



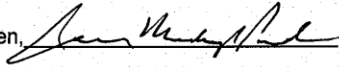
**Quality Plan for
Watershed Evaluation and TMDL Section
June 30, 2011**

Division of Environmental Assessment and Restoration
Bureau of Watershed Restoration
Department of Environmental Protection
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Signature Page

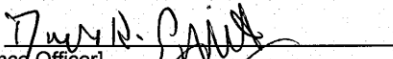
The undersigned have read and understood this Quality Plan, are charged with managing and improving the quality system and are responsible for ensuring that all staff properly execute the procedures discussed in the plan.

Jan Mandrup-Poulsen,
[Administrator]



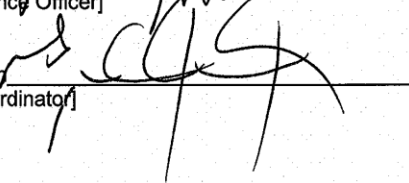
7/5/2011
Date

Douglas Gilbert
[Quality Assurance Officer]



6-29-2011
Date

George Jackson
[Field Work Coordinator]



06-29-2011
Date

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1. Introduction

The Florida Department of Environmental Protection (DEP) Quality Assurance (QA) program involves the implementation of a management system (planning, review, training, and assessment) to ensure that data collection, generation, interpretation, reporting, evaluation, and archiving is of sufficient quality to support Department decisions. The effectiveness of our QA program is dependent upon the actions of all DEP staff, from “front line” employees to management, meaning QA is a function distributed throughout our organization. One aspect of our program is to ensure that Department QA activities are carried out according to commitments made to the Environmental Protection Agency as enumerated in the DEP Quality Management Plan (QMP) (Draft Revision 9/2/08).

The DEP Secretary is committed to implementation of the quality assurance requirements in the QMP and as authorized at 403.0623 Florida Statutes (F.S.), and Chapter 62-160 Florida Administrative Code (FAC), the DEP QA Rule. It is the Secretary’s intent to carry out these obligations and requirements as detailed in the Department’s QA Directive (Draft Revision January 2008).

In order to execute the components of the DEP QA Directive, the Watershed Evaluation and TMDL (WET) Section has developed a quality system. This document describes the steps we take to ensure the scientific and legal defensibility of environmental data we generate or use. It details the process of planning, training, execution, assessment and corrective action we undertake to ensure that environmental data meets our established quality criteria.

2. Basic Elements of Our Quality Plan

Our Quality Plan explains both the process and criteria by which the quality system is managed. The plan is utilized as an instrument of internal communication to inform our staff of current and future quality assurance activities. It discusses how specific QA duties are assigned to responsible staff. We will revise our Quality Plan as needed, and pledge to ensure the consistent application of procedures and criteria for the generation or use of our environmental data. The Quality Plan will also be used as a training document for new staff and as a reference for experienced personnel. The plan and its revisions also serve as an archival record of our formal quality system.

The elements of our plan are consistent with the Department’s Quality Management Plan, Quality Assurance Directive and Quality Assurance Rule (62-160 FAC). In addition, we ensure that our plan for all sampling activities, including field-meter testing, is consistent with DEP SOP FA 3300. Our plan addresses all activities associated with sampling, field testing, lab analysis, and data review of any type, including those activities associated with database construction and management. Our plan also discusses how decisions about data use are made based on data quality assessments.

Where appropriate, we cite existing internal and external documents, including training manuals, guidance documents, SOPs, Rules, figures, and tables.

We expect all staff to understand and follow the procedures and criteria as discussed in this plan, and to carry out their assigned responsibilities for effective utilization of our quality system.

2.1 Policy Statement

The Florida Air and Water Pollution Control Act (Section 403.201, Florida Statutes) declares that no wastes are to be discharged into the waters of the state without first being given the treatment necessary to protect the beneficial uses of the waters. The Department of Environmental Protection has the responsibility of regulating discharges into surface waters to assure that discharges receive the treatment necessary to maintain water quality standards. The Department’s Watershed Evaluation and TMDL (Total Maximum Daily Load) Section (WET) has the primary responsibility for determining TMDLs for

nonpoint source pollutants, and Water Quality-Based Effluent Limits (WQBELs) for dischargers to state surface waters. The TMDLs and WQBELs are derived using mathematical and/or statistical models or water quality studies to determine the assimilative capacity of receiving surface water bodies. The section's objective in developing a TMDL or WQBEL is to assure that non-point source pollutants and discharges into the surface waters of the state will not degrade receiving water quality below applicable surface water quality standards (Rule 62-302, FAC) or affect the designated uses of the receiving water.

The WET Section staff are committed to generating valid and reliable information to be used in establishing TMDLs and WQBELs. This commitment is assured by the adherence to documented quality control procedures and quality assurance protocols throughout the course of all projects undertaken by the Section.

It is our policy to:

- Use scientifically valid and legally defensible data for our decisions affecting protection of the environment.
- Have and implement the Quality System described in this document.
- Adaptively manage our Quality System to be consistent with provisions of the DEP Quality Assurance Management Plan.
- Ensure that each individual is properly trained to execute their assigned functions.
- Implement procedures to evaluate the quality of the data we use and to implement corrective actions when data do not meet our Data Quality Objectives.
- Periodically audit the performance and record-keeping practices of data generators for which we have responsibility.
- Implement quality assurance procedures for the management of our data repositories.
- Perform a yearly systematic assessment of our quality assurance activities, including any corrective actions, with the findings submitted to the Standards and Assessment Section.

2.2 Ethics Statement

All employees of the DEP WET Section are held to high professional ethical standards in the performance of their duties. All employees are required to read, understand and sign an 'Ethics Statement' attesting to their commitment to honesty and integrity in performance of their duties. In addition, all employees are required to attend an annual ethics training class. Improper, unethical or illegal actions will be dealt with according to the published Administrative Directives of the Florida Department of Environmental Protection.

3. ORGANIZATIONAL TOPICS

3.1. Organization

The WET Section is administered by the Division of Environmental Assessment and Restoration and is more immediately located within the Bureau of Watershed Restoration. Positions in the WET include administrative, supervisory, professional and technical support (Figure 3.1). The section's workload is divided among five groups (the Northwest Sector, the Northeast Sector, the Central Sector, the Southwest Sector, the combined Southeast and South Sector). The primary responsibilities of these Sectors involve reviewing and/or conducting WQBEL or Mixing Zone projects and TMDLs. Although all supervisory and professional personnel are assigned to function within a group, the section's activities often require the combined support of personnel from all groups.

All section activities are coordinated by the Section Administrator (SA). The SA evaluates work priorities, assigns projects to appropriate staff, reviews all section work products, and ensures that projects are completed on schedule. The SA also supervises the section's Quality Assurance Officer (QAO) and ensures that quality assurance responsibilities are carried out as required.

The WET sampling activities for TMDL and WQBEL projects are primarily limited to field operations. Operations in the field include measuring metered parameters, conducting dye studies, conducting studies on light penetration, measuring stream flow, installing stage recorders, and taking both discrete and composite bottle samples for independent analyses.

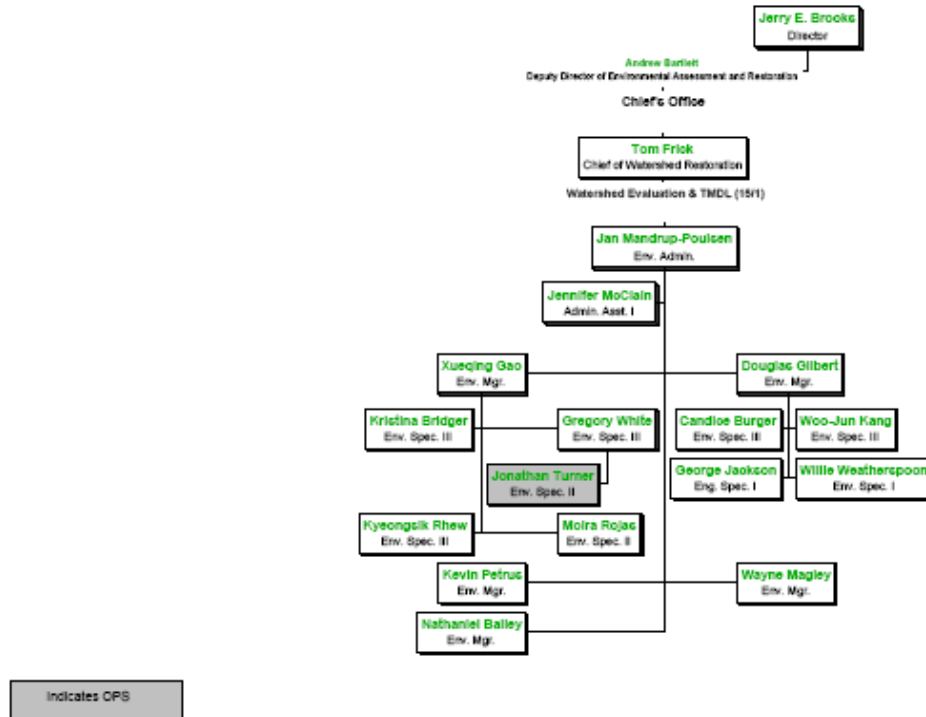
Each project is assigned to a project leader, who conducts the project with advice from the supervisory staff. The project leader is responsible for planning, implementation, and documentation of all procedures followed during the project. The project leader will write a plan of study (POS) that documents planned field sampling activities. The project leader will also coordinate with laboratory staff to schedule all necessary analyses and to prepare sample bottles and preservation supplies. The project leader is also responsible for directing the field sampling, expediting delivery of field data and samples to their appointed destinations, and ensuring that all aspects of the quality assurance plan are followed.

Actual field sampling strategies will be developed jointly by the project leader, the project leader's supervisor, and the section's QAO. The project leader's supervisor will be designated the "field supervisor," but the field supervisor will not actively direct the field sampling. Field supervisor duties primarily consist of planning assistance and problem solving assistance during the survey. Field supervisors will also provide feedback to the project leader on survey performance.

