

Region 4
U.S. Environmental Protection Agency
Science and Ecosystem Support Division
Athens, Georgia

OPERATING PROCEDURE

Title: Field Equipment Cleaning and Decontamination

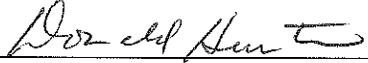
Effective Date: November 1, 2007

Number: SESDPROC-205-R1

Authors

Name: Donald Hunter

Title: Environmental Scientist, Regional Expert

Signature:  **Date:** 11/02/07

Name: Doug Jager

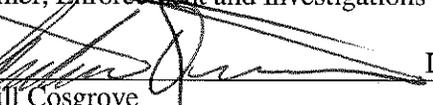
Title: Environmental Scientist

Signature:  **Date:** 11/02/07

Approvals

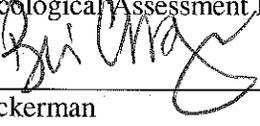
Name: Antonio Quinones

Title: Chief, Enforcement and Investigations Branch

Signature:  **Date:** 11/02/07

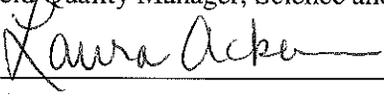
Name: Bill Cosgrove

Title: Chief, Ecological Assessment Branch

Signature:  **Date:** 11/2/07

Name: Laura Ackerman

Title: Field Quality Manager, Science and Ecosystem Support Division

Signature:  **Date:** 11/02/07

Revision History

This table shows changes to this controlled document over time. The most recent version is presented in the top row of the table. Previous versions of the document are maintained by the SESD Field Quality Manager.

History	Effective Date
<p>SESDPROC-205-R1, <i>Field Equipment Cleaning and Decontamination</i>, replaces SESDPROC-205-R0.</p> <p>General Corrected any typographical, grammatical and/or editorial errors.</p> <p>Title Page Changed title for Antonio Quinones from Environmental Investigations Branch to Enforcement and Investigations Branch. Changed Bill Cosgrove's title from Acting Chief to Chief.</p> <p>Section 1.3 Updated information to reflect that the procedure is located on the H: drive of the LAN. Clarified Field Quality Manager (FQM) responsibilities.</p> <p>Section 1.5 Alphabetized and revised the referencing style for consistency.</p> <p>Section 1.6.1 Corrected the title of the Safety, Health, and Environmental Management Program Procedures and Policy Manual.</p>	<p>November 1, 2007</p>
<p>SESDPROC-205-R0, <i>Field Equipment Cleaning and Decontamination</i>, Original Issue</p>	<p>February 05, 2007</p>

TABLE OF CONTENTS

1	General Information	4
1.1	Purpose.....	4
1.2	Scope/Application.....	4
1.3	Documentation/Verification	4
1.4	Definitions.....	4
1.5	References.....	5
1.6	General Precautions	5
	<i>1.6.1 Safety</i>	5
	<i>1.6.2 Procedural Precaution</i>	6
2	Introduction to Field Equipment Cleaning and Decontamination	7
2.1	General.....	7
2.2	Handling and Containers for Cleaning Solutions	7
2.3	Disposal of Cleaning Solutions.....	8
2.4	Sample Collection Equipment Contaminated with Concentrated Materials	8
2.5	Sample Collection Equipment Contaminated with Environmental Media.....	8
2.6	Handling of Decontaminated Equipment.....	9
3	Field Equipment Decontamination Procedures	10
3.1	General.....	10
3.2	Specifications for Decontamination Pads	10
3.3	"Classical Parameter" Sampling Equipment.....	11
3.4	Sampling Equipment used for the Collection of Trace Organic and Inorganic Compounds	11
3.5	Well Sounders or Tapes.....	12
3.6	Redi-Flo2® Pump.....	12
3.7	Downhole Drilling Equipment.....	12
	<i>3.7.1 Introduction</i>	13
	<i>3.7.2 Preliminary Cleaning and Inspection</i>	13
	<i>3.7.3 Drill Rig Field Cleaning Procedure</i>	14
	<i>3.7.4 Field Decontamination Procedure for Drilling Equipment</i>	14

Contents

1 General Information

1.1 Purpose

This document describes general and specific procedures, methods and considerations to be used and observed when cleaning and decontaminating sampling equipment during the course of field investigations.

