



Quality Plan for

Guana Tolomato Matanzas National Estuarine Research Reserve (GTMNERR) Research Program

Florida Department of Environmental Protection (DEP)

505 Guana River Road
Ponte Vedra Beach, FL 32082

(904) 380-8600

Prepared by
GTMNERR Research Program
February 2022

Effective Date: April 1, 2022

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.



RCP Quality Assurance Officer



12/20/2022

GTMNERR Manager



12/16/2022

GTMNERR Research Coordinator



12/16/2022

GTMNERR Quality Assurance Officer

Table of Contents

Signature Page	2
List of Figures	3
List of Tables	3
Introduction	5
Quality Plan Elements	5
Statement of Policy	5
Data Quality Objectives	6
Ethics Statement	6
Organization and Responsibilities	6
Organization	6
• System-Wide Monitoring Program (SWMP)	7
Responsibilities of Key Personnel	8
Approved Signatories	10
Employee Training	11
Sampling Design and Procedures	12
Data Quality Indicators	13
Data Review	16
Documentation and Records	16
Contract Management	18
Audits and Corrective Actions	18
Report Compilation	19

List of Figures

Figure 1. Staff Organizational Chart	10
--	----

List of Tables

Table 1. GTMNERR required program trainings and frequency for GTMNERR SWMP Water Quality, Meteorological, and Nutrient Components	12
Table 2. Data quality indicators for SWMP water quality program	13
Table 3. Data quality indicators for SWMP meteorological program	14
Table 4. Data quality indicators for SWMP nutrient program. The FDEP laboratory has an established quality control program for monitoring the performance of test methods. The laboratory QA/QC	

procedures for the State of Florida Department of Environmental Protection Bureau of Laboratories
FDOH Certification Number E31780 are as prescribed in the Quality Manual
(<https://floridadep.gov/dear/florida-dep-laboratory/content/dep-laboratory-quality-assurance-manual-and-sops>) and test SOPs. 15

Introduction

The 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 of data are of sufficient quality to support Department decisions. The effectiveness of the DEP QA program is dependent upon the actions of all DEP staff throughout the entire organization. One aspect of the QA 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) (Revision 8, March 2018).

The DEP Secretary is committed to implementation of the quality assurance requirements in the QMP and as authorized at Section 403.0623, F.S., and Chapter 62-160, F.A.C. (the DEP QA Rule). It is the Secretary's intent to carry out these obligations and requirements as described in the Department's QA Directive, Directive 972 (Revision 11/1/2016).

In order to execute the components of the DEP QA Directive, the GTMNERR Research Program has developed a quality system. This document describes the steps the GTMNERR takes to ensure the scientific and legal defensibility of the 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 and scientific objectives for each project. The GTMNERR is committed to following good quality assurance (QA) and quality control (QC) management practices to produce data.

Quality Plan Elements

This 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. The GTMNERR will revise our Quality Plan as needed and will 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 QMP, QA Directive, and QA Rule (Chapter 62-160, F.A.C.). Our plan addresses all activities associated with sampling, field testing, and data management (review and entry).

Where appropriate, we cite existing internal and external documents, including training materials, checklists, and standard operating procedures (SOPs) throughout the quality plan. We expect all research staff to read, 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.

Statement of Policy

This Quality Plan for the GTMNERR Research and Monitoring Program headquartered in Ponte Vedra Beach, Florida, states the procedures used in the Research program to ensure that data generated by

the GTMNERR is of verifiable quality and meets required scientific objectives for each project. The GTMNERR is committed to following good quality assurance (QA) and quality control (QC) management practices to produce data.

Data Quality Objectives

The following list of quality objectives provide a reference framework for the GTMNERR research program. Through the implementation of this plan the GTMNERR strives to:

- Maintain a high level of accuracy and consistency in collecting scientifically valid and legally defensible short- and long-term monitoring data (water quality, weather, biological systems, habitat, etc.)
- Ensure that sampling and data management procedures follow program/project SOPs
- Ensure that research personnel are adequately trained to perform their designated monitoring and analysis functions
- Evaluate data collected and ensure that it meets program requirements
- Qualify data collected to ensure that it is usable, accurate, and defensible
- Implement corrective actions if data quality objectives are not met
- Ensure that GTMNERR research contracts are appropriately managed and reviewed in order to maintain that data collected is of a comparable usability to that of GTMNERR managed programs
- Review non-GTMNERR generated data and metadata used in GTMNERR projects and ensure that they meet program quality standards prior to use
- Generate and summarize results for reports and meetings

Ethics Statement

All DEP employees and contract employees of GTMNERR are held to high professional ethical standards in the performance of their duties. All employees are required to read and understand 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 DEP.