FIGURE 3.1 Watershed Evaluation and TMDL Section Organizational Chart

Department of Environmental Protection
Division of Environmental Assessment and Restoration
Bureau of Watershed Restoration
Watershed Evaluation & TMDL Section

Division of Environmental Assessment and Restoration Organizational Chart



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Our Quality Assurance Officer (QAO) **[Douglas Gilbert]** coordinates and participates in the quality evaluation of program data, and provides oversight to ensure that our staff performs their QA functions. The QA Officer may delegate some responsibilities to properly trained and qualified staff, when appropriate. The QAO conducts systems audits of internal and external data generators (lab and field) and conducts sampling performance audits. The QAO also ensures that corrective actions are implemented for data non-conformance incidents as determined by evaluation of the data against our program's Data Quality Objectives. Additionally, the QAO assists program managers in the development of the Quality System and other logistical aspects of its implementation, such as coordinating associated training needs.

Our QAO documents all program QA activities, including training, audits and corrective actions and provides this information to the DEP Standards and Assessment Section on a periodic basis.

As indicated by the title, the section's Field Work Coordinator will coordinate with Central Laboratory staff to develop generic sample handling procedures.

Laboratory analyses are performed by the DEP Central Laboratory in Tallahassee according to its Standard Operating Procedures and Comprehensive Quality Assurance Plan. Suitable containers for wet chemistry are provided by the laboratory. On some surveys, personnel are also responsible for measuring metered parameters under the direction of the field supervisor.

3.2. Job Descriptions

Job descriptions for all staff can be obtained from the WET Section's Administrative Assistant, Jeni McClain.

3.3. Approved Signatories

Jan Mandrup-Poulsen, WET Section Administrator

Douglas Gilbert, WET Section QA Officer

George Jackson, WET Section Field Work Coordinator

3.4. Employee Credentials

Employees of the WET are hired and evaluated according to State of Florida and Department guidelines and/or requirements. Employees who conduct field sampling must have a degree and/or experience in natural, chemical, or physical science. Employees receive on-the-job training for field sampling necessary for their job duties in accordance with the requirements of DEP-SOP FA 3220. Employees are trained by the Field Work Coordinator or other employees that have demonstrated proficiency in the specific sampling activity. An employee leads a type of sampling event only when that person is proficient in the type of sampling to be performed.

Our program staff routinely carry out the following duties involving data collection, data usability evaluation, data interpretation, and the generation of DEP work products in a manner that ensures scientific defensibility and adherence to DEP rules and policies. Specifics related to each type of sampling equipment are detailed in Sections 8, 9, and 10 below.

Staff evaluate program data using program Data Quality Objectives (DQOs) and Data Quality Indicators (DQIs) and implement corrective actions as directed by the Quality Assurance Officer. Our DQO's involve:

- Sampler training (Chapter 4),

- Use of defined DEP SOPs either under FS 2100 for surface water sampling, or if an alternative method is used (detailed in Chapter 9),
- Use of DOH/ELCP certified labs for analysis,
- Use of standardized lab methods,
- Use of calibrated instruments (Chapter 9),
- Use of quality control samples (Chapter 10) and
- Overall objective to restore waters to meet designated uses.

Our DQI's are represented by;

- selecting laboratory methods that have the required sensitivity (MDL and PQL) as required by Rule 62-4.246 FAC,
- attain appropriate precision through use of field and lab duplicates/replicates, (as defined in Chapter 10), and
- avoiding contamination by following procedures in Chapter 9.

Additionally, project meetings are conducted to:

- Review proposed work for conformance with quality criteria,
- Review and evaluate data,
- Interpret data or determine compliance with permits and rules,
- Check calculations, and
- Review documents for errors and completeness.

As a result of these meetings, WET staff provide feedback to the program Quality Assurance Officer for improving the program quality system.

- Douglas Gilbert acts as liaison with other units, data providers, data consumers or other external parties concerning QA matters.
- Douglas Gilbert answers public or external technical inquiries about data interpretation, approved procedures, suspected QA problems, site-specific issues, etc.

The WET Section's management [**Jan Mandrup-Poulsen**] ensures that this quality system is fully operational within our program, designates our Quality Assurance Officer, and provides general oversight. The section administrator also evaluates the above Data Quality Objectives and Data Quality Indicators to ensure they meet our program's needs, and periodically evaluate the effectiveness of staff's data quality activities, including reviewing audit results. The section administrator evaluates corrective action policies and procedures to be implemented when data do not meet program Data Quality Objectives. Our manager discusses audit results with the QA Officer, reviews the annual Quality Assurance Report to the Secretary, and discusses findings with the QA Officer.

4.0 Training

All personnel are properly trained to perform their duties. Supervisors periodically assess that our staff performance conforms to the policies and procedures of our unit.

Our training procedures consist of:

- Training for specific QA functions for Project Managers,
- Review of ethics policy by QA Officer for all staff,
- Specific training materials for routine functions and designated QA activities,
- Refresher trainings or delivery of updated information,

- Evaluation of effectiveness of training for each staff member, and
- Maintain Training Records.

5.0 Sampling Design and Procedures

Successful implementation of our program relies on valid data, which begins with proper sampling. Therefore, our unit performs the following activities concerning sampling:

- Environmental Managers design sampling plans.
- Douglas Gilbert prepares QA plans and SOPs.
- Jan Mandrup-Poulsen reviews procedures and methods for compliance with QA plans and requirements.
- Douglas Gilbert handles requests for use of alternative, new or modified sampling procedures or lab methods.
- George Jackson manages or conducts sampling, field-testing and associated support operations.
- Jan Mandrup-Poulsen coordinates data reviews, sampling activities or other QA tasks for timely completion.

6.0 Data Review

Our program understands the need to evaluate the quality and usefulness of environmental data prior to making decisions. We conduct the following review procedures to determine the usability of data for determination of compliance with permits or rules, etc. These procedures are based on our established Data Quality Objectives and Data Quality Indicators, and incorporate the concepts and criteria found in DEP's "Process for Assessing Data Usability", DEP-EA-001/07.

6.1 Data Reduction, Verification, and Validation

Data Reduction

There is relatively little data reduction required for the metered parameters measured by the WET Section staff. Most parameters (DO, temperature, conductivity, pH, fluorescence, incident light, and water level) are read directly from the instrument. Point velocities will also typically be read directly from the Swoffer 2200 optic sensor read-out, but may be calculated from revolution-per-second data.

In cases where metered parameters were taken over the station depth, data will typically be depth averaged (simple arithmetic average) for data presentation (downstream or temporal plots). All plots or tables presenting depth averaged data will indicate that the data has been averaged over the depth. DO data taken using YSI meters will be corrected for the measured salinity and temperature. The saturation DO and percent DO saturation may be calculated using measured salinities and temperatures. Salinity values may be calculated from measured conductivities and temperatures. Flows will be calculated using point velocities measured in the stream cross-section in accordance with procedures recommended by the United States Geological Survey.

Data entered on field sheets are simply entered into computer worksheets for any required processing. Data entry is conducted by either the project leader or by an Environmental Specialist in the WET Section.

Data Verification

Individual sampling team members will be responsible for checking metered parameter data and field calibration integrity. Values will be reviewed in the field for consistency with expected and prior readings. Extreme results will only be accepted after visually inspecting the meter for possible malfunctions, re-calibrating the meter, and re-measuring the parameter in question.

Project leaders will be responsible for checking sample integrity before transferring any bottle samples to non-WET personnel.

Data Validation

The primary procedure for data validation in the field will be review of the results of the field calibration described in Section 9.0. At a minimum, field calibration will be conducted at the beginning and end of each sample day, before meter disassembly, and after meter assembly. All calibration information will be recorded and be made part of the project files. Individual team members are responsible for field review of the calibration information, and the project leader will re-review the information after the survey.

If either pre- or post sampling calibration results differ by more than the accuracy of the meter, the project leader shall determine if the data are to be used as estimated data or discarded. The project leader will also be responsible for reviewing all field and laboratory QC data, reviewing all supporting documentation, and checking all data for obvious anomalous values.

Data Reporting

All field and laboratory data for a TMDL or WQBEL project are typically documented in an "Intensive Survey Document." Intensive survey documents usually present the pertinent data in tabular form and then summarize the data either graphically and/or statistically.

7. DOCUMENTATION

Since accurate documentation is an important factor for determining the success of QA activities, our unit carries out the following record-keeping procedures for the indicated activities to ensure appropriate documentation:

- Sampling,
- Field-testing,
- Data review,
- Calculation checks,
- Data archiving,
- Checks of database entries,
- Document control and maintenance, and
- Record generation, retention, and storage procedures

7.1. Records

Field data and observations for a sampling trip are recorded on one or more field sheets. Water quality meter data, location information, and sample type and preservation are recorded on the sample submittal form. This information is entered into an electronic format compatible with SIM for uploading to Florida STORET. Prior to laboratory data being entered into LIMS by the Bureau of Laboratories and then uploaded to STORET, a final QA check is performed by the WET Project Manager.

7.2. Control and Maintenance

When a sampling event is planned, the event is scheduled in LIMS. LIMS generates an “RQ” number (Request ID) for the sampling event, which is linked to each sample bottle requested for the event. Sample submittal forms are generated by LIMS using this information. Field and laboratory data that are stored in LIMS are linked to that sampling event’s RQ number. Data are recorded and stored by unique location/date identifiers.

7.3. Reports

Annual QA reports will be prepared by the WET Section's QA Officer and submitted to the Environmental Administrator. The Internal System Audits will provide information for the report including:

1. A summary evaluation of the section's procedures.
2. A summary of the quality assurance objectives for measurements of data in terms of precision, accuracy, and method detection limit.
3. A summary of any quality assurance problems experienced during the previous period and the corrective actions taken.

7.4. Data Integrity

QA targets for precision, accuracy, and method detection limits for all sampled metered parameters are shown in **Table 7.1**. All QA targets are based on manufacturer's specifications. As additional intensive survey data are collected, QA objectives will be calculated and **Table 7.1** will be updated.

