Golder Associates

Technical Procedure

Number: TP-1.2-18
Title: SAMPLING SURFACE SOIL FOR CHEMICAL ANALYSIS

Prepared by	Approved by	Approved by	Effective Date	Rev. Level
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RECORD OF REVISION
TP-1.2-18
Rev. 5

Section	Description of Revision
Throughout	Minor editorial changes and clarifications
8.8 and Exhibit B	Added requirements for Field Change Request

1. PURPOSE

This technical procedure establishes uniform methods for sampling surface soils for chemical analysis.

2. APPLICABILITY

This Technical Procedure shall be used by all Golder Associates Inc. (Golder) personnel sampling surface soils for chemical analysis.

3. DEFINITIONS

3.1 Surface Soil

Surface soil is defined as consolidated soil on the land surface or as exposed by an excavation or boring within twenty (20) feet of the land surface.

3.2 Sampling Interval

The sampling interval is defined as the stratigraphic depth represented by the soil sample.

3.3 In Situ Soils

The term in-situ soils refers to soils as they occur in place within the soil column.

4. REFERENCES

Golder Associates Technical Procedure TP-1.2-23, "Chain of Custody."

Golder Associates Technical Procedure TP-1.1-2, "Geodetic Surveys."

5. DISCUSSION

None

6. RESPONSIBILITIES

6.1 Sampling Technician

The Sampling Technician is responsible for completing the sampling assignment in accordance with this Technical Procedure and governing project plans or instructions.

6.2 Task Leader

The Task Leader is responsible, within the guidelines of governing plans or instructions, for determining which soils shall be sampled and for monitoring the sampling process to ensure that procedures and documentation are in accordance with this document.

6.3 Project Manager

The Project Manager or a qualified designee is responsible for determining the type of chemical analyses to be performed on soil samples, and for defining such requirements to project staff through appropriate plans or instructions.

7. EQUIPMENT AND MATERIALS

- Brunton compass, 0° to 360° divisions;
- site map and clipboard;
- bound field logbook or field report forms (Exhibit A);
- assorted standard field equipment (e.g., hammers, post-hole digger, shovel, hand auger) for exposing soils to be sampled;
- measuring tape;
- engineer's rule (six feet long, with 0.10 foot graduations);
- indelible ink pens;
- two-inch wood stakes and colored flagging material;
- if required, sampling equipment appropriate for soils to be analyzed for non-volatile constituents; all such equipment shall be metal (steel, stainless steel or aluminum) and may include hand augers, hand scoops, sampling thiefs, sampling dredges, core samplers, or sampling triers. If volatile constituents are to be analyzed in the soil samples, sampling equipment shall be designed to minimize exposure to the atmosphere. As an example, a metal drive tube appropriate for the size of the soil particles and slightly smaller in diameter than the wide-mouth glass sample bottles may be used, with appropriate sample extraction accessories;
- sample bottles, sized appropriately for the desired sample and soil particle size;
- Chain of Custody records, seals, and sample labels as required by procedure TP-1.2-23, "Chain of Custody";
- appropriate decontamination solutions such as organic free distilled/deionized water, non-phosphate detergent, tap water;
- decontamination equipment such as brushes and sprayers, and drums or applicable plan or containers for capturing decontamination waste solution; and

- thermometer controlled in accordance with Golder's quality procedure for calibration of measuring and test equipment.

8. PROCEDURE

8.1 Sample Location

Location mapping shall be to the level of detail required by the applicable plan or instructions, and sound engineering and geologic practice. If the base map for the sampling site is of sufficient accuracy, the sample location may be approximated within a 10' radius and physically identified by a wood stake marker. If the base map does not have the required accuracy, locations shall be described by either (1) tape measurement from three permanent features identifiable on the base map; (2) measured along a compass bearing from a permanent feature; or (3) triangulated with compass bearings from three permanent features identifiable on the base map. Compasses may be used only when the site does not contain magnetic or large metal objects. The locations so derived will be identified by a wood stake marker with test pit designation, and recorded as described in Section 8.2. When required by project directive, all location markers will be geodetically surveyed in accordance with TP-1.1-2, "Geodetic Surveys."

8.2 Documentation

Final sample location, sample types and numbers, and relevant sampling events (including on-site personnel and all visitors) shall be recorded on Field Report forms (Exhibit A) or bound field logbooks. Events shall be recorded chronologically, with the time of each event noted.

8.3 Decontamination

All sampling equipment shall be decontaminated prior to the start of sampling activities and between each use. Unless other decontamination procedures are specified in the project plans or instructions, the following steps will be followed. The sampling equipment shall be washed with non-phosphate detergent solution. Brushes shall be used to aid in removing all visible soil or grit. A tap water rinse shall be used to thoroughly remove all detergent solution. The final rinse shall be with organic free distilled/deionized water. All waste wash solutions shall be captured and disposed of in the manner defined by the applicable project plan or instruction, in compliance with applicable regulatory requirements.

