

## DATA ITEM DESCRIPTION

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE Environmental Sampling and Analysis Plan (SAP)		2. IDENTIFICATION NUMBER DI-ENVR-81374	
3. DESCRIPTION / PURPOSE 3.1 The plan describes project activities including analytical methods, quality assurance protocols, and details of field sampling efforts. The plan provides the major component for cost estimating to complete the project activities.			
4. APPROVAL DATE (YYMMDD) 931216	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFCEE-ESK	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable when contractors are responsible for the development of procedures for conducting sampling and analysis requirements. 7.3 U.S. Environmental Protection Agency (EPA) Guidance for Conducting Remedial Investigations and Feasibility Studies Under Comprehensive Environmental Response, Compensation, and Liability Act (CERLCA) can be obtained from: U.S. EPA, Office of Emergency and Remedial Response, Washington DC 20460.			
APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER F6973
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference documents</u> . The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices and revision, shall be as specified in the contract. 10.2 <u>Format</u> . Contractor format acceptable. 10.3 <u>Content requirements</u> . The SAP shall contain the following (Additional information can be obtained from U.S. EPA Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA.): 10.3.1 <u>Field sampling</u> . a. Site background. b. Sampling objectives. c. Sample location and frequency. d. Sample designation. e. Sampling equipment and procedures. f. Sample handling and analysis. g. Field measurements. h. Field Quality Assurance/Quality Control (QA/QC) program. i. Site management and record keeping. (Continued on Page 2)			
11. DISTRIBUTION DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

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Block 10, Preparation Instructions (Continued)

10.3.2 Quality Assurance.

- a. Project description.
- b. Project organization and responsibilities.
- c. QA objectives for measurement.
- d. Sampling protocols and sample handling.
- e. Sample custody.
- f. Calibration procedures.
- g. Analytical protocols.
- h. Data reduction, validation, and reporting.
- i. Internal quality control.
- j. Performance and systems audits.
- k. Preventative maintenance.
- l. Data assessment procedures.
- m. Corrective actions.
- n. QA reports.
- o. Laboratory QA project plan.
- p. Detection and quantitation limits.
- q. Laboratory procedures, data precision, accuracy and completeness and documentation.