

Watershed Monitoring Regional Project Manager Manual

**Division of Environmental Assessment and Restoration
Florida Department of Environmental Protection
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INTRODUCTION

The Watershed Monitoring Section (WMS) is located in the Water Quality Assessment Program (WQAP), within the Division of Environmental Assessment and Restoration (DEAR) at the Department of Environmental Protection (DEP, or the Department). The WMS implements the Integrated Water Resource Management (IWRM) program, which fulfills requirements of the Florida Water Quality Assurance Act and the federal Clean Water Act. The WMS consists of approximately 26 Departmental staff and three groups of contractors, located across the state. The Section maintains two monitoring networks, referred to as the Status Network and the Trend Network.

The major responsibility of each Project Manager (PM) is to carry out duties associated with both the Status Network and the Trend Network in one or two zones (reporting units) in the state. These duties include:

- **Overseeing water quality sampling** to ensure proper scheduling, sample collection, and shipment;
- **Ensuring that project deliverables are received**, including documentation and Quality Assurance (QA) reports;
- **Reviewing project data**, including entering, editing, and troubleshooting data;
- **Disseminating public information**, including drinking water quality exceedance reports;
- **Participating in meetings** within the Department and with our Water Management District (WMD) and county partners;
- **Attending required training programs**;
- **Initiating and renewing contracts** with external (contracted) sampling agencies. Currently, this duty is applicable to one of the four PMs;
- **Supervising internal staff** (samplers employed by the Department), including coordinating purchases, human resource-related tasks, and other activities required to carry out sampling. This duty applies to the three PMs who do not manage contracts with external agencies.

A. The IWRM Status Sampling Network

Description: The Status Network, funded by the State Water Quality Assurance Trust Fund, is a stratified, random sampling network with predefined reporting units (zones). In this network, surface and ground water sampling locations are chosen in a random, unbiased manner from six statewide zones. The boundaries of these zones are equivalent to the WMD boundaries, except South Florida WMD, which is divided into eastern and western zones ([Figure 1](#)). Florida's fresh waters are divided into seven identifiable resource types. Five of the resource types are surface water (SW): rivers (LR), streams (SS), large lakes (LL), small lakes (SL), and canals (CN). The other two resource types are

ground water (GW): confined aquifers (CA) and unconfined aquifers (UA). The WMS began sampling canals in 2012, but only in Zones 3, 4, 5, and 6. Prior to that year, canals were classified as either rivers or streams.

Purpose: The purpose of the Status Network is to obtain a statewide, annual estimate of water quality for each resource type.

Schedule: In the current design, the calendar year is divided into seven index periods, one for each resource type. Each index period lasts between one and three months. The sampling of each resource is referred to as a project. Status projects are named according to the zone, resource, year, and month. For example, Z6LR1305 is for sampling of Zone 6 rivers in 2013, starting in May. [Figure 2](#) shows the Status Network sampling periods.

Number of Samples: During GW index periods, 20 samples per zone are required. During SW index periods, 15 samples per zone are required.

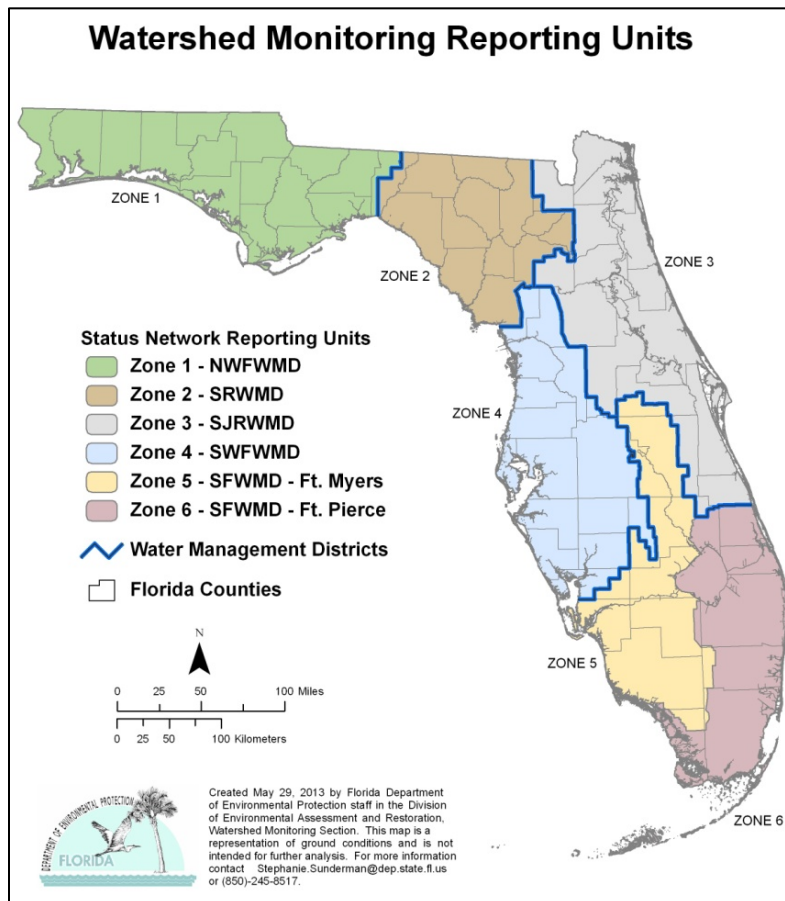


Figure 1. Status Network Reporting Units (Zones).

The zones overlap with the five WMDs as follows: Zone 1 is the Northwest Florida WMD (NFWWMD). Zone 2 is Suwannee River (SRWMD). Zone 3 is St. Johns River (SJRWMD). Zone 4 is Southwest Florida (SWFWMD). Zone 5 is the western portion of South Florida (SFWMD – Ft. Myers), and Zone 6 is the eastern portion of South Florida (SFWMD – Ft. Pierce).

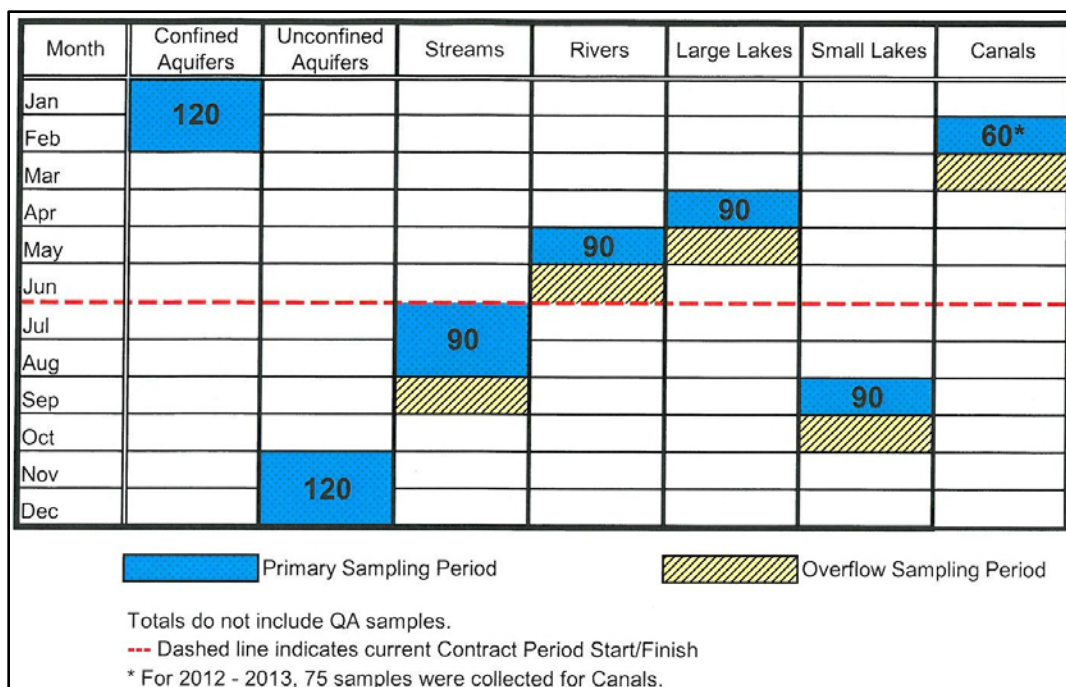


Figure 2. Status Network Index Periods.

120 ground water samples per resource are split equally among the 6 statewide zones.

90 surface water samples per resource* are split equally among the 6 statewide zones.

* For canals, 60 samples are split equally among Zones 3-6. In 2012-2013, Zone 6 had 30 canal sites.

B. The IWRM Trend Sampling Network

Description: The Trend Network consists of 125 fixed sites located throughout the state (76 SW sites and 49 GW sites). Surface Water Trend (ST) sampling is funded by Section 604 of the Federal Clean Water Act; Ground Water Trend (GT) sampling is funded by the State Water Quality Assurance Trust Fund. See [Figure 3](#) and [Figure 4](#) for the locations of Trend stations.

Purpose: The purpose of the Trend Network is to monitor for water quality changes over time at fixed locations. The GW Trend Network measures changes in confined and unconfined aquifer wells; the SW Trend Network measures changes in flowing waters (rivers, streams, and canals).

Schedule: Field analyte measurements (such as pH, temperature, and dissolved oxygen) are collected monthly at SW and unconfined GW Trend sites. Field analytes are collected quarterly at confined GW sites. In addition to the field measurements, teams must collect water samples for laboratory analysis each month (within a 25- to 35-day window) for SW sites, and each quarter for GW sites. Trend projects are named according to the zone, resource (ST or GT), year, and month. For example, Z1GT1304 is the project name of Zone 1 GW Trend sites sampled in 2013 during April. [Figure 5](#) shows the Trend sampling schedule.