8.4 Sampling

The soils to be sampled shall be exposed prior to sample acquisition. If the upper six inches of soils are to be sampled, then surface vegetation shall be removed. If samples are to represent discrete depth intervals below land surface, then overlying soils shall be removed by a shovel, post-hole digger, hand auger, or other appropriate method to the desired interval. For loose watery sediments from stream bottoms, a pond sampler, sampling dredge, pail, or ladle can be used. The sediment sample should be allowed to settle and the extra water decanted prior to transferring samples to containers. For cohesive wet or dry stream-bottom samples, a vertical-pipe, sampling dredge, or core sampler can be used and driven into the stream bed to the

selected depth. An in-situ soil sample shall be obtained from the desired sampling interval. If the required analyses do not include volatile constituents, an in-situ soil sample can be obtained using a hand scoop, hand auger, sampling thief, or sampling trier. The soils shall be visually inspected and immediately put into the appropriate sample bottle as required by the governing project plan or instruction. No preservatives shall be added to the sample.

If soils are to be analyzed for volatile constituents, the sample shall be obtained from the desired interval using a drive tube sampler. Contact between the atmosphere and the sample must be minimized; the drive tube sampler shall be driven into the materials with a hammer, and the sample extruded directly into the appropriate sample bottle. An air-tight cap shall be immediately placed on the sample bottle; no preservatives shall be added.

If a backhoe is used to expose sampling intervals for analysis of volatile constituents, a hand auger or drive tube may be used to sample the test pit walls or floor when the test pit is less than four (4) feet deep. If the test pit is greater than four (4) feet, a relatively undisturbed sample may be obtained from the backhoe bucket using a drive tube sampler.

8.5 Composite Samples

If soil sample composites are to be established, equal volumes of individual samples shall be added together for the composite sample. At least three small, equal sized samples from several points within a five foot radius shall be collected. Samples will be placed into a clean, decontaminated stainless steel container and each portion will be stirred together into one composite. The composite sample shall be given an individual sample number, and the sample number of each contributing sample recorded in the field logbook or Field Report form.

8.6 Sample Labeling, Handling, and Shipment

Samples shall be immediately labeled, sealed with a tamper-proof seal and relevant data recorded on individual Chain of Custody forms as required by TP-1.2-23, "Chain of Custody." Samples shall be placed in a chilled cooler at approximately 4° C, $\pm$ 2°C, as soon as possible. A thermometer shall be placed in the cooler for temperature monitoring purposes. The cooler shall remain in sight of the Sampling Technician at all times, or be kept in locked storage, as required by TP-1.2-23.

Samples shall be forwarded to the analytical laboratory accompanied by the Chain of Custody record, in compliance with TP-1.2-23 requirements. When samples are ready for shipment, the Task Leader shall release the sample to the carrier, who shall also sign the custody form. The Chain of Custody form is in triplicate. One copy of the form shall be retained by the Task Leader; the original form and the remaining copy shall be shipped with the sample. Upon receipt at the laboratory, the laboratory custodian shall verify the integrity and identification of the sample, sign the form, and return the original copy to the Task Leader or Project Manager. All originals shall be retained in the project records.

8.7 Site Restoration

Any excavation or hole made to obtain samples shall be backfilled with the excess material removed from the hole, unless other requirements are invoked by governing plans or instructions.

8.8 Field Change Request

Variation from established procedure requirements may be necessary due to unique circumstances encountered on individual projects. All variations from established procedures shall be documented on a Field Change Request form (Exhibit B) and reviewed by the Project Manager and the QA Manager.

The Project Manager may authorize individual Field Engineers to initiate variations as necessary. If practical, the request for variation shall be reviewed by the Project Manager and the QA Manager prior to implementation. If prior review is not possible, the variation may be implemented immediately at the direction of the Field Engineer, provided that the Project Manager is notified of the variation within 24 hours of implementation, and the Field Change Request is forwarded to the Project Manager and QA Manager for review within 2 working days of implementation. If the variation is unacceptable to either reviewer, the activity shall be reperformed or action shall be taken as indicated in the Comments section of the Field Change Request form.

All completed Field Change Request forms shall be maintained in the project records.

TP1218.RV5

GOLDER ASSOCIATES
4104 148th Avenue NE
Redmond, Washington 98052

(206) 883-0777

DATE	JOB NO
PROJECT	
LOCATION	
CONTRACTOR	OWNER
WEATHER	TEMP °at AM °at PM
PRESENT AT SITE	

TO

THE FOLLOWING WAS NOTED:

COPIES TO

FIELD REPORT

SIGNED

EXHIBIT **A**
FIELD REPORT
TP 1.2-18

PROJECT NO. IP3 1024 DRAWING NO. 48020 DATE 1/18/94 DRAWN BY TK

Golder Associates

FIELD CHANGE REQUEST

Golder Associates

Job/Task Number: _____

Other Affected Documents: _____

Requested Change: _____

Reason for Change: _____

Change Requested by: _____ Date _____

Reviewed by: _____ Date _____
GAI Project Manager

Comments: _____

Reviewed by: _____ Date _____
GAI QA Manager

Comments: _____