Organization and Responsibilities

Organization

The GTMNERR is one of 30 National Estuarine Research Reserves that were established under Section 315 of the Coastal Zone Management act (CZMA) of 1972 for long-term research, education, and stewardship. The GTMNERR is administered by the National Oceanic and Atmospheric Administration (NOAA) in cooperation with Florida's DEP Office of Resilience and Coastal Protection (RCP) which resides within DEP's Water Policy and Ecosystem Restoration Division. The GTMNERR Research program is located at GTMNERR Visitor Center, 505 Guana River Road, Ponte Vedra Beach, FL 32082. The telephone number is (904) 380-8613.

The function of the GTMNERR research program is to perform research and monitoring activities that identify and track short-term variability and long-term changes in the estuary. Research and Monitoring program personnel are responsible for following research and monitoring activities that are guided by national and/or state plans that identify goals, priorities, and implementation strategies. The quality system and technical requirement described in this document are applicable to the following programs managed by the GTMNERR:

- [System-Wide Monitoring Program \(SWMP\)](#)

SWMP was initiated in 1995 and was developed in consultation and partnership with several other national monitoring efforts including NOAA, the National Status and Trends Program, the US Environmental Protection Agency (EPA) Environmental Monitoring and Assessment Program, the National Park Service (NPS) Inventory and Monitoring Program, and the National Science Foundation (NSF) Long Term Ecological Research Program (LTER).

SWMP is an issue-driven long-term monitoring program that uses the NERRS as a network of coastal and estuarine reference sites for evaluating ecosystem function and change. A primary goal of SWMP is the collection and analysis of long-term data that have relevance to management issues and can improve understanding and inform decisions affecting estuaries and coastal watersheds. SWMP data are collected using standardized approaches across the national system and data collection is designed to provide a high degree of spatial coverage and temporal resolution ([NERRS System-Wide Monitoring Program Plan, 2011](#)).

[Water Quality](#)

Continuous water quality monitoring procedures conducted by GTMNERR are done in accordance with the nationally coordinated and standardized SWMP. The goal of the SWMP is to develop quantitative measurements of short-term variability and long-term changes in the water quality, biotic diversity, and land-use or land-cover characteristics of estuaries and estuarine ecosystems for the purposes of contributing to effective nationwide coastal zone management. The SWMP water quality provides valuable long-term data on water quality at 15-minute time intervals using Xylem/YSI data sondes to obtain readings. The GTMNERR maintains four long-term water quality stations in Northeast Florida, Pine Island (PI), San Sebastian (SS), Fort Matanzas (FM), and Pellicer Creek (PC).

[Meteorological](#)

The GTMNERR operates a meteorological station, Pellicer Creek (PC), adjacent to Pellicer Creek in Princess Place Preserve, Flagler County, Florida. Meteorological conditions are measured in 15-minute intervals in accordance with the nationally coordinated and standardized SWMP. The principal objective is to measure short-term variability and long-term change in meteorological conditions in the GTMNERR with the goal of integrating meteorological data with water quality and habitat data to study the relationships among these parameters within the GTMNERR.

Nutrients

The GTMNERR collects water samples monthly in accordance with the nationally coordinated and standardized SWMP to quantify nutrient and chlorophyll *a* concentrations at the same long-term water quality monitoring stations where the SWMP data sondes are located. Grab water samples are collected during an ebb tide at all four stations, while an intensive diel sampling is conducted at the Pellicer Creek station only.

Laboratory-based chemical analyses are performed on the monthly water samples collected at each of the stations. The objective of this effort is to quantify the spatial/temporal variability of nutrients, carbon, bacteria, phytoplankton biomass, and other water quality indicators within the Reserve and to explore how these are related to concurrently generated data sonde and meteorological data.

Responsibilities of Key Personnel

Alex Reed, B.S., Office of Resilience and Coastal Protection Director (Director)

The Office of Resilience and Coastal Protection is led by the Director, who oversees the administrative direction of the office.

Michael Shirley, Ph.D., Office of Resilience and Coastal Protection Deputy Director (Deputy Director)

The Deputy Director is responsible for overseeing the Florida Coastal Zone Management Program, Florida Resilient Coastlines, and Clean Boating Programs.

