

Project Management



Roles and Responsibilities

Role	Assignments
<p>Project Manager (Clean)</p>	<p>Verify: Equipment Set-Up Position, Sample Numbers, OPs and SPs Labels (All aspects of the project) and Safety</p> <p>Review: Documentation (Project Configuration and COC) for changes and accuracy</p> <p>Execute: Verify all aspects of the test and then give direction when to start the test</p> <p>Documentation: Update the Client Portal with all changes</p> <p>Test Types and Sample Times:</p> <ul style="list-style-type: none"> • Verification = 60 minutes • Flex = 30 minutes • Survey = 30 minutes • Fomite = 30 minutes • UV = 65 minutes • Ashrae 241 = 65 minutes • Controlled Environment = 60 minutes <p>4-Channel Air Sampler Settings and Sample Time</p> <ul style="list-style-type: none"> • 8 = 60 minutes • 16 = 30 minutes • 24 = 20 minutes • 60 = 8 minutes • 100 = 4 minutes

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Equipment Set-Up and Execution (Dirty)	<p>Equipment Set-Up: Set-Up equipment and Tag(s); Do not handle Tag(s) and samples, if possible</p> <p>Project Configuration: Verify with the Project Manager if any changes have been made that effect set-up, samples numbers, OPs, SPs, Tags, etc.</p> <p>OP/SP: Verify the Origin and Sample Points are correct</p> <p>Tag Selection: Verify the Tag is correct</p> <p>Sample Number: Verify the Sample Numbers are correct</p> <p>Interval Selection: Verify the correct Interval selection on the 4-Channel Air Sampler is correct</p> <p>Execution: Verify equipment connectivity by conducting a mock test</p> <p>Test Completion: Handle contaminated equipment, discard disposibles</p>

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Sample Management and COC Completion (Clean)	<p>Cassette Integrity: Verify there are no hole in filters, Cassettes Cracks, Damage, etc.</p> <p>Sample Labeling: Label cassettes with the correct Sample Number Labels and attach to the air-sampler</p> <p>OP/SP Labeling: Label Origin and Sample Point labels in the correct location</p> <p>Tag Lot Number : Must match project configuration</p> <p>Verification Test Completion: Verify “Done” light”</p> <p>Sample Bag Labeling: Label plastic bags for sample (PID, SN and Test #)</p> <p>Samples: Verify the Integrity, sample numbers and Quantity</p> <p>Chain of Custody: Complete the COC and add any changes or issues if applicable</p> <p>Sample Handling: Cap samples and place in labeled plastic bag</p> <p>Documentation: Make all changes on the Project Configuration</p>