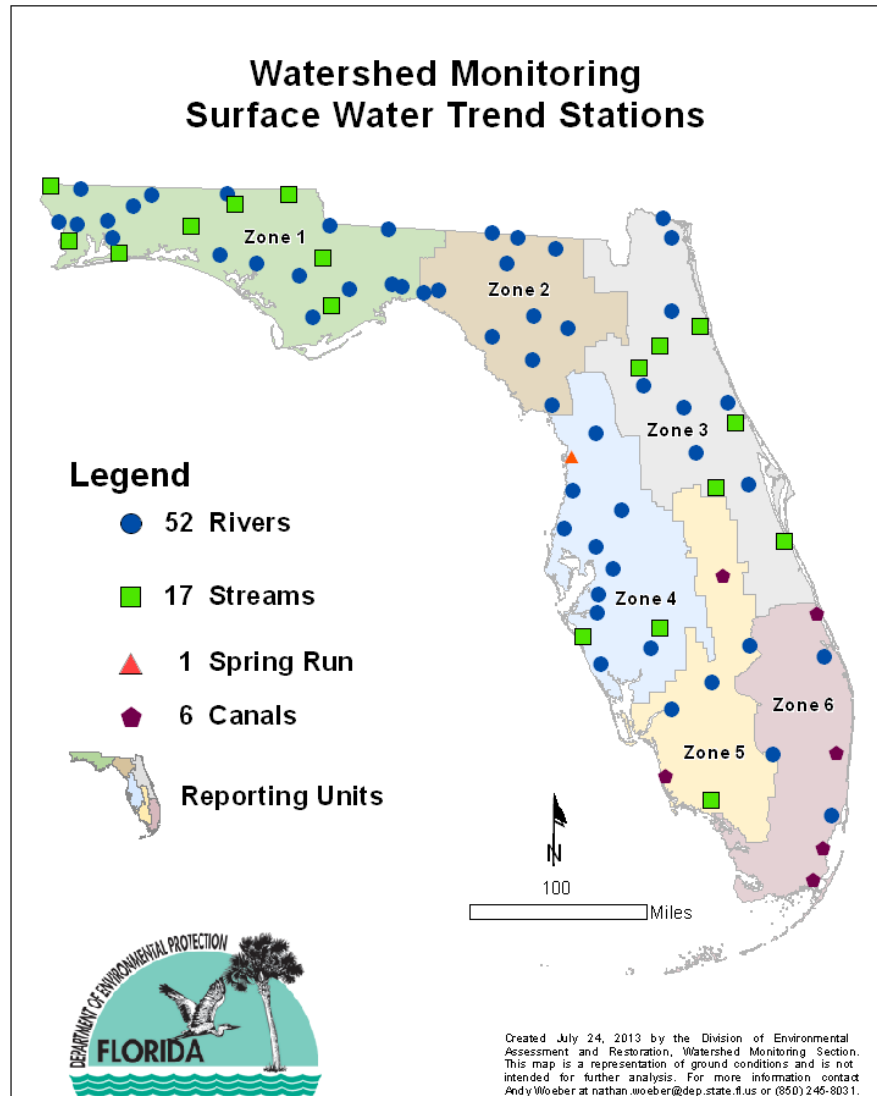


Figure 3. Map of SW Trend stations.

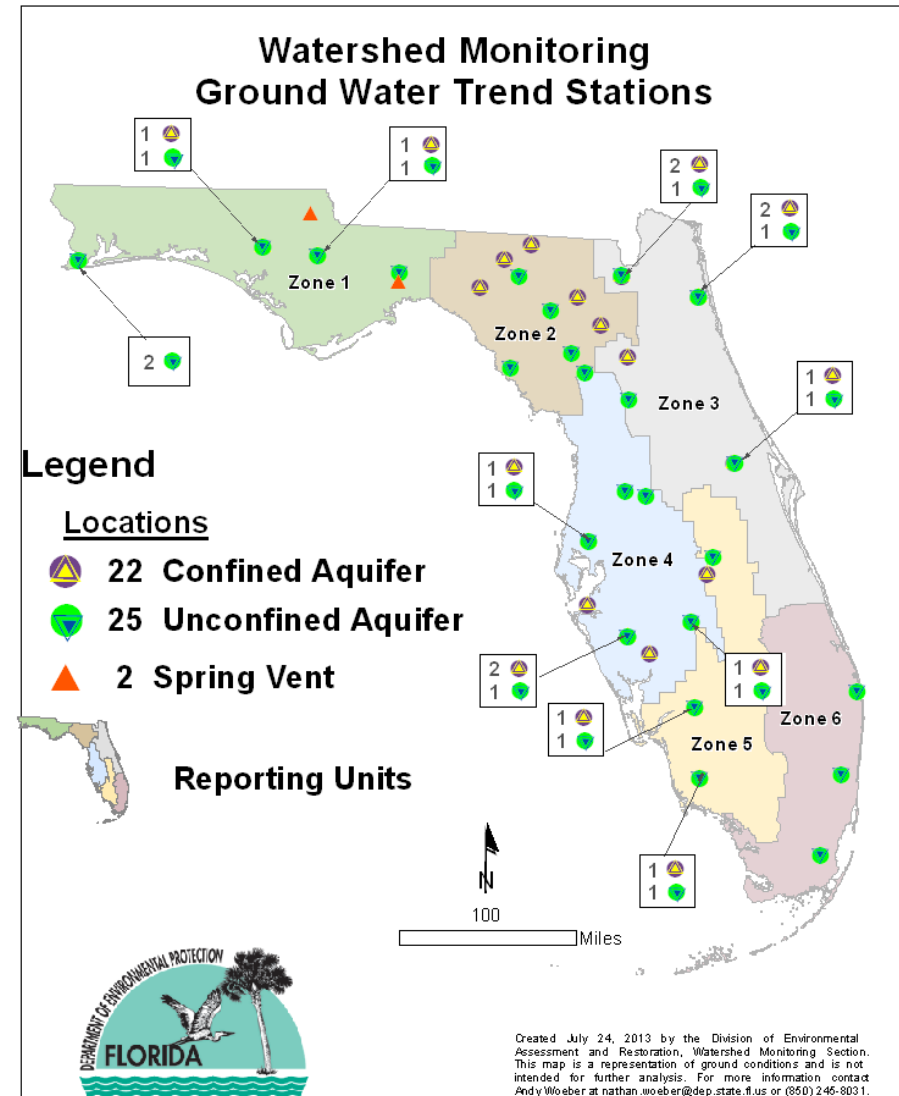


Figure 4. Map of GW Trend stations.

Number of Samples: The number of SW and GW Trend sites depends on the zone, as shown in [Figure 3](#) and [Figure 4](#). SW Trend sampling occurs at 6 to 25 sites and GW Trend sampling occurs at 3 to 11 sites, depending on the zone.

Month	Confined Aquifers			Unconfined Aquifers			Surface Waters		
	Field Data	Water Samples	Metals and MLU	Field Data	Water Samples	Metals and MLU	Field Data	Water Samples	SCI and HA
Jan	✓	✓		✓	✓		✓	✓	
Feb				✓			✓	✓	
Mar				✓			✓	✓	
Apr	✓	✓		✓	✓		✓	✓	
May				✓			✓	✓	
Jun				✓			✓	✓	
Jul	✓	✓		✓	✓		✓	✓	
Aug				✓			✓	✓	
Sep				✓			✓	✓	
Oct	✓	✓	✓	✓	✓	✓	✓	✓	
Nov				✓			✓	✓	✓
Dec				✓			✓	✓	

Figure 5. Trend Network field data and water sampling schedule.

Water samples are collected quarterly at all GT sites. Field analytes are collected quarterly at confined aquifers and monthly at unconfined aquifers. Both water samples and field analytes are collected monthly at ST sites. Metals samples and Micro Land Use (MLU) are collected at GT sites in October. Stream Condition Index (SCI) and Habitat Assessment (HA) are collected at appropriate ST sites annually (typically in November).

PMs may refer to [Appendix A](#) for a bulleted list of duties. For a quick guide to useful documents and web sites, see [Appendix F](#).

I. Overseeing Sampling

The primary responsibility of all PMs is to ensure that staff follow the protocols outlined in the WMS Sampling Manual (<http://publicfiles.dep.state.fl.us/DEAR/Watershed Monitoring/Documents/WMS-SamplingManual.pdf>). PMs must verify that staff have the necessary schedule, vehicles, equipment, supplies, labels, and kits/coolers to perform their duties. Specifics are addressed below.

A. Routine Program and Project Duties

1. Labels

Labels are needed to identify and track samples in the collection and lab analysis process. A single PM is responsible for labels, as well as obtaining carbon-free custody sheets from the Department's print shop each quarter. The sequence for generating labels follows:

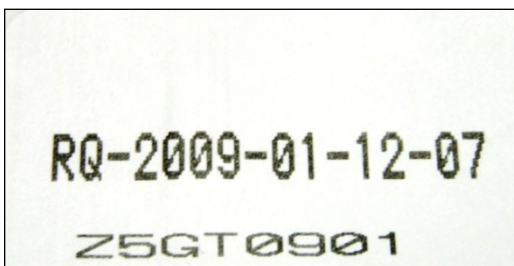
- i. At least four weeks before the start of each quarter (i.e. at the beginning of December, March, June, and September), the Quality Assurance Officer (QAO) compiles the number and location of samples and blanks to be collected during each week of the following quarter. The QAO submits the requests to the Department's Central Laboratory via the Laboratory Information Management System (LIMS). The Lab approves the scheduling requests, prepares the sample

- bottle kits, and ships the kits and coolers to the sampling teams in Zones 3 through 6. Samplers from Zones 1 and 2 pick up their kits and coolers from the Central Lab in Tallahassee.
- ii. The request numbers (RQs) are automatically generated by LIMS, and the QAO saves the sampling schedule and RQs in [\\tlhwrn\Sol Z\Sampling Schedule](#).
 - iii. The QAO informs the WMS Environmental Manager (EM) that the requests are scheduled; the EM or Data Manager (DM) then loads the RQs and site IDs into the WMS database.
 - iv. When steps i-iii are complete, one of the PMs uses the Automated Data Management (ADM) software to print the station ID, RQ, and blanks labels (see examples, below) for both Status & Trend projects, usually several weeks in advance. See [\\tlhwrn\Sol Z\ADM\ADM_doc\ADM User Manual.doc](#) for the ADM user manual.
 - v. Each PM checks the set of labels assigned to their zone prior to providing them to the samplers.

