



STANDARD OPERATING PROCEDURES

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LOGBOOK DOCUMENTATION

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1.0 OBJECTIVE

The objective of this standard operating procedure (SOP) is to describe procedures for obtaining, tracking, utilizing, and storing site, analytical and personal logbooks, issued as part of United States Environmental Protection Agency (U.S. EPA) Contract 68-C99-223.

2.0 APPLICABILITY

2.1 Personal Logbooks

The guidelines established in this SOP apply to each Scientific, Engineering, Response, and Analytical Services (SERAS) employee receiving a bound logbook with sequentially numbered pages that are used to record office, site activities, and any other project-related details on a daily basis. These personal logbooks are issued to new employees and to current employees on an as needed basis.

2.2 Site Logbooks

When requested by the Task Leader, individual logbooks will be assigned for a particular site. Upon receipt of a new Work Assignment (WA), the SERAS Task Leader must determine if it is necessary to initiate a site-specific logbook to document activities for that site. If a site logbook is not necessary, the personal logbook must be used to document site activities. Copies of all applicable site notes recorded in the personal logbook must be compiled by the Task Leader and transmitted to the project files and Central File via a standard memo (Figure 1, Appendix A).

2.3 Analytical Logbooks

Analytical logbooks will be assigned for routine laboratory activities, special projects and various types of field instruments as deemed appropriate by the analyst or the Task Leader. In the case of the laboratory, a logbook must be maintained for documenting equipment calibration and maintenance, routine check procedures, or other activities as deemed appropriate based on standard and good laboratory practices. In addition, any field or laboratory instrumentation requiring routine quality control (QC) checks, or used for data generation, must have a logbook to document procedures/methods utilized.

NOTE: All logbooks are an official record for the contract.

3.0 DESCRIPTION

3.1 General

The Quality Assurance Officer (QAO) will procure and maintain a supply of site, analytical, and personal logbooks for distribution to SERAS staff. All logbooks must be bound and have sequentially numbered pages (even if entered manually). In certain instances, various SERAS Groups may create customized logbooks for activities performed or instrumentation utilized. If this occurs, the respective Group should inform the QAO and adhere to the procedures described below for identifying, tracking, and storing these logbooks. Logbooks will be distributed by the QAO in accordance with a logbook tracking system. All logbooks are property of the U.S. EPA;



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therefore, they must become part of the SERAS file system.

The key logbooks (SERASIII-A-000X, SERASIII-B-000X and SERASIII-L-000X) have been established to track the distribution of personal, site and laboratory logbooks, respectively. The key logbook will contain the following information:

- Personal logbooks: unique log number identifier, employee name, employee signature, date issued.
- Site logbooks: unique log number identifier, name of the Task Leader or their designee, site name, WA number, date issued.
- Analytical logbooks (including field instrumentation): unique log number identifier, purpose of the logbook, employee or lab section name, signature of person signing out the logbook, date issued.

All logbooks must be returned to the QAO when one of the following situations occurs:

- Logbook is completely filled and no longer is needed for reference.
- The employee has terminated affiliation with SERAS.
- The contract has terminated.
- A logbook issued for site activities is no longer needed as activities described in the Work Assignment are complete. **Do not** transmit these logbooks directly for storage in the Central File. The logbooks must be returned to the QAO prior to archival in Central File.

Upon completion, analytical and instrumentation logbooks may remain in the respective laboratory, with the instrument or be returned to the QAO for archival.

The logbook must have the assigned staff member's name, SERAS office address, and phone number, inside the front cover. For a site logbook, the site name, location and Work Assignment number must be included. For analytical logbooks, the purpose of the logbook must be included (i.e., standards preparation, temperature tracking, etc.). If it is an equipment logbook (i.e., for the XRF), the instrument name, U.S. EPA tag number, if applicable, and the serial number, should be included. All logbooks will have a unique log number identifier placed on the outside and inside cover, as well as the book spine, at the time of distribution.

Logbook entries should begin on page 1 and each subsequent entry begin underneath the last entry. All logbook entries must be made in dark (indelible) ink. Entries must be dated and times should be noted in military time or with a.m./p.m. references. For site logbooks, all entries must be signed at the end of the day, or prior to another individual writing in the logbook. Because logbooks may be used as legal evidence in the future, no changes should be made to original entries. Mistakes must be lightly crossed out with a single line and initialed by the writer.

