Statement of Work

I. Statement of Work (SOW)

This Statement of Work AGREEMENT is by and between _____ _____, hereafter referred to as CONTRACTOR, and _____, hereafter referred to as CLIENT, along with the CONTRACTOR "STANDARD TERMS AND CONDITIONS OF SALE [insert link to Contractor's standard contract]." This SOW stipulates additional terms and conditions for the work to be conducted between the parties.

II. GENERAL REQUIREMENTS/QUALITY CONTROL/QUALITY ASSURANCE

CONTRACTOR guarantees that its laboratory and any laboratory it uses for the conduct of analyses for CLIENT is certified by the Virginia Environmental Laboratory Accreditation Program (VELAP) as of the date of this contract, and that all CONTRACTOR tests and test results meet all VELAP and/or National Environmental Laboratory Accreditation Program (NELAP) requirements. CONTRACTOR agrees to conduct residential water sampling and testing for CLIENT in a legally defensible manner, using documented laboratory Standard Operating Procedures that incorporate appropriate quality control procedures. CONTRACTOR agrees that it is responsible for quality assurance for the sample collection and testing work conducted on behalf of CLIENT. CONTRACTOR shall ensure that all personnel involved in collecting, handling, transporting, or analyzing samples are appropriately trained and supervised; that sample preservation and hold times are verified and recorded on associated laboratory logs; and that all equipment, preservatives, reagents and other substances and items used in sample collection and analysis are acceptable and perform as needed. Any deviations shall be identified to the CLIENT by CONTRACTOR in the report provided to CLIENT.

III. SAMPLE CUSTODY

CONTRACTOR shall be responsible for maintaining strict professional custody of the sample in a legally defensible manner for the life of the sample, from collection through analysis and until disposal, and accurately documenting this custody via the CHAIN OF CUSTODY RECORD. CONTRACTOR shall use its CHAIN OF CUSTODY RECORD [insert link to record form]. CONTRACTOR shall make a copy of the CHAIN OF CUSTODY RECORD available to the CLIENT following completion of analysis.

IV. SAMPLE COLLECTION

CONTRACTOR agrees to perform sample collection for CLIENT at the cost of $25 per sample following standard sampling protocols and appropriate for the analyses that will be conducted. CONTRACTOR agrees to collect the sample from an outside spigot at the following address: _____. CLIENT need not be present for sample collection. CONTRACTOR agrees to provide and use appropriate, properly preserved sample containers specific to each test, and immediately place each sample in a cooler with ice. CONTRACTOR shall use the following protocol:

1. Identify a cold-water tap (outside Spigot) and remove all faucet attachments such as a hose, swiveled faucet, screen, splash guard, aerator, filter or purification device. Check the faucet to be sure it is clean

and without contamination from excessive dust, rain, snow, etc. If the faucet is corroded or otherwise in a state of disrepair, do not use; select another sampling location

2. Flush the faucet for at least five (5) minutes, then adjust the flow to a slow, even stream so that the water is not aerated during collection and does not splash against the wall of the house or other surfaces.

3. Carefully remove the cap from the sample container. Do not touch the inside of the cap or rim at the top of the bottle, nor allow it to contact the faucet.

4. Fill the container completely, including as little air as possible.

5. Apply the cap to the container tightly. Invert the container to check for leaks.

6. Immediately fill out the sample tag and chain of custody form with the sample collection information, including site location, name of sampler, date and time of collection, method of collection, type of analysis to be completed, and preservative in use, and place sample in a cooler and cover with ice.

7. Deliver samples to the laboratory to ensure that holding times are met.

For surface water samples, an appropriate sampling protocol shall be used that includes steps 3 through 7 above and ensures that the sample collected is representative of the water body (e.g., sampling method should avoid stirring up bottom deposits).

V. SAMPLE ANALYSIS

CONTRACTOR shall conduct testing on the residential water sample collected for the following parameters IF requested by the CLIENT:

a) Those identified in Appendix 1 for $250 [CLIENT DOES/DOES NOT request]
b) Total Petroleum Hydrocarbons – Gasoline Range Organics (TPH-GRO) (Method 8015D) for an additional $45.42 [CLIENT DOES/DOES NOT request]
c) Total Petroleum Hydrocarbons – Diesel Range Organics/Oil Range Organics) (Method 8015D) for an additional $65.85 [CLIENT DOES/DOES NOT request]
d) Dissolved methane/ethane for an additional $156. [CLIENT DOES/DOES NOT request]
e) The herbicide glyphosate for an additional $205. [CLIENT DOES/DOES NOT request]
f) Both tests d) and e) for an additional cost of $330. [CLIENT DOES/DOES NOT request]

For an additional $50, and if requested by the CLIENT, CONTRACTOR shall conduct a library search to tentatively identify and quantify any additional volatile chemicals not listed in Appendix I that come through the method (method 8260). This request can be made at any time during the data retention period.