Prior to sample collection, sample bottles will be properly identified with information pertaining to the location, date, time, name of samplers, type of sample (duplicate, field blank, equipment blank, effluent sample), station and replicate number (when applicable) and recorded on the appropriate form. All containers will be labeled using an indelible ink pen or by attaching an identification tag.

7.5 Data Archival

Data generated by WET staff or submitted by regulated entities is stored in various ways depending on the specific program. For example, most data generated by the WET Section is housed in the Department's STORET database while special studies data not suitable for STORET will be retained by the Project Manager. Original documents or electronic data deliverables are maintained in the WET in accordance with their respective record retention schedules in addition to the various database systems.

TABLE 7.1 Quality Assurance Objectives

Component	Analytical Method #	Precision ⁷ (%) RSD	Accuracy ⁷ (%) Recovery	MDL
<u>Surface Water Quality</u>				
Temperature	EPA 170.1 ¹ 5.0°C	±0.05	±0.7	
Dissolved Oxygen mg/l	EPA 360.1 ¹	±0.05	±1.0	0.1
pH su	EPA 150.1 ¹	±0.05	±0.1	0.1
Specific Conductance umhos/cm	EPA 120.1 ¹	±0.10	±1.0	0.0
Salinity	APHA 210 ²	±0.10	±0.9	0 %
Light (Lux) μE/sec/m	LI-COR ³	±0.05	±5.0	3
Chlorophyll <i>a</i>	Turner Designs Determined with fluorometer by volume sample	±1%	±4%	
<u>Water Quantity</u>				
Discharge				
Mechanical	USGS ⁴	±0.10	0.1 ft/s	
Electronic	USGS ⁴	±0.10	±2.0	0.01 ft/s
Fluorometry	USGS ⁴	±0.20	±1.0	0 ug/l
Volume	I.S.C. ⁵	±0.20	0.03	0 ml
Depth	SI-TEX ⁶	±0.05	±5.0	0 ft

¹. Methods for Chemical Analysis of Water and Wastes, 1979.

². American Public Health Association, 1985.

³. LI-185B Quantum/Radiometer/Photometer Instruction Manual, 1980.

⁴. Rantz, S.E., 1982.

⁵. Instrument Specialties Company, 1975.

⁶. Bill Burgin, Personal Communication.

⁷. Method Reference Data.

8. CAPABILITIES

8.1. Organization Capabilities

Sampling is limited to in-situ metered parameter measurements and collection of bottle samples from surface waters for independent laboratory analyses. The WET conducts field testing according to the SOPs found in DEP-SOP-001/01 and included in this Quality Plan. Sampled parameters have been organized by major analytic group and are shown in **Table 8.1**. Sampling equipment used by the section is shown in **Table 8.2**.

8.2. Sampling Procedures

Sampling represents a crucial aspect in the process of establishing a TMDL or WQBEL. The selection of equipment, procedures, sampling design, data compilation, and the analysis will be incorporated in the development of the POS. These considerations include:

1. Equipment will be properly assembled, calibrated and maintained and its selection will depend on specific survey plans.
2. During a survey, equipment will be operated correctly and handled in a manner that will not alter calibration. Precaution will be taken to assure that dissolved oxygen membranes remain moist, calibration settings are not altered, and equipment is not damaged. A calibrated backup meter will be ready and deployed if the primary meter malfunctions.
3. Applicable metering equipment will be adequately rinsed between sampling events with analyte-free DI water to ensure decontamination.
4. Sample containers will be prepared and decontaminated by the central laboratory in Tallahassee according to the laboratory's approved comprehensive QA plan and kept in a safe place to avoid damage. Samples will be iced as they are collected and returned to the DEP Central Laboratory promptly to permit analysis within the proper holding times.
5. The section's Standard Operating Procedures (detailed in this Quality Manual) pertaining to operation of metering equipment will be followed to ensure the proper accuracy and precision of data obtained.
6. The necessary precautions will be taken when handling Rhodamine WT dye to assure sampling equipment is not contaminated and that standards are prepared accurately.
7. A sampling design will be developed to assure that water quality and quantity samples are representative and that the parameters will adequately characterize existing conditions and meet model requirements.
8. The design will consider the necessity of collecting grab, composite, split or duplicate samples; determine whether they should be collected using manually or automated techniques; and determine if composite samples will be collected in relation to flow or time.
9. The considerations for sampling wastewaters and various surface water bodies (i.e., rivers, streams, lakes, estuaries) will incorporate EPA recommendations (EPA, 1986; Mills, et al., 1986). When practical, samples will be collected from the least to most contaminated areas. At specific stations, the preferred order of sample collection will be metals, microbiological, and then nutrients.

10. When collecting samples for metal analyses, a clean pair of new, disposable latex gloves will be worn at each station. Sample bottles will be handled so that the gloves do not come in contact with the sample or the interior of the sample container.
11. Data will be examined to determine if reported values are reasonable, that flows balance, that a reference point agrees with expected values and that water quality samples and flows are collected at approximately the same time.

8.3. Field and Laboratory Test Methods

The WET conducts field testing according to the SOPs found in DEP-SOP-001/01 and included in this Quality Plan. The WET conducts laboratory analysis for tests addressed by FDOH certification according to the procedures stated under the FDEP FDOH certification, number E31780.

TABLE 8.1 Sampling Capabilities

<u>Parameter Group</u>	<u>Sample Sources</u>
Classic Metered Parameters: Dissolved Oxygen, pH, temperature, specific conductance, salinity	Surface Water and Wastewater
Nutrients*	Surface Water and Wastewater
Chlorophyll Series*	Surface Water and Wastewater
Microbiologicals*	Surface Water and Wastewater
Trace Metals*	Surface Water and Wastewater
Depth	Surface Water
Light	Surface Water
Velocity	Surface Water

* Independent Laboratory Analysis

8.2. Equipment List

TABLE 8.2 Sampling Equipment and Appropriate Use

<u>Equipment Type</u>	<u>Use</u>	<u>Permissible Parameter Groups</u>
<u>Water Quality</u>		
1. YSI Model 6920, 6000, XLM 600	Sampling	Temperature, Dissolved Oxygen, Conductivity and Salinity, Turbidity, Chlorophyll a Temp, Conductivity, and Salinity LUX
2. Beckman Model RS5-3 Salinometer	Sampling	
3. LI-COR Model LI-184B with Secchi Disk	Sampling	
<u>Water Quantity</u>		
1. Turner Designs Model 10 Fluorometer	Sampling	Fluorescence
2. Sontek Flow Tracker	Sampling	Velocity
3. Niskin Current Meter	Sampling	Velocity, Direction, Depth, Temperature, Conductivity, Time
4. Marsh-McBirney Inductance Meter Model 201-D and Mdl 2000	Sampling	Velocity
5. Campbell Scientific Datalogger	Sampling	Depth, Time
6. SI-TEX Depth Recorder	Sampling	Depth
7. RD Instruments Acoustic Dopplar Current Profiler	Sampling	Velocity/Direction
<u>Sampling Equipment</u>		
1. ISCO Models 2100 and 2700	Discrete or Composite Samples	Nutrients, CBOD
2. Kemmerer and Van Dorn Water Samplers	Grab Samples	Demands

TABLE 8.2 Sampling Equipment and Appropriate Use (continued)

Miscellaneous

1. Engineers Tape	2. Tag Line Sampling	3. Linear Recorder
4. Rain Gage	5. Vertical Water Sampler	6. Horizontal Water Sampler
7. Rhodamine Dye Drum Kit	8. Secchi Disc	9. Anemometer
10. Tag Line w/Board	11. Cloth Tape	12. Engineers RP
13. Optical Tape	14. Flagging Tape (specify)	15. Optical Comp.
16. Hand Compass	17. Staff Gage	18. Float Sticks (specify)
19. Dye Injector Kit	20. Motor	21. Marine Compass
22. Life Jackets	23. Battery	24. Cushions
25. Paddles	26. Anchor	27. Fire Extinguisher
28. Signal Kit	29. Q-Beam	30. Air Horn
31. First Aid Kit	32. Bug Repellent	33. 2 Cycle Oil
34. Boom Assembly	35. Boots	36. Waders (chest)
37. Waders (hip)	38. Snake Leggings	39. Mechanics Tool Box
40. Shovel	41. Machete	42. 12 Volt Battery
43. Magnetic Stirrer	44. Cordless Drill	45. Walkie Talkies
46. Sledge Hammer	47. Lantern	48. Flash Light
49. Rubber Gloves	50. Binoculars	51. SLR Camera
52. Nikon Camera	53. Chain Saw	54. Bolt Cutters
55. Trimble Navigator GPS	56. Garmin GPS	57. Cellular Phones

8.5. Sample Custody

8.5.1. Objectives

The primary objectives of the sample custody procedures described in this section are to maintain the identity of individual sample bottles as they are transferred from the field to the laboratory for analysis, and to properly document that holding times are being met. The field custody procedure described in Section 8.5.2 will be the normal WET custody protocol, while the legal chain-of-custody procedure listed in Section 8.5.3 will only be used in unusual circumstances. The project leader will be responsible for reviewing required sample custody procedures with all field staff prior to each survey and for checking samples prior to change of custody to non-WET personnel.

8.5.2. Field Custody

Field custody begins in the WET laboratory when the sample bottles are received from the DEP Central Laboratory. Central Laboratory personnel will provide a signed copy of the DEP Chain of Custody form with the samples. This will be used to document all subsequent custody transfers, and will be kept with the project file.

Sample bottles will be received by the project manager who will sign the form, verify that the sample bottles are clean and pre-labeled (with blank labels), and verify that sufficient bottles have been provided. The project manager will then supervise the field teams as they organize and subdivide the bottles to ensure that each field team has the correct bottles.

When practical, all label information except date/time will be filled in by the field teams prior to the survey. Bottle labels will include a unique sample identification number consisting of the station number and date.

Once in the field, the samplers will fill in the sample/date/ time immediately before taking and filling the sample bottle. Two separate forms will be filled out in addition to the label information. The following information will be recorded on a field data sheet: date, time, location, station number, station description, samplers, weather, sample depth, and any field measurements (DO, temperature, salinity, and pH). The data sheet will also indicate the type of bottle samples collected (sample, blank, or duplicate), note any field decontamination performed, and the sampling sequence. Any errors in the field record sheets will be deleted with a single line through the incorrect entry and initialed by the sampler. Field sheets will be stored in a 3-ring binder and will be transferred to the project leader at the end of each sampling day.

