



**COVER SHEET
 STANDARD OPERATING PROCEDURE**

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

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1.0 APPLICABILITY

This Standard Operating Procedure (SOP) applies to all programs in the Maine Department of Environmental Protection's (MEDEP) Division of Remediation (DR). It is also applicable to all parties that may submit data that will be used by the DEP/DR.

This SOP is not a rule and is not intended to have the force of law, nor does it create or affect any legal rights of any individual, all of which are determined by applicable statutes and law. This SOP does not supersede statutes or rules.

2.0 PURPOSE

The purpose of this document is to describe the MEDEP/DR procedure for documenting field actions.

3.0 RESPONSIBILITIES

All MEDEP/DR Staff must follow this procedure when performing this task. All Managers and Supervisors are responsible for ensuring that their staff are familiar with and adhere to this procedure. MEDEP/DR staff reviewing data by outside parties are responsible for assuring that the procedure (or an equivalent) was utilized appropriately.

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 other field activity associated with a known or suspected hazardous substance, petroleum, or landfill site.
- Field Log Form – A special use form for obtaining field notes in a standardized format, such as for low flow groundwater well monitoring or landfill inspection form.

5.0 GUIDANCE AND PROCEDURES

5.1 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 official file in the MEDEP/BRWM file room. This includes creating an electronic “pdf” copy of field notes and saving in the appropriate MEDEP/DR electronic file using current MEDEP/DR electronic file naming conventions.

5.3.0 PROCEDURE

5.3.1 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 it is a long term project, 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 e.g. Joe’s Garage, Volume 1), or project manager/ year/ book number for general field books, (e.g. Frank Zappa, 2008 – 1). If a field book is not paginated, staff must number all pages, in order, prior to its use.

5.3.2 SITE DOCUMENTATION

All field notes, with the stated exceptions (i.e. 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. 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.

5.3.2.1 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)).

5.3.3 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.

5.3.4 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 in conjunction with a field book, 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. If forms are used without a field book, all of the forms for that day must be paginated at the end of the day, and, if multiple forms are used for the same project, attached as a packet to a field event trip report cover sheet (found in Attachment A). If the form has all of the information on the cover sheet, a cover sheet is not required.

MEDEP/DR and Maine Department of Environmental Protection, Bureau of Remediation and Waste Management, Division of Technical Services (MEDEP/TS) have various forms for notes, including but not limited to:

- 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
- Indoor air and soil vapor form

Site or task specific forms can also be generated on an as needed basis.

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 completed FETR cover sheet form (Attachment A to this SOP), photocopies of all field notes taken by all personnel during the event, and copies of chains of custody for samples. A cover sheet form is not required if only one form is used for a site, and that form has all of the information required on the FETR cover sheet (such as a landfill inspection form). 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 hardcopy of the FETR package will be placed in the Project Site File and a pdf electronic copy will be placed in the electronic file for the site.



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ATTACHMENT A
FIELD EVENT TRIP REPORT



DIVISION OF REMEDIATION FIELD TRIP REPORT

DATE:	Weather Conditions:
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SITE NAME and LOCATION:

MEDEP PERSONNEL PRESENT:
OTHER PEOPLE PRESENT:

PURPOSE OF SITE/AREA VISIT:
<input type="checkbox"/> Reconnaissance
<input type="checkbox"/> Residential Water Sampling
<input type="checkbox"/> Sampling Monitoring Wells or Micro Wells
<input type="checkbox"/> Waste Sampling, Drums, Stained Soil, Other _____
<input type="checkbox"/> Soil Sampling
<input type="checkbox"/> Surface Water/ Sediment Sampling. Water Body _____
<input type="checkbox"/> Geoprobng
<input type="checkbox"/> Contractor Oversight _____
<input type="checkbox"/> OTHER _____

FIELD NOTES and SAMPLE NUMBERS RECORDED BY:
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ADDITIONAL COMMENTS:

Audit of procedures conducted? Yes <input type="checkbox"/> No <input type="checkbox"/>
Deficiencies noted? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain in written trip report and attach

ATTACHMENTS:
<input type="checkbox"/> Copy of Field Book Pages
<input type="checkbox"/> Copy of Chain-of-Custody
<input type="checkbox"/> Photographs
<input type="checkbox"/> OTHER: _____

Print Name:	Signature:	Date:
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