Samantha Howe, M.S., Office of Resilience and Coastal Protection Quality Assurance Officer (Government Operations Consultant II)

The Quality Assurance (QA) Officer serves as the lead QA Officer for RCP. The QA Officer is responsible for the production and revisions of the Quality Manual, providing quality assurance oversight, and ensuring that personnel adhere to proper sampling collection and analysis methods.

Scott Eastman, M.S., Office of Resilience and Coastal Protection Northeast Florida Regional Administrator (Program Administrator)

The Northeast Regional Administrator is responsible for the administrative direction of the GTMNERR and Aquatic Preserves from the Indian River Lagoon to the Georgia line.

Lia Sansom, M.B.A., GTMNERR Manager (Environmental Manager)

The GTMNERR Reserve Manager is responsible for overseeing and coordinating all programmatic and administrative functions of the GTMNERR including contract management, research, education, stewardship, resource management, and stakeholder collaboration on the programmatic side and budgets, grants, contracts and personnel on the administrative side. The

Reserve Manager also serves as the liaison for the citizen support organization, Friends of the GTM Reserve, and is the Aquatic Preserve Manager for the Pellicer Creek Aquatic Preserve and Guana River Marsh Aquatic Preserve.

Nikki Dix, Ph.D., GTMNERR Research Director

(Contract Employee)

The GTMNERR Research Director oversees the research and monitoring programs within the reserve and provides the technical and scientific background to maintain quality assurance, and updates monitoring programs when necessary. The Research Director is responsible for assigning project management responsibilities to project managers, designates the Quality Assurance Officer, evaluates the Data Quality Objectives and Data Quality Indicators to ensure they meet program needs, and meets with program managers to evaluate the effectiveness of staff's data quality activities. The program managers and the Research Director evaluate corrective action policies and procedures to be implemented when data do not meet program Data Quality Objectives and discuss findings with the QA Officer.

Kathryn Petrinec, B.S., GTMNERR SWMP Data Specialist/ QA Officer

(OPS Environmental Specialist II)

The SWMP Data Specialist is responsible for data management for the water quality, meteorological and nutrient components of the SWMP. The SWMP Data Specialist also serves as the GTMNERR QA Officer and is responsible for the production and revisions of the GTMNERR Quality Manual, providing quality assurance oversight to ensure that personnel adhere to proper sampling collection and analysis methods. The QA Officer and program directors may delegate some QA responsibilities to properly trained and qualified staff, when appropriate. The QA Officer assists program managers in the development of program quality systems. Additionally, the QA Officer is responsible for documenting program QA activities, including trainings, audits and corrective actions and provides this information to the DEP Aquatic Ecology and Quality Assurance Section on a periodic basis.

Shannon Dunnigan, M.S., GTMNERR SWMP Manager

(Contract Employee)

The GTMNERR SWMP Manager reports to the Research Director and is responsible for overseeing the water quality, meteorological and nutrient components of the SWMP. She manages two positions, the SWMP Technician position and the SWMP Data Specialist position. She carries out required supervisory duties including performance evaluations, collecting and managing data, handling data reviews and training new personnel, interns, and/or volunteers. She coordinates monthly nutrient sample collections, including scheduling, washing and labeling sample containers and deployment/retrieving the automatic water sampler (ISCO). She assists in other research projects as directed by Research Director.

J. Silas Tanner, M.S., GTMNERR SWMP Technician

(Contract Employee)

The GTMNERR System-Wide Monitoring Program Technician reports to the GTMNERR SWMP Manager and is responsible for calibrations, maintenance, and deployments of the instruments

used in the SWMP. The SWMP Technician also assists in biological monitoring field work, including captaining boats and assists with other assigned projects.

