

Region 2 Policy for Implementing the National Strategy for
Procuring Analytical Services for all OSWER Programs
(Superfund, RCRA, and Brownfields)

Standard Operating Procedure



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Hazardous Waste Support Section

Peer Reviewed by: Adly Michael Date: 8/12/09
Adly Michael, RSCC
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Robert Runyon, Chief
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Annual Review

Reviewed by: _____ Date: _____
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Reviewed by: _____ Date: _____
Name

Region 2 Policy for Implementing the National Strategy for Procuring Analytical Services for all OSWER Programs (Superfund, RCRA, and Brownfields)

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Overview

Superfund's Field and Analytical Services Teaming Advisory Committee (FASTAC) analytical services strategy requires Agency personnel to utilize a tiered decision tree for procuring Superfund analytical services for all non-time critical data collection projects. Region 2 has and continues to utilize that sequential decision tree for procuring Superfund analytical services. The decision tree is as follows:

- Tier 1: EPA Region 2 DESA laboratory (including ESAT support)
- Tier 2: National Analytical Services Contract Laboratories (CLP RAS and Non-RAS)
- Tier 3: Region Specific Analytical Services (SAS) Contract Laboratories
- Tier 4: Contractor, IAGs and Field Contractor Subcontract laboratories

Region 2 has taken many steps to assure that the FASTAC process is being followed and that Regional and National laboratory resources are being utilized to the fullest extent by the Superfund program. Some of these steps include:

1. Centralization of all Superfund analytical services procurement activities through the Regional Sample Control Coordinator (RSCC).
2. Coordination between the RSCC and the Regional DESA laboratory.
3. Outreach/training on the FASTAC process and procuring analytical services to the Superfund Program Office on a regular basis.
4. Participation in annual (or more frequent as needed) meetings with Superfund field contractors and their EPA Project Officers to outline the FASTAC process and associated requirements.
5. Operation of the HWSS Tracking Database, which incorporates the National Analytical Services Tracking System (ANSETS) database, to track what non-RAS analytical services are being provided by the Regional DESA laboratory and what is being subcontracted out. The Regional database and ANSETS are compared on a monthly basis to assure that the FASTAC sequential decision tree for procuring analytical services is being followed.

The following is the step by step process by which the RSCC receives and processes RAS and non-RAS analytical requests.

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Definitions:

Routine Analytical Services (RAS): Standard Target Compound List (TCL) (VOA/Semi-VOA/Pesticide/PCB Aroclors) and Target Analyte List (TAL) (metals and cyanide)

Non-Routine Analytical Services (Non-RAS): All analytical services not considered as RAS as follows:

1. Non-RAS analytical services able to be performed using the CLP RAS contracts option for modified analyses through the Flexibility Clause
2. Non-RAS National CLP methods (Dioxin, PCB Congener, Air, etc.)
3. All other Non-RAS

Analytical Service Requestor: The EPA site Project Manager (OSC, RPM, etc.) or their designated representative (i.e., field contractor, State, Army Corp of Engineers, etc.).

Process:

RSCC Contact Information

Adly Michael: Primary RSCC, Data Delivery Coordinator, e-mail: Michael.adly@epa.gov; phone# (732) 906-6161
Jennifer Feranda: RSCC and CLP Project Officer, Non-RAS Contracts TOPO; e-mail: feranda.jennifer@epa.gov ; phone# (732) 321-6687
Robert Toth: RSCC, e-mail: toth.robert@epa.gov; phone# (732) 906-6171

The procurement of analytical services often starts with EPA PMs and/or their representatives contacting the RSCC to determine appropriate steps for procuring their analytical services and what documentation is required to submit these requests. The following steps delineate the process beginning with the RSCC's receipt of the formal request for analytical services:

1. **All analytical requests should be submitted to the RSCC at the earliest possible date.** Requests for all Superfund analytical services, both RAS and Non-RAS, are submitted to the RSCC up to one week prior to the sampling event. It is strongly recommended that all requests for non-Routine services be submitted at least four (4) weeks prior to the actual sampling event.* All requests should be submitted to RSCC by noon Tuesday. Any requests submitted after noon on Tuesday may not be considered until the following week.
2. DESA supplies analytical service requestors the electronic version of the "U.S. EPA Region 2 Analytical Request Form" (ARF) (Attachment 1). All requests and subsequent correspondence relating to the request for booking are required to be transmitted electronically via e-mail. All requests should be

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E-mailed to the RSCC, Adly Michael, with a cc: to Jennifer Feranda, and Robert Toth per the contact information provided above. This assures timely consideration of the analytical services request and serves as a Record of Communication (ROC) and the basis for hard copy documentation, as well as traceability for all requests being made.

