COVER SHEET
STANDARD OPERATING PROCEDURE

OPERATION TITLE: **DOCUMENTATION OF FIELD ACTIVITIES AND DEVELOPMENT OF A TRIP REPORT**

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Standard Operating Procedure: **RWM-DR-013**
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Revised by: **Brian Beneski**
Reviewed by: **Jean Firth**

Five Year Review No Changes Needed:

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1.0 PURPOSE

The purpose of this document is to describe the Maine Department of Environmental Protection, Bureau of Remediation and Waste Management, Division of Remediation's (MEDEP/DR) procedure for documenting field actions.

2.0 APPLICABILITY

MEDEP/DR is responsible for the investigation and remediation of hazardous substance, petroleum, and landfill sites throughout Maine. Actions that occur at these sites must be documented in a fashion that describes the activities sufficiently, and provides this information for review by the public. It is therefore necessary to standardize the procedure and format for documenting all field activities.

3.0 RESPONSIBILITIES

All MEDEP/DR staff are required to follow this procedure. All Managers and Supervisors are responsible for ensuring that their staff are familiar with and adhere to this procedure. MEDEP/DR will provide the appropriate field books and are available upon request from the Site Assessment and Support Services (SASS) Unit.

3.0 RESPONSIBILITIES

All MEDEP/DR Staff involved with performing site work are responsible for documenting their activities following this procedure. All Managers and Supervisors are responsible for ensuring that their staff are familiar with and adhere to this procedure. MEDEP/DR will provide the appropriate field books; staff will request field books from the OHMS staff in MEDEP/DR as needed; an inventory of field books will be kept in stock.

4.0 DEFINITIONS

- Field Notebook - Bound books with water resistant pages in which information from field activities is documented.
- Field Notes – Information gathered during a sampling event or some other field activity at nearby, or in some other way associated with a known or suspected hazardous substance site.
- Field Log Form – A special use form for obtaining field notes in a standardized format, such as for low flow groundwater well monitoring.

5.0 INTRODUCTION

There are several reasons for taking field notes when conducting work at hazardous substance, petroleum, and landfill Sites. These include:

- To provide a record of conditions of a site at a specific time, such as an inspection;
- To document specific activities at a site;
- Noting information in the field for its use, such as recording low flow well field parameters for comparison purposes to determine stabilization;

- To allow the re - creation of an event by persons not at the site (for comparing data of different events or finding sample locations for long term monitoring);
- To provide a means of reviewing the activities at a site if quality concerns with data collected during the site visit are encountered during data review; and
- To document a site visit.

All field notes should be taken with these purposes in mind. Additionally, all field notes must be made available for both internal and external review by assuring a copy is placed in the Sites' MEDEP/DR file.

6.0 PROCEDURE

6.1 INITIALIZING FIELD BOOK

Upon Receipt of a Field Notebook, enter your name, DEP address, and phone number on the inside front cover. Staff may dedicate field books to a specific site if a long term project, and/or use one general field book for all of their tasks. Field books should be given a specific designation (site name and book volume number for site specific field books i.e. Joe's Garage, Volume 1), or year book number for general field books, (i.e. Frank Zappa, 2008 – 1). If field book is not paginated, staff must number all pages in order prior to its use.

6.2 SITE DOCUMENTATION

All field notes, with the stated exceptions (use of field forms), will be kept in the standard field book issued by MEDEP/DR.

Upon arrival at a site, the following information must be written down in the field notes: 1) Date of field activity; 2) Site or project name and location; 3) names of persons visiting site, including who they represent and their positions or roles; 4) time of arrival; 5) weather conditions.

After completing the header, take field observations as necessary (see Section 5.2.1). At the bottom of each page, and at the end of each day or event, sign and date the field book.

The field notebook must be kept organized, legible, and accurate as it may be used as evidence in court proceedings. Do not doodle on pages or document personal comments. Additionally, only blue or black ink should be used. Pencils must never be used.