1.2 Scope/Application

The procedures contained in this document are to be followed when field cleaning sampling equipment, for both re-use in the field, as well as used equipment being returned to the Field Equipment Center (FEC). On the occasion that SESD field investigators determine that any of the procedures described in this section are either inappropriate, inadequate or impractical and that other procedures must be used to clean or decontaminate sampling equipment at a particular site, the variant procedure will be documented in the field log book, along with a description of the circumstances requiring its use.

1.3 Documentation/Verification

This procedure was prepared by persons deemed technically competent by SESD management, based on their knowledge, skills and abilities and have been tested in practice and reviewed in print by a subject matter expert. The official copy of this procedure resides on the H: drive of the SESD local area network. The Field Quality Manager (FQM) is responsible for ensuring the most recent version of the procedure is placed on the H: drive and for maintaining records of review conducted prior to its issuance.

1.4 Definitions

Decontamination: The process of cleaning dirty sampling equipment to the degree to which it can be re-used, with appropriate QA/QC, in the field.

Field Cleaning: The process of cleaning dirty sampling equipment such that it can be returned to the FEC in a condition that will minimize the risk of transfer of contaminants from a site.

De-ionized water: Tap water that has been treated by passing through a standard de-ionizing resin column. At a minimum, the finished water should contain no detectable heavy metals or other inorganic compounds (i.e., at or above analytical detection limits)

as defined by a standard inductively coupled Argon Plasma Spectrophotometer (ICP) (or equivalent) scan. De-ionized water obtained by other methods is acceptable, as long as it meets the above analytical criteria. Organic-free water may be substituted for de-ionized water.

Organic-free water: Tap water that has been treated with activated carbon and de-ionizing units. At a minimum, the finished water must meet the analytical criteria of de-ionized water and it should contain no detectable pesticides, herbicides, or extractable organic compounds, and no volatile organic compounds above minimum detectable levels as determined by the Region 4 laboratory for a given set of analyses. Organic-free water obtained by other methods is acceptable, as long as it meets the above analytical criteria.

Soap: A standard brand of phosphate-free laboratory detergent, such as Luminox®.

Tap water: Water from any potable water supply. De-ionized water or organic-free water may be substituted for tap water.

Drilling Equipment: All power equipment used to collect surface and sub-surface soil samples or install wells. For purposes of this procedure, direct push is also included in this definition.

1.5 References

SESD Operating Procedure for Management of Investigation Derived Waste, SESDPROC-202, Most Recent Version

SESD Operating Procedure for Equipment Cleaning and Decontamination at the FEC, SESDPROC-206, Most Recent Version

United States Environmental Protection Agency (US EPA). 2001. Environmental Investigations Standard Operating Procedures and Quality Assurance Manual. Region 4 Science and Ecosystem Support Division (SESD), Athens, GA

US EPA. Safety, Health and Environmental Management Program Procedures and Policy Manual. Region 4 SESD, Athens, GA, Most Recent Version

1.6 General Precautions

1.6.1 Safety

Proper safety precautions must be observed when field cleaning or decontaminating dirty sampling equipment. Refer to the SESD Safety, Health and Environmental Management Program (SHEMP) Procedures and Policy Manual and any pertinent site-specific Health and Safety Plans (HASPs) for guidelines on safety precautions. These guidelines, however, should only be used

to complement the judgment of an experienced professional. Address chemicals that pose specific toxicity or safety concerns and follow any other relevant requirements, as appropriate. At a minimum, the following precautions should be taken in the field during these cleaning operations:

- When conducting field cleaning or decontamination using laboratory detergent, safety glasses with splash shields or goggles, and latex gloves will be worn.
- No eating, smoking, drinking, chewing, or any hand to mouth contact should be permitted during cleaning operations.

1.6.2 Procedural Precaution

Prior to mobilization to a site, the expected types of contamination should be evaluated to determine if the field cleaning and decontamination activities will generate rinsates and other waste waters that might be considered RCRA hazardous waste or may require special handling.

2 Introduction to Field Equipment Cleaning and Decontamination

2.1 General

The procedures outlined in this document are intended for use by field investigators for cleaning and decontaminating sampling and other equipment in the field. These procedures should be followed in order that equipment is returned to the FEC in a condition that will minimize the risk of transfer of contaminants from a site.