A sample submittal form will also be filled out for each group of samples taken at an individual station. Information recorded on the form includes: sample identification number, submitting agency, collection date and time, sample depth, matrix type, sample location, county of origin, samplers names and signatures, field parameter values, analyses requested, sample containers submitted, preservatives used (amount acid used and pH check verification), and any general comments. This form will be kept with the samples and will be submitted with the samples to the laboratory.

When logistics and sample holding times allow, WET personnel will transport the samples directly to the laboratory. WET staff will ensure that samples remain iced to 4°C (or in the case chlorophyll a filters, frozen) during transportation. If a common carrier is required to transport the samples, the project leader will be responsible for making sure that samples are packed in sufficient ice for the duration of the trip, the coolers are properly bound with strapping tape and will not open during transport, and the sample submittal forms are either placed inside the cooler in a sealed plastic bag or are securely attached to the outside of the cooler. The project manager will retain all shipping receipts and place them in the project file.

8.5.3. Legal Chain-of-Custody

The above described chain-of-custody procedures will be modified slightly whenever legal action is probable or pending (e.g., whenever a TMDL or WQBEL is disputed and resampling is required). The

legal chain-of-custody procedure will include use of custody tags for individual samples and use of evidence tape on all coolers.

9. EQUIPMENT AND INSTRUMENTS

9.1 In-situ Metered Parameter Measurements

The WET uses a variety of electronic meters to measure in-situ water quality parameters including dissolved oxygen, temperature, pH, conductivity, salinity and light. Important, general considerations regarding the section's metered sampling procedures include the following:

- a. Each piece of equipment will be assembled, calibrated and checked to see that batteries are charged and that it is functioning properly.
- b. The sensor probe will be placed in the sample location, allowed to equilibrate, and then measurements will be obtained.
- c. Sample observations will be recorded on the appropriate recording form and the equipment will be prepared to collect additional sampling measurements.
- d. After all sample measurements have been obtained, a quality control check for drift will be performed, and the equipment will be disassembled and properly stored.

9.1.1. YSI Models 6920,6000 and XLM 600 Multi Parameter Meter

CALIBRATION PROCEDURES:

Procedure to be performed upon complete assembly of unit.

DISSOLVED OXYGEN:

Place approximately 1/8 inch of water in the bottom of the calibration cup. Engage only 1 thread of the calibration cup onto the sonde to ensure that the DO probe is vented to the atmosphere. Ensure that the DO probe and the thermistor are NOT in contact with the water. Wait at least 10 minutes for the air in the calibration cup to become water saturated and for the temperature to equilibrate.

From the Calibrate menu, select Dissolved Oxy and then DO %.

Enter the barometric pressure in mmHg. At sea level use 760. (See YSI manual for additional information).

Observe and log the DO charge reading (DO ch) and ensure that the reading ranges between 25 and 75. Observe the temperature and DO readings and when they show no significant change for approximately 30 seconds, then press Enter. The screen will indicate that the calibration has been accepted and prompt you to press Enter again to return to the Calibrate menu.

CONDUCTIVITY:

Prior to calibration, put the sonde into the Run mode and let the sensors make readings in air. The conductivity reading should be less than 3 uS/cm. If the readings are much higher (>10 uS/cm), follow the probe cleaning procedures before calibrating the sonde if necessary.

Pour enough standard into the calibration/transport cup to fully immerse the conductivity cell and thermistor. The calibration standard used should be within the same range as the water to be sampled. However, standards with less than 1 mS/cm (1000 uS/cm) are NOT absolutely necessary. However we occasionally use 147-180umhos for fresh water.

Note:

Recommended Calibration Standards:

Freshwater: 1 mS/cm standard

Brackish water: 10 mS/cm standard

Seawater: 50 mS/cm standard

Place the probe into the standard and make sure that the probe is completely immersed past the vent hole. Gently tap the side of the calibration cup to dislodge any air bubbles trapped inside the cell.

Allow at least 1 minute for temperature equilibrium to occur before proceeding.

From the Calibrate menu, select Conductivity then SpCond to calibrate for Specific Conductance (or temperature-compensated conductivity). Enter the value of the standard in mS/cm at 25oC then press Enter.

NOTE: The value entered MUST be in mS/cm. Multiply the value in uS/cm by 1000 to convert to mS/cm

Observe the conductivity readings until they stabilize and do not significantly change for approximately 30 seconds and then press Enter. The screen will indicate that calibration has been accepted and will prompt you to press Enter again to return to the Calibrate menu.

Escape out of the Calibrate menu back to the Main menu.

Note: Select Advanced and then Cal Constant. Record the Cond cell constant which should range between 4.5 and 5.5

Rinse the sensors in tap or DI water and then proceed to calibrate pH.

pH

2 or 3 Point Calibration Procedure:

Place enough pH 7 buffer into the calibration cup to immerse the pH probe, reference junction, and thermistor. Allow at least 1 minute for temperature equilibration before reading.

From the Calibrate menu, select ISE1 pH and then choose 2-Point or 3-Point depending on the calibration procedure required. For example, if the water to be monitored has a pH of 7.5, then there is no need to calibrate the probe with a pH 4 buffer – a 2 point calibration will be sufficient.

Enter 7.0 when prompted for the first pH value. ALWAYS begin with pH 7. Observe the pH reading and record the pH mV reading. The pH mV should range between –40 to +40. When the values show no significant change for approximately 30 seconds, press Enter. The display will indicate that the calibration has been accepted and will prompt you to enter a second pH value.

NOTE: While calibrating pH, it is recommended that the pH mV readings are recorded.

After the pH 7 calibration is accepted, press Enter again to continue. Rinse the sensors in tap water or DI before rinsing them in the second buffer.

Place enough buffer (pH 4 or 10) into the calibration cup to immerse the pH probe, reference junction, and thermistor. Allow at least 1 minute for temperature equilibration before reading. Observe the pH reading and record the pH mV reading. The pH mV should range between 140 to 220 in pH 4 buffer and –140 to –220 in pH 10. Press enter when the pH reading shows no significant change for approximately 30 seconds. Press enter again to return to the Calibrate menu or to proceed to the third pH calibration buffer.

NOTE: Subtract the pH 7 mV from the pH 4 or 10 mV. This difference must be greater than 165 mV. While the pH probe may continue to calibrate with less than 165 mV, this indicates that the pH probe will soon need replacement.

If a 3-Point calibration is being performed, follow the directions above.

Rinse the sensors in tap water or DI and prepare the sonde to calibrate for Turbidity if necessary.

Turbidity:

Note: Always start with the zero (0) NTU standard first.
Always use the black cal cup.

Pour the 0 NTU cal standard into the calibration cup. Pour down the side as to not aerate the sample. Secure the sonde into the calibration cup by engaging 1 thread.

Verify that there are no air bubbles on the probe face then run the wiper at least once (you may remove the wiper if necessary). Wait out the probe's sampling period before accepting the first calibration point. Then press enter. At the low end the display should read 0.

Pour out the 1st standard then pour in the second standard using the same care not to create bubbles.

Calibrate the second point, typically 123 NTU. Again, wipe the probe at least once before pressing the enter button. Upon completion the display should read 123.

9.1.2. Beckman Salinometer

A Beckman model RS5-3 Salinometer is used to measure in-situ temperature, conductivity, and salinity. A complete field unit consists of a transistorized meter, sensor, and cable.

CALIBRATION

Once in the field, the meter will be assembled and then field calibrated according to the following procedure.

1. Perform the zero adjustment procedure listed for specific conductance calibration.
2. Loop the wire of a 50 ohms resistor through the dry cell.
3. Turn the selector knob to COND and adjust the conductivity crank knob until 49.5 micromhos/cm is displayed.

4. The midscale value of zero should be indicated on the meter. Repeat the calibration procedure, if necessary.
5. Remove 50 ohms resistor.

9.1.3. LI-COR Photometer

A LI-COR Photometer is used to measure in-situ photosynthetically active radiation (400-700nm) and solar irradiance (400-1100nm). A complete field unit consists of a battery powered transistorized meter, a pyranometer sensor, an underwater quantum sensor, a sensor selector, cables, and a lowering frame.

ASSEMBLY

1. Attach a 5-10 pound weight to the base of the lowering frame.
2. Attach the secchi disk to the threaded bolt.
3. Place the plastic washer onto the base of the underwater quantum sensor, and set the sensor in the bracket. Attach the sensor to the base using the three bolts, lock washers, and nuts.
4. Place a small amount of stopcock grease on the o-ring built into the base of the sensor. Align the gray arrow mark on the cable with the gray arrow mark on the sensor and lightly push the cable connector on to the sensor. Then attach the cable's screw on connector.
5. Adjust the secchi disk so that the top of the disk corresponds to the top of the sensor bulb.
6. Locate the patch cable and connect the male end to the meter's sensor input coupler, and the female end to the output coupler on the sensor selector. Screw in both couplers.
7. Assemble the pyranometer sensor by attaching the sensor to the leveling base using the attachment screw.
8. Attach the pyranometer calconnector (small black bar jack labeled pyranometer sensor) to the pyranometer cable. The serial number on the calconnector (5608) should match the serial number of the pyranometer. (The calconnector may have been previously attached. If so, you still need to check the serial numbers.)
9. Disconnect the female plug from the pyranometer calconnector and plug the calconnector into the sensor #1 port of the sensor selector. Tighten the screws.
10. Attach the quantum sensor calconnector to the BNC cable (cable extending from the underwater sensor). The serial number on the calconnector (373) should match the serial number of the quantum sensor.
11. Disconnect the female plug from the calconnector, and plug the calconnector into the sensor #2 port. Tighten the screws.

9.2 In-Situ Water Quantity Sampling Procedures

Water quantity measurements are routinely collected during intensive surveys to determine the flow, time-of-travel, and geometry of the studied water body.