3. Upon RSCC receipt of a request, a case folder is generated for that project. Hard copies of requests, ROC(s), additional e-mail and documentation relating to that case are placed in the file as they are received.
4. Upon receipt, analytical services requests are reviewed for completeness, accurate content, and confirmation of an approved (or approval pending) QAPP for the project. **No analytical services will be scheduled without an approved QAPP.**
5. Once requests have been reviewed for accuracy, completeness, and QAPP status, they are submitted via e-mail to the DESA Lab. The DESA Lab holds booking meetings on Tuesday afternoons or Wednesday mornings to determine what projects (or portions thereof) they can accommodate.
6. No later than noon of Wednesday following the submittal of the request, the DESA Lab responds to the RSCC as to what analytical services they will provide. **All communications are done via e-mail in order to provide timely communication and a basis for a documented record.**
7. When the RSCC receives the information from the DESA Lab as to what services they will provide, several things occur:
 - a. For RAS requests that will not be conducted by the DESA laboratory, the information is entered into the **Superfund Project Request System (SUPRS)** to be processed through the CLP. SUPRS is a national web based database that provides regional information to the Sample Management Office (SMO) to enable them to procure the appropriate CLP laboratory for the services requested.
 - b. For non-RAS samples the CLP Organic and Inorganic Program Managers (PM) (located in HQ-Analytical Services Branch [ASB]) are consulted to see if special analyses can be performed through the CLP RAS contract(s) using the contracts modified analyses. If they can be analyzed through a modified analyses to the CLP RAS contract, modifications are written by the PMs and requests are entered into SUPRS.
 - c. Requests for Non-RAS national contracts (Dioxin and PCB Congener) analysis are provided to the DESA Non-RAS program Task Order Project Officer (TOPO) for processing. The TOPO will write a specific Task Order Request for each individual project and submit it to ASB and the HQ Office of Acquisition

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Management (OAM) Contracting Officer (CO) for review and to be offered for bid to contract labs under the National Non-RAS Blanket Purchase Agreements (BPAs). Once the lab(s) come back with a bid price, a lab is selected by the OAM CO and a procurement is prepared by the Region to transfer funds into the national Non-RAS contracts. Laboratory information and special instructions are forwarded, via-email, to the EPA PM and their sampling representative at the time the procurement is to be prepared. Analytical services can be initiated upon OAM's receipt of the procurement.

- d. Requests for Non-RAS Air (TO-15) national contracts are processed by the DESA Non-RAS program TOPO. For this program an air lab is procured on an annual basis through a bulk funding order. The selected lab will perform all TO-15 analyses for the length of time they hold the contract. A Task Order with Region specific requirements is provide to the laboratory at the initiation of their services under this procurement. Requests for air (TO-15) analytical services must be submitted, at a minimum, one week prior to the beginning of sampling. For larger projects (over 25 samples) a minimum of 2 -3 weeks prior notice should be given. This assures the lab adequate time to clean, certify and ship canisters to the requestors. Once a request is submitted, the lab is notified via e-mail of all project specific requirements, number of canisters required, and shipping information. The requestor is notified of the laboratory assignment and lab shipping address upon receipt by the RSCC and TOPO, of the analytical request.
 - e. For non-RAS requests that can be accommodated by DESA and/or a CLP modified analysis, the analytical service requestor will be notified of such and will be provided contact and delivery, as well as any special instructions.
 - f. For non-RAS requests that can not be accommodated through the DESA Lab, a CLP modified analysis, or the national Non-RAS program, the analytical services requestor is notified via e-mail that alternative means for analytical services will have to be obtained i.e., subcontract.
8. For work to be performed by the CLP for RAS and modified analysis Non-RAS, SMO provides the RSCC, via e-mail, a Case number and laboratory assignments.
 9. Once laboratory and case information are received from SMO (for CLP RAS and modified analysis non-RAS), RSCC transmits this information. via e-mail to analytical services requestor. This information is transmitted via e-mail.
 10. The HWSS Tracking Database is maintained and updated by the RSCC. This database tracks all RAS, modified analyses non-RAS, and national contract non-RAS which are analyzed through the DESA Laboratory and/or the CLP (this database tracks all information from the time the samples are booked through sampling, analysis, data