VI. REPORTS

CONTRACTOR shall provide a LEVEL 1 REPORT of Results including CHAIN OF CUSTODY RECORD to CLIENT WITHIN 2 WEEKS after completion of the analysis of the sample taken for the CLIENT, to the following address(es) [*insert mailing and/or email addresses)* :
_____.

The Level 1 Report must follow the format/contain the type of content provided in the example Level 1 Report [insert link to example Report]. Such content includes but is not limited to the case narrative, certifications, sample receipt checklist, the parameters tested, when and by whom tests were conducted, what method was used, and for each parameter lists the amount found, the method used, the method detection limit, quantitation limit, and the MCL (maximum contaminant level) where available.

CLIENT may request additional reporting from CONTRACTOR on other possible method 8260 volatile chemicals for an additional charge as outlined in Section V.

CLIENT may request additional reporting beyond the Level 1 report, up to five years from the date of this agreement, as follows:

Level 2: 10% increase to cost of analysis, includes additional case narrative and summary of Quality Control data.

Level 3: 20% increase to cost of analysis, includes Level 2 plus Contract Lab Program Package format / Detailed Quality Control Data

Level 4: 30% increase to cost of analysis, includes Level 3 plus raw data, i.e., bench sheets, sample printouts, chromatograms, etc.

VII. OPTION TO EXTEND DATA RETENTION BEYOND 5 YEARS

CONTRACTOR agrees to extend the data retention period beyond the standard 5 year retention period if requested and paid by CLIENT before 4 years and 11 months from the date below, at a cost of $20/year.

CLIENT Signature: _____

Date: _____

CLIENT Name (printed):_____

CONTRACTOR Representative Signature:_____

Date: _____

CONTRACTOR Representative Name (printed): _____

APPENDIX 1: Analytes/Parameters and Minimum Detectable Levels

Parameter	MDL (mg/l)
Bacteria	
Total Coliform and E. Coli	(Presence/Absence)
Inorganics - Metals	
Aluminum	0.1
Arsenic	0.005
Barium	0.30
Cadmium	0.002
Calcium	2.0
Chromium	0.010
Copper	0.004
Iron	0.020
Lead	0.002
Lithium	0.02
Magnesium	0.10
Manganese	0.004
Mercury	0.001
Nickel	0.02
Potassium	1.0
Selenium	0.020
Silica	0.1
Silver	0.002
Sodium	0.1
Strontium	0.001
Zinc	0.004
Inorganic Chemicals and Physical Factors	
Alkalinity (Total as CaCO3)	20
Bromide	0.5
Chloride	5.0
Fluoride	0.5
Hardness	10
Nitrate as N	0.5
Nitrite as N	0.5
Orthophosphate	2.0
pH (Standard Units)	-
Sulfate	5.0
Total Dissolved Solids	20
Turbidity (Turbidity Units)	0.1
Trihalomethanes	
Bromodichloromethane	0.002
Bromoform	0.004
Chloroform	0.002
Dibromochloromethane	0.004
Total THMs	0.002

Parameter	MDL (mg/l)
Volatile Organic Chemicals	
1,1-Dichloroethene	0.001
1,1-Dichloroethane	0.002
1,1-Dichloropropene	0.002
1,2-Dichlorobenzene	0.001
1,2-Dichloroethane	0.001
1,2-Dichloropropane	0.002
1,3-Dichlorobenzene	0.001
1,3-Dichloropropane	0.002
1,4-Dichlorobenzene	0.001
1,1,1-Trichloroethane	0.001
1,1,2-Trichloroethane	0.002
1,2,3-Trichlorobenzene	0.002
1,2,4-Trichlorobenzene	0.002
1,2,3-Trichloropropane	0.002
1,1,1,2-Tetrachloroethane	0.002
1,1,2,2-Tetrachloroethane	0.002
2-Chlorotoluene	0.001
2,2-Dichloropropane	0.002
4-Chlorotoluene	0.001
Acetone	0.010
Benzene	0.001
Bromobenzene	0.002
Bromomethane	0.002
Carbon Tetrachloride	0.001
Chlorobenzene	0.001
Chloroethane	0.002
Chloromethane	0.002
Cis-1,2-Dichloroethene	0.002
Cis-1,3-Dichloropropene	0.002
Dibromochloropropane	0.001
Dibromomethane	0.002
Dichlorodifluoromethane	0.002
Dichloromethane	0.002
Ethylbenzene	0.001
Ethylenedibromide (EDB)	0.001
Methyl Ethyl Ketone	0.010
Methyl tert-butyl ether	0.004
Styrene	0.001
Tetrachloroethene (PCE)	0.002
Toluene	0.001
Trans-1,2-Dichloroethene	0.002
Trans-1,3-Dichloropropene	0.002
Trichloroethene (TCE)	0.001
Trichlorofluoromethane	0.002
Vinyl Chloride	0.001
Xylene	0.001