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Athens, Georgia

OPERATING PROCEDURE

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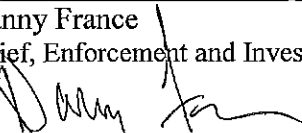
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Revision History

The top row of this table shows the most recent changes to this controlled document. For previous revision history information, archived versions of this document are maintained by the SESD Document Control Coordinator on the SESD local area network (LAN).

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SESDPROC-900-R0, Field Equipment Center Management, Original Issue	July 31, 2013

TABLE OF CONTENTS

1	General Information	4
1.1	Purpose.....	4
1.2	Scope and Application	4
1.3	Documentation/Verification.....	4
1.4	References	4
2	Methodology	6
2.1	FEC Facilities Oversight	6
2.2	Security and Access.....	6
2.3	ESAT Operations	6
2.4	FEC Inventory.....	7
2.5	Safety	7
2.6	Management Inspection	8

1 General Information

1.1 Purpose

This document describes the procedures developed by the Science and Ecosystem Support Division (SESD) on how the Field Equipment Center (FEC) is managed to ensure safety, security, transparency and efficiency. Details on the operational status and inventory of equipment used for field measurement and sampling equipment is provided in SESD's Equipment Inventory and Management Operating Procedure (SESDPROC-108).

The SESD FEC is a General Services Administration (GSA) leased facility that is approximately 12,000 ft². Day to day operations of the FEC are managed by the Environmental Services Assistance Team (ESAT) contract personnel with oversight by SESD.

The FEC is designed to store and manage field equipment and supplies used by SESD personnel for conducting field activities. This includes tracking, calibration, maintenance, decontamination and staging of field equipment for SESD field activities.

1.2 Scope and Application

This procedure outlines the processes, requirements and documentation used for oversight of the FEC. This procedure addresses FEC Management structure and oversight, along with requirements associated with facility security, operations, inventory and safety. Mention of trade names or commercial products in this operating procedure does not constitute endorsement or recommendation for 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 has been tested in practice and reviewed in print by a subject matter expert. The official copy of this procedure resides on the SESD local area network (LAN). The Document Control Coordinator (DCC) is responsible for ensuring the most recent version of the procedure is placed on the LAN and for maintaining records of review conducted prior to its issuance.

1.4 References

SESD Operating Procedure for Equipment Inventory and Management, SESDPROC-108, Most Recent Version

SESD's Safety, Health and Environmental Management Program Procedures and Policy Manual, Most Recent Version.

FEC Facilities Checklist, SESDFORM-051, Most Recent Version

FEC Personnel Check In/Out Sheet, SESDFORM-050, Most Recent Version

FEC Management Inspection Checklist, SESDFORM-052, Most Recent Version

Quarterly Safety Inspection Checklist, SESDFORM-053, Most Recent Version

EPA R4 Internal Contractor Performance Checklist, SESDFORM-054, Most Recent Version

4832 EPA Personal Property Policy and Procedure Manual, Most Recent Version

2 Methodology

2.1 FEC Facilities Oversight

The FEC facility oversight is provided by the Facilities Manager located in SESD's Management & Technical Services Branch (MTSB). The Facilities Manager is responsible for ensuring the FEC space is adequately maintained for its intended use. This includes building infrastructure (plumbing, electrical, water, etc), housekeeping (general cleanliness of facility and surrounding area) and security. The Facilities Manager conducts monthly inspections of the FEC facility using the FEC Facilities Checklist (SESDFORM-051).

2.2 Security and Access

The Facility Manager provides oversight of the FEC security system. Currently, the FEC is equipped with a Dover Security System, a combination security and fire detection system. The system monitors the exterior entrances and inside motion.

The FEC is equipped with an emergency phone that is designated to be used in the event of an emergency; this includes security, safety and health emergencies. The emergency phone is red in color, denoted by signs and located near the front door in the decontamination room, located at the front of the building. In order for the proper authorities to precisely identify the location of the FEC the emergency phone MUST be used. This phone should only be used for emergencies.