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validation, and archiving). RAS analyses performed by the DESA lab are entered into this database, but only to the point of sample scheduling by the DESA lab. All work done after the scheduling is tracked by the DESA lab. This database also tracks all other non-RAS analyses whether handled by the DESA laboratory or subcontracted out. It tracks non-RAS Superfund analytical work not tracked in under the categories of modified analyses non-RAS and Non-RAS done through national contracts. This information includes specifics about the project, the required analysis, number of samples, how those samples are analyzed (DESA vs. sub-contract lab), etc.

By COB Friday of each week, all new projects and relevant information are entered into each database as appropriate. The databases are updated with new information as needed. (Attachment 2)

11. At the end of each month, ANSETS (non-RAS tracking) information is provided to the RSCC by the analytical service requestors (Attachments 3 and 4). The ANSETS information is then entered into the HWSS Tracking Database under the ANSETS worksheet, which is then transmitted to the CLP's Sample Management Office (SMO) for incorporation into the national ANSETS database. Monthly ANSETS reports are sent to the RSCC, by SMO, for the Region's review. Concurrently, these reports are compared to the non-RAS data entries in the database to try and determine whether the Superfund program and their representatives are following the FASTAC process as outlined by EPA HQ and Region 2.
12. If, after lab assignments are made, there is a change in the sampling event (i.e., change in date; cancellation; change in the number of samples being collected, etc.) the RSCC must be notified immediately upon the knowledge of any changes to the project, via e-mail. If there is a change in the sampling date or the number of samples being collected, a new analytical request form must be submitted to the RSCC. (Reference Attachment 5).

* In FY' 03/04 DESA staff initiated a concerted effort to have RPMs involve DESA staff in scoping meetings for their projects. Early involvement in project planning enables the DESA lab to better accommodate the needs for the individual projects.

Names and Organizations Involved in the Procurement Process

RSCC: Adly Michael and Jennifer Feranda
EPA Region 2, Division of Environmental Science and Assessment (DESA)
Hazardous Waste Support Branch (HWSB), Hazardous Waste Support Section (HWSS)
DESA-HWSB-HWSS

- Regional Sample "Broker" all analytical services; oversight National CLP and National Non-RAS contracts.

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DESA Lab Analytical Coordinator: John Birri,
EPA Region 2, DESA Laboratory Branch (LAB), DESA-LAB

- Coordination/Contact for all samples analyzed by the DESA Laboratory

Contractors and EPA Project Officers (PO):

Contractor: CDM Federal RACS

EPA PO: Fernando Rosado

CDM : Jeniffer Oxford

Contractor: HDR RACS

EPA PO: Keith Moncino

HDR: To be determined

Contractor: Weston RST

EPA PO: Helen Eng

Weston: Smita Sumbaly

Contractor: Weston SAT

EPA PO: Helen Eng

SAT: Yunru Yang

Contractor: TechLaw, ROCs

EPA PO: Richard Graciano

ROC: John Fellingner

IAG: U.S. Army Corp of Engineers, Kansas City District

EPA PO: Justin Gottesman

USACE: Amy Darpinian

IAG: U.S. Army Corp of Engineers, Philadelphia District

EPA PO: Justin Gottesman

USACE: Erika McCormick

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ATTACHMENT # 1

U.S. EPA Region 2 Analytical Services Request Form

US EPA Region 2 Analysis Request Form

CLP Case/Project #:		Date Received by RSCC:		Date Cancelled:	
Site Name:		CERCLIS ID:		Sampling Dates:	
City/Town:		Op Unit:	Site Spill ID:	Start:	Finish:
State:		Action Code:		Arrival Time:	
EPA Project Manager:		Analytical Services Requestor:		Proposed Shipping Dates:	
First Name:	Last Name:	First Name:	Last Name:	Start:	Finish:
		Phone #:	Organization:	Saturday Delivery?	<input type="checkbox"/> Yes
EPA Approved QAPP?: <input checked="" type="checkbox"/> Yes		Overnight/Split Sampling?: <input type="checkbox"/> Yes		Labs Used: (PRP/FF)	
Date of QAPP Approval:		(e.g. PRP/Fed Facility)			
E-mail for Lab Assignments:		E-mail for Data:		Address for Hard Copy:	
Contaminants of Concern (if known):					
Known Hazardous Waste Constituents:					
Special Requests & Reporting Requirements (attach if more space required):					