Sampling and field equipment cleaned in accordance with these procedures must meet the minimum requirements for the Data Quality Objectives (DQOs) of the study or investigation. Site-specific alterations to these procedures should be documented in the study plan. Deviations from these procedures should be documented in the field records.

Cleaning procedures for use at the Field Equipment Center (FEC) are found in SESD Operating Procedure for Equipment Cleaning and Decontamination at the FEC (SESDPROC-206).

2.2 Handling and Containers for Cleaning Solutions

Improperly handled cleaning solutions may easily become contaminated. Storage and application containers must be constructed of the proper materials to ensure their integrity. Following are acceptable materials used for containing the specified cleaning solutions:

- Soap must be kept in clean plastic, metal, or glass containers until used. It should be poured directly from the container during use.
- Tap water may be kept in tanks, hand pressure sprayers, squeeze bottles, or applied directly from a hose.
- De-ionized water must be stored in clean, glass or plastic containers that can be closed prior to use. It can be applied from plastic squeeze bottles.
- Organic-free water must be stored in clean glass or Teflon® containers prior to use. It may be applied using Teflon® squeeze bottles, or with the portable system.

2.3 Disposal of Cleaning Solutions

Procedures for the safe handling and disposition of investigation derived waste (IDW); including used wash water and rinse water are in SESD Operating Procedure for Management of Investigation Derived Waste (SESDPROC-202).

2.4 Sample Collection Equipment Contaminated with Concentrated Materials

Equipment used to collect samples of concentrated materials from investigation sites must be field cleaned before returning from the study. At a minimum, this should consist of washing with soap and rinsing with tap water. When the above procedure cannot be followed, the following options are acceptable:

1. Leave with facility for proper disposal;
2. If possible, containerize, seal and secure the equipment and leave on-site for later disposal;
3. Containerize, bag or seal the equipment so that no odor is detected and return to the SESD.

It is the project leader's responsibility to evaluate the nature of the sampled material and determine the most appropriate cleaning procedures for the equipment used to sample that material.

2.5 Sample Collection Equipment Contaminated with Environmental Media

Equipment used to collect samples of environmental media from investigation sites should be field cleaned before returning from the study. Based on the condition of the sampling equipment, one or more of the following options must be used for field cleaning:

1. Wipe the equipment clean;
2. Water-rinse the equipment;
3. Wash the equipment in detergent and water followed by a tap water rinse.
4. For grossly contaminated equipment, the procedures set forth in Section 2.4 must be followed.

Under extenuating circumstances such as facility limitations, regulatory limitations, or during residential sampling investigations where field cleaning operations are not feasible, equipment can be containerized, bagged or sealed so that no odor is detected and returned to the FEC without being field cleaned. If possible, FEC personnel should be

notified that equipment will be returned without being field cleaned. It is the project leader's responsibility to evaluate the nature of the sampled material and determine the most appropriate cleaning procedures for the equipment used to sample that material.

2.6 Handling of Decontaminated Equipment

After decontamination, equipment should be handled only by personnel wearing clean gloves to prevent re-contamination. In addition, the equipment should be moved away (preferably upwind) from the decontamination area to prevent re-contamination. If the equipment is not to be immediately re-used it should be covered with plastic sheeting or wrapped in aluminum foil to prevent re-contamination. The area where the equipment is kept prior to re-use must be free of contaminants.

3 Field Equipment Decontamination Procedures

3.1 General

Sufficient equipment should be transported to the field so that an entire study can be conducted without the need for decontamination. When equipment must be decontaminated in the field, the following procedures are to be utilized.

3.2 Specifications for Decontamination Pads

Decontamination pads constructed for field cleaning of sampling and drilling equipment should meet the following minimum specifications:

- The pad should be constructed in an area known or believed to be free of surface contamination.
- The pad should not leak.
- If possible, the pad should be constructed on a level, paved surface and should facilitate the removal of wastewater. This may be accomplished by either constructing the pad with one corner lower than the rest, or by creating a sump or pit in one corner or along one side. Any sump or pit should also be lined.
- Sawhorses or racks constructed to hold equipment while being cleaned should be high enough above ground to prevent equipment from being splashed.
- Water should be removed from the decontamination pad frequently.
- A temporary pad should be lined with a water impermeable material with no seams within the pad. This material should be either easily replaced (disposable) or repairable.

