

US EPA BASE Study - Responsibilities And Qualifications For Study Team Members		
Member	Responsibility	Qualifications
Study Team Leader	Project management	<p>Fiscal and technical management experience for indoor air quality projects</p> <p>Indoor air quality field monitoring expertise for large buildings</p> <p>Data processing and analysis expertise</p> <p>Quality assurance/quality control expertise</p>
Field Team Leader	Manage field measurement activities	<p>Fiscal and technical management experience for indoor air quality projects</p> <p>Experience in coordination of field monitoring programs for indoor air quality studies</p> <p>Experience in characterization of HVAC systems in large buildings and performance of core HVAC measurements</p> <p>Experience in field measurement of core parameters in large buildings</p> <p>Experience with field monitoring instrumentation</p> <p>Experience in data collection, documentation, and field data processing</p>
Senior Field Technician	Sample collection and field monitoring; collection of information on HVAC system(s) and performance of core HVAC measurements	<p>Experience in field measurement of core parameters in occupied buildings</p> <p>Experience with field monitoring instrumentation</p> <p>Experience in characterization of HVAC systems in large buildings and performance of core HVAC measurements</p> <p>Experience in the implementation of study protocols and quality control procedures</p>

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Member	Responsibility	Qualifications
Field Technicians	Perform sample collection and monitoring	<p>Experience in field measurement of core parameters in occupied buildings</p> <p>Experience with field monitoring instrumentation</p> <p>Experience in the implementation of study protocols and quality control procedures</p>
Analysis Team Leader	Manage data processing and analysis task	<p>Fiscal and technical management of tasks involving processing and analysis of complex data sets</p> <p>Expertise in indoor air quality as related to field sample collection and monitoring of chemical and physical parameters, methods of chemical analysis, and data analysis</p> <p>Experience in quality assurance/quality control</p>
Analysis Technicians	Process and verify data	<p>Experience in processing and analysis of physical and chemical measurement data</p> <p>Experience in quality assurance/quality control</p>
Sample Custodian	Maintain inventory of all materials required for field sampling; transfer unexposed and exposed samplers between field and laboratories; maintain chain of custody for all samples, checklists, questionnaires, documentation forms, and data	Experience in the management of sample and data custody for large field monitoring programs
Quality Assurance Officer	Provide QA review and documentation for field operations, sample analysis, data reduction, and reporting	<p>Experience with field monitoring for core parameters</p> <p>Experience with measurement methods for core parameters</p> <p>Experience with quality assurance/quality control</p>

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Member	Responsibility	Qualifications
Survey Administrator	Administer questionnaire to building occupants; collect questionnaires	Experience in management of survey projects Experience in recruiting study participants and administering questionnaires
Data Management Specialist	Manage research team's database	Experience in technical data management of projects involving field measurements of physical and chemical parameters
HVAC heating, ventilating, and air-conditioning		

