



West Berkeley Alliance for Clean Air and Safe Jobs

Wipe Test Guide

Read this document BEFORE you wipe test or open containers!

INTRODUCTION

Thank you for your interest in wipe testing! This guide will lead you through testing soot/dust particulates for 11 harmful metals, from the time you receive materials for testing to the time you return the wipes to the Ecology Center. While testing does not clean up the pollution, it undeniably builds awareness of the concentrations and types of chemicals necessitating urgent cleanup. That's a step toward securing clean air and safe jobs.

SIMPLIFIED WIPE TEST OVERVIEW IN 3 EASY STEPS

- 1) Prepare the paper templates, start the paperwork, and select a location to test.
- 2) Then, take a "before" picture of the location, wipe 4 adjacent parts of the area you are testing, and take the "after" picture.
- 3) Bring the pictures, wipes, and updated paperwork to the Ecology Center and you're done!

WIPE TEST AREA SELECTION CRITERIA

- 1) The surface is large enough to fit 4 paper templates on it; is hard, fairly horizontal, and smooth; and is exposed to pollution (unused patio tables, windowsills or other metal, glass, or wood surfaces, for example).
- 2) The surface does not have other substances besides suspected pollution on it (no peeling paint flakes, substances you dropped, etc.)
- 3) The surface has not been recently cleaned by weather, people or other organisms (preferably not since the last rain).

CAUTION!

Be aware of contamination (dust/debris that includes metals)! Always follow these 5 rules:

- 1) When wearing gloves, **do not** touch anything with your gloves except appropriate testing materials (don't touch your face, eat, touch pollution-contaminated things, etc.)
- 2) If gloves are possibly contaminated, dispose of the gloves and put clean gloves on.
- 3) **Do not** touch the surface you plan to wipe. Follow the detailed instructions in the rest of this

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Contact: westberkeleyalliance@yahoo.com

Complain to the Air District about nuisance
burned pot handle odors: 1-800-334-6367

document exactly so that the first things to touch the surface are uncontaminated templates, followed by the wipes you are using. You will want to make certain that you have wiped each wipe test area of the surface with one of the 4 wipes and sealed all of the wipes in their containers without allowing anything else to touch the wiped surface.

- 4) **Do not** let anything touch the wipes – except (at appropriate times) the uncontaminated gloves on your hands, uncontaminated templates, interior of the wipe containers, and wipe test areas of the surface you will wipe.
- 5) Always keep control of the wipes, with the proper information on the chain of custody form until the wipes and form have been returned to and signed for by the Ecology Center.

LIST OF ALL MATERIALS FOR WIPE TESTING:

- 1 guide to wipe testing (this document)
- 2+ pairs non-sterilized, non-powdered gloves (latex gloves are cheap; please provide your own)
- 1 set scissors (please provide your own)
- 4 paper templates
- 1 template container
- 4 wipes (pre-checked for quality and ready to use)
- 4 wipe containers (keep the wipes sealed inside until you wipe test!)
- 1 chain of custody form
- 1 pen (please provide your own)
- 1 trash disposal bag (please provide your own)
- 1 camera (with any necessary film, digital media, batteries, lenses, flash attachment, etc.) (please provide your own)

FOUR STEPS OF WIPE TESTING

PREPARATION MATERIALS:

This guide, gloves, scissors, template (x4), template container, wipe container (x4), chain of custody form, pen, trash bag

STEP I

PREPARATION

- 1) Gather Preparation Materials, wash your hands well with soap, put on a clean pair of gloves, and find an uncontaminated surface to do pre-test work on.
- 2) Use uncontaminated scissors to cut out the center square from each template and seal the template back in the template container.
- 3) Dispose of gloves and center squares (recycle the squares) and get pen to clearly print information from each wipe container on the chain of custody form. When you are ready to go to the test area

and wipe (first review Wipe Test Area Selection Criteria, above), continue to the Pre-Test section.

PRE-TEST, TEST AND POST-TEST MATERIALS:

This guide, gloves, template (x4), template container, wipe (x4), wipe container (x4), chain of custody form, pen, trash bag, camera (with any necessary film, digital media, batteries, lenses, flash attachment, etc.)