Shaded area for RSCC use only

Instructions for the Completion of
the
"U.S. EPA Region 2 Analytical Services Request Form"

The following are instructions for the completion of the "U.S. EPA Region 2 Analytical Services Request Form". These instructions should be referred to assure the request form contains accurate information and is complete. Proper completion of the request form will cut down on the time needed to process requests for analytical services. Lab assignments will not be made until form is accurately completed by Analytical Services Requestor and accepted as complete by the Regional Sample Control Coordinator (RSCC).

General Instructions

1. In order to use this form's drop down lists and checkboxes you will need to **ENABLE MACROS**. When you open the file one of three things should happen:
 - a. If you are not asked anything when you open the file and the macros are fully functional, that means your security level is set to Low. This is dangerous for your computer and it is highly advised that you set your macro security level to Medium by following the instructions below.
 - b. If you are given a security warning with the options of disabling or enabling, please click **Enable Macros**.
 - c. If you are given any other error message you need to set your security level to a lower setting. To do this:
 - i. On the Tools menu, select Options.
 - ii. Click the Security tab.
 - iii. Under Macro Security, click Macro Security.
 - iv. Click the Security Level tab, then select Medium.
 - v. Close the file and reopen it.
 - vi. You should be given a security warning with the option of disabling or enabling, please click **Enable Macros**. The form should now be fully functional.
2. Do not fill out any grayed areas. For RSCC use only.
3. For the fields that contain "drop down lists", information can be manually entered if the required parameter is not provided.
4. All requests must be electronically submitted, via e-mail, to: Adly Michael (Michael.adly@epa.gov), Jennifer Feranda (Feranda.jennifer@epa.gov) and Robert Toth (toth.robert@epa.gov).
5. The e-mail (transmitting the request) subject line should read: "Analytical Services Request: (Site Name); (Project Start Date)".
6. Requests for routine analytical services (RAS) in standard matrices (i.e. water, soil, and sediment), should be submitted to RSCC no later than noon Tuesday, the week prior to the sampling start date.
7. Requests for non-routine analytical services and non-standard matrices (i.e. waste, oil, concrete, fish tissue, etc.) should be submitted to the RSCC at least two weeks prior to the sampling start date. Note that if analyses can not be accommodated by the EPA Regional Lab or the CLP, requests should be provided with enough leeway for alternative analytical services to be procured.
8. Once laboratory assignments have been made, the RSCC will forward the lab assignments, shipping addresses and any other relevant information to the designee (see # 24 below) usually by Thursday or Friday prior to the sampling start date. In cases where alternative analytical services are required, the requestor will be notified within a sufficient time frame to procure those services from an outside source.

Project Information

9. Site Name: Name of site in which sampling will be conducted.
10. City/Town: City or town where site is located.
11. State: Drop Down List - State that site is located in.
12. CERCLIS ID: A site identifier starting with the abbreviation for the state in which it is located and followed by several digits (i.e., NYD000222999 (NJ)XXXXXXXX, PRXXXXXXXXXX or If this is not known, please check with EPA Project Manager (PM) (i.e., Remedial Project Manager (RPM), On Scene Coordinator (OSC), Site Assessment Manager (SAM), etc. If a CERCLIS ID has not yet been established for the site, please indicate so on the form.
13. Operable Unit: Drop Down List - Specific site operable unit (OU) for project (i.e., 01, 02, etc.). If uncertain as to OU, check with EPA PM. If no OU has been assigned, please indicate by using "00".
14. Site Spill ID: A four-digit site identifier (i.e., 02K2). If this is not known, please check with EPA PM. THIS MUST BE PROVIDED.
15. Action Code: Drop Down List - Please refer to table below for definitions of action codes provided in drop down list.