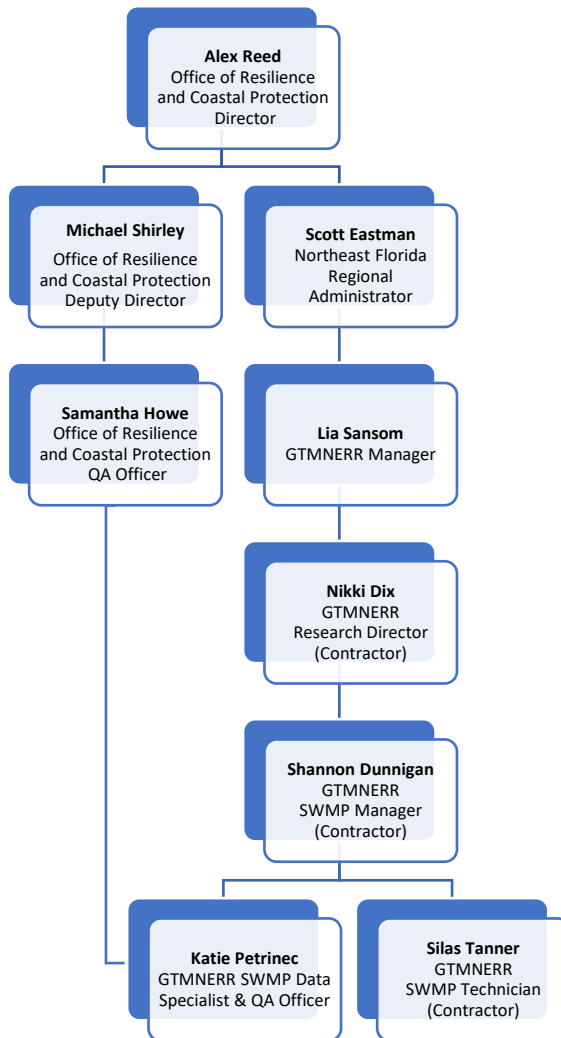


Figure 1. Staff Organizational Chart

Approved Signatories

Approved signatories within the GTMNERR are stated as:

Samantha Howe, RCP QA Officer

Kathryn Petrinec, GTMNERR QA Officer

Scott Eastman, Northeast Florida Regional Administrator

Lia Sansom, Manager

Nikki Dix, Research Director

Laboratories

The Chemistry and Biology sections of the DEP Laboratory perform the analyses for the NERRS SWMP Nutrient Monitoring. Please refer to the [FDEP Laboratory Quality Manual 2022](#) for details on laboratory organization, responsibilities, and QA/QC methods.

Employee Training

Trained personnel are responsible for research and monitoring programs and ensure that data produced adhere to program protocols and address Quality Assurance/Quality Control (QA/QC) activities. Personnel are responsible for field assessments, sample collections, data management, data analysis, and the review of projects. Additionally, personnel are responsible for compiling sampling results for federal and state reporting requirements. Reports are available for public distribution.

Staff are provided with a variety of training opportunities to improve their skills and knowledge of their position as well as to stay up to date on changes in DEP policies, safety, or quality standards.

All staff are required to complete the following list of DEP trainings within the first 6 months of employment:

- Equal Employment Opportunity (EEO) and Preventing Discrimination in the Workplace
- DEP Sexual Harassment Prevention
- Bridging the Diversity Gap
- DEP Violence-Free Workplace
- Defensive Driving
- Distracted Driving
- Slips, Trips, and Falls
- DEP Code of Ethics
- DEP Public Records
- Sprains and Strains
- DEP Information Security Awareness
- Shared Savings Program Annual Training
- People First LMS Learner Tutorial Video

Annually, staff are also required to complete DEP refresher courses – a series of courses that combine some of the training topics listed above. The following list of DEP refresher courses are required annually:

- DEP Annual Compliance Training

All GTMNERR employees are required to review sampling protocols (and/or provide technical assistance in editing and updating protocols) annually. DEP Staff, contract employees, and volunteers who are responsible for field sampling are required to have training specific to the program they are sampling for (Table 1). Individuals conducting field sampling must train with

qualified staff, contract employees, and/or volunteers and demonstrate competency and exercise good judgment prior to performing sampling activities on their own.

Program managers participate in field sampling collection methods and/or regularly meet with field staff to discuss program needs. Staff are evaluated annually for performance and are offered opportunities for additional trainings. All completed trainings are recorded in Peoplefirst LMS.

Table 1. GTMNERR required program trainings and frequency for GTMNERR SWMP Water Quality, Meteorological, and Nutrient Components.

