

Populations, Activity and Emissions of Diesel Nonroad Equipment in EPA Region 7

Onsite Inventory Team Leader Duties Appendix J

Assessment and Standards Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

Prepared for EPA by
Eastern Research Group, Inc. (ERG)
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Responsibilities for ERG Onsite Inventory Personnel

- The prior evening, check appointments for the following day (listed on “Establishment Master” on CVS). Contact Lori Snook (913-649-2225, ext 0, LSnook@fal.com) for any needed clarification or to resolve any coordination issues
- Each evening, talk with the onsite manager about vacancies in the PAMS / PEMS installation / test schedule. During the next day’s inventories, try to schedule appointments to fill these vacancies.
- Ensure locations and contacts are known for each upcoming inventory appointment
- Perform day’s inventories (diesel, nonroad equipment at least 25 hp)
- You are the first face-to-face contact for each establishment contact. Briefly describe what happens from here (PAMS/PEMS dependent upon participant agreement), and either try to schedule a PEMS/PAMS appointment, or ask the contact if we can contact him/her in the future to coordinate a convenient time for instrumentation (feel out the contact’s demeanor and schedule feasibility).
- When the inventory is conducted, ask the site contact how many sites are currently active (that day) for the establishment. Record on top right of inventory form.
- Ask site contact in general which months operations are typically conducted / not conducted.
- For establishments with more than 1 site, we can inventory 2 sites per establishment. Once the # (1 or 2) and locations of the sites are determined, those are the sites which must be inventoried. If establishment has more than 2 sites, use an Excel random number generator to determine which 1 or 2 sites to inventory (always do 2 sites, if schedule and logistics permit).
- During inventory, complete the inventory data collection form for each piece of equipment, and take pictures of the equipment (including “close-up” shot of serial # tag and any other identifying info). Ensure the “close-up” camera setting is used so the detail is clear. Also, take overall shots of equipment for future reference. Attempt to photograph the engine and collect information on “last oil change” or “last service” (typically written in the engine compartment) as a confirmation to the hour meter reading.
- After inventory, back at hotel, download photos and rename / categorize photos, post photos to FTP site in correct directory / subdirectory. The naming convention is:
 - ####_AXAXA__XXX_#.JPG
 - #### = Last 4 digits of Establishment Number
 - AXAXA = Equipment Model
 - XXX = Last 3 digits of Equipment Serial #
 - # = sequential photo number
- Update “Establishment Master” (on CVS) from day’s inventories, indicate on “Establishment Tracking” all new appointments and which sites still need appointments, which sites are complete, etc. Let Lori know if any sites need reschedules.
- Update “Equipment Detail Master” on CVS with all equipment inventoried each day. Use photos to confirm serial numbers, model #s, etc. Email Michael.Sabisch@erg.com, Sandeep.Kishan@erg.com after “recommitting” to CVS, so equipment selections for instrumentation may be made in Austin.
- Discuss with onsite manager all new appointments, and also what installation / test vacancies the test team still has
- Email brief diary to Michael.Sabisch@erg.com, sandeep.Kishan@erg.com