



# SPECIAL PROJECTS REQUEST FORM

[Link to Form Instructions](#)

**Note: LEAVE ALL SHADED SECTIONS IN THE FORM BLANK**

Please transmit completed form to G. S. Fleming, MS 6198, 4500N, Room D034, Email address: [gzf@ornl.gov](mailto:gzf@ornl.gov)

Phone (865) 241-9673, Fax: (865) 574-8092

|   |  |                               |  |
|---|--|-------------------------------|--|
| Request Number:   |  | Tentative Sampling Date:      |  |
| Data to EP&WSD:   |  | Date of Expected Completion:  |  |
| Laboratory Turn-Around-Time:  |  | Date of Request:              |  |
| Requestor:  |  | Division and Division Number: |  |
| Charge Number:  |  | Building:                     |  |
| Phone Number:   |  | Mail Stop/Building:           |  |
| Fax Number:   |  | Page Number:                  |  |
| Purpose: Labeling ___ Disposal ___ Spill ___ Salvage ___ Other _____  |  |                               |  |
| Regulatory Requirements: RCRA ___ TSCA(PCB) ___ DOT ___ LDR ___ No-Rad Added ___ Other _____  |  |                               |  |
| Field QC Samples: FD ___ TB ___ EB ___ FB ___ Decon Rinsate _____   |  |                               |  |
| Sampling Objective:   |  |                               |  |
| Location:   |  | Laboratory:                   |  |
| Sampling Media:   | Number of Sampling Points:                 | Total # of Samples:           |  |
| <b>ANALYTICAL PARAMETERS (Check analytes needed and write in any additional not listed)</b>   |  |                               |  |
| Volatile Organics   | No-Rad Added                               | TCLP (complete)               | Fluoride   |
| Semi-volatiles Organics   | Gross Alpha/<br>Gross Beta                 | TCLP<br>(metals/mercury)      | Flash Point  |
| Pesticides  | Gamma<br>Spectrometry                      | TCLP (VOCs)                   | Corrosivity  |
| Dioxins/Furans  | Alpha<br>Spectrometry                      | TCLP (SVOCs)                  | Paint Filter Test                                    |
| PCB   | Tritium (H-3)                              | TCLP (Pesticides)             | Specific Isotopes:                                   |
| RCRA metals/mercury   | Total Strontium                            | TCLP (Herbicides)             | Other (specify):                                     |
| ICP scan for all metals   | Technetium 99                              | Reactive Cyanide              |  |
| pH  | Actinides                                  | Reactive Sulfide              |  |
| Data Package Deliverable Needed:  | Request Data Review? ___Yes ___No          |                               |  |
| ICPT BOA "Standard Deliverable"   | Request Compliance Screening? ___Yes ___No |                               |  |
| Final Disposition of the Waste:   |  |                               |  |
| HP Concerns:  | IH Concerns:                               | Exc/Pen Permit:               | HASP Req.: S&A Plan Req.: Job Hazard Evaluation: YES |
| RWP Req:  | Special Access Req:                        | Confined Space Concerns:      | LO/TO Req:   |
| Rad History for Shipping Purposes: YES / NO Note: If YES, then describe known information (please provide "best guess" of isotopes and associated activities. Information can be attached to this form. If NO, then Total Activity for each sample if shipping samples offsite is required. |  |                               |  |

|  |  |              |  |            |  |        |  |
|--|--|--------------|--|------------|--|--------|--|
| Known or suspected hazardous properties (check box): Please identify the properties as suspect or known. |  |              |  |            |  |        |  |
| Flammable:   |  | Combustible: |  | Corrosive: |  | Toxic: |  |
| Comments/Additional Information:   |  |              |  |            |  |        |  |
| Required Reporting Limits:   |  |              |  |            |  |        |  |
| APM or Designee Signature:   |  |              |  |            |  | Date:  |  |
| Requester's Signature:<br>(or attach the email request)  |  |              |  |            |  | Date   |  |

A Standard deliverable data package will be assumed unless otherwise specified. For assistance in determining regulatory requirements, please consult your [Environmental Protection Officer](#).

