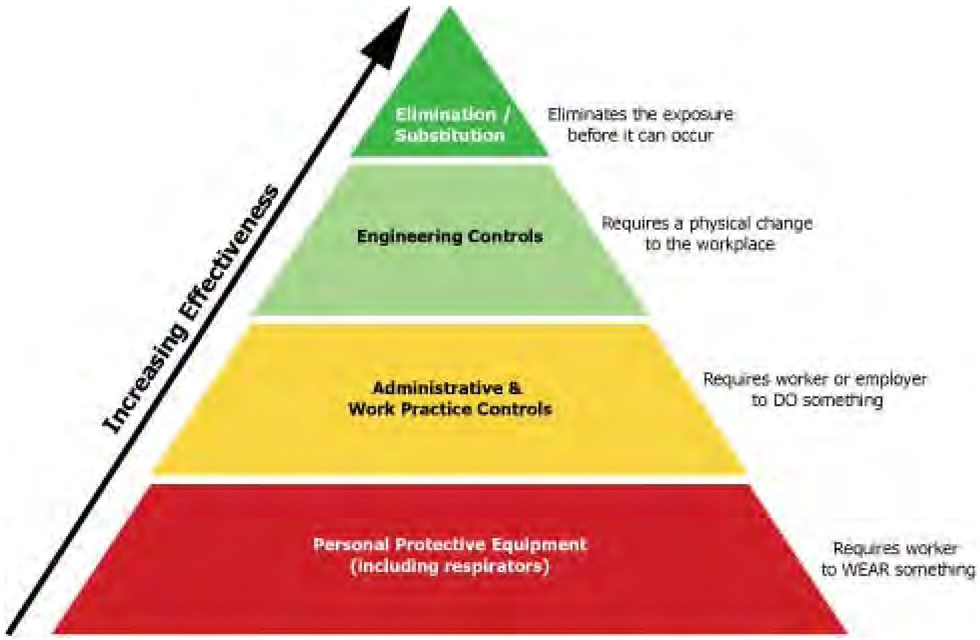


Figure 1: Hazard Mitigation Effectiveness Pyramid

1.5.5 Engineering Controls, Work Practices, and PPE for Substances Regulated in Subparts G and Subpart Z

Engineering controls and work practices will be instituted to reduce and maintain employee exposure at or below the PELs for substances regulated by 29 CFR Part 1910.

Engineering controls that may be feasible include the use of pressurized cabs or control booths on equipment, and/or the use of remotely operated material handling equipment. Work practices may include removing non-essential employees from potential exposure during opening of drums, wetting down dusty operations, and positioning employees upwind of potential hazards.

If engineering controls and work practices are not feasible, or not required, a reasonable combination of engineering controls, work practices, and PPE will be used to reduce and maintain at or below the PELs or dose limits for substances regulated by 29 CFR Part 1910, Subpart Z.

GEI will not implement a schedule of employee rotation as a means of compliance with PELs or dose limits except when there is no other feasible way of complying with the airborne or dermal dose limits for ionizing radiation.

The provisions of 29 CFR, subpart G, will be followed.

1.5.6 Engineering Controls, Work Practices, and Personal Protective Equipment for Substances Not Regulated in Subparts G and Subparts Z

An appropriate combination of engineering controls, work practices, and PPE will be used to reduce and maintain employee exposure to or below published exposure levels for hazardous substances and health hazards not regulated by 29 CFR Part 1910, Subparts G and Subparts Z. GEI will use published literature and Safety Data Sheets (SDS) as a guide in making the determination of what level of protection is appropriate for hazardous substances and health hazards for which there is no permissible exposure limit or published exposure limit.

1.5.7 Decontamination Procedures

Decontamination procedures will be developed, communicated to employees, and implemented before employees or equipment enter areas on site where potential for exposure to hazardous substances exists. Procedures will be developed to minimize employee contact with hazardous substances or with equipment that has contacted hazardous substances.

GEI employees leaving a contaminated area will be properly decontaminated; contaminated clothing and equipment leaving a contaminated area will be properly disposed of or decontaminated.

Decontamination procedures will be monitored by the site safety officer (SSO) to determine their effectiveness. When such procedures are found to be ineffective, the site safety officer will contact the Corporate Health and Safety Officer and appropriate steps will be taken to correct deficiencies.

Location

Decontamination will be performed in areas that will minimize the exposure to employees, equipment, and the environment.

Equipment and Solvents

Equipment and solvents used for decontamination will be decontaminated or disposed of properly.

Personal Protective Clothing and Equipment

Protective clothing and equipment will be decontaminated, cleaned, laundered, maintained, or replaced as needed to maintain their effectiveness.

Employees whose clothing comes in contact with hazardous substances will immediately remove that clothing and follow the directions on packaging or SDS sheet for how to properly clean the exposed area. The clothing will be disposed of or decontaminated before it is removed from the work zone.

Commercial Laundries or Cleaning Establishments
Commercial laundries or cleaning establishments that decontaminate protective clothing or equipment will be informed of the potentially harmful effects of exposures to hazardous substances.

Showers and Changing Rooms
Where the decontamination procedure indicates a need for regular showers and change rooms outside of a contaminated area, these will be provided and meet the requirements of 29 CFR 1910.141 (Sanitation). If temperature conditions prevent the effective use of water, then other effective means for cleansing will be provided and used.

1.6 Injury Reporting

If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Health and Safety Officer.

