

Appendix R

Field Office Protection – Standard Operating Guidance

Dynamac Corporation

This document was prepared by Dynamac Corporation, expressly for EPA.
It shall not be released or disclosed in whole or in part without the express, written permission of EPA.

FIELD OFFICE PROTECTION For ASBESTOS SITES

Revision 0
Effective March 10, 2014

CONCURRENCE & ACKNOWLEDGEMENT

Name/Title	Date	Signature
XXXXX On-Scene Coordinator	March 10, 2014	Signature
XXXXX ERRS Response Manager	March 10, 2014	Signature
XXXXX START Project Manager	March 10, 2014	Signature

CHRONOLOGICAL REVISION HISTORY

Rev #	Date	Comment
0	March 10, 2014	Initial Issue

ATTACHMENTS

FIGURE 1: FIELD OFFICE PROTECTION/SITE LAYOUT FIELD OFFICE PROTECTION

Purpose & Scope: The purpose of this standard operating guidance (SOG) is to assure that the temporary work space (Temporary Field Office) utilized during investigation or removal activities at Asbestos sites, provides a safe and contaminant-free environment. This document provides “Guidance” which may apply to several different project scopes, but is generally limited to asbestos sites due to the unique nature and releasability of the contaminant.

The SOG provides general guidance for operations in/around the field office and related decontamination procedures to reduce or eliminate the possibility of direct or indirect contamination of the work space. An example schematic for the Layout of the work space, decontamination process/location, and management of personal protective equipment (PPE) is provided. This SOG also provides guidance for area monitoring and/or decontamination of the work space before, during and/or after use. It is presumed that U.S. EPA personnel, Emergency and Rapid Response Services (ERRS) personnel and/or Superfund Technical Assessment Response Team (START) personnel are involved in and responsible for, completing tasks outlined in this SOG. Note, the term “Decontamination” is differentiated from site related decontamination in/around Exclusion Zones or Contaminant Reduction Zones, which is documented within separate SOPs prepared/used by ERRS/START.

Task No.	Description
1	<p>Field Office Acquisition and Requirements: During the (pre-) project planning stages, the need for and type(s) of temporary work space should be evaluated. The needs of the EPA OSC, ERRS and START should be considered and likely may include separate and/or additional facilities to accommodate equipment or supplies.</p> <p>Once the temporary work space needs have been defined, the layout of the required units should allow for the main “Office” area to be separated, such that an adequate level of decontamination of personnel (and/or supplies) can be assured (See Suggested Schematic for Field Office Integrity). In addition, the baseline requirements for the temporary work space should include:</p> <ul style="list-style-type: none"> - Information from the Vendors on the frequency and nature of any service, maintenance, cleaning/decontamination of the potential temporary work space; - Information from the Vendors on the capability to retrofit the temporary work space with High Efficiency Particulate Air (HEPA) Filters in the Heating, Ventilation and Air Conditioning (HVAC) unit prior to/during deployment. In addition, sourcing and acquiring initial/replacement HEPA Filters for the HVAC unit to allow for replacement at least every 30 days, or in accordance with manufacturer’s guidelines; and - Information from the Vendor on “post-use” or return requirements and their related procedures to assure that future users are not impacted by any potential site-related contamination resulting from U.S. EPA’s use.
2	<p>Pre-Use Condition Assessment and/or Decontamination: To assure that the temporary work space is either contaminant-free or to establish a baseline, analytical data should be obtained to assess the direct work surfaces, overall (area) air quality and HVAC conditions. Dust, wipe and/or air samples should be collected prior to occupancy of the temporary work space. While the focus would be limited to assessing the presence of asbestos, an overall visual assessment (e.g., signs of leaks/spills,</p>

Task No.	Description
	<p>staining, mold, etc.) should be conducted to determine whether other potential contaminants might be present. Sampling types and locations may include:</p> <ul style="list-style-type: none"> - Dust/wipe samples from at least three surfaces where potential contaminants may be present and/or have settled, and could be accessed or disturbed easily and pose a risk to occupants; and - “Area” Air samples from at least two locations where frequent occupancy is expected. <p>If dust, wipe or air sampling is conducted prior to occupancy and timing allows for receipt and review of the data before personnel occupy the temporary work space, then a decontamination (cleaning) of the work space should be contingent on the analytical results. However, if immediate occupancy is required, a thorough decontamination/cleaning should be conducted prior to occupancy. The decontamination/cleaning effort (conducted by personnel wearing appropriate PPE) should include:</p> <ul style="list-style-type: none"> - Wiping of ALL surfaces (e.g., work surfaces, shelving, windows, window sills, window blinds, walls, lighting, door handles, vents, etc.) with wet wipes; - Removal of HVAC grills/vents/filters and wiping/vacuuming (HEPA Vacuum) of all readily accessible areas. Note, the HVAC unit should be run prior to decontamination efforts for a period of time suitable to assure at least 2 air exchanges have occurred; and - Wiping/mopping of the flooring with a water/soap solution. <p>While dust, wipe or air sampling may not be warranted for any ancillary storage or work spaces (i.e., CONEX, CONEX Office, etc.), where possible, these units should also be cleaned (i.e., swept, power washed, wiped, etc.) prior to use.</p>