ACTION CODE	DEFINITION
Remedial OB	Site Assessment
Remedial CO	Combined RI/FS
Remedial RA	Remedial Action
Remedial BD	PRP Lead RI/FS
Remedial BF	PRP Lead Remedial Action
Remedial ME	PRP Long Term Response
Remedial RD	Remedial Design
Remedial FE	Post Construction Activities
Remedial BE	PRP Lead Remedial Design
Removal RS	Removal Assessment
Removal RV	Removal, Fund Lead
Removal BB	PRP Lead Removal
Federal Facility OX	Federal Facility Oversight
Federal Facility QB	Site Assessment
BRAC PX	Site Specific BRAC

16. Sampling Dates: "Start": Date sampling is expected to begin (i.e., 04/04/08)
"Finish": Date sampling is expected to end (i.e., 04/06/08)
17. Proposed Shipping Dates: "Start": First date samples are expected to be shipped to the lab(s).
"Finish": Last date samples are expected to be shipped to the lab(s).
18. Arrival Time: Check Boxes - Time Frame that samples are expected to arrive at laboratory.
19. Saturday Delivery: Check Box - Check "yes" if samples are expected to be delivered to the lab(s) on a Saturday.
20. EPA Project Manager: "First Name": First name of EPA Project Manager.
"Last Name": Last name of EPA Project Manager.
21. Analytical Service Requestor: "First Name": First name of person submitting the analytical request form from the field contractor, EPA, state, etc.
"Last Name": Last name of the person submitting the analytical request form from field contractor, EPA, State, etc.
Note: Each sampling organization should have a dedicated person who submits the analytical requests to the EPA RSCC and serves as point of contact for answering questions and resolving issues.
22. Phone #: Phone number of Sampling Coordinator. Format used should be 1234567899.
23. Organization: Sampling organization conducting the sampling event (i.e., EPA, name of site contractor, State, etc.)
24. EPA Approved QAPP: Check Box - Check "yes" if the project has an approved Quality Assurance Project Plan (QAPP).
Note: SAMPLES WILL NOT BE ANALYZED WITHOUT AN EPA APPROVED QAPP.
25. Date of QAPP Approval: Provide the date in which the QAPP was approved by the EPA Project Manager.
26. Oversight/Split Sampling: Check Box - Check "yes" if samples being collected are oversight or split samples for a PRP/Federal Facility project.
27. Labs Used: If the box for "Oversight/Split Sampling" is checked yes, provide the name of lab(s) being used by the PRP, Federal Facility, etc.
28. Email for Lab Assignments: E-mail address(es) that the lab assignments should be sent to.
29. Email for Data: E-mail address(es) (other than EPA Project Manager) to which validated data and data assessments should be sent. Please note all CLP data will be sent in electronic formats.
30. Address for Hard Copy: For analyses being performed by the EPA DESA Laboratory, address in which the hard copy of the data should be sent.
31. Contaminants of Concern: List any known contaminants of interest/concern for the specific site.
32. Known Hazardous Waste Constituents: List any known hazardous wastes/contaminants at the site that the lab should know about for Health and Safety or Disposal purposes (i.e. radionuclides, PCBs, asbestos, etc.)
33. Special Requests & Reporting Requirements: Provide any information regarding special project requirements that the lab(s) need to know to meet project specific requirements. These can include, but are not limited to: lower or higher CRQLs, additional compounds outside the standard TCL/TAL lists; high concentration samples, sample volume concerns; canister needs (for TO-15 air samples), etc. Attach additional pages if more space is required other than what is provided on the request form.

Requested Analysis

34. Site Name: Provide site name on the top of the analytical request table.
35. # of Samples: Provide the number of samples per matrix per analysis. Include relevant QC samples (trip blanks, field duplicates, rinsate blanks, etc.)
36. Concentration Level: Drop Down List - Designate the anticipated concentration for the samples to be analyzed.
37. Matrix: Drop Down List - Provide the matrix (i.e., soil, aqueous, oil, air, etc.) for the samples being collected.
38. Analysis: Drop Down List - Provide the required analyses from the drop down list (i.e., VOA, Pesticide, PCBs, etc.). If the required analysis can not be found in the drop down list, the field can be manually populated.
39. Turnaround Time: Turnaround time should be the total turnaround time (expressed in DAYS) needed for the receipt of validated data by the EPA PM and/or their designee (i.e. if validated data is needed by the project team in 35 days, 35 days should be indicated on the request form).
40. SOW# Method: Provide the project required analytical method needed (i.e. SOM01.2, ILM05.4, SW-846 8260, etc.). Enter only ONE method per line.
41. Laboratory Assignment: The laboratory assigned to analyze each group of samples. NOTE: If samples are to be sub-contracted out for analysis, name of sub-contract lab should be provided in this space when request is submitted to RSCC.**

** ANSETS data sheets with detailed information regarding sub-contracted analytical services are required to be submitted to the RSCC (Adly Michael and Jennifer Feranda) by the fifth (5th) of each month.