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, Human Resources, and/or the receipt of the Incident Report Form, the Regional Health & Safety Officer (RHSO) will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.7 Limitations

None

1.8 References

OSHA 1910.120 Hazardous Waste Operations and Emergency Response
OSHA 1910 Subpart G Occupational Health and Environment Control
OSHA 1910 Subpart Z Toxic and Hazardous Substances
OSHA 1910.141 General Environmental Controls – Sanitation
http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996/defining-hazardous-substances/ (Viewed 7/8/2016)
https://www.osha.gov/SLTC/hazardoustoxicsubstances/ (Viewed 7/8/2016)
https://www.osha.gov/SLTC/hazardoustoxicsubstances/control.html (Viewed 7/11/2016)

1.9 Attachments

None

1.10 Contact

Health&SafetyTeam@geiconsultants.com

1.11 Review History

- July 2016
- May 2014
- November 2013
- August 2011 known as Hazard Identification and Management
- February 2011 known as HS-008 Contaminant Properties

STANDARD OPERATING PROCEDURES

SOP No. HS-010 Inclement Weather

1.1 Objective

This Standard Operating Procedure (SOP) is intended for use by employees engaged in work with the potential to be affected by inclement weather. The site-specific health and safety plan (HASP) should include a hazard assessment for the project that identifies the potential for working in inclement weather and the control methods to be implemented by GEI employees. These hazards should be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.2 General

Employees should be aware of local weather conditions and monitor advisories issued by the National Weather Service and other local reporting services. Depending on location and season, storms are capable of producing heavy rain, floods, extreme temperatures, high wind conditions, lighting, tornados, and/or snowfall.

1.2.1 Heavy Rain

If working or driving in a rain storm, use extreme caution. When driving, turn your low beam lights on when the rainfall becomes heavy. Employees should be aware of the following:

- Heavy rain decreases visibility, especially when driving.
- Surfaces and tools become slippery.
- If you are working in the rain and your clothes become wet there is a risk of hypothermia when exposed to winds, even in warm temperatures.
- If the storms are going to produce thunder and/or lightning, leave the work area immediately and move to a safe area.
- Use your best judgment to determine if the rainfall becomes too heavy to continue working safely.

1.2.2 Lightning

Lightning can strike as far as 10 miles from the area where it is raining. That's approximately the distance you can hear thunder. **If you can hear thunder, you are within striking distance. Seek safe shelter immediately.** This can be within a building or vehicle. Wait 30 minutes after the last clap of thunder or flash of lightning before going outside again.

1.2.3 Flooding

Flooding may occur as a result of heavy rain in a short period of time. Flooding can be particularly acute in canyon areas where dry creek beds can turn into raging rivers from rainfall in distant or higher elevation areas. Be aware of this and your surroundings and move to a safe place if you begin to see signs that flooding may occur. Signs of potential flooding include sudden appearance of water in dry creek beds, increased water flow in rivers or streams, or quick rise in water levels.

Do not attempt to drive through areas or streets that are flooded. Seek alternate routes. Be particularly cautious at night when flooded areas are difficult to see. Urban flooding can stop traffic; increase the potential for traffic accidents; and can trap people in vehicles.

1.2.4 Extreme Temperatures

Work activities may take place in extreme heat or cold. Be prepared if these conditions are anticipated. Have the appropriate personal protective equipment (PPE) available; exercise proper fluid intake; and take breaks to prevent heat and cold stress. For more information about these conditions see the heat stress and cold stress programs found in GEI's Health and Safety Program.

1.2.5 High Winds, Tropical Storms, and Tornados

High Winds can be extremely dangerous. Appropriate measures will be taken to secure equipment and loose items when working in windy conditions. The project manager should be contacted about the weather conditions and, if necessary, work should be postponed.

Tropical storms are described as storms with sustained winds ranging from 39 to 73 miles per hour (mph) and hurricanes produce sustained winds that exceed 74 mph. When winds approach 40 mph (gale force winds) twigs begin to break off of trees and vehicles will veer off of the road. When winds approach 40 mph or the GEI employee feels unsafe based on the activities being performed, stop work and seek shelter as soon as possible. Blowing or falling debris and overhanging limbs/signs can be a significant hazard. If possible, avoid driving in these conditions; 70 percent of injuries during hurricanes are a result of vehicle accidents. Note that tall or elevated equipment will have manufacturer's safe operating wind speeds defined that could be less than 40 mph. The operator's manual should be consulted prior to operation of the equipment.

A tornado is a violent, dangerous, rotating column of air that is in contact with both the surface of the earth and a cumulonimbus cloud or, in rare cases, the base of a cumulus cloud. The Fujita Scale is used to rate the intensity of a tornado by examining the damage caused by the tornado after it has passed over a man-made structure. Based on the Fujita Scale, or F-Scale, numbers begin at F0: 40-72 mph and go to F6: 319-379 mph (F6 is generally theoretical). Nearly three-fourths of tornados are on the weak F0-F1 scale with just over two-thirds of deaths resulting from the violent F4-F5 tornados.

If a tornado is seen, stop work and seek shelter immediately. If a tornado siren is sounded move immediately to safety indoors and then move to a windowless interior space, basement, stairwell, or designated fall-out shelter. Windows should not be opened before an oncoming tornado. If there is no shelter available, seat belt yourself into your stationary vehicle or seek a depression or low spot on the land surface.

1.2.6 Snowfall and Ice Conditions

Working in the winter months may result in activities taking place during periods of snowfall or icy conditions. If you are working during or after snow has fallen, dress appropriately for the conditions. Snow and ice can cause working surfaces to become slippery. Clear snow and ice from work areas to prevent slip hazards. Use caution when performing snow or ice removal activities to prevent injuries. Driving in snowy and icy conditions is also hazardous. Reduce speed and use caution if you must drive in these conditions.

If the weather conditions deteriorate and you do not feel safe working in these conditions, stop work, move to a safe indoor location, and contact your project manager to let them know the weather, work conditions, and your location.

