**QAPP Worksheet #21: Field SOPs**

**(UFP-QAPP Manual Section 3.1.2)**

**(EPA 2106-G-05 Section 2.3.2)**

This worksheet is intended for use to document the specific field procedures being implemented, which is important for measurement traceability. The QAPP must contain detailed descriptions of procedures for all field activities, including sample collection; sample preservation; equipment cleaning and decontamination; equipment testing, maintenance and inspection; and sample handling and custody. If these procedures are included in existing SOPs, then the SOPs should be reviewed to make sure they are either 1) sufficiently prescriptive to be implemented as written, or 2) modified as necessary for this project. If an SOP provides more than one procedure or option (for example, one SOP covers the use of several different types of field equipment for the same procedure) this worksheet must note the specific option or equipment being used.) Basic information about the SOPs should be provided in this table, and the SOPS themselves should be included in an appendix to the QAPP. Field SOPs must be readily available to all field personnel responsible for their implementation. The QAPP must explain any planned modifications to field SOPs. Modifications should be clearly noted on the SOPs themselves. The specific type(s) of SOP modifications/deviations must be summarized in the comments column or a reference provided.

| SOP # or reference | Title, Revision, Date, and URL (if available) | Originating Organization | SOP option or  Equipment Type (if SOP provides different options) | Modified for Project?  Y/N | Comments |
| --- | --- | --- | --- | --- | --- |
| DECON-003 | Decontamination SOP, Revision 3, October 2005 | Ma & Pa Sampling Inc. | Applies to all equip. used for non-volatile organics | Y | Methanol will be used instead of acetone as the final rinse solvent |
| Soil-Grab-01A | Surface soil sampling SOP, Revision 0, June 2004 | Ma & Pa sampling Inc. | Disposable Trowel | Y | Refer to cover sheet of attached SOP for summary of deviations |
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