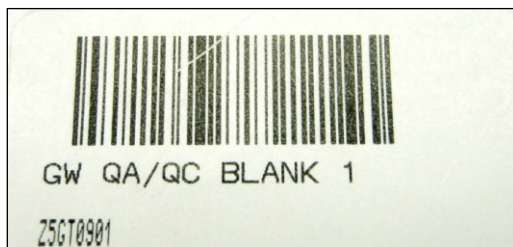
Example: Station Identification Label



Example: RQ Label



Example: Blank Label



Labels for Status sites:

Every quarter, a set of station ID and RQ labels is printed for each of the resources monitored during the following three months. The PM ensures that the labels are correct as to zone, resource, and month, and checks the RQ labels against the schedule developed by the QAO (located in [\\tlhwrn\Sol Z\Sampling Schedule](#)). As sites are excluded, samplers may request additional labels through their PM who, in turn, communicates the need to the PM responsible for labels.

Each PM should check that there are labels for the appropriate number of Quality Assurance/Quality Control (QA/QC) blanks (either field or equipment) scheduled. One blank is collected for every five Status samples (not counting sediment, Stream Condition Index [SCI], or chlorophyll *a* samples). An

equipment blank should be conducted on each piece of equipment used during a project. For example, if the sampling team will be using multiple GW pumps, an equipment blank should be conducted on each pump within the allotted time frame for the project.

Labels for Trend sites:

Every quarter, a suite of station ID and RQ labels is printed for the following three months' SW Trend sampling, as well as labels for the quarterly GW Trend sampling. Each PM ensures that the labels are correct as to zone, resource, and month, and checks the RQ labels against the schedule developed by the QAO (located in [\\tlhwrn\Sol Z\Sampling Schedule](#)).

Each PM should check that there are labels for the appropriate number of QA/QC blanks (either field or equipment) scheduled. One blank is collected for every five Trend samples (not counting SCI or chlorophyll *a* samples). An equipment blank should be conducted on each piece of equipment used during the project. For example, if the sampling team will be using multiple Van Dorn samplers, an equipment blank should be conducted on each Van Dorn within the allotted time frame for the project.

2. Coolers/Kits

The Central Laboratory prepares and ships coolers containing sample bottle kits for every sampling event. Coolers are shipped at least two weeks prior to sampling so that they are received at least one week in advance. Upon receipt, WMS field staff must check the coolers for the appropriate sampling kits. If there are any problems with the kits, such as missing / broken / incorrect bottles, the PM should contact the QAO or the Lab Liaison to arrange for immediate shipment of the necessary items. In addition, the QAO should keep the Lab Liaison informed of shortages and bottle changes.

3. Purchasing Equipment and Supplies

PMs are responsible for overseeing and coordinating approval for purchases associated with water quality monitoring. PMs who manage internal staff should have a P-card with the ability to purchase commodities. PMs who manage contracts or grants with monitoring entities should be consulted by the contractor prior to their purchase of any equipment. Items purchased under contracts must be listed in the Budget Cost Analysis section of contract agreement. The QAO purchases some of the sampling supplies, as listed in [Appendix B](#).

PMs should follow the WMS Purchasing and Budgetary Guidelines located in [\\tlhwrn\Sol Z\Purchasing and Budgetary Guidelines](#). The following paragraphs provide some highlights.

All purchases require prior approval via a signed Purchase Order Request (POR) or via email. On all approvals, please note if the purchase is out of the ordinary and carbon copy the WMS Administrative Assistant. The DEAR Budget Coordinator has prepared a Purchase Authorization Memo for items that field staff routinely purchase (e.g., ice for sample coolers). See [\\tlhwrn\Sol Z\Purchasing and Budgetary Guidelines](#) for the memo, which includes a list of personnel authorized to make the purchases. For all purchases, be sure to deliver a Receipt Submittal Form ([DEP 55-310](#)) with each receipt to the WMS Environmental Administrator (EA), along with documentation of the approval. The purchase approval process is as follows:

Approvals for Purchases Unrelated to Vehicle Repair

Purchase Amount	Approver	Notes
Under \$500	Direct supervisor of purchaser	--
\$501 – 1,000	Direct supervisor and EA	--
Over \$1,000	Direct supervisor, EA, and WQAP Program Administrator (PA)	Purchase must be made through MyFloridaMarketplace; see below

Vehicle repairs beyond routine maintenance must be approved by the Deputy Secretary's Office. These requests should be emailed to Carla Gaskin, Staff Director of Regulatory Programs, along with description of the repair and a cost estimate.

Examples of Vehicle Maintenance vs. Repair

Maintenance	Repairs
Rotate, inspect and balance tires	New tires
Replacing bulbs in lights	Replacing lights, headlight covers, not bulbs
Washing/waxing vehicles	Damage from accidents
Replacing air filters	New brakes or brake pads
Replacing transmission fluid	Transmission work
Replacing fuel filter	Work on electrical system
Replacing wipers	Cracked windshields
New battery	Hoses and belts
Adding fluids	Radiator work
Flat tire repair/replacement	Replacing any valves and sensors
Alignment	Fixing steering or suspension problems

Emergency repairs can be purchased as needed if it is not possible to get prior approval; however, the request should be submitted as soon as possible.

Any item requiring a property tag, or valued at over \$1,000, must be ordered under state contract or from a vendor listed on MyFloridaMarketplace. The PM should check the list of current state contracts (http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts) to determine whether the item is under state contract. If the item is not under state contract, the PM must get bids from at least three different companies and select the bid which best fits the need and is the most economical choice. Minority vendors must be considered in this process. For a minority vendor list, log into [https://vendor.myfloridamarketplace.com/admin/vendor_search.jhtml;\\$ti\\$11;\\$ts\\$1236283524129?requestid=9729](https://vendor.myfloridamarketplace.com/admin/vendor_search.jhtml;ti11;ts1236283524129?requestid=9729). The username and password are both “publicuser”. It is important to allow enough time for PORs to be approved by senior management.

Property tags are required for vehicles, outboard engines, GPS units, and generators, as well as less expensive but “attractive” items such as cameras. When the PM or staff purchases such an item, the next step is to notify the WMS Administrative Assistant. The following information is needed to obtain a property tag:

- make and model of the item;
- serial number;
- purchase date and/or POR or PR (purchase requisition) number;
- purchase value of the item.

The item is listed with its property tag number and responsible Section on the Florida Accounting Information Resource (FLAIR) system, the Department’s computerized inventory application. The PM is listed in FLAIR as the responsible group for tagged property/equipment purchased by the Department for the WMS. PMs should keep an inventory of tagged equipment ([Appendix C](#)) in a folder on [\\tlhwrn\Sol Z](#) so that this information is all in one place (FLAIR provides the information only after the item has been tagged).

4. Field Audits

Audits are conducted to assess the samplers’ ability to follow WMS sampling protocols. The frequency of audits will depend on the type of sampling that each group conducts and the number of projects

scheduled for that group. It is considered an *external audit* when the QAO conducts a field audit on sampling staff, and an *internal audit* when the manager of the sampling team conducts the audit. Each year, the QAO will conduct at least one SW and one GW external field audit for each sampling group. PMs attend these audits and complete their own Field Audit Review Form. The QAO compiles the findings from both Field Audit Review Forms into the external audit report issued to the sampling group. PMs who manage Departmental staff are not required to conduct additional internal audits, but they may choose to do so on an as-needed basis.

Each year, contracted sampling groups are required to conduct at least one SW and one GW internal field audit. These internal audits are conducted by a manager, an approved Lead Sampler, or QAO at the contracted sampling agency, using the WMS Field Audit Review Form. Findings are reported in the sampling agency's quarterly progress reports that are submitted to the PM (see the [Requirements from External Staff](#) section for more information).

II. Reviewing Deliverables

Before checking the numerical data collected by samplers, PMs should ensure that all proper documentation was received. Internal (DEP) and external (contracted) staff have largely the same requirements, but some requirements and timelines are slightly different. Therefore, this chapter is divided into two sections, one related to internal staff, and one related to external staff.

A. Requirements from Internal Staff

Each month, samplers should submit an **information packet** related to the Status and Trend sampling conducted during the previous month. This packet is due within 30 days after project completion, i.e., 30 days after the final sample of the project is collected. The information packet should contain:

- **field data sheets**, including (if applicable) HA and SCI sheets (FD 9000-3, FD 9000-4, and FD 9000-5), or LVI sheets (FD 9000-27 and FD 9000-31), all available on the SOP web page: <http://www.dep.state.fl.us/water/sas/qa/forms.htm>. HAs are conducted once annually at SW Trend sites, and during sampling of Status SS, LR, and CN. SCIs are conducted once annually at SW Trend sites only. LVIs are conducted during sampling of Status LL and SL.
- **QA sheets** (Field Reference Samples [FRSs])
- **custody sheets** (yellow copy)
- copies of **relevant pages of log books** (calibration, cleaning, maintenance, and standards/buffers/reagents), in hard copy or electronically
- **Micro Land Use forms** (for all GW Status sites and once annually for GW Trend sites)

- **site photos, maps, sketches and/or descriptions** of sampled Status sites and Status sites excluded in the field. These photos should be provided electronically, and saved in a readily accessible folder on the PM's desktop or on [\\tlhwrn\Sol Z](#).

