



STANDARD OPERATING PROCEDURES

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EQUIPMENT PACKING AND SHIPPING PROCEDURES FOR SERAS ACTIVATIONS

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These sections affected by Revision 0.0.

SUPERCEDES: SOP #2018; Revision 0.0; 11/18/94; U.S. EPA Contract EP-W-09-031.



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1.0 OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to establish proper guidelines for packing and shipping equipment for routine, non-routine, and emergency response activations. Adherence to the procedures defined herein will ensure that packing and shipping activities are expedited with the assistance of Scientific, Engineering, Response, and Analytical Services (SERAS) Bay Personnel in a timely and efficient manner.

2.0 APPLICABILITY

This SOP applies to all equipment packing and shipping requests submitted to and requiring assistance of SERAS Bay Personnel.

3.0 DESCRIPTION

3.1 Routine Packing/Shipping Procedures

All Task Leaders with active work assignments (WAs) requiring equipment packing and shipping will meet with the Bay Group Leader as soon as possible, but no later than the Monday of the week their job is scheduled to leave in order to confirm equipment needs and packing/shipping schedules. In the event a project is scheduled for a Monday departure, the Task Leader will meet with the Bay Group Leader the week prior to departure. Air monitoring instruments must be specified at this time and will require a separate equipment manifest. These needs must be brought to the attention of the Bay Group Leader and coordinated with the Air Team Group Leader. The Task Leader will be required to provide the appropriate dates and times of packing/unpacking activities, shipping destination, packer(s) names, and any other pertinent information or special requests. This information will be documented utilizing an Equipment Packing & Shipping Request Form (Attachment 1, Appendix A) which may be obtained from the Bay or on the SERAS network in the Pub files under the forms folder (BayRequest.wpd)

The Task Leader will identify items to be packed by completing pre-printed and blank equipment manifest forms which may also be obtained from the Bay or on the SERAS network (BayManifests.wpd). The Pre-printed Equipment Manifest (Attachment 2, Appendix A) lists routinely used items such as glassware, safety gear, and dangerous goods. The Task Leader will select the item and quantity as needed. The pick locations (packing areas) are set up according to this form, so it must be utilized. Handwritten requests for these items will not be accepted. The Blank Equipment Manifest (Attachment 3, Appendix A) is to be completed by the Task Leader to identify items specific to the WA. All related items should be listed and grouped together (e.g., water sampling equipment, monitoring instruments, etc.). Individual components of a specific piece of equipment must be listed on the manifest individually, (e.g., weather station on one line, base station on another line, tripod on another line, etc.). The manifests must be approved by the SERAS Health and Safety Officer (HSO).

Packing will begin in the expendables cage with the Task Leader (or designee) and the assisting Bay Personnel. Bay personnel will pack the requested equipment into shipping containers while noting what items are packed in a shipping container and on the manifest. It is the responsibility of the individual field team to pack personal items into kit bags and move them to the designated



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packing area. Shipping containers will be sealed with duct tape, labeled, and transported via government vehicle, Federal Express, etc. to the site.

NOTE: No equipment will be released without the approval signature of the SERAS HSO or their designee.

If at the close of a regular work day (1700), a job is not completed, it is the Task Leader's responsibility to make arrangements to either pack and ship the job after hours or, if feasible, postpone departure until the next business day. If a job is to be packed after hours or on a weekend, the Task Leader (or designee) will notify on-call Bay personnel.

It is imperative that the Task Leader meet with the Bay Group Leader to schedule all packing and shipping activities. If two jobs overlap and it does not appear that the first job can be completed as scheduled, and will have a negative impact on the second job, the first job will be assembled, scanned, and moved to another work zone. It will then become the responsibility of the Task Leader of the first job to complete the packing and shipping. If the second job is completed on time, the Bay personnel will assist the Task Leader of the first job with the completion of their packing and shipping.

3.2 Non-Routine Packing/Shipping Procedures

All non-routine packing and shipping requests must be brought to the attention of the Bay Group Leader to ensure that proper equipment transport standards are maintained, equipment is packed to prevent damage, and a transporter (e.g., Federal Express) is scheduled for equipment pick-up. Also, any potential schedule conflicts can be resolved and Bay personnel can be available for assistance as needed.

3.3 Emergency Response Packing/Shipping Procedures

Pre-packed emergency response kit bags will be utilized to minimize packing times and facilitate SERAS's rapid response capabilities. All additional equipment will be gathered by the Task Leader (or designee) and Bay personnel and placed in a packing area. A manifest will be prepared and undergo standard approval requirements if time constraints allow. No equipment will be released without verbal approval from the SERAS HSO or their designee. The date and time and who gave the verbal approval will be documented on the manifest by Bay personnel.

