SAMPLE
SWAMP Kickoff Meeting Agenda
Date Time
Call In Number:
WebEx URL:

Project Name(s): SWAMP_RBX: SWAMP is the program, RB indicates it is a Regional Board sample, X is the Regional Board number.
Sampling Protocol: MPSL-DFG_FieldSOP_v1.0 (15October 2007)
Data sheets: Modified SWAMP for Region X (see Attachment)
Work Order: (number)

Agenda Item	Summary of information to discuss

10 minutes
 	
Introductions
	• Identify key players and roles (see attached WO)
	  ○ Region X Representative (Staff)
	  ○ SWAMP Quality Assurance Team (Staff)
	  ○ SWAMP Data Management Team (Staff)
	  ○ Work Order Coordination (Staff)
	  ○ Regional field staff (Staff)
	  ○ Lab 1(Lab Name) (Staff) You may have more than one lab doing analyses and you should address tasks for all
	  ○ Lab 2(Lab Name) (Staff)
	  ○ Lab 3(Lab Name) (Staff)
	  ○ Lab 4(Lab Name) (Staff)
	  ○ Lab 5(Lab Name) (Staff)
	
	• Responsibilities / communication:
	  ○ Who to contact when there are questions about
	  ▪ samples:
	  ▪ analyses:
	  ▪ data:

10 minutes
 	
Data and Work Order Management
	• Data Management Team (general items for all work)
	  ○ Finalize ProjectCodes
	  ○ Add Project to Projects Table in the SWAMP Database
	  ○ Add New Stations to Stations Template
	  ○ Region requests standard SWAMP validation criteria for data set
	  ○ Timeline from Temp to Perm side for each project
	• Project Management (Regional Coordinator)
	  ○ Chain of Custody & Analysis Authorization & sample labels templates to Regional X staff
	• Other items to address?

15 minutes **Water Toxicity** **Lab name**	**Lab Name - Water Toxicity – Three test species, Nine Samples Two sample events** **Sample Collection**: Regional Water Board X staff will collect samples in (add months) **Sample Analysis**: Lab name **Number of samples**: e.g. Each Event with 9 samples (8 sites & 1 duplicate) **Schedule**: (date) Wet weather (9 samples) & (date) Dry weather (9 samples) **Logistics**: • Project Management (Regional Coordinator) ▪ Schedule events on SWAMP calendar ▪ Verify Chain of Custody (COC) / Analysis Authorization (AA) forms following sample collection • Regional X (Staff) examples below for sampling prep activities ○ Borrow toxicity coolers ○ Request bottles from Lab 1 ○ Prepare labels, AA form and COC ○ Provide AA forms to labs in advance of field work ○ One field dup will be collected ○ Aware of holding times (48 Hours) ○ Aware of additional sample volume needed for Quality Control analysis ▪ None needed ○ Plan for dry sites ○ Schedule with labs for sample delivery ○ Shipping from Region X to Lab 1 (overnight on collection day) ○ Field data entry to SWAMP • Lab (Staff) ○ Provide sample bottles ○ Define additional sample volume needed for Quality Control analyses - NONE ○ Receive / log in samples from Region X (within HT) ○ Communicate with Region X, QAT and Lab X if any issues with sample delivery (broken bottles, receipt temperature, shipping issues etc). ○ Data delivery to SWAMP (Region X requests 4 months from receipt) ○ Alternate test species if elevated Salinity?

20 Minutes **Chemistry – Lab name**	**Lab – water and sediment chemistry – three events total in 2013** **1) Water chemistry – two events (OPs short list) –** **2) Sediment chemistry – one event (OCs and Pyrethroids)** **Sample Collection**: Regional Water Board X staff **Sample Analysis**: Lab **Number of samples**: e.g. Three events, each with 9 samples (8 sites & 1 duplicate) **Schedule**: • Water chemistry - (date) Wet weather (9 samples) & (Date) Dry weather (9 samples) • Sediment chemistry – (Date), Dry weather (9 samples) **Logistics**: • Project Management (Regional Coordinator) ▪ Schedule events on SWAMP calendar ▪ Verify Chain of Custody (COC) / Analysis Authorization(AA) forms following sample collection • Regional Water Board X staff ○ Request bottles from Lab ○ Prepare labels, Analysis Authorization (AA) form and Chain of Custody (COC) ○ Provide AA forms to labs in advance of field work ○ Field staff will collect one field dup ○ Aware of holding times ▪ Water – OP's (7d to extract – 40d to analysis) ▪ Sediment – OCs and Pyr's (7d to extract and 40d to analysis) ○ Aware of additional sample volume needed for Quality Control analysis ▪ Water – OP's - At Field Dup site collect 6 sample containers (Native, Field Dup and 4 for Quality Control analysis) ▪ Sediment – OC's and Pyr's ○ Plan for dry sites (alternates will be attempted and noted) ○ Schedule with labs for sample delivery ○ Shipping from Region X to (Lab name) (overnight on collection day) ○ Field data entry to SWAMP • Lab (Staff) ○ Provide sample containers ○ Define additional sample volume needed for Quality Control analyses ▪ Water – OP's - 6 bottles total from Field Dup site ▪ Sediment – OC's and Pyr's ○ Receive / log in samples from Region X (within HT) ○ Communicate with Region X, QAT and Project Management if any issues with sample delivery (sample volume adequate, broken

