STATEMENT OF WORK
Industrial Hygiene Sampling and Analysis Services

CAT; EXEMPT, QAPD APP B #4

UNIQUE PROJECT IDENTIFIER:
(Not Applicable)

REVISION: 0

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RECORD OF CHANGES

Revision	Description	Affected Section(s)	Date
0	Initial Issue		

1.0 Introduction

The US Department of Energy (DOE) Princeton Plasma Physics Laboratory (PPPL) requires a subcontract agreement for Industrial Hygiene (IH) Sampling and Analysis Services. Under this agreement, the subcontractor shall provide all necessary laboratory analysis, sampling media, and technical support as ordered by authorized PPPL personnel. This contract shall provide for the timely delivery of sampling media and the rapid turnaround of analytical results in response to orders placed by PPPL.

2.0 Scope

Industrial hygiene sampling and analysis services must meet the requirements, codes, and standards referenced in Section 3.0. This scope includes the provision of media (filters, sorbent tubes, badges, etc.), the analysis of samples for chemical and physical hazards, and the reporting of data. PPPL makes no representation as to the anticipated volume of analytical services requested under this contract.

3.0 Applicable Documents and Standards

The following documents govern the work contained within this Statement of Work and are the latest revision available:

- Occupational Safety and Health Administration (OSHA), 29 CFR 1910 Subpart Z.
- NIOSH Manual of Analytical Methods (NMAM).
- OSHA Sampling and Analytical Methods and protocols.
- ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories.
- American Industrial Hygiene Association (AIHA) Laboratory Accreditation Programs (LAP, LLC).

4.0 Responsibilities

4.1 PPPL

The PPPL Technical Representative (PTR) is responsible for oversight of the vendor's performance, ensuring compliance with SOW requirements, and assessing the quality of analytical services. The PTR or designee shall coordinate the shipment of samples and the selection of analytical methods.

4.2 Subcontractor

4.2.1 The vendor will abide by all PPPL policies and maintain AIHA-LAP accreditation for all requested analytes.

4.2.2 The vendor will provide high-quality sampling media and standardized collection instructions.

4.2.3 The vendor will provide technical consultation regarding limit of detection (LOD), level of quantification (LOQ), and potential interferences for specific sampling requests.

4.2.4 Submission of invoices to PPPL Accounts Payable in a timely manner.

5.0 Requirements

5.1 Vendor will acknowledge receipt of samples within 24 hours of arrival at the laboratory.

5.1.1 In the event that a specific analytical method is discontinued, the Vendor will notify the PPPL PTR and suggest suitable alternatives.

5.2 Media and Deliveries

5.2.1 Sampling media (e.g., cassettes, tubes) shall be delivered to PPPL within five (5) business days (standard delivery) of request unless otherwise requested sooner.

5.2.2 Media provided must have a shelf life of at least six months unless otherwise specified for specific chemical agents.

5.3 Laboratory Standards

5.3.1 All analysis must be performed by a laboratory accredited by the AIHA Laboratory Accreditation Programs (LAP) for the specific scope of testing.

5.3.2 Samples must be analyzed within the holding times specified by the applicable analytical method. The vendor will notify PPPL contact if holding times may be exceeded.

5.3.3 The vendor will notify the PPPL contact as soon as possible if sample loss, damage, contamination, or analytical equipment failure affects the ability to analyze a submitted sample.

6.0 Subcontractor Qualifications

The laboratory must be AIHA accredited. The laboratory director or lead chemist should possess advanced degrees in chemistry or related sciences and/or hold a relevant professional certification (e.g., CIH).

7.0 7.0 Environmental, Safety & Health

The subcontractor shall handle all samples in accordance with OSHA's Laboratory Standard (29 CFR 1910.1450) and ensure the safe disposal of hazardous waste generated during the analytical process.

8.0 Quality Assurance Requirements

The vendor is responsible for performing and complying with all requirements set forth in this Statement of Work. PPPL shall assess the quality of services as they are performed by the vendor. PPPL shall address any deficiencies with the vendor.

9.0 Shipping, Storage and Handling

9.1 Shipments of media to PPPL shall be packaged to prevent damage or contamination.

9.2 Vendor shall provide Chain of Custody (COC) forms with all media shipments.

9.3 PPPL personnel will complete the COC documentation at the time of sample collection. The vendor shall maintain custody records through analysis and reporting.

9.4 Vendor will replace, at no cost to PPPL, any media that arrives damaged or contaminated.

10.0 Warranty

Notwithstanding inspection and acceptance by PPPL or any provisions concerning the conclusiveness thereof, the subcontractor shall guarantee and warrant that all items furnished shall meet the requirements specified in this SOW.

11.0 Documentation and Deliverables

The Vendor shall provide analytical reports for all transactions that include:

- BPA or Purchase Order Number.
- PPPL Sample ID and Laboratory Lab ID.
- Date Sampled, Date Received, and Date Analyzed.
- Analytical Method used and Limit of Quantitation (LOQ).
- Final results reported in appropriate units (e.g., ppm, mg/m³, or µg) as applicable to the analyte method.

Final reports will be delivered within five (5) to ten (10) business days of receipt unless "Rush" analysis is requested.

#	Document Deliverables Required	When Deliverable I is Required	Deliverable format (paper, electronic, etc.)	Deliverable Received
1	AIHA Accreditation Certificate	Annually or upon renewal	Electronic (PDF)	At time of proposal
2	Chain of Custody (Logged)	Upon receipt of samples	Electronic	

3	Analytical Report	5-10 business days (Standard)	Electronic	
	Physical Deliverables Required		**When is Deliverable Required**	**Deliverable Received**
1	Sampling Media (Cassettes/Tubes)		Within 3-5 days of request or previously agreed upon timeframe	
2	Sample Return Kits/Coolers		As requested	