At the completion of site activities, the decontamination pad should be deactivated. The pit or sump should be backfilled with the appropriate material designated by the site project leader, but only after all waste/rinse water has been pumped into containers for disposal. See SESD Operating Procedure for Management of Investigation Derived Waste (SESDPROC-202) for proper handling and disposal of these materials. If the decontamination pad has leaked excessively, soil sampling may be required.

3.3 "Classical Parameter" Sampling Equipment

"Classical Parameters" are analyses such as oxygen demand, nutrients, certain inorganics, sulfide, flow measurements, etc. For routine operations involving classical parameter analyses, water quality sampling equipment such as Kemmerers, buckets, dissolved oxygen dunkers, dredges, etc., may be cleaned with the sample water or tap water between sampling locations as appropriate.

Flow measuring equipment such as weirs, staff gages, velocity meters, and other stream gauging equipment may be cleaned with tap water between measuring locations, if necessary.

Note: The procedures described in Section 3.3 are not to be used for cleaning field equipment to be used for the collection of samples undergoing trace organic or inorganic constituent analyses.

3.4 Sampling Equipment used for the Collection of Trace Organic and Inorganic Compounds

For samples undergoing trace organic or inorganic constituent analyses, the following procedures are to be used for all sampling equipment or components of equipment that come in contact with the sample:

1. Clean with tap water and Luminox® soap using a brush, if necessary, to remove particulate matter and surface films. Equipment may be steam cleaned (Luminox® soap and high pressure hot water) as an alternative to brushing. Sampling equipment that is steam cleaned should be placed on racks or saw horses at least two feet above the floor of the decontamination pad. PVC or plastic items should not be steam cleaned.
2. Rinse thoroughly with tap water.
3. Rinse thoroughly with organic-free water and place on a clean foil-wrapped surface to air-dry.
4. All equipment must be wrapped with foil. If the equipment is to be stored overnight before it is wrapped in foil, it should be covered and secured with clean, unused plastic sheeting.

3.5 Well Sounders or Tapes

The following procedures are recommended for decontaminating well sounders (water level indicators) and tapes:

1. Wash with soap and tap water.
2. Rinse with tap water.
3. Rinse with de-ionized water.

3.6 Redi-Flo2® Pump

The Redi-Flo2® pump should be decontaminated prior to use and between each monitoring well. The following procedure is required:

CAUTION - Make sure the pump is not plugged in.

1. Using a brush, scrub the exterior of the pump, electrical cord and garden hose with soap and tap water. Do not wet the electrical plug.
2. Rinse with tap water.
3. Rinse with de-ionized water.
4. Place the equipment in a clean plastic bag.

To clean the Redi-Flo2® ball check valve:

1. Remove the ball check valve from the pump head. Check for wear and/or corrosion, and replace as needed.
2. Using a brush, scrub all components with soap and tap water.
3. Rinse with de-ionized water.
4. Replace the ball check valve to the Redi-Flo2® pump head.

3.7 Downhole Drilling Equipment

These procedures are to be used for drilling activities involving the collection of soil samples for trace organic and inorganic constituent analyses and for the construction of monitoring wells to be used for the collection of groundwater samples for trace organic and inorganic constituent analyses.

3.7.1 Introduction

Cleaning and decontamination of all equipment should occur at a designated area (decontamination pad) on the site. The decontamination pad should meet the specifications of Section 3.2 of this procedure.

Tap water brought on the site for drilling and cleaning purposes should be contained in a pre-cleaned tank.

A steam cleaner and/or high pressure hot water washer capable of generating a pressure of at least 2500 PSI and producing hot water and/or steam (200° F plus), with a soap compartment, should be obtained.

