Florida Department of Environmental Protection

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Tallahassee, Florida 32399-2400

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Lt. Governor

Jonathan P. Steverson
Secretary

VIA EMAIL
Read Receipt Requested

September 9, 2015

Collier County Natural Resources Division
Pollution Control Section
3339 Tamiami Trail East Suite 304
Naples, FL 34112
Email: GeoffreyRosenaw@colliergov.net

Re: Final Audit Report for Groundwater Sampling Field Performance Audit of the Collier County Engineering and Natural Resources Division, Pollution Control Section, Conducted August 7, 2014; OGC Case No. 15-0517.

Dear Mr. Rosenaw:

Thank you for responding to the preliminary audit report for the Groundwater Sampling Field Performance Audit of the Collier County Natural Resources Division, Pollution Control Section (County). The Florida Department of Environmental Protection (Department) has reviewed your response and determined that the proposed corrective actions are acceptable and have been implemented. We are confident that the indicated corrective actions will improve the quality assurance system for the County.

Attached is the final audit report detailing the audit procedure and the audit findings. The final audit report will also be posted on the Department's website at http://www.dep.state.fl.us/labs/cgi-bin/reports/search.asp. As noted in the report, the Department concludes that groundwater sampling procedures used by the County are consistent with the Department's Standard Operating Procedures incorporated in Chapter 62-160, F.A.C.

Under Chapter 120 of the Florida Statutes, Collier County, and any other person whose substantial interests are affected by the Department's agency action, may challenge the attached final audit report, including the corrective actions and the data usability analysis. The process to challenge any portion of this agency action is described below in the Notice of Rights section.

If you have any questions or concerns about this final audit report, please feel free to contact Nia Wellendorf at (850)245-8190 or Jennifer Claypool at (850)245-8473.

Notice of Rights

This action is final and effective on the date mailed (via e-mail) unless a sufficient petition for an administrative hearing is timely filed under sections 120.569 and 120.57 of the Florida Statutes as provided below. If a sufficient petition for an administrative hearing is timely filed, this agency action becomes only proposed agency action, subject to the result of the administrative review process. Therefore, on the filing of a timely and sufficient petition, this action will not be final and effective until further order of the Department. Because an administrative hearing may result in the reversal or substantial modification of this action, the petitioner is advised not to proceed until the deadlines noted below for filing a petition for an administrative hearing or request for an extension of time have expired. Mediation is not available.

A person whose substantial interests are affected by the Department's action may petition for an administrative proceeding (hearing) under sections 120.569 and 120.57 of the Florida Statutes. The petition must contain the information set forth below and must be filed (received by the clerk) in the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000. The petitioner shall also mail a copy of the petition to Collier County at the address indicated above at the time of filing.

Under rule 62-110.106(4), F.A.C., a person whose substantial interests are affected by the Department's action may also request an extension of time to file a petition for an administrative hearing. The Department may, for good cause shown, grant the request for an extension of time. Requests for extension of time must be filed with the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, before the applicable deadline. A timely request for extension of time shall toll the running of the time period for filing a petition until the request is acted upon. If a request is filed late, the Department may still grant it upon a motion by the requesting party showing that the failure to file a request for an extension of time before the deadline was the result of excusable neglect.

If a timely and sufficient petition for an administrative hearing is filed, other persons whose substantial interests will be affected by the outcome of the administrative process have the right to petition to intervene in the proceeding. Intervention will be permitted only at the discretion of the presiding officer upon the filing of a motion in compliance with rule 28-106.205, F.A.C.

In accordance with rules 28-106.111(2) and 62-110.106(3)(a), F.A.C., petitions for an administrative hearing by the petitioner must be filed within 21 days of receipt of this written notice. Petitions filed by any persons who were not entitled to written notice under section 120.60(3) of the Florida Statutes must be filed within 21 days of publication of the notice, if published, or within 21 days of receipt of the written notice, whichever occurs first. Under section 120.60(3) of the Florida Statutes, however, any

person who has asked the Department for notice of agency action may file a petition within 21 days of receipt of such notice, regardless of the date of publication. The failure of any person to file a petition for an administrative hearing within the appropriate time period shall constitute a waiver of that person's right to request an administrative determination (hearing) under sections 120.569 and 120.57 of the Florida Statutes.

A petition that disputes the material facts on which the Department's action is based must contain the following information: (a) The name and address of each agency affected and each agency's file or identification number, if known; (b) The name, address, and telephone number of the petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests are or will be affected by the agency determination; (c) A statement of when and how the petitioner received notice of the agency decision; (d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate; (e) A concise statement of the ultimate facts alleged, including the specific facts that the petitioner contends warrant reversal or modification of the agency's proposed action; (f) A statement of the specific rules or statutes that the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and (g) A statement of the relief sought by the petitioner, stating precisely the action that the petitioner wishes the agency to take with respect to the agency's proposed action.