6.2.1 Items to be Documented

Given the variety of circumstances that can be found, it is difficult to provide a minimum for documentation. Staff should take field notes with the concept that another person will be able to recreate the activities from the notes taken. The following list should be considered a guide for documentation:

- Names of personnel present and organization;
- The sample event date and time;
- Weather conditions;
- Field measurements (such as PID readings, pH, temperature, etc);
- Sample station location designations, sample container numbers, etc;

- Specific sample location information, such as description of location, depths of sample, tide conditions, soil conditions, water color/conditions, etc;
- Out of the ordinary events, such as equipment failure, damage to monitoring wells or evidence of tampering, observations of gross contamination, odors, etc; and
- Information the field staff believe may be useful or pertinent at a later date.

For field events with multiple personnel present, it is not necessary for each participant to take field notes. The person(s) responsible for taking field notes and completing the Sampling Event Trip report (SETR) will be stated in the Sampling and Analysis Plan (SAP) or Quality Assurance Project Plan (QAP) for the event (See MEDEP/DR SOP RWM-DR-014 - Development of a Sampling and Analysis Plan; SOP RWM-DR-016 - Development of a Site Specific Quality Assurance Project Plan (QAPP)).

6.3 ERROR CORRECTIONS

Do not scratch out or blacken over error. Place one line through error, initial it, and continue with correct information. Never rip out or otherwise remove a page from a field book.

6.4 FIELD LOG FORMS

Some field activities have specific forms for taking notes, or specific projects may require specialized forms to assist in data organization. If forms are used, a field book entry must be made with reference to the forms used during that event. At the end of the day, the total number of forms used during that days activity(s) must be indicated in the field book.

Currently, the MEDEP/DR and MEDEP/TS have the following forms for notes:

- Low flow purge and sampling of monitoring wells
- Soil boring/test pit logs
- Elevation survey forms
- Residential water supply survey form
- Well development form
- Landfill inspection form
- XRF sample log sheet

Site or task specific forms can also be generated on an as needed basis. Copies of these forms (and any other forms developed which may be useful) for field work can be found in the Forms Attachment of the MEDEP/DR Quality Assurance Plan (QAP), and on the MEDEP/DR's web page.

7.0 FIELD EVENT TRIP REPORT (FETR)

After each field event, a sampling event trip report (FETR) package must be completed for the event. If the field event has multiple MEDEP/DR staff present, the person responsible for completing the FETR will be stated in the SAP. At a minimum, the FETR will consist of the FETR form completed (found in Attachment A, and on the Division's Web Page), with photocopies of all field notes taken by all personnel during the event, and copies of chains of custody for samples. It is also recommended that a summary memo to the file be developed

and attached to the FETR form which outlines the field events purpose, activities, and outcomes, and other relevant issues.

Once completed, the original FETR package will be placed in the Project Site File through Site the Sites' project manager. An additional copy will also be placed in the Site Assessment and Support Services (SASS) Trip Report file which is kept with the MEDEP/DR Quality Assurance Coordinator.

ATTACHMENT A
FIELD EVENT TRIP REPORT

DIVISION OF REMEDIATION FIELD TRIP REPORT

DATE: **Weather Conditions:**

SITE NAME and LOCATION:

MEDEP PERSONNEL PRESENT:

OTHER PEOPLE PRESENT:

PURPOSE OF SITE/AREA VISIT:

- ☐ Reconnaissance
- ☐ Residential Water Sampling
- ☐ Sampling Monitoring Wells or Micro Wells
- ☐ Waste Sampling, Drums, Stained Soil, Other _____
- ☐ Soil Sampling
- ☐ Surface Water/ Sediment Sampling. Water Body _____
- ☐ Geoprobing
- ☐ Contractor Oversight _____
- ☐ OTHER _____

FIELD NOTES and SAMPLE NUMBERS RECORDED BY:

ADDITIONAL COMMENTS:

Audit of procedures conducted? Yes ☐ No ☐ _____

Deficiencies noted? Yes ☐ No ☐ If Yes, explain in written trip report and attach

ATTACHMENTS:

- ☐ Copy of Field Book Pages
- ☐ Copy of Chain-of-Custody
- ☐ Photographs
- ☐ OTHER: _____

Print Name: **Signature:** **Date:**