

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

Onsite Installation Manager Duties Appendix K

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

Prepared for EPA by
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EPA Contract No. EP-C-06-080

ERG Onsite Installation Manager Duties National PEMS Deployment

PAMS Testing

- Schedule and perform **PAMS installations** at start of each phase (SRI assists with PAMS)
 - ♦ **IMPORTANT:** Make installation appointments for several days in advance, one to two installations per day. Work with inventory person to assist in scheduling (during inventories), and note that Lori Snook / Mike Sabisch can assist with scheduling installs, as needed. It can take some time to get appointments in place, so please prioritize this.
 - ♦ The project is hectic during PAMS installations. Ensure you take the time to charge batteries (drill/camera/etc), organize equipment, make list of anything that's needed, do any other equip preparations necessary for next day's installs. Go shopping for any field testing materials, if necessary (delegate to other ERG folks and SRI folks as needed).
 - ♦ Collect ALL PAMS installation information on "Installation Data Collection Forms" Note all installation anomalies and details on instrumentation form.
 - ♦ Ensure you obtain answer to questions pertaining to annual usage of each piece of equipment. These questions are on the installation data collection forms.
 - ♦ Take pictures of PAMS installs and post to FTP site using appropriate naming convention. Take "close-up" pictures of engine and serial # tags with appropriate "close-up" setting of camera. Ensure settings are correct so images are clear.
 - ♦ Update all appropriate CVS lists (Establishment Master, Equipment Detail Master, and PAMS Tracking Master)
 - ♦ Either copy/fed-ex installation forms to Mike S, or fax them to Mike S, weekly. If writing is small, fax may not be legible and they'll need to be copied and fed-exed.
- Schedule and perform **PAMS revisits** at least weekly for each install throughout phase
 - ♦ Collect all revisit info on the PAMS' "Installation Data Collection Form" Note all installation anomalies and details on instrumentation form.
 - ♦ Perform and record RPM check during revisit
 - ♦ Verify and record remaining PAMS memory during revisit
 - ♦ Update all appropriate CVS lists (only the PAMS Tracking Master)
 - ♦ Correct any malfunctions identified during revisit, contact Mike S if anything is wrong that cannot be corrected or if any data has not been collected for any reason
 - ♦ Post downloaded data to FTP site, advise Mike S that new data has been posted. Also, archive all PAMS data on your computer for future backup.

PEMS Testing

- Schedule PEMS instrumentation appointments for at least one week in advance (Update the Establishment master spreadsheet with on CVS with the schedule info). Work with inventory person to assist with PEMS scheduling.
- Assist Sensors / SRI with PEMS installation – Whatever's needed, including exhaust hose connections, PEMS rack installation, installation of the RPM pickup, RPM calibrations, and also operation of the CAT ET laptop during testing, (ERG is responsible for Cat ET data collection and file management)
- Ensure PEMS autozeros are not performed during filter sampling
- If using EPA laptops (for CAT ET software or remote PEMS rack control), user ID and password are administrator / trinity, respectively
- Ensure you obtain answer to questions pertaining to annual usage of each piece of equipment. These questions are on the installation data collection forms.
- Ensure a pre-test RPM calibration and a post-test RPM check are performed and recorded on the instrumentation form for each PEMS test.
- Collect ALL PEMS and PAMS installation information on "Installation Data Collection Forms".
- Note all installation anomalies and details on instrumentation form
- Take photos of all installations. Also, Take "close-up" pictures of engine and serial # tags with appropriate "close-up" setting of camera. Ensure settings are correct so images are clear. For PEMS testing, TAKE PHOTO OF SURFACE WHERE PEMS WILL BE MOUNTED PRIOR TO MOUNTING, DESCRIBE ALL EXISTING DAMAGE ON INSTRUMENTATION FORM. Post all photos to FTP site using appropriate naming convention.
- Determine how many unused filters we have to ensure sufficient gravimetric filters are available for at least a week's worth of PEMS testing, and email Michael.Sabisch@erg.com if more are needed
- Ensure 5% of gravimetric filters are sampled as field blanks, and 5% are sampled as dynamic blanks
- After PEMS testing, refrigerate gravimetric filters and ship weekly to EPA per gravimetric filter SOPs (ship cold, on frozen "Blue Ice", no later than Wednesday). ENSURE FILTER LOG IS CURRENT BEFORE SHIPPING.
- Email michael.sabisch@erg.com to advise # of filters you're shipping to EPA
- Copy and ship all PEMS install forms to Michael Sabisch weekly at: 5608 Parkcrest Drive, Suite 100, Austin, Tx 78749, 512-791-7739. Use same fed-ex # and charge # as filters for shipping the forms.
- Schedule and track field and dynamic blanks (record in filter log and on installation forms)
- Update all appropriate CVS lists with PEMS test info (Establishment Master, Equipment Detail Master, and Filter Log)
- As it comes available, post all PEMS data to FTP site, archive on ERG computer, email MS

Other

- Review and map out locations of appointments (listed in the "Establishment Master") each night for the following day. It may be helpful to enter the locations into your vehicle's GPS system.
- After you've successfully posted photos for anything, ERASE ALL DOWNLOADED PHOTOS FROM CAMERA CARD!
- Record any notable issues that arise during the day for ERG diary or discuss with Mike