Program	Safety Trainings	Safety Frequency	Sample Collection or Measurement Trainings	Sample Collection or Measurement Frequency	Data Review Trainings	Data Review Frequency
SWMP Water Quality	DEP Boater Safety (for Vessel Captain)	Once	CDMO SWMP Technician Training Workshop and DEP Field Testing	Annually	CDMO SWMP Technician Training Workshop and DEP Basic Data Review	Annually
SWMP Meteorological	—	—	CDMO SWMP Technician Training Workshop	Annually	CDMO SWMP Technician Training Workshop	Annually
SWMP Nutrient	DEP Boater Safety (for Vessel Captain)	Once	CDMO SWMP Technician Training Workshop and DEP Field Testing	Annually	CDMO SWMP Technician Training Workshop DEP Basic Data Review	Annually

Sampling Design and Procedures

The sampling design, techniques and procedures used in the GTMNERR research program are developed and/or adopted by the Research Director and program managers. All procedures and methods are reviewed for compliance with our quality assurance plan and requirements and reviewed by the quality assurance officer. Successful implementation of our research programs rely on valid data. Staff evaluate program data using program Data Quality Objectives (DQOs) and program specific Data Quality Indicators (DQIs) (TABLES 2-4) and implement corrective actions as directed by the program manager and/or the Research Director.

All research personnel are responsible for planning, scheduling, field assessments, sample collections, compiling sampling results, data management, data analysis, and reporting as assigned by project managers. Reports are reviewed for errors and completeness by project managers and/or by the Research Director. Suggested modifications to sampling procedures or proposals for new projects and/or procedures are also handled by project managers and Research Director.

Data Quality Indicators

The GTMNERR uses data quality indicators in a continuing effort to collect data that are sufficiently precise, accurate, representative, complete, and comparable to meet the program objectives. The following tables provide an overview of program indicators.

Table 2. Data quality indicators for SWMP water quality program.

Parameter	Matrix	Data Quality Indicators (DQIs)	Measurement Performance Criteria	QC Sample and/or Activity Used to Assess Measurement Performance	QC Sample Assesses Error for Sampling (S), Analytical (A) or both (S&A)
Temperature	Estuary	Accuracy	CT2 Probe; Thermistor (Model # 599870) Range: -5 to 35°C, Accuracy: +/- 0.01°C Range: 35 to 50°C, Accuracy: +/- .005°C Wiped Probe; Thermistor (Model # 599827) Range: -5 to 50°C Accuracy: ±0.2°C	- Verified with NIST traceable thermometer before calibration and after deployment - Verified at 3 points, ice water, room temperature, and warm water ~ 35°C (annually only)	(A)
Specific Conductance	Estuary	Accuracy	CT2 Probe; 4-electrode cell with autoranging (Model # 599870) Range: 0 to 200 mS/cm Accuracy: 0 to 100: +/- 0.5% of reading or 0.001 mS/cm Wiped probe; 4-electrode cell with autoranging Model#: 599827 Range: 0 to 100 mS/cm Accuracy: ±1% of the reading or 0.002 mS/cm, whichever is greater	- Verified by confirming dry air reading is < 2 uS/cm - Passing temperature check - Passing QC score (Green or Yellow) - Passing cell constant: CT2 = 5.1 +/- 0.2 Wiped CT = 0.47 +/- 0.1 - Passing post deployment accuracy check	(A)
Salinity	Estuary	Accuracy	CT2 probe, Calculated from conductivity and temp. Range: 0 to 70 psu Accuracy: +/- 1.0% of reading pr 0.1 ppt, whichever is greater Wiped probe; Calculated from conductivity and temperature Range: 0 to 70 ppt Accuracy: ±2% of the reading or 0.2 ppt, whichever is greater	- Passing temperature check - Passing specific conductance checks - Passing post deployment accuracy check	(A)
Dissolved Oxygen	Estuary	Accuracy	% saturation Optical probe w/ mechanical cleaning Mode I#: 599100-01 Range: 0 to 500% air saturation Accuracy: 0-200% air saturation: +/- 1% of the reading or 1% air saturation, whichever is greater mg/L (Calculated from % air saturation, temperature, and salinity) Range: 0 to 50 mg/L Accuracy: 0-20 mg/L: +/-0.1 mg/l or 1% of the reading, whichever is greater	- Passing temperature check - Passing QC score (Green or Yellow) - Passing DO Gain: 0.87 – 1.25 - Passing post deployment accuracy check	(A)
pH	Estuary	Accuracy	Guarded or Wiped pH probe (glass combination electrode) Model #: 599701 (guarded) or 599702 (wiped) Range: 0 to 14 units Accuracy: +/- 0.1 units within +/- 10°C of calibration temperature, +/- 0.2 units for entire temperature range	- Passing temperature check - Passing QC score (Green or Yellow) - Passing pH slope: ideal range 160 – 180 mV; if <155 mandatory coding as suspect - Passing post deployment accuracy check	(A)

Depth/Level	Estuary	Accuracy	Stainless steel strain gauge Range: 0 to 33 ft (10 m) Accuracy: +/- 0.013 ft (0.004 m)	• Passing QC score (Green or Yellow)	(A)
Turbidity	Estuary	Accuracy	Optical sensor, 90-degree scatter Model#: 599101-01 Range: 0 to 4000 FNU Accuracy: 0 to 999 FNU: 0.3 FNU or +/- 2% of reading (whichever is greater); 1000 to 4000 FNU +/-5% of reading	• Passing QC score (Green or Yellow) • Passing post deployment accuracy check	(A)

Table 3. Data quality indicators for SWMP meteorological program.