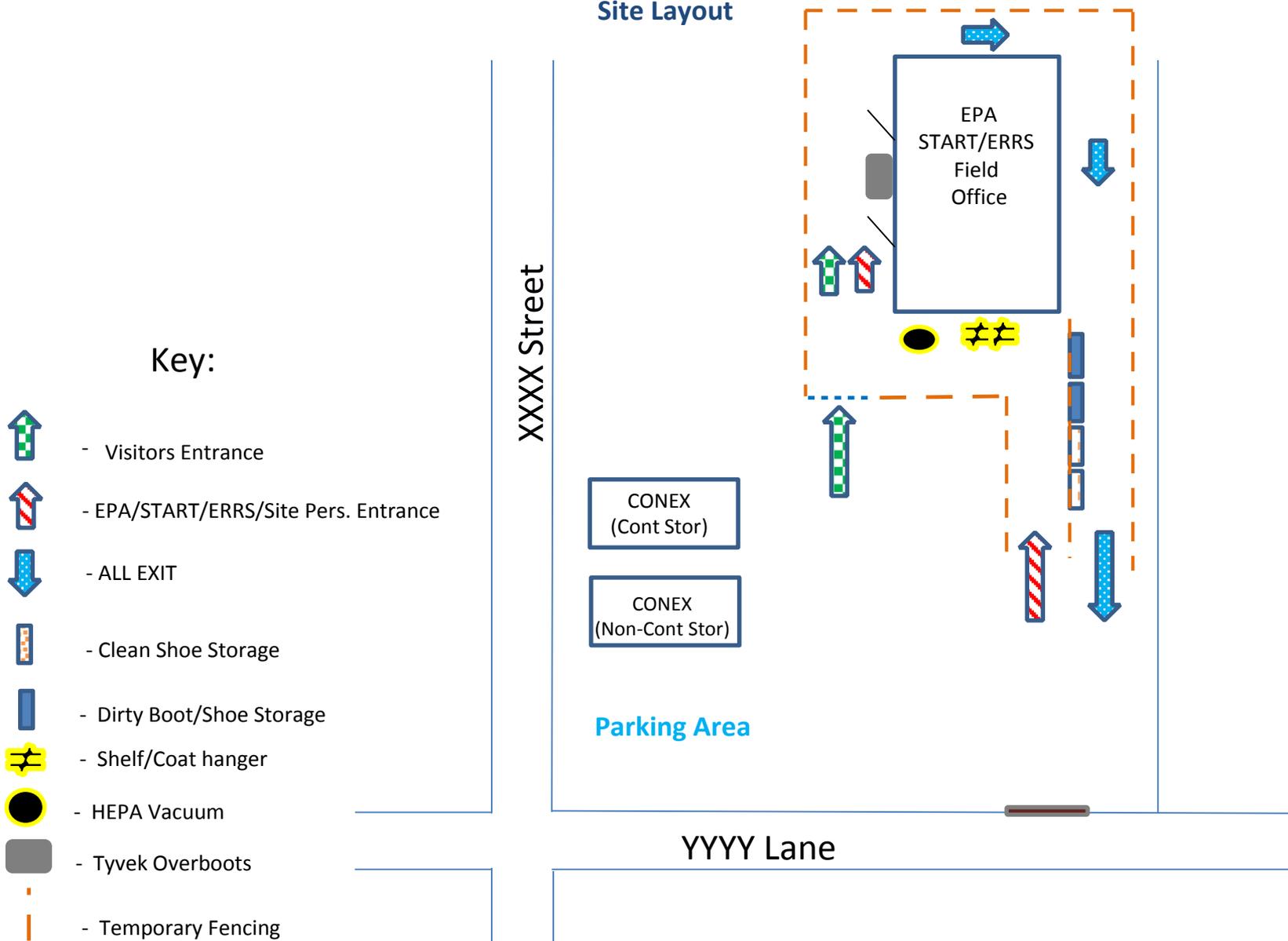
3	<p>Occupancy Requirements and Limitations: Project personnel entering the temporary work space will be required to conduct the following activities:</p> <ul style="list-style-type: none"> - Remove Outerwear (i.e., jackets, sweatshirts, etc.); - Remove Boots; - Don Clean Shoes - Use HEPA vacuum on exposed clothing. <p>A schematic for an example decontamination and PPE staging area (with climate/weather controls as necessary) associated with the temporary work space is attached and can be configured as needed for available space. To enter the temporary work space from the associated site, general procedures include:</p> <ul style="list-style-type: none"> - Remove and store/stage PPE (i.e., hard hat, safety vest, field jacket, etc.) on rack/shelf out of the elements; and - Remove “dirty” steel toe boots and place into the appropriate (dirty shoes) storage bin out of the elements and put on clean shoes - Enter into the designated staging area and acquire your “clean” shoes from the appropriate (clean shoes) storage bin out of the elements; - Vacuum exposed clothing using HEPA vacuum
----------	--