Keys to the FEC are maintained by the ESAT personnel who are assigned to the FEC, the Facilities Manager and the Branch Chiefs for the Enforcement and Investigation Branch (EIB) and the Ecological Assessment Branch (EAB). The EIB and EAB Branch Chiefs have a FEC key check-out/check-in system to allow SESD staff access to the FEC when the designated ESAT personnel are not present onsite.

All personnel, including EPA, ESAT, additional contract personnel and appropriate visitors, are required to sign in and sign out using the FEC Personnel Sign In/Out Sheet (SESDFORM-050) when visiting the FEC. FEC Personnel Sign In/Out Sheets will be bound in dedicated books. The Facilities Manager will maintain the sign-in/sign-out records.

2.3 ESAT Operations

The duties of the ESAT personnel, in regards to the FEC operations, are outlined in general terms in Section E of the current contract Statement of Work (SOW). Specific tasks associated with the FEC operations are assigned through Technical Direction Forms (TDF) by the SESD Contracting Officer's Representatives (COR) located in MTSB.

The COR conducts onsite inspections at the FEC monthly to ensure the FEC is managed in accordance with the contract SOW. The COR will document inspections using the EPA R4 Internal Contractor Performance Checklist (SESDFORM-054). Completed forms are maintained by the COR. The COR will consult with the contract Contracting Officer (CO) on any major findings in contractor performance. The CO along with the COR will contact MTSB Branch Chief if serious performance problems are identified through the inspection.

2.4 FEC Inventory

Field measurement equipment and designated consumables are tracked using SESD's Field Equipment Tracking System (FETS). Consumables include, but are not limited to, plastic bags, batteries, buffers/standards, calibration gases, containers, gloves preservatives, safety equipment, tape and tubing. All other field sampling related equipment stored at the FEC is inventoried annually. The EIB and EAB Branch Field Equipment Managers (BFEMs) are responsible for conducting sampling equipment inventories and maintaining inventory records for their respective branch.

Associated accountable property, located at the FEC, is inventoried and managed by the SESD Property Officer in accordance with the 4832 EPA Personal Property Policy and Procedure Manual (Most Recent Version).

2.5 Safety

SESD management is responsible for ensuring all personnel at the FEC have the appropriate safety training required to minimize the risk of accidents or exposure during FEC operations. The appropriate safety equipment and facilities are provided to ensure that all work is completed in as safe a manner as possible.

SESD is committed to maintaining the safety and health of our employees and adhere to sound environmental management of the SESD FEC through the following objectives:

1. Operate the facilities in a manner that protects human health and minimizes the impact of its operations on the environment.
2. Strive to conserve resources and minimize or eliminate adverse environmental effects and risks associated with FEC operations.
3. Provide health and safety training to staff as it relates to their position (i.e., basic safety training for administrative/office staff).
4. Provide guidance to staff on emergency operation procedures.

The procedures outlining how EPA will ensure these objectives are met are presented in SESD's *Safety, Health and Environmental Management Program Procedures and Policy Manual, Most Recent Version*.

The SESD Safety Health & Environmental Management Program (SHEMP) Coordinator, or their designee, conducts quarterly safety inspections of the FEC, using the Quarterly Safety

Inspection Checklist (SESDFORM-053), to ensure the safety of SESD and contract personnel. The FEC inspection records are maintained by the SHEMA Coordinator. The results of the safety inspections are reported to SESD Management.

2.6 Management Inspection

To ensure all aspects of the FEC are being appropriately maintained, as described in this operating procedure, SESD's Deputy Director, or their designee, will inspect the FEC on a biannual basis. The biannual inspections will include, but is not limited to the following:

- Records Review
 - FEC Facilities Checklist (SESDFORM-051)
 - Branch FEC Key Check In/Out System Records
 - FEC Personnel Check In/Out Sheet (SESDFORM-050)
 - Quarterly Safety Inspection Checklist (SESDFORM-053)
 - EPA R4 Internal Contractor Performance Checklist (SESDFORM-054)
- FEC Onsite Inspection
 - Housekeeping
 - Maintenance
 - Security
 - Essential Electronics

SESD's Deputy Director, or their designee, will document the management inspections using the FEC Management Inspection Checklist (SESDFORM-052), which will be maintained by the MTSB Branch Chief upon completion of the inspection.