

National Human Exposure Assessment Survey (NHEXAS)

Region 5 Study

Quality Systems and Implementation Plan for Human Exposure Assessment

Research Triangle Institute
Research Triangle Park, NC 27079
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Field Operations Protocol

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Title: Field Staff Safety and Decorum

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**FIELD
OPERATIONS
PROTOCOL**

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TITLE: FIELD STAFF SAFETY AND DECORUM

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FIELD STAFF SAFETY AND DECORUM

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1.0 SCOPE AND APPLICATION

This protocol provides general guidelines for staff safety and decorum during the National Human Exposure Assessment Survey (NHEXAS).

2.0 GENERAL GUIDELINES

2.1 Confidentiality

Each participant recruited into the NHEXAS study has been assured that their privacy will be protected. This means that participant identifies must not be disclosed to anyone, including project sponsors, reporters, co-workers, or friends. All samples and forms will be coded to remove participant identities from the database.

2.2 Identification

All field personnel must have their RTI ID cards available at all times. These RTI ID cards must be worn during the first visit to each home, and during all visits if so requested by the study participants.

2.3 Decorum

Field personnel must be polite to study participants at all times. These participants are doing us a considerable favor; we must act as guests in their homes at all times. Only the absolute maximum of personnel needed to perform the work will enter the participant homes during each visit. Once inside the home you must not wander freely; only the rooms necessary for sample collection should be entered. A family member will be encouraged to accompany you into each room that you must visit.

2.4 Dress

Field personnel will not be required to "dress up" but inappropriate appearances will not be tolerated. Inappropriate dress includes patched blue jeans and T-shirts with holes or offensive slogans.

2.5 Lateness

If the staff will be more than 10-15 minutes late for a scheduled participant appointment they will make every effort to call and notify the participant.

2.6 Alcohol

Drinking of alcohol beverages is prohibited prior to visits to participants homes. Staff may not operate vehicles while under the influence of alcohol at any time.

2.7 Smoking

Smoking will not be allowed at participants' homes, in vehicles, and in any work station used for sample handling or collection.

2.8 Workroom

One or more areas will be designated as work stations for sample preparation, data entry, and equipment maintenance. These areas should be kept orderly and clean.

2.9 Emergencies

In the case of an emergency at any sampling location contact the Field Supervisor immediately. If the Field Supervisor is unavailable then contact the next person available on a list which will be provided to and carried by all field personnel. In the case of a traffic accident contact the Field Supervisor and follow all procedures required by state law and RTI.

2.10 Personal Safety

Except in unusual circumstances, at least two staff members will perform each monitoring visit. When working in the mobile staging area, two staff members should work together whenever possible. If the mobile staging vehicle is parked in a location with access by the general public (i.e., parking lot), the vehicle door should be locked. If any hazardous materials are being handled, two staff members must be present. During monitoring activities the staff has discretion to leave any location in response to any threatening activity.