Each quarter, the samplers should also submit a **QA Report**. The report is due within 30 days after the end of the quarter, and should contain:

- **a title page** that indicates the time period
- **a summary of internal audits**, including steps taken to address recommendations or significant problems
- **a summary of external audits**, including steps taken to address recommendations or significant problems
- **the number of FRSs** analyzed; the number of unsatisfactory results and corrective action taken
- **the number of blanks** collected
- **the total number of samples collected per resource** and, if applicable, why the total number was less than scheduled (e.g. ran out of time, all sites dry, etc.)
- **any other significant problems or activities.**

Please refer to [\\tlhwrn\Sol Z\QARepor Example](#) and the [Sampling Manual](#) for examples of QA Reports. It is the PM's responsibility to check that the appropriate sites were sampled and the required data collected, as outlined in the Sampling Manual.

1. Deliverables Checklist

- ☐ Stamp the QA Report with a WMS date received stamp. This stamp is kept in the Administrative Assistant's office.
- ☐ Review the QA Report to ensure that it is accurate and complete (see bulleted list [above](#))
- ☐ Send a copy of the QA Report to the QAO.
- ☐ Ensure that Trend field data were entered into the WMS data entry website (<http://waterwebprod.dep.state.fl.us/ambient/field/>) within 30 days after project completion (i.e., 30 days after the final sample of the project is collected)
- ☐ Ensure that Status site reconnaissance information, including date sampled or exclusion criteria, were entered into GWIS Database Utilities (<http://gwis.dep.state.fl.us/>) within 30 days after project completion
- ☐ Ensure that Status field data were submitted as .SSF files to the WMS GPS Coordinator within two weeks after project completion

Note: The PM should keep a spreadsheet of reports received and approved in the front of the Projects folder or online, per the WMS Environmental Administrator's request.

B. Requirements from External Staff

Each quarter, contractors should submit a series of documents related to the Status and Trend sampling conducted during the previous quarter. These documents due within 30 days after the end of the quarter, and consist of:

- a **progress report** for the quarter that includes a statement of percent completion of tasks
- an **invoice** for the quarter
- an **information packet** containing the same documentation listed [above](#)
- a **QA Report** that contains the contract number as well as the information listed [above](#). Please refer to [\\tlhwrn\Sol Z\QAReport_Example](#) and the [Sampling Manual](#) for examples of QA Reports.
 - o The October through December QA Report should also contain a field sampling Quality Assurance Project Plan (QAPP) for SW Trend sampling.

It is the PM's responsibility to check that the appropriate sites were sampled and the required data collected, as outlined in the [Sampling Manual](#) and contract attachments. After the PM determines that the contractors fulfilled their part of the agreement, the PM should process the invoice within seven days.

1. Deliverables and Invoices Checklist

- ☐ Ensure that an invoice was received within 30 days after the end of each quarter. The contractor has until mid-June for Status and GW Trend contracts, and September 30 for SW Trend contracts, to submit the final invoice for the fiscal year.
- ☐ Print out a copy of the Florida Accountability Contract Tracking System (FACTS) Contract Summary Form, complete it, and submit it with the invoice. FACTS Contract Summary Forms, pre-populated with information from each contract, are found at <https://facts.fldfs.com/Search/ContractSearch.aspx>.
- ☐ Print out a copy of the Invoice Approval Form for Contracts/Grants (Form 55-263; available at http://www.dep.state.fl.us/admin/forms/GenSvc_forms.htm#IAF), complete it, and submit it with the invoice.
- ☐ Review the documents to ensure inclusion of the following deliverables:

- 1) The submitted QA Report is accurate and complete (see bulleted list [above](#))
- 2) Trend field data were entered into the WMS data entry website (<http://waterwebprod.dep.state.fl.us/ambient/field/>) or sent digitally to the WMS DM and EM within 30 days after project completion (i.e., 30 days after the final sample of the project is collected)
- 3) Status site reconnaissance information, including date sampled or exclusion criteria, were entered into GWIS Database Utilities (<http://gwis.dep.state.fl.us/>) within 30 days after project completion
- 4) Status field data were submitted as .SSF files to the WMS GPS Coordinator within two weeks after project completion

- ☐ Send a copy of the QA Report to the QAO.
- ☐ Sign and date the FACTS Contract Summary Form as the PM.
- ☐ Route to the WMS Environmental Administrator. If the invoice is a final invoice, you must also route to the WQAP Program Administrator.
- ☐ Make 4 copies of the invoice, the FACTS Contract Summary Form, the Invoice Approval Form, and the report and send to the following:

Orig. invoice + 2 copies + 1 CSF	Contracts Disbursements Section	MS 78
1 copy of invoice + CSF	WQAP Budget Coordinator	MS 3560
1 copy + 1 CSF	PM	
- ☐ After one month, check with the WQAP Budget Coordinator and the SAMAS/FLAIR report to ensure payment has been made. Record Voucher # in tracking file.

A Contract and Grant Management Spreadsheet ([Appendix E](#)) should be kept in the front of your contracts folder.

III. Reviewing and Managing Data

After all of the deliverables are accounted for, the PM should check the data for accuracy. This chapter provides an overview of WMS data management and checklists for data review.

A. Overview

The WMS uses multiple applications to oversee data flow. Collectively, these platforms are referred to as the Oracle Generalized Water Information System (OGWIS). Depending on the type of data (reconnaissance, field parameters, or lab data), a different application is used to upload or access the

data. The following list describes the applications in detail. Please refer to the WMS Data Management Protocols document at <http://publicfiles.dep.state.fl.us/DEAR/Watershed Monitoring/Documents/WMS-DataManagementSOP.pdf> for more information.

- 1) GWIS Database Utilities: This is an internet application that samplers or PMs use to enter **reconnaissance information for Status sites**. It houses other **Status and Trend station information** including location, water resource type, and links to maps and aerial photographs via MapDirect (<http://ca.dep.state.fl.us/mapdirect/?focus=gwis>). PMs use the Database Utilities to track the progress of Status site reconnaissance and to **add or edit station information**, such as land owner contact information. For each project, samplers should enter either the date sampled or justification and comments for excluded sites¹. These entries are due within 30 days (preferably 2 weeks) of project completion (i.e., 14-30 days after the final sampling date of the project). GWIS Database Utilities is available at <http://gwis.dep.state.fl.us/> by entering username = water and password = Monitoring1. Please see the [Data Management Protocols](#) for directions on how to add or edit station information using the Database Utilities.
- 2) WMS Trend Field Data Entry page: This is an internet application, available at <http://waterwebprod.dep.state.fl.us/ambient/field/>, which samplers use to enter **field data from Trend sites**. At this time, the SJRWMD prefers not to use this web application; instead, they provide the data directly to the DM or EM using the format specified in the [Data Management Protocols](#). Trend field data from these agencies are saved in [\\tlhwrn\Sol Z\tv field](#). All Trend field data must be submitted within 30 days (preferably 2 weeks) after project completion.
- 3) GPS Units: Samplers enter **field data from Status sites** directly into their GPS devices. These data are stored as Standard Storage Format (.SSF) files. Within two weeks of project completion, samplers send the SSF files to the WMS GPS Coordinator. The GPS Coordinator has two weeks to process the files into an Excel spreadsheet and notify the PM. The samplers and PM then have two weeks to conduct their data review. Managers can check [\\tlhwrn\Sol Z\STATUSFD\yyyy\DATALOAD_SCHEDULE.xls](#), where yyyy is the year, to view the progress of Status field data processing.
- 4) Automated Data Management (ADM): ADM is used to track the progress of individual projects (from preparation through release of the data), to **review lab and field data**, and to generate

¹ Exclusions are covered at length in the Sampling Manual:
<http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/documents/WMS-SamplingManual.pdf>

reports from the data. The ADM application should be installed on the PM's desktop computer. Please see \\tlhwrn\Sol Z\ADM\ADM_doc\ADM_User_Manual.doc for a detailed ADM manual.

PMs are responsible for ensuring that all data are transferred in full and on a timely basis, for tracking their review, and for reporting exceedances of primary drinking water standards in potable water wells. Because this entire process can take up to nine months, PMs use a Status and Trend data tracking sheet such as the one saved in \\tlhwrn\Sol Z\DEP_Samplers\2013 Projects\DATA REVIEW\. All data are considered provisional until they have been reviewed by the DM, PM, and sampling staff. After this point, the data are considered release quality, and are uploaded to the public database, Florida STORET (<http://storet.dep.state.fl.us>), on a quarterly basis.

B. Data Review Checklists

1. Status Field Data

The GPS Coordinator saves the Status field data spreadsheet in a separate folder on Sol Z based on the project. For example, the 2012 field data for Zone 5 Confined Aquifers are saved in \\tlhwrn\Sol Z\Status Network SSF 6th Cycle\Zone_5\Confined\Z5CA1201.xls. (Note: Cycle 6 is year 2012; Cycle 7 is 2013, etc.) The GPS Coordinator notifies each PM when their Status field data are ready for review; PMs then have two weeks to apply corrections and save the corrected spreadsheet in <\\tlhwrn\Sol Z\STATUSFD\yyyy\> where yyyy is the year. The DM will use the values in the spreadsheet to update and possibly overwrite the values in the GWIS database, so it is important that the spreadsheet contains the most up-to-date information. The following list outlines how to conduct Status field data review.

- ☐ Map out the lat/longs listed in the spreadsheet to visually inspect them. You may enter the locations into ArcMap or [MapDirect](#) to ensure that the site is not obviously misplaced (e.g., SW site showing up on dry land, GW site showing up in a waterbody, etc.).
- ☐ Correct any inconsistencies between the spreadsheet and field sheets.
- ☐ Ensure that the sampling time is rounded to the nearest minute and matches the field sheet.
- ☐ For any cases where the Collection_Method entry is not DGPS, contact the GPS Coordinator or samplers to investigate why the lat/long were not corrected.
- ☐ Pay close attention to measurements listed as 0 or N/A. The GPS unit will automatically insert N/A into fields where there was no measurement taken (e.g., at wells where in-place plumbing

prohibited the Depth to Water [DTW] and Water Column Height measurements). These should be changed to null (empty) cells in the spreadsheet.