9.2.1 Discharge

Discharge, the volume rate of flow of water, will primarily be determined using current meters. Mechanical and/or electronic current meters are used in conjunction with the wading rod or cable suspension methods to determine discharge. The important QA considerations include the following:

1. Prior to any velocity measurements, instruments will be unpacked, properly assembled, calibrated, and checked to see that they are functioning properly, and that batteries are fully charged.
2. The hydrographer will be knowledgeable in the use of equipment and familiar with its limitations. These limitations include: allowing a sufficient time for meters to equilibrate before recording measurements, using meters within their recommended velocity and depth restrictions, positioning meters at the prescribed depth depending on the velocity method implemented (Rantz, 1982), and assuring meters are positioned vertically.
3. The hydrographer will avoid interference with the meter by positioning himself in the proper location (Rantz, 1982) and by avoiding objects that affect current.
4. When Price or Pygmy meters are used, revolutions will be counted from between 40 and 70 seconds (Rantz, 1982).
5. Cross-sectional areas will be divided into the appropriate number of subsections so that no more than 10% of total discharge flows through a subsection (Rantz, 1982).
6. Sampling sites for determining cross-sectional areas will be representative of each segment or reach. Sites for determining discharge will be selected where flow is relatively uniform, free of eddies, slack water, and excessive turbulence.
7. After sample collection, all equipment will be disassembled, properly packaged, and stored for transportation. Any equipment problems will be brought to the attention of the environmental technician for maintenance or repairs.

In some cases, flow will be measured directly using the "bucket" method. Application is limited to measuring discharges from wastewater facilities or small tributaries. Consideration will be given to ensure the entire discharge can be collected within the bucket during a predetermined interval.

9.2.1.1 Marsh-McBirney Model 201D Flow Meter

The Marsh-McBirney Model 201D portable flow meters are used to measure stream velocity. This meter measures water velocity by creating a magnetic field and measuring the voltage produced when water (a conductor) flows through the field. The unit consists of a case containing the electronics, a sensor, and a sensor cable. The meter is powered by six size D batteries.

CALIBRATION

Following assembly, a calibration check should be performed to see if the internal circuitry is functioning properly.

1. Turn the selector switch to the CAL position and the time constant switch to 2.
2. After approximately 10 seconds, the reading should be on or between 9.8 and 10.2.
3. Should the readings differ from this range, turn the meter off and check the batteries. Repeat steps 1 and 2.

4. If the unit fails the CAL test after the battery charge, the unit will be sent to the manufacturer for maintenance.

9.2.1.2. RD Instruments Acoustic Doppler Current Profiler

The RD Instruments ADCP is used to measure stream velocity. This equipment measures water velocity by transmitting sound at a fixed frequency and listening to echoes returning from small particles in the water. The transducer can be attached to a boat and used in deeper waters.

SELF TEST

1. Connect the ADCP to a laptop computer and start the WinRiver software.
2. Check the ADCP clock and correct if necessary. Always use local time.
3. Run the PT200 self test to verify proper operation.

9.2.1.3 Marsh McBirney Mdl 2000 Flow-mate Current Meter

Intended to augment not replace the mdl 201D the WET group also uses the mdl 2000 Flow-Mate to conduct waded field velocities. Unlike the 201D the model has two operating modes: Real-Time and Recall. In the Real-time mode velocities from the sensor are displayed. In the Recall mode velocities from memory are displayed. . When coupled with accessories the Flo-Mate allows the user to conduct waded measurements more efficiently.

CALIBRATION

The following calibration procedures will be performed with the unit in water with 0 velocity conditions.

1. Secure probe assembly to 4' rod then place in 5 gal bucket filled $\frac{3}{4}$ way with water.
2. Wait 5 minutes for 0 flow conditions to be achieved.
3. Press the on button and let unit cycle through startup display noting settings.
4. Press recall and store buttons simultaneously then press the down arrow button (3) times to start countdown procedure.
Note: Upon completion the unit will beep 3 times then shut down.
5. Restart unit by pressing ON button then note reading. It should reflect a reading of 0.00 velocity.

9.2.1.4. Sontek Flow Tracker

The FlowTracker is the newest addition to the WET sections velocity collection equipment. The flow tracker uses the proven technology of the SonTek/YSI Acoustic Doppler Velocimeter (ADV) from a simple handheld interface. This ADV technology provides several advantages over older equipment. These advantages are...

- Accurate velocity measurements in a remote sampling volume
- 2D or 3D velocity measurements (depending on probe configuration)
- Invariant factory calibration – no periodic recalibration required
- Excellent performance for low and high flows – accuracy 1% of measured velocity

Operation:

The following steps describe the data collection sequence when in **General Mode**.

1. Run pre-deployment diagnostics before taking the instrument to the field
2. Check **Setup Parameters**.
3. From the **Main Menu**, press **3** to **Start Data Run**.
4. Specify file name and extension (or press **Abort** or **End Section** to return to the **Main Menu**).
5. Input site and operator name; these are optional values used only to document the data set.
6. At any point, press **QC Menu** to access a variety of special functions
7. **You are prompted to conduct an automatic QC test**
 - a. Press **1** to run the automatic QC test, and follow on screen instructions.
 - b. Press **2** to skip the test and begin data collection.
8. Station information will be displayed (right).
 - a. Press **Set Location** to set location 1 (**L1**) and location 2 (**L2**) values.
 - b. Press **Set Depth** to set water depth (**Dep**).
 - c. Press **Set Meas Depth** to set measurement depth (**MDep**).
- d. When the probe is located at the desired station, press **Measure** to start data collection.
9. When the station is complete, a summary of velocity and quality control data is shown.
 - a. Press **1** to accept the measurement and move on to the next station.
 - b. Press **2** to repeat the measurement (using the same station number).
10. When a measurement is accepted, the FlowTracker displays the next station. Repeat Steps 6 through 9 to add additional stations.
11. Use the **Prev/Next Station** keys to scroll through completed stations. Three screens are available for each completed station; press **Enter** to scroll through the screens.
12. When all stations are done, press **End Section** to close the file and view summary data.
 - a. Press **Enter** to move between the file summary screens.
 - b. Press **Prev Station** from any file summary screen to view station data; scroll through all station data using the **Next Station** and **Prev Station** keys.
 - c. When done, press **0** to exit and return to the main menu.
 - d. **Return to the Main Menu before turning the system off to ensure all data has been saved**

9.2.1.5. General Oceanics Model 6011 MkII Current Meter

The WET has two General Oceanics Model 6011 MkII portable current meters (Niskin Winged current meters) which can measure in situ current direction, current speed, conductivity, pressure, and temperature. The model 6011 MkII is a microprocessor controlled data logger capable of making long term records (up to a year). It calculates current velocity by measuring the tilt angle of its housing unit and measures direction by a solid-state flux-gate compass. The internal microprocessor can vector average individual readings and record the averages in a RAM cartridge.

The system consists of the Niskin winged current meter, meter standoff, suspension cable and stop, data storage cartridge, and a RAM Reader which is used for processing the data. The Niskin current meter should only be used at depths greater than six feet because the combined length of the standoff and the meter is five feet. For best results, the depth at the mooring site should be at least 10 feet.

CALIBRATION

1. The microprocessor controlled design makes actual internal calibration unnecessary. The instrument provides a self test to determine if it is functioning properly. Check to see if the self test red light and the trigger reset red light flash when activated.

2. Cross calibration of conductivity, temperature, and velocity probes in the field should be conducted with a Marsh-McBirney flow meter and Hydrolab/YSI. Check direction at the mooring site with a hand-held compass. Record the data on the field data sheet. Refer to the SOP Manual for operating these other meters. If any of the probes do not cross calibrate, the meter should be sent back to the factory for repairs. This determination can only be made after down-loading the cartridge and examining the data.

9.2.2. Stream Gage and Tidal Fluctuation Measurements

Water level fluctuations will be recorded using Stevens Tide Recorders or Campbell Scientific dataloggers/recorders installed on temporary recorder platforms. While the recorder is a fairly simple piece of equipment, establishment of a fixed permanent reference point is critical to the successful monitoring of water level fluctuations.

9.2.2.1. Campbell Scientific Datalogger/Recorder

The Campbell recorder measures water level in a continuous electronic format and can be downloaded in the field with a laptop computer or from the office by cellular phone and modem. The operating procedures can be found in the CR10X Measurement and Control Module Operator's Manual.

9.2.3 Time of Travel, Dispersion and Dilution

9.2.3.1 Turner Designs Model 10 Fluorometer

The WET utilizes a Turner Designs Model 10 Series fluorometer and Rhodamine WT dye to determine time of travel, dispersion, and dilution in receiving water bodies. A complete field unit consists of a meter, optional strip chart recorder, 12-volt battery, influent and effluent hoses, and a pump. The fluorometric equipment will be calibrated prior to each survey, and will be properly assembled and checked to determine that it is functioning properly.

Time-of-Travel Measurements

Dye injection sites and dye monitoring stations will be selected prior to conducting a time-of-travel dye study. Where possible, dye (Rhodamine WT) will be injected at the head of the first stream reach and monitored at the end of each downstream reach (stream reaches are demarcated by a significant change in stream cross-sectional area, a change in stream slope, or a tributary input). Rhodamine WT dye will be injected in a manner to assure complete mixing, and monitoring equipment will be positioned at a distance downstream that is at least ten times the stream's width to allow a sufficient distance for mixing (Fisher, et al., 1979).

Multiple dye injections will generally be avoided. If they are required due to excessively long travel times, they will be planned very carefully to avoid intermixing of the dye patches. At specific dye injection stations, dye will be injected either in the center of the stream or across the stream cross-section. The volume of dye injected will be pre-calculated to give an in-stream dye concentration within the upper range of the fluorometer (316 ppb). The calculation should be based on the expected stream flow with the dye volume adjusted in the field as necessary.

Chlorophyll a Measurements

The fluorometer can also be set up for in vivo measurement of chlorophyll. For chlorophyll measurements, the light source will be changed to a 10-045 blue lamp, the excitation filter will be

changed to a 10-050 color specification 5-60 filter, the reference filter will be changed to a 10-052 color specification 3-66 filter, and the emission filter will be changed to a 10-051 color specification 2-64 filter.