Task No.	Description
	<p>To exit temporary work space and enter the associated site:</p> <ul style="list-style-type: none"> - Leave unnecessary clothing/items in trailer; - Acquire/Don stored/staged PPE (i.e., hard hat, safety vest, field jacket, etc.); and - Acquire “dirty” boots and store “clean shoes” in the (clean shoes) storage bin, while keeping separated from “dirty shoes”. <p>Visitors to the temporary work space who haven’t been to the associated site can enter the trailer, and enter unrestricted while visitors whom have been on the associated site should:</p> <ul style="list-style-type: none"> - Utilize the HEPA vacuum on exposed clothing, and/or leave outerwear (i.e., jackets, sweatshirts, etc.) out of the trailer - Don Tyvek boot/shoe covers prior to entering the temporary work space.

4	<p>Equipment, Supplies and/or Personal Protective Equipment (PPE) Storage: To reduce or eliminate cross-contamination, ERRS and START site-required equipment, supplies and PPE should be staged on the associated site where possible, or otherwise stored or staged within a CONEX Box, a CONEX Office and/or a separate office trailer. Both ERRS and START personnel who regularly store or stage equipment and supplies in the ancillary storage or work areas are expected to assure that a gross decontamination of all equipment and supplies is conducted prior to storing or staging. These steps may include:</p> <ul style="list-style-type: none"> - Use of disinfecting wet wipes on small or sensitive equipment or supplies; - Storing contaminated or impacted supplies or equipment in the work area of the associated site; - Storing any chemicals or flammables in a separate designated area; - Conduct gross decontamination of PPE prior to entering the ancillary storage and work areas; and - Conduct regular “housekeeping” in the ancillary storage and work areas. <p>All personnel who use these ancillary storage/staging areas AND the temporary work space during the course of the work day will perform the same decontamination procedures and PPE change-outs as they would if they were entering/leaving the temporary work space and the associated site. All personnel who solely utilize one of the ancillary storage or work areas and the associated site are not required to go through decontamination as required for the temporary work space as they would have undertaken appropriate procedures prior to exiting the work site.</p>
5	<p>Ongoing Housekeeping and/or Integrity Assessment: Frequent housekeeping and/or assessment should be conducted to augment the “Occupancy Requirements” to reduce/eliminate direct or indirect contamination in the temporary work space.</p>
Task No.	Description

	<p>Ongoing housekeeping should be conducted and include:</p> <ul style="list-style-type: none"> - Regular use (at least weekly) of wet-mopping procedures (sweeping or dry dusting/mopping is to be avoided) to address dust, dirt or mud that may exist in the temporary work space; - Regular use (at least bi-weekly) of wet wipes on all accessed/used surfaces or areas; - Regular change-out, in accordance with manufacturer’s recommendations, of HEPA Filters in the HVAC unit(s) of the temporary work space AND the HEPA Vacuum used for personal clothing decontamination; and - Regular replacement of the cleaning equipment and supplies (i.e., mop heads, disinfecting wipes, buckets, etc.). <p>If deemed necessary to evaluate conditions or possible cross-contamination, additional dust, wipe and/or air sampling should be conducted and compared to initial or prior sampling results.</p>
<p>6</p>	<p>Demobilization and Decontamination: As is standard for ALL equipment used at the site, the temporary work space(s), CONEX Box, CONEX Office, and/or other Office Trailers should be returned to the Vendors free of any potential site-related contamination. A final cleaning should be conducted prior to return.</p>

FIGURE 1: Field Office Protection Site Layout



Key:

-  - Visitors Entrance
-  - EPA/START/ERRS/Site Pers. Entrance
-  - ALL EXIT
-  - Clean Shoe Storage
-  - Dirty Boot/Shoe Storage
-  - Shelf/Coat hanger
-  - HEPA Vacuum
-  - Tyvek Overboots
-  - Temporary Fencing