ATTACHMENT # 2

Example of HWSS Tracking Database

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ATTACHMENT # 3

Example of HWSS Tracking Database

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ATTACHMENT # 4

Example of Data Tracking Table

Database I / DATA TRACKING SUMMARY REPORT*

Site Name / Location	Case No./ Sampler	Request Rec'd Date	DESA Accept	CLP Accept	Requestor Notified Date	Case Booked Date	LAB	Analysis	Proj'd No. of Sample	TAT	Sampling Start Date	Sampling End Date	Data Due to HWSS	Act'l No. of Sample	Data Rec'd from Lab
Mohonk Road Industrial	33937														
High Falls	NY	USACE													
		2/22/2005	No, Odd Analyte(s)	Yes	3/4/2005	3/4/2005	LIBRTY	LC-VOA+1,4-di	5	14	3/10/2005	3/10/2005	3/25/2005		
Juana Diaz Wells	33938														
Juana Diaz	PR	PREQB													
		2/24/2005	No, Capacity	Yes	3/4/2005	3/10/2005	DATA C	LC-VOA	25	21	3/7/2005	3/11/2005	4/4/2005	17	
		2/24/2005	YES		3/2/2005	3/10/2005	DESA	LC-BNA	18	21	3/7/2005	3/11/2005		0	
		2/24/2005	YES		3/2/2005	3/10/2005	DESA	LC-Pest/PCBs	18	21	3/7/2005	3/11/2005		0	
		2/24/2005	YES		3/2/2005	3/10/2005	DESA	TAL-Metals+Hg	18	21	3/7/2005	3/11/2005		0	
		2/24/2005	YES		3/2/2005	3/10/2005	DESA	CN	18	21	3/7/2005	3/11/2005		0	
Lightman Drum Compan	33939														
Winslow Twp.	NJ	CDM													
		3/1/2005	No, Capacity	Yes	3/4/2005	3/1/2005	A4	TC-VOA	5	21	3/1/2005	3/18/2005	4/4/2005		
		2/7/2005	YES		3/1/2005	3/1/2005	DESA	TAL-Metals+Hg	3	21	3/1/2005	3/18/2005		0	
Fried Industries	33940														
East Brunswick	NJ	TTFW													
		2/25/2005	YES		3/1/2005	3/1/2005	DESA	TAL-Metals+Hg	7	21	3/7/2005	3/11/2005		0	
		2/25/2005	No, Odd Analyte(s)	Yes	3/4/2005	3/4/2005	LIBRTY	LC-VOA+1,4-di	10	21	3/7/2005	3/11/2005	4/4/2005		

EXAMPLE

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ATTACHMENT # 5

Example of ANSETS Reporting Form

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ATTACHMENT # 6

Region 2 Requirements for ANSETS Reporting

Analytical Services Tracking System (ANSETS) Reporting in Region 2

The following details EPA Region 2's procedures/process for reporting under ANSETS.

1. All sampling organizations (EPA, state, US Army Corp, and contractors) in Region 2 that procure analytical services under Tier 4 of the FASTAC process (sub-contract, IAG, etc.) must submit a form (Exhibit 1) detailing these analytical services (i.e., site information, matrix, analysis, number of samples, laboratory, etc) to the Regional Sample Control Coordinator (RSCC) on a monthly basis.
2. All of the data provided by the sampling organizations are entered into the Regional Database #2 and a Regional copy of the ANSETS database.
3. The information from the Regional ANSETS database is then exported (on a monthly basis) to the Sample Management Office (SMO) for incorporation into the National ANSETS Database.
4. Once SMO collects all of the information, they prepare a report of all the information collected from the Region and send the RSCC a report detailing information on each site in which information that was submitted for that month as well as a running total of the different types of analyses reported for the Fiscal Year. This report is sent to the CLP Project Officer (PO)/RSCC monthly.
5. The CLP PO/RSCC reviews the report, compares it with the regional database (Database #2) and disseminates the information as necessary to the DESA Lab, HWSS and HWSB management. The CLP PO/RSCC also may contact EPA Project managers or their designated representatives when questions arise as to why sub-contracts were used vs. the EPA DESA lab or the CLP.