Chlorophyll measurements can be taken with the fluorometer set up for flow through operation or curette operation. When set up for flow through operation, the fluorometer can be used to map out relative chlorophyll measurements over the study area. If quantitative measurements are needed, staff will determine the site specific relationship between fluorometer readings and chlorophylls measured using the spectrophotometric method. To determine this relationship, at least twenty duplicate samples will be taken with one sample analyzed fluorometrically and the duplicate analyzed spectrophotometrically. The chlorophyll data base can then be expanded to the fluorometer-only samples by using the relationship calculated for the duplicate samples.

9.2.4. Morphometry

The WET utilizes the RD Instruments ADCP referenced above to determine depth contours of lakes, rivers, streams, and estuaries.

9.3. Sample Collection

Bottle samples will be collected for those parameters that cannot be analyzed in-situ using section field meters. The specific parameters requiring laboratory analysis that will be sampled are listed in **Table 9.1**. The type of sample containers, sample volume, choice of preservation, and the maximum sample holding time for each parameter are shown in the table. Pre-cleaned sample bottles will be provided by the laboratory. Section personnel will be responsible for pre-labeling, rinsing, collecting, recording, handling, and returning samples for laboratory analysis in a manner that will ensure sample integrity. Pre-preserved sample bottles will not be used to collect samples.

Prior to sample collection, sample bottles will be properly identified with information pertaining to the location, date, time, name of samplers, type of sample (duplicate, field blank, equipment blank, effluent sample), station and replicate number (when applicable) and recorded on the appropriate form. All containers will be labeled using an indelible ink pen or by attaching an identification tag.

9.3.1. Sample Collection Protocol

Sampling for nutrients and chlorophyll a by WET shall be in accordance with the procedures set forth in the February 15, 2002 memo section 3 copied below.

TO: Directors of District Management

FROM: Jerry Brooks, Deputy Director
Division of Water Resource Management

DATE: February 15, 2002

SUBJECT: Making and Using Chlorophyll a Measurements
Under the Total Maximum Daily Load Program

3) Where should the ambient water samples be collected?

Samples should generally be taken from a depth of ½ meter or mid-Secchi depth. Mid-Secchi depth is preferred, but in cases where the Secchi disk is visible all the way to the bottom or where sampling at mid-Secchi depth is not practical, the ½ meter depth should be used. In waters less than ½ meter deep, samples should be collected at mid-depth. Samples can be collected at one or more stations within a water segment (represented by a single waterbody ID), but staff should keep in mind the time and space

requirements in the IWR for collecting independent samples (i.e., at least one week apart for sites located within 200 meters of one another). In cases where chlorophyll samples are collected as part of a depth profile, the median value will be used to represent the sample for that day and location.

The sampling protocol for collecting bottle samples from shallow surface waters where the Secchi depth is clear to the bottom and the water is less than four feet deep is listed below. When following this protocol, pre-preserved sample bottles should not be used as collection containers.

1. Facing upstream, place the labeled sample container in the water, tipping its mouth in the direction of the current. Partially fill the bottle, lightly cap, shake the bottle, uncapped, and then rinse it out. Repeat this procedure twice to assure that the container is adequately rinsed.
2. Invert the sample bottle and place it in the water at the selected depth. Then tip its mouth in the direction of the current and allow water to flow into the container. Completely fill the container (or to within 1/2 inch of its mouth when a preservative is being added) being careful to avoid disturbing and collecting any sediments or floating material.
3. Bring the sample bottle to the surface, add preservatives if appropriate, tightly cap the bottle, and place it in an ice chest with sufficient ice to bring the sample to 4°C. Then ship or transport the samples to the laboratory for analysis.

Table 9.1 Physical-Chemical - "Bottle Sample" Parameters

Parameter	Container	Preservation	Min. Sample	Maximum Holding Time
Alkalinity	P, G	4°C	25 mL	14 days
Ammonia	P, G	4°C, pH <2 using reagent-grade H ₂ SO ₄	50 mL	36 hours
Carbonaceous Biochemical Oxygen Demand	P, G	4°C	---	48 hours
Chloride	P, G	none	---	28 days
Chlorophyll <i>a</i>	P, G	MgCO ₃ prior to filtration	---	48 hours prior to filtration 28 days post filtration
Conductivity	P, G	none	25 mL	none
Fluoride	P	none	---	28 days
Kjeldahl and Organic Nitrogen	P, G	4°C, pH <2 using pesticide-grade H ₂ SO ₄	100 mL	28 days
Metals P, G	pH <2 using trace-metals grade HNO ₃		100 mL	6 mos (Hg = 28 days)
Nitrate-Nitrite	P, G	4°C, pH <2 using pesticide-grade H ₂ SO ₄	---	28 days
Orthophosphate	P, G	4°C, field Filtered	---	48 hours
Oxygen, Winkler	G (Bottle & Top)	Fix on site and store in dark	---	8 hours
pH	P, G	4°C, no air space	25 mL	No holding time if on site, unlimited in received sample(our goal is to determine pH of sample as tested)

Table 9.1 Physical-Chemical - "Bottle Sample" Parameters (continued)

Parameter	Container	Preservation	Min. Sample	Maximum Holding Time
Phosphorus, Total	P, G	4°C, pH <2 using pesticide-grade H ₂ SO ₄	50 mL	28 days
Residue, Filterable	P, G	4°C	50 mL	7 days
Residue, Nonfilterable (TSS)	P, G	4°C	50 mL	7 days
Salinity	P, G	none	25 mL	30 days
Specific Conductance	P, G	4°C	50 mL	28 days
SulfateP, G		4°C	50 mL	28 days
Turbidity	P, G	4°C	50 mL	48 hours

The sampling protocol for collecting bottle samples from deeper surface waters where remote sampling devices are needed to sample at a specific depth is:

1. If sampling from a boat, anchor boat and take samples from bow.
2. Set trip mechanism on remote sampler (Kemmerer or Van Dorn) and rinse sampler with surface water.
3. Lower sampler to appropriate depth and trigger sampler with messenger device.
4. Raise sampler, partially fill the sample bottle with the sample water, lightly cap and shake the bottle, uncap, and then pour out rinseate (no rinsing for microbiological samples).
5. Fill the container (repeat steps 1 and 2 if additional sample is needed), add preservatives if appropriate, tightly cap the bottle, and place it in an ice chest with sufficient ice to bring the sample to 4° C. Then ship or transport the samples to the laboratory for analysis.

9.3.2. Use of Automated Sampling Devices

The ISCO MODELS 1680 and 2700 samplers are portable automated sample collection devices. Both models are designed to collect either discrete or composite samples at equal time or flow intervals. The samplers can collect up to 24 discrete samples with a maximum volume of 1000 ml each, or can collect one composite sample with a maximum volume of 9500 ml. The samplers are generally used in conjunction with the fluorometer to determine time-of-travel or dispersion or at sewage treatment plants to obtain a composite effluent sample.

Both models consist of three separate sections. The lowest section comprises the sampling tub which holds the plastic sample bottles. The middle display unit section contains the pumps, meters, electronic circuitry, and the programming controls. The upper section serves as the sampler cover.

Instructions for programming the samplers are written on the lid of the display unit section and are virtually self explanatory. The programming instructions for each model are also included in this document to provide additional clarification if necessary. Assembly instructions are the same for the two models and are detailed below.

ASSEMBLY

1. Unlatch the three black rubber draw catches and remove the cover section. Unlatch the three stainless steel latches, and lift off the display unit section.
2. Examine the sampling bottles in the tub. Make sure the containers are in the right position, clean, uncapped, and the correct size. If samples are to be analyzed for nutrients, pre-acidify every other sample bottle and program the sampler to take two bottles per sample. Replace the display unit onto the tub unit and relatch the metal bracket clamps.
3. Uncoil the tygon tubing extending from the intake to the peristaltic pump. Make sure there are no cuts or cracks in the tubing, that the hose properly fits the intake and pump connections, and that the hose clamps are secure.
4. Check to see if either a Ni-Cad battery pack or an AC power pack is in place and connected to the unit. With the AC power pack, the unit can be powered from an AC power source. The Ni-Cad battery pack must be used in remote locations.
5. Place the unit in the desired sampling location on a relatively flat surface. Set the intake at the desired depth and sampling location. Make sure the suction line slopes downhill so that it will drain completely during purging.

COMPOSITING

While both ISCOs have the capability to take direct composite samples, composite samples will typically be manually prepared by mixing discrete samples of equal volume. After the sampling program is completed, all un-acidified sample bottles will be capped, removed from the ISCO, shaken, poured into a clean (per DEP-SOP-1/01 FC 1000) plastic bucket, and mixed thoroughly. The samples will then be collected from the bucket. Sample bottles will be labeled as composite samples, and the volume of the subsamples will be recorded on the label. The bucket will then be triple rinsed with analyte-free water, shaken to remove excess rinseate, and the compositing procedure repeated for the acidified samples. Microbiological samples will not be composited.

9.3.3. Wastewater Sampling

Special considerations for sampling wastewater includes:

1. Prior to any sampling, samplers should, if possible, obtain a brief characterization of the effluent and determine if any special sampling equipment or special sampling procedures are required.
2. Samples should be collected sufficiently downstream from all entering waste streams so that the effluent is well mixed and upstream of the point of discharge.
3. The sample location should be mid-depth, near the center of the flow channel.

4. If the sample is taken from an effluent tap, the tap will be turned on and allowed to run for one minute before the sample is taken.

