



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Office of Air Quality Planning and Standards
Research Triangle Park, North Carolina 27711

February 19, 1998

MEMORANDUM

SUBJECT: National Contract for the Purchase of PM_{2.5} Monitors

FROM: William F. Hunt, Jr. (original signed by William F. Hunt, Jr.)
Director, Emissions, Monitoring, and
Analysis Division (MD-14)

TO: Director, Office of Ecosystem Protection, Region I
Director, Division of Environmental Planning & Protection, Region II
Acting Director, Air Protection Division, Region III
Director, Air, Pesticides & Toxics Mgmt. Division, Region IV
Director, Air & Radiation Division, Region V
Director, Multimedia Planning & Permitting Division, Region VI
Director, Air, RCRA & Toxics Division, Region VII
Director, Air Programs, Region VIII
Director, Air Division, Region IX
Director, Office of Air Quality, Region X

The purpose of this memorandum is to provide guidance for using our national contract for the purchase of Federal Reference Method PM_{2.5} monitoring equipment, portable QA monitors, and speciation monitors.

The national contract is scheduled for award on March 31, 1998. It is our intent to issue delivery orders for the majority of the monitors upon award of the contracts. Therefore, as indicated in previous correspondence, your orders for purchasing monitors under the contract should be received by OAQPS before March 2, 1998. It will be to your States' advantage to submit your orders by March 2 to be included in the first large ordering phase. Not only will we have greater flexibility in meeting your States' preferences, but also the designated monitors will be delivered faster and cheaper. Please use the attached ordering forms, following the instructions on the form. Any special needs should be noted in the "comments" section of the form.

Also enclosed is a chart outlining subsequent steps for using the contract. It should be noted that the State and local agencies are responsible for completing the inspection and acceptance form within 10 days after receipt of their monitor and for notifying this office of any

technical or delivery problems. After the monitors are accepted, they are still covered by a one-year warranty and a contract clause covering latent defects. Therefore, it is important that all technical problems be reported to the Project Officer, who will notify the Contracts office.

If you have any questions about using the national contract, please call Vickie Presnell at (919) 541-7620.

Attachments (6)

cc: Don Porteous, RS&T Manager, Region I
Barbara Finazzo, RS&T Manager, Region II
Stan Laskowski, RS&T Manager, Region III
Russell Wright, RS&T Manager, Region IV
Robert Springer, RS&T Manager, Region V
Lynda Carroll, RS&T Manager, Region VI
Leo Alderman, RS&T Manager, Region VII
Pat Hull, RS&T Manager, Region VIII
Nora McGee, RS&T Manager, Region IX
Jan Hastings, RS&T Manager, Region X
PM_{2.5} Monitoring Contacts, Regions I-X
D. Mobley, OAQPS/EMAD/MQAG
L. Byrd, OAQPS/EMAD/MQAG
J. Homolya, OAQPS/EMAD/MQAG
R. Scheffe, OAQPS/EMAD/MQAG
V. Presnell, OAQPS/EMAD/MQAG
I. Spons, OAQPS
J. Stubberfield, OAQPS
K. Moore, OAR
J. Paisie, OAQPS/AQSSD
M. Bower, OAM/CMD

Steps for Utilizing the National Procurement

Introduction Steps need to be put in place to assure compliance with applicable assistance and acquisition requirements as they relate to the use of the National Procurement.

Steps to follow Adherence to the steps below is essential to assure timely ordering, delivery and acceptance of equipment, as well as contract payment.

Step	Action
1	Forward standardized form (attachments A, B, C, and D) for placing equipment orders and identifying the recipient's point of delivery information to: Vickie Presnell (MD-14) EPA/OAQPS/EMAD Research Triangle Park, NC 27711 Fax Number: 919/541-2357 Phone Number: 919/541-7620 Presnell.Vickie@epamail.epa.gov RESPONSIBLE PARTY: Regional Monitoring Contacts
2	Finalize delivery order information, based on form received from the Regional Monitoring Contacts RESPONSIBLE PARTY: OAQPS PO
3	Submit a copy of the signed equipment delivery order to the Regional Monitoring Contact RESPONSIBLE PARTY: OAQPS PO
4	Notify recipient of order placement, delivery date, cost, and acceptance criteria (see Attachment E for a copy of the acceptance criteria to be forwarded to the recipient) . RESPONSIBLE PARTY: Regional Monitoring Contacts
5	Follow up with recipient to assure equipment has been received by the delivery date and remind them of the need to perform acceptance testing. RESPONSIBLE PARTY: Regional Monitoring Contacts

Continued on next page

Steps for Utilizing the National Procurement for Monitors

Steps to follow
(continued)