Parameter	Matrix	Data Quality Indicators (DQIs)	Measurement Performance Criteria	QC Sample and/or Activity Used to Assess Measurement Performance	QC Sample Assesses Error for Sampling (S), Analytical (A) or both (S&A)
Temperature	Air	Accuracy	Pt1000 Class A Temperature and Relative Humidity Probe Model #: EE181 Operating Temperature: -40°C to 60°C Range: -40°C to 60°C Accuracy: $\pm 0.2^{\circ}\text{C}$ @ 23°C	• Calibrated annually • Verified monthly; compared to Kestrel hand-held readings	(A)
Relative Humidity	Air	Accuracy	Temperature and Relative Humidity Probe HC101 Model #: EE181 Range: 0-100% non-condensing Accuracy: -15 to 40 °C: $\leq 90\% \text{ RH} \pm (1.3 + 0.003 \cdot \text{RH reading}) \% \text{ RH}$ -15 to 40 °C: $> 90\% \text{ RH} \pm 2.3\% \text{ RH}$ -25 to 60 °C: $\pm (1.4 + 0.01 \cdot \text{RH reading}) \% \text{ RH}$ -40 to 60 °C: $\pm (1.5 + 0.015 \cdot \text{RH reading}) \% \text{ RH}$ Temperature dependence of RH measurement: typically, 0.03% RH/°C Note: This sensor caps relative humidity values at 100%, measured values >100% are altered to 100%	• Calibrated annually • Verified monthly; compared to Kestrel hand-held readings	(A)
Barometric Pressure	Air	Accuracy	Vaisala Barocap © silicon capacitive pressure sensor Model #: CS-106 (PTB110) Operating Range: Pressure: 500 to 1100 mb; Temperature: -40°C to +60°C; Humidity: non-condensing Accuracy: $\pm 0.3 \text{ mb}$ @ 20°C; +/- 0.6 mb @ 0°C to 40°C; +/- 1 mb @ -20°C to 45°C; +/- 1.5 mb @ -40°C to 60°C Stability: $\pm 0.1 \text{ mb}$ per year	• Calibrated every 2-years • Verified monthly; compared to Kestrel hand-held readings	(A)
Wind Monitor	Air	Accuracy	18 cm diameter 4-blade helicoids propeller molded of polypropylene Wind Monitor Model #: R.M. Young 05103 Wind Speed Range: 0-60 m/s (134 mph); gust survival 100 m/s (220 mph) Accuracy: +/- 0.3 m/s Wind Direction Units: degrees Sensor type: balanced vane, 38 cm turning radius	• Calibrated every 2-years • Wind Speed verified monthly; compared to Kestrel hand-held readings • Wind Direction verified by technician observation	(A)

Photosynthetically Active Radiation (PAR)	Air	Accuracy	Apogee Quantum Sensor anodized aluminum with cast acrylic diffuser Model #SQ110 Light spectrum waveband: 410 to 655 nm Temperature dependence: 0.06+/-0.06% per °C Stability: <±2% change over 1 yr Operating Temperature: -40°C to 70°C; Humidity 0 to 100% Cosine Response: 45° zenith angle: +/- 2%; 75° zenith angle: +/- 5% Sensitivity: 0.2mV per µmol s ⁻¹ m ⁻²	- Calibrated every 2-years - Verified using XXX.com	(A)
Precipitation	Water	Accuracy	Tipping Bucket Rain Gauge Model #: TE525 Rainfall per tip: 0.01 inch Operating range: Temperature: 0° to 50°C; Humidity: 0 to 100% Accuracy: +/- 1.0% up to 1 in./hr; +0, -3% from 1 to 2 in./hr; +0, -5% from 2 to 3 in./hr	- Calibrated annually - Verified by technician observation	(A)

Table 4. Data quality indicators for SWMP nutrient program. The FDEP laboratory has an established quality control program for monitoring the performance of test methods. The laboratory QA/QC procedures for the State of Florida Department of Environmental Protection Bureau of Laboratories FDOH Certification Number E31780 are as prescribed in the Quality Manual (<https://floridadep.gov/dear/florida-dep-laboratory/content/dep-laboratory-quality-assurance-manual-and-sops>) and test SOPs.

