



# WILLIAM & MARY

CHARTERED 1693

Office of the Associate Vice President for Facilities Management  
P.O. Box 8795  
Williamsburg, VA 23187-8795  
(757) 221-2275

DIRECTIVE: 782

Date: October 21, 2015

---

**SUBJECT:** Process for Requesting Environmental Sampling Services

**PURPOSE:** To establish policies and delineate responsibilities for requesting environmental sampling services through the Environment, Health and Safety (EH&S) Office.

**CANCELLATION:** Not Applicable

**POLICY:**

All requests for environmental sampling and monitoring services shall be made via the Work Request system. Facilities Management project managers/O&M supervisors (PM) who make verbal or email requests will be asked to submit the request through Work Control. When submitting a work request, the PMs should ensure they provide an account code on the work request form to cover the cost of the environmental services. It is also a good practice to include a "Not to Exceed" dollar value in the description of the requested service. Note that EH&S staff will not take action on a request without a Work Order.

Work Control staff will assign all requests for environmental sampling/monitoring services to the Director, EH&S who will then select an environmental company to perform the work from among a list of environmental testing companies on state contract. If a PM would like to have a specific testing firm perform the work, including any SWaM firm that is not on the state contract, this should be noted on the work request form in the "Additional Information" box. The Director, EH&S will assign the work to the preferred firm whenever possible however the Director, EH&S will make the final selection based upon all factors to include the firm's availability and technical capability. The Director, EH&S will then schedule the requested service and hand off coordination details to the PM. Contractors will be advised not to proceed on any request for service that does not have an associated work order number. The EH&S Director will not be responsible for reconciling billing for any services provided that do not have an assigned work order number.

The environmental testing company's Field Supervisor will notify the EH&S Director when the requested services have been completed and will forward a copy of the final report to the Director, EH&S and the PM. Once the invoice is received, the EH&S Director will forward the invoice to the PM for review and to verify satisfactory completion of services. Upon confirmation from the PM that services have been completed satisfactorily, the EH&S Director

will sign the invoice, indicating services have been received and then mark the associated work order in FAMIS as "Completed." Follow-on services not covered in the original work order will be submitted under a new work request.

Sampling reports will be sent to the Director, EH&S and the PM. The Director, EH&S will

- Post the sampling data in the Asbestos Containing Materials or Lead-based Paint database as appropriate. All other reports (i.e. indoor air quality, mold) will be filed electronically by location and stored on the FACMAN drive.
- Confirm that the PM received a copy of the final report
- File an electronic copy of the final report.

See attached work flow diagram (Process for Requesting Environmental Sampling/Monitoring Services)

### **Emergency Service Requests**

On occasion, sampling and monitoring services may be needed when it is not possible to provide a three-day lead time on the service request. In this case, the PM should submit justification for the emergency request to the Director, EH&S and then follow-up with Work Control as soon as possible thereafter. The Director, EH&S will schedule the requested services prior to receipt of the Work Order.

In cases where environmental sampling/monitoring services are needed on an emergency basis (preservation of life or property), and the Director, EH&S (or designee) is not available, the PM may schedule the services directly with an environmental testing company on state contract and then follow-up with Work Control within 24 hours. The PM should ensure he/she notes in the "Additional "Information" box on the Work Request form, that the requested service has already been scheduled by the PM under an emergency condition.



Van Dobson, P.E.  
Associate Vice President  
Facilities Management