- ☐ For measurements listed as 0, contact the samplers and determine if the value should actually be 0 (highly unlikely), or if there was no reading taken. If no reading was taken, determine the reason and replace the 0 with a blank cell.
- ☐ For measurements listed as N/A, replace the N/A with a blank cell.
- ☐ Insert an O into the qualifier cell adjacent to the blank cell.
- ☐ Insert a comment in the Comments cell indicating why a measurement was not taken (e.g., “No measurement taken due to in-place plumbing”).
- ☐ For flowing/artesian wells where the DTW was measured, confirm that DTW is a negative number.
- ☐ For GW sites, determine if the well is an Existing Station in [GWIS Database Utilities](#). This means that the well has been sampled before. If so:
 - ☐ Correct any inconsistencies between the spreadsheet and GWIS. The PM should edit the spreadsheet so that it contains the most up-to-date information.
 - ☐ Ensure that GWIS has entries for each of the Minimum GW Data Requirements: Station Name, County, Agency, Waterbody Name, Water Resource, Latitude, Longitude, Locational Method, Locational Datum, Casing Diameter, Casing Material, Casing Depth, Total Depth, and all Contact Information. If any of these items is missing, determine the values and enter them into GWIS.
- ☐ Apply any other necessary corrections and save the spreadsheet in \\tlhwrn\Sol Z\STATUSFD\yyyy\ where yyyy is the year.
- ☐ Once the spreadsheet is corrected, notify the DM that the field data are ready for uploading to ADM.

2. Combined Field and Lab Data

Once the lab and field data files have been uploaded into ADM, the PM processes the files for review by sampling staff. All corrections to data within ADM should be submitted to the DM by filling out a **Sample Data Correction Request Form** (see [\\tlhwrn\Sol Z\datamgmt\](#) for a template). After approving the corrections made by the DM, the PM releases the data for uploading to Florida STORET. The following checklist describes the steps to take for each project. For more information, please see the ADM Manual at [\\tlhwrn\Sol Z\ADM\ADM doc\ADM User Manual.doc](#).

- ☐ Enter the name of the project into ADM (e.g. Z3GT1301 for Zone 3 Ground Water Trend data collected in January 2013; Z4SS1207 for Zone 4 Small Streams data collected in July 2012).
- ☐ Click on the **Review** tab. (This will display the dates when data were entered into the database.) Then, click on **Run Checks**. A rich-text format (.rtf) file, also called the *metadata file*, is produced with information about the project. This file is saved in [\\tlhwrn\Sol Z\provis\](#) using the project name as the filename (e.g. Z3GT1301.rtf). Review the metadata file for the following nine criteria:
 - ☐ 1) “Stations Sampled” section: confirm that all stations were sampled.
 - ☐ 2) “Missing Primary Sample Data for Station” section: confirm that all stations had a primary sample taken.
 - ☐ 3-4) “Analyte Count” and “Missing Analytes” sections: confirm that all analytes were collected. Exception: For wells at which the DTW could not be measured, the DTW should show up as a missing analyte. See the [Sampling Manual](#) for the most recent analyte list.
 - ☐ 5) “Total Blanks” section: confirm that the appropriate number of blanks was collected. There should be at least one blank for every five samples, not counting sediment, SCI, or chlorophyll *a* samples, and at least one blank for each piece of equipment used during the project. See [\\tlhwrn\Sol Z\QAQC Blanks](#) for more information on equipment and blanks.
 - ☐ 6) “Blank Detections” section: confirm that no analytes were detected in the blanks. If analytes are detected in blanks, further review is required to ensure that associated data are qualified, if necessary. See [\\tlhwrn\Sol Z\QAQC Blanks](#) for more information on blank detections and data qualifiers.
 - ☐ 7) “Measurement Range Check” section: confirm that no values were outside of the logically acceptable range (e.g., pH greater than 14).
 - ☐ 8) “Measurements Reporting Negative Values” section: confirm that no parameters were reported as negative values. Exception: in flowing/artesian wells where DTW was measured, the DTW should be negative.
 - ☐ 9) “Excessive Turbidity” section: confirm that no samples were reported with excessive turbidity.
- ☐ Enter any pertinent comments into the “Comments” section and save the metadata file.
- ☐ After reviewing the metadata file, click on the **Reports** tab. Click on the **Result Data** button to create your *result data file*. This Excel spreadsheet will be named according to the project and

will be saved in [\\tlhwrn\Sol Z\provis\](#). Format the Date column to show the time, and save the file. Check the result data file to ensure that:

- ☐ All field measurements match the values written on the field sheets
- ☐ All comments from the field sheet have been retained
- ☐ For SW, Primary and Bottom measurements are labeled properly and with different activity times
- ☐ “N/A” or “0” is not inserted where null values should be (especially in Status projects; see [measurements listed as 0 or N/A](#) for more information).
- ☐ For flowing/artesian wells where the DTW was measured, the DTW is a negative number.
- ☐ All data are properly qualified (i.e., qualifiers make sense – see the [Sampling Manual](#) for a list of qualifier codes).
- ☐ Record any necessary changes into the Sample Data Correction Request Form (see [\\tlhwrn\Sol Z\datamgmt\](#) for a template).
- ☐ Click on the **Blank Data** button to create a file of the data from the blanks, if they were taken for this project. The *blank data file* is saved using the same folder and filename as the result data file, except there is a “-B” appended to the filename (e.g., Z3GT1301-B.xls).
- ☐ Determine where to add or remove “J” qualifiers, if needed, based on chronological and quantitative bracketing and results of calibrations. See the presentation in [\\tlhwrn\Sol Z\QAQC Blanks\](#) for more information. Include any needed changes in the Sample Data Correction Request Form.
- ☐ (Optional step) Click on the **Pivot Table Text** or **Pivot Table Number** button to create a result data file that is in a “pivoted” format. These spreadsheets provide a different way of viewing the same information as the result data file. The *pivot table files* are saved in [\\tlhwrn\Sol Z\Pivot Table Text\](#) and [\\tlhwrn\Sol Z\Pivot Table Number\](#), respectively. Check whether each station has the full suite of analytes, as well as review their values.
- ☐ Once all files (metadata, result data, blank data, and optional pivot table) are created, they should be sent to the sampling entity for their review, via email or the FTP site. To upload to the FTP site, navigate to <ftp://ftp.dep.state.fl.us> and, in Internet Explorer, select View → Open FTP site in Windows Explorer. Copy the files into an appropriate directory in Windows Explorer and send the link to the sampling staff.

- ☐ When the files are returned and corrections are needed, use the Sample Data Correction Request Form (in [\\tlhwrn\Sol Z\datamgmt](#)) to submit to the DM, who will make the corrections in the database.
- ☐ Once the DM has applied the corrections, open ADM and regenerate the metadata, result data, blank data, and pivot table data files to verify the corrections. Note any anomalies in the Project Comment field in ADM, such as a reduced number of stations sampled, or analytes missing due to lab errors.
- ☐ After the data have been thoroughly reviewed and any necessary corrections made, the data may be released for public access. Click **Release**, and a date will be added into the Release Data field. The final result data file will be saved in [\\tlhwrn\Sol Z\release\](#).
- ☐ If for any reason the released data need to be recalled (unreleased), click on ADM's **Revert Release** button. Click the **Editor** button, enter the date and the rationale for the reverted release into the Comments field, click **Save**, and notify the EM.

3. Field Sheets / Calibration Logs

Check GW field sheets to confirm that:

- ☐ For artesian/flowing wells, there is a note indicating this information under Purge Equipment Used.
- ☐ For artesian/flowing wells, the DTW is a negative number.
- ☐ For wells where the DTW was not measured (e.g., wells with in-place plumbing), there is a comment indicating why the reading was not taken.
- ☐ Minimum Purge Volume (1.5 well volumes) is calculated correctly.
- ☐ Volumes written on the Chemical Stability Monitoring section are correct. The volumes should be 1, 1 ¼, and 1 ½ well volumes.

Check Calibration Logs to confirm that:

- ☐ All calibrations passed the Initial Calibration Verification and Continuing Calibration Verification.
- ☐ Calibrations quantitatively bracket the values measured during that day's sampling. Dissolved oxygen, specific conductance, pH are calibrated each sampling day. Temperature sensors are verified monthly and turbidity meters are calibrated quarterly.

C. Entering Additional Data

1. Equipment and Field Blanks

Each quarter, the QAO updates the SW and GW blank tracking sheets saved in [\\tlhwrn\Sol Z\QAQC Blanks](#). These reports are intended to help PMs and the QAO with identifying the sources of contamination in blanks. Each quarter (or more frequently if needed), PMs should fill in the empty columns in their tab(s) of the spreadsheets. The empty columns are for Equipment Used, Actions Taken, and Spreadsheet Edited By. The Instructions tab in each spreadsheet contains more information.

2. Field Reference Samples (FRSs)

Each quarter, the Lab ships to the samplers a series of FRSs, samples with known but unlisted pH and specific conductance. The Lab provides the actual pH and conductance values to the PMs. Samplers should measure one FRS in the field for every ten samples, and contact their PM with the results. PMs enter this data into a spreadsheet saved in [\\tlhwrn\Sol Z\FRS\yyyy FRS\](#), where yyyy is the year.

