Field Technician/Engineer) also implicitly includes reference to a ‘designee’ as someone qualified to perform the work under the direction of the primary responsible party even if not stated explicitly.

***Table 1 Roles and Responsibilities***

|  |  |  |
| --- | --- | --- |
| Jonathan FlesherHarbor Point Development LLC (HPD)E: jflesher@beattydevelopment.comP: 410.332.1100M: 443463.3937 | Project Manager | * Oversees all project activities
* Directs the scope of work to the F&R PM
* Reviews and approves all documents and coordinates transmittal of documents to appropriate parties for review
* Communicates with stakeholders regarding project activities
 |
| Christy SlawFroehling & Robertson, Inc.E: cslaw@fandr.comP: 804.591.2753M: 804.241.6807 | Technical Lead | * Oversees environmental program for F&R
* Reviews all final deliverables and invoices.
* Seeks HPD feedback on performance of Project managers
* Addresses program-level issues
 |
| Zachary ParkerFroehling & Robertson, Inc.E: zparker@fandr.comP: 804.591.2767M: 804.432.0848 | Project Manager | * Reports to Technical lead and HPD (Jonathan Flesher)
* Directs FM and subcontractors
* Communicates questions or issues to Agency leads (Ed Dexter, MDE and Moshood Oduwole, EPA)
* Ensures that assigned staff has been trained in SOP implementation
* Ensures that all key decisions and Project deliverables are subjected to independent technical review by qualified personnel within the time frame of the Project schedule
 |
| E. Glenn Hargrove, CIH, CSP, PG, CHMMFroehling & Robertson, Inc.E: ghargrove@fandr.comP: 540.344.7939M: 540.520.5610 | QA Manager | * Monitors subcontractors (ERG and LDC) for compliance with Project and data quality requirements records, costs, and progress, and plans and schedules work tasks as appropriate

• Ensures and document that QC checks on field equipment are performed according to schedule and meet acceptance criteria* Resolves field QA/QC issues
* Audits, if necessary, sample preservation, handling, transport, and custody procedures throughout the Project

• Reviews and approves all data reduction and reporting procedures for inclusion in deliverables• Reviews and determines the root cause for any nonconformance, confers with the ERM PM and PIC on corrective measures, and ensures that procedures are modified to reflect the corrective action and are distributed to all field personnel, including subcontractors• Reports QA and any procedural problems to the ERM PM and PIC• Tracks the data, corresponds with laboratory about analytical issues, and assists with database issues |
| Blaine OwensFroehling & Robertson, Inc.E: bowens@fandr.comP: 410.825.4131M: 443.695.3080 | Field Manager | * Provides technical support to PM, QA Manager, and Field Engineer as needed
* Performs monitoring and collects samples according to Project QAPP
* Reports to PM
* Prepares and implements the QAPP and deliverables
* Ensures data collection activities are consistent with the QAPP
* Oversees evaluation of data received from the laboratory in accordance with the Project requirements
* Prepares or oversees the preparation of portions of the reports that summarize data results
 |
| TBD (2) | Field Technician | * Performs monitoring and collects samples according to Project approved QAPP
* Reports to FM (if Field Manager not available, reports to PM)
* Communicates any problems or deviations from Project plans to FM
* Ensures that all data collection and handling activities comply with applicable SOPs, including audits, if any, conducted in the presence of Agency personnel
* Prepares and maintains field forms, notebooks, and equipment
* Implements technical procedures applicable to tasks
* Inspects and accepts supplies and consumables
* Coordinates and schedules sample shipment to analytical laboratory to meet holding times and analytical procedure specifications
 |
| Julie Swift or Qualified DesigneeEastern Research GroupE: Julie.swift@erg.comP: 919.468.7924 | ERG Project Manager-CrVI Analysis | * Reviews and implements analytical laboratory elements of the QAPP with regards to the CrVI analysis
* Manages analytical chemists to complete the sample analyses selected in the QAPP, according to the approved methods
* Monitors, reviews, and documents the quality of all analytical chemistry work performed by ERG under the QAPP
* Oversees laboratory management of analytical data at the laboratory
* Transmits completed data packages to the F&R QA Manager
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|  | ERG PM cont- | * Promptly informs F&R QA manager of any laboratory analytical problems, data quality issues, or delays in sample analysis.
* Promptly responds to any data quality issues identified through the independent data validation process.
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