

FIELD STATION LOGGING & POST-VISIT REPORTING SOP

Electronic Site Logs, Asset Tracking, Lab Repair Tagging, and 30-Day Trip Reports

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Target Network:	CASTNet / EPA AQS Ambient Monitoring	Review Cycle:	Annual / QAPP Compliant

1. OBJECTIVE & COMPLIANCE

This SOP outlines administrative and technical documentation protocols for field specialists servicing air quality and meteorological monitoring stations. Complete logging ensures chain-of-custody tracking, data validation support, and QAPP compliance.

2. ON-SITE LOGGING & ASSET TRACKING

- **Electronic Site Status Log:** Enter all confirmed instrument anomalies, out-of-spec conditions, and corrective actions into the web-based Site Status Log (www.arssitestatuslog.com).
- **Instrument Service Tagging:** Tag all equipment removed for lab repair with serial numbers, property numbers, descriptions of failure, specialist name, and site location.
- **Tailgate Safety Form:** Conduct pre-service safety briefings with site operators and sign the Tailgate Safety Form.
- **Asset Inventory Audit:** Record all 'as-found' and 'as-left' serial/property numbers on the Asset Tracking Form for every sensor swap.

3. POST-VISIT TRIP REPORTING

Field specialists must compile and submit a formal trip report within 30 days of site visit completion. The submission package must include the Word trip report, Excel calibration forms, and high-resolution site photographs.

4. REPORTING TIMELINE & DELIVERABLES

Deliverable	Submission Deadline	Recipient / Archive Target
Site Status Log Entry	Same day as problem confirmation	AQDBMS Electronic Log Server
Tailgate Safety Form	Completed prior to site work	On-site Binder / QA File
Lab Repair Service Tag	Attached upon sensor removal	ARS Repair Laboratory Staff
Formal Trip Report Package	Within 30 calendar days of visit	QA Manager & Project Officer
Site Photographs	Uploaded post-visit	Network Drive Site Archives

DOCUMENT AUTHORIZATION & SIGN-OFF

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