3. Habitat Assessment Data

After the field and lab data are uploaded to STORET, PMs enter Habitat Assessment (HA) data into the Statewide Biological (SBIO) database, which is installed on a common WMS computer. The HA data are found on the Stream/River Habitat Assessment Field Sheets. HA data cannot be entered into SBIO until a sample ID has been created by Central Laboratory staff, or SCI data have been entered (if an SCI was conducted at the site). To request an SBIO sample ID, fill out the template saved in [\\tlhwrn\Sol Z\SBIO data entry\](#) and send it to the Biology Lab. The SBIO data entry folder also contains an SBIO user's guide.

4. Lake Vegetation Index Data

PMs rarely enter Lake Vegetation Index (LVI) data into SBIO; however, PMs are often called upon to verify that all Status lakes sampled also had an LVI conducted (if appropriate). PMs may receive from district offices an end-of-year list of lakes, dates, and sampling sites that can be used to check against the Status sites sampled.

IV. Producing and Disseminating Information to the Public

A. Letters to Property Owners

After the data have been reviewed and the PM releases the project, s/he should use ADM to produce exceedance reports and letters to send to the land owners who request monitoring results. The PM

should also include a key to the data qualifiers used in the exceedance report (found in the [Sampling Manual](#)), a standards and analyte information sheet (found in the Status Network Statewide Reports on the [WMS Documents page](#)), and a key to the land use guide (found on the Micro Land Use sheet in the [Sampling Manual](#)). Ground Water Trend letters, sent at the end of each year, should contain all results from the previous year and should include the same enclosures as above.

B. Letters to Public Authorities

In addition to notifying land owners, the WMS also informs the State Department of Health (DOH) and the Department's Water Supply Restoration Program (WSRP) of exceedances in state drinking water standards for ground water. The DOH and/or WSRP will notify the land owner if further sampling or filter installation are required.

C. Checklist for Producing Exceedance Reports and Letters

- ☐ Using ADM, produce letters and exceedance reports for the property owners who requested data. This is usually done after the data have been reviewed and released. For the owner letter, you may copy and paste the appropriate information into a SW or GW template (see, [\\tlhwrn\SolZ\DEP_Samplers\2013 Projects\DATA REVIEW\OWNER LETTERS](#) for examples).
- ☐ Ensure that each letter is appropriately worded for the resource which was sampled.
- ☐ Include a key to the data qualifiers used in the exceedance report, found in the [Sampling Manual](#), attachments for SW or GW resources, the list of land use designations, and a brochure about the monitoring program (available at <http://www.dep.state.fl.us/water/monitoring/index.htm> or in hard copy from the WMS Technical Writer).
- ☐ Use ADM to print mailing labels for each homeowner who requested data. As an alternative, you can type labels for home or property owners.
- ☐ Send to the following:
 - Potable wells** Land owner;
Charles Donahue, DOH (only if there is an exceedance);
Charles Coultas, WSRP (only if there is an exceedance)
 - All other resources** Land owner
- ☐ Once letters have been sent, open ADM and click on the **Record Date** button on the Report tab.

V. *Participating in Meetings and Training Programs*

A. Meetings

1. Q-Meetings

The WMS conducts periodic meetings to exchange information and conduct trainings for contractors and monitoring partners. The Q-Meeting is the forum in which participants share new developments in the program, report results, train samplers in new methods, and discuss all aspects of the sampling networks. PMs are often recruited to give presentations or demonstrations.

2. Biocriteria Meetings

The Standards and Assessment Section (SAS) conducts biannual Biocriteria Meetings to exchange information and conduct trainings with Department staff, contractors, and other monitoring partners. The Biocriteria Meeting is the forum in which the participants share information on new biological indices, report results, train samplers in new methods, and discuss specific biological aspects of the sampling networks. Field staff and PMs may attend for training or auditing purposes.

B. Training

1. Sampler Training

Any person collecting water samples for the Status or Trend sampling networks must participate in a Sampler Training at least once every five years. The WMS QAO conducts Sampler Training at least once a year. PMs are often recruited to give presentations or demonstrations.

2. Biocriteria Training

Any person collecting Habitat Assessment (HA) data, Stream Condition Index (SCI) samples, or Lake Vegetation Index (LVI) data for the WMS must participate in biocriteria training. HA samplers must attend the SCI/HA class, complete training at 12 sites, pass an initial HA test at 3 benchmark sites, and pass refresher testing at 3 benchmark sites every 2 years. SCI samplers must attend the SCI/HA class, complete a training checklist, pass an initial online test and field audit, and pass a refresher field audit every 5 years. LVI samplers must pass an initial online plant identification test and field audit, and a refresher audit every 2 years. Biocriteria training information is available at <http://www.dep.state.fl.us/water/bioassess/training.htm>. All biocriteria testing, auditing, and certification is performed by the SAS.

3. *Boat/Trailer Safety Training*

All samplers who use trailers and boats must pass the Department's Boat/Trailer Safety Training course in accordance with DEP Directive 620 (<http://www.dep.state.fl.us/admin/depdirs/pdf/620.pdf>). The course is offered in Tallahassee and at the Department's District offices.

4. *Annual Mandatory Online Training*

All Department staff must complete seven online courses upon hiring and a Combo Refresher course each subsequent year. See http://www.dep.state.fl.us/admin/training/online/coastal_AMI.htm for the training courses. The required classes are:

- New Employee Orientation
- Harassment Is...Government Version
- Diversity in the Real World
- DEP Code of Ethics, Revised 4/5/2012
- DEP Public Records
- Information Security Awareness
- Civil Rights
- Combo Refresher - After completing the seven courses listed above, the Department requires this Annual Refresher Course
- P-Card Training and Annual Refresher

VI. *Initiating and Renewing Contracts*

This chapter applies to PMs who manage contracts with external agencies.

A. Overview and Funding

About 40% of the sampling for the Status and Trend Networks is conducted through contracts/grants with NFWFMD, SJRWMD, and Alachua County. The remainder is carried out by internal (Departmental) staff. The PM who manages contracts is responsible for ensuring that:

- work is completed on time and according to the QA/QC protocols and Standard Operating Procedures outlined in the [Sampling Manual](#), and any other contract/grant attachments
- data submittals and deliverables are checked for accuracy
- invoices are reviewed and processed to ensure that staff or contractors/grantees are paid within the allotted time frame
- all contracts are successfully amended or reinitiated before services are due for the next fiscal year.

The funding for the Status and Trend Networks, described below, generally comes from two sources:

1. Surface Water Trend

Surface Water Trend sampling is funded by federal dollars (Clean Water Act section 604 money). The fiscal year for these contracts is from October 1 through September 30 each year. When October is approaching, the PM should inform the Department's Procurement Section of the switch to the next fiscal year.

Fiscal Year for Surface Water Trend

Quarter	Dates
1	October 1 – December 31
2	January 1 – March 31
3	April 1 – June 30
4	July 1 – September 30

2. Ground Water Trend, Ground Water Status, and Surface Water Status

The Status Network and Ground Water Trend Network are funded by the State Water Quality Assurance Act Trust Fund. The fiscal year for these contracts is from July 1 through June 30 each year.

Fiscal Year for Ground Water Trend, Surface Water Status and Ground Water Status

Quarter	Dates
1	July 1 – September 30
2	October 1 – December 31
3	January 1 – March 31
4	April 1 – June 30

PMs who manage contracts should use a Contract and Grant Management Spreadsheet ([Appendix E](#)) to document all actions pertaining to each contract/grant.

B. Contract/Grant Development

The Department's Procurement Section works with the WMS in developing contracts and grants. Final contract/grant content is the responsibility of the Office of Procurement. Sampling contracts and grants must be amended or reinitiated each fiscal year. PMs should begin the process at least four months

before the end of the contract or grant period, and follow procedures in the Department's Contract/Grant Manager Training Manual (http://depnet/admin/gs/files/best_practices.doc).

The following checklist will aid in completing the required actions. In this checklist, the numbered forms are available at http://www.dep.state.fl.us/admin/forms/GenSvcs_forms.htm.

1. Checklist for Contract/Grant Development

- ☐ Complete Contract Initiation Form (CIF) (Form 55-202).
- ☐ Complete Draft Contract Review Form (CRF) (Form 55-203), but do not sign yet.
- ☐ Complete the Federal Sub-recipient and Vendor Determination Checklist (Form 55-209).
- ☐ Complete Budget-Cost Analysis Form (Form 55-229).
- ☐ Ensure that the Procurement Office has completed the FACTS Contract Summary Form (CSF; see <https://facts.fldfs.com/Search/ContractSearch.aspx>).
- ☐ Create package of draft contract text, including a copy of all Attachments and Exhibits, and a copy of a budget estimate from the WMD/County.
- ☐ If this is a renewal of an existing contract, complete a letter requesting a 3% cost reduction.
- ☐ Route the contract package to the WMS Environmental Administrator, the WQAP Program Administrator, the DEAR Budget Coordinator, and the Division Director (with a contract routing slip on top that includes a brief description of the contract). All will initial and the Division Director will sign the CIF (not the CRF).
- ☐ Deliver package to Procurement Office, Mail Station (MS) 93, where staff will develop the final contract language.
- ☐ Once the package is returned to the PM, review contract and forms for accuracy. Contact the Procurement Office if errors are present.
- ☐ Sign the CRF, then route with a cover slip that includes a description of the contract. Obtain all necessary review signatures (WMS Environmental Administrator, WQAP Program Administrator, DEAR Budget Coordinator, and Division Director) on the CRF. Be sure to keep a copy of the signed documents before mailing them.

The contract and its attachments should then be sent first to the grantee for signature, who then returns the package for signature by the Division Director.

- ☐ After both copies of the contract/grant have been signed by the Division Director, return one of the original copies to the WMD/County.
- ☐ Immediately make four (4) copies of all documents and send to:

2 copies + 1 CRF + 1 CSF	Contracts Disbursements Section	MS 78
1 copy + 1 CRF + 1 CSF	WQAP Budget Coordinator	MS 3560
Orig. document + 1 CRF + 1 CSF	Procurement Section	MS 93

The PM keeps the original CRF and one copy of all documents.