Parameter	Matrix	Data Quality Indicators (DQIs)	Measurement Performance Criteria	QC Sample and/or Activity Used to Assess Measurement Performance	QC Sample Assesses Error for Sampling (S), Analytical (A) or both (S&A)
Chemistry and Biology Samples	Estuarine Water	Precision	Field variability	- Two successive grab samples are collected at each site - Replicate (N=2) samples are collected using a pole sampler lowered to the approximate depth of the data sonde probes in closed position and then opened to draw water from the specified depth - One field blank is included in each monthly collection.	(A)
Chemistry and Biology Samples	Estuarine Water	Precision	Laboratory variability	- Method blanks and duplicate samples are run with every sample batch - A batch of samples consists of 20 or fewer samples (with the exception of microbiology) that are prepared and/or analyzed in a single run - Microbiology samples are batched by day, so that all samples received and processed on a given day are in the same prep and analysis batch - Saline matrices are batched separately where the test is impacted by high conductivity samples - Replicate analyses are used to evaluate precision (with the exception of microbiology). - Microbiology precision is evaluated according to Standard Methods 9020	(A)
Chemistry and Biology Samples	Estuarine Water	Accuracy / Bias	Sample spikes	Sample spikes are performed with each sample batch. The acceptance limits for sample or spike duplicates	(A)

				is a RPD of less than 20% if both results are above the PQL. Laboratory fortified blanks are run with each sample batch, acceptance limits for recovery are 85-115%	
Chemistry and Biology Samples	Estuarine Water	Accuracy / Bias	Standard Reference Material Analysis	Check standards are included in each batch and at the beginning and end of each run. Check standard acceptance limits for recovery are 85-115%.	(A)
Chemistry and Biology Samples	Estuarine Water	Accuracy / Bias	Cross calibration exercises	FDEP laboratory participated in two rounds of performance testing (PT) in 2020. The studies are performed by many labs around the nation to and are required to maintain the lab's TNI certification	(A)
Chemistry and Biology Samples	Estuarine Water	Representativeness	Field Representativeness	- Samples are fully representative of sampling location - Same tidal cycle 72-hour dry period prior to collection	(S)
Chemistry and Biology Samples	Estuarine Water	Data Completeness		# of valid samples	(A)

Data Review

The GTMNERR 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:

- Are the data consistent with GTMNERR Data Quality Objectives and Data Quality Indicators?
- Do the data collection methods meet program requirements and SOPs?
- Do the data meet concepts and criteria found in DEP's "Process for Assessing Data Usability", DEP-EA-001/07?
- Are the data analyzed using approved methods?
- Is the laboratory that analyzed samples certified (if applicable)?
- Do the results make sense?
- Are QC problems reported?

Staff evaluate program data using the review procedures and implement corrective actions as directed by the program manager and/or the Research Director. Research staff provide feedback to the Quality Assurance Officer for improving the program quality system.

Existing data must also meet GTMNERR's data quality objectives and pass criteria for data quality indicators. Program managers and/or the Research Director review data by checking for completeness and ensuring that the data meet quality standards and review metadata reports prior to using existing data in project reports.

Documentation and Records

To ensure appropriate documentation is maintained, the GTMNERR research program carries out record-keeping procedures for the following activities:

- sampling

- field-testing
- data review
- calculation checks
- data archiving
- data entry verification
- document control and maintenance
- record generation, retention, and storage procedures

All documents and data records are reviewed, retained, and stored in project folders for at least 5 years after the completion of a project. Sampling documentation is specific to each project and are listed in project SOPs.

All GTMNERR generated SOP documents contain the SOP name, version number, effective date, review/revision date and author. The draft watermark is removed from final SOP documents and they can only be edited by the program manager or by the QA Officer.