9.3.4. Microbiological Sampling

Special considerations for microbiological sampling include:

1. Samples will be taken without rinsing and all samples are grab samples.
2. Sample containers are kept closed until they are filled.
- 3a. If bottles are used, the stopper and cap are removed as a unit and care is taken to not contaminate the inner surface of the stopper or cap and neck of bottle. The bottle is grasped at the base with one hand and plunged mouth down into the water. The bottle is then tipped slightly upward to fill the bottle. After removal of the bottle from the water body, a small portion of the sample is poured out to allow an air space of 2.5 to 5 cm above each sample and the bottle is tightly stoppered.
- 3b. If Whirlpak bags are used, the tops are torn off, the bag held so that the mouth of the bag is in front of the hands, the bag immersed while still closed, the bag is opened into the current, and the full bag drawn up through the surface mouth first. If the water is static, the bag is opened while slowly being moved through the water. The bag is then sealed by folding the bag at least three times and then bending the wire ties in half and twisting them together.
4. The sample containers are labeled and placed on wet ice for transport to the laboratory. To meet the 6-hour holding time, samples will be taken directly to the laboratory for analysis.

9.4. Sample Preservation

Preservation requirements for each bottle sample parameter are shown in **Table 9.1**. As shown in the table, preservatives are limited to wet ice, reagent grade H_2SO_4 (nutrient samples), and reagent grade HNO_3 (metal samples). Fresh reagent grade preservatives will be supplied by the DEP Central Laboratory for each sampling event. Preservatives will be transported in plastic bottles provided by the laboratory, and added to the samples using disposable polypropylene droppers.

Acids will initially be added at a rate of 2 ml per liter of sample, for both samples and blanks. The efficacy of the pH adjustment will then be checked in the field by pouring a few drops of the sample onto narrow range pH paper. If additional acid is required, the same stock of acid will be used to supply the additional acid, and the amount used will be recorded on the field sheet for the sample. The pH will be checked at each station during the first sampling run of each survey and will be checked during subsequent sample runs at each station where additional acid was needed.

Because chlorophyll *a* samples must be filtered within 24 hours, there will be times when logistic constraints will require that WET staff filter the samples in the field. For the filtration, samples will be agitated, split into equal volume subsamples, and then filtered through Whatman 0.45 μm , 5.5 cm diameter GF/C filters. Approximately 1 mL of a magnesium carbonate suspension will be added as the last of the sample passes through the filter. The filters will be dried by maintaining the vacuum for approximately 15 seconds after all water has been filtered. Following filtering, the filters will be folded in quarters with the sample inside, wrapped in foil, labeled, and frozen for analysis by the DEP Central Laboratory.

9.5. Sample Dispatch

Samples will typically be brought to a central field location for packing and dispatch to the DEP Central laboratory. Samples are usually segregated by site (and sampling run) and placed into insulated coolers packed with sufficient wet ice to keep the samples at 4°C for the duration of the trip to the laboratory. Any breakable sample bottles (microbiological sample bottles) will be wrapped in bubble wrap or a similar packing material to avoid breakage. Sampling paperwork will be placed in a zip lock bag and taped to the inside top of the cooler. If coolers are to be transported via express mail, they will be secured with strapping tape. If possible, section personnel will deliver the coolers directly to the laboratory.

9.6. Cleaning and Decontamination Procedures

All equipment will be cleaned in the laboratory and transported to the field pre-cleaned and ready to use. If equipment is re-used during a survey, it will be field cleaned. Equipment that is used only once will be tagged as "used" and returned to the laboratory for cleaning. All decontamination protocols will be documented in the appropriate field records.

9.6.1. Laboratory Decontamination Procedures

Sample Containers

All sample containers, including the ISCO sample bottles, are obtained precleaned from the DEP Central Laboratory.

Glassware/Filtration Equipment

Any glassware used in the laboratory will be cleaned according to DEP-FM 4000. Cleaned glassware will be placed in cabinets and on shelves designated for their storage. Dirty glassware will be stored in a separate area. Non-glass components of section filtration equipment will be cleaned according to DEP-FM-4000.

Sampling Equipment

Remote sampling equipment will be cleaned in the laboratory according to DEP FM 4000, FC 1000, FC 1190, and FC 1180. As recommended in this cleaning protocol, a 10-15% reagent grade hydrochloric acid rinse will be used instead of the nitric acid rinse. Tygon tubing used in the ISCO samplers will be cleaned using the following protocol:

1. Remove tubing (and intake screen) from ISCO and flush with soapy solution of hot tap water and Liquinox.
2. Rinse exterior and interior thoroughly with hot tap water.
3. Rinse exterior and interior thoroughly with deionized water.
4. Re-place tubing on ISCO, or if tubing will be used as replacement tubing, wrap tubing and cap ends with aluminum foil.

9.6.2. Field Decontamination Procedures

Sample Containers

Sample containers will not be cleaned in the field. When using automatic samplers, sufficient sets of pre-cleaned bottles will be brought to the field so that no field cleaning will be necessary.

Sampling Equipment

When trace metal samples are being taken, remote sampling equipment (Kemmerer or Van Dorn) will be cleaned in the field according to DER-SOP-001/01. As recommended in this cleaning protocol, a 10-15% reagent grade hydrochloric acid rinse will be used instead of the nitric acid rinse. The protocol will be the same as the laboratory protocol except that hot water will not be used and the cleaning environment will not be contaminant free.

If metals are not sampled, the samplers will be rinsed with analytic free water immediately after use, and then rinsed several times with sample water from the next sample.

Equipment specific field decontamination procedures include:

1. Sufficient pre-cleaned tygon tubing will be brought to the field so that field cleaning of ISCO tygon tubing will not be necessary.
2. Fluorometer tubing will be field rinsed by running the submersible pump for at least five minutes.
3. Field probes will be rinsed with deionized water between stations and then rinsed with sample water from the next sample. At the end of the sampling day, field meters will be wiped to remove particles, rinsed with tap water, and dried (air dried if possible).

9.7. Analyte-free Water

Milli-Q deionized water from the DEP Central Laboratory is used for making all standards, and deionized water from the DEP Laboratory Building system is used for sample blanks and to rinse field probes. These analyte-free waters have been repeatedly analyzed, and the analytes covered by this CompQAP are below the detection limit for each analyzed parameter. The DEP Chemistry Section monitors the quality of both sources and maintains records of this monitoring. Chemistry Section personnel have agreed to notify WET personnel if they discover problems with the deionized water system. Analyte-free waters are stored in containers provided by the DEP Central Laboratory.

10. Quality Control Measures

10.1. Quality Control Measures

10.1.1. Field Quality Controls

10.1.1.1. Field Blanks

Field blanks will be prepared on-site by filling the appropriate sample containers with analyte-free DI water, adding appropriate preservatives, sealing the containers, and completing the appropriate documentation. The field blanks will be treated, transported, and stored with the regular samples collected for the same sample group. Field blanks will be taken at a minimum rate of 5% per analyte group.

10.1.1.2. Equipment Blanks

Equipment (rinseate) blanks will also be prepared for each parameter group sampled using remote sampling equipment that must be decontaminated in the field for subsequent sampling. Equipment

blanks will be prepared in the field by collecting, in the appropriate container for the parameter group, an analyte-free DI water rinse from the equipment (e.g., Van Dorn bottle) before any samples are collected (first equipment blank) and after execution of the last step of the proper field decontamination protocol (second equipment blank).

Preservatives will be added to the equipment blanks when appropriate for the parameter group. The equipment blanks will be treated, stored, and transported with the regular samples collected for the sample group.

When required, equipment blanks will be taken at a rate of one blank or 5% (whichever is greater) per analyte group. If 10 or less samples are collected, only one blank (either from pre-cleaned equipment or from equipment cleaned in the field) will be taken per analyte group.

10.1.1.3. Field Duplicates

For each bottle sample parameter, at least one sample or 10% of the samples, whichever is greater, will be collected in duplicate during each survey. Similarly, for metered parameters measured in the field, at least one duplicate sample will be analyzed for every 10 field measurements.

10.1.2. Methods Used to Ensure Accuracy

10.1.2.1. Equipment Calibration

All equipment will, at a minimum, be calibrated and checked according to manufacturer's instruction. All equipment will be calibrated or checked prior to sampling (see **Table 9.1**), and all DO meters will receive an additional annual calibration check against Winkler titration. All laboratory calibration will be entered into the log book for each meter (maintained by laboratory technician), and all field calibration data will be recorded on field sheets (maintained by project manager).

10.1.2.2. Standard Receipt and Traceability

The majority of standard solutions used by the WET are purchased from a chemical supply company as needed. Additional standard solutions may occasionally be obtained from the DEP Chemistry Laboratory. Upon arrival at the lab, the standards are logged in by the environmental technician and then stored in storage cabinets at approximately 25°C. The environmental technician will maintain a log of the sources, dates of receipt, and expiration dates of each standard. The technician will also periodically check the expiration date of all standards and will promptly dispose of all expired chemicals.

Table 10.1
Calibration Acceptance Criteria pH,
Specific Conductance, Temperature,
Dissolved Oxygen, Turbidity, and Total
Residual Chlorine

Table FT 1000-1: Field Testing Acceptance Criteria	
Parameter	Acceptance Criteria
pH (FT 1100)	± 0.2 Standard pH Units of buffer or more stringent program criteria
Specific Conductance (FT 1200)	$\pm 5\%$ of standard value
Temperature (FT 1400)	$\pm 0.2^{\circ}\text{C}$ of NIST-traceable value (with correction factors) Verification over range of applicable values
Dissolved Oxygen (FT 1500)	± 0.3 mg/L of theoretical value (see Table FT 1500-1)
Turbidity (FT 1600)	0.1-10 NTU: $\pm 10\%$ of standard value 11-40 NTU: $\pm 8\%$ of standard value 41-100 NTU: $\pm 6.5\%$ of standard value > 100 NTU: $\pm 5\%$ of standard value
Total Residual Chlorine (FT 2000)	0.995 calibration curve correlation coefficient $\pm 10\%$ of primary standard value $\pm 10\%$ of secondary standard value Color comparator acceptance criterion: $\pm 10\%$ of primary standard value

Table 10.2
Calibration Acceptance Criteria Specialized Instruments

Instrument	Calibration Type	No. of Standards	Acceptance/Rejection	Frequency
Beckman RS-3	Continuing	1	Temperature = $\pm 5^\circ$ Conductivity = $\pm .05$ uhos Salinity = $\pm .03\%$	Prior to Use
LI-COR	Continuing	N/A	N/A	Prior to Use
Model 10 Fluorometer	Continuing	4	Fluorescence $\pm 1\%$ of Full Scale	Prior to Use
Marsh-McBirney Model 201	Continuing	N/A	V = $\pm 2\%$	Prior to Use

10.1.2.3. Standard Sources and Preparation

Standard sources used by the WET are listed in **Table 10.3**. The WET routinely prepares two types of standards, a potassium chloride standard for conductivity/salinity calibration and a dye standard for fluorometer calibration. Preparation protocols for each standard are listed below.

