

Field Documentation

FSOP 1.3 (April 13, 2010)

Ohio EPA Division of Environmental Response and Remediation

1.0 Scope and Applicability

- 1.1 Accurate and complete field documentation of sampling and other field activities is critical for ensuring the technical integrity and legal defensibility of environmental site assessments, remedial investigations/feasibility studies, remedial activity implementations, Voluntary Action Program (VAP) field audits, and other field activities.
- 1.2 Field documentation includes, but is not necessarily limited to the following:
 - 1.2.1 Field logbooks or field log sheets
 - 1.2.2 Activity-specific field forms
 - 1.2.3 Chain-of-Custody (COC) forms
 - 1.2.4 Photographs
 - 1.2.5 Electronic data, e.g., Global Positioning System (GPS) location coordinates, water level data recorded using pressure transducer and data logger
- 1.3 For Contract Laboratory Program (CLP) projects, additional field documentation requirements are applicable. Contact the Division of Emergency and Remedial Response (DERR) Site Investigation Field Unit (SIFU) for assistance with CLP project requirements before field activities are initiated.

2.0 Definitions

Not applicable

3.0 Health and Safety Considerations

Not applicable

4.0 Procedure Cautions

Not applicable

5.0 Personnel Qualifications

Ohio EPA personnel entering the site must meet DERR's qualifications for performing work at uncontrolled hazardous waste sites.

6.0 Equipment and Supplies

- 6.1 Appropriate activity-specific field forms (as needed)
- 6.2 COC forms, sample labels, custody seals (as needed)
- 6.3 Clipboard

- 6.4 Digital camera
- 6.5 Field logbook or field log sheets
- 6.6 Field scale or ruler (as needed)
- 6.7 GPS and data logging equipment (as needed)
- 6.8 Maps or site plans for reference and documentation
- 6.9 Pens and markers
- 6.10 Small dry-erase board with dry-erase markers (for photograph identification)

7.0 Procedures

7.1 Field logbook/field log sheet documentation:

7.1.1 Document the following types of information for site assessment activities in the field logbook or on log sheets (if not included in the site-specific work plan):

- 7.1.1.1 Site or project name
- 7.1.1.2 Date(s) and time(s) of field activities
- 7.1.1.3 Weather conditions
- 7.1.1.4 Ohio EPA personnel and other persons on-site
- 7.1.1.5 Health and safety field monitoring data (e.g., LEL/O₂ meter or PID readings)
- 7.1.1.6 General field observations
- 7.1.1.7 Photograph log
- 7.1.1.8 Interview notes
- 7.1.1.9 Problems or unexpected conditions encountered

7.1.2 If necessary, use the field logbook or log sheets to document sampling and other field activities that are normally recorded on activity-specific field forms (except for COC form information). Record all form-required information, which may include but is not necessarily limited to the following types of information (generally in the following order):

- 7.1.2.1 Sampler's name(s)
- 7.1.2.2 Sample identification number (refer to FSOP 1.4, Sample Identification Nomenclature)
- 7.1.2.3 Sample collection date and approximate time
- 7.1.2.4 Sample location (narrative description as needed)
- 7.1.2.5 Sample matrix type (soil, sediment, groundwater, surface water, soil gas, etc.)
- 7.1.2.6 Depth intervals for soil samples
- 7.1.2.7 If required, the classification or description of soil samples
- 7.1.2.8 Sample type (grab, composite, duplicate, equipment blank, etc.)
- 7.1.2.9 Field screening data associated with the sample (e.g., PID readings)
- 7.1.2.10 Sampling location photograph description/documentation
- 7.1.2.11 Any other relevant information needed to support the technical integrity or legal defensibility of the sampling process

- 7.2 Use the following activity-specific field forms to document specific field activities:
 - 7.2.1 Boring Log and Monitoring Well or Soil Gas Probe Construction Diagram
 - 7.2.2 Ground Water Sampling
 - 7.2.3 Monitoring Well Surveying
 - 7.2.4 Monitoring Well Development
- 7.3 COC forms
 - 7.3.1 Always complete a COC form when submitting analytical or testing samples to any laboratory.
 - 7.3.2 If submitting samples to a DERR contract laboratory, contact the SIFU Laboratory Coordinator, a District Office Laboratory Coordinator, or the contract laboratory for specific instructions for completing COC forms.
 - 7.3.3 If submitting samples to the Ohio EPA Division of Environmental Services (DES) laboratory, use DES COC forms. Contact DES for specific instructions on completing their COC forms.
 - 7.3.4 Use the U.S. EPA FORMS II software program to create COC forms for the U.S. EPA Contract Laboratory Program (CLP) sampling projects. DERR SIFU has access to the U.S. EPA FORMS II program.
- 7.4 Photographic documentation
 - 7.4.1 Take photographs to document site features and conditions that are relevant to the environmental site assessment process, including selected sampling locations and samples if necessary.
 - 7.4.2 Log photographs in the field logbook, log sheets, or on other suitable references (e.g., maps or site plans) with respect location/orientation and subject matter.
 - 7.4.3 Use digital cameras capable of imbedding the date and time within the photograph file whenever possible.
- 7.5 GPS data and other data logging documentation (e.g., water-level or water chemistry dataloggers that may be used for aquifer testing and water quality evaluation)
 - 7.5.1 To the extent possible, use site-specific file names for data files. District Office Site Coordinators should assign unique names to GPS shape files after receiving them from SIFU. When emailing GPS data to District Office Site Coordinators, SIFU staff will include a written reminder regarding the assignment of unique file names.
 - 7.5.2 Create sample location identifications in accordance with FSOP 1.4, Sample Identification Nomenclature.

7.6 Retention of field documentation

- 7.6.1 Ensure that field documentation is properly filed for future reference. Always provide copies to the appropriate district office personnel.
- 7.6.2 Scan original copies of written field documentation so that electronic copies are readily available for transmission, review, and reference. Retain all original written field documentation and electronic copies at the appropriate district office.
- 7.6.3 Retain copies of all field documentation in accordance with Ohio EPA's record retention policy or longer if required by U.S. EPA.
- 7.6.4 Rename digital photographs for easy identification and reference. Do not use generic field names created by the digital camera.

8.0 Data and Records Management

Not applicable

9.0 Quality Control and Quality Assurance

Not applicable

10.0 Attachments

None

11.0 References

FSOP 1.4, Sample Identification Nomenclature