

Scheme Manual For Vapor Encroachment Condition

Screening Personnel Certificate Program



Issued June 1, 2011

Approved by CCP on July 1, 2011

Version 2.0

SCHEME MANUAL FOR VAPOR ENCROACHMENT CONDITION SCREENING PERSONNEL CERTIFICATE PROGRAM

1. Preface

1.1 *Introduction*—ASTM administers the Vapor Encroachment Condition Screening Personnel Certificate Program. The ASTM Technical and Professional Training (TPT) Department developed a one-day training program on the proper application of ASTM E2600-10 Standard Guide for Vapor Encroachment Screening on Property Involved in Real Estate Transactions to identify a vapor encroachment condition (VEC) on a target property. Expected benefits of the Vapor Encroachment Condition Screening (VECS) Personnel Certificate Program include:

1.1.2 *Quality of Service Providers*—It is expected that this certificate program will improve the overall quality of E2600-10 service providers.

1.1.3 *Credential Verification*—Potential clients will be able to verify that a VECS service provider has attended training and passed an examination.

1.1.4 *Differentiation of Service Providers*—VECS service providers who have completed the certificate program will be able to differentiate themselves from those who have not completed the program.

2. References

ASTM E2600-10 Standard Guide for Vapor Encroachment Screening on Property Involved in Real Estate Transactions

ASTM E2659 Standard Practice for Certificate Programs

ASTM E1527 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process

3. ASTM Staff

3.1 *Department of Certification Programs*—The department shall have overall administrative and management responsibility for the ASTM Vapor Encroachment Condition Screening Personnel Certificate Program and perform the following functions:

3.1.1 *Staff Support*—Coordinate ASTM staff support to the Technical Advisory Committee (TAC).

3.1.2 *Forms*—Develop all forms required to operate the certificate program.

3.1.3 *Budget and Finance*—Develop and supervise the budget and financial matters for the program.

4. Technical Advisory Committee (TAC)

4.1 *Membership*—The TAC for the ASTM Vapor Encroachment Condition Screening (VECS) Certificate Program consists of a representative from the ASTM Technical Subcommittee E50.02 on Real Estate Assessment and Management, two members from the user community, and two members from the service provider community for E2600-10 services.

4.2 *Responsibilities*—The TAC is responsible for the development of this manual that contains detailed information for the certificate program including: program description and rationale, applicant education and experience requirements, core competencies an applicant shall master to receive a certificate, the type of evaluation to be used, and the length of time a certificate issued under this program is valid in accordance with 7.7.

4.3 *Changes to the Scheme Manual for the ASTM Vapor Encroachment Condition Screening Certificate Program*—Anyone may provide recommended changes to this manual. Recommended changes are sent to the Department of Certification Programs at cert@astm.org. All recommended changes shall be forwarded to the TAC for review and approval. All changes shall obtain final approval from the Committee on Certification Programs (CCP).

5. Governing Documents of the ASTM Vapor Encroachment Condition Screening Personnel Certificate Program

5.1 *General*—Participants are required to abide by the provisions of all of the governing documents, including any legal and accounting requirements. Failure to do so will result in program violations or ineligibility to participate or reapply for a new certificate upon expiration or both.

5.2 *General Operations Manual for ASTM Personnel Certificate Programs (General Operations Manual)*—In the *General Operations Manual*, the procedures and policies that are common to all ASTM personnel certificate programs are outlined. The current version of the manual is available on the ASTM website. Participants are notified whenever substantive changes are made to the manual.

5.3 *Scheme Manual for ASTM Vapor Encroachment Condition Screening Personnel Certificate Program (Scheme Manual)*—This *Scheme Manual* contains additional procedures and policies that are relevant to this specific program. Whenever the *General Operations Manual* and the *Scheme Manual* differ, this *Scheme Manual* shall prevail. The current version of this manual is available on the ASTM website. Participants are notified

whenever substantive changes are made to this manual.

5.4 *ASTM Directory of Certificate Holders*—Participants receiving a certificate under this program are listed in the *ASTM Directory of Certificate Holders* on the ASTM website. This directory is available to the general public and includes the following information:

5.4.1 *Certificate Holder*—Last name, first name, and middle initial.

5.4.2 *Certificate Issue Location*—City and state where the ASTM TPT VECS course on ASTM E2600-10 was attended and the examination taken.

