



STANDARD OPERATING PROCEDURE
Residential Well Sampling (for chemical analysis) – Field Sampling SOP

APPROVALS:

Quality Team Chair:

Thomas D. Getz _____ Date: 5/11/10
Print Name Signature*

Assistant Director of Air, Waste and Compliance

Terrence Gray _____ Date: 5/17/10
Print Name Signature*

* Copies of signature pages are maintained by the DEM Quality Assurance Manager.

SOP Distribution List

Terrence Gray: X

Leo Hellested: X

All OWM Staff: X

Tom Getz: X



Residential Well Sampling (for chemical analysis) – Field Sampling SOP

Prior to sampling homes, RIDEM personnel will review available well logs in the Office of Water Resources.

All homes tested will be analyzed using EPA Methods for analytes specified by the Project Manager. In order to meet the requirements of the Quality Assurance Program Plan (QAPP), the following quality assurance/quality control (QA/QC) procedures will be followed:

1. The laboratory used will be listed on RIDEM's Master Price Agreement (MPA).
2. An access agreement (attached) will be completed by the owner/tenant prior to sampling.
3. The laboratories will provide pre-preserved sample bottles. Table 1 (suggested) can be completed by the Project Manager after consulting with the laboratory.
4. Sample bottles will be labeled prior to sampling using permanent marker. A laboratory chain of custody form will be completed for each sample collected.
5. Sampling will be conducted with all personnel in OSHA (Occupational Safety & Health Act) level D utilizing the following minimum personal protective equipment: Poly vinyl chloride (PVC), latex, or nitrile gloves.
6. At all homes, the water sample will be taken from either an inside faucet (preferable) or directly from an outside spigot. The location should be accessible, have no prior filtering or treatment systems (carbon, sand, softener, aerator, etc.) and be located as close to the well as possible. All aeration devices will be removed from faucets prior to sampling.
7. Cold water will be allowed to run for at least 15 minutes prior to taking the sample in order to provide a more representative sample of the drinking water.
8. Volatile Organic Compound (VOC) samples will be collected first, followed by other analytes. VOC sample vials will be filled slowly to prevent aeration until a meniscus is formed. Once capped, all VOC vials will be checked for the presence of air bubbles and refilled until no air bubbles appear.
9. Sample containers will immediately be placed in a cooler at 4 degrees (4°C) Celsius until they are delivered to the laboratory.
10. A laboratory prepared trip blank will be carried with each day's samples and analyzed for VOCs by EPA Method 524.2 – Purgable Organics Compounds.
11. Samples will be picked up by the Laboratory at the end of each sampling day or stored in RIDEM's refrigerator overnight.



**Table 1 (Suggested)
Residential Well Sampling
Sample Analysis/Bottle Type/Preservation**

Location	Sample Bottle	Analysis	Preservation	Sample Analysis Method
MATRIX: Aqueous				
Sample ID Residence Name Plat/Lot Address				EPA Method
Quality Assurance/Quality Control				
TB-01		VOCs		EPA Method 524.2
Duplicate ID Location TBD in field				

Notes:



**Rhode Island Department of Environmental Management
Office of Waste Management**

RESIDENTIAL WELL SAMPLING INFORMATION - to be completed by property owner

Property Owners Name: _____

and

Mailing Address: _____

Home Phone No.: _____ Daytime Phone No.: _____

Tenants Name: _____
(if applicable)

Residential Well Address: _____
(if different than mailing address)

Depth of Well: _____ If unknown, give approx. depth (ex: greater than 50 feet, etc.)

Is well pump located in basement or down the well? _____

Date/Year Well Installed: _____ If unknown, give approx. age (ex: greater than 10 years, etc.)

Do you have any type of filter system on your water? _____

If yes, what type of filter (carbon, sand, softener, etc.) _____

Has water from this well ever been sampled before?: _____ If yes, please provide a copy that analysis

Location of accessible outside spigot: _____

Is your residence connected to public sewers or a septic system? _____

If you do not know any of the above information, please provide any information that would be helpful.

I (We), the owners of the above referenced property, shall permit the Rhode Island Department of Environmental Management's officers, employees, agents, or other authorized representatives, and the U.S Environmental Protection Agency's officers, employees and authorized representatives to enter and have access to this property for the purpose of conducting residential well sampling.

Signature

date



Residential Well Sampling - Sample Cover Letter

Date

Name

Address (Plat/Lot)

City, State Zip

RE: Residential Well Sampling

Dear :

The Rhode Island Department of Environmental Management (RIDEM), in cooperation with the Rhode Island Department of Health, Office of Drinking Water Quality (HEALTH), has arranged for private well sampling in your area. The well testing program is part of an ongoing statewide screening associated with (federally/state) identified Enter Program Sites and limited private well testing can be done in the vicinity of Site Name. As a service to the community, the RIDEM collects and analyzes water samples, as funding becomes available.

The work is performed at no cost to you and a copy of the laboratory results will be provided to you when available. Since the results of all private well sampling are a matter of public record, it is necessary for us to receive your permission to conduct the sampling. It is also necessary that we obtain specific information regarding your well, if available. To have your well tested, please complete the enclosed access agreement and return it to me in the self addressed envelope **within ten (10) business days**. When I receive your signed access agreement, I can schedule your well sampling.

RIDEM personnel will be available to sample your well in Enter Month. In order to accomplish this task, RIDEM needs your cooperation in providing access to your house faucet or outside spigot. We can obtain the sample from an outside spigot if you are not home, so please be sure the water is on to your outside spigots. Please indicate on the attached access agreement if you have a carbon filter system and/or a water softening system, both of which could interfere with the test analyses.

If you have any questions, please feel free to call me at (401) 222-2797, extension 7158.

Sincerely,

Project Manager, Title
Office of Waste Management

cc:



SOP No: WM-22
Effective Date: 5/17/10
Revision Date:
Last Revision Date:

**APPROVAL ROUTING FORM
STANDARD OPERATING PROCEDURE**

Date in Process: 8/06

Operation Title: Residential Well Sampling (for chemical analysis) – Field Sampling SOP

Identification No.: SOP No: WM-22

Revision No.:

Originator Name: Cynthia Gianfrancesco

The attached draft is forwarded for your evaluation and comment. Suggested changes should be concise and reasons specific. Return to sender.

Supervisor:

Matthew Destefano* _____ redraft based on comments X OK

Print Name, Initials, Date

Office Director:

Leo Hellested* _____ redraft based on comments X OK

Print Name, Initials, Date

*Original document signed, but not dated.