

FS 1000 Audit Checklist

To use this field audit checklist effectively, the auditor must be familiar with FS 1000 (General Sampling Procedures) in “DEP Standard Operating Procedures for Field Activities”, (DEP-SOP-001/01)

Preliminary Activities

Equipment construction was appropriate for the analytes of interest.

Equipment was brought precleaned to the field.

Dedicated equipment was decontaminated prior to use.

Sample container construction and materials were appropriate for the analytes collected.

All containers and container caps were free of cracks, chips, discoloration and other features that might affect the integrity of collected samples.

Contamination Prevention

Every effort was made to prevent cross-contamination of samples and contamination of environment.

Sampling originated from the least contaminated or background location (source or site) first and progressed to the most contaminated location.

Samples were segregated during storage, transport and shipping where cross-contamination potential was suspected.

Samples for different analyte groups were collected in the appropriate order, unless field conditions or the sampling plan required an alternative collection sequence.

Composite Samples

Composite samples were collected according to the sampling plan, permit or other DEP program requirements.

Composite subsamples or aliquots were collected from each designated sampling point (source, location or depth).

Equal amounts of each subsample or aliquot were collected in appropriate cleaned sample containers.

Approximate or measured amounts of each aliquot or subsample collected were recorded in the field documentation, if applicable to the sampling plan.

Soil and sediment samples were collected without mixing, if required by the sampling plan.

The analyzing laboratory was instructed to mix the composite sample, if required by the sampling plan.

Use of protective gloves

Gloves were worn by all samplers handling purging equipment, sampling equipment, measurement equipment and sample containers as applicable.

Care was taken to avoid contact with samples and sample container interiors.

New, clean unpowdered gloves were used for each glove change.

Gloves were worn and changed as needed to avoid sample contamination and personal exposure.

Use of fuel-powered equipment and vehicles

All fuel-powered equipment was placed and vehicles were parked downwind of or well away from sampling locations where fuel contamination of samples, purging equipment or sampling equipment interfered with representative sample collection.

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Samplers wore disposable gloves while handling fuel powered equipment and disposed of fuel contaminated gloves downwind or well away from the sampling location.

Sampling activities were interrupted while fueling of vehicles or storage tanks occurred near the sampling location.

Preservation of samples

All sample preservation conformed to DEP SOP requirements.

All grab samples were preserved within 15 minutes of collection.

Handling of hazardous waste (HW) and other investigation-derived waste (IDW)

Wastes generated as a result of the sampling project were containerized and stored for proper disposal according to applicable local, state and federal regulations.

All HW and IDW containers were properly labeled.

Collection of VOC samples

VOC sample containers were kept removed and protected from any fuel sources and fuel-powered equipment.

VOC sample containers remained capped until just prior to sample collection and remained capped after sample collection.

Preventive Maintenance and Repair of Equipment and Instruments

Manufacturers' suggested maintenance activities and any repairs are performed and documented for all applicable equipment and instruments.

Each equipment or instrument unit requiring documented maintenance or repair is assigned a unique identification code or designation.