3.7.2 Preliminary Cleaning and Inspection

Drilling equipment should be clean of any contaminants that may have been transported from off-site to minimize the potential for cross-contamination. The drilling equipment should not serve as a source of contaminants. Associated drilling and decontamination equipment, well construction materials, and equipment handling procedures should meet these minimum specified criteria:

- All downhole augering, drilling, and sampling equipment should be sandblasted before use if painted, and/or there is a buildup of rust, hard or caked matter, etc., that cannot be removed by steam cleaning (soap and high pressure hot water), or wire brushing. Sandblasting should be performed prior to arrival on site, or well away from the decontamination pad and areas to be sampled.
- Any portion of the drilling equipment that is over the borehole (kelly bar or mast, backhoe buckets, drilling platform, hoist or chain pulldowns, spindles, cathead, etc.) should be steam cleaned (soap and high pressure hot water) and wire brushed (as needed) to remove all rust, soil, and other material which may have come from other sites before being brought on site.
- Printing and/or writing on well casing, tremie tubing, etc., should be removed before use. Emery cloth or sand paper can be used to remove the printing and/or writing. Most well material suppliers can provide materials without the printing and/or writing if specified when ordered. Items that cannot be cleaned are not acceptable and should be discarded.

- Equipment associated with the drilling and sampling activities should be inspected to insure that all oils, greases, hydraulic fluids, etc., have been removed, and all seals and gaskets are intact with no fluid leaks.

3.7.3 Drill Rig Field Cleaning Procedure

Any portion of the drill rig, backhoe, etc., that is over the borehole (kelly bar or mast, backhoe buckets, drilling platform, hoist or chain pulldowns, spindles, cathead, etc.) should be steam cleaned (soap and high pressure hot water) between boreholes.

3.7.4 Field Decontamination Procedure for Drilling Equipment

The following is the standard procedure for field cleaning augers, drill stems, rods, tools, and associated equipment. This procedure does not apply to well casings, well screens, or split-spoon samplers used to obtain samples for chemical analyses, which should be decontaminated as outlined in Section 3.4 of this procedure.

1. Wash with tap water and soap, using a brush if necessary, to remove particulate matter and surface films. Steam cleaning (high pressure hot water with soap) may be necessary to remove matter that is difficult to remove with the brush. Drilling equipment that is steam cleaned should be placed on racks or saw horses at least two feet above the floor of the decontamination pad. Hollow-stem augers, drill rods, etc., that are hollow or have holes that transmit water or drilling fluids, should be cleaned on the inside with vigorous brushing.
2. Rinse thoroughly with tap water.
3. Remove from the decontamination pad and cover with clean, unused plastic. If stored overnight, the plastic should be secured to ensure that it stays in place.

Field Equipment Decontamination

Rev. #: 3

Rev Date: April 26, 2010

Approval Signatures

Prepared by: 

Keith Shepherd

Date: 4/26/2010

Reviewed by: 

Richard Murphy (Technical Expert)

Date: 4/26/2010

I. Scope and Application

Equipment decontamination is performed to ensure that sampling equipment that contacts a sample, or monitoring equipment that is brought into contact with environmental media to be sampled, is free from analytes of interest and/or constituents that would interfere with laboratory analysis for analytes of interest. Equipment must be cleaned prior to use for sampling or contact with environmental media to be sampled, and prior to shipment or storage. The effectiveness of the decontamination procedure should be verified by collecting and analyzing equipment blank samples.

The equipment cleaning procedures described herein includes pre-field, in the field, and post-field cleaning of sampling tools which will be conducted at an established equipment decontamination area (EDA) on site (as appropriate). Equipment that may require decontamination at a given site includes: soil sampling tools; groundwater, sediment, and surface-water sampling devices; water testing instruments; down-hole instruments; and other activity-specific sampling equipment. Non-disposable equipment will be cleaned before collecting each sample, between sampling events, and prior to leaving the site. Cleaning procedures for sampling equipment will be monitored by collecting equipment blank samples as specified in the applicable work plan or field sampling plan. Dedicated and/or disposable (not to be re-used) sampling equipment will not require decontamination.

II. Personnel Qualifications

ARCADIS field sampling personnel will have current health and safety training, including 40-hour HAZWOPER training, site supervisor training, and site-specific training, as needed. In addition, ARCADIS field sampling personnel will be versed in the relevant SOPs and possess the skills and experience necessary to successfully complete the desired fieldwork. The project HASP and other documents will identify any other training requirements such as site specific safety training or access control requirements.

