



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

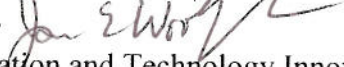
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OFFICE OF  
SOLID WASTE AND EMERGENCY  
RESPONSE

OSWER Directive No. 9240.0-47

**MEMORANDUM**

**SUBJECT:** Contract Laboratory Program Guidance for Field Samplers, EPA 540-R-09-03

**FROM:** James E. Woolford, Director   
Office of Superfund Remediation and Technology Innovation

**TO:** Superfund National Policy Managers, Regions 1 - 10  
Regional Science and Technology Directors

**Purpose**

The purpose of this memorandum is to transmit the final Office of Solid Waste and Emergency Response (OSWER) Directive (9240.0-47) entitled Contract Laboratory Program Guidance for Field Samplers. This guidance will replace the current Contract Laboratory Program (CLP) Field Samplers Guide (EPA 540-R-07-06). The guidance provides users with general information regarding environmental sample collection for the U.S. Environmental Protection Agency (EPA) Superfund's CLP. The guidance provides minimum CLP requirements, an explanation of the general sampling process sequence of events, and related information.<sup>1</sup>

**Background**

The CLP is a national network of EPA personnel, commercial laboratories, and support contractors whose fundamental mission is to provide data of known and documented quality.

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<sup>1</sup> This guidance will provide information to the public and to the regulated community on how EPA intends to exercise its discretion in implementing its regulations at contaminated sites. It is important to understand, however, that this document does not substitute for statutes EPA administers or their implementing regulations, nor is it a regulation itself. Thus, this document does not impose legally binding requirements on EPA, states, or the regulated community, and may not apply to a particular situation based upon the specific circumstances. Rather, the document suggests approaches that may be used at particular sites as appropriate, given site-specific circumstances. This guidance may be modified in the future.

The CLP supports EPA's Superfund program which was established under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 and presently exists under the Superfund Amendments and Reauthorization Act of 1986. The CLP is directed by the Analytical Services Branch of the Office of Superfund Remediation and Technology Innovation in OSWER.

The CLP primary service is the provision of analytical data of known and documented quality to CLP customers through its routine and modified chemical analytical services. The CLP has implemented supporting services to ensure that data of known and documented quality is provided to CLP users. Because of its supportive infrastructure, the CLP is able to provide all services in a cost-effective and efficient manner. To achieve this goal, the CLP has established strict quality control procedures and detailed documentation requirements. Current CLP users include the EPA Regions, States and Tribal governments, and other Federal agencies. CLP users also are encouraged to review the *Introduction to the Contract Laboratory Program* document that contains a general overview of the CLP, how it works, and how to access the program.

The attached guidance describes the important organizational roles and responsibilities for those who plan and conduct environmental sample collection projects for analysis through the Superfund's CLP.

## **Implementation**

Effective immediately, the attached guidance should be included among those instructions provided to entities responsible for collection of environmental samples in support of Superfund's CLP. Through the use of this guidance, the EPA field sampling team will be introduced to the structure and purpose of the sampling process; the pre-field planning activities that the sampling team should complete prior to the actual sampling event; and in-field activities that need to be completed during the sampling event for CLP analyses. The appendices contain useful reference information and checklists to aid in planning and documenting sampling activities. These include the following:

- Description of the functions within a sampling project which are taken from the Quality Assurance Project Plan (QAPP) requirements;
- Sample collection guidelines for Volatile Organic Analytes in soil and water;
- Recommended sampling techniques and considerations;
- Checklists to help the sampler ensure that all necessary steps are completed;
- Glossary of terms; and
- FORMS II Lite™ analysis codes.

This document does not define specific sampling procedures because specific sampling protocols depend on individual site conditions, Regional requirements, and acceptance and performance criteria. The sampling team should consider the procedures and plans presented in this guidance as minimum sampling process guidelines to maintain sample integrity and identity. The sampling team is advised to refer to the procedures and plans presented in their approved project and site-specific QAPP and Sample Analysis Plan for the collection of samples for determination.

This document can be found on the internet at <http://www.epa.gov/superfund/programs/clp/guidance.htm>. Please direct any questions to Eric Reynolds of my staff at 703-603-9928 ([reynolds.eric@epa.gov](mailto:reynolds.eric@epa.gov)).

Attachment

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