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OFFICE:
(510) 652-4762
(510) 653-5237 - FAX
CUSTOMER SERVICE:
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DATE: 10/10/95

TO: SUSAN HUGO / DEH

FROM: JEFF BENSON / ESC

Number of Pages: 6
(including this cover sheet)

Dear Susan,

Attached is the Data Collection Quality Assurance & Management Plan for the Workplan for the Clearprint Paper Company in Emeryville. I can be reached on my mobile phone @ (818)317-0125 if you have any questions or comments.

I understand that you will be onsite sometime today. I look forward to meeting you.

Thank you!

Jeff

**CLEARPRINT PAPER COMPANY
EMERYVILLE, CALIFORNIA**

WORKPLAN FOR SUPPLEMENTAL SOIL AND GROUNDWATER INVESTIGATION

**APPENDIX A
DATA COLLECTION QUALITY ASSURANCE AND MANAGEMENT PLAN**

PREPARED

BY

ENVIRONMENTAL STRATEGIES CORPORATION

OCTOBER 5, 1995

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1.0 Introduction

This document presents the Data Collection Quality Assurance and Management Plan (DCQAMP) for the soil and groundwater investigation at the Clearprint Paper Company in Emeryville, California. This plan has been prepared in accordance with the workplan dated September 7, 1995, that was submitted to the Alameda County Department of Environmental Health (DEH) and approved by the DEH on September 26, 1995.

The general components of the data records, documentation and reporting procedures, and data reduction and presentation are outlined below.

2.0 Data Records

To maintain accurate data records, each sampling point will be assigned a unique designation.

The data record for each sample will include the following:

- a unique sample or field measurement code
- sampling or field measurement location and sample or measurement type
- sampling or field measurement raw data
- laboratory analysis identification number
- property or component measures
- results of analyses

Raw data will be transferred from field notebooks or laboratory data sheets to tabular or graphic displays.

3.0 Data Reporting

Field sample collection documentation will include the use of bound field log books and field data sheets in which all information regarding sample collection will be entered in indelible ink. Appropriate information will be entered to reconstruct the sampling event, including facility name, weather conditions,

sample identification, brief description of sample, date and time of collection, sampling methodology, field measurements and observations, sampler's initials (bottom of each page and dated), and names of all sampling personnel.

To maintain control during the transfer of data, all copies of raw data from the field notebooks and the data as received from the laboratory will be entered into data files and assigned appropriate document control identification numbers. Environmental Strategies Corporation (ESC) and the laboratory will attempt to minimize manual data entry through the use of data transfer computer software packages. All data files will be stored in a computer database system at ESC. Hard copies of all project data will be maintained in ESC's filing system.

ESC will institute a rigorous data control program that will ensure that all documents are accounted for when the investigation is completed. Accountable documents include items such as log books, field data records, data packages, photographs, computer disks, and reports. The Project Manager is responsible for establishing and maintaining a central project file for all documents.

4.0 Data Reduction and Validation

ESC will review all data supplied by the laboratory according to the EPA document "USEPA Contract Laboratory Program National Functional Guidelines for Organic Data Review" (February 1993) and the quality control criteria for the analytical methods used to analyze the collected samples. Laboratory-reported data will also be checked for errors in mathematical computations. Laboratory or field blank contamination will be handled following EPA functional guidelines for the validation of organic or inorganic analyses.

It is anticipated that ESC's data reduction for this investigation will consist primarily of tabular and graphic displays of the analytical results. All reduced data will be assigned document control identification numbers.

5.0 Tabular Displays

Following data validation, the results will be presented in tabular form in a format that is best suited to the number and type of results obtained and the media sampled. Laboratory results will be summarized to emphasize analytical results that are above laboratory detection or quantification limits and to provide a concise means of recognizing anomalies or areas of contamination. General categories by which tabular displays may be arranged include the following:

- unsorted (raw) data
- results for each medium or for each constituent monitored
- data filtered or reduced for statistical analysis
- data sorted by potential stratification factors such as location, soil or rock layer, and topography
- *summary tables of field or laboratory results*

6.0 Graphic Displays

Graphic displays will be generated as needed to accurately represent the data collected during the investigation. Examples of graphic formats include bar charts, line graphs, area or plan maps, isopleth maps, and cross-sectional plots. The graphic displays of the data may include the following:

- sampling locations or sampling grids and the boundaries of the sampling area
- levels of contamination at each sampling location including averages and maxima
- geographical extent of contamination
- features affecting contaminant transport and the location of potential receptors

These graphic displays may be used to illustrate relationships between chemical or field parameters and features at or near the site.