A petition that does not dispute the material facts on which the Department's action is based shall state that no such facts are in dispute and otherwise shall contain the same information as set forth above, as required by rule 28-106.301, F.A.C.. Under paragraphs 120.569(2)(c) and (d) of the Florida Statutes, a petition for administrative hearing must be dismissed by the agency if the petition does not substantially comply with the above requirements or is untimely filed.

This determination constitutes an order of the Department. Subject to the provisions of paragraph 120.68(7)(a) of the Florida Statutes, which may require a remand for an administrative hearing, the applicant has the right to seek judicial review of the order under section 120.68 of the Florida Statutes, by the filing of a notice of appeal under rule 9.110 of the Florida Rules of Appellate Procedure with the Clerk of the Department in the Office of General Counsel, 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida, 32399-3000; and by filing a copy of the notice of appeal accompanied by the applicable filing fees with the appropriate district court of appeal. The notice of appeal must be filed within 30 days from the date when the final order is filed with the Clerk of the Department.

Executed in Tallahassee, Florida.

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION

David Whiting, Deputy Director
Division of Environmental Assessment and Restoration
2600 Blair Stone Road
Tallahassee, FL 32399
Tel No.: (850) 245-8191

Attachments:
Final Audit Report

Copies furnished to:
Geoffrey Rosenaw, Collier County
Stacey Cowley, DEP Office of General Counsel
File

CERTIFICATE OF SERVICE

The undersigned duly designated deputy clerk hereby certifies that this determination, including all copies, was e-mailed before the close of business on September 10, 2015, to the above listed persons.

FILING AND ACKNOWLEDGMENT

FILED, on this date, pursuant to 120.52(7)
Florida Statutes, with the designated Department Clerk,
receipt of which is hereby acknowledged.

Clerk — Date: 9/10/2015

Final Audit Report
Collier County Natural Resources Department
Field Performance Audit,
February 20, 2015

Aquatic Ecology and Quality Assurance Section
Water Quality Standards Program
Division of Environmental Assessment and Restoration
Florida Department of Environmental Protection
September 9, 2015

2600 Blair Stone Road MS 6511
Tallahassee, Florida 32399-2400
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Introduction

This field performance audit of the Collier County Natural Resources Division, Pollution Control Section (County) sampling team was conducted by the Florida Department of Environmental Protection (Department) Aquatic Ecology and Quality Assurance Section (AEQAS) in accordance with Rules 62-160.650 and 62-160.670, Florida Administrative Code (F.A.C.), to assess the overall quality of groundwater data collected by Collier County for use by the Department. This audit was requested by Collier County as part of their Quality Assurance program.

The field performance audit is used to verify that a sampling organization is correctly implementing the Department Standard Operating Procedures (SOPs) for Field Activities, and covers sample collection, field testing, and required field documentation. The results of the audit have been evaluated to provide the recommendations in this report for improvements to Collier County's quality systems.

Description of Sampling Event and Audit

This audit was conducted by Jennifer Claypool from the AEQAS at the request of Rhonda Watkins of Collier County. The goal of the audit was to identify any areas for improvement in the procedures used by the County to collect data that are used to inform the decisions of both the County and the Department. For scheduling reasons, the audit was conducted on a Friday, a day when the County cannot send samples to their analytical lab. Therefore, the sampling event was a mock sampling event, with all components of a real sampling event except for the transfer of samples to the lab.

The sampling team included Joshua Gravlin and Geoffrey Rosenaw, who are both employed by the County. On February 20, 2015, the auditor met with the samplers at the Collier County lab facility to observe trip preparation and meter calibration and verification. The auditor then accompanied the samplers to two groundwater monitoring wells, C-01059 and C-01058. At both sites, the auditor observed the well purging, meter reading, sample collection, and cleanup procedures. Samplers collected six containers of water at each site for analysis of Nutrients, Physical Properties, Fecal Coliform, Total Coliform, Metals, and Hydrogen Sulfide, and completed chain of custody forms.

The post verification process was not observed during the audit so those records and other supporting documentation were requested after the audit was completed. The samplers emailed the meter calibration maintenance and calibration logs, the groundwater purging and sampling log, and the chain of custody forms to the auditor. A copy of the audit checklist completed for this audit is available from AEQAS upon request. The DEP SOPs (DEP-SOP-001/01, March 1, 2014) provided the criteria for the audit and all findings.

Audit Findings

A preliminary audit report was sent to Joshua Gravlin and Geoffrey Rosenaw of the County on May 21, 2015. The report included a findings table with required and suggested corrective actions. Mr. Rosenaw replied with proposed corrective actions on June 19, 2015 (see Table 1). The auditor reviewed the corrective actions and deemed them acceptable. However, Table 1 includes a suggestion for improving the calibration and verification log. The Department finds that the County has developed a strong quality assurance and quality control program that meets the requirements of the Department's Quality Assurance Rule (Chapter 62-160, F.A.C.) and SOPs.