5.4.3 *Certificate Identification*—Unique certificate identification number.

5.4.4 *Certificate Expiration Date*—See 7.8.

6. Participant Contacts

6.1 *Contact Information*—It is the responsibility of each ASTM Vapor Encroachment Condition Screening Certificate Program participant to maintain current contact information and notify ASTM immediately of any changes.

7. ASTM Vapor Encroachment Condition Screening Personnel Certificate Program Process

7.1 *Program Description and Rationale*—The ASTM Vapor Encroachment Condition Screening Certificate Program is designed to verify that individuals performing vapor encroachment screening of property involved in real estate transactions have a verbal understanding of E2600-10 so as to be able to apply the standard properly and to identify accurately a VEC caused by the release of vapors from contaminated soil or groundwater either on or near the target property.

7.2 *Recommended Applicant Education or Experience or Both* —While it is recognized that someone performing a VEC assessment should possess training and experience in the conduct of E1527 Phase I environmental site assessments, have a working knowledge of E1527, be capable of identifying issues relevant to vapor migration and encroachment in connection with a target property, and have experience with subsurface investigations, or be supervised by someone with the above qualifications, there are no prerequisites to attend the ASTM TPT VECS Course and take the examination. It is recognized that individuals may use this certificate program to build their qualifications to be considered an Environmental Professional.

7.3 *Granting of Certificate*—To receive a certificate from this program, the participant shall complete the ASTM TPT VECS Course Vapor Encroachment Condition

7.4 Examination Failure—A participant who fails to pass the examination will be permitted to re-take the examination as part of a future ASTM TPT VECS Course.

7.5 Application—Registration for the ASTM TPT Vapor Encroachment Condition Screening on Property Involved in Real Estate Transactions (VECS) Course is completed on the ASTM website. Participants wishing to obtain a certificate select the appropriate option whenever completing the online registration.

7.6 Reporting Procedures—Completed examinations are forwarded by the course instructor to the ASTM staff for grading. Staff grades the examinations and determines who will receive a certificate. Participants are notified of the examination results within 30 days of taking the examination. Individuals successfully completing the ASTM VECS TPT Course and examination are listed in the ASTM Directory of Certificate Holders on the ASTM web site. This directory is available to the general public.

7.7 Certificate Documentation—Participants successfully completing the ASTM TPT VECS course and examination receive a certificate from the Director of Education Services and Personnel Certification Programs containing their name, a unique certificate number, ASTM International identified as the certificate-issuing body, the TPT VECS class referenced that they completed to receive their certificate, the scope of the certificate, the effective date, and the date of expiration.

7.8 Certificate Validity—The ASTM Vapor Encroachment Condition Screening Personnel Certificate is valid for the period of time that Standard E2600-10 is valid. In the event that a new version of Standard E2600-10 is issued that does not contain any substantial technical changes, the TAC may elect to extend the validity period of the current certificates to the new version of Standard E2600-10. The participant is notified in either case.

8. Certificate Fees

8.1 Certificate Fee—Individuals wishing to apply for a certificate select the certificate option on the ASTM TPT VECS registration page whenever registering for a class and submit a \$95 certificate fee in addition to the registration fee charged for the ASTM TPT VECS course. This fee covers the costs associated with granting and issuing the certificate.

9. Proper Use of the ASTM Vapor Encroachment Condition Screening Personnel Certificate and Claims to Certificate

9.1 Proper Use or Misuse of the Certificate—Certificate holders will follow Section

13 of the *General Operations Manual*.

10. Comments and Complaints

10.1 *Registering Comments and Complaints*—Comments and complaints regarding the operation of the ASTM Certificate Program are submitted in writing to the ASTM Department on Certificate Programs. Comments and complaints may include claims such as: violations of procedures, non-impartiality, discriminatory conditions, and violations of confidentiality. The comments and complaints are noted in the certificate program's quality system documentation, and the sender receives a written or verbal response regarding ASTM's intended action(s).

11. Issuance of Program Violation

11.1 *Program Violation*—Whenever a certificate holder breaches a term(s) of the ASTM certificate program governing documents, the certificate holder receives a program violation letter via certified mail from the Director of Certificate Programs. The procedures contained in 14.2 of the *General Operations Manual* shall be followed.

12. Appeals

12.1 *Appealing a Program Violation*—Appeals of a program violation follow Section 15 of the *General Operations Manual*.