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Field Documentation Procedures May 2015

Issue

Per U.S. EPA System Audit of the Ambient Monitoring Program: California Air Resources Board June - September, 2011, Finding F01 states "Documentation at the CARB field sites is inadequate". Several issues were identified regarding field documentation.

Solution

Documenting analyzer maintenance, analyzer operational checks, calibration dates, and other activities which may affect the data quality are important facets of successfully operating an air monitoring station.

The following actions address the issues and should be followed to ensure we are able to adequately document air monitoring activities so as to defend our data in the event of legal challenges:

1.0 *General Documentation Procedures:*

- a. Keep the required documentation in a safe place in the station, where it is easily found.
- b. Make every entry legible in pen. Use of pencil is not allowed.
- c. Do not erase, write over or obliterate an entry. Do not use white-out. To delete an entry, draw a single line through the error so the entry is still legible. Make corrections next to deleted entries if possible. Always, initial and date corrections when they are made. "Z" out open spaces if lines or pages are missed.
- d. Make entries clear, concise and easily understandable. Each entry should be complete enough for other qualified staff to read and comprehend.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

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- e. Make entries in the logbooks and check sheets when the work is done. Ensure that the documentation is up to date at the end of each workday.

2.0 *Station Logbook*

- a. A monitoring Station Log must be maintained at each monitoring site. This logbook may be electronic or a hardcopy. Conditions which may influence the data must be recorded in the log book. Some examples are: nearby construction, abnormal traffic patterns, unusual noises, vibrations, unusual weather.
- b. Label the front and inside cover with the “Station Log for” Site Name, Start Date and End Date when it is full. Store completed logbooks onsite for future reference. Each page should be identified with the station name.
- c. Record who did the work and the date the work was done. All entries should be signed or initialed.
- d. Calibration information should be recorded which includes the following: Slope, intercept, transfer standard used, barcode and certification date.
- e. All persons entering a monitoring station must sign into the Station Logbook. Include the date, name, and affiliation.
- f. Equipment installed into or removed from a station should be listed in the Station Logbook, to include Make, Model, Serial Number, Property Number and reason for installation or removal.
- g. Entries to the station logbook will include maintenance, repairs, calibrations, relocations and other pertinent information. These entries should also include such things as: sample inlet particulate filter replacement, sample flow rate adjustments, zero adjustments, capillary cleaning and adjustments, leak checks, lamp replacements, lamp adjustments, performance check results or alterations to the sampling train.
- h. Do not tear page(s) out of the logbook.

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