

Standard Operating Procedure 56.0

Note Taking and Log Book Entries

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1. PURPOSE AND SCOPE

The Standard Operating Procedure (SOP) provides technical guidance and procedures that will be employed during all field activities. The procedure addresses how, and when data will be recorded in the field.

2. RESPONSIBILITIES AND QUALIFICATIONS

All team members are required to comply with the SOP. The designated team leader will be responsible for ensuring the SOP is followed.

3. DATA QUALITY OBJECTIVES

Field Activity Requirements

4. RELATED STANDARD OPERATING PROCEDURES

Pertains to all field documentation activities

5. EQUIPMENT LIST

Permanently bound log book (no spiral-bound log books)
Black or blue ballpoint pen (waterproof ink)

6. PROCEDURES

1. Use black or blue ballpoint pen with waterproof ink. Felt-tip pens should not be used.
2. Reserve the inside front cover for business cards from key personnel who visit the site (including the person in charge of the log book).
3. On the first page of the log book, place a return for reward notice, phone number, and the Project manager's name.
4. Enter the following on the second page of the log book: project name, project number, Team Leader name, onsite contacts, onsite telephone number and address, telephone numbers for all key personnel, and emergency fire and medical telephone numbers.

5. Number and put the date at the top of each page. Start a new page for each day. At the end of a day, summarize the day's activities, and put a slash through the rest of the blank lines. Start the next day on a new page.
6. Enter the time (in military time, e.g., 0830) in the left column of each page when an entry is
 - a. recorded in the field notebook.
7. If a mistake is made in an entry, cross out the mistake with one line and initial the end of the line.
8. At all times, maintain the chain of custody on the field log book.

Content:

1. Be sure that log book entries are LEGIBLE and contain accurate and inclusive documentation of project field activities.
2. Provide sufficient detail to enable others to reconstruct the activities observed.
3. Thoroughly describe all field activities while onsite. Be objective, factual, and thorough. Language should be free of personal feelings or other terminology that might prove inappropriate.
4. Describe problems, delays, and any unusual occurrences such as wrong equipment or breakdowns along with the resolutions and recommendations that resulted.
5. Fully document any deviations from or changes in the work plan.
6. Describe the weather and changes in the weather, particularly during sampling events.
7. Sketch a map of the facility or areas onsite where activities are occurring, especially the location of sampling points.
8. During sampling activities, record all information pertaining to the sampling event. Include descriptive locations and diagrams of the sample locations, time, sample media, analysis, sampling procedure, equipment used, sizes and types of containers, preservation and any resulting reactions, sampling identification (especially for duplicate samples), shipping procedures (record airbill numbers), and addresses.
9. Note decontamination or disposal procedures for all equipment, samples, and protective clothing and how effectively each is performed.
10. If possible, photograph all sample locations and areas of interest in accordance with SOP 52.0.
11. Record the names and affiliations of key personnel onsite each day.
12. List all field equipment used and record field measurements, including distances, monitoring and testing instrument readings (e.g., photoionization detector (PID), pH, conductivity, model numbers, etc.), and calibration activities.
13. Record proposed work schedules and changes in current schedules in the log book.
14. Describe site security measures.
15. Include drum inventory for all investigation-derived waste (IDW) materials generated during site activities. Provide information on how IDW material was labeled.

7. QUALITY ASSURANCE/QUALITY CONTROL

During the project QA/QC field book checks will be conducted by the designated project representatives. Any corrective action must be conducted in writing by the owner of the Note book and initialed by the QA/QC representative.

9. DATA AND RECORDS MANAGEMENT

During the project QA/QC field book checks will be conducted by the designated project representatives. Any corrective action must be conducted in writing by the owner of the Notebook and initialed by the QA/QC representative.

9. REFERENCES

EPA, March 2001, Guidance for Preparing Standard Operating Procedures (SOPs) EPA QA/G-6, EPA/240/B-02/004, Office of Environmental Information, Washington, D.C.

EPA, March 2001, EPA Requirements for Quality Management Plans, EPA A/R-2, EPA/240/B-02/002, Office of Environmental Information, Washington, D.C.

EPA, November, 2002, Guidance on Environmental Verification and Data Validation, EPA QA/G-8, EPA/240/R-02/004, Office of Environmental Information, Washington, D.C.

EPA, December 2002, Guidance for Quality Assurance Project Plans, EPA AQ/G-5, EPA/240/R-2/009, Office of Environmental Information, Washington, D.C.