1.3 Injury Reporting

If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Safety Officer.

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, Human Resources, and/or the receipt of the Incident Report Form, the Regional Health & Safety Officer (RHSO) will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.4 Limitations

Follow safety procedures as defined in the site-specific HASP. Appropriate PPE must be worn correctly to provide the intended level of protection. Protection in extreme weather conditions can best be accomplished if the conditions are anticipated and actions are taken. Monitor local weather conditions prior to starting work.

1.5 References

Center for Disease Control and Prevention – Natural Disasters and Severe Weather
http://www.bt.cdc.gov/disasters/

National Lightning Safety Institute

NOAA, National Weather Service

Office of Climate, Water, and Weather Services

1.6 Attachment

None

1.7 Contact

Safety Team
Health&SafetyTeam@geiconsultants.com

1.8 Review History

- Previous revision dates were not documented
- May 2014
- July 2016

STANDARD OPERATING PROCEDURES

SOP No. HS-012 Noise Exposures

1.1 Objective

This Standard Operating Procedure (SOP) is intended for use by employees engaged in work with elevation noise levels. The site-specific health and safety plan (HASP) should include a hazard assessment for the project that identifies the potential for work in loud environments and the control methods to be implemented by GEI employees. These hazards should be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.2 General

Working in loud environments can cause hearing damage and loss if the proper protection is not in place. The following procedures describe methods to mitigate unhealthy noise levels and protect hearing.

1.3 Hazard Identification

If projects involve noise levels above OSHA regulations, employees should take steps to remove the noise exposure. Common sources of elevated noise levels are heavy equipment, power tools, pumps, and generators. GEI has an established Hearing Conservation Program located in the GEI Health and Safety Program.

1.4 Risk Identification

Hearing protection is required if noise levels in a work area are known to be above 85 decibels (dB), which can be measured with a noise meter. When decibel levels are not known, hearing protection is required if you need to raise your voice to talk to someone standing within a normal speaking distance from you.

1.5 Mitigation

There are three options that can be used to help mitigate a noise hazard:

1.) Remove the hazard by taking away the source of the noise.

2.) Remove the employee from the source of the noise.

3.) Provide the employee with appropriate personal protective equipment (PPE).

The first option for employee protection is to remove the hazard by taking away the source of the noise or using engineering controls to reduce the level.

If this cannot be accomplished, the next control measure is to remove the employee from the source. This can be done by moving the work area to a quieter location or distancing the employee from the noise source. For example, GEI employees do not need to be standing next to an operating drill rig or other heavy equipment. By distancing themselves from heavy equipment or other noise sources the need for hearing protection can be eliminated/reduced.

The final option, if the above two options aren't feasible, disposable ear plugs that are made available to GEI employees are to be used. Additional means of hearing protection will be provided, such as ear muffs, if the disposable ear plugs are not adequate.

When using hearing protection, employees will need to make a greater effort to be aware of the surroundings which may include moving equipment, traffic, and other site hazards.

1.6 Proper Use of Hearing Protection

DISPOSABLE EAR PLUG FITTING INSTRUCTIONS

Before fitting any ear plugs, make sure your hands are clean.
Foam ear plugs are disposable and not intended for reuse.

Hold the ear plug between your thumb and forefinger. Roll and compress the entire ear plug to a small, crease-free cylinder. While still rolling, use your other hand to reach over your head and pull up and back on your outer ear. This straightens the ear canal, making way for a snug fit.

Insert the ear plug and hold for 20 to 30 seconds. This allows the ear plug to expand and fill your ear canal.

Test the fit. In a noisy environment, and with earplugs inserted, cup both hands over your ears and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when your hands are cupped over your ears, your ear plugs are not fitted properly. Carefully remove the earplugs (see instructions below) and refit following instructions, above.

Always remove ear plugs slowly, twisting them to break the seal. If you remove them too quickly, you could damage your ear drum.	

REUSABLE EAR PLUG FITTING INSTRUCTIONS

Before fitting any ear plugs, make sure your hands are clean.

Reusable ear plugs should be inspected and cleaned often in soapy water. If they become hard, torn, or deformed they should be discarded and replaced.

Reach around your head and pull up and back on your outer ear. This straightens out the ear canal, making way for a snug fit. Hold the stem end of the ear plug and insert it well inside your ear canal until you feel it sealing and the fit is comfortable.	
Test the fit. In a noisy environment, and with ear plugs inserted, cup both hands over your ears and release. You should not notice a significant difference in the noise level. If the noise seems to lessen when your hands are cupped over your ears, your ear plugs are not fitted properly. Carefully remove the ear plugs (see instructions below) and refit following instructions, above.	
Always remove ear plugs slowly, twisting them to break the seal. If you remove them too quickly, you could damage your ear drum.	

1.7 Injury Reporting

If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Safety Officer.

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety

Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, People Team, and/or the receipt of the Incident Report Form, the Regional Health & Safety Officer (RHSO) will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.8 Limitations

Follow safety procedures as defined in the site-specific HASP. Appropriate PPE must be worn correctly to provide the intended level of protection.

1.9 References

OHSA 29 CFR 1910.95 – Occupational Noise Exposure

OHSA 29 CFR 1926.101 – Hearing Protection

Texas American Safety Company (TASCO)

1.10 Attachments

None

1.11 Contact

Health&SafetyTeam@geiconsultants.com

1.12 Review History

- June 2016
- May 2014
- November 2013
- February 2011
- November 2010

STANDARD OPERATING PROCEDURE

SOP HS-014 Utility Mark-out

1.1 Objective

This Standard Operating Procedure (SOP) provides guidance for utility mark-out procedures related to drilling, excavation, or other sub-surface or intrusive activities to avoid injury to GEI employees or property damage. This SOP is applicable when GEI is responsible for its operation or our subcontractor's operation for utility mark-out. A utility mark out is when paint, flags or other markers are put in place to identify the location of an underground utility.