III. Equipment List

- health and safety equipment, as required in the site Health and Safety Plan (HASP)
- distilled water

- Non-phosphate detergent such as Alconox or, if sampling for phosphorus phosphorus-containing compounds, Luminox (or equivalent).
- tap water
- rinsate collection plastic containers
- DOT-approved waste shipping container(s), as specified in the work plan or field sampling plan (if decontamination waste is to be shipped for disposal)
- brushes
- large heavy-duty garbage bags
- spray bottles
- (Optional) – Isopropyl alcohol (free of ketones) or methanol
- Ziploc-type bags
- plastic sheeting

IV. Cautions

Rinse equipment thoroughly and allow the equipment to dry before re-use or storage to prevent introducing solvent into sample medium. If manual drying of equipment is required, use clean lint-free material to wipe the equipment dry.

Store decontaminated equipment in a clean, dry environment. Do not store near combustion engine exhausts.

If equipment is damaged to the extent that decontamination is uncertain due to cracks or dents, the equipment should not be used and should be discarded or submitted for repair prior to use for sample collection.

A proper shipping determination will be performed by a DOT-trained individual for cleaning materials shipped by ARCADIS.

V. Health and Safety Considerations

Review the material safety data sheets (MSDS) for the cleaning materials used in decontamination. If solvent is used during decontamination, work in a well-ventilated area and stand upwind while applying solvent to equipment. Apply solvent in a manner that minimizes potential for exposure to workers. Follow health and safety procedures outlined in the HASP.

VI. Procedure

A designated area will be established to clean sampling equipment in the field prior to sample collection. Equipment cleaning areas will be set up within or adjacent to the specific work area, but not at a location exposed to combustion engine exhaust. Detergent solutions will be prepared in clean containers for use in equipment decontamination.

Cleaning Sampling Equipment

1. Wash the equipment/pump with potable water.
2. Wash with detergent solution (Alconox, Liquinox or equivalent) to remove all visible particulate matter and any residual oils or grease.
3. If equipment is very dirty, precleaning with a brush and tap water may be necessary.
4. (Optional) – Flush with isopropyl alcohol (free of ketones) or with methanol. This step is optional but should be considered when sampling in highly impacted media such as non-aqueous phase liquids or if equipment blanks from previous sampling events showed the potential for cross contamination of organics.
5. Rinse with distilled/deionized water.

Decontaminating Submersible Pumps

Submersible pumps may be used during well development, groundwater sampling, or other investigative activities. The pumps will be cleaned and flushed before and between uses. This cleaning process will consist of an external detergent solution wash and tap water rinse, a flush of detergent solution through the pump, followed

by a flush of potable water through the pump. Flushing will be accomplished by using an appropriate container filled with detergent solution and another contained filled with potable water. The pump will run long enough to effectively flush the pump housing and hose (unless new, disposable hose is used). Caution should be exercised to avoid contact with the pump casing and water in the container while the pump is running (do not use metal drums or garbage cans) to avoid electric shock. Disconnect the pump from the power source before handling. The pump and hose should be placed on or in clean polyethylene sheeting to avoid contact with the ground surface.

VII. Waste Management

Equipment decontamination rinsate will be managed in conjunction with all other waste produced during the field sampling effort. Waste management procedures are outlined in the work plan or Waste Management Plan (WMP).

VIII. Data Recording and Management

Equipment cleaning and decontamination will be noted in the field notebook. Information will include the type of equipment cleaned, the decontamination location and any deviations from this SOP. Specific factors that should be noted include solvent used (if any), and source of water.

Any unusual field conditions should be noted if there is potential to impact the efficiency of the decontamination or subsequent sample collection.

An inventory of the solvents brought on site and used and removed from the site will be maintained in the files. Records will be maintained for any solvents used in decontamination, including lot number and expiration date.

Containers with decontamination fluids will be labeled.

IX. Quality Assurance

Equipment blanks should be collected to verify that the decontamination procedures are effective in minimizing potential for cross contamination. The equipment blank is prepared by pouring deionized water over the clean and dry tools and collecting the deionized water into appropriate sample containers. Equipment blanks should be analyzed for the same set of parameters that are performed on the field samples collected with the equipment that was cleaned. Equipment blanks are collected per equipment set, which represents all of the tools needed to collect a specific sample.

X. References

USEPA Region 9, Field Sampling Guidance #1230, Sampling Equipment Decontamination.

USEPA Region 1, Low Stress (low flow) Purging and Sampling Procedure for the Collection of Groundwater Samples from Monitoring Wells.