



Petroleum Restoration Program FIELD NOTES GUIDANCE

All field activities must be properly documented in field books in a manner that is detailed, legible, and coherent. The requirements of this section must be followed for all petroleum contaminated sites, and are intended to complement or clarify the procedures outlined in FD 1000.

During each field event, notes must be recorded in permanent water-resistant ink in a bound field book with sequentially numbered pages to document the activities taking place:

Note: Field notes are now acceptable in electronic format if they were recorded directly into the electronic device (laptop or toughbook) while in the field and a statement is entered indicating that the field notes are original and have not been modified after the date and time of the last entry.

- The facility name, facility address, and FDEP Facility ID # must be written at the beginning of the book if the book is dedicated to one single facility or at the beginning of each field event if the book is not dedicated to a single facility.
- Each entry must be clearly marked in military time or with a.m. or p.m., followed, as applicable, by EST if Eastern Standard Time or CST if Central Standard Time.
- If it is necessary to correct any errors in all or part of a page, a single line must be drawn through the mistake so that it is still legible, and the correct information must be entered and initialed or signed by the person making the correction.
- There should be no blank lines between entries and no blank pages (if any blank area one inch or greater is left by mistake, it must be lined through and initialed so that information cannot be added at a later date). Likewise, any part of a page that was not utilized by the end of the day must be lined through and initialed.
- If multiple field books are used during a field event, then cross-references should be documented in each field book to facilitate tracking and retrieval of all current and archived records for purposes of inspection, verification, and historical reconstruction of all procedures and measurement data.
- If measurements are recorded on standard format information sheets, the start and end time of each activity must be documented in the field book (e.g., start purging MW-1 at 8:40 a.m. and collected groundwater sample for MW-1 at 9:05 a.m.) and a reference must be made in the field book that the data collected is on a separate information sheet. Cross-references should include any FDEP SOP Forms or internally generated forms (i.e., Calibration Logs, Groundwater Sampling Logs, Boring Logs, Well Construction and Development Logs, Operation and Maintenance Logs, etc.). The field book and accompanying information sheets must provide sufficient data and observations to enable a reconstruction and timing of events that occurred and documentation of the level of effort required, and must be retained in permanent files.
- The signature of the person maintaining the logbook should be entered at the bottom of each page, and if multiple persons are making entries, initials should be used to indicate who is responsible for the entry.

At a minimum, the field notes recorded should include the following:

- The date on which the field event took place should be recorded at the top of each page.
- Information on weather conditions (temperature, whether it is sunny or overcast, etc.) on arrival at the facility. Should the weather change throughout the day(s), then those changes also should be recorded in the field notes.
- Information on the purpose of the field event to clearly indicate the nature and intent of the field activities. For State-funded work, a reference should be provided to the applicable Work Order or Task Assignment.
- The names of all personnel on-site taking part in the field event, including oversight personnel, construction crew, subcontractors, etc., and also of all other people who enter and leave the facility due to their direct or indirect involvement with the work being performed. For State-funded work, the abbreviation of the applicable labor category (based on qualifications) should be listed behind the name of each field person. If an individual has a different position title on different days during an event (i.e., an individual can be at the site fulfilling the requirement for a weekly PE oversight one day, but for other days is serving in the capacity as oversight for the sub), then that change in responsibility must be documented.
- Clear documentation of time of arrival and departure at the facility for each person, including break(s) taken (if off-site and/or \geq ½-hour).
- Documentation of any correspondence or communication with the FDEP or other governing agencies regarding approval or request to modify the scope of work or use alternative procedures for the project.
- Documentation of site conditions, such as any broken or damaged equipment or wells, and an explanation if field conditions were encountered that affected the completion of the field work. Equipment downtime for each sub must be documented in the field book along with an explanation for the downtime.
- Documentation of all significant activities conducted on site throughout the day and the time the activity occurred. These entries should include enough information so that clarifications, interpretations, or explanations of the data are not required from the originator of the documentation.
- If any site sketches are drawn, they should include a North Arrow for reference.
- Photographs taken should be documented in the field book (for example, view to North across tank pit/ proposed excavation area).
- For State funded work, a copy of the field notes and any accompanying information sheets must be included in any interim or final deliverable that is an invoicing point. Failure to provide proper documentation about activities performed, significant observations, personnel present, or equipment downtime can be considered poor performance and will be evaluated on the Contractor Performance Evaluation (CPE) and may result in reduced or forfeited payment for the related field events.

References

DEP-SOP-001/01. FD 1000, Documentation Procedures