Contacts for ANSETS Reporting

Jennifer Feranda: EPA Region 2 CLP PO/RSCC; DESA-HWSB-HWSS

- Overall coordination; review of reports and dissemination of information

Adly Michael: EPA Region 2 RSCC

- Regional ANSETS Database management and data entry
- Maintains files on all ANSETS documentation submitted to RSCC

Sampling Organization Contacts (Responsible for submitting ANSETS information)

Dianne Salkie: US EPA Region 2 DESA-HWSB-SCST

Jenniffer Oxford: CDM Federal Programs

Lynn Arabia: Tetra Tech Environmental Corp.

Smita Sumbaly: Weston Removal Support Team (RST)

Yunru Yang: Weston Site Assessment Team (SAT)

Frank Sorce: NJ Department of Environmental Protection (NJDEP)

Lisa Greco-Segazi: Malcolm Pirnie Inc. (MPI)

David Evans: U.S. Army Corp of Engineers, Kansas City District

ATTACHMENT # 7

Memo “Procedures for Notification of Changes in Sampling/Analytical Schedules

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION II

DATE: October 13, 2004

SUBJECT: Procedures for Notification of Changes in Sampling/Analytical Schedules

FROM: Robert Runyon, Chief
Hazardous Waste Support Section (2DESA-HWSB)

TO: Vince Pitruzzello, Chief
Program Support Branch (2ERRD-PSB)

The purpose of this memo is to provide you with an update on requirements for procuring any Superfund analytical services through EPA Region 2's Division of Environmental Science and Assessment (DESA) laboratory and the National Contract Laboratory Program (CLP).

Over the past several months there has been a significant increase in the number of sampling events that have; 1) been postponed; 2) been cancelled; 3) been extended beyond the sampling period previously designated; or 4) changed the number of samples submitted to laboratories for analysis from the number scheduled (increased or decreased, often significantly). While it is understood that sampling and field work can sometimes be unpredictable with delays and/or changes in sample numbers, sampling events requiring changes are occurring more frequently among Region 2 field contractors. In addition, RPMs and/or samplers are not notifying the Regional Sample Control Coordinator (RSCC) and/or DESA lab of any such changes in a timely manner. Often, the RSCC or DESA laboratory are notified after the samples were expected to arrive at the lab(s), and/or DESA staff are required to initiate contact with sampling contractors to determine the status of scheduled samples that have not been received.

Delays in notification of changes in scheduled sampling projects result in costly workload inefficiencies. DESA sample coordinating staff spend unnecessary time tracking down the status of specific projects when samples don't arrive on schedule, and the scheduled analytical resources requested are unavailable for use on other projects while committed to scheduled projects.

The following procedures are being implemented to make most cost effective use of analytical resources, and to ensure that proper communication on sampling issues is being maintained between EPA Project Managers, their contractors, and DESA staff:

1) It is the Site Project Manager's (RPM, OSC, SAM, etc.) and their contractor's responsibility to notify the RSCC of any changes to sampling schedules or numbers of samples being submitted. Notifications should be made immediately upon the knowledge of any changes to the sampling project schedule or sampling numbers. Failure to appropriately notify the RSCC could result in samples not being analyzed or an extension in the time to complete analysis. This holds true for both the DESA laboratory and the CLP.

2) All notification of changes in sampling schedules or the number of samples being submitted for analysis (either to the DESA laboratory or the CLP) **must** go through the RSCC, currently Jennifer Feranda.

3) For any changes in sampling dates or the number of samples being submitted, a new Booking request form must be completed and submitted to the RSCC. The appropriate form must be

used dependent on which lab(s) are scheduled to receive the samples (i.e., the DESA laboratory or the CLP).

4) Once all scheduling issues have been resolved, communication on other sampling and technical issues can be directed to the appropriate contacts: John Birri (732) 906-6886 for the DESA laboratory and Adly Michael (732) 906-6161 for the CLP.

Should you have any questions or require further information, please contact me at (732) 321-6645 or Jennifer Feranda of my staff at (732) 321-6687.

Attachments

cc: Deb Szaro
Linda Mauel
Jennifer Feranda
John Bourbon
John Birri
Adly Michael