#### Instructions:

- All sections that are deemed to be inherently obvious will not be explained. Bold type indicates areas in the form to be filled out by the requestor.
- Laboratory Turn-Around-Time (TAT):** TATs are 3-, 7-, 14-, and 28-calender days. The standard laboratory TAT is 28 days from the time samples are received at the laboratory. Faster TATs may be requested but additional charges may apply
- Requester's Information:** Fill in the name of the **Date of Request, Requester** (all results will be received by this person), **Division #** (2 digit code), **Phone Number, Building, Mail Stop, Charge Number, Fax Number, and Pager Number.**
- Purpose:** Check one of the purposes for sampling if applicable. **Labeling** typically refers to the labeling of transformers or other machinery which may contain PCBs. **Disposal** typically refers to media which the requester is actively engaged in trying to dispose of. **Spill** typically refers to oil or other media which may contain PCBs. **Salvage** typically refers to sending a piece of machinery to salvage. **Other** would include such sampling activities as water sampling, soil sampling, etc.
- Regulatory Requirements:** If the regulatory requirements which must be complied with are known, check the appropriate one, or consult your Environmental Protection Officer.
- Sampling Objective:** Please state as clearly as possible, reasons for sampling. This should provide detail to the purpose field mentioned in #4.
- Location:** State the exact location of the media to be sampled. (For example: 4500S, Room 251, east hood)
- Sampling Media:** State the nature of the media. For example: soil, water, oil, oily rags, filters, sediment, liquid, etc.
- Number of Sampling Points:** The number of sample points or containers that samples will be collected from. EP&WSD personnel may assist in this determination.
- Analytical Parameters:** The requester should be aware of the parameters needed. EP&WSD personnel may be consulted for a suggested list of parameters to be analyzed for. EP&WSD personnel may require sampling for additional parameters depending upon individual circumstances. The appropriate choices should be checked in the box to the right of the parameter listed. If the parameter of choice is not listed, additional parameters may be added to the form and checked in the box to the right of the parameter that was added.
- Data Package Deliverable Needed:** All data packages will go through compliance screening before being sent to the requester. The laboratory will provide an electronic data deliverable for this task. The Results Only Deliverable consists of sample results, case narrative, and Chain-of-Custody documentation. The Standard Deliverable includes those deliverables defined for the Results Only Deliverable plus all applicable QA/QC forms. The Standard Plus Raw Data Deliverable will include those deliverables defined for the Standard Deliverable plus all raw data and spectra generated for the requester's samples. This is to include, but not limited to,

laboratory-originating quality indicator samples, analyses performed but not used for reporting, data for all preparation, chemistry, counting, and instrument data generated during sample analysis.

12. **Final Disposition of the Waste:** This applies to where the waste will be disposed. (For example, BJC, Envirocare of Utah, Inc., Nevada Test Site, Clean Harbors, Y-12 Landfill, oil recycle, property sales, etc.
13. **Requested Data Review:** Do you want EP&WSD to review, verify, or validate the data? All data deliverables will be compliance screened at a minimum.
14. **Concerns:** permits or special plans need to be marked with a "yes" if they apply to your project. EP&WSD personnel may help you to determine which area does apply. HP – Health Physics, IH – Industrial Hygiene, HASP – Health and Safety Plan, S&A Plan – Sampling and Analysis Plan, RWP – Radiological Work Plan, LO/TO – Lockout/Tagout.
15. **Rad History:** only applies to samples that are to be shipped offsite. Process knowledge is crucial.
16. **Required Reporting Limits:** Please attach or reference required analytical reporting limits for contracting the laboratory. Your assigned Waste Services Representative should be able to assist with this issue.
17. **Requester's Signature/date:** Sign and date the form.
18. After completing your portion of the form, submit the form to Scott Fleming.  
Email address: [fleminggs@ornl.gov](mailto:fleminggs@ornl.gov)  
Fax Number: 574-8092  
Plant mailing address: MS-6198, Building 4500N.  
Drop off location: Building 4500N, Room D034