



Catherine B. Templeton, Director

*Promoting and protecting the health of the public and the environment*

## **RE: Annual Contractor Quality Assurance Plan (ACQAP) Submission Protocol**

1. Title Page (Prepared By, Date, Name of Certified Contractor and Contractor Certification Number, Contact Information)
2. Signature Page (page 7 of the UST Programmatic QAPP)
  - A. Approvals (Contractor QA Manager, Site Rehabilitation Contractor, Laboratory Director)
  - B. Signatures of all parties who may be involved in UST site rehabilitation work stating they have received the most recent version of the UST Programmatic QAPP
3. Distribution and Project Organization List (pages 124-125 of the UST Programmatic QAPP, Section A3)
4. QAPP
  - A. Contractor QAPP
    - i. Written statement: “I, *contractor name*, hereby certify that all work will be conducted in accordance with the UST Programmatic QAPP (Revision 2.0). Any variations from the UST Programmatic QAPP (Revision 2.0) will be provided on the Site-Specific Work Plan form.” **OR**
    - ii. Contractor-developed QAPP that is consistent with the UST Programmatic QAPP (must provide 3-ring binder hardcopy as well as electronic copy)
  - B. Additional Information from UST Programmatic QAPP, Appendix B, Contractor Addendum
    - i. Record Identification, Storage, and Disposal (Page 127, Section A8, Table 2A)
    - ii. Field Corrective Action (Page 128, Section B2, Table 4A)
    - iii. Sample Handling and Custody (Page 129, Section B3)
    - iv. Analytical Methods (Page 129, Section B4)
    - v. Field Instrument and Equipment Testing, Inspection and Maintenance (Page 130, Section B6)
    - vi. Instrument Calibration and Frequency (Page 130, Section B7)
    - vii. Data Acquisition Requirements (Page 131, Section B9)
    - viii. Data Management (Page 131, Section B10)
    - ix. Assessment and Response Actions (Page 133, Section C1)

5. SOPs for every field activity that the contractor may do over the course of the year
  - A. Must provide 3-ring binder hardcopy as well as electronic copy
  - B. Must at a minimum include the items below (to include detailed methods, equipment used, etc.) and be in order as listed:
    - i. Soil Boring, Field Screening, Drilling
    - ii. Soil Sampling
      1. Sampling Methodology
      2. Special Techniques and Considerations
      3. Technique for Sampling Volatile Organics in Soil
    - iii. Well Development
    - iv. Field Measurable Physical/Chemical Characteristics
      1. Temperature
      2. Specific Conductance
      3. pH
      4. Dissolved Oxygen
      5. Turbidity
    - v. Groundwater Monitoring and Sampling
      1. Water Level Measurements
      2. Monitoring Well Purging
      3. Sampling
    - vi. Surface Water Sampling
    - vii. Air Sampling