



Department of  
Environment and Conservation

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
AIR QUALITY MANAGEMENT BRANCH**

**AND**

**COMMUNITY ALLIANCE FOR POSITIVE SOLUTIONS (CAPS) INC**

**For comparison of ambient air sampling and analysis techniques**

The Atrium  
Level 4 168 St Georges Terrace  
Perth Western Australia 6000  
Locked Bag 104 Bentley Delivery Centre Western Australia 6983  
Telephone (08) 6364 6500 Facsimile (08) 6364 6520  
TTY 1880 555 630  
E-mail [info@dec.wa.gov.au](mailto:info@dec.wa.gov.au)  
[www.dec.wa.gov.au](http://www.dec.wa.gov.au)

## **1. INTRODUCTION**

Since September 2005 the Department of Environment and Conservation (DEC), formerly Department of Environment, has been providing fused silica-lined canisters to members of the community in the Wagerup area for the purpose of sampling short term odour events. These canisters have the ability to capture and store volatile organic compounds including carbonyl compounds such as formaldehyde, acetaldehyde and acetone. The canisters are analysed using the USEPA method TO15.

The number of canisters provided to the community has increased during 2006 and the DEC is undertaking a number of parallel studies to better understand the method and ensure results are subject to rigorous quality assurance procedures.

The Community Alliance for Positive Solutions (CAPS) has also been undertaking ambient air sampling using a bucket technique developed in the US. This method has been used by a number of community groups overseas and has received recognition from the US EPA.

The DEC fully supports community participation in air quality monitoring, and would like to contribute to the understanding of the various techniques available and in use in Western Australia. The DEC is interested in improving understanding of the strengths and limitations of both the canister and bucket techniques in practical applications, especially with respect to logistics and accuracy of chemical analysis. We are also interested in comparing results of community-based sampling with those of the Wagerup Community Air Sampling Program (WCASP) using silica-lined canisters.

The DEC acknowledges the need for CAPS to undertake the monitoring, and for this to be done in an independent manner.

It is important that all results are subjected to rigorous quality assurance processes and that all material is available to the community to allow robust and transparent interpretation of the data set.

Support would be on the basis that when bucket samples are taken, CAPS members simultaneously take samples with two silica-lined canisters, with one sent to the analytical laboratory used by CAPS and the other to the laboratory used for the WCASP. This will allow comparison of results from the different techniques and laboratory procedures and will allow early identification of any procedural or technical inconsistencies.

All technical and laboratory reports will be made publicly available in order to ensure the broader community has access to and is aware of the results from the various techniques. To this end CAPS will provide copies of this information to the DEC after receipt from the laboratories. The intent would be to establish a separate web page on the DEC website for display.

## **2. PARTIES**

The Parties to this agreement are the DEC Air Quality Management Branch (AQMB) and Community Alliance for Positive Solutions Incorporated (CAPS).

## **3. PURPOSE**

The objective of this Memorandum of Understanding (MoU) is to document the arrangements for:

1. collection of samples;
2. process for seeking laboratory analysis;
3. mechanics of how canisters are delivered;
4. protocol for publication of data.

For the purpose of assisting CAPS in collecting duplicate samples to assist in comparison of techniques, AQMB will provide for the following funds during the 2006/07 financial year:

- Funding for transport and analysis of 'bucket' samples and duplicate silica-lined canisters for sampled 'events' for the purpose of comparing techniques and laboratory analyses.
- Provision of silica-lined canisters on as needs basis.

#### **4. DURATION AND CESSATION OF THIS MOU**

The MoU will operate from 1 September 2006 to 31 July 2007. After this date the parties may elect to continue with another MoU suitable to all parties or to discontinue the MoU.

Where either Party anticipates or experiences difficulties in meeting the commitments specified in this MoU, notification in writing will be made at the earliest possible time.

#### **5. FINANCIAL MANAGEMENT**

Consistent with the existing Community Canister Sampling Program being undertaken at Wagerup, the Department will allocate sufficient funding out of the 2006/07 budget to supplement this activity.

To facilitate efficient and timely payment for analytical chemistry, the DEC will issue a purchase order to CAPS' nominated laboratory. The laboratory will invoice the department for services provided on a bimonthly basis subject to the number of samples. The service provider will provide the department with the necessary banking details to allow electronic transfer of funds. Required details for US providers include:

- Account number
- Routing number
- Bank name
- IBAN
- BIC

The Department will meet reasonable costs associated with transport of samples to laboratories. These costs include GST and government charges.

#### **6. DETAILS OF ROLES**

AQMB will:

- Pay laboratory analysis and transport costs for undertaking the duplicate sampling study for up to 20 duplicate samples.
- Provide two silica-lined canisters for each bucket up to 20 buckets. AQMB will try to ensure that CAPS has access to at least 2 canisters at all times (ie to allow for one sample event), but that preferably 4 canisters will be available for use.
- Provide administrative support for transport of samples if requested by CAPS.
- Provide timely review and comment on laboratory analysis reports.
- Place results on the appropriate part of the DEC website once both parties have agreed to its release.

CAPS will:

- Collect simultaneous duplicate samples. During a sampling event, three samples will be taken - one bucket; and two silica lined canisters. Samples must be taken simultaneously and in accordance with the agreed handling and standard operating procedure (attached).
- Document times, locations, observations and canister/ bucket identification numbers. Log sheets provided with the DEC silica-lined canisters should be filled in and originals sent to DEC for our records. Similar information should be recorded for the bucket, and a copy sent to DEC for our records. Log sheets should not be sent to laboratories to ensure robust quality assurance.
- Organise transport of samples for analysis. Two of the above samples should be sent to the agreed (CAPS nominated) laboratory for analysis. The third sample (silica lined canister) should be forwarded to the Department for analysis by the Department's service provider.
- Analysis will be carried out using USEPA Method TO-15.

### 7. MONITORING AND REPORTING REQUIREMENTS

On receipt of laboratory analysis reports, CAPS will send copies of all laboratory reports to AQMB for review and record keeping, however CAPS will retain ownership of all laboratory reports that it provides to AQMB. In addition, CAPS may request copies of any laboratory report or reports relating to the above program (including reports produced or commissioned by DEC) will promptly provide these to CAPS.

The Department will meet with CAPS on a regular basis to review progress with the sampling program, to discuss publication of results and to resolve issues arising. It would be expected that updates would take place approximately monthly.

### 8. REVIEW OF MOU

This MoU will be reviewed as required throughout 2006/07.

All signatories to the MoU can raise issues of concern at any time during the implementation process.

### 9. DISPUTE RESOLUTION

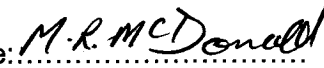
Where there is a dispute between the Parties to this agreement on a particular issue, the Parties will meet to discuss the issue and will use their best endeavours to negotiate a mutually acceptable resolution.

Signature:  .....

A/Manager, Air Quality  
Management Branch  
Department of Environment and  
Conservation

*cpw.*

Signature:  .....

Co-Chair  
Signature:  .....

Co-Chair  
Community Alliance for Positive  
Solutions Inc.

Date: *20 October 2006* .....

Date: *22 October 2006* .....

The applicant's Common Seal  
was affixed in accordance  
with its rules in the presence of:

] ] ]



*[Handwritten Signature]*

Signature of Authorised Person

*Vince Puccio*

Name of Authorised Person

Position Held *Co. Chair*

Date *22 October 2006*

*M. H. McDonald*

Signature of Authorised Person

*MERVYN McDONALD*

Name of Authorised Person

Position Held *Co CHAIR*

Date *22 Oct 2006*