Clients or local agencies may have additional requirements or procedures to mark out of utilities. If local utility mark-out procedures differ from those described within this SOP, applicable state or municipal regulations should be followed.

1.2 General

This SOP is intended for use by employees engaged in work with sub-surface or intrusive activities. The site-specific health and safety plan (HASP) should include a hazard assessment for the project that identifies the potential for subsurface hazards and the control methods to be implemented by GEI employees. These hazards should be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.2.1 Contractor/GEI Responsibilities

- The contractor or GEI employee will pinpoint each exploration area with white paint, flags, or stakes. personal protection equipment (PPE), including eye protection when using spray paint will be worn.
- Exploration locations should be marked-out with sample identification number(s) and type of sample (e.g., boring, test-pit, or monitoring well).
- The contractor compiles information about the work areas on a request form specified by the state utility mark-out program and submits it. Work area location maps can be sent to the utility mark-out program to clarify locations.
- The mark-out program customer service representative will provide a mark-out ticket number and a list of utilities notified upon receipt of the request information. This information will be recorded on the GEI documentation form in Appendix B and/or in other project documents.
- If known, the contractor or GEI employee will also notify non-member utility operators (e.g., apartment complexes, commercial complexes, railroads with communication cables, etc.).

1.2.2 Utility Mark Outs

- Utility companies or their sub-contractors will only mark-out, or clear, utilities under their responsibility. Generally, this means that they will only mark-out utilities within the public right-of-way up to private property boundaries. Information needed to determine the location of utilities on private properties will be requested from the property owner. This may include available property drawings or as-built figures. If this information is not available, additional non-intrusive surveys of the property may be required by a private utility locator to find underground utilities by using techniques such as ground penetrating radar (GPR).
- American Public Works Association (APWA) Uniform Color Code For Marking Underground Utility Lines are:
  1. **White** – Proposed Excavation
  2. **Pink** – Temporary Survey Markings
  3. **Red** – Electric Power Lines, Cables, Conduit and Lighting Cables
  4. **Yellow** – Gas, Oil, Steam, Petroleum, and Gaseous Material
  5. **Orange** – Communications, Alarm, Signal Lines, Cables or Conduit
  6. **Blue** – Water
  7. **Purple** – Radioactive Materials
  8. **Green** – Sanitary and Storm Sewers and Drain Lines

1.2.3 Utility Mark Out Review

- Before the intrusive work activities begin, the contractor or GEI employee will verify that each utility company has completed a utility location for the work area or the location has been cleared by a private locator and record this on the mark-out request information sheet.
- A visual survey of the project area will be done prior to the start of intrusive activities. This visual inspection will be done to identify signs, manholes, utility boxes, or other evidence of an underground utility is present and has been considered.
- The contractor or GEI employee can begin work on the scheduled work date and time if the utility operators have responded, taking care to find and preserve markings that have been made.
- Completed clearance documentation will be located on the excavation site during excavation activities and kept in project files.

1.2.4 Excavations

- When excavating near a buried utility, observe the approximate location around that utility.
- If exposing a utility, proper support and protection must be provided so that the utility will not be damaged.
- If the excavation work requires significant spans of the utility to be exposed, it is the contractor's responsibility to support the infrastructure (to prevent sagging or collapse) as needed. Contact the utility operator for support, guidance, or assistance.
- When the excavation is complete, provide proper backfill for utilities that have been exposed.
- Take care not to damage the conduit or protective coating of a utility. If the damage occurs, leave the damaged utility exposed and immediately call the utility owner.
- If a gas line is encountered, everyone will be evacuated according to the site evacuation procedures and the contractor must notify police, fire, and emergency personnel. No attempt should be made to tamper with or correct the damaged utility. All site personnel are to evacuate to the site's predetermined meeting point or a location a minimum of 300 feet away from the incident location.
- If the contractor needs to dig within the approximate location of a combustible, hazardous fluid, or gas line (natural gas, propane or gasoline), soft digging is required (hand digging, vacuum extraction) to a maximum depth of 5 feet. The approximate location is defined as 24 inches on either side of the designated center line of the utility if the diameter is not provided or 24 inches from each outside edge if the diameter is provided.

1.3 Injury Reporting

If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Health & Safety Officer (RHSO).

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification and/or the receipt of the Incident Report Form, RHSO will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.4 Limitations

- Follow safety procedures as defined in the site-specific HASP. Appropriate PPE must be worn correctly to provide the intended level of protection.
- Mark-out notification time usually does not include holidays. Make sure holidays are considered and mark-out time is scheduled accordingly. Under no circumstances are intrusive activities allowed to be performed prior to the required mark-out.
- Do not use white paint if precipitation is eminent. Consider using stakes if snow is predicted.

1.5 References

Reference the website for the "Call Before You Dig – 811" for the utility mark-out agency for the state you working in prior to site work. If you have issues locating the appropriate agency, contact the Safety Team for assistance.