VII. Supervising Internal Staff

This chapter applies to PMs who manage internal staff (i.e., samplers employed by the Department). For all personnel issues, please refer first to the “_DDO Personnel” folder located in Outlook. This directory contains the most up-to-date forms and information. To access the folder, open Outlook, click the Folder List icon, and select Public Folders → All Public Folders → Division of Environmental Assessment & Restoration → _DDO Personnel.

PMs who supervise internal staff must be familiar with the following rules and directives. Note: all Departmental directives listed below are available online at the Administrative Directives home page: <http://www.dep.state.fl.us/admin/depdirs/directives.htm>.

A. Hiring & Terminating Staff

PMs have the ability to hire and terminate staff. PMs should familiarize themselves with the Department’s OPS Handbook, the OPS pay schedule, and other personnel information, available at <http://www.dep.state.fl.us/admin/Personnel/Employment/OPS/OPS.htm>. Checklists for supervisors and new employees are also located on this web page. Forms and information for hiring, promotion, and termination are available in the _DDO Personnel folder in Outlook. To access this folder, open Outlook and click the Folder List button. Then, navigate to Public Folders → All Public Folders → Division of Environmental Assessment and Restoration → _DDO Personnel. You may search for the relevant item within this folder.

B. Employee Evaluations

Upon hiring an employee, supervisors should provide them with a list of performance expectations. An example is found in [\\tlhwrn\Sol Z\EvaluationForm_OPS\](#). Evaluations should be conducted six months after hiring and once per year thereafter.

C. Reporting Injuries

The PM should maintain a file on each employee's pertinent information to refer to in case of work-related injuries. [Appendix D](#) lists the required information. A copy of this file should be given to the WMS Administrative Assistant to use in case the PM is unavailable.

In life-threatening emergencies, the staff should call 911 first. (Dial 9-911 if calling from within the Bob Martinez Center [BMC].) If the emergency takes place at the BMC, call the Security Desk at 5-8349 to coordinate building access for medical technicians. Staff injured on the job should then notify their supervisor immediately, so that they can obtain treatment at a contracted medical facility. The state contracts with specific medical providers to address Workers' Compensation (WC) cases. After any incident (injury, vehicle accident, boating accident, etc.), the PM should:

- ☐ Contact the Division Safety Officer (Tom Biernacki, 850-245-8515 or 850-508-5747) as soon as possible.
- ☐ The Safety Officer will assist the PM in contacting OptaComp, the State's WC affiliate. If the Safety Officer is unavailable, contact **OptaComp** directly at **(877) 518-2583**. OptaComp is open 24 hours a day, and must be notified within 24 hours of the incident.
- ☐ The Safety Officer will assist in completing a **Work-Related Incident Report**, emailed to the Deputy Division Director and the DEAR Personnel Representative (Debby Smith) as soon as possible but no later than the mid-day of the next business day. This form is saved in the _DDO Personnel folder.
- ☐ The Safety Officer will also assist with the **First Report of Injury or Illness** form (routed to the DEAR Personnel Representative and Deputy Division Director, see <http://www.myfloridacfo.com/wc/pdf/DFS-F2-DWC-1.pdf>).

D. Medical Monitoring Program

Note: WMS samplers were removed from this program in May 2013. All staff who received an initial Medical Monitoring examination will receive a final close-out examination on the anniversary of their initial exam.

E. Perquisites

Sampling staff can receive specific perquisites (“perks”) associated with their jobs, such as work boots, waders, and Department-logo shirts. Requests for perks must be detailed on a POR and approved by the Division Director, after which a PO is issued to the vendor.

F. DEP Directives

1. *DEP Directive 435 – Conduct of Employees*

This directive establishes guidelines for administering discipline to Departmental employees.

2. *DEP Directive 436 – Discrimination and Harassment*

This directive establishes the Department’s policy relating to claims of discrimination and harassment.

3. *DEP Directive 460 – Employee Assistance Program (EAP)*

This directive establishes policies and procedures for the EAP. The State recognizes that physical, mental health and other personal problems may have an adverse effect on an employee's job performance. The State of Florida provides the EAP to help resolve these situations.

4. *DEP Directive 610 - Travel Manual*

PMs should become familiar with Directive 610/travel manual. This document sets forth policies and procedures for travel performed on behalf of the Department.

5. *DEP Directive 620 – Motor Vehicles/Watercraft Assignment and Utilization*

PMs should become familiar with Directive 620, which establishes the policies concerning vehicles and watercraft used by the Department. The Directive states that all employees utilizing vessels wear a personal flotation device (PFD) and that the operators of vessels pass an approved watercraft operator’s certification. The directive also states that employees must pass the trailering portion of the certification before they tow any trailer for the Department.

6. *DEP Directive 630 – Reporting of Accidents and Procurement of Related Repairs*

This directive establishes procedures for reporting accidents involving state owned vehicles and watercraft. It also describes how to obtain repairs on vehicles and watercraft involved in accidents.

7. DEP Directive 660 – State Fuel Purchasing Card

This directive establishes policies and procedures for staff authorized to operate, maintain, and fuel Department vehicles, boats and other equipment for authorized State business. This directive also pertains to the use of miscellaneous fuel cards.

Appendix A. PM Responsibilities, Listed by Schedule

Note: The time frames listed below are guidelines. Some items should be addressed on an ongoing basis, or more frequently than the time frame listed. Setting up recurrent appointments on your Outlook calendar can help with keeping track of these responsibilities. Unless otherwise indicated, these tasks apply to all PMs.

Weekly:

- Conduct staff coordination meetings with field and support staff
- Relay issues affecting samplers discussed in Staff Meeting; for example, ensure that samplers are notified of trainings, deadlines, sampling coordination, or data management needs
- Oversee QA protocols including coordinating with samplers to purge any Deionized (DI) water that is over one week old, cleaning storage container/tanks
- Provide oversight and feedback to ensure the working environment is conducive to fostering high morale for all staff
- *For PMs who manage internal (DEP) staff:*
 - Request and process Purchase Requests (PRs) and receipts from samplers (five day rule)
 - Process travel authorizations or reimbursements from sampling travel

Monthly:

- Check Status and blank labels to ensure that request numbers (RQs) match the [Sampling Schedule](#), and send to samplers
- Ensure that SW and GW Trend field data from the previous month are entered into the Field Data Entry Page at <http://waterwebprod.dep.state.fl.us/ambient/field/>, or sent digitally to the WMS Data Manager (DM)
- Track the Automated Data Management (ADM) program to determine whether any data need to be reviewed, corrected, released, or result letters sent to owners/contacts
- Coordinate with field teams to review needs for acid preservatives, conductance standards, syringes, filters, or other supplies. Notify the WMS QA Officer (QAO) of any requests for supplies provided by the QAO ([Appendix B](#)).
- *For PMs who manage internal staff:*
 - Review the monthly GW Trend, SW Trend, or Status information packets submitted for each project. Provide feedback to samplers (e.g., needs more documentation, provide missing field sheets, complete documentation differently, etc.). See [Requirements from Internal Staff](#) for more details.
 - Coordinate field sampling schedules and ensure that an adequate number of personnel and resources are available to conduct field sampling. Coordinate with other teams within the Division to cover gaps in sampling schedules.

- o Submit vehicle logs, gas receipts, maintenance PORS/PRs, and signed inspection reports to the DEAR Budget Coordinator
- o Oversee maintenance of field gear, including running & maintaining any boats, outboards, generators, or pumps to ensure there is no lost time due to equipment failures

Quarterly:

- Review ADM data logs to determine whether data need to be reviewed, corrected, or released.
- Check GW and SW Trend labels to ensure that RQs match the [Sampling Schedule](#), and send to samplers along with field and custody sheets
- Complete empty columns in the SW and GW Blank Tracking sheets (saved in [\\tlhwrn\SolZ\QAQC Blanks](#))
- Inform the WMS Administrative Assistant of needed supplies.
- *For PMs who manage external staff (contractors):*
 - o Review the series of documents described in [Requirements from External Staff](#). Provide feedback to samplers (e.g., needs more documentation, provide missing field sheets, complete documentation differently, etc.).
- *For PMs who manage internal staff:*
 - o Check QA Reports / information packets to ensure that all items were received. See [Requirements from Internal Staff](#).
 - o Ensure that trucks are up to date on oil changes and other maintenance needs. Diesel trucks need oil changes every 6 months or 7,500 miles, whichever comes first. Gasoline trucks require oil changes as specified in the manufacturer's owner's manual.

Annually:

- At end of calendar year, check to ensure that all sampling field sheets & documentation have been received and filed
- For GW Trend wells: ensure that Micro Land Use, metals samples, and site photographs were taken in October or November.
- For SW Trend sites: ensure that SCI and HA were conducted at appropriate sites, typically in November.
- Plan and schedule audits with the QAO for your staff
- Prepare presentation(s) for Sampler Training
- Prepare presentation(s) for Q-Meeting
- Ensure that all staff (including the PM) complete the refresher trainings referenced in the [Annual Mandatory Online Training](#) section
- *For PMs who manage internal staff:*
 - o Check the samplers' driver licenses to ensure they are not expired. Licenses can be checked at <https://services.flhsmv.gov/DLCheck/>
 - o Conduct performance evaluations of all employees. See [\\tlhwrn\SolZ\EvaluationForm OPS](#) for an example evaluation form.

- o Truck tags on Departmental vehicles never expire, but speak with the WQAP Budget Coordinator about new registration tags for boats
- o Conduct inventory of equipment and field safety gear, including all prerequisites for field teams
- *For PMs who manage external staff (contractors):*
 - o Ensure that a Quality Assurance Protection Plan (QAPP) is included with the first QA Report of the year.
 - o Before the end of the fiscal year, develop new contract(s). Consult the [Contract/Grant Development](#) section for details.