Table 1. Audit Findings and Responses

Finding #	SOP Reference	Audit Finding	Required or suggested corrective action	Response	Approved by DEP Auditors
1	FD 5000 section 2.14	The type(s) of sampling equipment (pumps) used to collect all samples was not recorded in the field record.	Ensure that the type of pump used is indicated on the field sheet.	This was added to the Master Field Workbook post-audit, prior to the findings report. All future sampling events will contain this information. See attached copy of revised Master Field Workbook.	7/10/2015
2	FD 5000 section 2.3	Ambient field conditions were not recorded for all samples.	Add a place to record this information to the field sheet template.	Language was added to Ground FS02-01. Please find this SOP attached.	7/10/2015
3	FD 2000 section 1.2.1	For equipment decontaminated on-site in the field, the date and time of the cleaning procedure associated with the affected equipment was not recorded in the field records.	The samplers noted that they are adding a space to the field sheet to record this. This corrective action is acceptable.	A decontamination log has been added to the Master Field Workbook. This log contains the cleaning protocol, equipment, time and location.	5/21/2015
4	FS 1002 section 1.1	While filling the sample bottles at the first site, the sampler allowed the outlet tubing to touch the well casing. The sampler noticed the mistake and noted how it could be avoided in the future.	No response needed. Corrective action taken in field.	N/A	5/21/2015
5	FS 1007 section 2.1	The pump equipment was not noted on the field sheet. The auditor was unable to tell if a unique ID is assigned to these.	See suggested corrective action for finding #1 and also provide equipment IDs on field sheet.	A drop down menu on the Master Field Workbook indicates what pump (identified with a unique number) is used for sampling and or purging.	7/10/2015
6	FD 5100 2.1-2.4	The depth and length of screened interval were not recorded.	Samplers noted that this information has not been found yet. If possible obtain the well drilling records from the Water Management District.	This information has been determined. This information, if available, can be found in the Well Info worksheet of the Master Field Workbook.	7/10/2015

Finding #	SOP Reference	Audit Finding	Required or suggested corrective action	Response	Approved by DEP Auditors
7	FD 4100 section 1.1.1	Verified analyses (calibration acceptance) were not recorded for secondary turbidity standards used on the sampling project.	Record this information in the meter maintenance log and link to the calibration log.	Secondary turbidity standard verifications are scheduled to be completed on a quarterly basis. These records will be stored in SIRE and recorded on each Field Workbook.	7/10/2015
8	FD 4100 section 21-2.12	The acceptance criteria for conductivity calibration and verification were not noted on the calibration log.	Add acceptance criteria to the calibration log.	Added acceptance criteria to the calibration log. There was an existing formula that would automatically flag any results outside of the acceptance range.	7/10/2015: This response is acceptable, however criteria were only added in one section on the calibration tab, whereas the other parameters have acceptance criteria in all sections. For consistency, we recommend adding the acceptance criteria to all of the sections on the log.
9	FT 1600 section 2.2.1.2	There is no indication if the sample cells (optical cuvettes) were cleaned with detergent and deionized or distilled water between standard solutions and between sample measurements, as applicable.	Add cleaning procedures to the quality manual or indicate on the field sheet or meter maintenance log.	A decontamination log has been added to the Master Field Workbook. This log contains the cleaning protocol, equipment, time and location.	7/10/2015
10	FT 1600 section 2.3	There is no indication if the initial calibration of the turbidimeter was performed using formazin or styrene divinylbenzene primary standards, whichever was required by the manufacturer of the instrument.	This should be noted or linked on the daily calibration/verification log.	Added information to turbidity calibration worksheet in the Master Field Workbook.	7/10/2015: A pull-down menu was added to the calibration/verification log within the Master Field Workbook to allow the user to choose what type of standard was being used.
11	FT 1600 section 3.3.4	There was no indication if secondary standards for turbidity were verified at least quarterly, immediately after an initial calibration.	This should be noted or linked on the daily calibration/verification log.	Quarterly calibration and secondary standard verification have been added to the sampling calendar. This information will be logged in the quarterly maintenance workbook and recorded with each sampling event.	7/10/2015: The calibration/verification sheet included in the Master Field Workbook now includes a box to note the last date the standards were verified, which provides a link to the maintenance workbook.

Finding #	SOP Reference	Audit Finding	Required or suggested corrective action	Response	Approved by DEP Auditors
12	FT 1600, section 3.3.2	There was no indication if secondary turbidity standards are used only for continuing verification.	This should be noted or linked on the daily calibration/verification log.	Currently, standards used for initial calibration are used for continuing calibration verifications (CCVs) at the end of day. Secondary standards will be used for continuing verification and noted in the calibration log.	7/10/2015: A pull-down menu was added to the calibration/verification sheet included in the Master Field Workbook to allow the user to choose between primary and secondary standards. It is acceptable to use primary standards for CCVs.
13	N/A	At the second site, the samplers were unable to purge the well because a piece of equipment was missing. One sampler returned for the equipment, delaying the sampling trip.	The samplers noted that they would be adding the missed equipment to their trip preparation checklist to avoid this problem in the future. This corrective action is acceptable and no further action is needed.	N/A	5/21/2015