1.6 Attachments

Attachment A – Standard Utility Color Codes

Attachment B – GEI Utility Clearance Documentation Form

1.7 Contact

Health&SafetyTeam@geiconsultants.com

1.8 Review History

- June 2016
- May 2014
- November 2013
- February 2011
- November 2010

ATTACHMENT A

COLOR CODE FOR UTILITY MARKING

(BASED ON 'THE AMERICAN PUBLIC WORKS ASSOCIATION' RECOMMENDATIONS AND THE ANSI STANDARD Z-53.1 FOR SAFETY COLORS)

UTILITY	COLOR
PROPOSED EXCAVATION	WHITE
ELECTRIC POWER LINES, CABLES, CONDUIT AND LIGHTING CABLES	RED
POTABLE WATER	BLUE
STEAM, CONDENSATE, GAS OR OIL COMPRESSED AIR	YELLOW
TELECOMMUNICATIONS, ALARM OR SIGNAL LINES, CABLES OR CONDUIT	ORANGE
TEMPORARY SURVEY MARKINGS	PINK
SEWER AND STORM DRAINS	GREEN
CHILLED WATER, RECLAIMED WATER, IRRIGATION AND SLURRY LINES	PURPLE
OTHER	LIGHT BLUE

ATTACHMENT B

Utility Clearance Documentation

Please print clearly. *For more room, use back of page.*

Client: ______________________________

GEI Project Name & Number: ______________________________

Site: ______________________________

Excavation/Drilling Location ID: ______________________________

Excavator/Driller: ______________________________

GEI PM: ______________________ GEI Field Team Leader: ______________________

Utility Drawings Reviewed: ______________________________

Provided By: ______________________ Reviewed By: ______________________

Utility Clearance Call Date: __________ Name of Utility: ______________________

Utility Clearance Call Date: __________ Name of Utility: ______________________

Utility Clearance Received from (utility & rep name): ______________________ Date: __________

Utility Clearance Received from (utility & rep name): ______________________ Date: __________

Company that completed clearance: ______________________ Date: __________

GEI Staff Responsible for Oversight: ______________________________

Metal Detector Survey (yes/no): __________ Drilling Location Cleared by: ______________________

Contractor Name: ______________________ Company Name: ______________________

Contractor Signature: ______________________ Date: __________

GEI Staff Responsible for Oversight: ______________________________

Private Location Clearance Required (yes/no): __________ Date: __________

Contractor Name: ______________________ Company Name: ______________________

Contractor Signature: ______________________ Date: __________

Methods used for utility location (i.e. GPR, electronic pipe location) ______________________

GEI Staff Responsible for Oversight: ______________________________

Hand clearing Performed (yes/no): __________ Methods: ______________________ Date: __________

Contractor Name: ______________________ Company Name: ______________________

Contractor Signature: ______________________ Date: __________

GEI Staff Responsible for Oversight: ______________________________

GEI Consultants, Inc. Representative (name & title): ______________________________

GEI Consultants, Inc. Representative Signature: ______________________ Date: __________

Based upon the best available information, appropriate utility clearance procedures were performed for the invasive work specified. If client ordered site specific deviations from existing GEI utility clearance procedures, they are approved by the client signature below:

Client Representative (name & title): ______________________________

Client Representative Signature: ______________________ Date: __________

Notes:

STANDARD OPERATING PROCEDURES

SOP No. HS-016 Traffic Hazard Management

1.1 Objective

The objective of this Standard Operating Procedure (SOP) is to prevent or limit the potential for GEI personnel to encounter traffic hazards during field activities.

1.2 General

This SOP is intended for use by employees engaged in work with the potential for traffic hazards. The site-specific health and safety plan (HASP) will include a hazard assessment for the project that identifies the potential for exposure to traffic hazards and the control methods to be implemented by GEI employees, including review or attainment of necessary permits, traffic control plans, and flagger/police detail requirements for the local jurisdiction. Routine checks of the work zone will be made to ensure there are adequate levels of protection. These hazards will be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.3 Traffic Hazard Management

Traffic Hazard Management is the process of identifying and managing the potential risks associated with the movement of traffic through, around, or past a work area. This Traffic Hazard Management SOP is designed to assist employees in identifying and managing these hazards. Work areas should be as safe as possible. It is the responsibility of GEI employees to follow the Traffic Hazard Management SOP and adhere to these safety standards. Safety is not negotiable.

<u>Under no circumstances are GEI employees permitted to commence work in a situation that the employee believes or knows their health and safety, or the health and safety of others, is at risk.</u>

Major risk factors for work site Traffic Hazard Management include:

- The speed of traffic moving through a work site.
- The distance and clearance between moving traffic, workers, vehicles and equipment, and over-head power lines.
- Traffic volume and vehicle composition.
- Nature and conditions at the work site and approaches to the work site.

- Other factors such as the time of day, sight distance, weather, presence of pedestrians, or cyclists, and the type of work being carried out.
- Other hazards in proximity to the work site (e.g., power lines, open excavations) that may have conflicting safety management measures that need to be considered when developing the HASP.

1.4 Site Preparation

The following management measures will be considered whenever working in traffic areas. In addition, remain aware of the amount of traffic around the working area. The work space should be large enough for the job to be completed safely. Check permit, traffic control plans, and flagger/police detail requirements for the local jurisdiction. Perform routine checks of the work zone to make sure there are adequate levels of protection.

1.4.1 Traffic Barriers and Warning Signs

GEI employees will comply with the U.S. Department of Transportation's (DOT) Manual on Uniformed Traffic Control Devices (MUTCD) and/or state regulations for temporary traffic barriers (cones, barriers) and sign placement when required for working in traffic areas. Clearly define the work site by placing traffic barriers around the work space to indicate the space that is needed to safely perform the work. The traffic barrier will help make the work site more visible to other workers, pedestrians, cyclists, and moving vehicles. Place traffic barriers in such a way as to give yourself and equipment adequate space to work within the barriers. OSHA suggests placing the first warning sign at a distance calculated to be 4 to 8 times (in feet) the speed limit (in MPH).

1.4.2 Adequate Light

Requirements for night conditions and work areas with poor visibility are similar to day requirements. However there are a number of additional things to consider, such as visibility of the work site to advancing traffic and sufficient lighting. OSHA requires lighting for workers on foot and equipment operators to be at least 5-foot-candles or greater.

