

Section A9. Documentation and Records

All field data gathered by SWAMP entities are recorded in field notebooks and additionally on standardized field data entry forms for Station Occupation (all sites must have this form completed), for Water Quality (sites which require any analyses to be conducted on water samples), for Sediment (sites which require any analyses to be conducted on sediment samples), and for Bioaccumulation (sites which require any analyses to be conducted on tissue samples). These forms and this process is described in more detail in the Interim SWAMP Information Management System Plan (**Appendix J**).

- These data records are recommended to be maintained for at least an eight year period in files at the specific SWAMP entities.
- Field data are required to be reported to the appropriate SWAMP Regional Information Management Coordinator (RIMC) at least once per quarter, or more frequently as appropriate.
- Data are reported to the SWAMP Program data manager electronically in a format as specified in the SWAMP Information Management System Plan.
- All hard copies of data are kept on file at the respective SWAMP entity conducting the field data collection (or appropriate contract managers as appropriate) and are reviewed by the SWAMP Program QA staff during annual performance reviews. QA evaluation procedures are further described in Section B5 of this QAMP, and in the SWAMP Recommended Lab/Field QA Evaluation Guidance (**Appendix I**).

Data Reporting/Submission Format

In addition to the laboratory's standard reporting format, all results meeting data quality objectives and results having satisfactory explanations for deviations from objectives shall be reported in tabular format on electronic media, as outlined in the Interim SWAMP Information System Management Plan.

As they become available, and after preliminary internal laboratory QA/QC review, DRAFT data produced from laboratory analyses are sent in electronic format from the respective SWAMP entity conducting the analysis to the specific RWQCB requesting the analyses for a preliminary review by SWAMP RWQCB staff. These DRAFT data are not for distribution or application/utilization in any manner whatsoever, other than for the RWQCB initial review. Upon completion of their preliminary review of the DRAFT data, the RWQCB SWAMP staff will provide any concerns/comments either in writing to the respective laboratory, as well as to the SWAMP QA Program staff and the SWAMP Data Management Program (as appropriate, including others, as appropriate), and let the lab know if it approves of this DRAFT data in its current format. If any concerns are presented by the RWQCB SWAMP staff regarding this

DRAFT data, the concerns must be addressed in writing also, to the extent that the responses from the analytical lab are addressed sufficiently to allow the RWQCB to consider their concerns having been alleviated. Once the RWQCB deems the DRAFT data as meeting all their needs, and having all their concerns addressed to the extent practical and applicable ("RWQCB verification"), the DRAFT data is then finalized by the originating laboratory and officially submitted to the SWAMP RIMC in the electronic format and manner as directed.

The SWAMP Information Management System, and many of the requirements for reporting, is undergoing final review, and the Interim SWAMP Information Management System Plan provided in **Appendix J** is therefore considered Interim. Upon completion of a Final SWAMP Information Management System Plan, this QAMP will replace the Interim document currently in **Appendix J** with the Final document, and inform all recipients of this initial QAMP of the availability of the Final version of the SWAMP Information Management System. The SWAMP Data Management Program, based out of Moss Landing Marine Laboratory, shall be the recipient and custodian of all SWAMP data files and records.

Documentation for analytical data is kept on file at the laboratories. These are always available and are reviewed during external audits by the SWAMP QA Program. These records include the analyst's comments on the condition of the sample and progress of the analysis, raw data, instrument printouts, and results of calibration and QC checks.

The final disposition of documents is consistent with agency record-keeping procedures. Paper copies of all analytical data, field data forms and field notebooks, raw and condensed data for analysis performed on-site, and field instrument calibration notebooks are part of the permanent archives in the respective SWAMP entity offices and serve as a more readily accessible backup than agency archives.