All the time:

- Populate data tracking spreadsheets as data are received/reviewed/released
- If something is needed to ensure samplers' safety, request or service it ASAP
- Request that your samplers contact you immediately if something goes wrong, including accidents (whether it requires Workers' Comp or not), vehicle not working, P-card not working, coolers not picked up, wrong RQ sent with shipment, coolers/kits not sent on time, etc. This is important because there may be ramifications, as well as arrangements to be made, that are beyond the samplers' knowledge or control.

Appendix B. List of Supplies, by Provider

Supplies Provided by WMS QA Officer:

Nitric Acid
 Sulfuric Acid
 Groundwater Filters (0.45 µm)
 Surface Water Filters (0.45 µm)
 Surface Water Syringes (60 mL)
 Conductivity Standards
 Formaldehyde Preservative
 Field Reference Samples

Supplies Purchased on Own:

pH Buffers
 pH Test Strips
 Turbidity Standards
 Liquinox[®] or Luminox[®]
 Cleaning Acids (HCl)/Isopropanol
 Cleaning Brushes, Buckets, etc.
 Gloves
 Tape (measuring, packing, flagging, etc.)
 All Bags (for samples, trash, etc.)
 Multimeter (YSI, etc.) Supplies
 Surface Water Sampling Devices (Van Dorn, etc.)
 Groundwater Sampling Devices (pumps, etc.)
 Sediment Sampling Devices (Ponar, etc.)
 SCI/HA Supplies (waders, nets, etc.)
 Tubing, Check Valves, etc.
 Carboys, Containers, DI Rinse Bottles, etc.
 Kim Wipes, Paper Towels
 Batteries, Cameras, etc.
 Miscellaneous Supplies (bug spray, sunscreen, etc.)

Please request supplies provided by the QAO at least 2-3 weeks before the items are needed.

Appendix C. Inventory of Tagged Equipment

Note: Double-click on the spreadsheet to view or edit.

Frame:		12/9/2004	WMDM 05-347	100633	
YSI #600 xlm-m multi-parameter WQ sonde with con., temp. and bulkhead connector; 200 ft.depth meter, 385K flash memory, RS232 and SDI-12 communications interface; stainless steel lifting bail; sensor-guard; 6570 maintenance kit; calibration & transport cu	\$4,290.00	6/4/2005	WMDM05-13	04F11308 AA	121918
YSI #600 xlm-s multi-parameter WQ sonde with con., temp. and bulkhead connector; 30 ft. depth meter, 385K flash memory, RS232 and SDI-12 communications interface; stainless steel lifting bail; sensor-guard; 6570 maintenance kit; calibration & transport c	\$3,865.00	2/15/2005	WMDM05-	05D1462 AA	123875
#650-01 YSI digital field logger with extended memory; RS232 interface cable for PC data transfer, and operations manual, no internal barometer; powered by "C" cell batteries. 3 yr. warranty	\$1,350.00	2/15/2005	WMDM05-		123939
YSI Model 6600 EDS (Big Gus)	\$3,660.00	6/23/2004	WMDM04-513	04E9086 AD	120807
Dell computer		10/23/2004			
Trimble unit	\$9,500.00	3/1/2004		220109184	100008
Gheenoe	\$699.00	7/5/2005	p-card		
Honda 2 HP, 4-stroke engine	\$800.00	7/5/2005	p-card		

Appendix D. Employee Information for Workers' Comp Cases

Supervisor's full name:	_____
Supervisor's phone number	_____
Employee's full name:	_____
Employee's 4-digit location code:	<u>Depends on DEP District: NW = 2025; NE = 2020;</u> <u>C = 2030; SW = 2045; S = 2035; SE = 2040</u>
Employee's class code:	<u>see Broadband Crosswalk at http://www.dms.myflorida.com/media/hrm_files/broadband/</u>
Employee's class title (occupation):	<u>Environmental Specialist X</u>
Employee's hire date	_____
Employee's salary	_____
Employee's Social Security Number:	_____
Employee's People First ID number:	_____
Employee's home address:	_____
Employee's home phone number:	_____
Employee's birth date:	_____
Employee's gender:	_____
Employee's hire date:	_____
Employee's employer/address:	<u>Florida Department of Environmental Protection</u> <u>Bureau of Personnel</u> <u>3900 Commonwealth Blvd., MS 70</u> <u>Tallahassee, FL 32399-3000</u>
Employee's specific Division or	<u>DEP Environmental Assessment and Restoration</u>
District work address, including county	<u>See http://www.dep.state.fl.us/secretary/dist/</u>
Employee's work phone number:	_____
Employee's 4-digit Agency Location Number	<u>DEAR is 2058</u>

Items to be filled in at the time of incident

Date and time of incident:	_____
Date that incident was reported:	_____
Description and cause of incident:	_____
Part(s) of body affected:	_____

Appendix E. Contract and Grant Management Spreadsheet

Note: Double-click on the spreadsheet to view or edit.

Invoices 2012-2013 Fiscal Year									
Contract #	Amendment	Invoice	Invoice #	Invoice Date	Invoice Period	Amount	Balance	Contract Total	Date Sent to DEP Disbursement Section
G00xx NFWWMD	Original	1							
G00xx NFWWMD	Original	2							
G00xx NFWWMD	Original	3							
G00xx NFWWMD	Original	4							
G00xx NFWWMD	Amendment #1	1							
G00xx NFWWMD	Amendment #1	2							
G00xx NFWWMD	Amendment #1	3							
G00xx NFWWMD	Amendment #1	4							
G000x SJRWMD	Original	1							
G000x SJRWMD	Original	2							
G000x SJRWMD	Original	3							
G000x SJRWMD	Original	4							
G000x SJRWMD	Amendment #1	1							
G000x SJRWMD	Amendment #1	2							
G000x SJRWMD	Amendment #1	3							
G000x SJRWMD	Amendment #1	4							

Appendix F. Relevant Web Pages, Directories, and Documents

Name	Purpose	Location	Username & Password
Sol Z	Common directory that all WMS employees can access. Contains provisional data, data management directories, and any other files that are shared within the Section	\\tlhwrn\Sol Z	N/A, but must be able to access the Department's intranet (http://depnet/deptop/default.htm)
Surface Water Field Data Entry page	To enter Surface Water Trend field data	http://waterwebprod.dep.state.fl.us/ambient/field/surface.htm	N/A
Ground Water Field Data Entry page	To enter Ground Water Trend field data	http://waterwebprod.dep.state.fl.us/ambient/field/ground.htm	N/A
Generalized Water Information System (GWIS) Database Utilities	To recon Status sites, as well as enter Status and/or Trend site data (as opposed to monitoring data). Contains interactive maps of sites via MapDirect.	http://gwis.dep.state.fl.us/	• Username: "floridadep\" plus your network username • Password: your most recent network password • --OR-- • Username: water • Password: Monitoring1
Watershed Monitoring Home Page	Provides information about the IWRM project, including the 305(b) report, WQ data and publications, WQ monitoring networks, brochures, Status and Trend Report Cards, and relevant links	http://www.dep.state.fl.us/water/monitoring/index.htm	N/A
File Transfer Protocol (FTP) Site	Used for file exchanges; large files are often posted here rather than being sent as an e-mail attachment	ftp://ftp.dep.state.fl.us/pub/	N/A
Ambient Monitoring Information Source	Serves as the "Visual sol_z". Provides info on the WMS, such as the calendar, Sampling Manual & SOPs, field sheets, sampler's training info, Q-Meetings, contacts, maps, & copies of the annual contracts.	http://waterwebprod.dep.state.fl.us/status/	• Username: water • Password: Monitoring1
Basin 411, The Watershed Management Basin Rotation Project	Provides (historic) Basin Rotation Project info such as WMS/TMDL basin rotation groups, maps, schedules, teams, descriptions, etc.	http://www.dep.state.fl.us/water/basin411/default.htm	N/A

Water Gateway	Provides Water Resources Management data gateway entry to info such as reports, corp. databases, applications, & GIS data.	http://wrm/gateway/	N/A
Statewide Biological Database (SBIO)	Provides interface to enter and complete SCI data, linked by station and STORET numbers	Installed on a common WMS computer	username: SBIO username Password: set by user after registration in SBIO
Watershed Monitoring Sediment Guidelines	Contains documents that assist environmental managers in the issues of freshwater and saltwater sediment contamination.	http://www.dep.state.fl.us/water/monitoring/sediments.htm	N/A
Cycle One IWRM Manual	Gives an overview of the entire IWRM Program for the first four years	http://www.dep.state.fl.us/water/monitoring/docs/iwrmdoc.pdf	N/A
WMS Design Documents	Give a detailed descriptions of the WMS program for various cycles	See the \\tlhwrmsol\Z\Design Document directory	N/A
WMS Data Management Protocols	Describes procedures for data management	http://publicfiles.dep.state.fl.us/dear/watershedmonitoring/documents/WMS-DataManagementSOP.pdf	N/A
WMS Recon Manual	Guides samplers and PMs on office and field reconnaissance procedures	http://publicfiles.dep.state.fl.us/dear/watershedmonitoring/documents/WMS-ReconManual.pdf	N/A
WMS Sampling Manual	Provides detailed sampling procedures	http://publicfiles.dep.state.fl.us/dear/watershedmonitoring/documents/WMS-SamplingManual.pdf	N/A
Monitoring Contracts directory	Gives examples of completed contract forms	See tlhwrmsol\Z\Contracts%202011-2012	N/A
Departmental Standard Operating Procedures (SOPs)	Lists all sampling and laboratory analysis procedures conducted at the Department	http://www.dep.state.fl.us/water/sas/sop/index.htm	N/A
WMS Quality Manual	Outlines QA procedures for the WMS	http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/documents/WMS-QualityManual.pdf	N/A



<http://www.dep.state.fl.us>