Visibility of the work area can be increased by employing the following measures:

- Using parked vehicles hazard and flashing lights.
- Wearing reflective personal protective equipment (PPE), such as a safety vest, in good condition.
- Providing adequate lighting to illuminate the work area with lights positioned so that there is no glare to approaching drivers.
- Placing reflective advance warning signs and traffic barriers so that they are visible to road users.

1.4.3 Distance from the Nearest Traffic Lane
Work areas located along roadsides will have a minimum clearance as defined by DOT's MUTCD and/or state or local DOT regulations for traffic barrier and sign placement.

1.4.4 PPE
The proper PPE, as outlined in the project HASP, will be worn when appropriate. The color/type of safety vest will comply with site regulations.

1.5 Equipment Operation
Vehicles and heavy equipment operators should use a spotter when possible if it is necessary to drive in reverse to reduce risk of collision with oncoming traffic. If it is necessary to drive against the flow of traffic make sure this area is within the work zone and properly blocked off from oncoming traffic.

1.6 Pedestrian Safety
When working near pedestrian traffic, a safe alternate pedestrian route will be established. Refer to local regulations when establishing pedestrian walkways.

1.7 Injury Reporting
If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Health & Safety Officer (RHSO).

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, Human Resources, and/or the receipt of the Incident Report Form, the RHSO will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.8 Limitations
Follow safety procedures as defined in the site-specific HASP, federal DOT, and local jurisdictions. Appropriate PPE must be worn correctly to provide the intended level of protection.

1.9 References

DOT's Manual on Uniformed Traffic Control Devices (2009 Edition)

Hazard Exposure and Risk Assessment Matrix for Hurricane Response and Recovery Work: https://www.osha.gov/SLTC/etools/hurricane/work-zone.html

1.10 Attachments

None

1.11 Contact

Health&SafetyTeam@geiconsultants.com

1.12 Review History

- November 2016
- May 2014
- November 2013
- August 2011
- October 2010 Initially HS-027 Traffic Hazards

STANDARD OPERATING PROCEDURES

SOP No. HS-018 Working Around Heavy Equipment

1.1 Objective

The objective of this Standard Operating Procedure (SOP) is to prevent or limit the physical hazards when working around heavy equipment.

1.2 General

This SOP is intended for use by employees engaged in work with the potential for working near heavy equipment. The project site-specific health and safety plan (HASP) should include a hazard assessment for working near heavy equipment to be implemented by GEI employees. These hazards should be reviewed in the project safety briefing and documented on the Project Safety Briefing form, found on the Safety page of the GEI intranet.

1.3 Heavy Equipment Precautions

Heavy equipment (e.g., excavators, backhoes, drill rigs, etc.), can present many physical hazards that can result in serious injury or death if the proper safety precautions are not followed. The following is a list of precautions to be aware of when working around heavy equipment:

- Wear appropriate personal protective equipment (PPE), including at a minimum reflective, high-visibility safety vest, hard hat, safety glasses, and steel/composite toe boots.
- Always keep your distance from moving equipment.
- Do not assume the operator knows where you are or where you are going.
- Make sure to make eye contact and receive acknowledgement of your presence with the operator.
- Avoid working near heavy equipment, but if unavoidable, communicate your location with the operators. If using hand signals, discuss the signals with the equipment operator prior to starting work.
- Watch for moving equipment. Construction sites can have a lot of activity and equipment may be moving in an unpredictable manner.
- Do not rely on back-up or other alarms. They may not be working or you may not hear them with the noise of other activities taking place in the area.
- Stay out of the swing radius of cranes, excavators, or other equipment that swings or rotates.
- Do not walk beside a moving vehicle, the vehicle may turn, slip, or the load may shift causing the vehicle to go off course.
- Do not ride on the outside of a moving equipment.

- Never walk under or stand too close to a load suspended by cranes or hoists.
- Do not walk behind a piece of equipment that is backing up without acknowledgment from the operator it is safe to proceed. If working next to heavy equipment is unavoidable, be aware of the hazards including pinch points and moving parts. Use a spotter to watch the work area for moving equipment.
- If necessary, ask the operator to stop equipment operation to perform your work tasks.
- Verify the location and operation of emergency shut-off devices on the equipment.
- Be aware of the fuels and chemicals associated with the equipment. Have a spill prevention and response plan in place that includes the appropriate containment materials (i.e., spill kit).
- Do not wear loose fitting clothing when working around moving equipment (i.e., drill rig augers).
- Do not operate heavy equipment.
- Do not use cellular telephones near operating equipment.

1.4 Injury Reporting

If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Safety Officer.

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, Human Resources, and/or the receipt of the Incident Report Form, the Regional Health & Safety Officer (RHSO) will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health and Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.5 Limitations

Follow safety procedures as defined in the site-specific HASP. Appropriate PPE must be worn correctly to provide the intended level of protection.

1.6 References

OSHA 29 CFR 1926.600 – Subpart O; Motor Vehicles, Mechanized Equipment, and Marine Operations.

www.toolboxtopics.com/Construction/ (Viewed 10/16)

Caterpillar Safety – http://safety.cat.com/ (Viewed 10/16)

1.7 Attachments

None

1.8 Contact

Health&SafetyTeam@geiconsultants.com

1.9 Review History

- October 2016
- May 2014
- November 2013
- August 2011
- October 2010

STANDARD OPERATING PROCEDURES

SOP No. HS-025 Manual Lifting

1.1 Objective

The purpose of this Standard Operating Procedure (SOP) is to identify and reduce potential work-related musculoskeletal disorder (WMSD) hazards. The SOP is intended to comply with state regulations and safe work practices developed by the Occupational Safety and Health Administration (OSHA). Modifications to meet these requirements will be made to this program as changing laws or regulations dictate.