The following list of SOP documents that are used by the GTMNERR for the projects listed in this quality plan:

- The [NOAA NERRS SWMP YSI/Xylem EXO Multi-Parameter Water Quality Monitoring SOP](#) is maintained by the CDMO and includes the SOP name, version number, effective date, author, reviewers and copyright date. The SOP is updated annually and is distributed by the CDMO during the annual technician training workshop.
- The [GTMNERR SWMP Water Quality SOP](#) is maintained by the GTMNERR and includes the SOP name, version number, effective date, author and revision date. The SOP is updated annually and is available on the GTMNERR server.
- The [NOAA NERRS SWMP Nutrient and Chlorophyll Monitoring Program and Database Design SOP](#) is prepared by the NOAA/NERRS Nutrient Monitoring Committee and includes the SOP name, version number and revision date. The SOP is updated as needed and is distributed by the CDMO during the annual technician training workshop.
- The [GTMNERR SWMP Nutrient SOP \(draft\)](#) is maintained by the GTMNERR and includes the SOP name, version number, effective date, author and revision date. The SOP is updated annually and is available on the GTMNERR server.
- The [NOAA NERRS SWMP Campbell Scientific CR1000/1000X Meteorological Monitoring Station SOP](#) is maintained by the CDMO and includes the SOP name, version number and effective date. The SOP is updated as needed and is distributed by the CDMO during the annual technician training workshop.
- The [GTMNERR SWMP Meteorological SOP](#) is maintained by the GTMNERR and includes the SOP name, version number, effective date, author and revision date. The SOP is updated annually and is available on the GTMNERR server.
- The [NOAA NERRS SWMP Telemetry Systems for Real Time SWMP Data Delivery SOP](#) is maintained by the CDMO and includes the SOP name, version number, effective date, author, reviewers and copyright date. The SOP is updated as needed and is distributed by the CDMO during the annual technician training workshop.

- The [NOAA CDMO NERR SWMP Data Management Manual](#) is maintained by the CDMO and includes the SOP name, version number and effective date. The SOP is updated as needed and is distributed by the CDMO during the annual technician training workshop.
- The [EXO User Manual](#) is maintained and distributed by YSI and includes detailed information about the data sondes and sensors used in SWMP. The manual is updated as needed and contains an item reference number and revision number to identify version information.
- The [CR1000 Datalogger Operator's Manual](#) is maintained and distributed by Campbell Scientific, Inc. and is used in SWMP. The manual is updated as needed and contains a revision number to identify version information.
- The [6712 Portable Samplers Installation and Operation Guide](#) is maintained and distributed by Teledyne Isco and is used in SWMP. The guide is updated as needed and contains a revision number, month and year to identify version information.

All records and documents generated by GTMNERR are public records and may be subject to disclosure according to guidelines and exceptions published in Chapter 119 of Florida Statutes.

Contract Management

The GTMNERR ensures that the DEP contracts that we administer are properly managed to assure appropriate data quality. We attach either the Standard or Research QA Exhibit to any agreement that includes sample collection or analysis and require a copy of their QA Plan and SOPs. Data collected or analyzed through a contract are held to the same high standards and must meet the GTMNERR data quality objectives as data collected and/or analyzed by DEP.

Audits and Corrective Actions

Field and laboratory procedures conducted in accordance with GTMNERR research program SOPs are subject to audits and data validation. At this time, internal audits are not required for GTMNERR research staff. Individual project managers may elect to perform audits or request the quality assurance officer to perform audits as needed.

If a project manager or quality assurance officer elects to perform an audit they are responsible for assessing each quality control measure, initiating corrective action (if needed) and compiling an audit report. Notification to research staff of problems and corrective actions can occur in oral communication and written communication. Corrective actions involving field equipment and/or methods are incorporated immediately. Official memoranda between project managers and/or Research Director, may occur if corrective action is not properly implemented.

Informal complaints and other reports from data users or the public concerning data quality are directed to the appropriate supervisor for resolution. If resolution cannot be attained by the supervisor, the complaint or suggestion is passed to the regional administrator.

Report Compilation

Data sets are analyzed at regular intervals to summarize and simplify trends across spatial and temporal scales, identify the impacts of unusual or storm events, and evaluate the relative contributions of natural variability and anthropogenic impacts on ecosystem function, as they relate to relevant management issues.

Information and research product reports generated may be translated and disseminated to relevant audiences including coastal resource decision makers, academic investigators, educators, and students. Project managers and the Research Director review reports written to satisfy project and/or grant requirements. Further review of reports may be provided by regional program administrators if necessary.

Annually, the GTMNERR provides the Aquatic Ecology and Quality Assurance Section of DEP with information regarding QA activities. The information is then compiled into an annual report and provided to the Secretary of DEP.

Future adaptive management concerning our QA program is based on findings from data reviews, audits (when applicable) and report feedback and is used for enhancing staff performance and needs and program objectives.