

DATA ITEM DESCRIPTION

Title: Environmental Sampling and Analysis Plan

Number: OE-005-10.01

Approval Date: 20021001

AMSC Number:

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: CEHNC-ED-CS-P

Applicable Forms:

Use/Relationship: The Environmental Sampling and Analysis Plan will be used to describe sampling and analysis, quality assurance/quality control, laboratory qualification, data acquisition/data reporting, and chain-of-custody when environmental samples are required for Ordnance and Explosives (OE) projects.

Requirements:

1. The Environmental Sampling and Analysis Plan (SAP) shall be a site-specific plan that shall describe each of the following:

1.1 The Contractor's procedures, equipment, and methods for collection and preservation of samples.

1.2 The Contractor's procedures, equipment, and methods for analysis of collected samples, both in the field and in the laboratory.

1.3 The Contractor's procedures, equipment, and methods for shipment of the collected samples.

1.4 The Contractor's procedures, equipment, and methods for performance of quality assurance/quality control (QA/QC) for the project.

1.5 The Contractor's procedures for data reporting.

2. The SAP shall identify the laboratory that will perform analytical work.

2.1 For analysis of hazardous and toxic waste (HTW), the proposed laboratory must be validated by the Corps of Engineers. The proposed laboratory shall also be an EPA contract laboratory or be familiar with the Contract Laboratory Program (CLP) requirements and be able to perform CLP work. The proposed laboratory must also be certified by the appropriate state agency for the state in which the project is being performed, if applicable. A copy of the laboratory's validation and certifications shall be included as an Appendix to the SAP. A copy of the laboratory's Quality Assurance Manual shall be provided as an Appendix to the SAP.

2.2 For analysis of samples suspected of chemical agent contamination, the contractor shall use a certified DoD Chemical Surety Material (CSM) laboratory. In addition, at the discretion of the Contracting Officer, a certified mobile laboratory may be required.

2.3 The Contractor shall provide coordination and quality assurance samples to the Government Quality Assurance (GQA) laboratory as required in the Statement of Work (SOW). The Government will identify the GQA laboratory. Each field control sample collected shall be divided equally, with one portion sent to the GQA laboratory and the remainder sent to the Contractor's laboratory. GQA samples include all sample matrices and analysis parameters. The Contractor shall provide the GQA laboratory a minimum of two weeks notice of sample shipment, unless an alternate notification requirement is proposed and accepted by the Contracting Officer.

3. The SAP shall identify the number and locations of samples to be collected, including QA/QC samples. When sampling for chemical agent contamination, the methodology for deciding when a sample should be collected shall also be described. The SAP shall identify the EPA approved methods to be used. If the methods are not the EPA approved methods, the certifying agencies of the methods shall be identified.

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4. The SAP shall identify all of the contaminants of concern and the associated detection limits, reporting limits, and quality control limits.
5. The SAP shall address validation of all data. Validation shall be performed IAW EPA's National Functional Guidelines unless state and/or regional EPA guidelines exist for the state in which the Task Order/Delivery Order project is being performed, in which case the state or regional guidelines would take precedence. Complete data validation shall be performed on 100% of the sample analysis package unless specified otherwise in the project SOW.
6. The SAP shall include provisions of transfer of raw data in hardcopy and electronic form. All project data must be held and remain available for a period of 5 years after completion of the analysis.
7. The SAP shall address requirements specified in the following references:
 - a. Engineer Regulation 1110-1-263, Chemical Data Quality Management for Hazardous, Toxic, Radioactive Waste Remedial Activities, 30 April 1998.
 - b. Engineer Manual 200-1-3, Requirements for the Preparation of Sampling and Analysis Plans, February 2001.
8. End of DID OE-005-10.01.