Step	Action
6	Notify OAQPS PO via electronic mail, if states do not receive equipment on delivery date. RESPONSIBLE PARTY: Regional Monitoring Coordinator
7	Complete acceptance testing within 10 days of order receipt, and forward, the completed acceptance/rejection form--either electronically or as hard copy to Vickie Presnell, OAQPS with a copy to the Regional Monitoring Contact. RESPONSIBLE PARTY: Grant Recipient
8	Any performance problems encountered after acceptance of equipment should be reported immediately to Vickie Presnell electronically or by fax. RESPONSIBLE PARTY: Regional Monitoring Coordinator
9	Send electronic notification to Regional Grant Specialist that all in-kind assistance associated with the grant has been provided so that portion of the grant can be closed out. RESPONSIBLE PARTY: Regional Grant Project Officer

Ordering Form For Single-Channel PM_{2.5} Monitors

Instructions for Completing the Ordering Form:

Fill out one form per state, locality or tribe for each monitor type.

Consolidate the shipping addresses and quantities for locations within the same state to the greatest extent possible.

After completing both pages, please return either electronically or by mail to:

Vickie Presnell (MD-14)
EPA/OAQPS/EMAD
RTP, NC 27711
Fax Number: 919/541-2357
Phone Number: 919/541-7620

Recipient: _____

Total Quantity
Single Channel Monitors: _____

Prepared by: _____
Name of EPA Regional Contact Telephone #

Address: _____

COMMENTS: _____

Ordering Form For Speciation PM_{2.5} Monitors

Instructions for Completing the Ordering Form:

Fill out one form per state, locality or tribe for each monitor type.

Consolidate the shipping addresses and quantities for locations within the same state to the greatest extent possible.

After completing both pages, please return either electronically, by mail or by fax to:

Vickie Presnell (MD-14)
EPA/OAQPS/EMAD
RTP, NC 27711
Fax Number: 919/541-2357
Phone Number: 919/541-7620

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Recipient: _____

Total Quantity
Speciation Monitors: _____

Prepared by: _____
Name of EPA Regional Contact Telephone #

Address: _____

COMMENTS: _____

Ordering Form For Portable Audit PM_{2.5} Monitors

Instructions for Completing the Ordering Form:

Fill out one form per state, locality or tribe for each monitor type.

Consolidate the shipping addresses and quantities for locations within the same state to the greatest extent possible.

After completing both pages, please return either electronically or by mail to:

Vickie Presnell (MD-14)
EPA/OAQPS/EMAD
RTP, NC 27711
Fax Number: 919/541-2357
Phone Number: 919/541-7620

-

Recipient: _____

Total Quantity
Portable Audit Monitors: _____

Prepared by: _____
Name of EPA Regional Contact Telephone #

Address: _____

COMMENTS: _____

Ordering Form For Sequential PM_{2.5} Monitors

Instructions for Completing the Ordering Form:

Fill out one form per state, locality or tribe for each monitor type.

Consolidate the shipping addresses and quantities for locations within the same state to the greatest extent possible.

After completing both pages, please return either electronically, by mail or by fax to:

Vickie Presnell (MD-14)
EPA/OAQPS/EMAD
RTP, NC 27711
Fax Number: 919/541-2357
Phone Number: 919/541-7620

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Recipient: _____

Total Quantity
Sequential Monitors: _____

Prepared by: _____
Name of EPA Regional Contact Telephone #

Address: _____

COMMENTS: _____

TESTING AND ACCEPTANCE CRITERIA

Yes

No

1. Check the enclosed packing list. Were all parts listed included in the delivery of the monitor?
2. Were any of the enclosed parts broken during the shipping of the monitor?
3. Check the enclosed assembly instructions. Did all parts fit together during assembly of the monitor?
4. Does the motor turn on when supplied with electrical power?
5. Using an independent timing mechanism, check to ensure the timer operates properly. Check to see if the timer will automatically turn on and off during a set time by setting the timer to start and stop the monitor while the operator is present.
6. Does the computer boot up and operate properly? Check to see if the computer has working software by performing manual input of information into the computer.
7. Does the computer download information properly? Check this by manually trying to download information.
8. Does the internal fan operate properly? Check this by supplying electrical power to the unit and checking if the fan will turn on and off.
9. Does the temperature sensor operate properly? Check this by taking a temperature reading with the internal fan off and then with the internal fan on and checking to see if the temperature readings change.
10. Does the filter holder apparatus operate properly? Check this by manually installing a filter into the holder apparatus and checking to see if the filter is sealed into the unit.
11. Does the casing protect the internal unit from weather? Check this by visually inspecting the unit's gaskets and seals for holes, leaks, etc. Note: This is a visual inspection only. Do not take apart the unit.
12. Does the unit support structure keep the unit secure and upright?
13. When all parts are assembled and operated together, does the unit function properly? Check this by assembling the unit as the instructions dictate, installing a filter, setting the timer, and operating the unit as a normal monitoring period.

(Accept / Reject

)
Certifying Official

City/State: _____ Phone Number: _____