	bottles, receipt temperature, shipping issues etc). ○ Holding Times (7 days to extraction and 40 days to analyze) ○ Data delivery to SWAMP (Region X requests 4 months from receipt)
10 Minutes **Chemistry – Lab Name**	**Lab name** –Metals**– three events in year (add year)** **1) Water – two events (Total metals) –** **2) Sediment– one event (Total metals)** **Sample Collection**: Regional Water Board X staff **Sample Analysis**: Lab name **Number of samples**: e.g. Three events, each with 9 samples (8 sites & 1 duplicate) **Schedule**: • Water chemistry - (date) Wet weather (9 samples) & (dates) Dry weather (9 samples) • Sediment chemistry – (date), Dry weather (9 samples) **Logistics**: • Project Management (Regional Coordinator) ▪ Schedule events on SWAMP calendar ▪ Verify Chain of Custody (COC) / Analysis Authorization (AA) forms following sample collection • Regional Water Board X staff (Staff) ○ Request bottles from Lab name ○ Prepare labels, AA form and COC ○ Provide AA forms to labs in advance of field work ○ One field dup will be collected ○ Aware of holding times ▪ Water – (acidify within 48h and analyses with 6 months) ▪ Sediment – (14d within collection or thaw below -20C) ○ Plan for dry sites (alternates will be attempted and will be noted) ○ Schedule with labs for sample delivery ○ Shipping from Region X to Lab name (overnight on collection day) ○ Field data entry to SWAMP • Lab name (Staff) ○ Provide sample containers ○ Define additional sample volume needed for Quality Control analyses ▪ Water – ▪ Sediment – ○ Receive / log in samples from Region X (within Holding Time) ○ Communicate with Region X, QAT and Project Management if any issues with sample delivery (sample volume adequate, broken bottles, receipt temperature, shipping issues etc). ○ Holding Times (listed above) ○ Data delivery to SWAMP (Region X requests 4 months from receipt)

10 Minutes
 	
Chemistry – Lab Name
	Lab Name : Sediment TOC and Grain Size – e.g. one event in 2013
	
	Sample Collection: Regional Water Board X staff (Staff)
	Sample Analysis: **Lab Name**
	Sample Collection: Regional Water Board X staff (Staff)
	Number of samples: e.g. 9 (8 sites & 1 duplicate)
	Logistics:
	• Project Management (Regional Coordinator)
	  ○ Schedule events on SWAMP calendar
	  ○ Verify COC / AA forms following sample collection
	• Regional Water Board X staff (Staff)
	  ○ Request bottles from Lab name
	  ○ Prepare labels, AA form and COC
	  ○ Provide AA forms to labs in advance of field work
	  ○ One field dup will be collected
	  ○ Aware of holding times
	  ▪ Sediment – (per method)
	  ○ Aware of additional sample volume needed for Quality Control analysis (None)
	  ○ Plan for dry sites (alternates will be attempted and will be noted)
	  ○ Schedule with labs for sample delivery
	  ○ Shipping from Region X to Lab name (overnight on collection day)
	  ○ Field data entry to SWAMP
	  ○
	• **Lab Name** (Staff)
	  ○ Provide sample containers
	  ○ Define additional sample volume needed for QUALITY CONTROLanalyses (None)
	  ○ How many extra sample containers for Quality Control analyses?
	  ○ Receive samples from Region X (within HT)
	  ○ Receive / log in samples from Region X (within HT)
	  ○ Communicate with Region X, QAT and Project Management if any issues with sample delivery (sample volume adequate, broken bottles, receipt temperature, shipping issues etc).
	  ○ Holding Times (per method)
	  ○ Data delivery to SWAMP using established template. Timeline for data submittal (Region X requests 4 months)
	  ○ Data delivery to SWAMP (Region X requests 4 months from receipt)

10 Minutes **Sediment Tox** **Lab Name**	**Lab Name - Sediment Toxicity one event in 2013** **Sample Collection**: Regional Water Board X (staff) **Sample Analysis**: Lab Name **Number of samples**: e.g. 9 (8 sites & 1 duplicate) **Logistics**: • Project Management (Regional Coordinator) o Schedule events on SWAMP calendar o Verify Analysis Authorization (AA) form and Chain of Custody (COC) forms following sample collection • Regional Water Board X (staff) o Request bottles from GC o Prepare labels, Analysis Authorization (AA) form and Chain of Custody (COC) o Provide AA forms to labs in advance of field work o One field dup will be collected o Aware of holding times (14 days) o Aware of additional sample volume needed for Quality Control analysis - NONE o Plan for dry sites (alternates will be attempted and noted) o Schedule with labs for sample delivery o Shipping from Region X to Lab Name (overnight on collection day) o Field data entry to SWAMP • **Lab Name** (Staff) o Provide sample containers o Define additional sample volume needed for Quality Control analyses- NONE o Receive / log in samples from Region X (within HT) o Communicate with Region X, QAT and Project Management if any issues with sample delivery (sample volume adequate, broken bottles, receipt temperature, shipping issues etc). o Holding Times (7-days) o Data delivery to SWAMP (Region X requests 4 months from receipt)
5 minutes	Questions and other issues
	Adjourn