

Clean Air Status and Trends Network Third Party Audits: Coordinating with Monitoring Organizations

To perform an audit at a CASTNET site each auditing agency must follow these steps:

- 1) **Determine the operating agency** by accessing the CASTNET site information page here: http://java.epa.gov/castnet/epa_jsp/sites.jsp. Select the site and find the Operating Agency under Site Information.

- 2) **Email your request 4 weeks ahead of a proposed audit to the appropriate EPA, NPS, or BLM contact:**

Position	Name	Agency	Phone	Email
EPA Technical Monitor (TM)	Timothy Sharac	EPA, CAMD	202-243-9180	sharac.timothy@epa.gov
NPS Program Manager (PM)	Barkley Sive	NPS, ARD	303-987-6947	barkley_sive@nps.gov
BLM Program Manager (PM)	Charis Tuers	BLM, WY	307-775-6099	ctuers@blm.gov
Contractor Point of Contact (CPOC)	Marcus Stewart	AMEC	352-333-6608	marcus.stewart@amecfw.com
Contractor Point of Contact (CPOC)	Mike Slate	ARS	970-484-7941	m slate@air-resource.com

- 3) **Include the following information in your request to the TM/PM:**

Third Party Auditor Provides	Contractor Point of Contact Provides
Agency and auditor information	Site access information
Site(s) to be audited	Site operator contact information
Audit type and parameters of interest	Site visitor protocols (includes signing in and out of the monitoring facility)
Request for site operator presence during audit; required for NPAP audit	Schedule to accommodate all parties
Proposed audit schedule - keep in mind that a site operator is at the site for approximately 45 minutes every Tuesday morning, special requests can permit other times with advance notice	Site technical support as needed regarding the audit (to facilitate audit performance and returning the site to normal operating condition)
Audit results upon completion	Submission of PE and TSA results into AQS
Submission of NPAP results into AQS	

- a. **About scheduling the audit:** Provide a date range of when you plan on auditing the site, keep in mind that CASTNET ozone monitors are remotely operated and a site operator is typically at the site for approximately 45 minutes every Tuesday morning. Special trips by the site operator can be made to allow for the audit if the site operator has two weeks' advanced notice.
- b. **Audit follow-up:** Submit the audit results to TM and the CPOC within 30 days.

Essential Coordination

Third party audits are an important mechanism for EPA regions or state and local agencies to assess the performance of project monitoring – particularly ozone and ozone precursors analyzers. The three components of data security – access, confidentiality, and integrity are critical to CASTNET operations. To ensure the success of the monitoring program while allowing for third party audits, it is obligatory for third party auditors to follow the steps laid out in this document (Figure 1). CASTNET shelters and equipment are typically owned and maintained by AMEC or ARS and unauthorized entry into a CASTNET shelter without prior coordination may pose both data security and/or liability risks to the monitoring program and respective company. Access to CASTNET sites and equipment will be arranged upon request as detailed in Figure 1. The EPA Technical Monitor (TM) is the primary point of contact for all third party audits of CASTNET sites.

Figure 1. Third Party Audit Procedure