If a line on a page is not completely filled, an inked line should be drawn through the blank portion. If a complete page is not used, an inked line should be drawn diagonally across the blank



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portion of the page and the bottom line should be initialed and dated. Any deviation from standard logbook procedures, especially for site activities, must be noted in detail in the final deliverable.

In all cases, log entries must be legible, thorough, and of a professional nature. Personal, site and analytical logbooks will be audited on a regular basis by the QAO. In addition, logbooks are the property of the U.S. EPA and are subject to inspection accordingly.

The following is a list of key things to remember when writing in logbooks:

- Use only blue or black ink
- Write your name, work address, and telephone number inside the front cover of your personal log, or tape a business card in place
- Write legibly
- Include full names and affiliations of all persons mentioned in the log
- Include a full date (including year) for each day's entry and record time in military time or using the appropriate a.m./p.m. designation
- Ensure that the log clearly shows the sequence of the day's events
- Sign each day's entry in the personal log and site log
- Do not write in margins or between written lines
- Draw lines through blank spaces
- Do not leave blank pages to fill in later
- Put a single line through crossouts and initial them
- BE OBJECTIVE AND PROFESSIONAL

3.2 Personal Logbooks

The main purpose of the personal logbook is to provide a detailed record of field- and project-related activities in the office. Logbooks must be maintained on a daily basis, even if the individual is also documenting daily activities in a site logbook. The personal logbook may reference the site logbook, but must also identify any work performed when not on site.

While in the office, individuals should document, at a minimum, the following in personal logbooks: meetings attended, meeting notes, telephone conversations, project-related activities performed, and directives or verbal instructions from the Work Assignment Manager (WAM). Project-related entries should include the WA number or name (Figure 2, Appendix A).

In order to ensure accurate and adequate site documentation, entries made in personal logbooks documenting site activities must be copied and filed in the relevant WA file; all on-site staff will photocopy their respective personal logbook entries and provide copies to the Task Leader who in turn will organize them under a transmittal memo (Figure 1, Appendix A) to the appropriate Central File. This should occur as soon as possible after completion of field activities, but not exceed 10 working days from completion.

3.3 Site Logbooks

The purpose of the site logbook is to provide an accurate summary of field events to allow future reconstruction of circumstances in the writer's absence. Entries must detail the activities of all



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personnel involved in field activities and must be made by all SERAS personnel on site. In addition, entries may be made by U.S. EPA/Environmental Response Team (ERT) personnel. Each entry must be signed by the person making the entry and must relate to previous entries or have sufficient background detail. The sequence of site activities must be clear to a reader who was not at the site. Site logbooks will reflect only those activities related to a single WA, regardless of duration. Site logbooks must not contain information from more than one site.

When site activities are completed and the logbook is no longer needed to document the response activities, it must be returned to the QAO for filing. If the site logbook is transmitted to the ERT (per their specific request), documentation of the transmittal must be prepared and maintained in the Central File. If the transfer is permanent, all logbook entries must be copied for inclusion into the Central File.

Site logbooks must include, at a minimum, the following information:

- Site name and location on inside cover
- Date and location of field work
- Times (military times preferred, or appropriate a.m./p.m. designation)
- Names and addresses of field contacts
- Site sketches and photographic references
- Weather conditions
- Sample descriptions, locations, times taken, identification numbers
- Chain of custody information, shipping paper identification number, recipient address and phone, etc.
- Field observations and discussion
- Field measurements (e.g., pH, temperature, surface water flow rates, etc.)
- Instructions issued by WAM
- Activities of field personnel
- Page numbers (entered manually if not prenumbered)

3.4 Analytical Logbooks

The purpose of the analytical logbook is to provide an accurate and detailed summary of analytical activities. Entries must detail the analytical activities of laboratory personnel. Each entry must be signed and dated by the analyst making the entry and must relate to previous entries or have sufficient background detail.

Analytical logbooks will be issued for, but are not limited to: documenting analysis by a particular lab (stationary, mobile, TAGA) or instrument; recording sample preparation and extraction procedures; recording temperature readings, and; documenting bench-scale and treatability studies.

The sequence of laboratory activities must be clear to a reader who was not involved in the analysis. Upon completion of an analytical logbook, it may either be returned to the QAO for archival or remain in the laboratory.

3.5 Tracking and Retrieval of Logbooks



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The QAO is responsible for issuing and tracking logbooks. Ultimate responsibility for retrieving logbooks rest with the employee's immediate supervisor by ensuring that the QAO was contacted during the employee termination process.