STEP II

PRE-TEST

- 1) Wash hands thoroughly with soap, and put on gloves. Bring Pre-Test, Test and Post-Test Materials with you to location where you will wipe. DO NOT touch the wipe test areas with anything.
- 2) Check for proper settings of camera, take a close-up picture including the four adjacent square areas to be wiped, and take a distant picture of the general location. Put away camera. On your chain of custody form, use as much of the “Client Sample ID” column as you need to describe the address, location (for example: “second floor, center window’s windowsill on Northwest side”), etc. Also, PRINT your name legibly and sign it in the “Sampler” field of your chain of custody form. Continue to the Test section.

STEP III

TEST

- 1) If there is a chance you contaminated your gloves, put on a clean pair. Lay out the 4 templates over the wipe test areas, being careful not to touch any wipe test area with anything except the template around it.
- 2) HOW TO WIPE EACH AREA PROPERLY
Do not touch the wipe test area. It’s okay to touch the template with the wipe, but not the surface outside the template. Holding the template in place with one hand, it’s now okay to place the wipe on one corner of the surface to be wiped with wipe fully opened and flat on the surface. With the fingers together, grasp the wipe between your thumb and palm/forefinger. Press down firmly, but not excessively with both your palm and fingers (not the heel of your hand). Don’t touch the surface with your thumb. Wipe side-to-side with as many “S”-like motions as are necessary to completely cover the entire wipe area. Don’t press too hard; the wipe will curl. Don’t press too gently; you won’t pick up enough dust. Don’t only use your fingertips to hold down the wipe; the wipe won’t be in complete contact with the surface and some dust may be missed. Do try to pick up dust from the wipe area with the wipe.

Without touching the contaminated part, fold the wipe in half with the contaminated side facing inward. (Lay one half of the wipe on the wipe area – contaminated side up – and fold the other half over.) Once folded, place the wipe in the top corner of the wipe area and press down firmly with your palm and fingers. Repeat wiping the area with “S”-like motions, but move in a top-to-bottom direction. Attempt to remove all visible dust. Do not touch the contaminated side of the wipe. Do not

shake the wipe in an attempt to straighten it out, since dust may be lost during shaking. After wiping, fold the wipe with the contaminated side facing inward again, and insert the wipe aseptically (without touching anything else) back into its container. Make certain the container is sealed.

Repeat the process of wiping with the other 3 wipes. Remove your gloves; put all contaminated gloves, templates, and other debris into trash bag. Dispose of trash bag where children cannot access bag (to prevent suffocation) and wash your hands thoroughly with soap.

- 3) Write date and time of each of your 4 wipes on the chain of custody form. Using as much of the “Comments” column as you need, write about the conditions you notice at the wipe test area (for example: “This windowsill hasn’t been cleaned since the May rains” or “I sneezed, which may have disturbed the surface after the first three wipes were done but before the final wipe was completed”).
- 4) Get out camera, take a photo of the wiped areas, and put away camera. Keep wipes in your custody at all times until you bring them to Ecology Center. As soon as is practicable, please finish the Post-Test section, below.

STEP IV

POST-TEST

- 1) Develop your 3 photos and label them with the address, location of the wipe test area, etc.
- 2) Call 548-2220 x233 and make an appointment with Beck. At your appointment turn over the wipes (sealed in their containers, as always!), chain of custody form, and your photos to the Ecology Center at:

West Berkeley Alliance for Clean Air and Safe Jobs
c/o Ecology Center Attn: Beck
2530 San Pablo Ave.
Berkeley, CA

On the chain of custody form, sign the “Relinquished by: (Signature)” field and make sure to write the date and exact time. Have Beck immediately sign the corresponding “Received by: (Signature)” field and write in the date and precise time. There should be no difference between the time you relinquish custody and the time Beck takes custody of the wipes.

- 3) Congratulations – you’re done! Thank you very much for doing your part for clean air and safe jobs. When everyone has brought in their wipes, the West Berkeley Alliance will send the completed batch of wipes to the lab. Keep on complaining and taking action to get the pollution cleaned up while the lab analyzes the wipes and sends back results.

SOURCE

This *West Berkeley Alliance for Clean Air and Safe Jobs Wipe Test Guide* is adapted from training recommendations by Global Community Monitor <<http://www.gcmmonitor.org>> as well as EPA guidelines (“Appendix 13.1: Wipe Sampling for Settled Lead-Contaminated Dust”) available at: <http://www.epa.gov/wtc/panel/pdfs/5-att-2_hud_lead_wipe_sampling.pdf>

Note: Because the West Berkeley Alliance manages logistics of wipe testing to make it easier for testers, field blanks and spiked samples are not the responsibility of wipe testers.