Potassium Chloride Standard

Prior to weighing the KCL crystals for the following standards, they will be dried in an oven for approximately four to five hours at approximately 175°C.

Preparation of 1.0 M Standard

1. Weigh out 74.456 grams of KCL crystal.
2. Add the crystals to a 1 liter volumetric flask.
3. Fill one-third of the container with de-ionized water.
4. Swirl the container to mix the solution.
5. Fill the remaining container with de-ionized water to the 1 liter volume.
6. Mix the solution by inverting the container.

Preparation of 0.1 M Standard

1. Place 100 ml of the 1.0 M standard solution into a 1 liter volumetric flask.
2. Fill the container half full with de-ionized water.
3. Swirl the container to mix the solution.

4. Fill the remaining container to the 1 liter volume.
5. Mix the solution by inverting the container.

Preparation of 0.01 Standard

1. Obtain 100 ml of the 0.1 M standard solution and add this to a 1 liter volumetric flask.
2. Repeat steps 2 through 5 from the 0.1 M standard preparation.

Table 10.3 Standard Sources and Preparation

Instrument Group	Standard Sources	How Received	Source Storage	Preparation From Source	Lab Stock Storage	Preparation Frequency
pH Meters	Fisher Scientific Chemical Co.	Solution 4, 7 & 9 @ 25°C	Storage Cabinets	Source Stock	Storage Cabinets	As Needed
Conductivity Meters	Fisher Scientific Chemical Co.	Solutions 1 M KCl @ 25°C	Storage Cabinets	Source Stock	Storage Cabinets	As Needed
Model 10 Fluorometers	Compton Knowles	20% WT @ 25°C	Storage Cabinets	Primary Stock Used For Prep. of Intermediate Stock And Intermediate Stock Used For Preparation of Working Stock	Storage Cabinets	Quarterly

Preparation of the 0.001 M Standard

1. Obtain 1 ml of the 1.0 standard solution and place this in a 1 liter volumetric flask.
2. Repeat steps 2 through 5 from the 0.1 M standard preparation.

Verification

Once the standards have been prepared, check the conductivity of each using a previously calibrated conductivity meter. The conductivity of each standard solution is shown below.

Standard Solution (moles)	Conductivity us/cm
1.0	111900.0
0.1	12900.0
0.01	1413.0
0.001	147.0

Rhodamine Dye Standard

The dye received from the manufacturer is a 20% solution. This solution must be diluted to 200 ppb for use as a calibration standard. When each keg of dye is received, the lot number of the keg should be recorded prior to preparation of standards.

1. Preparation of 200 ppm intermediate solution.
 - a. Fill a clean 1000 ml volumetric flask approximately half full with distilled water.
 - b. Inject 1 ml of 20% dye (raw) into the volumetric flask using an automatic pipetter.
 - c. Fill the flask with distilled water. The flask should be filled to the volume line with the bottom of the meniscus on the line.
 - d. Mix by inversion until well mixed.
 - e. Reserve approximately 5 ml of the solution and discard the rest.
2. Preparation of 200 ppb standard (secondary).
 - a. Rinse the 1000 ml flask thoroughly (at least 3 times) and fill half way with distilled water.
 - b. Add 1 ml of solution from above.
 - c. Fill with distilled water above.
 - d. Mix well as above.
 - e. Save approximately 100 ml in a tightly capped bottle.
 - f. Label bottle with concentration, date, dye lot number, and name.

The 200 ppb standard must be diluted to 20, 2.0 and 0.2 ppb each time a calibration is run.

1. Preparation of 20 ppb working standard.
 - a. Fill 100 ml volumetric flask half way with distilled water.
 - b. Add 10 ml of 200 ppb secondary standard.
 - c. Fill with distilled water as in above.
 - d. mix well and pour into cuvette.
2. Preparation of 2.0 ppb working standard.
 - a. Fill 100 ml volumetric flask half way with distilled water.
 - b. Add 1.0 ml of 200 ppb secondary standard.
 - c. Fill with distilled water as above.

- d. Mix well and pour 10-20 ml into a cuvette, discard the remainder.
3. Preparation of 0.2 ppb working standard.
 - a. Fill 1000 ml volumetric flask half way with distilled water.
 - b. Add 1.0 ml of 200 ppb working standard.
 - c. Fill with distilled water as above.
 - d. Mix well and pour 10-20 ml into a cuvette, discard the remainder.
4. Preparation of distilled water blank. Pour 10-20 ml of distilled water into a cuvette.

10.1.3. Precision

Precision will be determined by evaluating duplicate metered parameter measurements. The formula for evaluating duplicate measurements is defined as:

$$\frac{A-B}{\frac{A+B}{2}} \times 100 = \% \text{ Relative Difference}$$

where A and B represent the two different measurements.

Confidence intervals will be established for precision data generated for a parameter during a given time period. A 95% confidence interval for precision (P) is determined as:

Confidence Interval = Average Precision (P) $\pm$ 1.96 x Standard Deviation (SD)

$$\text{where } P = \frac{P}{n}$$

$$SD = \frac{1}{(n-1)} \sum_{i=1}^n \left(\frac{P_i}{P} \right)^2$$

P = Precision data
 n = Number of sample observations
 SD = Standard Deviation

Precision values for each metered parameter will be determined in the next year and updated annually, thereafter.

10.2. Corrective Actions

All meters requiring calibration will be calibrated according to manufacturer's instructions or to procedures adopted for that particular purpose. Acceptance criteria and recommended corrective

action for each meter are shown in **Table 10.4**. If a meter fails to calibrate within the acceptance criteria, the environmental technician will recalibrate the meter using new standards (if contamination is suspected). For meters not requiring calibration via standards or reagents, the meter will be disassembled, reassembled, and recalibrated. Instruments failing to calibrate on the second attempt will not be utilized until repair is completed. Equipment will be repaired by the environmental technician or returned to the factory for repair.

When in the field, team members will determine the operational status of each piece of sampling equipment. If duplicate measurements for a given meter do not agree within 10 percent, the field team will recalibrate the meter. The meter will be determined inoperative if simple maintenance (replace DO membrane on DO probe, for example) and re-assembly does not correct the problem. If equipment is determined inoperative, back-up equipment will be used (if available) to continue the sampling effort. At the end of each sampling day, team members will notify the project leader of any equipment problems.

10.3. Deviations from Procedures

Other quality control measures relating to bottle sampling (field blanks, trip blanks, and spikes) apply to both WET Section sampling procedures and to the laboratory analysis. If the Central laboratory informs the WET Section that these QC measures indicate there may be a problem in the sampling procedure, the section QAO will review proper sampling protocols with all appropriate staff.

Table 10.4 Corrective Action Table

<u>QC Activity</u>	<u>Acceptable Criteria</u>	<u>Recommended Corrective Action</u>
YSI DO Meter	Instrument Response +/- 1% overall	Replace electrolyte and membrane. Check battery voltage, and recalibrate.
Fluorometer Calibration	Instrument Response +/- 1%	Recalibrate using new standards.
Beckman RS-3 Calibration	Instrument Response +/- 0.05 umhos/cm	Recalibrate using new standards. Check 50 ohm resistor. Check battery.
Marsh-McBirney	Instrument Response Calibration 9.8 and 10.2 within 10 seconds.	Check batteries and replace if necessary, then recalibrate.

10.4. Performance and Systems Audits

Audits and Corrective Actions

Audits provide objective feedback concerning the effectiveness of our program's quality system, and may identify areas in need of improvement. Therefore, our unit performs the following activities as discussed below:

Conducts one or more audits per year and compiles audit reports

Handles complaints and other reports received from data users and the public concerning data quality

Reports exceptions to established procedures and criteria

Devises and implements corrective actions for problems with procedures, data reviews, etc

Report Compilation

To provide the Secretary with information regarding DEP's ongoing QA efforts, our unit describes and compiles the results of all appropriate QA activities, and relays it to the Standards and Assessment Section for an annual report

10.4.1. Internal System Audits

The WET QAO will conduct an annual, qualitative audit of the WET sampling system. This audit will include:

1. an on-site inspection of the physical facilities used for maintenance, calibration, and storage of field equipment,
2. a visual inspection of all field meters shown in **Table 8.2** and a review of the maintenance logs for each meter,
3. a detailed review of field sampling protocols, field calibration procedures, field decontamination procedure, and field custody documentation,
4. an examination of randomly selected field, laboratory, and auxiliary data records,
5. a determination whether planned quality control procedures are being implemented, and
6. a list of deficiencies that must be addressed to correct or improve the sampling system.

10.4.2. External System Audits

There are currently no regularly scheduled audits from external sources. WET staff acknowledges our inexperience with conducting internal system audits and welcome an audit by the Department's QA Section staff.

10.4.3. Performance Audits

Performance audits are not directly applicable to the field measurements conducted by the WET and will not routinely be conducted. The WET QAO may intermittently submit blind blank or spike samples to the DEP Central Laboratory as an external performance audit of laboratory analytical performance.

11. CONSUMER RELATIONS

11.1. Review of Proposed Work

Proposed field sampling is scheduled under the supervision of the Section Administrator. A sampling schedule is available to Section personnel on a calendar posted near the desk of the WET Section's Administrative Assistant. Proposed laboratory work is scheduled through LIMS.

11.2. Complaints

The WET Section is committed to resolving complaints and implementing suggestions for improvement. All informal complaints, suggestions, or requests for information are directed to the appropriate supervisor for resolution. If immediate resolution cannot be attained, the matter is passed to the Section Administrator, who can investigate and direct the resolution. Formal written complaints are logged with the section and, after investigation and resolution, are responded to in writing. Copies of responses are kept for reference.

Appendix A

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