If a job is already scheduled or being packed, the job with the earliest departure deadline will take priority. However, sufficient Bay resources will be made available to ensure that all projects are completed when required. The Task Leader will assume all packing and shipping responsibilities if Bay personnel must be diverted to an emergency response.

3.4 Equipment Return/Unpacking Procedures

Sampling equipment will be decontaminated in the field using the procedures outlined in SERAS SOP #2006, *Sampling Equipment Decontamination* by field personnel.

Any equipment that requires maintenance, service, or is lost during field activities, will be



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communicated to Bay personnel by the Task Leader upon arrival. Bay personnel will check returned equipment to ensure that the equipment will be in a ready mode for any subsequent jobs. Such items as cracks, leaks, broken knobs, malfunctioning displays, missing cooler handles, and loose or missing screws will be checked depending on the piece of equipment.

All coolers shipped back to the SERAS facility will be opened to verify that they contain equipment /supplies and do not contain samples. The unpacking of equipment/supply coolers is at the discretion of Bay personnel.

4.0 RESPONSIBILITIES

4.1 SERAS Field Personnel

SERAS field personnel are responsible for stocking, maintaining, and replenishing personal equipment items in kit bags. Kit bags will be stored in designated areas in the Bay. Field personnel are responsible for moving kit bags to packing areas for shipment on all SERAS activations. One kit bag will be consigned to each individual.

4.2 Task Leaders

Task Leaders are responsible for coordinating routine, non-routine, and emergency response packing/unpacking activities through the Bay Group Leader. Task Leaders are also responsible for completing equipment manifests, obtaining Health and Safety Officer approval and purchasing (or renting) any equipment not stocked.

4.3 Bay Personnel

Bay personnel will pack and ship equipment in compliance with Federal Express and International Air Transport Association (IATA) shipping regulations. Bay personnel will be responsible for scanning capital equipment into the SERAS Inventory Control System (RICS) prior to packing and unpacking equipment.

4.4 Bay Group Leader

The Bay Group Leader will ensure that equipment packing and shipping for SERAS activations is completed accurately. Any deviation from the guidelines established in this SOP in addition to procedures defined in Bay and Warehouse Rules (Appendix B) will be documented and brought to the attention of the appropriate Section Leader.

4.5 Group Leaders and Section Leaders

Group Leaders and Section Leaders are responsible for ensuring implementation of the procedures outlined in this SOP.

For further reference, see SERAS SOP #2004, *Sample Packaging and Shipment*, SOP #2075, *Sample Packaging and Shipping of Infectious Substance Samples*, SOP #4004, *Response Kit and Administrative Procedure (AP) #15, Task Leader Responsibilities*.



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4.6 Health and Safety Officer

The Health and Safety Officer is responsible for reviewing and approval of all equipment manifests for SERAS site activations. In emergency response situations, the Health and Safety Officer will be responsible for providing verbal approval of equipment manifests if time constraints do not allow for standard approval procedures.

4.7 Quality Assurance Officer

The Quality Assurance Officer (QAO) is responsible for reviewing and approving any revisions to this SOP and ensuring compliance with this procedure by regularly auditing Bay functions.

5.0 APPENDICES

A - Attachments



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APPENDIX A
Attachments
SOP #2018
August 2003



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ATTACHMENT 1. Equipment Packing and Shipping Request Form

Lockheed Martin/SERAS

Job Name: _____ ERT WAM: _____

WA #: _____

Task Leader: _____ Phone #: _____

Ship To: _____ Delivery Date: _____

Date To Be Packed: _____

Time To Be Packed: _____

Packers Names": _____

Date: _____ Time: _____ Manifest Submitted

Comments:



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ATTACHMENT 2. Pre-printed Equipment Manifest