1.2 General

Lifting heavy items is one of the leading causes of injury in the workplace. Overexertion and cumulative trauma when lifting are significant factors for injuries. When employees use smart lifting practices and work in their "power zone", they are less likely to suffer from back sprains, muscle pulls, wrist/elbow/spinal and other injuries caused by lifting heavy objects. Common things to consider prior to lifting an object are: weight of the object, awkward postures, high-frequency and long duration lifting, inadequate handholds, and physical/environmental factors.

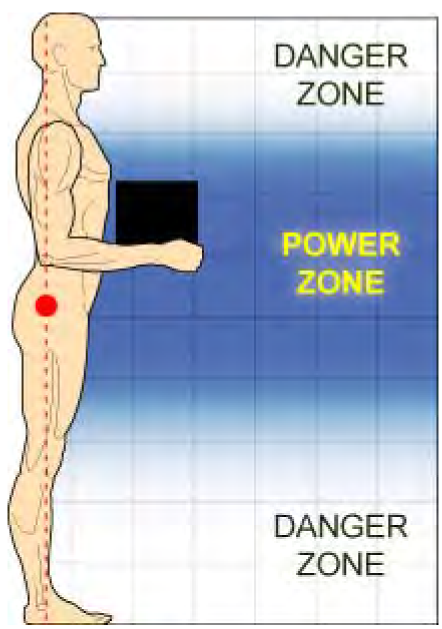


Figure 1: Lifting Power Zone

1.3 Safe Lifting Guidelines

The following safe lifting guidelines will be followed by employees involved in manual lifting activities:

- Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried.
- Get a co-worker to help if equipment or other item is too heavy to lift.
- If possible, use powered equipment instead of manually lifting heavy materials. Lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, or carts can be provided for employees.
- Reduce lifts from shoulder height and from floor height by repositioning the shelf or bin to closer to the power zone.
- Make sure walkways are clear of tripping hazards before moving materials.
- Use your legs and keep your back in a natural position while lifting. Keep the load close to your torso.

- Test the load to be lifted to estimate its weight, size, and bulk and to determine the proper lifting method.
- Do not twist while carrying a load. Instead, shift your feet and take small steps in the direction you want to turn.
- Make sure there are appropriately marked and sufficiently safe clearances for aisles and at loading docks or passageways where mechanical-handling equipment is used.
- Properly stack loose or unboxed materials which might fall from a pile by blocking, interlocking, or limiting the height of the pile to prevent falling hazards.
- Bags, containers, bundles, etc. should be stored in tiers that are stacked, blocked, interlocked, and limited in height so that they are stable and secure to prevent sliding or collapse.

- Storage areas should be kept free from accumulation of materials that could lead to tripping, fire, or explosion.
- Work methods and stations should be designed to minimize the distance between the person and the object being handled.

Supervisors should periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

1.4 Regulations

OSHA does not have a standard which sets limits on how much a person may lift or carry. They do however state that lifting loads heavier than about 50 pounds will increase the risk of injury.

The National Institute for Occupational Safety and Health (NIOSH) has developed a mathematical model that helps predict the risk of injury based on the weight being lifted and other criteria. The NIOSH model is based on previous medical research into the compressive forces needed to cause damage to bones and ligaments of the back. The mathematical model is incorporated in the *Applications Manual for the Revised NIOSH Lifting Equation*, which can be found on the NIOSH website (http://www.cdc.gov/niosh/docs/94-110/). It should be noted, however, that this NIOSH document provides only voluntary guidelines.

If there is a situation that arises where an employee is required to perform manual lifting on a reoccurring basis, the NIOSH Lifting Equation will be used to determine the appropriate weight that employee can safely lift. The lifting equation establishes a maximum load of 50 pounds for employees that are less likely to have to lift something, and don't have to do any long distance travel or maneuvering of the item. This 50 pounds is then adjusted to account for:

- how often the employee is lifting
- twisting the back during lifting
- the vertical distance the load is lifted
- the distance of the load from the body
- the distance the employee must move while lifting the load
- how easy it is to hold onto the load

GEI uses 50 pounds as a standard. However each individual should not attempt to carry loads heavier than they can safely manage.

1.5 Training

Training will include general principles of ergonomics, correct manual lifting techniques to avoid musculoskeletal injuries, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries.

1.6 Lifting Assistance

If employees are assigned a task that involves repetitive lifting and carrying of equipment the Safety Team and Project Manager should be contacted to conduct an ergonomic evaluation. The task should be discussed to determine if there is an alternative method that can be used. The alternative method should institute an engineering or administrative control to reduce/limit the amount of lifting that is required of the employee. Some examples include providing smaller containers to reduce the weight of what needs to be lifted; providing a device that helps carry awkwardly-shaped objects easier; or using a winch, fork lift, or other device to lift the item(s) for the employee.

1.7 Injury Reporting

Injuries experienced during manual lifting activities should receive prompt medical attention. If a GEI employee suffers an injury on the job that is not life threating, call Medcor Triage at 1-800-775-5866 to speak with a medical professional. Then, immediately report the injury to the Supervisor/Project Manager and Regional Health and Safety Officer.

After verbal notification has been made, an Incident Report Form is to be completed by the employee and/or Supervisor/Project Manager and submitted to the People & Safety Team immediately following care of the incident. This form is available on the Safety App (smart phones) and on the Safety page on the GEI intranet.

Upon notification from a Branch or Office Manager, Human Resources, and/or the receipt of the Incident Report Form, the Regional Health & Safety Officer (RHSO) will conduct an investigation and evaluation on what happened and how and why it happened. The Corporate Health & Safety Officer (CHSO) will then recommend (as necessary) engineering controls, personal protection equipment, training or other appropriate measures to minimize the potential for future musculoskeletal injuries. The CHSO/RHSO may develop educational information based on lessons learned for distribution to GEI employees.

