

1. Event Name		2. Operational Period (Date/Time) From: _____ To: _____		FRMAC Field Monitoring Team Assignment ICS 204-FRMAC	
3. FRMAC Monitoring Personnel	Name:	Contact Phone #(s)	Home Organization	4. Team Name.	
Monitoring Manager:					
Field Team Supervisor:					
5. Resources Assigned					
Field Monitoring Team Leader		Contact Phone #(s)		Home Organization	
Field Monitoring Team Member		Contact Phone #(s)		Home Organization	
6. Work Assignments					
7. Special Instructions / PPE					
Turn Back:					
Approved Site Safety Plan Located at:					
8. FRMAC Contact		Phone Number		FRMAC Contact	
Field Team Contact:				PIO:	
Monitoring/H&S Direct #:					
MPCD Helpdesk:					
9. Prepared by			Date/Time	10. Reviewed by	

FRMAC Field Monitoring Team Assignment ICS 204-FRMAC

Purpose The ICS 204-FRMAC gives detailed instructions to each FRMAC Field Team. Once the Assignments are agreed to by the State, Monitoring & Sampling, and Assessment. The form will contain detailed contact information, survey route duties, PPE and turn back levels. Each FRMAC Field Team will get an ICS-204 form and a briefing on the content before departure into the field.

Preparation The ICS 204-FRMAC is normally prepared by the Monitoring Manager, field Team Supervisor or designee, using guidance from the Monitoring & Assessment Incident Action Plan.

Distribution A copy is supplied to the Field Team, Field Team Supervisor and to Documentation Control.

Instructions

A separate sheet is filled out for each Field Team.

1. Event Name Enter the Assigned Name for this Event.
 2. Operational Period (Date/Time) Team Start and Stop Date and Time entered in Military time. (Time zone is always the FRMAC location time.) The date and time will match the Team Operational time in the RAMS database and MPCD's
 3. FRMAC Monitoring Personnel Record the Monitoring Manager and Field Team Supervisor Contact Information (Name, Phone Number & Company) so the Field Team can contact them for information.
 4. Team Name The Alpha Numeric Name assigned to the Team. The format should be Phonetic Alphabet Date shift "Alpha 20110421 am".
 5. Resources Assigned Record the Contact information for the people to that team. Field Monitoring Team Leader & Field Monitoring Team Member (Name, Phone Number & Company).
 6. Work Assignments Is the detailed instructions of what the Field Team is expected to complete in the field. The information will include Survey Locations, Measurements needed and Sample required.
 7. Special Instructions / PPE Is detailed Personal Protection Equipment required, allowable exposure and contamination levels. Turn Back Level is the maximum dose and contamination the team is allowed to enter. To reduce confusion all of the units listed should match the teams instrument Units.
- Approved Site Safety Plan Located at: Closes location a copy for the Site Safety Plan is located, and available for review
8. FRMAC Contact Number List the position and Phone number of the most useful contact for a Field Team.
 9. Prepared by Date/Time Signature date and time of the person who created the form.
 10. Reviewed by Date/Time After the team has been briefed and before they depart the person conducting the briefing will sign and date.