3.5.1 Tracking System

Individual master logbooks exist to track distribution of personal, site and analytical logbooks (SERASIII-A-000X, SERASIII-B-000X, and SERASIII-L-000X, respectively). When issuing personal logbooks, the employee name, date issued, and signature are required. For site logbooks, the Task Leader's name or their designee, WA number, site name and date issued are required. Analytical logbooks require the employee or laboratory name, logbook purpose and date issued.

Information on the master logbooks is electronically tracked (on Excel) and updated on a monthly basis. Master logbooks for SERAS I, II and III are maintained by the QAO and are used as a quick source for tracking outstanding and returned logbooks.

3.5.2 Logbook Monitoring System

On a biannual basis (June 1/December 1), a copy of the tracking report will be distributed to the Section and Group Leaders. Section/Group Leaders (or their designees) will be required to verify the status of the logbooks with the responsible individuals and provide follow-up documentation to the QAO. This procedure is intended to minimize the number of outstanding logbooks at the completion of the contract.

3.5.3 Logbook Return and Retrieval System

Upon termination of employment, the individual's immediate Supervisor (Group or Section Leader) will contact the QAO to obtain a list of outstanding logbooks signed-out to this individual. The supervisor will then forward, all returned logbooks to the QAO for final filing.

A returned logbook can be signed out by a staff member and/or a Task Leader by providing an e-Mail or written request to the QAO. All logbooks that are signed out in this fashion will also be tracked.

4.0 RESPONSIBILITIES

4.1 Staff

All SERAS Staff will maintain their logbooks in accordance with the procedures identified in this SOP. Personal logbooks will be returned to the immediate Supervisor or QAO when the logbook is completely filled or when the employee leaves SERAS.

4.2 Task Leaders

Task Leaders are responsible for initiation, maintenance and transmission of completed site



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logbooks to the QAO. Site logbooks will be filed by the QAO and stored in a secure location. In addition, Task Leaders must obtain copies of field notes from personal logbooks and transmit them to the Central File per the transmittal memo template in Figure 1, Appendix A.

4.3 Analysts/Chemists

Analysts and chemists are responsible for initiation, maintenance, and storage of completed logbooks. Analytical logbooks may remain at the laboratory where entries were completed, or may be returned to the QAO. Analysts and chemists are also responsible for informing Group and Section Leaders regarding creation of customized logbooks so that they can obtain logbook numbers from the QAO.

4.4 Section and Group Leaders

On a biannual basis, Group Leaders will be provided with a list of logbooks issued to current staff, and verify the listing for accuracy. In addition, Section or Group Leaders will ensure that personnel departing SERAS have returned all logbooks issued to them during their stay.

4.5 Quality Assurance Officer

The QAO is responsible for procuring, issuing, tracking and filing logbooks. The QAO will audit maintenance of all logbooks, and assure that staff are aware of their responsibilities to maintain logbooks. The QAO will maintain a record of personal, site and analytical logbooks which have been returned and will distribute this list to Section Leaders on a biannual basis for verification. In addition, upon termination of an employee, the QAO must ensure that the individual has returned all logbooks signed out to a specific employee.



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FIGURE 1. Transmittal Memo

DATE:

TO: Central File #

FROM: _____, Task Leader

SUBJECT: LOGBOOK NOTES
SITE NAME, DATE(s)
WA #

Attached please find copies of field-related personal logbook records for activities performed at the above-referenced site. Individuals involved included:

NAME	LOGBOOK NUMBER
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

w/Attachments



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FIGURE 2. Example Sample Personal Logbook Entry

01/21/02 0800 Arrived at SERAS facility and prepared for meeting. 0830-1030 Meeting regarding logbook documentation. John Smith, Nancy Young, George Hughes and myself were present. Discussed personal logbooks, site logbooks, and laboratory notebooks. Also discussed preparation of the SOP on logbook documentation and maintenance of the logbook identification log, I will write the SOP, N. Young and G. Hughes will audit logbooks. 1030-1200 Worked on writing the SOP and put draft version in typing. 1200-1300 Lunch. 1300-1500 Reviewed Final Report for ABC Landfill Project (WA #0-XXX) and provided comments to the Task Leader. 1500-1600 Attended Health and Safety Training on Air Purifying Respirator Use and Maintenance. 1600-1700 Reviewed Trip Report for XYZ Project (WA #0-XXX). 1700 Left SERAS facility for home. Day ended.