1.8 Limitations

Follow safety procedures for manual lifting.

1.9 References

OSHA Technical Manual (OTM), Section VII: Chapter 1 - Back Disorders and Injuries https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=29936 (Viewed 7/12/2016)

https://www.osha.gov/SLTC/etools/electricalcontractors/materials/heavy.html (Viewed 7/12/2016)

1.10 Attachments

None

1.11 Contact

Health&SafetyTeam@geiconsultants.com

1.12 Review History

- July 2016
- August 2014

Appendix F

Community Air Monitoring Program (CAMP)

Consulting
Engineers and
Scientists

Community Air Monitoring Plan

Hunts Point Meat Market
For the Property Located at 355 Food Center Drive
Bronx, NY 10474

Prepared For:
New York City Economic Development Corperation
110 William Street
New York, NY 10038

Submitted by:
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October 2018

Project No. 1800710

Community Air Monitoring Plan

1.1 Introduction

The purpose of the Community Air Monitoring Plan (CAMP) is to provide a measure of protection for the downwind community (i.e., off-site receptors including residences, 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. During all ground intrusive activities at the Site, continuous real-time air monitoring for particulates (dust), volatile organic compounds (VOCs), hydrogen sulfide (H_2S), hydrogen cyanide (HCN), and oxygen (O_2) will be conducted. 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.

1.2 VOC, H_2S, HCN and O_2 Monitoring, Response Levels, and Actions

VOCs, H_2S, HCN and O_2 will be monitored within the work zone on a continuous basis during all ground intrusive activities. Upwind concentrations will be measured intermittently at one location to establish background conditions. Monitoring locations will be adjusted if wind direction changes. During site investigation activities (soil borings, monitoring well installations, etc.), monitoring will be conducted using a MultiRAE Plus configured to monitor for VOCs, H_2S, HCN and O_2 within the work zone. If an exceedance is detected within the work zone, the meter will be brought downwind of the work zone to collect readings at the perimeter of Site. The equipment will be calibrated at least daily for the contaminants of concern. Each MultiRAE Plus will be set to record 15-minute running average concentrations, which will be compared to the levels specified below.

1. If the ambient air concentration at the downwind perimeter of the work area or exclusion zone exceeds 5 parts per million (ppm) above background for VOCs or H_2S or 3 ppm above background for HCN for the 15-minute average, work activities must be temporarily halted and monitoring continued. If the level readily decreases (per instantaneous readings) below 5 ppm over background for VOCs or H_2S or 3 ppm over background for HCN, work activities can resume with continued monitoring.
2. If levels at the downwind perimeter of the work area or exclusion zone persist at levels in excess of 5 ppm over background for VOCs and H_2S or 3 ppm over background for HCN but less than 25 ppm, work activities will be halted, the source of vapors identified, corrective actions taken to abate emissions, and monitoring continued.

3. O_2 levels should be between 20.7 – 21.1%. If levels drop below or rise above this range, work will be halted and all workers must withdraw from the area.
4. All 15-minute readings will be recorded and be available for State (DEC and NYSDOH) personnel to review. Instantaneous readings, if any, used for decision purposes will also be recorded.

1.3 Particulate Monitoring, Response Levels, and Actions

Particulate concentrations will be monitored continuously during all ground intrusive activities. Upwind concentrations will be measured intermittently at one location to establish background conditions. Monitoring locations will be adjusted if wind direction changes. The particulate monitoring will be performed using a DustTrak II, a real-time monitoring device 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. During Site investigation activities, if an exceedance is detected within the work zone, the meter will be brought downwind of the work zone to collect readings at the perimeter of Site. The equipment will be equipped with an audible alarm to indicate exceedance of the action level. In addition, fugitive dust migration will be visually assessed during all work activities.

1. If the downwind PM-10 particulate level is 100 micrograms per cubic meter ($\mu g/m^3$) 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 $\mu g/m^3$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 $\mu g/m^3$ 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 100 $\mu g/m^3$ of the upwind level and in preventing visible dust migration.

3. All 15-minute readings will be recorded and be available for State (DEC and NYSDOH) personnel to review. Instantaneous readings, if any, used for decision purposes will also be recorded.

1.4 Real-Time Work Zone and Perimeter Air Monitoring Action Levels

Air Monitoring Instrument	Monitoring Location	Action Level (above background)	Site Action
PID	Work Zone	< 5.0 ppm	Continue working. No respiratory protection is required.
		> 5.0 ppm	Stop work, withdrawal from work area, institute engineering controls, if levels persist, upgrade to Level C.
O_2 Meter	Work Zone	< 20.7%	Stop work, withdraw from work area, ventilate area, notify PM and CHSO.
		> 21.1%	Stop work, withdraw from work area, notify PM and CHSO.
H_2S Meter	Work Zone	< 5.0 ppm	Continue working. No respiratory protection is required.
		> 5.0 ppm	Stop work, cover excavation, withdraw from work area, institute engineering controls, notify PM and CHSO.
HCN Meter	Word Zone	< 3.0 ppm	Continue working. No respiratory protection required.
		> 3.0 ppm	Stop work, cover excavation, withdraw from work area, institute engineering controls, notify PM and CHSO.
Particulate Meter	Work Zone	<100 $\mu g/m^3$	Continue working. No respiratory protection required.
		>100 $\mu g/m^3$	Implement work practices to reduce/minimize airborne dust generation, e.g., spray/misting of soil with water. Stop and re-evaluate work activities if dust concentration is above 150 $\mu g/m^3$.