Pre-printed Equipment Manifest

Lockheed Martin/SERAS
 Edison, NJ 08837
 (732) 321-4200

Picked By _____
 Packed By _____
 SERAS HSO: _____

Site Name: _____

ERT WAM: _____ WA# _____

Date Released: _____

Released By _____

Date Returned: _____

Return Shipment Checked By: _____

Date Entered into RICS: _____

Qty	Cont. No.	Items/Description	EPA/SERAS No.	Shipped ()	Returned ()	Scanned into RICS
		Bottles, Glass Clear: 2 oz 4 oz				
		Bottles, Glass Clear: 8 oz 32 oz				
		Bottles, Amber Boston Round:				
		Bottles, Amber Wide Mouth:				
		Bottles, Poly: 500 mL 1000 mL				
		Paper Towels:				
		Tyvek: Med. Large XLarge				
		Tyvek: 2X 3X 4X				
		Saranek: Med. Large XLarge				
		Saranek: 2X 3X 4X				
		CubeTainer: 1 gal 2.5 gal 5 gal				
		Spray Bottles:				
		Zip Lock Bags: Small Large				
		Poly Sheeting (Roll of 10' x 100'):				
		Booties:				
		Duct Tape				
		Gloves, Leather Lined: S M L XL				
		Gloves, Leather Unlined: S M L XL				
		Glove Liners, Lint-free:				



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ATTACHMENT 2. Pre-printed Equipment Manifest (cont)



Pre-printed Equipment Manifest

Lockheed Martin/SERAS
 Edison, NJ 08837
 (732) 321-4200

Picked By _____
 Packed By _____
 SERAS HSO: _____

Site Name: _____

ERT WAM: _____ WA# _____

Date Released: _____
 Date Returned: _____
 Date Entered into RICS: _____

Released By _____
 Return Shipment Checked By: _____

Qty	Cont. No.	Items/Description	EPA/SERAS No.	Shipped ()	Returned ()	Scanned into RICS
		Nitrile Sargies:				
		Nitrile Gloves: 7 9 10				
		Rain Jacket: M L XL				
		Rain Suit: M L XL				
		Canister:				
		First Aid Kit:				
		Flashlights:				
		Liquinox:				
		Trash Bags:				
		Decon Tubs 3-gal 8-gal L				
		Decon Brush: S L Tube				
		DANGEROUS GOODS:				
		Nitric Acid, 10%:				
		Nitric Acid, 40%:				
		Acetone:				
		Hexane:				
		Methanol:				
		Compressed Air Cylinder:				
		Hydrogen Cylinder:				



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ATTACHMENT 2. Pre-printed Equipment Manifest (cont)



Pre-printed Equipment Manifest

Lockheed Martin/SERAS
 Edison, NJ 08837
 (732) 321-4200

Picked By _____
 Packed By _____
 SERAS HSO: _____

Site Name: _____

ERT WAM: _____ WA# _____

Date Released: _____
 Date Returned: _____
 Date Entered into RICS: _____

Released By _____
 Return Shipment Checked By: _____

Qty	Cont. No.	Items/Description	EPA/SERAS No.	Shipped ()	Returned ()	Scanned into RICS
		TOOLS				
		Screwdriver: Flat Phillips				
		Pliers				
		Hammer: Claw Mallet				
		Pipe Wrenc: Size				
		Wirecutters:				
		Hack Saw:				
		Machete:				
		Woodsman Pal:				
		Adjustable Wrench:				
		Bolt Cutters:				
		Aluminum Foil: Small Large				
		Plastic Ties: Size				
		Pin Flags: Plastic Metal				
		Caution Tape:				
		Flagging Tape:				
		Bug Spray:				
		Suntan Lotion:				
		Vermiculite:				



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APPENDIX B
Bay and Warehouse Rules
SOP #2018
August 2003



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BAY AND WAREHOUSE RULES

1. Packing and unpacking SOPs will be followed at all times.
2. The manifest is to be delivered to the bay personnel no later than 1000 the day the Work Assignment (WA) material is to be shipped.
3. All field and Health & Safety (H&S) related equipment must have the SERAS HSO release signature.
4. During normal business hours, 0800 - 1700, Monday through Friday, no one is allowed in restricted Bay areas without Bay personnel present.
5. The Bay is not a place to hang out, or get away from your office for a while; this is an office, and every time someone comes over for non-professional reasons, it is a disturbance. There are many disturbances from the companies in the building and on the complex; consideration from SERAS employees is needed.
6. If non-emergency after-hours work is needed, a two-day notice is requested and management authorization is required. Management or bay personnel must be present.
7. A maximum of three people per WA at any one time in the restricted area is allowed.
8. A meeting will be held on Mondays between the Bay Group Leader and Task Leaders to schedule when and who will be packing and unpacking materials.
9. An accurate WA number must accompany a completed and signed health and safety manifest.
10. Training classes and seminars must be scheduled with bay personnel one day in advance.
11. No contaminated equipment of any kind will be allowed on the facility. NO EXCEPTIONS.
12. The outside spigot by the overhead door of the Bay is not to be used for decontamination purposes.