

## **Churchill County Field Office Procedures**

### Home Appointment Scheduling

Jennifer McMartin – Always

(Back-up person will be trained in the event Jennifer is unavailable)

### Pack & Ship

Chain of Custody (master examples prepared)

- a. Soil Samples – (2 CoC's)
- b. Summa canister – ( 1 CoC)
- c. Wipe samples – (Rad – combine w/ soil)
- d. Dust samples – (1 Co)

Coolers & Ice packing

Bubble wrap any glass sample jars

Packing tape & Tamper-evident tape on coolers

Fed-ex airbills (some inside containers for intermediate shipping needs – summas)

### Administration

Collect field packets after teams come back in and organize/file info

Obtain ice

Supply inventory & ordering

Phone messages

Copying chain of custodies

Man the walkie-talkie “base station”

### Office Manager

Double check coolers vs. chain of custody's prior to sealing cooler

Track # of sampling events performed and QA/QC sample collection

Equipment Blanks, Field Dups & Lab QC Double Volume

### Equipment Decon

Trowels

Nilfisk vacuums

Outside of buckets (wipe off w/ wet Alconox rag) – Team Leaders

Equipment Blanks for laboratories on soil trowels, scoops & turkey pans

### Prep Work

Labeling – NDEP & outside lab, both pre-printed

Field sheets/clipboards ready to go for each event with directional map

Tare the vacuum bags

Double-bag the vacuums

Double-bag the summas (2 going out with each sampling event)

Double-bag the soil sampling kit (pan, trowel, scoop, glass jars, double zip locks)

Rad gauze wipes with template & double ziplock for transport to lab

(place inside double-bag of soil sampling kit for carrying to home?)

Tyvek packs, gloves, etc.

5 gal buckets w/ misc small stuff  
Radon Box  
H&S (water) coolers  
Extra black trash bags  
Clear bags for house vacuum bag  
Bucket w/ potting soil  
Walkie talkie

**Items that can be completed before the 8<sup>th</sup>**

Pre-printed Fed-ex  
Pre-filled chain of custodies  
Sample vessel labels – peel'n'stick Avery labels & CLP labels  
Radon kits